Process Overpayment Recovery Adjustments

	Initiate	Process	Record	Report
Department	1. If prior to close of adjustment period, the department enters an Overpayment Recovery Adjustment in PHR.	3. Department hand delivers or faxes (no interoffice mail) completed form to Payroll Services by no later than 4 p.m. of Day 12. If processing is accelerated for holiday this deadline would also be accelerated to Day 10 or 11.		6. Pay Calculation screen is refreshed every night and will reflect overpayment recovery adjustment the following day.
	2. If after the close of the adjustment period (Day 11 and 12 of processing cycle) the department completes Overpayment Recovery Form.			
Payroll Services		4. Payroll Services "Super User" an Overpayment Recovery Adjustment in PHR.	5. Payroll Services audit the Overpayment recovery adjustment and approve for processing if correct.	