

<b>Office of State Uniform Payroll</b>	
<b>Procedure Title:</b> Requests for Offsets and Recoupments	<b>Revision Date:</b> 7/20/2022
	<b>Issue Date:</b> 01/04/2013
<b>Unit:</b> Garnishment Administration Unit	<b>Page Number:</b> 1 of 2
<b>Contact:</b> _DOA-OSUP-GARN@la.gov	

The Office of State Uniform Payroll (OSUP) [Garnishment Administration Unit](#) is responsible for creating all offsets and recoupments for the following types of overpaid wages:

Wage Type	Text
0266	Recoup RegEarns O/P
0286	Recoup SpecPay O/P
0296	Recoup TermPay O/P
0306	Recoup OT for O/P

Agencies must complete the following steps prior to notifying OSUP of the need to establish an offset and recoupment.

1. Make all Master and/or Time data corrections.
2. Identify the overpayment amount and type of wages. Refer to the LaGov HCM document "[How to Identify Overpayment Amount](#)".
3. Determine the amount to be deducted each pay period or the number of periods to be deducted.

Requests for offset and recoupment processing must be submitted to OSUP **by 2:00 PM on non-payday Friday** in writing and can be faxed to 225.219.4432 or sent via email to [\\_doa-osup-garn@la.gov](mailto:_doa-osup-garn@la.gov). These requests must include the following:

1. the employee's name and personnel number,
2. the total overpayment amount,
3. the applicable type of wages (regular, special, term and/or overtime) and the overpayment amount for each type, and
4. the amount to be repaid each period or the number of periods to have the overpayment deducted.

**Note: If a claim has already been generated on the employee as a result of an overpayment, an offset cannot be processed. The agency must contact the [LaGov HCM Help Desk](#) to clear the claim and set up the recoupment since different wage types must be used in this situation.**

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According to the [Rule on Recoupment of Overpayments](#), agencies are to give written notification to the employee prior to recouping the overpayment. The notification must include the agency's procedure by which the proposed recoupment can be disputed. The employee can consent to the recoupment in one of two ways:

Implied Consent – The employee does not respond to the written notification. This implies that the employee agrees that he has been overpaid and agrees with the agency plan of action for the recoupment.

Express Consent – The employee responds to the written notification, either verbally or in writing, and advises that he agrees that he has been overpaid and he agrees with the agency plan of action for the recoupment.

The employee does have the right to dispute the claim of overpayment and to advise the agency to cease the recoupment efforts. If this occurs, the recoupment must be stopped until a resolution to the dispute has been reached. Agencies are advised to require that the employee put this disapproval in writing.