

	1. Transaction Type	2. Earnings Affected	3. Reason for Overpayment	4. Recoverable?	5. Reason	6. Pages in Attachment C	7. Acceptable Forms of Documentation
1	Personnel/ Job Transaction	Regular earnings Additional Pay Miscellaneous Payments (Time Entry)	Retroactive removal from the payroll	Yes	No service performed. State Finance Law, Section 200.3 (b)(i)	2-4	Employee timesheet through last date worked, signed by the supervisor
2	Personnel/ Job Transaction	Regular earnings Additional Pay Miscellaneous Payments (Time Entry)	Retroactive leave without pay	Yes	No service performed. State Finance Law, Section 200.3 (b)(i)	2-4	Employee timesheet through last date worked, signed by the supervisor
3	Personnel/ Job Transaction	Regular earnings Additional Pay Miscellaneous Payments (Time Entry)	Retroactive leaves with pay	Yes	No service performed. State Finance Law, Section 200.3 (b)(i)	2-4	Timely, written notification to the employee
4	Personnel/ Job Transaction	Regular earnings Additional Pay Miscellaneous Payments (Time Entry)	Retroactive Data Change, Transfer or Position Change when percentage of time worked was reduced	Yes	No service performed. State Finance Law, Section 200.3 (b)(i)	2-4	Timesheet, signed by supervisor
5	Personnel/ Job Transaction	Regular earnings Additional Pay Miscellaneous Payments (Time Entry)	Hire, Rehire, Concurrent Hire or Return from leave or disability (with or without pay) and effective date should have been later.	Yes	No service performed. State Finance Law, Section 200.3 (b)(i)	2-4	Timely, written notification to the employee. Time sheet.
6	Personnel/ Job Transaction	Regular earnings Miscellaneous Payments (Time Entry) Additional Pay only if calculation dependent on salary	Pay Change, Transfer or Position Change where the employee was notified timely of a reduction in pay rate and the applicable effective date (e.g. demotion, salary decrease, change rate), but the transaction was reported on a retroactive basis.	Generally yes	State Finance Law, Section 200.3 (b)(ii)	5-6	Agency may request that funds not be recovered, due to Agency's failure to provide timely notification to the employee.

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7	Personnel/ Job Transaction	Regular earnings Additional Pay Miscellaneous Payments (Time Entry)	Retroactive Pay Change, Transfer or Position Change when <u>salary</u> or <u>hourly rate</u> for time worked was reduced, due to late discovery of an administrative or salary calculation error	Generally no, amount subject to reasonableness test	Salary determination or calculation that is sufficiently complex that it is reasonable to believe that the employee may not have known. State Finance Law, Section 200.3 (a)	7-8	May be recoverable if Agency provides evidence that the employee received timely notification of the correct salary or hourly rate.
8	Personnel/ Job Transaction	Regular earnings Additional Pay Miscellaneous Payments (Time Entry)	Retroactive Change in Pay Basis Code which results in a lower biweekly gross.	Generally no, amount subject to reasonableness test	Salary determination or calculation that is sufficiently complex that it is reasonable to believe that the employee may not have known. State Finance Law, Section 200.3 (a)	7-8	May be recoverable if Agency provides evidence that the employee received timely notification of the correct amount to be paid for the specific payperiod.

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9	Additional Pay	Additional Pay	Earnings that are added or changed mid-period, with no status change reported on the Job record, and no adjustment was made to pro-rate the earnings for the payperiod.	Generally no, amount subject to reasonableness test	Salary determination or calculation that is sufficiently complex that it is reasonable to believe that the employee may not have known. State Finance Law, Section 200.3 (a)	7-8	May be recoverable if Agency provides evidence that the employee received timely notification of the correct amount to be paid for the specific pay period.
10	Additional Pay	Additional Pay	An Adjustment Earn Code for pro-rated earnings that should have been reported as a negative instead of a positive.	Generally no, amount subject to reasonableness test	Eligibility rules for a particular type of non-recurring earnings are not clear, and therefore, it is reasonable to believe that the employee may not have known. State Finance Law, Section 200.3 (a)	7-8	May be recoverable if Agency provides evidence that the employee received timely notification of the correct amount to be paid for the specific pay period.
11	Additional Pay	Additional Pay	Recurring earnings were ended retroactively because the employee, although eligible for regular earnings, was no longer eligible for the Additional Pay earnings.	Generally yes	State Finance Law, Section 200.3 (b)(ii)	5-6	Agency may request that funds not be recovered because eligibility rules are not widely or generally understood within the employee's agency or work unit.
12	Additional Pay	Additional Pay	Recurring Earnings were started too early	Generally yes	State Finance Law, Section 200.3 (b)(ii)	5-6	Agency may request that funds not be recovered because eligibility rules are not widely or generally understood within the employee's agency or work unit.

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13	Additional Pay	Additional Pay	The <u>amount</u> of recurring earnings was retroactively decreased for: -Acting Stipend -Additional Compensation -Also Receives -Assignment Differential -Chair Stipend -CUNY Payroll Differential -Geographic Pay -Inconvenience Pay - Full -Inconvenience Pay - Partial -Location Pay -Longevity Differential -Occupational Pay Diff -Pre-Shift Briefing Pay -Security Enforcement Differential -Shift Differential -Supp Location Compensation -All other recurring Additional Pay earnings not listed above	Generally no, amount subject to reasonableness test	Salary determination or calculation that is sufficiently complex that it is reasonable to believe that the employee may not have known. State Finance Law, Section 200.3 (a)	7-8	May be recoverable if Agency provides evidence that the employee received timely notification of the correct amount to be paid for the specific pay period(s).
14	Additional Pay	Additional Pay	Non-recurring earnings including lump sum payments, such as bonus and longevity payments, that should not have been paid at all because the employee was not eligible for the payment.	Generally no, subject to reasonableness test	Salary determination or calculation that is sufficiently complex that it is reasonable to believe that the employee may not have known. State Finance Law, Section 200.3 (a)	7-8	May be recoverable if Agency provides evidence that the eligibility criteria was available and generally understood and/or the employee received timely notification that he/she was not eligible to receive the specific payment (e.g. unsatisfactory rating).

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15	Additional Pay	Additional Pay	Adjustment to correct an overpayment of earnings (Earnings Code = OVP) that should have been reported as a negative instead of a positive	Yes	Correction to a transaction, following audit and appropriate application of internal controls. Employee should have known he/she was overpaid.	2-4	
16	Additional Pay	Additional Pay	Adjustment that was higher than it should have been	Generally no, amount subject to reasonableness test	Salary determination or calculation that is sufficiently complex that it is reasonable to believe that the employee may not have known. State Finance Law, Section 200.3 (a)	7-8	May be recoverable if Agency provides evidence that the employee received timely notification of the correct amount of the specific payment.
17	Additional Pay	Additional Pay	Duplicate payments	Yes	No service performed. State Finance Law 200.3(b)(i). Correction to a transaction, following audit and appropriate application of internal controls. Employee should have known he/she was overpaid.	2-4	
18	Additional Pay	Additional Pay	Amount of non-recurring earnings was higher than it should have been.	Generally no, amount subject to reasonableness test	Salary determination or calculation that is sufficiently complex that it is reasonable to believe that the employee may not have known. State Finance Law, Section 200.3 (a)	7-8	May be recoverable if Agency provides evidence that the employee received timely notification of the correct amount of the specific payment.

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19	Time Entry	Time Entry	Earnings reported as positive and the number of <u>days, hours, or units</u> reported were overstated, or if reported as negative, were understated.	Yes	No service performed. State Finance Law, Section 200.3 (b)(i)	2-4	Employee timesheet, signed by supervisor. Hours, days, or units paid, as shown on paystub, does not agree with the employee timesheet, signed by the supervisor.
20	Time Entry	Time Entry	Earnings reported as positive and the <u>amount</u> reported was overstated, or if reported as negative, was understated. NOTE: for RGS earnings, refer to #21 & #22	Generally no, subject to reasonableness test	Salary determination or calculation that is sufficiently complex that is reasonable to believe that the employee may not have known. State Finance Law, Section 200.3 (a)	7-8	May be recoverable if Agency provides evidence that the employee received timely notification of the correct amount of the specific payment.
21	Time Entry	Time Entry	Regular salaried earnings were reported retroactively through time entry (RGS) for a hire, rehire or return from Leave without Pay and the earnings were overstated for the <u>number of days</u> worked.	Yes	No service performed. State Finance Law, Section 200.3 (b)(i)	2-4	Employee timesheet, signed by the supervisor. Dates paid, as shown on paystub, does not agree with employee timesheet, signed by the supervisor.
22	Time Entry	Time Entry	Regular salaried earnings were reported retroactively through time entry (RGS) and were overstated for the <u>calculated earnings</u> .	Generally no, amount subject to reasonableness test	Salary determination or calculation that is sufficiently complex that is reasonable to believe that the employee may not have known. State Finance Law, Section 200.3 (a)	7-8	May be recoverable if Agency provides evidence that the employee received timely notification of the correct amount of the specific payment.

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23	Time Entry	Time Entry	Earnings reported as positive and should have been negative, such as Lost Time	Yes	No service performed. State Finance Law 200.3(b)(i). Correction to a transaction, following audit and appropriate application of internal controls.	2-4	Employee timesheet, signed by the supervisor. Evidence that no service was performed.
24	Time Entry	Time Entry	Duplicate payments	Yes	No service performed. State Finance Law 200.3(b)(i). Correction to a transaction, following audit and appropriate application of internal controls.	2-4	
25	Time Entry	Time Entry	Miscellaneous earnings reported in Time Entry using an amount and the employee is not eligible for the earnings (e.g. FEE, ES2, SES). NOTE: Does not include RGS (refer to #21 and #22) or special cyclical payments (refer to #26).	Yes	No service performed. State Finance Law 200.3(b)(i)	2-4	
26	Time Entry	Time Entry	Special payments, such as those paid cyclically (e.g. uniform allowance, HBB) and employee is not eligible for the earnings.	Generally Yes	State Finance Law, Section 200.3(b)(ii)	5-6	Agency may request that funds not be recovered, due to agency's failure to provide timely notification to the employee or because eligibility rules are not widely or generally understood within the employee's agency or work unit.

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27	Contract Pay	Contract Pay	Contract Pay page has changed and results in an overpayment of contract earnings.	Generally no, subject to reasonableness test	Salary determination or calculation that is sufficiently complex that is is reasonable to believe that the employee may not have known. State Finance Law 200.3(a)	7-8	May be recoverable if Agency provides evidence that the employee received timely notification of the correct amount of the specific payment.

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28	Workers' Comp	Workers' Comp payments paid by SIF	Employee paid by SIF for a disability period in which employee also received earnings on State payroll (i.e. Workers' Comp award should have been credited to NYS for wages paid on state payroll).	Yes	State Finance Law, Section 200.3 (a)	2-4	SIF payment documents and employee timesheet, signed by the supervisor.
29	Workers' Comp	Workers' Comp payments paid by SIF	SIF paid workers' compensation payment beyond the date the employee returned to work from disability leave and SIF cannot recover the overpayment.	Yes	Duplicate payment from two state agencies, usually discovered by WCU. State Finance Law, Section 200.3 (b)(ii)	2-4	SIF payment documents and employee timesheet, signed by the supervisor.
30	Workers' Comp	Workers' Comp supplemental payments processed as pursuant to the PEF Medical Evaluation Program or the Award and Supplement Program	Employee's comp rate is increased after supplement is paid to the employee resulting in an overpayment of supplemental wages.	Generally no	Salary determination or calculation that is sufficiently complex that it is reasonable to believe that the employee may not have known. State Finance Law, Section 200.3 (a)	7-8	May be recoverable if Agency provides evidence that the employee received timely notification of the correct amount of the specific payments to be received.
31	Workers' Comp	Workers' Comp supplemental payment for employees covered under the Award and Supplement or PEF Medical Evaluation Program	Supplemental payment received by employee was too high because payment was calculated incorrectly by OSC	Generally no, amount subject to reasonableness test	Salary determination or calculation that is sufficiently complex that it is reasonable to believe that the employee may not have known. State Finance Law, Section 200.3 (a)	7-8	May be recoverable if Agency provides evidence that the employee received timely notification of the correct amount of the specific payments to be received.

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32	Refunds	All deductions and taxes	Excess Refund for deductions or taxes	Yes	Correction to a transaction, following audit and appropriate application of internal controls.	2-4	

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33	Other	Any earnings, deductions or taxes	Any other overpayment made to an employee	Requires OSC review			Agency must submit a recommendation for recovery or non-recovery of the funds, with supporting documentation.