

BUSINESS & FINANCE

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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

**4.1.5 Handle
Unclaimed
Payroll Checks**

[Overpayments](#)
[Overpayments Table](#)
[Service Fee](#)
[Service Fee Appeal Process](#)

**Avoiding
Payroll
Problems**

Last Updated: September 1, 2011 | Approved: Senior Associate Vice President for Business and Finance | Effective: March 2010

**Payroll Roles in
Banner and
ANA**

**Payroll
Deductions**

**4.2.1 Submit
Employee Work
Time**

**4.2.2 Report Tip
Income**

**4.3.1 Adjust an
Employee's Pay
(Underpayments)**

**4.3.2 Process
Payments for
Employment-
Related
Agreements**

**4.3.3 Process
Employee
Recognition
Awards**

**4.3.4 Correct
Payroll
Overpayments**

**4.3.5 Submit
Taxable Fringe
Benefit
Payments**

**4.3.6 Process
Payroll
Separation**

**Vacation and
Sick Leaves**

Business and Finance

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