Overpayment Recovery Overview and Form

Overview:
If an active employee is overpaid and the overpayment cannot be recovered from future wages/leave payments, and it is not discovered prior to Day 10 (of a typical pay period), the Department must request Payroll Services to create an overpayment recovery pay adjustment.

If an employee will have future wages and/or a leave pay out 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. This form should be faxed to (301) 405-8685 or hand-delivered to Payroll Services – do not send the form via campus mail.

2) Payroll Services will create an overpayment pay adjustment that will deduct the amount requested from the current pay period being processed.

3) The Overpayment Recovery Adjustment Form can only be submitted on Pay Calc approval days which are typically Days 11 and 12 of the pay period.

4) 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 via fax (301-405-8685) or hand-deliver to Payroll Services only on Pay Calc approval days (typically Days 11 & 12). Do not send through campus mail.

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.