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
- Overpayments are generated as a result of retroactive transactions initiated by the employee or department. Examples of retroactive transactions are: - Department initiates a retroactive change to delete pay supplement (e.g. night differential supplement for a prior pay period(s))   - Overtime or other transactions codes erroneously entered by the employee or department that require a change   - Employee changing leave usage which was previously processed through a payroll – negative adjustment created   - 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.

- After an overpayment is generated, the overpayment letter is sent to the Department Personnel Representative (DPR). It is the responsibility of the DPR to notify and review the overpayment with the employee.

TO: Martina Martin   DATE: October 12, 2022

EMPLOYEE ID: 01234567
BUSINESS UNIT: Adm Office of the Court
DEPARTMENT ID: OC02011411
DEPARTMENT NAME: DEPENDENCY DRUG COURT

FROM: Payroll and Information Management Division Human Resources
SUBJECT: Notice of Overpayment

This is to advise you that you have been overpaid $286.21(gross). When an employee is overpaid we are required to notify the employee of the reason and amount and allow a reasonable period before commencing payroll deductions to recover the funds. The County will recover funds at a rate equal to the bi-weekly rate or at the minimum rate of the erroneous payment to the employee, whichever is greater. The County has the right to recover the amount of the overpayment from your last paycheck if you separate from County service.

Please be advised that the first deduction of $286.21 will appear on the paycheck of 11/18/2022. Kindly review the overpayment, and should you have any questions, contact your Departmental Personnel Representative's (DPR) office as soon as possible.

OVERPAYMENT DETAIL
FROM EARNINGS BEGIN DATE: 9/12/2022   TO EARNINGS END DATE: 9/18/2022

REASON/DESCRIPTION   AMOUNT
Regular Hours Pay   -$286.21

TOTAL OVERPAYMENT   -$286.21

C: Department Personnel Representative
   HR Records

- Log into **INFORMS**.
- Navigate to **Main Menu > Navigator > Human Capital Management (HCM) > Payroll North America > Payroll Processing USA > Produce Payroll > Review Paycheck**.
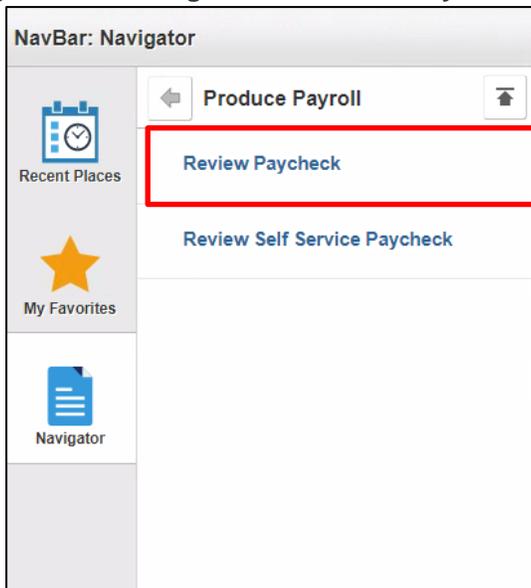
- In the **Company** field, select **MDC.**
- In the **Pay Group** field, select from the employee's **specific Pay Group code**
- Employees can be searched by **Employee ID**. If it is known, the **Pay Period End Date** can be entered to narrow down search.
- In the **Empl ID** field, enter the **Employee's 8-digit Numeric Identification Number**.
- In the **Pay Period End Date** field, enter the **Pay Period End Date**.
- Select **Search**.

Select **Paycheck**.

Company	Pay Group	Pay Period End Date	Off Cycle ?	Page Nbr	Line Nbr	Separate Check Nbr	Form Identification	Paycheck Number	Empl ID	Name
MDC	MDC	10/16/2022	N	4360	1	0	ADVICE	9376728	00076417	Taber,Lew M
MDC	MDC	10/02/2022	N	4446	1	0	ADVICE	9346922	00076417	Taber,Lew M
MDC	MDC	09/18/2022	N	4463	1	0	ADVICE	9318616	00076417	Taber,Lew M
MDC	MDC	09/04/2022	N	4472	1	0	ADVICE	9288661	00076417	Taber,Lew M
MDC	MDC	08/21/2022	N	4464	1	0	ADVICE	9260455	00076417	Taber,Lew M

NOTE: If pay period is unknown, multiple checks can be opened by right clicking on the individual check and selecting to open in new window.

Select **View All** on Earnings to scroll through to find the overpayment.

View by **Begin** and **End Date**.

NOTE: Records are separated by weeks.

View **Other Earnings**.

Begin Date	08/29/2022
End Date	09/04/2022
Addl Line Nbr	4
Reason	Not Specified
Empl Record	0
Benefit Record	0
	Additional Data

Salaried

Hours	0.00
Rate	0.456152
Earnings	0.00

Hourly

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

Overtime

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

State	FL	Locality

Rate Used	Hourly Rate
Shift	Not Applicable
Shift Rate	

Other Earnings

1-1 of 1 | View All

Other Earnings Details 1 | Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
LNG	Longevity	Hourly Rate	-196.00	0.456152	-89.41	

Begin Date	08/29/2022
End Date	09/04/2022
Addl Line Nbr	5
Reason	Not Specified
Empl Record	0
Benefit Record	0
	Additional Data

Salaried

Hours	0.00
Rate	0.426892
Earnings	0.00

Hourly

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

Overtime

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

State	FL	Locality

Rate Used	Hourly Rate
Shift	Not Applicable
Shift Rate	

Other Earnings

1-1 of 1 | View All

Other Earnings Details 1 | Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
LNG	Longevity	Hourly Rate	352.00	0.426892	150.27	

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.

Begin Date	09/19/2022	End Date	09/25/2022	Addl Line Nbr	6	Reason	Not Specified
Empl Record	0	Benefit Record	0				Additional Data

Salaried

Hours	0.00
Rate	45.482000
Earnings	0.00

Hourly

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

Overtime

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

State	FL	Locality	
Rate Used	Hourly Rate		
Shift	Not Applicable	Shift Rate	

Other Earnings

1-2 of 2   View All

| Other Earnings Details 1 | Other Earnings Details 2 |

Code	Description	Rate Used	Hours	Rate	Amount	Source
ANL	Annual Leave	Hourly Rate	-32.00	45.482000	-1,455.42	
SCK	Sick Leave	Hourly Rate	32.00	45.482000	1,455.42	

NOTE: In the example above, the employee removed a previously approved Annual Leave entry. It was then replaced and approved with a Sick Leave entry for the same time. This creates a wash. None of the employee's hours will be affected to cause an overpayment. If the hours are not replaced and approved at the same time, the hours will be affected.

If time has been removed and not replaced, this creates an overpayment.

Begin Date	09/26/2022	End Date	10/02/2022	Addl Line Nbr	7	Reason	Not Specified
Empl Record	0	Benefit Record	0				Additional Data

Salaried

Hours	0.00
Rate	45.482000
Earnings	0.00

Hourly

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

Overtime

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

State	FL	Locality	
Rate Used	Hourly Rate		
Shift	Not Applicable	Shift Rate	

Other Earnings

1-2 of 2   View All

| Other Earnings Details 1 | Other Earnings Details 2 |

Code	Description	Rate Used	Hours	Rate	Amount	Source
ADM	Administrative Leave Hours	Hourly Rate	-16.00	45.482000	-727.71	
ANL	Annual Leave	Hourly Rate	-24.00	45.482000	-1,091.57	

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 Earnings

Code	Description	Rate Used	Hours	Rate	Amount	Source
OPT	Overpayment Total	Hourly Rate			1,758.42	OT

Other Earnings Details 1 / Other Earnings Details 2 / 1-1 of 1 / View All

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

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	$363.86

Overview / Time Reporting Elements / Task Reporting Elements / Cost and Approval

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**.