PAYROLL OVERPAYMENTS (ACC-W029)

Sacramento City Unified School District

1.0 SCOPE:

1.1 This work instruction identifies the process used in General Accounting for Payroll Overpayments.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

2.1 Fiscal Services Technician II

3.0 APPROVAL AUTHORITY:

Approved signature on file

3.1 Accounting Services Supervisor

4.0 DEFINITIONS:

- 4.1 G/A General Accounting
- 4.2 Escape Financial Software for SCUSD

5.0 WORK INSTRUCTION:

- 5.1 The Payroll Department is responsible for providing G/A with a monthly list of existing and terminated employee payroll overpayments with Escape payroll snapshots (copies) and a completed Overpayment Request Form (ACC-F015). All employee overpayment research and supporting documentation will be furnished by Payroll.
 - 5.1.1 The overpayment list is submitted to G/A no later than the 30th of each month for the previous month's overpayments.
 - 5.1.2 The list contains the gross overpayment amount due to SCUSD.

5.2 For Existing Employees:

- 5.2.1 G/A will invoice the employee within 2 weeks of receiving the overpayment list, include a Payroll Deduction Authorization Form (ACC-F016), and copy the Payroll Department.
- 5.2.2 G/A notifies Payroll of issued invoices monthly.
- 5.2.3 Once Payroll has been notified, a payment plan is set up in Escape according to the ACC-F016 to deduct from the employee's gross pay in monthly payroll cycle.
- 5.2.4 G/A will monitor the repayment, reconcile accounts receivable, and update the overpayment list.
- 5.2.5 If an employee repays by personal check, copies of invoice and check go to the Payroll Supervisor.

5.3 For Terminated Employees:

- 5.3.1 G/A will invoice and make repayment arrangements with the employee within 2 weeks of receiving the overpayment list.
- 5.3.2 One month after first invoice, G/A collects and records payments received.
- 5.3.3 G/A will provide the Payroll Supervisor with copies of invoice and check.