



EMPLOYEE OVERPAYMENT RECEIPT/ACKNOWLEDGEMENT

Date of Notice - _____

An overpayment to one of our employees has occurred. The details are as follows:

Employee Name and WSU ID: _____

Pay Cycle(s) Date(s): _____ Gross amount of Overpayment: \$ _____

Employing Department/College: _____

Cause of Overpayment:

- | | |
|--|--|
| <input type="checkbox"/> Retro Leave Without Pay | <input type="checkbox"/> Compensation Error |
| <input type="checkbox"/> Paid Holiday (should be Unpaid) | <input type="checkbox"/> PAP error |
| <input type="checkbox"/> Time Entry Error | <input type="checkbox"/> Position/Job Error |
| <input type="checkbox"/> FTE change | <input type="checkbox"/> Late Termination |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Accrual Error/Final Audit |
| ○ Brief Description – _____ | |

The employee was notified of this overpayment via _____ (method) on _____ (date) and directed to reach out to Payroll Services at overpayments@wsu.edu for resolution.

We understand that in most cases overpayments are preventable and we have tools available within Workday to mitigate these circumstances. Overpayments have far reaching affects to both the employee and WSU and we are committed to reviewing our processes and taking actionable steps to prevent them in the future.

Supervisor Name/Signature

HR Partner Name/Signature

Appointing Authority Name/Signature

RCW 49.48.210 defines “overpayment” as a payment of salaries or wages for a pay period that is greater than the amount earned for a pay period. This is the same definition Payroll Services has always followed. This is consistent with the Washington State Constitution Article VIII Section 5, “The credit of the state shall not, in any manner be given or loaned to, or in aid of, any individual, association, company or corporation”, which has been cited by the State Auditor’s Office when alleging overpayments. Retaining an overpayment may also violate the state ethics laws. It is not appropriate for the Employing Department to suggest that an employee who has been overpaid gets to keep the money. (Employing Departments do have the right to correct time report/leave reports which may reverse original pay-affecting results.) For these reasons it continues to be the policy of Payroll Services to aggressively recover overpayments as quickly as possible while working with employees and their departments. If the overpayment involves an employee covered by a collective bargaining agreement, the recovery methods in the collective bargaining agreement should be followed.