



University of Louisiana at Monroe

1/9/2025

Sagar Karki
ULM
Monroe, LA 71209

Dear Sagar:

You were inadvertently overpaid in the amount of \$352.50 gross, \$328.68 net for one pay period which is pay date 12/27/2024. There was a missed step during an update of the payroll system which caused you to be paid twice.

In accordance with the Recoupment Policy, the University of Louisiana at Monroe is required to seek reimbursement from you in the amount of **\$328.68**.

If this matter creates an inconvenience for you, the policy provides a number of options for this recoupment as listed below:

{Please select one below, sign, date and return this form and payment, if applicable, to the Controller's Office (Payroll Accounting) - address shown below}.

_____ Pullback from your personal bank account

_____ Personal payment through check, cashier's check, or money order (one-time pay)
Please remit a check, money order or cashier's check payable to:

ULM or University of Louisiana at Monroe
ULM Payroll Department
Coenen Hall
700 University Avenue
Monroe, LA 71209-2200

_____ Payment plan (up to 4 months/8 pay dates) including payments made directly to ULM and payroll deductions.

I agree to personally remit \$_____ per month.

I agree to a payroll deduction in the amount of \$_____ per pay date, beginning _____, ending _____.

You will be personally responsible for payments if they are not payroll deducted for any reason.

If you are separated (terminated) from ULM before the full amount is recovered, the remaining balance will be withheld from your final paycheck, if applicable.

Signature

Date

Your payroll account will be adjusted to reflect this payment. If you have any questions, please don't hesitate to contact me at bgreen@ulm.edu, or the phone numbers listed below.

Please return this completed letter indicating your options and/or monies to me at the address listed above, or via fax, or via email **within five (5) working days**.

Unearned payments to employees are prohibited by Article 7, Section 14 of the Louisiana State Constitution which prohibits the donation of public funds. As a result, the University of Louisiana at Monroe (ULM), a State Agency, is required to recoup overpayments from both active and separated employees. If you disagree with this request, you may submit a letter of dispute to the Controller **within five (5) working days** from the date of the notification of this letter.

You may obtain a copy of the Recoupment of Overpayments Policy and Procedure on our website (<http://www.ulm.edu/controller/policies.htm>)

We apologize for any inconvenience this matter may cause.

Regards,

Betty Green

Accounting Tech
Payroll Accounting
Coenen Hall Rm 156B
bgreen@ulm.edu
(318) 342-5279
(318) 342-5103 fax