

Business

SE 3401.00o

SALARY UNDERPAYMENT/OVERPAYMENT

(ACTIVE EMPLOYEE)

Date: _____

Mendocino County Office of Education
2240 Old River Road
Ukiah, CA 95482

Dear _____,

This is to advise you that pay check(s) No(s) _____ for the period _____ issued _____ resulted in an overpayment of \$ _____.

This error was due to _____

The adjustment can be made in the following manner:

Make a personal check for the overpayment payable to Mendocino County Office of Education, attach it to a copy of this notice, and send it to the attention of the Payroll Department at the address indicated above.

If you have any questions, or wish to make arrangements for a repayment schedule, please call Patty Ashmore at (707) 467-5031.

Sincerely,

Business Services Department Manager

Overpay1

Exhibit adopted: January 23, 2001