

Overpayment Process for Sponsored Projects Restricted Funds

Fund 30/31/33 and Cost Share Fund 10

Background

Department personnel identify when someone has been overpaid by the institution. Employee Services is notified and the process starts for collecting the overpaid amount from the employee. In regards to restricted funds on sponsored projects fund 30/31/33 or cost share fund 10 relating to the sponsored project, the overpaid amount will be required to be removed and posted to a department non-restricted fund. The overpayment is deemed an unallowable cost.

Process

1. The department identifies a salary overpayment for an employee. They will contact the employee letting them know of this error.
2. The department will notify Employee Services and the assigned grant accountant on the project.
3. The department will complete the Employee Services [Notice of Overpayment Adjustment](#) form. This form is then sent to Employee Services and also to Jean Howe attention. The speedtype that the repayment should post to can be identified by adding a note on the form or in the body of the email. The speedtype must be a department non-restricted fund.
4. The department completes a PET to move the overpaid amount from the project ST to the department non-restricted fund ST that is indicated on the form.
5. CCO's Research Financial Services will review and approve the PET.
6. Jean Howe will administer the correction/credit in the HRMS system by using the speedtype provided.