

**PCG Alert**  
**September 5, 2019**

**Payroll Overpayment Workshop**

**Please forward this alert to those in your Organization who need this information:**

The Payroll Compliance Group is offering a Payroll Overpayment Workshop.

Who should attend: Individuals new to the overpayment process or who wish to sharpen PayBreeze skills

Date: December 3, 2019

Time: 9:00 AM to 12:00 PM

Where: Division of Accounting  
Training Room #4  
820 Silver Lake Blvd  
Dover, DE 19904

This workshop will focus on the Payroll Overpayment procedure. It will include hands-on practice with Pay Breeze using various scenarios of overpayment, payroll repayment worksheet completion and repayment forms review.

**Registration is through the Delaware Learning Center and the title of the workshop is “Payroll Overpayment Workshop”. Seating is limited to 16 per workshop and is on a first come, first served basis.**

**To access the Delaware Learning Center, follow this link:**

<https://hrm.omb.delaware.gov/training/index.shtml>.

Note: School employees will need to be registered in the Delaware Learning Center if they have not taken previous training in order to register for the workshops. To complete the registration process visit:

<https://stateofdelaware.csod.com/selfreg/register.aspx?c=fsfsodee>

PCG Alerts are posted on the DOA Website:

[https://accounting.delaware.gov/payroll\\_comp/communications.shtml](https://accounting.delaware.gov/payroll_comp/communications.shtml)