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.
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.

Revised 07/03/24