

TECHNICAL GUIDANCE UAW OVERPAYMENT PROCESS

- **Process**
 - ***Coordinate with local payroll offices or processors to ensure that deadlines are met and overpayment files are processed correctly***
 - *January 23, 2023 - February 24, 2023:* Campuses coordinate internally to ensure all attestations forms are completed and credible information is submitted
 - *February 24, 2023:* Deadline for submission of information using the templated excel spreadsheet
 - Note: the overpayment process is intended not to negatively impact fee remissions for student employees.
 - Holidays: Should not be included as hours or days of labor withheld.
 - ASE and GSR Strike Dates: 11/14/2022 – 12/23/2022
 - Holidays Observed within that time frame: November 24, November 25 and December 23
 - Postdoctoral Scholars and Academic Researcher Strike Dates: 11/14/22 - 12/9/22
 - Holidays observed within that time frame: November 24 and November 25
 - Funding: the original FAU that was in effect at the time of the original overpayment will be hit. Therefore, if a Salary Cost Transfer was already done to move the funds from the original department to an overhead/administrative department, then the overpayment will still hit the original FAU, so the SCT would need to be redone/reversed.
- **Completing the Overpayment Log Template Provided by UCPath**
 - Strike Dates:
 - 11/14/2022 – 12/23/2022 for ASE's and GSR's
 - 11/14/22 - 12/9/22 for Postdoctoral Scholars and Academic Researchers
 - Only labor withheld within these respective time periods should be recorded on the template
 - There are three separate logs:
 - Hourly Paid appointees
 - Fiscal Year salaried appointees
 - Academic Year salaried employees
 - Please see instruction tab on the template for information on how to complete the template tabs
 - The instructions tab includes examples that demonstrate formatting. Please follow the formatting examples in the instructions tab
- **Hourly/Biweekly paid appointees (e.g., Readers and Tutors)**
 - For hourly employees: if previously paid hours need to be corrected, record hours of labor withheld on the Hourly overpayment template
 - UCPath will identify from the employee record the appropriate hourly rate to use in calculating overpayment
 - Record hours of labor withheld in increments of 0.25 hour (1.00, 1.25, 1.50, 1.75, etc.)
 - Record hours of withheld labor as individual dates on the template (the Earns Begin Date and the Earns End date will be the same for each row)
 - The Biweekly pay periods impacted by the strike are:
 - 11/13/22 – 11/26/22

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- 11/27/22 – 12/10/22
- 12/11/22 – 12/24/22 (ASE's and GSR's only)
- **Fiscal Year appointees (Postdocs, Academic Researchers, and Graduate Student Researchers):**
 - Record hours missed on the Fiscal Year overpayment template provided by UCPATH
 - Record hours of labor withheld in increments of 0.25 hour (1.00, 1.25, 1.50, 1.75, etc.)
 - UCPATH will identify from the employee record the appropriate rate to use in calculating the amount of overpayment
 - For part-time salaried employees who do not have a standard schedule, then the hours missed should be treated as equivalent to: 40 hours per week missed or 8 hours per day missed x employee's job FTE = hours of withheld labor
 - Per UC Legal, if the appointee reported a percentage of effort or partial days of labor withheld, record the appropriate number of hours of labor withheld, even for FLSA Exempt appointees
 - Example: for a full-time appointee, 15% of a week missed = 6.00 hours
- **Academic Year appointees:**
 - Calculate a full-time daily rate
 - Enter the full-time daily rate and the number of days missed on the Academic Year overpayment template provided by UCPATH.
 - UCPATH will calculate the amount of overpayment using (Full-Time Daily Rate x Appointee's Job FTE x Days Missed). Example: 5 days missed for a 0.50 FTE appointee at a Full Time Daily Rate of \$265.00 = (\$265.00 x 0.50 x 5) = \$662.50
 - **Calculating Daily Rate for Academic Year Appointees**
 - Per APM 600-Appendix 2, the daily rate for an academic year appointee is their Quarterly/ Semester Rate divided by the number of working days in the quarter or semester.
 - Each campus will need to calculate the number of working days in their Fall semester or quarter based on the definition in APM 600-Appendix 2: number of "Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays, including holidays occurring on any of those days, which fall between the beginning and ending dates of Fall quarter or semester.
 - Daily rate calculation:
 - Quarterly or Semester Rate / number of working days = daily rate
 - Quarterly Rate = (1/9 monthly rate) x 3
 - Semester Rate = (1/10 monthly rate) x 5
 - If the appointee recorded a percentage of time missed over a period of time, translate to full or partial days missed using an assumption that a full day missed is 8 hours and a full week missed is 40 hours
 - Example: 15% of a week missed = 6 hours = 0.75 days
- **UAW Overpayment (OVP) Process:**
 - A shared BOX folder will be set up for each location to track UAW OVP's
 - Each Location folder will contain 4 sub-folders
 - **UAW – OVP Log Submission:** Locations should utilize this folder to submit their final completed and consolidated OVP log for UCPATH processing. Final log should be uploaded by **5PM on 02/24/2023**

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- **UAW – OVP Ready Notifications:** UCPATH will utilize this folder to communicate overpayment packets ready for communication to the employee. Files will be uploaded for location review.
- **UAW – OVP Signed Agreements:** Locations should utilize this folder to return signed overpayment agreements to UCPATH. Files will be reviewed by UCPATH daily.
- **UAW – OVP Reassessment Requests:** Locations should log any requests for reassessment in the Reassessment log located in this folder. Reassessment review will begin after all the initial overpayment processing is completed.
- UCPATH will work directly with each locations current Overpayment Coordinators to ensure all necessary consultations, communications, policies, and procedures have been followed.
- **UCPATH Overpayment Processing**
 - UCPATH will process overpayment transactions utilizing the information submitted by Locations via the OVP Log
 - One consolidated OVP Log should be submitted per Location
 - Once the Location deadline is reached, the OVP Log will be changed to “read only” to avoid any confusion
 - UCPATH will review OVP Logs and prepare for processing: beginning 02/27/2023 – 03/15/2023
 - UCPATH will commence OVP processing: 03/16/2023 – **TBD** based on total volume submitted
 - Additional details to follow once finalized transaction count is confirmed
- **UCPATH Overpayment Packets**
 - UCPATH will follow the standard OVP communication process
 - Completed OVP Packets will be placed in the appropriate location BOX sub-folder
- **Overpayment Reassessment Requests**
 - Location can submit reassessment requests via the Reassessment log located in their designated BOX sub-folder
 - Reassessments requests will be reviewed after all initial overpayment processing has been completed
- **OVP Communication**
 - UCPATH will work with Locations to follow the standard overpayment communication process for impacted employees.
 - Active Employees: UCPATH will upload completed OVP packets to the BOX folders for each location to retrieve and present to employee and secure a repayment choice with signature.
 - Inactive Employees: UCPATH will send the OVP letter directly to the employee
 - WOS (without salary or employees): UCPATH will send the OVP letter directly to the employee
 - UCPATH will provide weekly status updates on the overpayment processing progress
 - Employees contacting UCPATH will be provide with updates available regarding their specific overpayment details

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- **Processing Timeline:**
 - Turnaround time for processing overpayments, overpayment packets and reassessments will be determined based on the volume submitted