BUSINESS & FINANCE

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Policies & Procedures

4 Payroll

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4.3.4 Correct Payroll Overpayments

Policy Statement

Overpayments occur because of administrative errors, job records not ended on time, work schedule/default hours not ended correctly, or data entry/time reporting errors. When the employee returns the overpaid amount, it is credited to the C-FOAPAL charged unless another C-FOAPAL has been specified.

University Payroll and Benefits (UPB) charges units a service fee that is a percentage of the amount recovered from the overpayment. The service fee is not charged to restricted funds.

Procedure

To correct payroll overpayments:

1. Based on the status of the payment, use the Overpayments Table to identify the correct transaction to process.

2. Complete the transaction in ANA.

3. Inform the employee of the overpayment and how it will be resolved.

4. When the money is repaid, UPB processes a Payroll Adjustment to credit the unit's FOAPAL for the repayment.

5. UPB assesses the service fee.

Additional Resources

[Overpayments](#)

[Overpayments Table](#)

[Service Fee](#)

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**Vacation and
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