

Repayment of Overpaid Wages Agreement

Return Agreement to Payroll Services:
payroll@gwu.edu

This agreement is to address and resolve the overpayment of wages when the employee is not able to repay the University immediately.

Employee name _____

Employee GWID # _____

Overpayment amount _____

Pay Cycle Monthly Biweekly

I agree to repay The George Washington University (GW) for an overpayment of wages in the amount noted above. To satisfy the overpayment, I hereby authorize GW to deduct _____ from my pay over the next _____ pay periods with a final deduction of _____ from my pay for the subsequent pay period.

I understand that in the event I leave GW before the overpaid balance is repaid, the remaining balance due will be withheld from my final pay. I understand further that I am still responsible for repaying any remaining balance due after the deduction from my final pay by no later than ten (10) days after termination of employment.

Employee Signature

Date

Department VP/ Dean Authorizing Signature

Date

Department VP/ Dean Name (printed)

Requests to repay the University for a period more than 60 days must have the approval of the Vice President, CFO & Treasurer. (Please attach any supporting documentation)

Approved Not Approved

Signature

Date

(Payroll Only) Payroll deduction to begin _____
(Payroll Pay Period)