

1ST LETTER TO EMPLOYEE

(Name)
(Address)

Dear:

This letter serves to notify you that the Department of Health and Human Services made a salary overpayment to you for the amount of \$_____. The attached worksheet used to calculate the overpayment has been enclosed for your review and information.

As set forth in General Statute 143-553, "all persons...employed who owe money to the State and whose salaries are paid in whole or part by State funds must make full restitution of the amount owed as a condition of continuing employment." Upon receipt of this letter, it is your responsibility to contact the (division/institution human resources office) immediately to make arrangements to settle the overpayment. Failure to promptly contact the human resources manager's office may result in your paycheck being removed from direct deposit. Failure to make arrangements within **90 calendar days** will result in action being taken by the NC Attorney Generals Office, NC Department of Revenue, and/or private collection agencies to collect the monies due. When a pay plan agreement is reached, your account will still be submitted to the NC Department of Revenue.

Thank you for your prompt attention to this matter.

Sincerely,

(Division/Institution Human Resources Mgr.)

cc: Assistant Payroll Officer
Payroll Technician
Employee Personnel File