The George Washington University
Payroll Services
Repayment of Overpaid Wages Agreement

Return Agreement to:
Payroll Services
44983 Knoll Square, Suite 251
Ashburn, VA 20147

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 deduction from by final pay by no later than ten (10) days after termination of employment.

____________________________________ ____________
Employee Signature Date

____________________________________ _____________
Vice President Date

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Printed Name

An employee requesting more than 60 days to repay the University must have the approval of the Executive Vice President &Treasurer. *(Please attach any supporting documentation)*

☐ Approved ☐ Not Approved

____________________________ ____________
Louis H. Katz, EVP&T Date

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To be completed by Payroll Services

Beginning deduction pay period ________________________

Final deduction pay period ________________________