DATE OF INITIAL ADOPTION AND EFFECTIVE DATE  11/2/2004

APPLICABILITY/ACCOUNTABILITY

This policy is applicable to all University of Central Florida departments.

BACKGROUND

To ensure that all employees are paid on time, Human Resources establishes, publishes, and adheres to strict deadlines for processing payroll. Therefore, it is crucial that department personnel submit paperwork on time that affects any payroll change on time. When payroll-change paperwork is actions affecting salary or benefits are not submitted according to the established schedule, overpayments to individuals may occur. When an overpayment is made, Human Resources must attempt to collect it from the recipient. Collection is often difficult and costs the university time and money involves the expenditure of university resources. Moreover, errors such as these of this kind put the university at risk for unfavorable audits and associated sanctions.

POLICY STATEMENT

To prevent salary overpayments, university department personnel who are responsible for payroll must verify the accuracy of all payroll data prior to submitting and certifying the payroll to Human Resources. Failure to comply with Human Resources data submission deadlines or transmitting inaccurate data to Human Resources may result in Human Resources charging the department 25 percent of the amount that needs to be recovered.
DEFINITIONS

**Department.** Any unit that issues payroll.

PROCEDURES

The most common types of actions that affect payroll are leaves of absence, changes in leaves of absence, and terminations. There are several tools available from Human Resources that assist department personnel in reviewing payroll data, including departmental group rate reports and cost center reports, and other finance and budget reports. Contact Human Resources for other tools that may be available.

Supervisors of payroll processors and authorizers are responsible for ensuring that Human Resources is informed of any leave of absence, change in leave of absence, termination, or other qualifying payroll action by submitting the appropriate forms for these actions by the established deadline. Supervisors have the responsibility of informing their departmental payroll processors and authorizers of any employment status changes that affect their employees’ pay and benefits, including leaves of absence, leaves without pay, termination, full-time equivalency decreases, salary reductions, and unpaid suspensions, etc., in a timely manner. The appropriate paperwork should be submitted by the established Human Resources’ established deadlines. Examples of the appropriate paperwork include, but are not limited to, ePAF submissions and Leave & Pay Exception Reporting.

A recovery fee will be charged in all cases of overpayments in which termination or leave-action forms are not submitted by the deadline for the affected pay period. Other department payroll submission errors resulting in overpayments will be assessed a recovery fee if they go uncorrected for more than four pay periods. The recovery fee will be assessed when Human Resources notifies the department is notified of the situation. This fee covers some of the associated costs and also provides an incentive for all parties to make timely and accurate submissions for payroll actions. Human Resources will not charge a recovery fee if 25 percent of the overpayment is less than $50.

RELATED DOCUMENTS

Human Resources Forms and Documents:

http://hr.ucf.edu/web/forms/alpha-index.shtml#Phttps://hr.ucf.edu/forms-documents/

Payroll Procedures Manual and Payroll Schedules:

http://hr.ucf.edu/web/payroll/index.shtmlhttps://hr.ucf.edu/liaisons-and-managers/
Running Processes and Reports in Peoplesoft Manual includes cost center reports, group rate reports, and department leave reports: http://hr.ucf.edu/files/Running_Processes.pdf

Human Resources Forms and Documents: http://hr.ucf.edu/web/forms/alpha_index.shtml#P

INITIATING AUTHORITY

Vice President for Administration and Finance and Chief Financial Officer

History: 3-002 11/2/2004; 3-002.1 5/9/2008; 3-002.2 1/29/2013