

Overpayment – Recover an Overpayment

PA30

Purpose Use this procedure to recover 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.
- The amount of the overpayment is known.
- The employee has provided approval to withhold money.

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

Change History	
Date	Change Description
3/15/2012	User procedure created

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

Transaction Code PA30

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. The employee has been notified over the overpayment of \$122.

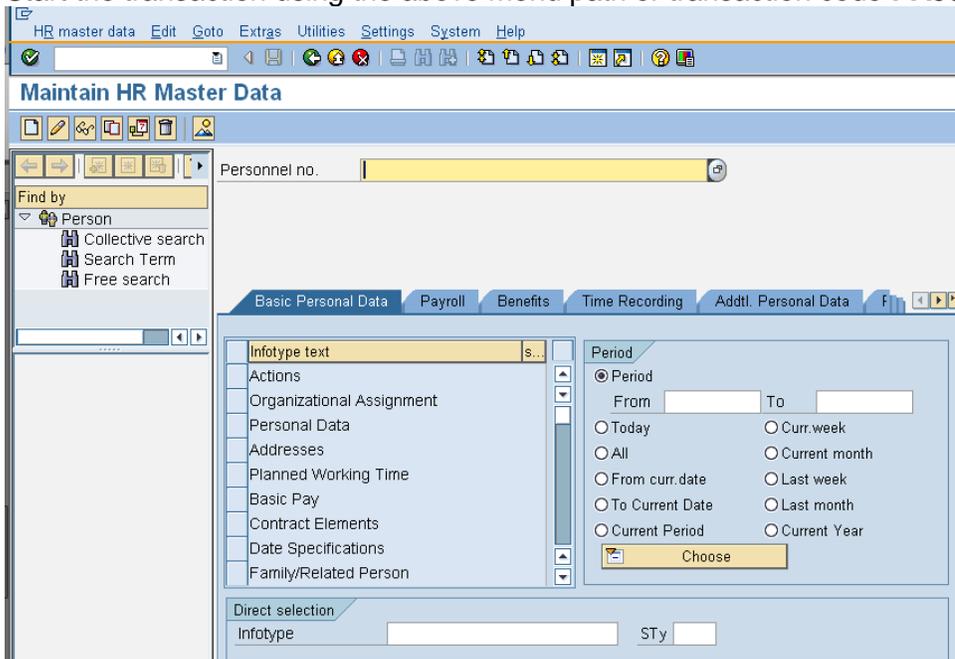
The employee has agreed to have \$41 dollars per pay period for the next **three** pay periods.
 $\$41.00 * 3 = \123



Because, the final deduction is **more** than what the employees owes for their overpayment, the final deduction will not process and cause a RPCIPE error # 6 (refer to [Common RPCIPE Errors](#)). The agency will need to create a recurring payment for two pay periods and a onetime recurring payment for the remaining balance.

Procedure

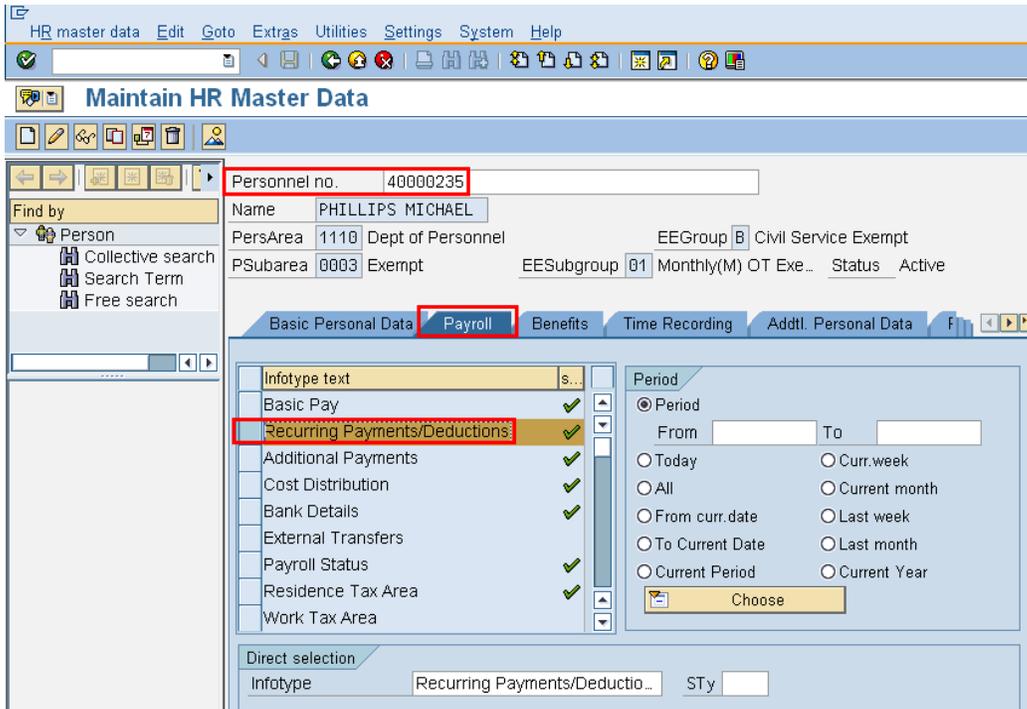
1. Start the transaction using the above menu path or transaction code **PA30**.



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 **Payroll** tab to select.
5. Click the box to the left of **Recurring Payments/Deductions** to select.



The screenshot shows the 'Maintain HR Master Data' window. The 'Payroll' tab is active. In the 'Personnel no.' field, the value '40000235' is entered. The name 'PHILLIPS MICHAEL' is displayed. The 'Recurring Payments/Deductions' checkbox is checked and highlighted with a red box. The 'Period' section is visible on the right, with options for 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', and 'Last month'. A 'Choose' button is also present.

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

7. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start Date	R	The date of the first payment.  This should be a date within the current pay period Example: 2/1/2011
To Date	R	The last day of the final deduction pay period. Example: 2/28/2011

Personnel No. 40000235 Name PHILLIPS MICHAEL
 PersArea 1110 Dept of Personnel EGroup B Civil Service Exempt
 PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active
 Start 2/1/2011 to 2/28/2011

Recurring Payments/Deductions
 Wage Type

Amount USD
 Number/unit
 Assignment Number
 Reason for Change

Payment dates
 Payment model

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

WT	Wage Type Long Text	Start Date	End Date
2988	Restore to DRS	01/01/1900	12/31/9999
2989	Arrears to treas W/H Def	01/01/1900	12/31/9999
2991	Excise Tax to DSHS	01/01/1900	12/31/9999
2994	Excise tax to Dept of Rev	01/01/1900	12/31/9999
3100	Agency Reimbursement	01/01/1900	12/31/9999
3101	DB: Agency Reimbursement	01/01/1900	12/31/9999
3223	RepayPlan deduction	01/01/1900	12/31/9999
3226	Cash Payment Ovrpmt Recov	11/16/2009	12/31/9999
3744	DB: DOL Aide Assn	01/01/1900	12/31/9999
3758	DB: WASH FED STATE EMP ...	01/01/1900	12/31/9999
3787	DB: Arrears payable to DRS	01/01/1900	12/31/9999
3788	DB: Restore to DRS	01/01/1900	12/31/9999
3789	DB: Arrs payable to Treasr	01/01/1900	12/31/9999
4501	WPEA Union Dues 1.25%	01/01/1900	12/31/9999
4502	Fisheries Patrol ASSN	01/01/1900	12/31/9999
4503	Game Warden Assn Fund	01/01/1900	12/31/9999
4504	Wash St Nurses Assn	01/01/1900	12/31/9999
4505	WA Judges FDN-Nevis	01/01/1900	12/31/9999
4506	Wash Education Assn	01/01/1900	12/31/9999
4507	WFSE Non-Member Fee 1.07%	01/01/1900	12/31/9999
4508	SEIU. Dist. 1199 NW 1.8%	01/01/1900	12/31/9999



Tip: Refer to [Overpayment Recovery Wage Types](#) spreadsheet for a list of all

wage types used for the recovery of an overpayment

 **Tip:** Use your scroll bar on the **Wage Type for Infotype Recurring Payments** to select the correct wage type.

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

9. Click  (Copy) to return back to the *Create Recurring Payments/Deductions (0014)*

The screenshot shows the SAP 'Create Recurring Payments/Deductions (0014)' form. The 'Wage Type' field is highlighted with a red box and contains the value '3223'. The form includes fields for Personnel No. (40000235), Name (PHILLIPS MICHAEL), PersArea (1110), Dept of Personnel, EESubgroup (01), Start (2/1/2011), and Amount (USD). The 'Recuring Payments/Deductions' section is expanded, showing the 'Wage Type' field with a matchcode icon.

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 the employee has agreed to pay back per period. Example: 41																
Payment Model	O	The frequency of the payments  Click on the  (Matchcode) to display State of Washington Payment Models. <table border="1"> <tr> <td>WA01</td> <td>Every Pay Period - Half Amount</td> <td>M</td> <td>Monthly</td> </tr> <tr> <td>WA02</td> <td>25th Pay Period - Full Amount</td> <td>M</td> <td>Monthly</td> </tr> <tr> <td>WA03</td> <td>10th Pay Period - Full Amount</td> <td>M</td> <td>Monthly</td> </tr> <tr> <td>WA04</td> <td>Every Pay Period - Full Amt</td> <td>L</td> <td>Semi-monthly</td> </tr> </table>	WA01	Every Pay Period - Half Amount	M	Monthly	WA02	25th Pay Period - Full Amount	M	Monthly	WA03	10th Pay Period - Full Amount	M	Monthly	WA04	Every Pay Period - Full Amt	L	Semi-monthly
WA01	Every Pay Period - Half Amount	M	Monthly															
WA02	25th Pay Period - Full Amount	M	Monthly															
WA03	10th Pay Period - Full Amount	M	Monthly															
WA04	Every Pay Period - Full Amt	L	Semi-monthly															

		<p> Note: If this field is left blank, HRMS will automatically default to WA04- full amount each pay period- yet will not display in the field.</p> <p>Example: WA04 – Every Pay Period – Full Amount.</p>
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11. Click  (Enter) to validate entries.

The screenshot shows the 'Create Recurring Payments/Deductions (0014)' form in HRMS. The form is divided into several sections:

- Personnel Information:** Personnel No. 40000235, Name PHILLIPS MICHAEL, PersArea 1110, Dept of Personnel, EESubgroup 01, Monthly(M) OT Exe..., Status Active.
- Recurring Payments/Deductions:** Wage Type 3223, RepayPlan deduction, Amount A 41.00 USD, Semi-monthly.
- Payment dates:** Payment model WA04, Every Pay Period - Full Amt.

12. Click  (Save) to save entries.

 Wage type **3223** has a dynamic action attached to it. When the wage type is **saved**, an **Additional Payments Infotype (0015)** record is created with the wage type **3224** (RePay Balance).

Infotype Edit Goto Extras System Help

Create Additional Payments (0015)

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 3224 RePay balance
 Amount USD Ind.val.
 Number/unit
 Date of origin 02/01/2011
 Default Date
 Assignment Number
 Reason for Change

13. In the **Amount** field, enter the **total** amount of the overpayment.

14. Click  (Enter) to validate entries.

Infotype Edit Goto Extras System Help

Create Additional Payments (0015)

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 3224 RePay balance
 Amount 122.00 USD Ind.val.
 Number/unit
 Date of origin 02/01/2011
 Default Date
 Assignment Number
 Reason for Change

15. Click  (Save) to save entries.



For the final deduction, the agency will need to create an additional Recurring Payment using the next pay period dates.

For this example, the start for the additional Recurring Payment would be **3/01/2011** to **3/15/2011** (last day of final deduction pay period). A Wage Type 3224 (RePay Balance) will **not** need to be created as the final payment will deduct from the original balance.

Results
You have successfully created a payment plan for the employee to pay back the overpayment.
Comments
None.