

## **RESOLUTION OF OVERPAYMENT OF SALARIES FOR FORMER EMPLOYEES**

*This Circular will remain in effect unless rescinded or superseded by a subsequent version.*

With the multitude of daily transactions, corrections on both the financial and payroll component are warranted. The following process must be strictly followed when an overpayment occurs.

1. When this transaction is identified, notification is generated from the payroll unit to the accounting unit.
2. This notification states the name and the amount of the salary overpayment.
3. Immediate request for payback is forwarded to the individual through the United States Post Office and/or email by the accounting unit.
4. To finalize this transaction, the employee is requested to return the amount overpaid, payable to the City of Boston – Boston Public Schools, Bank Check or Money Order.
5. Upon receipt, the check is deposited with the City Treasurer, and the adjustments of the employee's annual wages are activated.
6. If further resolution is warranted, the employee should

substantiate their claim with supporting documentation. In the event of a financial hardship, the accounting unit will review the circumstances and make a payment plan recommendation to the business manager.

**For more information about this circular, contact:**

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| <b>Owner:</b>               | Director of Payroll   |
| <b>Department:</b>          | Office of Human Capital   |
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| <b>Additional Questions</b> | For additional questions, please submit an HR Inquiry Ticket via the Beacon. This can be found on Access Boston ( <a href="mailto:finance-staff@bostonpublicschools.org">finance-staff@bostonpublicschools.org</a> ). |

Mary Skipper, Superintendent