Payroll: Step-by-Step Guide

Completing a Notice of Overpayment (NOPA)

This guide is to walk you through how to process a **N**otice of **O**ver**P**ayment **A**djustment, which is used when an employee is overpaid. A common reason for overpayment is 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.

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

Contents

Completing a Notice of Overpayment (NOPA) 2
Before You Begin 3
Processing Your Overpayment with a Handrawn Warrant Section 4
Requester Information 4
Employee/Position Information 4
Department Check List 5
Overpayment Owed to the University 6
WAS PAID Section 6
SHOULD HAVE BEEN PAID Section 8
Acknowledgement and Completing the Form 9
NOPA Returned for Corrections 10

Before You Begin

You will need to gather the following items before completing the **N**otice of **O**ver**P**ayment **A**djustment (NOPA)
form:

- Paycheck Distribution: HCM>User WorkCenter>Resources>Paycheck Distribution

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

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

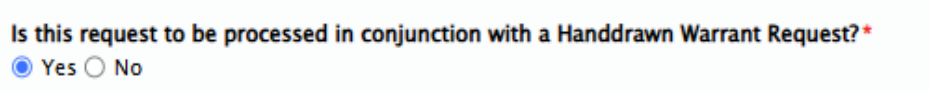
Note: Do not submit a NOPA if you are moving earnings code **STH** or **STS** earnings to Stipend. A PETB should be submitted for this situation.

Once you have gathered these needed materials, you can access the form this link: [Notice of Overpayment Adjustment-NOPA]

Processing Your Overpayment with a Handrawn Warrant Section

If you need Employee Services to process a **H**and**D**rawn **W**arrant Request (HDW) with this overpayment follow these steps:

- Please check the appropriate box. This is a required field.



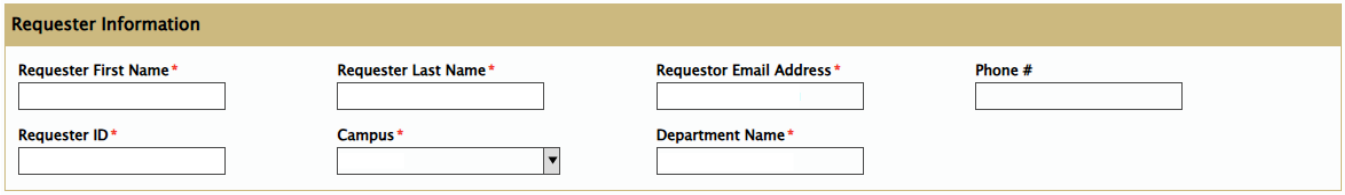
- Are monies due the employee in addition to the Overpayment?
- If Yes, the overpayment will be processed first, then will be applied when the HDW is processed.

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. Some or all of the overpayment can be captured when a HandDrawn is processed. Please make a note on the HandDrawn Warrant request that there is an overpayment associated with this payment.

Requester Information

When you log into this form, these fields, except Phone #, should be automatically filled in for you. If they are not filled in, please fill in the requested fields.

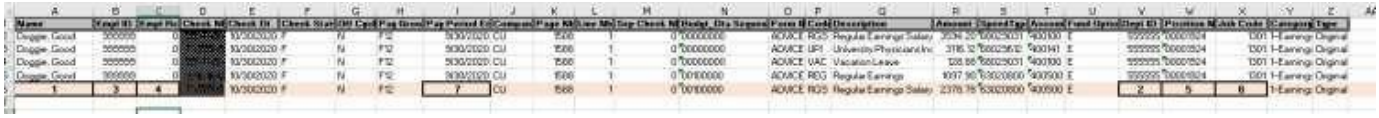
Verify this information is correct as some browsers may auto-fill the fields with incorrect information.



Employee/Position Information

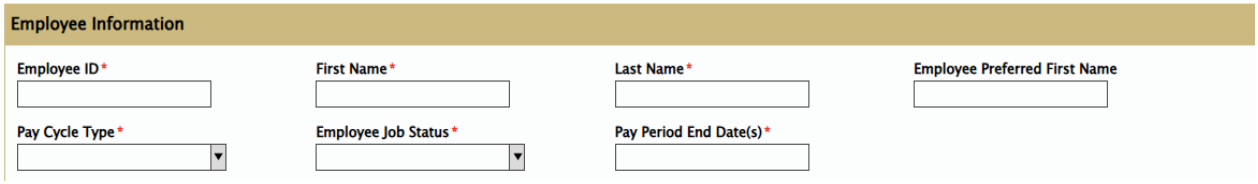
The Employee/Position Information section provides Employee Services with the affected employee, their job information, the pay period affected and the reason for the overpayment.

- The majority of this information can be pulled from the Paycheck Distribution report.

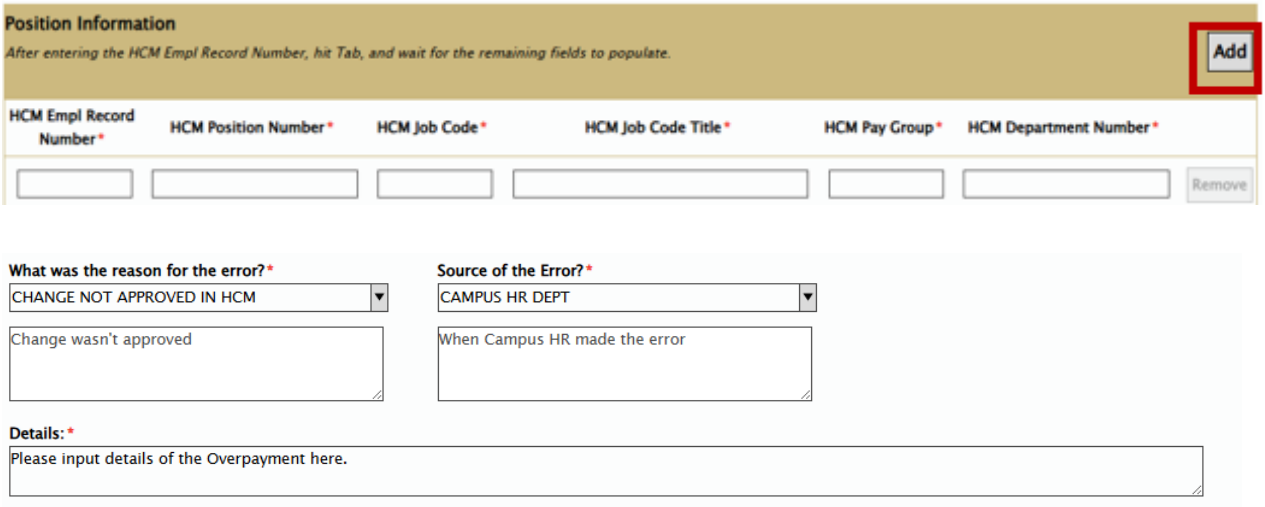


- ALL fields marked with a red asterisk (*) must be completed.

- Enter the Employee ID and then hit the Tab key to expand other information on the employee.

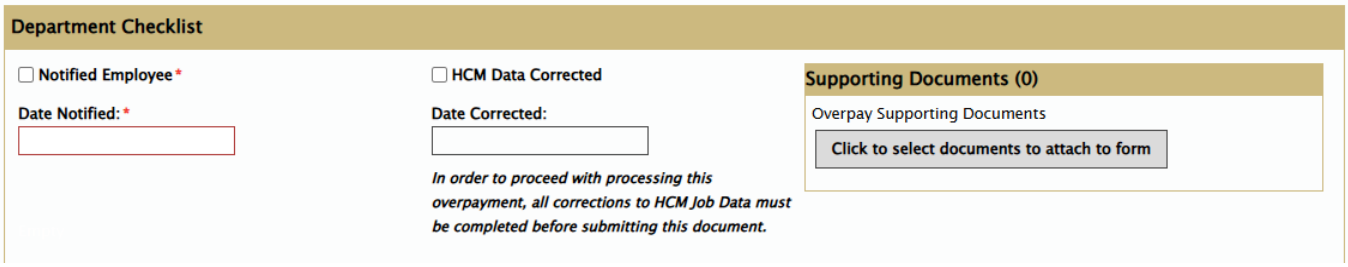


- Enter the HCM Employee Record number then hit the Tab key to extract the position information for the employee.
- Note the Pay cycle Type and the PPE Dates do NOT autofill and ARE required fields.
- If you need to add more record numbers, please use the Add button on the right.

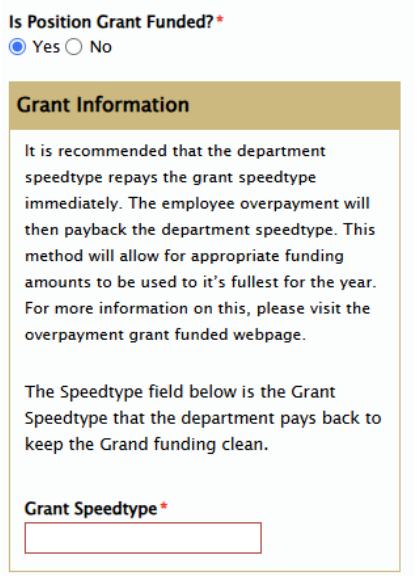


Department Check List

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



- If the position is grant funded, please input the grant 8-digit speedtype in this field.



Overpayment Owed to the University

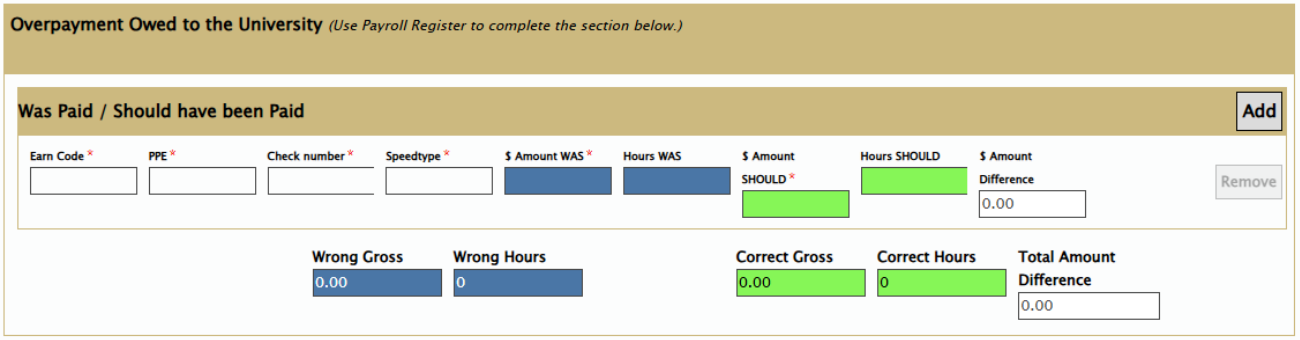
This section will provide the overpayment data required to process the Notice of Overpayment Adjustment form.

***NOTE**:*

*In the event of **a negative $ Amount** WAS or $ Amount SHOULD, please put parenthesis around the value. Example: (9.99).*
*In the event of **negative Hours** WAS or Hours SHOULD, please put a negative sign in front of the value. Example: -9.99.*

WAS PAID Section

- Enter what the employee was actually paid.



- Enter **each earnings code** listed on the Paycheck Distribution.

- 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, add them each on a separate line. *See distribution example above for a monthly employee.*
- Enter the $ Amount. For a negative amount put parenthesis around the value. Example: (9.99).
- Enter Hours (if applicable, from payroll register). For a negative amount put a negative sign in front of the value. Example: -9.99.
- You can get the amount from the Paycheck Distribution.
- The hours will be listed on the Payroll Register.
- Enter a speedtype for each earning. If RGS, SDK, VCT, etc. have multiple speedtypes, then each must be listed separately, and the amount must be broken down for each speedtype:

Was Paid / Should have been Paid

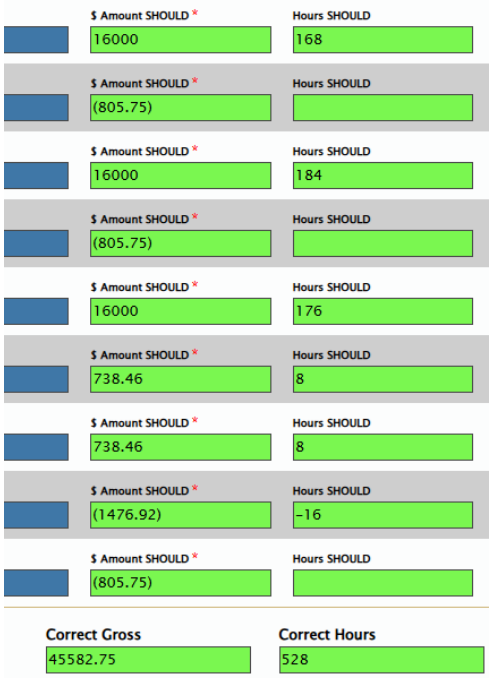
Earn Code *	PPE *	Check number *	Speedtype *	$ Amount WAS *	Hours WAS
RGS	08/31/2020	1	13000000	16,000.00	168
DK3	8/31/2020	1	13000000	($805.75)	
RGS	07/31/2020	2	13000000	16,000	184
DK3	07/31/2020	2	13000000	(805.75)	
RGS	06/30/2020	3	13000000	16000	176
VAC	06/30/2020	3	13000000	738.46	8
SCK	06/30/2020	3	13000000	738.46	8
VDK	06/30/2020	3	13000000	(923.08)	-10
DK3	06/30/2020	3	13000000	(805.75)	

Wrong Gross	Wrong Hours
46136.59	534

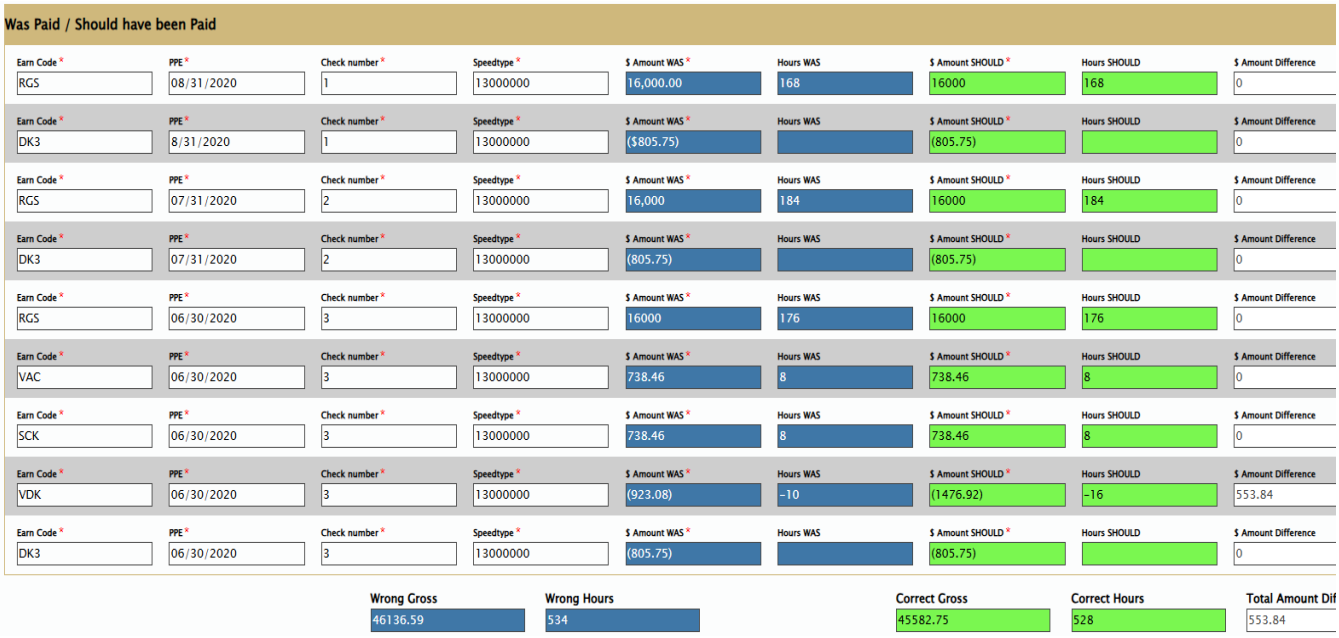
- The total **Wrong Gross** of $46,136.59 will total at the bottom and will match the total Gross amount of the actual pay.

SHOULD HAVE BEEN PAID Section

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



- Enter the correct **$ Amount** the employee should have been paid.
- In the example above for **VDK**, 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 the payroll register.
- In the example above for **VDK,** $ Amount, you should enter the hours -8 that tie to the -$500.



Was Paid / Should have been Paid

Earn Code *	PPE *	Check number *	Speedtype *	$ Amount WAS *	Hours WAS	$ Amount SHOULD *	Hours SHOULD	$ Amount Difference
RGS	08/31/2020	1	13000000	16,000.00	168	16000	168	0
DK3	8/31/2020	1	13000000	($805.75)		(805.75)		0
RGS	07/31/2020	2	13000000	16,000	184	16000	184	0
DK3	07/31/2020	2	13000000	(805.75)		(805.75)		0
RGS	06/30/2020	3	13000000	16000	176	16000	176	0
VAC	06/30/2020	3	13000000	738.46	8	738.46	8	0
SCK	06/30/2020	3	13000000	738.46	8	738.46	8	0
VDK	06/30/2020	3	13000000	(923.08)	-10	(1476.92)	-16	553.84
DK3	06/30/2020	3	13000000	(805.75)		(805.75)		0

Wrong Gross	Wrong Hours	Correct Gross	Correct Hours	Total Amount Dif
46136.59	534	45582.75	528	553.84

- The $ Amount Difference column calculates the gross amount overpaid for each earnings code/pay period.
- Once all the data is entered in the WAS PAID and SHOULD HAVE BEEN PAID sections, the form will calculate the **$ AMOUNT DIFFERENCE**, which is the gross overpaid.
- The amount in this column should always be a **positive amount.**
- A **negative amount** indicates we still owe the employee earnings, and therefore there is no overpayment. A HandDrawn Warrant Request (HDW) is needed.

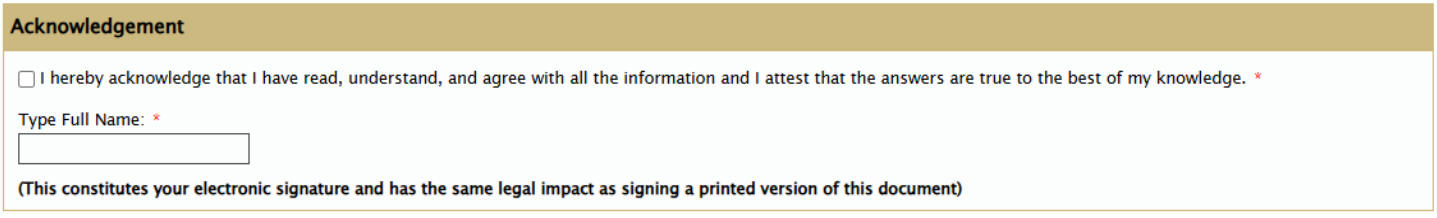
Acknowledgement and Completing the Form

All errors must be corrected to successfully submit the NOPA. A list of errors can be found at the top of the form.

⚠ Grant Speedtype:This field is required.
⚠ Date Notified:This field is required.

Complete the Acknowledgement and Submit the NOPA form.

- Sign the NOPA by typing your name into the Acknowledgement section. It cannot be submitted without a signed Acknowledgement.
- Click Submit after the Acknowledgement section has been completed.



Acknowledgement

☐ I hereby acknowledge that I have read, understand, and agree with all the information and I attest that the answers are true to the best of my knowledge. *

Type Full Name: *

(This constitutes your electronic signature and has the same legal impact as signing a printed version of this document)

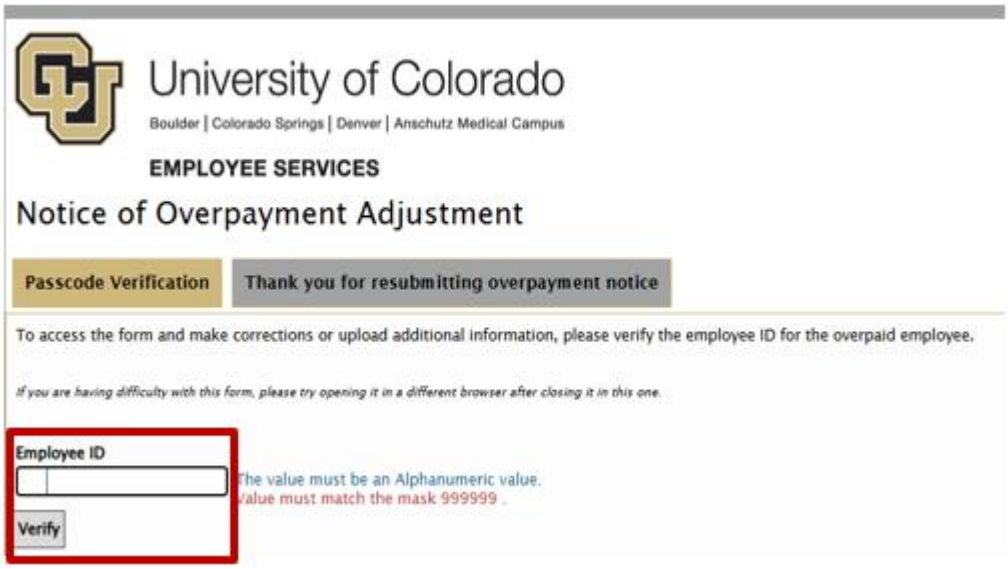
- You will receive a notification that the form has been received. A copy of the completed form will be attached. You can open this copy by using Windows Photo Viewer. If you do not receive this message you must review the NOPA and make the necessary corrections and submit it again.

- Forward Handdrawn Warrant Requests to the email address listed on the Handdrawn Warrant Request form, offcycle_pbs@cu.edu.

NOPA Returned for Corrections

There are times when there are errors or missing information submitted on the original NOPA form. In this situation the Payroll Coordinator will return the NOPA to you for corrections.

- You will receive an email with a link to open the form for editing.
- Click on the Link and enter the employee ID as a passcode to open the form.
- Click Verify.



- Complete the corrections and scroll to the bottom of the page and check the acknowledge box and E-sign, then click Save Changes button.

You will be presented with a *Thank you* message and can close the browser window.

The Payroll Coordinator will then review the changes and process the overpayment.

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.