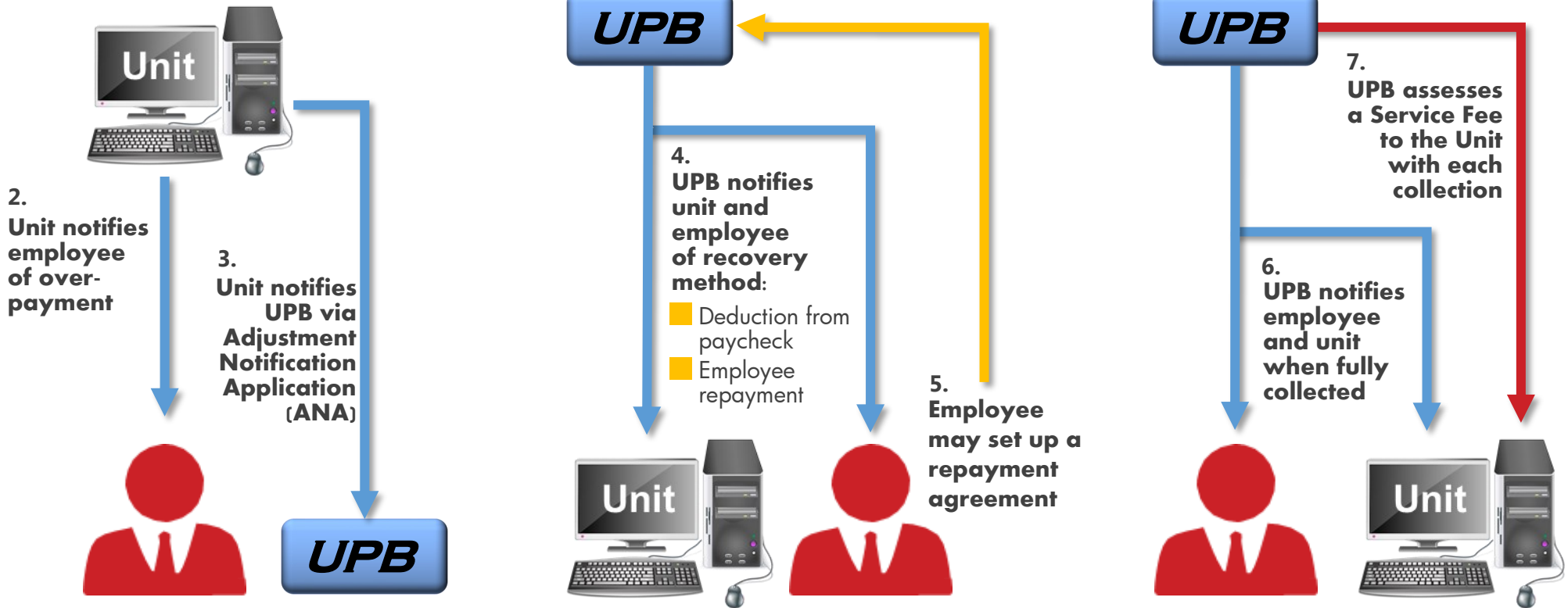


Resolving Payroll Overpayments

The unit, the employee, and University Payroll & Benefits (UPB) must work together to resolve payroll overpayments.

1. Unit corrects errors causing the overpayment. *See below.



*Correct Errors: Correct the job record that caused the overpayment *immediately* to prevent recurring overpayments.

*Correct FOAPAL: If overpaid funds are restricted or could close, such as Sponsored Projects (Grants), perform a Labor Redistribution to move the overpaid funds to an appropriate FOAPAL. Indicate the new FOAPAL string on the ANA request, and UPB will credit all recovered money to the indicated FOAPAL.

Additional Information: <https://www.obfs.uillinois.edu/payroll/transaction-processing/overpayments/>