SALARY OVERPAYMENTS & RECOUPMENT

OFFICE OF ACCOUNTING SERVICES
PAYROLL

CHARLES G.E. WENDT, CPA

OVERPAYMENTS

- Compensation paid to an employee that is not earned or owed.

- Examples (not all inclusive):
  1. Overpayment of wages
  2. Leave paid in error
  3. Alterations of time entry
  4. Refunds of deductions

HOW OVERPAYMENTS OCCUR

- Late terminations
  - Termination not entered in Workday timely
  - Termination entered with incorrect date
- Late time entry
  - Entering and/or approving time after a pay period ends
- Inaccurate hire date (effective date should be first day of work)
- Inaccurate compensation end dates
- Unrecorded or late leave entry

EMPLOYMENT

- Work should not begin prior to start date
- Work performed prior to the start date creates a liability for LSU
- Hiring and onboarding processes should be completed in a timely manner
- Hiring departments must ensure payments to employees comply with governing policies and procedures

TIME AND LEAVE ENTRY

- Workday is the system of record for time and leave
- All time and leave must be entered in Workday in a timely manner
- Compensation is calculated on time and leave entered and approved in Workday

WORKDAY REPORTING

- Run and review before each payroll run date:
  - *Time Not Submitted*
  - *Time Not Approved*
  - *Workers with No Time Entry*
  - *Workers with No Time Entry Timekeeper*
  - *Compensation Ending Within a Date*
- Search for additional reports:
  - *Time Tracking Reports I Can Run*

IMPACT OF OVERPAYMENTS

University

- Loss of university financial resources

- Increased receivables and/or write-

Employee

- Disciplinary action or termination

TERMINATIONS

- Terminations must be entered in Workday immediately upon notification of resignation/retirement from employee

- Transient/WAE employees with no time entered for four (4) months of their last paycheck must be terminated

- Student workers with no time submitted for four (4) months will be notified by Payroll to determine whether a termination should be entered.

- Involuntary terminations must be coordinated with HRM

LSU

DISPUTE PROCESS

- Appeal to be submitted to Payroll
  - Must be in writing and received no later than fourteen (14) days from the date of *Notification of Overpayment*
  - Must include reason for dispute and any supporting documentation to be considered for review
- Payroll Director makes recommendation to the Associate Vice President

RESOURCES

Payroll Webpage

https://www.lsu.edu/administration/ofa/oas/pay/index.php

Payroll Schedules

https://www.lsu.edu/administration/ofa/oas/pay/payrollschedules.php

Coming Soon...

FASOP Salary and Wage Overpayment Prevention and Recoupment

Payroll 101 Training – Fall 2021