

DEPARTMENT OF HEALTH AND MENTAL HYGIENE GUIDELINES ON ADMINISTRATIVE OVERPAYMENTS

GENERAL:

In general, any employee who is overpaid by the Department of Health and Mental Hygiene will be required to make restitution to the DHMH unit in which the overpayment occurred.

- a. If an employee suspects that the dollar amount of his/her paycheck is incorrect, he/she has an obligation to immediately report the discrepancy to his/her payroll office.
- b. When a DHMH unit payroll office is notified by an employee, or an official of a discrepancy in an employee's paycheck, the payroll office will investigate the discrepancy and determine the dollar amount of the overpayment. Disciplinary action may be considered in cases where careless errors have resulted in overpayments.
- c. The unit's payroll office or personnel office will notify the employee in writing of the reason for the overpayment and the amount of the debt to be repaid. The written notification will include payment options available to the employee

AMOUNTS EXCEEDING \$1000

DHMH Personnel Services Administration, in consultation with the DHMH Office of the Inspector General will consider, on a case-by-case basis, requests from DHMH units to support a referral to the Department of Budget and Management's Central Collection Unit for partial abatement of debt owed by an employee for administrative errors which resulted in an overpayment exceeding \$1000.

In situations in which an administrative error has resulted in an overpayment so great as to be a hardship for the employee, and the employee was not a party to the administrative error nor could the employee be reasonably expected to have known that he/she was being overpaid, Personnel Services Administration and the Office of the Inspector General will consider requests from DHMH units to abate part of the overpayment.

- a. The unit personnel office shall submit a detailed request to the Personnel Services Administration asking that the debt be partially abated, giving the reasons why the employee should not have to repay the full amount. The letter must be comprehensive and specific, including the amount of the overpayment, the administrative circumstances that led to the overpayment and the measures taken to prevent re-occurrence.

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE
GUIDELINES ON ADMINISTRATIVE OVERPAYMENTS**

Page Two

- b. Personnel Services Administration will review the request with the Office of the Inspector General to determine the merits.

- c. If the Personnel Services Administration and the Office of the Inspector General concur that the debt should be abated, the Personnel Services Administration will forward the request to the Department of Budget and Management Central Collection Unit.

- d. Only the Central Collection Unit may abate a debt. Requests to the Central Collection Unit must come from the Personnel Services Administration with the concurrence of the Office of the Inspector General.