



OFFICE OF THE COMPTROLLER
PAYROLL SERVICES

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Overpayment Recovery Overview and Form

Overview:

If an active employee is overpaid, it is not discovered prior to Day 10 (Day 9 in an early cutoff), and the overpayment cannot be recovered from future wages/leave payments, the Department must request that Payroll Services create an overpayment recovery pay adjustment.

If an employee will have future wages and/or a leave payout then the Department must recover the overpayment from subsequent payments. The Department should work with the overpaid employee to formalize the recovery payment plan.

Process:

- 1.) The request to recover an overpayment must be made in writing using the Overpayment Recovery Adjustment Form.
- 2.) A case in Service Now must be created to submit the form. Go to [Open a Case with Finance - UMD Service Center](#). The fields can be completed as follows:
 - How Can We Help you? – Overpayment Recovery
 - What Is This Case About? – Payroll Services
 - More Specifically? – Overpayment Recovery
- 3.) Payroll Services will create a pay adjustment that will deduct the amount requested from the current pay period being processed.
- 4.) The Overpayment Recovery Adjustment Form can only be submitted on Pay Calc approval days which are typically **Days 11 and 12 of the pay periods**.
- 5.) The Pay Calculation screen is refreshed nightly and will reflect the Overpayment Recovery Pay Adjustment the next day.



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OVERPAYMENT RECOVERY ADJUSTMENT FORM*

*Note: Submit this form to Payroll Services via Service Now [Open a Case with Finance - UMD Service Center](#) **only** on Pay Calc approval days (typically Days 11 & 12).
Do not send through campus mail or via email and/or fax.*

Date: _____

TO: Payroll Services

FROM: Unit Creator Name and Phone #: _____

Unit Approver Signature: _____

RE: **OVERPAYMENT RECOVERY ADJUSTMENT**

1. (Overpaid) Employee Name: _____
First Name Last Name

2. (Overpaid) Employee UID: _____ or SSN: _____

3. (Overpaid) Employee Internal ID (not position #): _____

4. (Overpaid) Employee's Full Unit Name:

Division (example: VPAA)

Department (example: Comptroller)

Sub-Unit (example: Payroll Services)

5. **Total Amount of Overpayment Recovery:** _____

6. Reason for Overpayment: _____

***Note: This process is for recovering overpayments that cannot be recovered from future wage/leave payments to the employee.**