

February 26, 2008

Department of Human Resources
 585 Kenneth Hahn Hall of Administration
 500 W. Temple St.
 Los Angeles, CA 90012

Reference: Jane Doe
 Employee # 999999999

We have received a contribution from your department on behalf of Jane Doe. There is a conflict between the accrual dates for the salary(ies) paid and the termination date on CWPAY. We believe that the salary(ies) and retirement contribution(s) may have been distributed in error. Our records indicate that this employee terminated County Service prior to the date this deduction was taken.

Termination Date	Deduction Accrual Date	Overpayment Amount
MM/DD/YYYY	MM/DD/YYYY	\$ 999.99

Before LACERA takes any action regarding the invalid retirement contribution(s), we need to confirm the intended action(s) of Human Resources or Payroll regarding the invalid contribution(s).

Please check the method you intend to use to resolve the invalid contribution(s) disbursed to LACERA.

- Will Human Resources request the Auditor-Controller to reverse the transaction to LACERA. (LACERA will not refund the invalid contribution(s) directly to the member.)
- Will Human Resources bill member for the entire amount of overpayment including the invalid retirement contribution(s) received by LACERA. (LACERA will refund the invalid contribution directly to the member.)
- Other: _____

Signature: _____

Fax #: _____

Title: _____

Telephone: _____

Department: _____

Date: _____

Thank you in advance for your assistance. Please contact LACERA's HR Hotline at 1-800-659-2786, if you have any questions regarding this matter.

Sincerely,

Retirement Benefits Specialist
 Claims Processing Division

