



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.

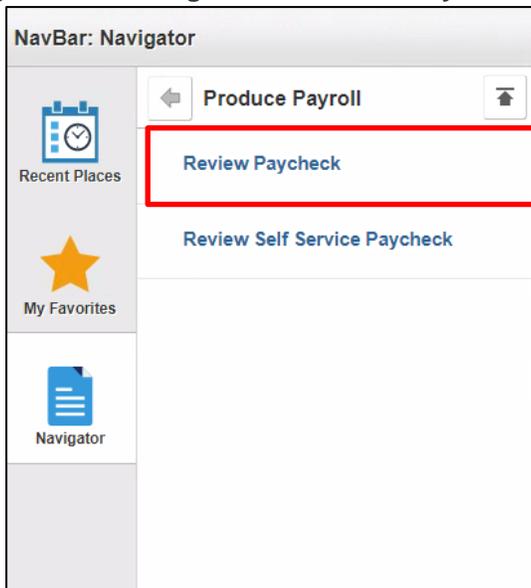
OVERPAYMENT DETAIL

FROM EARNINGS BEGIN DATE: 9/12/2022	TO EARNINGS END DATE: 9/18/2022
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<u>REASON/DESCRIPTION</u>	<u>AMOUNT</u>
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**.

The screenshot shows the 'Review Paycheck' search form. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. The 'Search Criteria' section contains several fields:

- Company: begins with dropdown, MDC, search icon (highlighted with a red box)
- Pay Group: begins with dropdown, MDC, search icon (highlighted with a red box)
- Pay Period End Date: = dropdown, 05/31/2020, search icon (highlighted with a red box)
- Off Cycle?: checkbox (unchecked)
- Page Nbr: = dropdown, search icon
- Line Nbr: = dropdown, search icon
- Separate Check Nbr: = dropdown
- Paycheck Number: = dropdown
- Empl ID: begins with dropdown, search icon (highlighted with a red box)
- Name: begins with dropdown

 At the bottom, there is a 'Search' button (highlighted with a red box), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'. A 'Case Sensitive' checkbox is also present.

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.

The screenshot shows the 'Review Paycheck' interface. At the top, there are tabs for 'Paycheck Earnings', 'Paycheck Taxes', and 'Paycheck Deductions'. Below the tabs, the employee information is displayed: Empl ID 00076417, Name Taber,Lew M, Company MDC, Pay Group MDC, Pay Period End 10/16/2022, Page 4360, Line 1, Separate Check. The 'Paycheck Information' section shows 'Paycheck Status Confirmed', 'Paycheck Option Advice', 'Issue Date 10/21/2022', and 'Paycheck Number 9376728'. There are also checkboxes for 'Off Cycle', 'Reprint', 'Adjustment', 'Corrected', and 'Cashed'. The 'Paycheck Totals' section shows: Earnings 6,730.97, Taxes 1,754.01, Deductions 422.74, and Net Pay 4,554.22. The 'Earnings' section is expanded, showing a search bar with '1 of 9' and a 'View All' button highlighted in a red box. Below the search bar, there are fields for 'Begin Date 10/10/2022', 'End Date 10/16/2022', 'Addl Line Nbr 2', and 'Reason Not Specified'. The 'Additional Data' section is also visible. At the bottom, there are three columns for 'Salaried', 'Hourly', and 'Overtime' earnings, each with fields for 'Hours', 'Rate', and 'Earnings'.

View by **Begin and End Date**.

Earnings 1-9 of 9 | View 1

Begin Date 10/10/2022 End Date 10/16/2022 Addl Line Nbr 2 Reason Not Specified
 Empl Record 0 Benefit Record 0 Additional Data

Salaried

Hours 0.00
 Rate 46.820210
 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
FLX	Flex Credits	Hourly Rate			21.73	
TAT	Tool Allowance Taxable	Hourly Rate			13.67	

Begin Date 10/03/2022 End Date 10/09/2022 Addl Line Nbr 3 Reason Not Specified
 Empl Record 0 Benefit Record 0 Additional Data

Salaried

Hours 0.00
 Rate 46.820210
 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
FLX	Flex Credits	Hourly Rate			21.73	
TAT	Tool Allowance Taxable	Hourly Rate			13.66	

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

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

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 **Hourly** **Overtime**

Hours 0.00	Hours 0.00	Hours 0.00
Rate 45.482000	Rate 0.0000000	Rate 0.0000000
Earnings 0.00	Earnings 0.00	Earnings 0.00
	Rate Code	Rate Code

State FL Locality

Rate Used Hourly Rate Shift Rate

Shift Not Applicable

Other Earnings

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 **Hourly** **Overtime**

Hours 0.00	Hours 0.00	Hours 0.00
Rate 45.482000	Rate 0.0000000	Rate 0.0000000
Earnings 0.00	Earnings 0.00	Earnings 0.00
	Rate Code	Rate Code

State FL Locality

Rate Used Hourly Rate Shift Rate

Shift Not Applicable

Other Earnings

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

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**.

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

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**.