

DATE: June 22, 2023

TO: Agency Addressed (No. 24, 2022-2023)

FROM: Paul Whitfield, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: SALARY OVERPAYMENT COLLECTIONS PROCESS CHANGE

Beginning July 1, 2023, all State Agencies will be responsible for completing the placement of any uncollected salary overpayments with the agency's selected collection agency. Agencies will no longer be submitting these packets to Bureau of State Payrolls (BOSP) for review and placement.

The backup documentation required when placing an uncollected salary overpayment is still required and will be requested by BOSP for post audit purposes on a random occurrence.

For additional information, please reference Volume 5, Section 6 (section B, 4. Terminated Employees) in the Payroll Preparation Manual. (https://sf01.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/bosp_manual2.pdf)

If there are questions regarding this process change, please contact the Bureau of State Payrolls Employee Records Team at 850-413-5513.