



OFFICE OF THE COMPTROLLER  
PAYROLL SERVICES

1101-L Chesapeake Building  
College Park, Maryland 20742-3121  
301.405.5665 TEL 301.405.8685 FAX

## 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 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. This form should be emailed to [payrollservices@umd.edu](mailto:payrollservices@umd.edu). **Make sure to indicate Overpayment Recovery in the Subject line.**
- 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.



# UNIVERSITY OF MARYLAND

1101-L Chesapeake Building  
College Park, Maryland 20742-3121  
301.405.5665 TEL 301.405.8685 FAX

OFFICE OF THE COMPTROLLER  
PAYROLL SERVICES

## OVERPAYMENT RECOVERY ADJUSTMENT FORM\*

Note: Submit this form via email [payrollservices@umd.edu](mailto:payrollservices@umd.edu) to Payroll Services only on Pay Calc approval days (typically Days 11 & 12). Do not send through campus mail or via 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.**