

Overpayment – Offset an Overpayment

PA30

Purpose Use this procedure to offset an overpayment from an employee.

Trigger Perform this procedure when one of the following circumstances exists:

- Employee was paid at the wrong level.
- Part-time employee was paid as full-time.
- You are processing retroactive leave without pay.
- You are processing a retroactive termination.

Prerequisites

- Payroll was run with the incorrect pay.
- A retroactive payroll was run with the corrections applied.
- You have followed the [Overpayment – Find Overpayment](#) procedure to identify the amount of the overpayment.

End User Roles In order to perform this transaction you must be assigned the following role:
Payroll Processor

Change History	
Date	Change Description
3/13/2012	User procedure created

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code PA30

Helpful Hints	None.
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Scenario

An agency has ran the [Payroll Simulation](#) and identified an employee with an overpayment in multiple payroll periods.

WageTyp	Wage Type Text	PerPa	FPayP	FPayY	PayTyp	PayId	BonDate	Amount
/551	Retrocalc. difference	02	20	2010				0.00
/551	Retrocalc. difference	02	21	2010				0.00
/551	Retrocalc. difference	02	22	2010				0.00
/551	Retrocalc. difference	02	23	2010				0.00
/551	Retrocalc. difference	02	24	2010				0.00
/551	Retrocalc. difference	02	01	2011				1.79
/551	Retrocalc. difference	02	02	2011				30.50
/551	Retrocalc. difference	02	03	2011				30.50
/551	Retrocalc. difference	02	04	2011				30.50
/551	Retrocalc. difference	02	05	2011				30.50

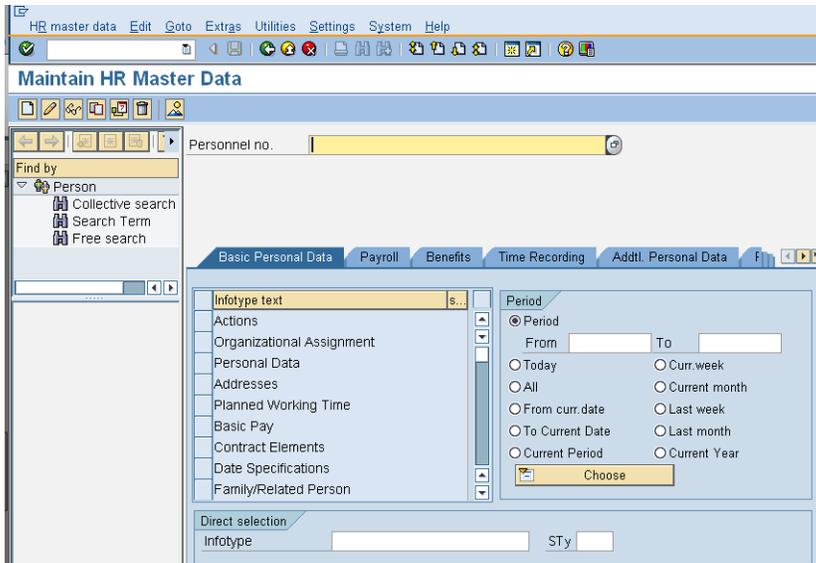
 Refer to user procedure **Overpayments_ Find Overpayments** to view the above log

In this example, the employee has an overpayment in payroll periods **02/2011 – 05/2011** for **30.50** in **each** payroll period.

The employee has **not** provided approval for withholding money from his/her check. As money cannot be withheld from an employee without his/her approval, the agency needs to create an offsetting entry to stop the system from trying to withhold the money from the employee.

Procedure

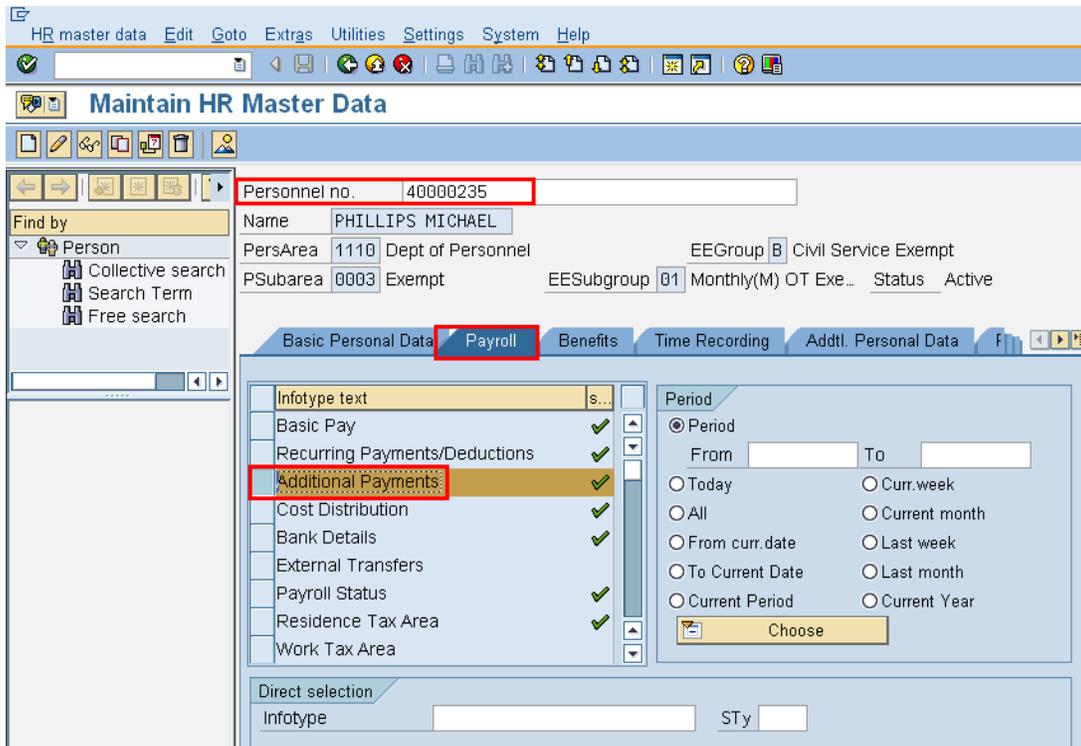
1. Start the transaction using the above menu path or transaction code **PA30**.



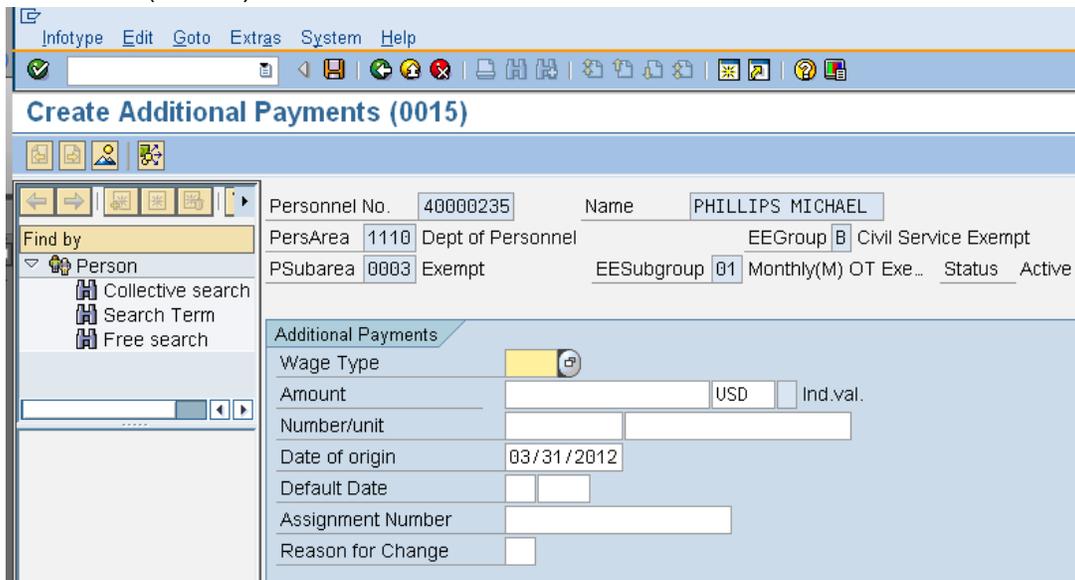
2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. Example: 40000235

3. Click  (Enter) to validate the information.
4. Click the  tab to select.
5. Click the box to the left of  Additional Payments to select.



6. Click  (Create) to create a new record.



7. In the **Wage Type** field, click on the  (Matchcode) to open selection list.

WT	Wage Type Long Text	Start Date	End Date
1054	Lump Sum \$756 Ins Pay	07/01/2007	12/31/9999
1055	Adj to Gross not subj Ret	01/01/1900	12/31/9999
1056	Adjustment to gross-all	01/01/1900	12/31/9999
1120	Red Tax/Ret Post Sep Rec	01/01/1900	12/31/9999
1126	Noncash Health Adj	01/01/1900	12/31/9999
1127	Noncash Gross Perm	01/01/1900	12/31/9999
1128	Noncash Gross non Perm	01/01/1900	12/31/9999
1129	Noncash Gross NSubj Ret	01/01/1900	12/31/9999
1130	Noncash Gross Subj Ret	01/01/1900	12/31/9999
1135	Noncash Gross OverTime	01/01/1900	12/31/9999
1137	Uniform Fit	01/01/1900	12/31/9999
1138	Uniform Maintain \$13	01/01/1900	12/31/9999
1140	Navigation Equip Allowana	01/01/1900	12/31/9999
1141	WMS Lumpsum recognition	01/01/1900	12/31/9999
1142	Comm Trp Red (CTR) \$35	01/01/1900	12/31/9999
1143	Tuition Reimb Taxable	01/01/1900	12/31/9999
1145	Commute incentive	01/01/1900	12/31/9999
1146	Cash Recognition	01/01/1900	12/31/9999
1147	CTR daily/taxable	01/01/1900	12/31/9999
1148	Taxed Meals(In State)	01/01/1900	12/31/9999
1149	Taxed Meals(Out of State)	01/01/1900	12/31/9999

- 8. Use the scroll bar on the **Wage Type for Infotype "Additional Payments"** to select correct Wage Type.



Tip: If you know the wage type number, you can key it into the **Wage Type** field.

WT	Wage Type Long Text	Start Date	End Date
9703	External TB OASDI	01/01/1900	12/31/9999
1165	Extra pay-agency3510/3530	01/01/1900	12/31/9999
2942	F&W Officers Guild Adj	07/01/2007	08/31/2011
4600	FASPAA PAC	01/01/2007	12/31/9999
2756	G-Aid Foundtn Emerg Fund	01/01/1900	09/30/2011
2280	GCC/IBT Loc #767M Pension	01/01/1900	12/31/9999
2645	GENERATIONS CR UN	01/01/1900	12/31/9999
2685	Georgia St W/H Tax	01/01/1900	12/31/9999
2652	Gesa Credit Union	01/01/1900	12/31/9999
2782	GIA/TRANSAMERICA	01/01/1900	12/31/9999
2651	GRANCO CREDIT UNION	01/01/1900	12/31/9999
2609	GREAT NORTHWEST FCU	01/01/1900	12/31/9999
3233	Gross Adj - EE Check	01/01/1900	12/31/9999
3231	Gross Offset/Ovrprnt	01/01/1900	12/31/9999
1199	Gross Pay Override Flag	01/01/1900	12/31/9999
2614	HAPO COMMUNITY CR UN	01/01/1900	12/31/9999
2648	HARBORSTONE CR UNION	01/01/1900	12/31/9999
2550	Health - ER Share	01/01/1900	12/31/9999
2984	Health Adjustment Posttax	01/01/1900	12/31/9999
2983	Health Adjustment Pretax	01/01/1900	12/31/9999
2760	Hearts & flowers org fnd	01/01/1900	12/31/9999

9. Click  (Copy) to return back to the *Create Additional Payments (0015)*

10. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Amount	R	Enter the amount of the overpayment.  This should be the positive equivalent of wage type /551 found in the Payroll Simulation – Find overpayments.
Date of Origin	R	Enter a date within the pay period for which the overpayment occurred. Example: 1/1/2011

Personnel No. 40000235 Name PHILLIPS MICHAEL
 PersArea 1110 Dept of Personnel EEGroup B Civil Service Exempt
 PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active

Additional Payments
 Wage Type 3231 Gross Offset/Ovrpmt
 Amount 30.50 USD Ind.val.
 Number/unit
 Date of origin 01/01/2011
 Default Date
 Assignment Number
 Reason for Change



If the employee has overpayments in multiple payroll periods, a wage type **3231-Gross Offset/Overpayment** will need to be created in each of the pay periods that the overpayment occurred. For example in the below screen shot a wage type 3231- will need to be created for payroll periods **02/2011-05/2011** for the amount of **30.50** each.

WageTyp	Wage Type Text	PerPa	FPayP	FPayY	PayTyp	PayId	BonDate	Amount
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/551	Retrocalc. difference	02	21	2010				0.00
/551	Retrocalc. difference	02	22	2010				0.00
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/551	Retrocalc. difference	02	04	2011				30.50
/551	Retrocalc. difference	02	05	2011				30.50

11. Click  (Enter) to validate entries.

12. Click  (Save) to save entries.

13. Run the [Payroll Simulation](#) to verify that no money will be withheld from the employee.

Results
You have successfully created the offsetting entry to stop HRMS from withholding money from an employee
Comments
Refer to user procedures Payroll Simulation- Find overpayment