



Payroll & Benefits Service Centre
Ground Floor Bircham House
William Prance Road
Derriford
Plymouth
PL6 5WR

Tel: 0845 155 8088
www.plymouthhospitals.nhs.uk

Dear

Notification of Salary Overpayment

I am writing to confirm that a salary overpayment of £ has been identified, which has led to a net overpayment of £.

If you were instrumental in advising the Trust about the overpayment may I take this opportunity to thank you for this information.

The net overpayment is after adjustments for income tax, national insurance and pension contributions where appropriately apportioned.

The overpayment is due to the incorrect payment of salary for This occurred due to

In accordance with the Trust's Salary Over/Underpayments Policy, we are required to correct this overpayment.

Repayment can be made by cheque payable to Plymouth Hospitals NHS Trust or via your salary.

If you do not agree with any aspect of this overpayment or the proposed recovery, I would ask that you please contact me in writing within 15 working days from the date of this letter. You can email your response to pfss.payroll@nhs.net. Where possible, please provide written evidence to support any dispute.

Please note that if no written contact is received, or if we do not receive payment in full via cheque, we will deduct the amount of £..... from your next salary. We will continue to deduct £.... from each salary until the overpayment has been recovered in full.

Where written contact is received a meeting will be arranged as soon as possible to discuss the overpayment and the necessary recovery.

Should you leave the Trust, for any reason, the Trust is required to recover any outstanding balance in full from any final salary. Should the final salary not be sufficient to cover any remaining balance outstanding, a settlement will be required prior to departure.

If you wish to pay by cheque please send your remittance to the address at the head of this letter marked for the attention of the Payroll & Benefits Manager enclosing the tear off slip below

Yours Sincerely,

Jenny Petherick
Payroll & Benefits Manager

cc Finance,
Personnel File
Line Manager,
HR Business Partner

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NAME:

PAY REFERENCE:

I enclose a cheque for £..... made payable to Plymouth Hospitals NHS Trust in respect of the payroll overpayment notified to me.

Signed Date