



Deductions from Salary in respect of Overpayments

School/Discipline/Area		
Staff Name		
Staff Number		
Number of Days Overpaid		
Reason for Deduction		
Dates of Overpayment	From:	To:
Schedule of Deductions		
Date of Deductions	Start:	End:
Additional Information		

	Manager	Employee
Name		
Signature		
Date		

Completed forms can be emailed to:

HRFORTNIGHTLYSTAFF@tcd.ie for Fortnightly payroll

HRPROFESSIONALSUPPORTTECHNICAL@tcd.ie for monthly payroll

(Sick leave related overpayments: please ensure to copy absencemanagement@tcd.ie on the email)

Information on Deductions from Salary in Respect of Overpayments

1. Managers should discuss the overpayment and confirm the deductions from salary with the employee at least one week before commencing
2. Weekly payroll deadline is mid-day Thursday for deduction the following week or mid-day Wednesday in the week preceding a public holiday
3. Monthly payroll deadline is the first of every calendar month

******* Incomplete or unsigned forms will be returned to the Manager for completion *******

Please provide a signed copy of the completed form to the employee as this is the written confirmation of the deductions for their personal record. A copy should also be retained locally.