TECHNICAL GUIDANCE UAW OVERPAYMENT PROCESS

• Process
  o 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
  o Note: the overpayment process is intended not to negatively impact fee remissions for student employees.
  o 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
  o 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
  o 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
  o Only labor withheld within these respective time periods should be recorded on the template
  o There are three separate logs:
    ▪ Hourly Paid appointees
    ▪ Fiscal Year salaried appointees
    ▪ Academic Year salaried employees
  o Please see instruction tab on the template for information on how to complete the template tabs
  o 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)
  o For hourly employees: if previously paid hours need to be corrected, record hours of labor withheld on the Hourly overpayment template
  o UCPPath will identify from the employee record the appropriate hourly rate to use in calculating overpayment
  o Record hours of labor withheld in increments of 0.25 hour (1.00, 1.25, 1.50, 1.75, etc.)
  o 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)
  o The Biweekly pay periods impacted by the strike are:
    ▪ 11/13/22 – 11/26/22
TECHNICAL GUIDANCE UAW OVERPAYMENT PROCESS

- 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
        o Quarterly Rate = (1/9 monthly rate) x 3
        o 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
TECHNICAL GUIDANCE UAW OVERPAYMENT PROCESS

- **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
TECHNICAL GUIDANCE UAW OVERPAYMENT PROCESS

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