

Review steps, important deadlines for correcting overpayments ^[1]

October 21, 2019 by [Employee Services](#) ^[2]

When wrapping up your year-end tasks, be mindful of overpayments. Overpayments that are not repaid by the year's end may result in employees owing additional funds ^[3].

Ensure there are no outstanding overpayments by following these steps:

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

Year-end deadlines

If employees in your department were overpaid, complete the Notice of Overpayment Adjustment Form ^[5] by **Dec. 2, 2019**. 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, 2019**, federal and state taxes deducted on the pay in error will be added to the total owed.

To learn more, review the Employee Services Procedure for Overpayment ^[6].

overpayment ^[7], year-end ^[8], deadlines ^[9]

Display Title:

Review steps, important deadlines for correcting overpayments

Send email when Published:

No

Source URL: <https://www.cu.edu/blog/hcm-community/review-steps-important-deadlines-correcting-overpayments>

Links

[1] <https://www.cu.edu/blog/hcm-community/review-steps-important-deadlines-correcting-overpayments>

[2] <https://www.cu.edu/blog/hcm-community/author/10695>

[3] <https://www.cu.edu/sites/default/files/overpayment-policy.pdf>

[4] <https://www.cu.edu/employee-services/policies/notice-overpayment-form>

[5] <https://www.cu.edu/docs/notice-overpayment-form>

[6] <https://www.cu.edu/docs/es-procedure-overpayment>

[7] <https://www.cu.edu/blog/hcm-community/tag/overpayment>

[8] <https://www.cu.edu/blog/hcm-community/tag/year-end>

[9] <https://www.cu.edu/blog/hcm-community/tag/deadlines>