

Memorandum



Date: January 5, 2023

To: Department Directors

From: Arleene Cuellar
Human Resources Director

A handwritten signature in black ink that reads "Arleene Cuellar". The signature is written in a cursive style and is positioned to the right of the printed name and title.

Subject: INFORMS Update: Overpayments

This memo serves to provide additional information on the status of overpayment letters which have already been distributed to your department (Phase 1) and overpayment letters which have not yet been provided (Phase 2).

Phase 1

As of November 1, 2022, our team distributed letters for payroll adjustments due (overpayments) for the periods between July 2022 and pay period ending October 2, 2022. Those overpayment deductions have been held in abeyance in order to provide additional time for your department personnel staff to review the letters and notify the employee of these pending adjustments. Those biweekly deductions to recuperate the overpayments are scheduled to start on the paychecks of **February 10, 2023**. Additionally, as previously agreed to, all biweekly deduction amounts for the overpayments being held in abeyance that are \$50 or more will be set to a biweekly \$50 deduction, per pay period, until the full amount has been recouped. Overpayment amounts below \$50 will be deducted in full.

Action Required: Each department is asked to please advise no later than **January 27, 2023** of any overpayments which should not be taken on the scheduled date. Please notify Angelica.Abreu@miamidade.gov.

Phase 2

Overpayment letters for the pay period ending October 16, 2022 will be distributed to DPRs via email beginning January 5, 2023. Hard copies will not be distributed unless specifically requested by your department. In addition to the individual letters, a list of employees receiving a letter for each pay period will be included in the package.

In order to provide your staff ample time to review these letters and review them with the affected employees, we will set the default start date of these overpayments to begin deductions on the paychecks of **April 21, 2023**. If an employee wishes to start the deduction ahead of this, please let us know and we would gladly accommodate the request. Additionally, all biweekly deduction amounts for the overpayments that are \$50 or more will be set to a biweekly \$50 deduction, per pay period, until the full amount has been recouped. Overpayment amounts below \$50 will be deducted in full.

Overpayment letters for pay periods ending October 30, 2022 through December 25, 2022 will be distributed in batches via email upon completion and will be set up with the same default April 23, 2023 start date, unless otherwise indicated.

HCM Support

Our HR Shared Services team has conducted numerous one-on-one department overpayment review workshops. These workshops provide details on how to research and understand overpayments to better prepare department personnel staff for conversations with employees concerning the letters. We will continue to conduct these sessions on an ongoing basis and as requested. Please reach out to Joy Clodfelter or Angelica Abreu to schedule a one-on-one session for your department.

Additionally, DPRs and their staff are encouraged to take advantage of the **HCM LIVE HELP DESK hours**. This LIVE HELP DESK is intended to provide immediate assistance to you when trying to answer questions from your employees or working through the various business processes. Questions on overpayments are welcome on this HELP DESK.

Thank you for your continued support. Should you have any questions regarding Phase 1 or Phase 2 of the overpayments, please do not hesitate to contact Joy Clodfelter, HR Division Director Joy.Clodfelter@miamidade.gov.

- c: Office of the Mayor Senior Staff
Joe Conway, Assistant Director, Office of Management and Budget
Mario Cromartie, Assistant Director, Office of Management and Budget
HR Payroll and Shared Services Staff
Departmental Personnel Representatives
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