



Reclaiming Overpayments of Salaries and Wages

1. Purpose

To set out the University procedure for the recoupment of overpayment of salary/wages to staff.

N.B. The threshold over which this process is activated is overpayments in excess of €100 of gross pay.

2. Types of Overpayments

There are several reasons why an employee would be overpaid, for example:

- a) Employee Services not informed by the Department that an employee has ceased and the employee continues to be paid.
- b) Employee on the weekly payroll does not turn in for work and has been paid in advance (particularly over the Christmas period).
- c) Overpayment to an employee who has exhausted his/her sick pay at half or full pay.

3. Procedure

There are two processes which apply, depending on the status of the employee - Active or Non Active (left).

3.1 Active Staff Member

3.1.1 *Overpayment of Basic Pay*

An overpayment of basic pay is deducted from gross pay over an agreed timeframe.

The Department will discuss and agree with the employee and notify Employee Services of the details.



Employee Services will process a manual timesheet each pay period to process the deductions as per the agreement with the employee.

3.1.2 Overpayment of Overtime

An overpayment of overtime is deducted from gross pay over an agreed timeframe. The Department will discuss and agree with the employee the number of payments over which the deductions will be spread. As overtime payments are made by loader file from the department, details of the deductions are kept at local level and an email is sent each pay period to the weekly payroll administrator in Payroll Services outlining the amount to be deducted.

The details required are as follows:

Staff ID

Name

Value: this equates to the total value of the overpayment (eg: overtime at different rates is calculated out)

Cost Centre

Project Code

Payroll Services will input a manual timesheet to recoup the overpayment each pay period.

If overtime is processed by Employee Services the notification to reclaim the payment should be sent to Employee Services.

3.2 Inactive Employee – Left College

If a staff member has left College and it is discovered that they have been overpaid the process for recouping this overpayment is as follows:

1. The Department must notify Employee Services with details of the overpayment and request a net value for the overpayment.
2. Employee Services calculates the gross overpayment due.
3. Employee Services notifies payroll services of the gross overpayment and requests a net value for the overpayment



4. Payroll Services will calculate the net overpayment and inform Employee Services.
5. Employee Services notifies the relevant department of net value.
6. The department contacts the employee concerned to request a refund of the net overpayment due.
7. The employee lodges the overpayment amount to the TCD No 4 bank account – details as follows:
 - Sort Code: 90-00-17 Account No: 10023986
 - Name or staff ID should be included so that transaction can be identified on the bank statement.
8. FSD notifies Payroll Services when refund has been received.
9. Payroll Services notify Employee Services that refund has been received into the No 4 bank account.
10. Employee Services send internal memo to Payroll Services requesting the employee's record be updated accordingly.
11. Payroll Services does the following:
 - a) Cancels the original overpayment(s) on Core Pay for the pay period(s) concerned.
 - b) Processes a manual payment(s) for the correct payment(s) due for the period(s) concerned if applicable – sometimes there are part overpayments in the pay period.
 - c) Creates manual journal to return the overpayments amounts to the relevant department.
 - d) Loads and posts the journal to Oracle (FIS). If a research code, an email must be sent to the Deputy Projects Accounting Manager in Research Accounts with journal attached, to have the transfer completed.



- e) Where an overpayment is for a previous tax year, notification must be made to the P35 section of Revenue requesting the details for the employee be updated in line with the new figures for that year and request a refund of overpayments for statutory deductions.

Journal to refund the overpayment for a previous year cannot be processed until Refund of statutory deduction amounts are refunded by Revenue.