

PROCEDURE FOR COLLECTING OVERPAID EXPENSES FROM DEPARTED EMPLOYEES

Since the employee is departed and has no more payments a special process is necessary in order to collect overpayments of expenses back from departed employees. Please follow these procedures only if you know that you will be collecting back the money from the employee.

1. Have HR Office put the employee in an “adjustment after separation status” per the step action tables.
2. Adjust the Expense to reduce the expenses to the appropriate amount.
3. Determine what the difference in expenses is that is being paid back by the employee
4. Enter an advance for the amount of the money being collected back from them employee.
5. Have individual with HRMN access (HR Office most likely) enter a time record on the PR36.1 for pay code 1ADJ for 1.0 hours. This is necessary as the above expense and advance records will net to zero.
6. Contact OFM so that they are aware of the adjustment and can determine if any additional adjustments are needed related to taxes (this may increase or decrease the amount owed by the employee).
7. Deposit the money collected from employee into advance GL account to offset the receivable created in step 4. Use TC192. (NOTE: If there was a change in tax classification there will be additional accounting transactions necessary. Please contact OFM to determine what these entries are).
8. After Advance has processed enter a manual liquidation on the advance documenting the about Doc # that was used for the deposit in step 7.
9. Contact OFM after the advance deposit is entered as they will need to handle this manually as there will only be negative wages for the employee.