

Payroll: Step-by-Step Guide

Completing a Notice of Overpayment (NOPA)

This guide is to walk you through how to process a **Notice of OverPayment Adjustment**, 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

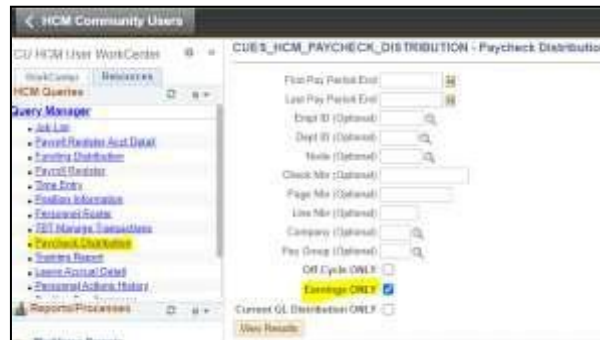
 Acknowledgement and Completing the Form..... 9

NOPA Returned for Corrections 10

Before You Begin

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

- 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 panel displays the 'CUES_HCM_PAYCHECK_DISTRIBUTION - Paycheck Distribution' form. It includes fields for 'First Pay Period End', 'Last Pay Period End', 'Emp ID (Optional)', 'Dept ID (Optional)', 'Node (Optional)', 'Check No (Optional)', 'Page No (Optional)', 'Line No (Optional)', 'Company (Optional)', and 'Pay Group (Optional)'. There are also checkboxes for 'Off Cycle ONLY' and 'Current GL Distribution ONLY', and a 'View Results' button 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 panel displays the 'CUES_HCM_PAYROLL_REGISTER - Payroll Register' form. It includes fields for 'First Pay Period End', 'Last Pay Period End', 'Emp ID (Optional)', 'Dept ID (Optional)', 'Node (Optional)', 'Frequency (Optional)', 'Pay Group (Optional)', 'Check No (Optional)', and 'Job Code (Optional)'. There is a checkbox for 'Off Cycle ONLY' and a 'View Results' button at the bottom.

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

The screenshot shows the HCM Community Users interface. The main panel displays the 'Job Data' search form. It includes a 'Search Criteria' section with fields for 'Emp ID (Optional)', 'Dept ID (Optional)', 'Name', 'Last Name', 'Second Last Name', 'Mailing Character Name', and 'Mailing Name'. There are also checkboxes for 'Include History', 'Current History', and 'Clear Selections'. At the bottom, there 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.

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

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

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

Requester Information			
Requester First Name *	Requester Last Name *	Requestor Email Address *	Phone #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requester ID *	Campus *	Department Name *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Employee/Position Information

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	Week ID	Page No.	Check No.	Check Date	Check Type	OT Code	Pay Group	Pay Period End	Compensation Plan	Rate	Use Min	Reg Check	Min Hourly Rate	Reg Rate	Comp Description	Amount	Spending	Amount	(Paid Spending)	Balance	Job Code	Category	Days		
Doggie Good	30000000	0	30000000	10/09/2020	#	N	FIC	8/29/2020	CU	666	1	0.00000000	ADVICE REG Regular Earnings Salary	2076.76	50000000	50000000			5000000000000000	101	-Earning	Original			
Doggie Good	30000000	0	30000000	10/09/2020	#	N	FIC	8/29/2020	CU	666	1	0.00000000	ADVICE UAC University Physician	3716.76	50000000	50000000			5000000000000000	101	-Earning	Original			
Doggie Good	30000000	0	30000000	10/09/2020	#	N	FIC	8/29/2020	CU	666	1	0.00000000	ADVICE VAC Vacation Leave	128.96	50000000	50000000			5000000000000000	101	-Earning	Original			
Doggie Good	30000000	0	30000000	10/09/2020	#	N	FIC	8/29/2020	CU	666	1	0.00000000	ADVICE REG Regular Earnings	4997.76	50000000	50000000			5000000000000000	101	-Earning	Original			
1	3	4		10/09/2020	#	N	FIC	7	CU	666	1	0.00000000	ADVICE REG Regular Earnings Salary	2376.76	50000000	50000000			5000000000000000	2	5	8	1-Earning	Original	

- 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.

Employee Information			
Employee ID *	First Name *	Last Name *	Employee Preferred First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pay Cycle Type *	Employee Job Status *	Pay Period End Date(s) *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

- 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.

Position Information					
After entering the HCM Empl Record Number, hit Tab, and wait for the remaining fields to populate.					
HCM Empl Record Number *	HCM Position Number *	HCM Job Code *	HCM Job Code Title *	HCM Pay Group *	HCM Department Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					<input type="button" value="Add"/>
<input type="button" value="Remove"/>					
What was the reason for the error? *		Source of the Error? *			
<input type="text" value="CHANGE NOT APPROVED IN HCM"/>		<input type="text" value="CAMPUS HR DEPT"/>			
<input type="text" value="Change wasn't approved"/>		<input type="text" value="When Campus HR made the error"/>			
Details: *					
<input type="text" value="Please input details of the Overpayment here."/>					

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.

Department Checklist		
<input type="checkbox"/> Notified Employee *	<input type="checkbox"/> HCM Data Corrected	Supporting Documents (0) Overpay Supporting Documents <input type="button" value="Click to select documents to attach to form"/>
Date Notified: *	Date Corrected:	
<input type="text"/>	<input type="text"/>	
<i>In order to proceed with processing this overpayment, all corrections to HCM Job Data must be completed before submitting this document.</i>		

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

Is Position Grant Funded? *

☒ Yes ☐ No

Grant Information

It is recommended that the department speedtype repays the grant speedtype immediately. The employee overpayment will then payback the department speedtype. This method will allow for appropriate funding amounts to be used to it's fullest for the year. For more information on this, please visit the overpayment grant funded webpage.

The Speedtype field below is the Grant Speedtype that the department pays back to keep the Grand funding clean.

Grant Speedtype *

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.

Overpayment Owed to the University *(Use Payroll Register to complete the section below.)*

Was Paid / Should have been Paid

Earn Code *	PPE *	Check number *	Speedtype *	\$ Amount WAS *	Hours WAS	\$ Amount SHOULD *	Hours SHOULD	\$ Amount Difference
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Wrong Gross: 0.00 Wrong Hours: 0

Correct Gross: 0.00 Correct Hours: 0

Total Amount Difference: 0.00

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

[illegible]

- 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.

\$ Amount SHOULD *	Hours SHOULD
16000	168
(805.75)	
16000	184
(805.75)	
16000	176
738.46	8
738.46	8
(1476.92)	-16
(805.75)	
Correct Gross	Correct Hours
45582.75	528



- 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.

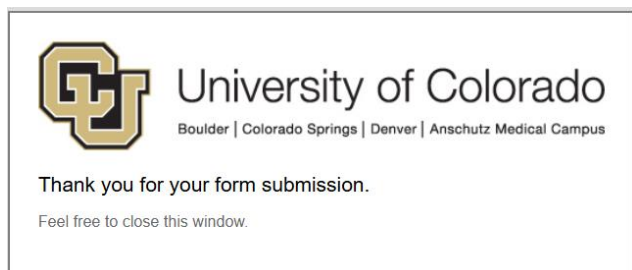
 **Grant Speedtype:** This field is required.
 **Date Notified:** This field is required.

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
<input type="checkbox"/> 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: * <input type="text"/>
(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.

A screenshot of the "Notice of Overpayment Adjustment" form from the University of Colorado Employee Services. The form has a header with the CU logo and "University of Colorado" text. Below that is "EMPLOYEE SERVICES" and "Notice of Overpayment Adjustment". There are two tabs: "Passcode Verification" (active) and "Thank you for resubmitting overpayment notice". The main text says: "To access the form and make corrections or upload additional information, please verify the employee ID for the overpaid employee." Below this is a note: "If you are having difficulty with this form, please try opening it in a different browser after closing it in this one." At the bottom, there is a red-bordered box containing an "Employee ID" input field and a "Verify" button. To the right of the input field, there is a red error message: "The value must be an Alphanumeric value. Value must match the mask 999999".

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

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)

Save Changes

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.