

Correcting overpayments? Follow these steps, review important deadlines ^[1]

November 19, 2018 by [Employee Services](#) ^[2]

As you're wrapping up all of your year-end tasks, be mindful of overpayments. Delays in repaying or processing them can result in additional funds that must be recovered from employees.

Take these steps to ensure there are no outstanding overpayments:

1. Review payroll registers to identify errors and correct them before they become overpayments.
2. Correct the employee's compensation records in a timely manner when an overpayment occurs.
3. Notify the employee of the overpayment.
4. Provide written notification to Employee Services by submitting a complete [Notice of Overpayment Adjustment Form](#) ^[3]. **Incomplete forms will be returned, which may delay repayment.**
5. Check journals to see if overpayments have occurred throughout the year.

Make note of important deadlines

If employees in your department were overpaid, complete the [Notice of Overpayment Adjustment Form](#) ^[3] by **Dec. 3, 2018**. If you discover an overpayment after this date, please report it as soon as possible.

If the employee is no longer employed by CU, and has not made the repayment by **Dec. 31, 2018**, federal and state taxes deducted on the pay in error will be added to the total owed.

To review the Employee Services' procedure and complete the Notice of Overpayment, visit the [Correct Pay webpage](#) ^[4].

[overpayment](#) ^[5], [payroll](#) ^[6], [year-end](#) ^[7]

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Links

- [1] <https://www.cu.edu/blog/hcm-community/correcting-overpayments-follow-these-steps-review-important-deadlines>
- [2] <https://www.cu.edu/blog/hcm-community/author/10695>
- [3] <https://www.cu.edu/employee-services/policies/notice-overpayment-form>
- [4] <https://www.cu.edu/hcm-community/correct-pay>
- [5] <https://www.cu.edu/blog/hcm-community/tag/overpayment>
- [6] <https://www.cu.edu/blog/hcm-community/tag/payroll>
- [7] <https://www.cu.edu/blog/hcm-community/tag/year-end>