



United States Department of the Interior

INTERIOR BUSINESS CENTER
Denver, CO 80235

D-2640

August 6, 2018

Memorandum

To: User Group Representatives

From: Linda Rihel-Todd, Chief *//signed//*
Payroll Operations Division

Subject: Changes to Debt Notification Letters

As stated during the June 2018 User Group meeting, the Debt Management Branch will begin using new language for the salary related debt notification letters. The revisions are intended to improve the tone of the letters and to add regulatory requirements. The revisions will be implemented on August 8, 2018. Below is an example of the change:

Previous Language

This is to notify you that we will make a deduction of up to 15 percent of your disposable pay beginning next pay period 201805 to satisfy a debt. The debt was the result of a timecard correction for pay period(s) 201801.

New language

This is to inform you that a review of your payroll record was conducted. In reviewing your record, it was determined you were overpaid. The overpayment was a result of a timecard correction for pay period(s) 201801.

We regret any inconvenience this may cause you, however, when overpayments occur we are obligated to seek the return of the U.S. Government funds that were improperly disbursed.

If you have any questions, please contact John Castillo at (303) 969-6340.