

REPAYMENTS OF PAYROLL OVERPAYMENTS IN PEOPLESOFT

Repayments in the Same Calendar Year the Overpayment was Made

- **Repayment by Personal Check**

If a repayment is made by personal check, an HR Payroll Specialist will process the repayment in the system on a pay sheet (a process used to create manual adjustments on a payroll run) and create a transaction to process the repayment. This transaction will credit back the agency/org based on the current mapping for the position.

The repayment check received from the employee is deposited by Financial Services in a clearing payroll balance sheet account. The deposit of the check does not credit the department's agency/org. The department's agency/org receives the credit when HR/Payroll processes the transaction in PeopleSoft.

View in PeopleSoft

You can view this transaction in PeopleSoft through the VIEW PAYCHECK function. You will need to search all the paychecks for the employee until you find a negative paycheck.

The screenshot displays the 'Paycheck Earnings' screen in PeopleSoft. At the top, there are tabs for 'Paycheck Earnings', 'Paycheck Taxes', and 'Paycheck Deductions'. The main header shows 'EmplID: 1000195659 Name: Smith, John', 'Company: ASU Pay Group: A12 Pay Period End: 12/21/2007', 'Page: 706', 'Line: 1', and 'Separate Check:'. Below this is the 'Paycheck Information' section with fields for 'Paycheck Status: Confirmed', 'Paycheck Option: Manual', 'Issue Date: 07/25/2007', and 'Paycheck Number: 5434'. There are also checkboxes for 'Off Cycle', 'Reprint', 'Adjustment', 'Corrected', and 'Cashed'. To the right is the 'Paycheck Totals' section showing 'Earnings: -5,745.46', 'Taxes: -1,745.47', 'Deductions: 0.00', and 'Net Pay: -3,999.99'. Below this is the 'Earnings' section with 'Begin Date: 12/17/2007', 'End Date: 12/21/2007', 'Add Line #:', and 'Reason: Not Specified'. It also shows 'Employment Record Number: 0' and 'Benefit Record Number: 0'. The 'Additional Data' section contains three tables: 'Salaried', 'Hourly', and 'Overtime'. The 'Salaried' table shows 'Hours: 0.00', 'Rate: 33.008279', and 'Earnings: 0.00'. The 'Hourly' table shows 'Hours: 0.00', 'Rate: 0.000000', and 'Earnings: 0.00'. The 'Overtime' table shows 'Hours: 0.00', 'Rate: 0.000000', and 'Earnings: 0.00'. Below these is the 'Other Earnings' section with a table showing 'Code', 'Description', 'Rate Used', 'Hours', 'Rate', and 'Amount'. The table has one row: 'CRG Contract Earnings', 'Hourly Rate', and '-5,745.46'. At the bottom is the 'Special Accumulators' section with a table showing 'Code', 'Description', 'Hours', 'Earnings', and 'Empl Rcd #'. The table has four rows: 'RET Retirement 401A', 'RSL Retiree Accumulated Sick Leave', 'SAV Supplemental Retirement', and 'WC Workers' Compensation', all with 'Earnings' of -5,745.46 and 'Empl Rcd #' of 0. At the very bottom are navigation buttons: 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

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View in myReports

You can also view the repayment in myReports using the Pay Earnings with Redistribution Query. You will see a separate transaction for the credit amount.

Filter		Drag Report Columns here to create Filters											
	Fiscal Year	Pay End Dt	Position Nbr	Person Nm	Emplid	Empl Rcd	Emcd	Acct Cd	Account	Sorg	Expenditure Code	Earnings	Transaction Num
1	2008	12/21/2007	100699	Smith,John	1000195659	0	CRG	VM15006.7110.01	VM15006		711001	-5,745.46	0
2	2008	12/21/2007	100699	Smith,John	1000195659	0	CRG	FG50033.7110.01	FG50033		711001	-3,999.99	115863
3	2008	01/27/2008	100699	Smith,John	1000195659	0	ENP	VM15006.7110.01	VM15006		711001	-533.14	0
4	2008	01/24/2008	100699	Smith,John	1000195659	0	ENP	FG14101.7110.01	FG14101		711001	-533.14	0

View in Advantage

In Advantage each payroll run is interfaced in a consolidated total. You will need to use myReports to view detail.

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- **Repayment as a Reduction in Pay**

Repayments through a reduction in pay are processed through the Additional Pay Option in PeopleSoft. An HR Payroll Specialist will set up an Additional Pay with a negative amount. The overpayment may be processed over multiple pay periods. This transaction will credit back the agency/org based on the current mapping for the position.

View in PeopleSoft

You can view this transaction in PeopleSoft through the VIEW PAYCHECK function. The reduction in pay amount will be part of the total paycheck. You will see a separate line in the paycheck for the repayment as a negative amount.

The screenshot displays the 'Paycheck Earnings' screen in PeopleSoft. At the top, there are tabs for 'Paycheck Earnings', 'Paycheck Taxes', and 'Paycheck Deductions'. The main header shows 'EmplID: 1000422391 Name: Taylor, Maria', 'Company: ASU', 'Pay Group: SAL', 'Pay Period End: 08/26/2007', 'Page: 18', 'Line: 1', and 'Separate Check:'. Below this is a 'Paycheck Information' section with 'Paycheck Status: Confirmed', 'Paycheck Option: Advice', 'Issue Date: 08/31/2007', and 'Paycheck Number: 583258'. To the right is a 'Paycheck Totals' section showing 'Earnings: 1,033.60', 'Taxes: 183.04', 'Deductions: 10.00', and 'Net Pay: 840.56'. The 'Earnings' section is expanded, showing 'Begin Date: 08/13/2007', 'End Date: 08/26/2007', 'Add Line #: 1', and 'Reason: Not Specified'. It includes a table for 'Salaried' (Hours: 36.00, Rate: 47.163462, Earnings: 1,691.38), 'Hourly' (Hours: 0.00, Rate: 0.000000, Earnings: 0.00), and 'Overtime' (Hours: 0.00, Rate: 0.000000, Earnings: 0.00). Below this is a table for 'Other Earnings' with columns 'Code', 'Description', 'Rate Used', 'Hours', 'Rate', and 'Amount'. A red box highlights the row for 'AUX Auxiliary Pay' with a rate of 'Hourly Rate' and an amount of '-657.78'. At the bottom, there is a 'Special Accumulators' section with a table showing 'Code', 'Description', 'Hours', 'Earnings', and 'Empl Rcd #'. The table includes rows for 'RET Retirement 401A', 'RSL Retiree Accumulated Sick Leave', 'SAV Supplemental Retirement', and 'WC Workers' Compensation', all with 36.00 hours and 1,033.60 earnings.

Code	Description	Rate Used	Hours	Rate	Amount
AUX	Auxiliary Pay	Hourly Rate			-657.78

Code	Description	Hours	Earnings	Empl Rcd #
RET	Retirement 401A	36.00	1,033.60	1
RSL	Retiree Accumulated Sick Leave	36.00	1,033.60	1
SAV	Supplemental Retirement	36.00	1,033.60	1
WC	Workers' Compensation	36.00	1,033.60	1

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View in PeopleSoft Additional Pay

The repayment as a reduction in pay is set up in the ADDITIONAL PAY Function.

The screenshot shows the 'Additional Pay' form in PeopleSoft. At the top, it displays 'Taylor, Maria' and 'EMP' with ID '1000422391' and 'Empl Rcd #: 1'. Below this is a search bar for 'Additional Pay' with 'Find', 'View All', 'First', '1 of 2', and 'Last' buttons. The 'Earnings Code' is set to 'AUX' (Auxiliary Pay). The 'Effective Date' is '08/13/2007'. The 'Payment Details' section includes 'Addl Seq #: 1', 'End Date: 08/26/2007', 'Rate Code', 'Reason: Not Specif', 'Earnings: \$-657.78', 'Hours', 'Hourly Rate', 'Goal Amount: \$-657.78', and 'Goal Balance: \$-657.78'. There are checkboxes for 'Sep Chk #', 'Disable Direct Deposit', 'Prorate Additional Pay', and 'OK to Pay' (checked). The 'Applies to Pay Periods' section has checkboxes for 'First', 'Second', 'Third', 'Fourth', and 'Fifth', all of which are checked. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Update/Display', and 'Include History'.

View in myReports

In myReports gross pay amounts are summed by account, pay period end date and earnings code. If the negative additional pay went in under a different earnings code, myReports would pick up the total by earnings code. In this example, the person was paid under earnings code REG and the negative Additional Pay was posted to earnings code AUX. If the negative Additional Pay was processed under earnings code REG the entry in PeopleSoft would net these amounts together.

Filter	Drag Report Columns here to create Filters												
	Fiscal Year	Pay End Dt	Position Nbr	Person Nm	Emplid	Empl Rcd	Emcd	Acct Cd	Account	Sorg	Expenditure Code	Earnings	Transaction Num
9	2008	08/26/2007	134136	Taylor, Maria	1000422391	1	REG	FA11002.7110.01	FA11002		711001	1,268.54	0
10	2008	08/26/2007	134136	Taylor, Maria	1000422391	1	REG	FA51006.7110.01	FA51006		711001	422.84	0
11	2008	08/26/2007	134136	Taylor, Maria	1000422391	1	AUX	FA11002.7110.01	FA11002		711001	-493.33	0
12	2008	08/26/2007	134136	Taylor, Maria	1000422391	1	AUX	FA51006.7110.01	FA51006		711001	-164.45	0

View in Advantage

In Advantage each payroll run is interfaced in a consolidated total. You will need to use myReports to view detail.

**REPAYMENTS MADE IN THE CURRENT
CALENDAR YEAR FOR OVERPAYMENTS
MADE IN THE PRIOR CALENDAR YEAR**

- **Repayments made through an employee payroll deduction**
An HR Payroll Specialist will set up an employee payroll deduction to allow the employee to repay over an agreed upon term. The payroll deduction code PAY08 is utilized. On a pay period basis, Financial Services will process an Advantage journal entry to credit the department's account for the amount that was deducted that pay period. Financial Services is using the current mapping for the position to post the credit. As of 3/01/08 we have 44 employees set up on this repayment method. If the credit should have been posted to a different account please contact Sandra Minor in Financial Services and she will make the change.
- **Repayments made with a personal check**
Credits to accounts for repayments made via personal check will be posted to departmental accounts through an Advantage journal entry.