

Overpayment Recovery Form

*Form can be completed electronically.*

**Overpayment Details**

**Employee Name**: Click or tap here to enter text.

**Employee Number**: Click or tap here to enter text.

**Department:** Click or tap here to enter text.

**Dollar amount of overpay (gross, not net)**: Click or tap here to enter text.

**Overpayment Recovery Option** – Select one option below, and enter the relevant date detail.

For overpayments **under $50**:

* **☐ Under $50**: Recovery for an overpayment that is less than $50 will occur from a single paycheck.
* **Pay Period Ending Date Deduction Will Begin**: Click or tap here to enter text.

For overpayments **over $50**:

* **☐ Option A:** Recover entire amount in one pay.
  + **Enter amount**: Click or tap here to enter text.
  + **Pay Period Ending Date Deduction Will Begin**: Click or tap here to enter text.
* **☐ Option B:** $50 per paycheck.
  + **Pay Period Ending Date Deduction Will Begin**: Click or tap here to enter text.
* **☐ Option C:** More than $50 per pay.
  + **Enter amount for each pay**: Click or tap here to enter text.
  + **Pay Period Ending Date Deduction Will Begin**: Click or tap here to enter text.

**Electronic employee signature:** The employee must submit an email to his/her departmental HR contact, containing the following detail to authorize this overpayment transaction: *“I,[Employee Name], hereby authorize payroll to recover $[gross amount of overpay, which must match this form] as follows:*

*[Select 1, and ensure that the selection matches this form:*

* *Since the overpayment amount does not exceed $50, this amount will be recovered from a single paycheck. OR*
* *The full amount will be recovered from a single paycheck. OR*
* *$50 per paycheck will be recovered until the overpayment is recouped in full. OR*
* *$[insert amount exceeding $50]per paycheck will be recovered until the overpayment is recouped in full.”*

**Upon receipt of this signature message**: Print both this completed form and the email to PDF files, then combine the two PDF files into one comprehensive PDF using the City’s online PDF tool, which is available at https://pdf-tools.phila.gov, **and submit the full packet to Central Payroll to be processed.**