



PAYROLL SERVICES

104 AIRPORT DRIVE, SUITE 3600 T 919.962.0046
CAMPUS BOX 1260 F 919.962.5077
CHAPEL HILL, NC 27599-1260

1105.1rd – Notice of Overpayment to Employee

DATE

TO: HR Facilitator
CC: EMILY COBLE,
FR: BRIAN SIMET
INTERIM DIRECTOR OF PAYROLL SERVICES
RE: OVERPAYMENT TO (*employee name*)

Overpayment # ___ to _____, an employee in your department, has occurred as a result of _____

The employing department is responsible for the collection of this overpayment and will need to follow the procedures listed below:

1. Please confirm receipt of this email by replying to (yolanda_torain@unc.edu or Brandon_brooks@unc.edu) indicating that you will begin the collection process.

2. Contact should be made to the employee either by letter, email, or phone, explaining the overpayment and providing the amount to be collected. **Please make the employee aware that if we have not received payment in full by November 30th the employee will need to repay the gross amount of amount instead of just the net amount of amount.** A personal check made payable to the University of North Carolina at Chapel Hill **should be forwarded to: Emily Coble, Accounting Services, CB #1210, 104 Airport Drive AOB** for deposit. **If the employee is active on Payroll, the amount will be deducted from the next check the employee is to receive or subsequent checks until debt is satisfied.**

3. Provide a copy of all correspondence that has been made to the employee to (yolanda_torain@unc.edu or Brandon_brooks@unc.edu) as a means of a record that the collection process has been initiated.

Collection of any overpayment must be handled on a timely basis. After 90 days from the original notification date on this email, if the overpayment has not been satisfactorily collected, Accounting Services will report this debt to the State of North Carolina as required by the State Employees Debt Collection Act (SEDCA). The SEDCA action places a hold on the employee's state tax refund until the debt is paid in full. Should the employee return to employment with the University, the amount owed will be **deducted** from any wages due.