



INFORMS Users,

INFORMS Human Capital Management (HCM) has completed the twentieth (20th) payroll. We continue to work towards stabilization and continuous improvement efforts.

As we strive to reduce the impact of overpayments to you, we need your help to better manage entry and approval of prior period adjustments with your supervisors. We will first define what an overpayment is, explain the causes and triggers for it and lastly advise on ways how to prevent an overpayment.

What is an Overpayment?

An overpayment occurs when one receives more money than the amount one is due. The difference between the amount received and the amount due is the overpayment amount.

What causes an Overpayment?

Overpayments are generated as a result of retroactive transactions initiated by the employee or department. Examples of retroactive transactions are:

- Employee changing leave usage which was previously processed through a payroll – negative adjustment created.
- Department initiates a retroactive change to delete pay supplement (e.g., night differential supplement for a prior pay period).
- Employee or Department erroneously enters overtime or other transactions codes that require a change.
- Employee must enter a replacement code within the same pay period to avoid generating an overpayment. Replacement code refers to the time reporting code that will replace the removed code. The employee's supervisor must also make and approve changes to the replacement code during the same pay period.

Ways to Prevent an Overpayment

To avoid an overpayment, changes must occur and be approved by the employee's supervisor in the same pay period.

Employees:

- Remember that absences and hours worked must be submitted and approved by Friday of non-pay week at noon. Enter your time today! Do not delay!
- If you are regularly scheduled to work weekends, you should enter your time in advance (no later than Friday of non-pay week) for your supervisor to approve your time and attendance before the payroll cutoff.

Supervisors:

- All absences and hours worked must be approved by 9 PM Friday of non-pay week. Review and approve your pending approvals today! Do not delay!
- It is your responsibility to enter and approve any absences and/ or hours worked if an employee who reports to you is not available.

Note: If any changes are required for established deductions or discrepancies in your paycheck, please contact your DPR or the ITD Service Desk by submitting a ticket online or at (305) 596-HELP.

For further information, please refer to the [Overpayment Job Aid](#) .

Once again, we appreciate your engagement and continued support of INFORMS!

Thank you,
INFORMS Team

For the fastest response to any issues, questions, or concerns relating to INFORMS, please contact the ITD Service Desk at 305.596-HELP (4357) or via the self-service portal at one of the following links:

- [Miami Dade County MyIT](#)
- [Miami Dade Police Department MyIT](#)
- [Outside of Miami Dade County Network](#)

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