

## **Miami-Dade County**

**Overpayment DPR - Job Aid** 



## DESCRIPTION

This job aid is for Department Personnel Representative's (DPR's).

The purpose of this job aid is to help DPR's understand how to navigate to an employee's paycheck in INFORMS to find overpayment information.



## **OVERPAYMENT**

Action
<ul> <li>Overpayments are generated as a result of retroactive transactions initiated by the employee or department. Examples of retroactive transactions are:         <ul> <li>Department initiates a retroactive change to delete pay supplement (e.g. night differential supplement for a prior pay period(s))</li> <li>Overtime or other transactions codes erroneously entered by the employee or department that require a change</li> </ul> </li> </ul>
<ul> <li>Employee changing leave usage which was previously processed through a payroll – negative adjustment created</li> </ul>
<ul> <li>If replacement code is not entered within the pay period, an overpayment is then automatically generated. In order to avoid an overpayment, changes must occur and be approved by the employee's supervisor in the same pay period.</li> </ul>



iotify and review the overpayme	int with the employee.
TO: Martina Martin EMPLOYEE ID: 01234567 BUSINESS UNIT: Adm Office of the Court DEPARTMENT ID: OC02011411	DATE: October 12, 2022
DEPARTMENT NAME: DEPENDENCY DRUG COURT FROM: Payroll and Information Management Divisi SUBJECT: Notice of Overpayment	on Human Resources
This is to advise you that you have been overpaid \$ notify the employee of the reason and amount and to recover the funds. The County will recover fund the erroneous payment to the employee, whichev the overpayment from your last paycheck if you se	286.21(gross). When an employee is overpaid we are required to allow a reasonable period before commencing payroll deductions at a rate equal to the bi-weekly rate or at the minimum rate of er is greater. The County has the right to recover the amount of parate from County service.
Please be advised that the first deduction of \$286. overpayment, and should you have any questions office as soon as possible.	1 will appear on the paycheck of 11/18/2022. Kindly review the , contact your Departmental Personnel Representative's (DPR)
OVERPAYMENT DETAIL FROM EARNINGS BEGIN DATE: 9/12/2022	TO EARNINGS END DATE: 9/18/2022
REASON/DESCRIPTION Regular Hours Pay	<u>AMOUNT</u> -\$286.21
TOTAL OVERPAYMENT	-\$286.21
C: Department Personnel Representative HR Records	



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**NOTE:** In the example above, the first Longevity record was negative due to a correction from a previous paycheck. The hours on the previous paycheck were wrong. Once the correction was made, the hours were taken back in the first record and corrected in the second record.

Verify that when time is removed from an employee's record, it is also replaced and approved at the same time.



Salaried								
			lourly		00	ertime		
	Hours 0.00		Hours	0.00		Hours 0.00		
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	Sick Leave	Ho	urly Rate	32.00	45.482000	1,455.42		
Annual Leave       Hourly Rate      32.00       45.482000      1.455.42         3CK       Sick Leave       Hourly Rate       32.00       45.482000       1.455.42         OTE: In the example above, the employee removed a previously approved Annual eave entry. It was then replaced and approved with a Sick Leave entry for the same me. This creates a wash. None of the employee's hours will be affected to cause an vernaument. If the hours are not replaced and approved at the same time, the hours								
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ote: eave e me. T verpa ill be	In the example entry. It was th his creates a w yment. If the h affected.	e above, en repla rash. Nor ours are	the emplo ced and a ne of the e not repla	oyee remo pproved w employee': nced and a	ved a pre vith a Sick s hours w pproved a	eviously approximation of the second se	oved Annual for the same d to cause an ime, the hour	

Salaried		Hourly		Overtin	ne		
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	Rate 45.482000	Rate	0.000000		Rate 0.00	0000	
Ear	nings 0.00	Earnings	0.00		Earnings 0.00	)	
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**NOTE:** In the example above, the Administrative Leave Hours and Annual Leave was removed. These hours were not replaced, therefore, causing an overpayment. It is



imperative that time by replaced **AND** approved at the time same time to ensure an overpayment does not occur.

View employee's **overpayment** information. The overpayment will be on the last pay line of the paycheck.

Other Earning	js				1-1 of	1 v 🕨 🕅 View All
Other Earr	nings Details 1 Other Earnings Det	ails 2 ∥▶ Rate Used	Hours	Rate	Amount	Source
OPT	Overpayment Total	Hourly Rate			1,758.42	от

**NOTE:** Overpayment can be calculated by adding the debits and subtracting the credits associated with the overpayment. In the example above, we subtract the second record of the Longevity from the first record of the Longevity. We then add that total to the sum of the Administrative Leave Hours and Annual Leave to create a total of the recorded overpayment amount.

View employee's time in Payable Time.

Payable Time 🔅	?)					
Overview	Time Reporting Elem	ents Task <u>R</u> eporting	Elements <u>C</u> os	t and Approval		
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
09/28/2022	Distributed		ADMNH	8.00	Hours	\$363.86
09/28/2022	Distributed		ADMNH	-8.00	Hours	\$-363.86
09/28/2022	Approved		COV19	8.00	Hours	<mark>\$363.86</mark>

**NOTE:** If the employee's replaced time was approved late and the overpayment was already generated, review the employee's time in Payable Time. In the example above, we see that the employee's COV19 time was approved late. The employee was paid for the ADMNH leave and made a late change removing the leave. The COV19 leave was approved after the overpayment was generated. We see that the employee will be paid again for time that they have already been paid out for. If the employee is set to receive pay for time they were previously paid for, it is the responsibility of the DPR to notify Shared Services that the newly approved time should be allocated towards the overpayment. If Shared Services is not notified, the overpayment will continue.

If additional assistance is needed with overpayments, please contact **HR-SS@miamidade.gov**.