

**Column Descriptions
for
Attachment B “Recovery of Overpayments to New York State Employees”**

Column 1/Transaction Type

Transaction Type	Definition
Personnel/Job Transaction	A transaction reported on the Job Request page and approved by OSC OR a transaction reported directly on the employee’s Job record that results in a retroactive overpayment of regular pay, additional pay, and miscellaneous earnings.
Additional Pay	An entry made on the Additional Pay page that results in an overpayment of Additional Pay earnings.
Time Entry	An entry made on the Time Entry page that results in an overpayment of miscellaneous earnings.
Contract Pay	An entry made on the Contract Pay page that results in an overpayment of contract earnings.
Workers’ Compensation	Overpayments resulting from supplemental and/or SIF payments paid in excess or in error.
Refunds	Overpayments resulting from refunds paid in excess or in error.
Other	Overpayments resulting from a transaction type not listed above for which Agencies must contact OSC regarding recovery policy.

Column 2/Earnings Affected

Identifies the type of earnings that may be overpaid.

Column 3/Reason for Overpayment

Identifies the reason an overpayment occurred.

Column 4/Recoverable?

	Explanation
Yes	The overpayment is <i>always</i> recoverable under the State Finance Law based on the Reason in Column 5. There are no exceptions.
Generally Yes	The overpayment <i>is</i> recoverable under the State Finance Law based on the Reason in Column 5 unless: the Agency requests that funds not be recovered based on the information contained in Column 7 (Acceptable Forms of Documentation).
Generally No (amount subject to reasonableness test)	The overpayment <i>is not</i> recoverable under the State Finance Law based on the Reason in Column 5 unless: the amount of the overpayment is so <i>unreasonable</i> that an employee would have or should have known he/she had been overpaid or the Agency requests that funds be recovered based on the information contained in Column 7 (Acceptable Forms of Documentation).

Column 5/Reason

Identifies the reason the overpayment is recoverable, generally recoverable, or generally not recoverable.

Column 6/Pages in Attachment C

Identifies the specific page numbers in Attachment C that contain the procedures for rectifying the overpayment.

Column 7/Acceptable Forms of Documentation

Identifies the acceptable form of documentation to determine whether the overpayment is recoverable or not recoverable.