

PCG Alert

02/28/14

RE: Payroll Overpayment/Repayment Workshop

Attention Payroll Officers:

Please forward this alert to those in your Organization who need this information:

As announced at the Payroll Forum, the Payroll Compliance Group is offering a Payroll Overpayment/Repayment Workshop:

Wednesday, March 12, 2014

Webb Building, Training Room #4
820 Silver Lake Blvd, Dover, DE 19904
Session 1 – 9:00am-12:00pm
Session 2 – 1:00pm-4:00pm
Registration Required

OR

Wednesday, March 19, 2014

Webb Building, Training Room #4
820 Silver Lake Blvd, Dover, DE 19904
Session 1 – 9:00am-12:00pm
Session 2 – 1:00pm-4:00pm
Registration Required

The Workshop will include:

- A review of policies and procedures
- Assistance with all forms related to payroll repayments
- Explanations of calendar-year and fiscal-year end concerns
- PayBreezeII
- Assistance with any current overpayment cases

Seating is limited and you must register for the workshop. Seats will be filled on a first-come-first-served basis.

To register, send an email to PCG.DOA@state.de.us requesting March 12th or March 19th and Session 1 or Session 2. Registrations will not be accepted over the phone. You will receive an email confirming your registration for the workshop.

If you are interested in the Workshop, but cannot attend on the dates provided, please email PCG.DOA@state.de.us expressing your interest. This will help us determine if additional Workshops are needed.

PCG Alerts are posted on the DOA Website:

http://accounting.delaware.gov/payroll_comp/communications.shtml