

**PRIOR 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 meeting with and collecting any money from the employee.**

**If the overpayment occurred over multiple paychecks, please complete a worksheet for each paycheck.**

1. Complete the *Actual Amount Paid* column using the “Earnings” amount from the PHRST *Review Paycheck – Paycheck Earnings* page for the paycheck in which the overpayment occurred.
2. Enter the Gross Pay the employee should have received in the *Correct Amount* (B) column.
3. The result is the gross overpayment amount in the *Overpayment* (C) column.
4. Submit this worksheet to the PCG for approval of the *Gross Overpayment* calculation **before** meeting with the employee to discuss the overpayment and collecting any money.

	A Actual Amount Paid	B Correct Amount	C Overpayment
Gross Pay			

**Please submit all Worksheets to the PCG mailbox: [PCG.DOA@delaware.gov](mailto:PCG.DOA@delaware.gov)**