

## 9.2 Processing an Overpayment Recovery (Check Cashed by Employee)

**Purpose:** Use this document as a reference for processing an overpayment where the check has been cashed by the employee. In ctcLink, the recovery is for either the full amount of the overpayment or a partial recovery over multiple pay periods.

**Audience:** Payroll Administrators.

! You must have at least one of these local college managed security roles:

- <there are no college-assignable roles>

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

**NOTE:** In this scenario the original check issued has been cashed. The full amount of the recovery will come out of the employee's next paycheck.

### Processing Overpayment Recovery

! **IMPORTANT:** To recover an overpayment over multiple pay periods, divide the total overpayment gross amount by the number of pay periods to recover from and manually enter the recovery amount each pay period until the full amount has been recovered.

**Navigation:** NavBar > Navigator > Payroll for North America > Payroll Processing USA > Update Paysheets > By Payline

1. The **By Payline** search page displays.
2. Enter or select the **Company**.
3. Enter **Pay Period End Date**.
4. Enter the **Empl ID**.
5. Select the **Search** button.

**By Payline**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Company begins with

Pay Group begins with

Pay Period End Date =

Off Cycle ? ☐

Page Nbr =

Line Nbr =

Empl ID begins with

Job Pay Data Change =

Partial Pay Period ☐

Name begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

6. The **By Payline** page displays.
7. On the **Payline** tab, confirm the employee has enough positive earnings to recover the amount of the overpayment by reviewing the **Payline Details** section earnings information.
8. Select the **Add a Row [ + ]** button.
9. Check the **OK to Pay** checkbox, if not already selected.
10. Enter the **Earnings Begin** and **Earnings End** dates.
11. Select the **Code** lookup icon **Other Earnings** section and select the appropriate earnings code.
12. Enter the negative **Hours** if necessary.
13. Enter the negative earnings in the **Amount** field in the .
14. Select the **Save** button.

☒ Payline
 ☐ One-Time Deductions
 ☐ One-Time Garnishments
 ☐ One-Time Taxes

Company 170 Pay Group E17 Pay Period End Date 02/28/2018 Page 14  
 Empl ID 101000765 Sanchez, Rory Line 2  
 Empl Record 0 Benefit Record 170 ☐ Manual Check  
 Check Number Check Date Total Gross Net Pay  
 Transaction Message No Message

**Payline Details**
2 of 4
[View All](#)

Addl Line Nbr 3 ☒ OK to Pay ☐ Override Hourly Rate ☐ No Direct Deposit ☒ + -  
 Separate Check ☐ ☐ Gross-Up Reason Not Specified ☐ TL Records  
 Reg Hours OT Hours Hourly Rate 5.790000 Reg Salary  
 Reg Rate Code OT Rate Code  
 \*Shift Not Applicable \*State WA Locality  
 Earnings Begin 02/16/2018 Earnings End 02/28/2018 [Additional Data](#)

**Other Earnings**
1-1 of 1
[View All](#)

*Code	Seq Nbr	Rate Code	Hours	Rate	Amount	Source
REG			-5		-28.95	

Save
  Return to Search
  Previous in List
  Next in List
  Notify
  Refresh

15. The overpayment recovery process has been successfully completed.
16. End of procedure.