

Payroll Overpayment Collection Procedures Questionnaire

1. Does your agency have a recoupment policy in place in accordance with the [Rule on Recoupment of Overpayments](#) per Title 4, Part III, Chapter 7? (see [LAC 4:III.Chap. 7](#))
2. What methods are used to collect the debt listed on your claims report?
3. Who handles this debt collection? Your HR office? Your Legal Department? Debt collection service? The Office of the Attorney General?
4. Does your agency have a contract for collections with the Office of the Attorney General? Are payroll claims collections included in this contract?
5. Have you taken any legal action with regard to collecting this debt? If yes, please explain.
6. Does your agency report these claims to the Office of Statewide Reporting and Accounting Policy (OSRAP) as an accounts receivable per Title 4, Part 13, Chapter 1? (see [LAC 4:XIII.Chap. 1](#))
7. Have you notified the LaGov HCM Help Desk of all payments received for these balances?
8. Comments:

Personnel Area # _____

Date: _____

Completed by: _____
Print Name

_____ Title

Phone Number: () _____