Avoiding Overpayments Best Practices

Important Note: Communication between managers and ePAR initiators is imperative to avoid overpayments. Here is a guide to prevent errors and maintain correct records for faculty and staff and their departments. Thank you for your assistance.

Identified Reason	Sub-reason	Supervisor Responsibility	Administrative Responsibility	Action that could be taken to prevent overpayment
Late ePAR	Termination occurred after ePAR deadline, then ePAR initiated or approved after deadline.	Notify Admin as soon as employee notifies of resignation.	Complete ePAR as soon as possible.	Contact Payroll* to inform of possible overpayment. Submit ePAR within one business day of receiving notification.
Late ePAR	ePAR not submitted in a timely manner.	Notify Admin as soon as employee notifies of resignation.	Complete ePAR for terminations or changes to employees when notified by employee supervisor.	Submit ePAR for terminations within one business day of receiving notification.
Late ePAR	ePAR not approved in a timely manner.	Review items for approval on a regular basis. Review and approve pending ePARs and other administrative work at the beginning and/or end of each day.	To follow-up on needed approvals. Provide reminders of the need to approve and impact of failure.	Notify those in the approval chain that approval is needed and remind them of the deadline.
Incorrect ePAR	Hire Date Incorrect, Percent Effort, Rate of pay, dates, position number.	Provide clear and correct information to administrative staff to complete the ePAR.	Enter ePAR information correctly into the system.	Clarify any questions with hiring manager prior to submitting ePAR.

| Other ePAR errors | Duplicate ePAR submitted. | Ask ePAR initiator if similar ePAR has already been approved. Do not blindly approve it. | Double check already submitted ePARs and those that are already complete before submitting a new ePAR. | Terminate the duplicate ePAR as soon as recognized and inform Payroll* of possible overpayment. |

Identified Reason	Sub-reason	Supervisor Responsibility	Administrative Responsibility	Action that could be taken to prevent overpayment
Other ePAR errors	Employee not put on leave without pay (LWOP).	To communicate any employees that will be out of the office on extended leave as soon as aware.	Complete the ePAR as soon as informed.	If put on LWOP after ePAR deadline, submit the ePAR and call Payroll* to inform them of the possible overpayment.
Dock time	Dock time not put on timesheet.	Communicate time an employee will be out and approve Dock time as soon as entered.	Enter Dock time daily and follow up with supervisor for approval.	Notify Payroll* of any employee with outstanding Dock time.
Dock time	No/Incorrect override rate on Dock time.		Review all Dock time when entered to ensure that it contains a correct override rate.	Contact Payroll* about questions regarding the Override rate. Double check employee's timesheet to ensure all Dock time has a valid override rate.
Dock time	Dock time not approved by Time and Labor deadline.	Make sure all Dock time that can be entered is approved by the ePAR deadline each month. Check for approvals daily, especially if department has someone in dock status.	Remind Supervisor when Dock time is entered into the system and needs to be approved.	Verify Time and Labor deadline and ensure all Dock time that can be entered is entered and approved. Notify Payroll* that there is Dock time for an employee that needs a final paycheck. If employee is out and unsure of return date by ePAR deadline, put on LWOP.

Identified Reason	Sub-reason	Supervisor Responsibility	Administrative Responsibility	Action that could be taken to prevent overpayment
Comp time/Leave Errors	Employee allowed to use comp time that does not appear in time and labor records.	Before approving comp time, review timesheet to determine if there are other comp time requests entered and not yet approved. Ideally, you would not allow an employee to use comp time and accrue comp time in the same week.	Review all employees' leave time and make note of unapproved requests that may adjust the balance. Notify supervisor of discrepancies.	Approve comp time requests in a timely manner. Review comp errors reported on the timesheet and correct them. Other leave time may need to be used.
Comp time/Leave Errors	Comp time paid when should have been taken.	Before approving, verify that time reporting code for comp requests are correct. CT1 or CT5 should be used for time taken off (CP1 or CP5 should only be put on the timesheet by timekeepers or managers - this code is used to payout comp time.)	Review employees timesheets for correct comp time reporting codes and notify supervisor and employee of corrections made to timesheet. CT1 or CT5 should be used for time taken off (CP1 or CP5 should be put only on the timesheet by timekeepers or managers - this code is used to payout comp time.	Review comp time, time reporting codes, to make sure they are being correctly used on the timesheet. Notify Payroll* if the incorrect time reporting code is used and make the correction as soon as noticed. Notify supervisor to approve the correction.

Comp time/Leave Errors	Comp time earned incorrectly and then used.	When approving time, make note of any error messages on timesheet.	Review timesheets for exception messages and make corrections as needed. This should be checked on an ongoing basis. If an employee has earned comp time, review the timesheet to ensure that time was earned before use.	Notify Payroll* if time was earned incorrectly and then used. A correction will need to be made to the timesheet and the correction approved so it can pull into any additional payroll.

Other Best Practices

Add reminders to calendars:

- ePAR approvers - Add reminders to calendars to approve daily. Set aside time as first task of morning or at end of day. Consider checking twice daily on payroll deadline days.
- ePAR initiators - Add reminder to calendar at the end and/or beginning of each day to submit ePARs and review time, if a timekeeper.

Important Note: When departmental admin (ePAR initiator) is out of the office, contact your supervisor's admin to submit the ePAR, or follow your department's contingency plan – create a record keeping contingency plan, if you have not done so. When department head/account holders will be out of the office, enter a delegation prior to the leave.

Contact Us

*Payroll or 1-855-878-4357, 8 a.m. to 5 p.m., Monday through Friday.
UNT Campus Human Resources, AskHR@unt.edu or 940-565-2281; Sycamore Hall, Room 119.

Thank you for your assistance with this important recordkeeping process!

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