

<b>Type: System Enhancements</b>	<b>ID Number: SE 34</b>
<b>Date: March 6, 2009</b>	<b>Subject: Payroll Overpayment Report</b>

**Suggested Audience:**

HR and Payroll Staff

**Summary:**

The “new” Payroll Overpayment report will allow agencies to easily identify potential “Regular Salary” overpayments. Supplemental payroll types (e.g. On-Call, Overtime, Uniform Allowance, Annual Leave Payouts, etc.) will not be included in the report. The report is ONLY valid for agencies that use the time and attendance module within People First.

**Report Details:**

**Who will have access to run the report?** Users with a security role code of A, D, F, G, H and S will be able to process the report.

**What is the report title?** “Payroll Overpayment Report”

**Where is the report located?** The report will be available in the External Reports module within People First. To access click on the Management Tab, then click the link for External Reports.

**What options do I have for running the report?** The report can be processed using the following filters (selection criteria):

- **OLO Code** – Required filter, will default to your agency’s OLO code.
- **Org Between** (HR Org Code) – Optional filter, if left blank data will default to OLO code. If using, filter requires both to and from value.
- **FLAIR Org Between** – Optional filter, if left blank data will default to OLO code. If using, filter requires both to and from value.
- **Start Date** – Required filter, enter the pay period begin date. An entry is required in order to run the report.
- **End Date** – Required filter, enter the pay period end date. An entry is required in order to run the report.
- **Social Security #** - Required filter, enter either an individual Social Security number or enter all 9s for all employees.

The report selection criteria and the report run date will be displayed in the report header.

**How will the report be sorted?** The report will be sorted by FLAIR Org code, then by employee name (last name, then first name).

**When should agencies start using the report?**

- Biweekly agencies should start using the report on March 25, 2009, for the pay period 03/06/2009 – 03/19/2009.
- Monthly agencies should start using the report on March 26, 2009, for the pay period of 03/01/2009 – 03/31/2009.

**How long after the payroll processes do I have to wait to process the Payroll Overpayment report for that pay period?**

For each payroll, the agency will be able to process the report two days after the payroll processing date. For example, a typical biweekly payroll processes on Monday; as a result biweekly agencies could start processing the report on Wednesday of that same week.

**How long after the payroll processes can the Payroll Overpayment report for that pay period be processed?**

Due to the system resources needed to extract data for a long period of time, data will **only** be available for pay periods within the last 90 days of when the report is run.

**Should the report be processed more than once for a pay period?**

- Agencies should process the report until they are confident that all payroll overpayments for that pay period have been completely and correctly resolved.
- The report results will vary from day to day based on agency corrective activities. Two days after the overpayment is corrected, the record will no longer show on the report.

**What payment types are factored into the report?**

- The following payment types will be considered regular salary and factored into the total employee payment to determine if a "Regular Salary" overpayment has occurred: Base Pay, Additives (except On-Call), Call-Back (hours type 1004), SES Extraordinary Pay (hours type 1017), Regular Comp Payable (hours type 1016), FNA Disaster Pay (hours type 1015), FNA Pay (hours type 1018), and Retro Active pay (earning code 9130).
- No other payment types (e.g. Overtime, On-Call, etc.) will be factored into the report to determine if an over-payment has occurred. If agencies have approved timesheets deleted which contain other payment types (e.g., Overtime, On-Call, etc), the agency should audit the employee's payment history and take the appropriate action.

**What data sources are used to determine if a Regular Salary Overpayment has occurred?**

- **Gross Paid** will be pulled from the salary detail records (payroll output records received from the Department of Financial Services and loaded into the People First Data Warehouse). This will include payments processed through the On-Demand payroll system and salary adjustments or warrant cancellations processed through FLAIR.
- **Gross Owed** will be pulled from the Timesheet Active view (will factor in approved time for approved timesheets and the employee's work/flex schedule for period where there

is no approved timesheet) in the data warehouse and from the Employee Transaction view (will only factor in PARs that were acted upon and completed) in the data warehouse.

- **Over Payment** is calculated by subtracting the "Gross Owed" from the "Gross Paid."

#### **What type of payroll indicator codes could be shown on the report?**

- B = Biweekly Payroll
- C = Cancellation, Salary Refund or Miscellaneous Adjustment. These payments are processed through FLAIR PYRL.
- M = Monthly Payroll
- O = On-Demand Payroll
- S = Supplemental Payroll

**How are overpayments calculated for 28-day employees?** 28-day employees (applies to all 28-day cycles) will only be included in the report if a regular salary payment was issued to the employee and the employee was in a LWOP status for the entire pay period as of the report date. As an employee's 28-day FLSA period does not correspond with any State of Florida pay period, no other calculations will be performed for this employee population.

**When will an employee be included on the report?** Employees will only be included if they have a "Regular Salary" overpayment of 25 cents or more for the selected pay period, as of the report run date (based on data as of midnight two nights before).

**When will an employee be removed from the report?** The day after corrective action is fully processed. For example, if a salary refund or warrant cancellation is the corrective action, then the overpayment will be removed from the report the day after the salary refund or warrant cancellation is fully processed in FLAIR. If the corrective action is to complete a timesheet with compensable hours, then the record will be removed the day after the corrected timesheet is approved in People First.

**When is the data for the report updated?** All data for the report will be as of midnight two days before the report run date and will be available by 8:00 a.m. EST each day. For example, if you are processing the report on March 31, 2009 after 8:00 a.m., the data in the report will be as of midnight March 29, 2009.

#### **Important Notes:**

- The report should be printed **landscape, on legal sized paper**. If printing on letter sized paper part of the data may not be visible.
- Only payments that contain pay period dates within the entered pay period date range (start date and end date) will be included in the report.
- If your OPS employees are on a different pay period than your salary based employees, you will need to run a separate report for each pay period.

- On-Demand Payments will be included in the report as long as the agency entered the pay period dates in the On-Demand payroll. If no date or an incorrect date is entered, the payment will not be factored into the report.
- The report results will vary from day to day based on agency corrective activities. Two days after the overpayment is corrected, the record will no longer show on the report.
- Due to the system resources needed to extract data for a long period of time, data will **only** be available for pay periods within the last 90 days of when the report is run.
- The report is **not** valid for use by the Justice Administrative Commission, the State Courts System or the Benefit only entities, as they do not use the time and attendance module within the People First system.

If you have any questions related to the new Payroll Overpayment Report, please contact Alissa Martz at (850) 488-4733 or [Alissa.Martz@dms.MyFlorida.com](mailto:Alissa.Martz@dms.MyFlorida.com).