Published on *University of Colorado* (https://www.cu.edu)

Electronic Notice of Overpayment Adjustment form to go live July 1 [1]

June 25, 2025 by ES and UIS Communications [2]

Starting July 1, the University of Colorado will switch to a new electronic process for handling payroll overpayments.

The current Excel-based Notice of Overpayment Adjustment Form will be replaced with a new OnBase form, which will be delivered directly to HCM users. This new process will help to prevent delays in the overpayment adjustment process and streamline the adjustment and correction process.

The Overpayment Adjustment Form is used to notify Employee Services when an employee has been overpaid [3] — a situation that, under CU policy [4] and State Fiscal Rules [5], requires repayment.

While the overpayment process remains the same, the tool used to submit them is changing. Starting July 1:

- Campus users and department leadership will report overpayments using the new OnBase form.
- The previous Excel version of the form will no longer work.
- Users are encouraged to update any saved bookmarks to reflect the new form location.

Starting July 1, review the Completing a Notice of Overpayment Adjustment guide [6] for full information and instructions.

No immediate action is required unless an overpayment occurs.

For questions, contact the HCM Community Service Center at 303-860-4200, option 2, or email hcm_community@cu.edu [7].

Display Title:
Electronic Notice of Overpayment Adjustment form to go live July 1
Send email when Published:
No

Source URL:https://www.cu.edu/blog/hcm-community/electronic-notice-overpayment-adjustment-form-go-live-july-1

Links
[1] https://www.cu.edu/blog/hcm-community/electronic-notice-overpayment-adjustment-form-go-live-july-1
[2] https://www.cu.edu/blog/hcm-community/author/166688 [3] https://www.cu.edu/doc/overpayment-procedural-statement-7123pdf [4] https://www.cu.edu/sites/default/files/overpayment-policy.pdf
[5] https://osc.colorado.gov/sites/osc/files/Adopted_Fiscal_Rules_All_Chapters_accessible.pdf#page=137
[6] https://www.cu.edu/docs/sbs-completing-notice-overpayment-adjustment

[7] mailto:hcm_community@cu.edu