

Payroll: Step-by-Step Guide

Completing a Notice of Overpayment Adjustment form

This guide is to walk you through how to process a **Notice of OverPayment Adjustment**, which is used when an employee is overpaid. This can happen when an employee terminates after the payroll has been processed, but before the end of the month.

To avoid creating an overpayment you should terminate employees immediately, review payroll registers as soon as they are available, and request a pay pull.

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Before You Begin

You will need to gather the following items before completing the **Notice of OverPayment Adjustment (NOPA)** form:

- [Notice of Overpayment \(NOPA\)](#)
- Paycheck Distribution: HCM>User WorkCenter>Resources>Paycheck Distribution

The screenshot shows the HCM Community Users interface. On the left, the 'Query Manager' sidebar lists various queries, with 'Paycheck Distribution' highlighted. The main area displays the 'CUES_HCM_PAYCHECK_DISTRIBUTION - Paycheck Distribution' form. This form includes fields for 'First Pay Period End', 'Last Pay Period End', 'Empl ID (Optional)', 'Dept ID (Optional)', 'Node (Optional)', 'Check Nbr (Optional)', 'Page Nbr (Optional)', 'Line Nbr (Optional)', 'Company (Optional)', and 'Pay Group (Optional)'. There are also checkboxes for 'Off Cycle ONLY' and 'Earnings ONLY' (which is checked), and a 'Current GL Distribution ONLY' checkbox. A 'View Results' button is at the bottom.

- Payroll Register: HCM>User WorkCenter>Resources>Payroll Register

The screenshot shows the HCM Community Users interface. On the left, the 'Query Manager' sidebar lists various queries, with 'Payroll Register' highlighted. The main area displays the 'CUES_HCM_PAYROLL_REGISTER - Payroll Register' form. This form includes fields for 'First Pay Period End', 'Last Pay Period End', 'Empl ID (Optional)', 'Dept ID (Optional)', 'Node (Optional)', 'Frequency (Optional)', 'Pay Group (Optional)', and 'Check Nbr (Optional)'. There are also checkboxes for 'Off Cycle ONLY' and 'Job Code (Optional)'. A 'View Results' button is at the bottom.

- HCM Job Data: HCM>Navigator>Workforce Administration>Job Information>Job Data

The screenshot shows the HCM Community Users interface for the 'Job Data' search. It includes a 'Find an Existing Value' button and a 'Keyword Search' button. Below these is a 'Search Criteria' section with dropdown menus for 'Empl ID | begins with', 'Empl Record |', 'Name | contains', 'Last Name | begins with', 'Second Last Name | begins with', 'Alternate Character Name | begins with', and 'Middle Name | begins with'. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Note: Do not submit a NOPA if you are moving **earnings code STH** or **STS** earnings to Stipend. A PETB should be submitted for this situation.

Processing Your Overpayment with a HandDrawn Warrant section

If you need Employee Services to process a [HandDrawn Warrant Request \(HDW\)](#) with this overpayment follow these steps:

- Please check the appropriate box.

NOTICE OF OVERPAYMENT ADJUSTMENT

Is this request to be processed in conjunction with a Handdrawn Warrant Request?	<input checked="checked" type="checkbox"/> Yes	<input type="checkbox"/> No
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- Are monies due the employee in addition to the Overpayment?
 - If Yes, the overpayment will be processed first, then will be applied when the HDW is processed.

Note: *If you are paying an employee after an overpayment has been processed by ES, please complete a HandDrawn Warrant, rather than on Off-Cycle entry, for the payment. HCM will NOT capture an overpayment deduction from an Off-Cycle entry but we would be able to capture some or all of your overpayment from a HandDrawn Warrant request. Please make a note on the HandDrawn Warrant request that there is an overpayment associated with this payment.*

Payroll Liaison Contact Information

Complete the Payroll Liaison Contact Information section with your **name, email address, employee ID and phone number** so we may contact you in case any questions arise.

TO: **Employee Services**

FROM:

Hello, Kitty

Campus Department Payroll Liaison (Full Name)

Kitty.Hello@colorado.edu

Email Address

7777777

Payroll Liaison Employee ID #

720-555-1234

Phone Number

Employee/Position Information

The Employee/Position Information section provides Employee Services with the affected employee, their job information, the pay period affected and the reason for the overpayment.

- The majority of this information can be pulled from the [Paycheck Distribution](#) report.
- ALL areas need to be completed.
 - The **7** areas with arrows need to be accurately completed to make sure we process the overpayment correctly.

Doggie, Good
 Employee's Name (Last, First)

55555
 Dept #

999999
 Employee ID

Empl Rcd # 0 Job Code #: 1301 Job Title: Best Sitter Ever Position #: 00001924

Was overpaid on: (Check One) ☐ Bi-Weekly ☒ Monthly

Employee Job Status: ☒ Active ☐ Terminated

9/30/2020
 Pay Period End Date(s)

Reason: Termed after payroll processed.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	
Name	Empl ID	Empl Pct	Check Mt	Check Dt	Check Stat	Off Cyl	Pay Group	Pay Period	Comp	Page	Line Nb	Sep Check	Budget	Dta Seq	Form	Code	Description	Amount	Speed	Tip	Account	Fund Optio	Dept ID	Position	Job Code	Category	Type
Doggie, Good	999999	0		10/30/2020	F	N	F12	9/30/2020	CU	1588	1	0	00000000		ADVICE	RGS	Regular Earnings Salary	3534.20	68023031		400100	E	555555	00001924	1301	1-Earnings	Original
Doggie, Good	999999	0		10/30/2020	F	N	F12	9/30/2020	CU	1588	1	0	00000000		ADVICE	UPI	University Physicians Inc	3116.12	68023612		400141	E	555555	00001924	1301	1-Earnings	Original
Doggie, Good	999999	0		10/30/2020	F	N	F12	9/30/2020	CU	1588	1	0	00000000		ADVICE	VAC	Vacation Leave	128.88	68023031		400100	E	555555	00001924	1301	1-Earnings	Original
Doggie, Good	999999	0		10/30/2020	F	N	F12	9/30/2020	CU	1588	1	0	00000000		ADVICE	REG	Regular Earnings	1097.90	63020800		400500	E	555555	00001924	1301	1-Earnings	Original
1	3	4		10/30/2020	F	N	F12	7	CU	1588	1	0	00000000		ADVICE	RGS	Regular Earnings Salary	2378.78	63020800		400500	E	2	5	6	1-Earnings	Original

Campus Department Check List

The Campus Department Check List ensures that the employee is notified, and the error is corrected in the system to prevent future overpayments.

- Enter a date of completion for each item.

Campus Department Check List:

 Notified Employee _____ Corrected HRMS Data _____

Overpayment Owed to the University

This section will provide the overpayment data.

WAS PAID Section

- This is the information entered by you indicating what the employee was actually paid.

OVERPAYMENT OWED TO THE UNIVERSITY: (Use Payroll Register to complete the section below.)

WAS PAID				SHOULD HAVE BEEN PAID				\$ AMOUNT DIFFERENCE
Earnings Code	\$ Amount	Hours (If Applicable)	Speedtype	Earnings Code	\$ Amount	Hours (If Applicable)	Speedtype	
RGS-8/2020	\$16,000.00	168.00	13000000	RGS-8/2020	\$16,000.00	168.00	13000000	\$ 0.00
DK3-8/2020	-\$805.75		13000000	DK3-8/2020	-\$805.75		13000000	\$ 0.00
RGS-7/2020	\$16,000.00	184.00	13000000	RGS-7/2020	\$16,000.00	184.00	13000000	\$ 0.00
DK3-7/2020	-\$805.75		13000000	DK3-7/2020	-\$805.75		13000000	\$ 0.00
RGS-6/2020	\$16,000.00	176.00	13000000	RGS-6/2020	\$16,000.00	176.00	13000000	\$ 0.00
VAC-6/2020	\$738.46	8.00	13000000	VAC-6/2020	\$738.46	8.00	13000000	\$ 0.00
SCK-6/2020	\$738.46	8.00	13000000	SCK-6/2020	\$738.46	8.00	13000000	\$ 0.00
VDK-6/2020	-\$923.08	-10.00	13000000	VDK-6/2020	-\$1,476.92	-16.00	13000000	(\$553.84)
DK3-6/2020	-\$805.75		13000000	DK3-6/2020	-\$805.75		13000000	\$ 0.00
VDK-8/2020	\$0.00	0.00	13000000	VDK-8/2020	-\$500.00	-8.00	13000000	(\$500.00)
	\$46,136.59	534.00			\$45,082.75	520.00		(\$1,053.84)
	Wrong Gross	Wrong Hours			Correct Gross	Correct Hours		Difference

- Enter each **earnings code** listed on the [Paycheck Distribution](#).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
	Name	Emp ID	Emp Res	Check Dtd	Check Status	Off Cycle	Pay Group	Pay Period End	Company	Page Nbr	Line Nbr	Sep Check Nbr	Budget Line Sequence	Form ID	Code	Description	Amount	Speedtype	Account	Fund Option	Dept ID	Position Nbr	Job Code	Category	Type	
1			0	10/30/2020	F	N	F12	10/31/2020	CU	1588	1	0	00000000	ADVISE	RGS	Regular Earnings Salary	3594.20	68029031	400100	E	20112	00674618	1105	1-Earnings Original		
2			0	10/30/2020	F	N	F12	10/31/2020	CU	1588	1	0	00000000	ADVISE	UPI	University Physicians Inc	3116.12	68029612	400141	E	20112	00674618	1105	1-Earnings Original		
3			0	10/30/2020	F	N	F12	10/31/2020	CU	1588	1	0	00000000	ADVISE	VAC	Vacation Leave	128.88	68029031	400100	E	20112	00674618	1105	1-Earnings Original		
4			0	10/30/2020	F	N	F12	10/31/2020	CU	1588	1	0	00100000	ADVISE	REG	Regular Earnings	1097.90	63020800	400500	E	20169	00680310	1310	1-Earnings Original		
5			1	10/30/2020	F	N	F12	10/31/2020	CU	1588	1	0	00100000	ADVISE	RGS	Regular Earnings Salary	2378.78	63020800	400500	E	20169	00680310	1310	1-Earnings Original		

- If you download the [Paycheck Distribution](#) in Excel, you can hide columns and copy, paste to assure accuracy. If the overpayment is for multiple months or pay periods, then document the month/year for a monthly or use the whole pay period end for a biweekly/off-cycle check. For example: RGS-8/2020 or REG-1/11/2020. See example above for a monthly employee.
- This field will auto-populate over to the SHOULD HAVE BEEN PAID side for your convenience.
- Enter the **\$ Amount**
- Enter **Hours** (if applicable, from payroll register)
- You can get these amounts from the [Paycheck Distribution](#).
- The hours will be listed on the Payroll Register.
- Enter each **speedtype** the employee was paid out of. If RGS, SDK, VCT, etc. has multiple speedtypes, then each must be listed, and the amount must be broken down for each speedtype:

OVERPAYMENT OWED TO THE UNIVERSITY:

WAS PAID			
Earnings Code	\$ Amount	Hours (If Applicable)	Speedtype
RGS-8/2020	\$16,000.00	168.00	13000000
DK3-8/2020	-\$805.75		13000000
RGS-7/2020	\$16,000.00	184.00	13000000
DK3-7/2020	-\$805.75		13000000
RGS-6/2020	\$16,000.00	176.00	13000000
VAC-6/2020	\$738.46	8.00	13000000
SCK-6/2020	\$738.46	8.00	13000000
VDK-6/2020	-\$923.08	-10.00	13000000
DK3-6/2020	-\$805.75		13000000
VDK-8/2020	\$0.00	0.00	13000000
	\$46,136.59	534.00	
	Wrong Gross	Wrong Hours	

- If you want to change the speedtype to be something other than the original speedtype it was paid out of, then manually override the speedtype and make a note in the [Reason](#) box explaining why you want to change it.

18	Doggie, Good		55555	999999
19	Employee's Name (Last, First)		Dept #	Employee ID
21	Empl Rcd # 0	Job Code #: 1301	Job Title: Best Sitter Ever	Position #: 00001924
22	Was overpaid on: (Check One) <input type="checkbox"/> Bi-Weekly <input checked="" type="checkbox"/> Monthly			
23	Employee Job Status:		<input checked="" type="checkbox"/> Active <input type="checkbox"/> Terminated	9/30/2020
24	Pay Period End Date(s)			
26	Reason:	Termed after payroll processed. Speedtype is changing due to old code no longer used.		
27				
28				

- The total **Wrong Gross** of \$46,136.53 will total at the bottom and will match the total Gross amount of the actual pay.

SHOULD HAVE BEEN PAID Section

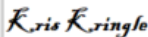
This is the information entered by you indicating what the employee **should have been** paid.

OVERPAYMENT OWED TO THE UNIVERSITY:				(Use Payroll Register to complete the section below.)				
WAS PAID				SHOULD HAVE BEEN PAID				\$ AMOUNT
Earnings Code	\$ Amount	Hours (If Applicable)	Speedtype	Earnings Code	\$ Amount	Hours (If Applicable)	Speedtype	DIFFERENCE
RGS-8/2020	\$16,000.00	168.00	13000000	RGS-8/2020	\$16,000.00	168.00	13000000	\$ 0.00
DK3-8/2020	-\$805.75		13000000	DK3-8/2020	-\$805.75		13000000	\$ 0.00
RGS-7/2020	\$16,000.00	184.00	13000000	RGS-7/2020	\$16,000.00	184.00	13000000	\$ 0.00
DK3-7/2020	-\$805.75		13000000	DK3-7/2020	-\$805.75		13000000	\$ 0.00
RGS-6/2020	\$16,000.00	176.00	13000000	RGS-6/2020	\$16,000.00	176.00	13000000	\$ 0.00
VAC-6/2020	\$738.46	8.00	13000000	VAC-6/2020	\$738.46	8.00	13000000	\$ 0.00
SCK-6/2020	\$738.46	8.00	13000000	SCK-6/2020	\$738.46	8.00	13000000	\$ 0.00
VDK-6/2020	-\$923.08	-10.00	13000000	VDK-6/2020	-\$1,476.92	-16.00	13000000	(\$553.84)
DK3-6/2020	-\$805.75		13000000	DK3-6/2020	-\$805.75		13000000	\$ 0.00
VDK-8/2020	\$0.00	0.00	13000000	VDK-8/2020	-\$500.00	-8.00	13000000	(\$500.00)
	\$46,136.59	534.00			\$45,082.75	520.00		(\$1,053.84)
	Wrong Gross	Wrong Hours			Correct Gross	Correct Hours		Difference

- Earnings Code and Speedtype will have auto-populated when you entered the information on the WAS PAID side.
- Enter the correct **\$ Amount** the employee should have been paid.
- In the example above for **VDK-8/2020**, he wasn't docked for over usage of vacation time on the original check. This is where you would enter the \$500 dock. **You must enter the VDK on the WAS side with \$0.00 in the Amount and Earnings for the SHOULD HAVE BEEN PAID side to auto-populate.**
- Enter the **Hours**, if applicable, from payroll register.
- In the example above for **VDK-8/2020**, \$ Amount, you should enter the hours -8 that tie to the -\$500.
- The \$ Amount Difference column calculates the gross amount overpaid for each earnings code/pay period.

OVERPAYMENT OWED TO THE UNIVERSITY:				(Use Payroll Register to complete the section below.)				
WAS PAID				SHOULD HAVE BEEN PAID				\$ AMOUNT
Earnings Code	\$ Amount	Hours (If Applicable)	Speedtype	Earnings Code	\$ Amount	Hours (If Applicable)	Speedtype	DIFFERENCE
RGS-8/2020	\$16,000.00	168.00	13000000	RGS-8/2020	\$16,000.00	168.00	13000000	\$ 0.00
DK3-8/2020	-\$805.75		13000000	DK3-8/2020	-\$805.75		13000000	\$ 0.00
RGS-7/2020	\$16,000.00	184.00	13000000	RGS-7/2020	\$16,000.00	184.00	13000000	\$ 0.00
DK3-7/2020	-\$805.75		13000000	DK3-7/2020	-\$805.75		13000000	\$ 0.00
RGS-6/2020	\$16,000.00	176.00	13000000	RGS-6/2020	\$16,000.00	176.00	13000000	\$ 0.00
VAC-6/2020	\$738.46	8.00	13000000	VAC-6/2020	\$738.46	8.00	13000000	\$ 0.00
SCK-6/2020	\$738.46	8.00	13000000	SCK-6/2020	\$738.46	8.00	13000000	\$ 0.00
VDK-6/2020	-\$923.08	-10.00	13000000	VDK-6/2020	-\$1,476.92	-16.00	13000000	(\$553.84)
DK3-6/2020	-\$805.75		13000000	DK3-6/2020	-\$805.75		13000000	\$ 0.00
VDK-8/2020	\$0.00	0.00	13000000	VDK-8/2020	-\$500.00	-8.00	13000000	(\$500.00)
	\$46,136.59	534.00			\$45,082.75	520.00		(\$1,053.84)
	Wrong Gross	Wrong Hours			Correct Gross	Correct Hours		Difference

- Once all the data is entered in the WAS PAID and SHOULD HAVE BEEN PAID sections, the WAS PAID side is subtracted from the SHOULD HAVE BEEN PAID side to calculate the **\$ AMOUNT DIFFERENCE**, which is the gross overpaid.
- The amount in this column should always be a negative amount.
- A positive amount indicates we still owe the employee earnings, and therefore there is no overpayment. Therefore, a [Handdrawn Warrant Request](#) is needed.
- Sign and date this form. It will not be processed without a signature.

 Business Partner's Signature <small>(ES will not process without this signature!)</small>	9/25/2020 Date
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Where to Send the Completed Form

- Email the completed form to HCM_Community@cu.edu.
- Forward [Handdrawn Warrant Requests](#) to the email address listed on the [Handdrawn Warrant Request](#) form, offcycle_pbs@cu.edu.

Notes

If errors are found or information is missing from the NOPA it will be returned and you will need to provide a revised form.

- **If not revised within 5 business days of the notification, the overpayment will be cancelled.**
- If the NOPA is cancelled you will have to re-submit, and it will be placed at the end of the list to process.
- A revision with only an explanation by email will not be processed. The form will need to be revised and submitted. Please forward Employee Services a copy of the revised notice by replying to the email notification from Employee Services.

NOPAs are typically processed within 10 business days, but can be delayed certain times of the year depending on peak seasons and other extenuating circumstances.