Salary Overpayments and Underpayments

Most Common Cause for Overpayments:

Time paid past termination for Exempt employees.

Tools for avoiding overpayments:

- Better communication between supervisors and the person responsible for entering the ePAF.
- Use of Termination Checklist
- Review of preliminary and final paylists by payroll processor.
- Second review of paylist by backup payroll processor.
- Specific review of time for any employees terminating during the pay period or any that recently terminated. Verify that there is not time in the system from the effective date of termination and after for at least two pay periods.
- Specific review of employees with FTE decrease during the pay period.

Most Common Cause for Underpayments:

Time not approved on Exempt and Non-Exempt employees.

Tools for avoiding underpayments:

- Backup review of status of approved time for all employees in the department.
- Sending reminders to approvers in advance of deadline for approval, including notification of the deadline, day and time.
- Review of preliminary and final paylists, including a review of "Employees Missing a Paycheck" section on the last page of the preliminary paylist.
- Second review of paylist by backup payroll processor.
- Specific review of time entered for new employees.
- Specific review of employees with an FTE increase during the pay period.