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INFORMS Users,

INFORMS Human Capital Management (HCM) has completed the tenth (11th) payroll. We continue to work towards stabilization and continuous improvement efforts. Currently, we are implementing temporary provisions to address concerns raised by our employees, Departmental Personnel Representatives (DPR), and our union partners in the area of overpayments. Please find specifics below:

Overpayments

An overpayment occurs when one receives more money than the amount one is due. The difference between the amount received and the amount due is the overpayment amount.

- Overpayment deductions in place prior to INFORMS Go-Live, June 13, 2022, will continue as per previously established repayment schedule.
- Bi-weekly deductions that started on or before the paychecks of October 21, 2022, will continue as per previously set repayment schedule.
- All overpayment deductions that were scheduled to commence on the paychecks of November 4, 2022, or November 18, 2022, will be held in abeyance until further notice. Those deductions will be scheduled to tentatively start on the paychecks of February 10, 2023, unless otherwise advised.
- All biweekly deduction amounts for the overpayments being held in abeyance that are \$50 or more will be set to a biweekly \$50 deduction, until the full amount has been recouped.
- Overpayment amounts that held in abeyance, and are below \$50 will be deducted in full on the paychecks of February 10, 2023, unless otherwise advised

Note: If any changes are required for established deductions or discrepancies in your paycheck, please contact your DPR.

Once again, we appreciate your engagement and continued support of INFORMS!

Thank you,
INFORMS Team