FINANCE PROCEDURE MANUAL	TITLE: Overpayment of Payroll	
	NUMBER: FIN-PAY-009	**VERSION:** 01
	ISSUED DATE: **4/22/2010**	**REVISION DATE:** 4/25/2014

➢ **Purpose:**

Explanation of steps taken to recover overpayment if employee is paid in error.

➢ **Definitions:**

PantherNet: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at Palm Beach State College including financial, student, and payroll/personnel records.

Receivable: Generally refers to money owed to the College for goods/services provided.

Record Overpayment: Batch run that corrects year to date payroll records and generates a receivable in Finance System for Department to monitor funds owed by employees.

➢ **Responsibility:**

Employee Department and/or Human Resources: Notifies Payroll Department of overpayment.

Payroll: Adjusts overpayment or runs a "record overpayment" batch job.

➢ **Procedure Details:**

1. Employee's Department and/or Human Resources notifies Payroll Department that overpayment has occurred.

2. If the employee has current assignments and the overpayment can be recovered from a future paycheck, the employee is notified and the overpayment will be deducted from the next payroll run.

3. If payroll is unable to recover the overpayment on the next paycheck, the employee is notified by certified mail that an overpayment has occurred and the overpayment needs to be repaid to the College.

4. The Payroll Staff corrects the year to date payroll records of the employee to the correct balances by running a batch program called "Record Overpayment".

5. Student Account Services follows up on amounts owed by the employee through collection procedures.

➤ **References:**

Accounting Manual for Florida's College System:

http://www.palmbeachstate.edu/finance/Documents/State_of_FL_Acctg_Manual.pdf