

PCG Alert
September 10, 2018

Payroll Overpayment Workshops

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

The Payroll Compliance Group is offering Payroll Overpayment Workshops.

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

Dates: October 23, 2018 or December 4, 2018

Time: 9:00 AM to 3:00 PM

Where: Division of Accounting
820 Silver Lake Blvd
Dover, DE 19904

This workshop will focus on the Payroll Overpayment procedure. It will include hands-on practice with PayBreeze 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 15 per workshop and is on a first come, first served basis.

To access the Delaware Learning Center, follow this link:

<http://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:

http://accounting.delaware.gov/payroll_comp/communications.shtml