Compensation Overpayment and Recovery Flowcharts

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Discovery Before Payday:
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Discovery After Payday:
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Holiday and/or Annual Leave Balances and Check/Money Order
Repayment by Check or Money Order
1. Overpayment Occurs

2. Who identified the overpayment?

FSPR

3. Contact Unit

3. Contact FSPR

4. Unit Completes COF and CRW

5. Return COF and CRW with attachments to FSPR within one month from discovery date.

6. FSPR confirms information and accepts the repayment option

7. Unit executes either a Repayment Agreement (Active Employee) or Notice of Debt (Separated Employee)

Compensation Overpayment Recovery Summary

8. Is Repayment by Payroll Deduction or Check?

Payroll Deduction (Active Employees)

9. Deductions occur as defined in the Repayment Agreement

9. Invoice Issued by FSGA

Was the net payback amount repaid before the November cutoff?

YES

8a. FSPR obtains net payback amount (if applicable) from System Payroll and notifies Unit

10. Form W-2 will reflect correct wages.

DONE

NO

10. Amount due is increased. Employee is required to pay the gross amount. An additional invoice will be issued (if applicable).

10a. After the full amount has been repaid, a corrected W-2 (i.e. W-2c) will be issued to the individual for personal income tax purposes.
Overpayments Discovered Before Payday

One-Time Full Repayment-Direct Deposit Recovery

1. Overpayment occurs.
2. Call/Email FS-PR by noon the day before payday.
3. Notify Employee of the overpayment and tell Employee not to withdraw the funds.
4. Unit completes COF and sends to FS-PR.
5. CPB attempts to recover direct deposit.
6. Direct Deposit is recovered or FS-PR will contact Unit if the recovery is not successful.

One-Time Full Repayment- Return Paper Paycheck

1. Overpayment occurs.
2. Call/Email FS-PR by 5:00 PM two days before payday.
3. Unit completes COF.
4. Unit completes Payroll Check Cancellation Form.
5. Unit returns COF and Payroll Check Cancellation Form to FS-PR.
6. FS-PR sends the check cancellation request to CPB.
Overpayments Discovered After Payday

One-Time Full Repayment-Payroll Deduction in Next Pay Period
(Not available for Empl Classes 14, 14W, 16, 16W, 31I, 31T, and 34-SPC)

1. Overpayment occurs.
2. Immediately contact FS-PR.
3. Review Employee’s previous paychecks to determine if there will be sufficient funds left to cover deduction. If not, use multiple payback option.

4. Unit completes COF & CRW.
5. FS-PR approves CRW.
6. Unit and Employee complete the Repayment Agreement – Payroll Deduction. Employee and A-Dean or AVP sign the agreement.

7. Unit completes PPAF.
8. Submit COF, CRW, Repayment Agreement – Payroll Deduction, and PPAF to FS-PR.
9. Submit copy of Repayment Agreement – Payroll Deduction to VP or Dean.

10. FS-PR Recovers the payment in the next pay period.
Overpayments Discovered After Payday

Multiple Payroll Deductions
(Not available for Empl Classes 14, 14W, 16, 16W, 31I, 31T, and 34-SPC)

1. Overpayment occurs.
2. Immediately contact FS-PR.
3. Unit completes COF & CRW.
4. FS-PR approves CRW.
5. Unit and Employee complete the Repayment Agreement – Payroll Deduction. Employee and A-Dean or AVP sign the agreement.
6. Unit completes PPAF.
7. Submit COF, CRW, Repayment Agreement – Payroll Deduction, and PPAF to FS-PR.
8. Submit copy of Repayment Agreement – Payroll Deduction to VP or Dean.
9. FS-PR Recovers the payment according to the Repayment Agreement – Payroll Deduction.
Overpayments Discovered After Payday

Repayment by Check or Money Order
(Used for Empl Classes 14, 14W, 16, 16W, 31I, 31T, and 34-SPC)

1. Overpayment occurs.
2. Immediately contact FS-PR.
3. Unit completes COF & CRW.
4. FS-PR approves CRW.
5. Unit and Employee complete the Repayment Agreement – Check or Money Order. Employee and A-Dean or AVP sign the agreement.
6. Submit COF, CRW, and Repayment Agreement – Check or Money Order to FS-PR.
7. Submit copy of Repayment Agreement – Check or Money Order to VP or Dean.
8. FS-PR instructs FS-GA to enter an invoice for the employee. The invoice will be mailed to the employee using the CPB address in eUMB.
9. Employee pays the Invoice.
Overpayments Discovered Before Payday

One-Time Full Repayment-Direct Deposit Recovery

1. Overpayment occurs.
2. Call/Email FS-PR by **noon** the day before payday.
3. Notify separated employee of the overpayment and tell the separated employee not to withdraw the funds.
4. Unit completes COF and sends to FS-PR.
5. CPB attempts to recover direct deposit.
6. Direct Deposit is recovered or FS-PR will contact Unit if the recovery is not successful.

One-Time Full Repayment- Return Paper Paycheck

1. Overpayment occurs.
2. Call/Email FS-PR by 5:00 PM two days before payday.
3. Unit completes COF.
4. Unit completes Payroll Check Cancellation Form.
5. Unit returns COF and Payroll Check Cancellation Form to FS-PR.
6. FS-PR sends the check cancellation request to CPB.
Overpayments Discovered After Payday
Full Repayment by Holiday and/or Annual Leave Balances

1. Overpayment occurs.
2. Immediately contact FS-PR.
3. Unit completes COF & CRW.
4. Unit must determine if the leave payout can offset the entire repayment.
5. FS-PR approves CRW.
6. Unit sends the separated employee a Notice of Debt (see website for correct version) signed by the AVP or A Dean.
7. Unit completes PPAF.
8. Submit copy of Notice of Debt to VP or Dean.
9. FS-PR processes the PPAF to recover the overpayment. Any remaining leave balance is paid to the separated employee.

7. Submit COF, CRW, PPAF, and Notice of Debt to FS-PR.
Overpayments Discovered After Payday

Repayment by Holiday and/or Annual Leave Balances and Check or Money Order

1. Overpayment occurs.
2. Immediately contact FS-PR.
3. Unit completes COF & CRW and submits to FS-PR.
4. Unit contacts FS-PR to request the remaining payback amount due by check.
5. FS-PR approves CRW.
6. Unit sends the separated employee a Notice of Debt (see website for correct version) signed by the AVP or A Dean.
7. Unit completes PPAF.
8. Submit COF, CRW, PPAF, and Notice of Debt to FS-PR.
9. FS-PR instructs FS-GA to enter an invoice for the net payback of the remaining gross overpayment. The invoice will be mailed to the separated employee using the CPB address in eUMB.
10. Submit copy of Notice of Debt to VP or Dean.
11. FS-PR processes the PPAF to recover the overpayment using the leave payout and the remaining overpayment will be recovered when the separated employee pays the invoice.
Overpayments Discovered After Payday
Repayment by Check or Money Order

1. Overpayment occurs.
2. Immediately contact FS-PR.
3. Unit completes COF & CRW.
4. FS-PR approves CRW.
5. Unit sends the separated employee a Notice of Debt (see website for correct version) signed by the AVP or A Dean.
6. Submit COF, CRW, and Notice of Debt to FS-PR.
7. Submit copy of Notice of Debt to VP or Dean.
8. FS-PR instructs FS-GA to enter an invoice for the separated employee. The invoice will be mailed to the separated employee using the CPB address in eUMB.