**Compensation Overpayment and Recovery**

**Summary Chart of Forms**

**ACTIVE EMPLOYEES**

|  |  |  |
| --- | --- | --- |
| **ACTIVE EMPLOYEES – Discovery BEFORE Payday** | | |
| **Payback Option** | **Forms** | **Notification to Employee** |
| Direct Deposit Recovery | * [COF](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Overpayment-Form.doc) | Verbal/email |
| Return Paper Paycheck | * [COF](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Overpayment-Form.doc) * [Payroll Check Cancellation Request](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Check-Cancellation.doc) | Verbal/email |
| **ACTIVE EMPLOYEES – Discovery AFTER Payday** | | |
| **Payback Option** | **Forms** | **Notification to Employee** |
| One Payroll Deduction | * [COF](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Overpayment-Form.doc) * [CRW](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Reconciliation-Worksheet.xlsx) * [PPAF](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/PriorPayPeriodAdjustmentform.doc) | [Repayment Agreement – Payroll Deduction](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Repayment-Agreement-Payroll-Deduction.docx) |
| Multiple Payroll Deductions | * [COF](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Overpayment-Form.doc) * [CRW](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Reconciliation-Worksheet.xlsx) * [PPAF](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/PriorPayPeriodAdjustmentform.doc) | [Repayment Agreement – Payroll Deduction](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Repayment-Agreement-Payroll-Deduction.docx) |
| Check or Money Order | * [COF](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Overpayment-Form.doc) * [CRW](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Reconciliation-Worksheet.xlsx) | [Repayment Agreement – Check or Money Order](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Repayment-Agreement-check-or-money-order.docx) |

|  |  |  |
| --- | --- | --- |
|  | |  |
| **KEY** | | | | |
| [COF](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Overpayment-Form.doc) | | [Compensation Overpayment Form](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Overpayment-Form.doc) | | |
| [CRW](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Reconciliation-Worksheet.xlsx) | | [Compensation Reconciliation Worksheet](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Reconciliation-Worksheet.xlsx) | | |
| [PPAF](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/PriorPayPeriodAdjustmentform.doc) | | [Prior Pay Period Adjustment Form](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/PriorPayPeriodAdjustmentform.doc) | | |

**Compensation Overpayment and Recovery**

**Summary Chart of Forms**

|  |  |  |
| --- | --- | --- |
| **SEPARATED EMPLOYEES – Discovery BEFORE Payday** | | |
| **Payback Option** | **Forms** | **Notification to Employee** |
| Direct Deposit Recovery | * [COF](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Overpayment-Form.doc) | Verbal/email |
| Return Paper Paycheck | * [COF](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Overpayment-Form.doc) * [Payroll Check Cancellation Request](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Check-Cancellation.doc) | Verbal/email |
| **SEPARATED EMPLOYEES – Discovery AFTER Payday** | | |
| **Payback Option** | **Forms** | **Notification to Employee** |
| Available Leave | * [COF](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Overpayment-Form.doc) * [CRW](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Reconciliation-Worksheet.xlsx) * [PPAF](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/PriorPayPeriodAdjustmentform.doc) | [Notice of Debt – Use Before October 15](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Notice-of-Debt-before-October-15-cutoff.docx)  [Notice of Debt – Use On or after October 15](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Notice-of-Debt-after-October-15-cutoff.docx) |
| Available Leave and Check Combined Payback | * [COF](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Overpayment-Form.doc) * [CRW](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Reconciliation-Worksheet.xlsx) * [PPAF](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/PriorPayPeriodAdjustmentform.doc) | [Notice of Debt – Use Before October 15](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Notice-of-Debt-before-October-15-cutoff.docx)  [Notice of Debt – Use On or after October 15](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Notice-of-Debt-after-October-15-cutoff.docx) |
| Check or Money Order | * [COF](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Overpayment-Form.doc) * [CRW](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Reconciliation-Worksheet.xlsx) | [Notice of Debt – Use Before October 15](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Notice-of-Debt-before-October-15-cutoff.docx)  [Notice of Debt – Use On or after October 15](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Notice-of-Debt-after-October-15-cutoff.docx) |

**SEPARATED EMPLOYEES**

|  |  |
| --- | --- |
| **KEY** | |
| [COF](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Overpayment-Form.doc) | [Compensation Overpayment Form](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Overpayment-Form.doc) |
| [CRW](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Reconciliation-Worksheet.xlsx) | [Compensation Reconciliation Worksheet](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/Compensation-Reconciliation-Worksheet.xlsx) |
| [PPAF](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/PriorPayPeriodAdjustmentform.doc) | [Prior Pay Period Adjustment Form](http://www.umaryland.edu/media/umb/af/fs/payroll/forms/PriorPayPeriodAdjustmentform.doc) |