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Follow our new guide to process overpayments and find helpful tips [1]

May 7, 2021 by Employee Services [2]

We get it. Sometimes, employees can be paid an inaccurate amount, creating overpayments. But don't worry; Employee Services has a procedure in place to reconcile an employee's pay.

When a department discovers an employee has been overpaid, they must process a Notice of Overpayment Adjustment (NOPA) form. We've created a new step-by-step guide to walk you through the process of correcting an overpayment – from collecting the necessary information to sending the form to Employee Services.

Take a look [3]

Here are a few habits & tips that can help to avoid overpayments in the future:

- Review your payroll registers every pay cycle.
- When an employee leaves CU, make sure you terminate them in the payroll system.
- After payroll runs, complete pay pulls as quickly as possible. Check your payroll calendar – the pull deadline is 2 days before the pay day.
- Double-check pay codes. Sometimes, overpayments result from two positions assigned to one person.
- Have someone retiring? Make sure the dates in HCM align with their retirement effective date to avoid extra pay.
- If you are paying an employee after an overpayment has been processed, please complete a HandDrawn Warrant rather than an off-cycle entry for payment. HCM will not capture an overpayment deduction from an off-cycle entry. Let us know that a HandDrawn Warrant is coming, and we'll get as much back to the department as we can.

Have questions about overpayments? Email hcm_commmunity@cu.edu [4] .

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