



February 6, 2023

Re: Payroll error

Dear Sandra,

We're sorry for the payment error in your most recent paycheck dated 01/31/23. In this paycheck, we mistakenly entered the wrong number of hours worked for the paycheck's pay period of 01/16 to 1/29. As a result, your paycheck had an overpayment of \$115.

As discussed, we will correct the situation by deducting the additional \$115 from your next paycheck on 02/17/23.

To prevent this from happening again, we're updating our [payroll software](#) to one that automatically calculates regular work and overtime hours.

If you have any questions, please contact me.

Thank you for understanding. Again, we are very sorry for the mistake and we sincerely apologize for any inconvenience this may have caused.

Regards,

Mike Anderson
Human Resources Director

Sample Letter To Payroll Department Incorrect Pay

**United States. Congress. House.
Committee on Veterans' Affairs.
Subcommittee on Compensation,
Pension, and Insurance**

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Payroll Vicki M. Lambert, IOMA, 2005-03-04 This book will help anyone who is responsible for a payroll department to manage payroll functions with the maximum efficiency and within compliance requirements It will demonstrate the optimal methods for the basic functions of payroll through to year end and management Proposed chapters include Part One Basic Functions of the Payroll Department 1 Time Records 2 Form W 4 3 New Hires 4 Errors and Corrections 5 Tax Deposits and Reporting 6 Garnishments Part Two Staffing the Payroll Department 7 Creating a First Rate Payroll Department 8 Managing the Staff 9 Staff Motivation and Morale 10 Working with Human Resources and other Departments Part Three Management Issues 11 Customer Service 12 Fraud 13 Dealing with the Internal Revenue Service 14 Handling Department of Labor Audits 15 Compliance Issues 16 Research Needs Part Four Benefits and the Payroll Department 17 Should Payroll Handle the Company s Benefits 18 Year End and Year Beginning Issues Part Five Payroll Systems 19 Objectives of a Computerized Payroll System 20 Interfacing and Integration 21 Selecting a Computerize Payroll System 22 Controls and Security for the Payroll System 23 Disaster Recover a Must 24 Time and Attendance Systems 25 Employee Self Service Systems Part Six Paying Employees 26 Paper Checks are Still an Option 27 Direct Deposit 28 Paycards Part Seven Year End 29 Start Year End Off With a Memo 30 Year End Teams 31 Check Lists 32 Reconciliation of Payroll at Year End 33 Form W 2 Part Eight Payroll and the New Year 34 Setting Up the Payroll System for the New Year 35 Setting Up the Payroll Department for the New Year Part Nine Professionalism and the Payroll Department 36 What is a CPP 37 Why you should become one 38 Studying for the test 39 Ongoing training 40 Professional organizations Quick Reference to Payroll Compliance Alice Gilman, Quick Reference to Payroll Compliance is a one volume resource that gives you straightforward instruction on complying with both federal and state laws for all areas of payroll administration from calculating gross pay to handling garnishments from taxation of fringe benefits to year end reporting Quick Reference to Payroll Compliance helps you take the guesswork out of payroll compliance with current coverage of Wage and hour laws Taxation and reporting of wages Taxation of fringe benefits and other compensation Tax deposit requirements Garnishments New hire reporting Year end reporting Quick Reference to Payroll Compliance gives you the information you need to ensure federal and state compliance including Quick clear explanations of Federal rules and regulations Easy to read requirements for all 50 states Line by line and box by box instructions for completing payroll tax forms And much more *Civilian Pay Transactions at Base Level* United States. Department of the Air Force, 1991 GAO Documents United States. General Accounting Office, 1985 Catalog of reports decisions and opinions testimonies and speeches *Federal Employee Fringe Benefits, Hearings Before the Subcommittee on Compensation ... 90-2, on H.R. 7406, H.R. 12881, H.R. 17954, H.R. 18630, July 15, 19, 29, 1968, Serial No. 90-43* United States. Congress. House. Post Office and Civil Service, 1968 Hearings, Reports and Prints of the House Committee on Post Office and Civil Service United States. Congress. House. Committee on Post Office and Civil Service, 1968 Hearings

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