

## 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.**