

Memo

To: NOCCCD Employees
From: Kashu Vyas, District Director, Fiscal Affairs
CC: Beatrice Bates, District Manager, Payroll
Date: May 15, 2020
Re: Payroll processing during COVID-19 outbreak

The payroll department continues to do our best to process payroll accurately and as timely as possible during this time as we respond to the current pandemic crisis.

However, we do need your assistance. With emergencies come unplanned issues. If any payroll errors occur during this time, NOCCCD will do our best to rectify the error as soon as possible, based on access and personnel resources available to do so. If this means that you receive an overpayment, please don't treat it like a gift, treat it like a loan. One that will eventually have to be paid back.

The district will seek repayment as soon as possible, within our current operating constraints.

We are required to collect any overpayment, since failure to do so would be a gift of public funds in violation of Article XVI, section 6 of the California Constitution.

Therefore, any overpayments will be recovered as stated in the CBA as well as AP 7130-1:

4.0 Payroll Errors: ...If an overpayment occurs, the Payroll Office will notify the employee. Normally, salary deductions for overpayment will commence with the next month's paycheck and the overpayment will be deducted in the same number of paychecks in which the overpayment occurred...

The help we're looking for is to ask you to please review your pay information, be diligent about your pay, and be prepared for a repayment of any overpayments.

To reach the payroll department with questions, please email payroll@noccd.edu.

Thank you in advance for your help and cooperation.