

## **PCG Alert**

**04/02/14**

**RE:** Payroll Overpayment/Repayment Workshop

**Attention Payroll Officers:**

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

The Payroll Compliance Group is offering a Payroll Overpayment/Repayment Workshop:

**Wednesday, April 30, 2014**

Webb Building, New Castle Conference Room

820 Silver Lake Blvd, Dover, DE 19904

Session 1 – 9:00 a.m. – 12:00 p.m.

Session 2 – 1:00 p.m. – 4:00 p.m.

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](mailto:PCG.DOA@state.de.us) requesting 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](mailto: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](http://accounting.delaware.gov/payroll_comp/communications.shtml)