

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-24

Effective Date: 02/11/1999

Revision Date: 07/20/2016


County Administrator

SUBJECT: **PAYROLL OVERPAYMENTS**

DEPARTMENT RESPONSIBLE: **All County Departments**

1. STATEMENT

When errors have occurred that have resulted in an employee being overpaid, the following procedures will be adhered to by Central Payroll to recover the overage as soon as possible.

2. PROCEDURE

As soon as an employee or a Department becomes aware that an employee has been overpaid, the employee or the Department must notify the Financial Operations Division of the Department of Finance and Risk Management.

A. **Paycards**

1. If the employee's subsequent earnings will be sufficient to recover the overpayment, the repayment amount will be deducted in one lump sum as stated in Section C – Repayment of Overpayments.
2. If the employee's subsequent earnings will be insufficient to recover the overpayment, the repayment amount will be deducted as stated in Section C – Repayment of Overpayments.
3. If the employee wishes, the employee will be able to repay the overpayment amount in one lump sum either through a personal check or a cashier's check, or cash.

B. **Direct Deposit**

If it has been determined that the employee was paid through direct deposit, the following events will transpire:

1. If the overpayment was discovered within the A.C.H. rules governing timing requirements, a direct deposit reversal will be sent to the employee's

financial institution. Once the direct deposit reversal has been confirmed, the employee will be notified and a negotiable paycard will be issued to the employee. Note: The paycard is to be retained by the employee for possible future use.

2. If the overpayment was NOT discovered within the A.C.H. rules governing timing requirements:
 - a. And the employee's subsequent wages/earnings will be sufficient to recover the overpayment, the repayment amount will be deducted or garnished in one lump sum as stated in Section C – Repayment of Overpayments.
 - b. And the employee's subsequent wages/earnings will be insufficient to recover the overpayment, the repayment amount will be deducted or garnished as allowed as stated in Section C – Repayment of Overpayments.
 - c. And the employee wishes, the employee will be able to repay the overpayment amount in one lump sum either through a personal check or a cashier's check.

C. Repayment of Overpayments

1. The Employee Is Still an Active Pima County Employee

If the employee is currently receiving earnings from Pima County, the overpayment will be deducted from the employee's future earnings as follows:

- a. Any amounts remaining after deductions for federal/state tax, court orders, tax levies, retirement contributions, medical, dental, long term disability, short term disability, life insurance, supplemental life insurance, and auto and bike parking will be retained by Pima County until the full amount of the overpayment has been recovered.
- b. Until the overpayment has been recovered, the following deductions will be suspended: credit union, deferred compensation, union dues, charitable contributions, and any other payroll deduction not listed in Section C.1.a. above or not required to be withheld by law.

2. The Employee is Currently Not an Active Pima County Employee

If the employee is currently not receiving earnings from Pima County, the following events will transpire:

- a. The overpayment will be withheld from any final payments that the employee may be receiving.

- b. If the employee has already received his or her final payment or if the final payment is insufficient to cover the overpayment, appropriate action will be taken to recover the outstanding amount from the overpaid individual.