



Miami-Dade County

Overpayment - Job Aid

- **DESCRIPTION**

This job aid is for all County employees.

The purpose of this job aid is to help employees understand how overpayments occur and where to find overpayment information on the paycheck.

OVERPAYMENT

Action
<ul style="list-style-type: none">• Overpayments are generated as a result of retroactive transactions initiated by the employee or department. Examples of retroactive transactions are:<ul style="list-style-type: none">○ 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. • Employees 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.

- 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 letter 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

<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 **Employee Self Service > Payroll > Paychecks**.
- Select paycheck from list.

View Paycheck.

Miami Dade County 111 NW 1st Street Miami, FL 33128-1995				Pay Group: MDC-General Employees Pay Begin Date: 09/19/2022 Pay End Date: 10/02/2022	Business Unit: FR Advice #: 0000000129155779 Advice Date: 10/07/2022				
John H Doe 111 NW 1st Street MIAMI, FL 33128				Employee ID: 01122334 Department: FR03010100-NORTH AREA COMMAND Location: R. David Paulison FRHDQ - FR Job Title: Fire Chief Pay Rate: \$4,972.14 Biweekly	TAX DATA: Federal FL State Tax Status: Single N/A Allowances: 2 0 Addl. Percent: Addl. Amount:				
HOURS AND EARNINGS					TAXES				
Description	Rate	Current Hours	Earnings	Hours	Earnings	Description	Current	YTD	
ConHrsPay	62.151703	48.00	2,983.28	48.00	2,983.28	Fed Withholding	858.78	13,987.28	
HesCrd			21.73		869.20	Fed MED/EE	89.56	1,562.52	
RegHrsPay	62.151703	40.00	2,486.07	550.00	92,390.49	Fed OASDI/EE	382.94	6,681.12	
OJT Pay	93.227555	12.00	1,118.73	12.00	2,583.91				
RegHrsPay	62.151703	40.00	2,486.07		0.00				
HesCrd			21.73		0.00				
Annual Lea			0.00	60.00	3,729.10				
Holiday Ho			0.00	30.00	1,864.56				
Longevity			0.00	1.00	1,931.31				
Legacy Ret			0.00		18.44				
Legacy Ret			0.00		163.94				
Overpaymen			0.00		2,983.28				
Retro Regu			0.00		400.00				
TOTAL:		140.00	9,117.61	701.00	109,917.51	TOTAL:	1,331.28	22,230.92	
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS			
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD	
Vision Insurance	4.19	83.80	Long-Term Disability Insurance	30.66	-499.87	Medical Select Insurance Plan	519.23	10,384.60	
NACO Deferred Income 457 Plan	826.00	16,520.00	NACO 457 Deferred Comp Roth	100.00	2,000.00	Dental PPO Insurance Plan	11.54	230.80	
FRS Contribution	182.73	3,034.53	ICMA 457 Deferred Comp Roth	100.00	2,000.00	Basic Life Insurance	10.47	206.38	
Overpayment Non-Taxable 1	2,983.28	2,983.28	ICMA - RC Roth IRA Savings	100.00	2,000.00	Basic Life Insurance*	46.47	909.65	
			Pre-Paid Legal Insurance	7.29	145.80	FRS Contribution	1,695.09	26,981.25	
			Firefighters Union Local 1403	41.37	800.30				
			Firefighters Charities	2.00	-40.00				
			Firepac	1.00	20.00				
			Minnesota Opt Life (5X)	210.67	-4,165.22				
TOTAL:	3,996.20	22,621.61	TOTAL:	592.99	11,671.19	*TAXABLE			
TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY	
Current	9,117.61	5,167.88	1,331.28	4,589.19	3,197.14				
YTD	109,917.51	88,205.55	22,230.92	34,292.80	53,393.79				
NET PAY DISTRIBUTION									
Advice #0000000129155779		Account Type		Account Number		Deposit Amount			
		Checking		XXXXXXXX1991		3,197.14			
TOTAL:						3,197.14			

This statement represents the amount due you for services performed as shown by payroll on file in the clerk's office.

MESSAGE: Hispanic Heritage celebration, Oct. 15, 6-9 pm, Country Village Park
 Report Fraud, Waste and Abuse to the Inspector General 305-579-2593

Please consider the environment before printing your paystub

Mission Statement:
 "Delivering excellent public services that address our community's needs and enhance our quality of life, now and in the future."

NOTE: Under the Before-Tax Deductions section of the 10/3 paycheck, there is an overpayment deduction in the amount of \$2,983.28. It is unclear where this overpayment was generated from. Investigating with previous checks allows you to find the cause of the overpayment.

View Paycheck.

Miami Dade County 111 NW 1st Street Miami, FL 33128-1995				Pay Group: MDC-General Employees Pay Begin Date: 09/05/2022 Pay End Date: 09/18/2022		Business Unit: FR Advice #: 0000000129155779 Advice Date: 09/23/2022																																																																																																										
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"Delivering excellent public services that address our community's needs and enhance our quality of life, now and in the future."

NOTE: Under the Hours and Earnings section of the 09/23 paycheck, we see a deduction/negative for Conversion Hours Payment (ConHrsPay) in the total of \$2,983.28. The Conversion Hours Payment earnings code appears when an employee elects to have their Sick leave conversion paid out instead of hours being transferred from their sick bank to their annual bank. This caused the OVP posted (OPT – positive offset) to create the overpayment.

View Paycheck.

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Longevity		*** *****	1.00	1,931.31	1.00	1,931.31			
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TOTAL:			129.00	9,930.19	289.00	80,737.51	TOTAL:	2,476.55	16,797.17
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS			
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FRS Contribution	149.16	2,255.16	ICMA 457 Deferred Comp Roth	100.00	1,500.00	Basic Life Insurance	10.47	154.03	
			ICMA - RC Roth IRA Savings	100.00	1,500.00	Basic Life Insurance*	46.47	677.30	
			Pre-Paid Legal Insurance	7.29	109.35	FRS Contribution	1,383.75	19,751.17	
			Firefighters Union Local 1403	40.10	598.53				
			Firefighters Charities	2.00	30.00				
			Firepac	1.00	15.00				
			Minnesota Opt Life (5X)	210.67	3,111.87				
TOTAL:			979.35	14,708.01	TOTAL:	591.72	8,711.32	*TAXABLE	
TOTAL GROSS		FED TAXABLE GROSS	TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY		
Current		9,930.19	2,476.55		1,571.07		5,882.57		
YTD		80,737.51	16,797.17		23,419.33		40,521.01		
NET PAY DISTRIBUTION									
Advice #000000129155779		Account Type	Account Number		Deposit Amount				
		Checking	XXXXXXXX1991		5,882.57				
TOTAL:				5,882.57					
This statement represents the amount due for services performed as shown by payroll on file in the clerk's office. MESSAGE: Health & Safety Expo Sat 8/6 10 to 4 @ Fair & Expo Center 305-552-1155 KICK OFF BLACK BUSINESS MONTH AT 11:30AM ON AUGUST 2 @ SPCC LOBBY Report Fraud, Waste and Abuse to the Inspector General 305-579-2593									
		Please consider the environment before printing your paystub		Mission Statement: "Delivering excellent public services that address our community's needs and enhance our quality of life, now and in the future."					

NOTE: Under the Before-Tax Deductions section of the 07/29 paycheck, we see that there is a credit for ConHrsPay in the amount of \$2,983.28. We know that the 09/23 paycheck included a deduction of these ConHrsPay for the same amount. This means the overpayment was generated from the ConHrsPay being paid out on the 07/29 paycheck and deducted on the 09/23 paycheck. Creating an overpayment on the 10/07 paycheck.

After reviewing the paycheck, if it is still unclear where the overpayment was generated from, please contact your Department Personnel Representative for further assistance.