CURRENT CALENDAR YEAR PAYROLL REPAYMENT WORKSHEET

Department ID: _____   Employee Name: _____

Organization: _____   Empl ID: _____

Paycheck Date: _____   Completed By: _____

NOTE: *__The calculation on this worksheet must be approved by the Payroll Compliance Group before completing the Payroll Repayment Form and before meeting with and collecting money from the employee.__*

__If the overpayment occurred over multiple paychecks, complete a worksheet for each paycheck.__

1. Complete the *Actual Amount Paid* column using figures from the PHRST *Review Paycheck* page for the paycheck where the overpayment occurred.
    a. **Gross Pay** – *Paycheck Earnings – Paycheck Totals – Earnings*
    b. **Taxes** – *Paycheck Taxes – Taxes*
    c. **Pension/ Deductions/Def Comp/TSA** – *Paycheck Deductions – Deduction Details 1*
    d. **Net Pay** – *Paycheck Earnings – Paycheck Totals – Net Pay*
2. PayBreeze the **correct Gross amount** making sure to enter:
    a. Employee Pension deduction (based on the correct gross pay),
    b. Before-Tax Benefit Deductions/Deferred Compensation/TSA
    c. Any other general deductions (as long as there is sufficient gross pay).
3. Complete the *Correct Amount* column using the Gross-to-Net amounts calculated by PayBreeze.
4. The formulas in the worksheet will calculate the Gross-to-Net amounts for the *Overpayment* column.
5. Forward this worksheet to the PCG for approval of the *Overpayment* calculations **before** meeting with the employee to discuss the overpayment and collect any money.

	A Actual Amount Paid	B Correct Amount PayBreeze	C Total Overpayment	
Earnings				
Flex Credits				
STD Earnings				
TOTAL GROSS PAY				* Gross
Federal Tax				
State Tax				
Local Tax				
OASDI				
Medicare				
Pension				
Before-Tax Deductions				
Before-Tax Deferred Comp/TSA				
After-Tax Deductions				
NET PAY				** Net

* Amount due if managed through wage reductions in the PHRST system
** Amount due if repayment is made by Personal Check/Money Order

List all Garnishment deductions, and any other deductions that could not be included in the *Correct Amount* column:

Deduction/Vendor	Amount

Please submit all Worksheets to the PCG mailbox: PCG.DOA@delaware.gov