

Earnings Recovery Request (ERR) Worksheet for Paycheck Reversal

Purpose:

The purpose of this job aid is to provide agencies with instructions for completing the new ERR Worksheet for Paycheck Reversal.

Selecting ERR Worksheet:

The ERR Worksheet for Paycheck Reversal is replacing Form AC 230 – Report of Check Returned for Refund or Exchange. There are two excel worksheets available. The agency must choose one and complete it as described below.

Worksheet Option 1, Auto Earnings Recovery Request:

This excel spreadsheet is the Auto Earnings Recovery Request. If you are new to ERR's or struggle with calculating taxes, we recommend using this spreadsheet. This spreadsheet will calculate the taxes using the tax percentages from the original check.

Worksheet Option 2, Manual Earnings Recovery Request:

This tab is the Manual Earnings Recovery Request. If you are experienced and comfortable with calculating taxes on a reversal, you may use this spreadsheet.

Header Information:

The agency **must** provide the following information for every reversal request.

- Employee ID: Enter the 9 characters for the Employee ID.
- Date Form Created: Enter the date that the form is being filled out.
- Empl Record: Enter the employee record number for the paycheck being reversed.
- Dept ID: Enter the department ID for the paycheck being reversed.
- Company: Enter the Company for the paycheck(s) being reversed (i.e. NYS, CNY).
- Agcy Contact Name: Enter your name/payroll officer name.
- Empl at SS Max*: Enter Yes if the employee has reached the annual social security max as of their most recent paycheck. Enter No if they have not yet met the annual social security max. You can verify the social security max by comparing the current years limit to the year-to-date
- Agency Contact Email: Enter your email address/payroll officer email address.
- Current EMPL Status: Select the current employee status, not the status at the time of overpayment.
- Does OVH or Q code Exist: Select Yes if the employee has OVH or Q code already set up in PayServ the paycheck you are reversing
- Repayment Method: Select what method of fund is being used for this reversal.
- Cause of OVP: Select the reason for the overpayment.
- Reason for Request: Enter the reason you are requesting the reversal of the paychecks. (e.g. Employee terminated retroactively and is not entitled to XX days.) Please be as detailed and specific as possible to avoid having this Worksheet returned to request more information.

Original Check Information:

The agency must provide detailed earnings, tax, and deduction information for the original paycheck as described below.

- Paycheck Number: This is the original paycheck number that the employee was overpaid in.
- Paycheck Date: This is the original paycheck date that the employee was overpaid in.
- Pay Group: This is the pay group found on the original paycheck (e.g. IE3, ALB).

- Total Days Overpaid: This is the total number of days the employee is NOT entitled to in this specific paycheck. (e.g. If the employee was paid 10 days and was terminated retroactively only working 3 days, you would enter 7 in this field.)
- Begin Date of OVP: The first date that the employee is NOT entitled to.
- End Date of OVP: the last date that the employee is NOT entitled to.

EARNINGS:

- Earnings Code: List all Earnings Codes on the original paycheck, including RGS for salaried employees. Also include any earnings that do not add to gross (e.g. TXE, V04, IIS, etc.) Please use the code exactly how it is seen in PayServ.
- Original Earnings: Enter the earnings amount for each Earnings Code from the original paycheck.
- Gross amounts will automatically populate based on data entered within the Earnings section.

TAXES:

- Tax Type: Most taxes are listed here. If the employee has local tax, please select the locality. If the employee has other taxes, please describe the other tax.
- Original Tax: Enter the amount withheld for each type of tax (e.g. FED TAX, NYS TAX, etc.).

DEDUCTIONS

- Deduction Code: Enter the Deduction Codes from the original paycheck. Please use the code exactly how it is seen in PayServ.
- Tax Class: Enter the Tax Class for each Deduction Code from the original paycheck. These include the following options:
 - B (EE) – Before-Tax employee share/deduction
 - A (EE) – After-Tax employee share/deduction
 - N/P (ER) – Non-Taxable employer share.
- Original Ded: Enter the deduction amount for each deduction code from the original paycheck.
- Unrecoverable deductions will display red in this column, and the entire amount must be included in the entitled column. Full reversals with unrecoverable deductions will need to be completed on the Auto ERR worksheet. Please contact the Payroll Reversal and Exchange mailbox if you need assistance with completing a full reversal with an unrecoverable deduction.

Entitled Check Information:

The agency must provide the detailed earnings, tax, and deduction information that the employee is entitled to/should have been on the check if processed correctly/timely in the “Entitled To” column as described below.

- EARNINGS:
 - Entitled To Earnings: Enter the amount of earnings for each Earnings Code that the employee is entitled to.
- TAXES:
 - Entitled to Tax:
 - If you are using the Auto Earnings Recovery Request worksheet- FICA, Federal, State, Local, and PFL taxes will calculate automatically. You will only need to calculate other taxes if applicable.
 - If you are using Manual Earnings Recovery Request, you will have to calculate Federal, State, and Local taxes manually using a tax calculator such as the salary

calculator at paycheckcity.com. FICA and PFL taxes will still be calculated automatically.

- **DEDUCTIONS:**
 - Entitled To Ded: Enter the amount of deductions for each deduction code that the employee is entitled to. Note: If you have an unrecoverable deduction, you must enter the full amount in this field. If you do not it will be flagged as an error.

Return/Reversed Check Information:

This data will calculate based on the Original and Entitled Check Information fields.

- **EARNINGS:**
 - Return Earnings: The earnings you are requesting to be recovered for the overpayment.
- **TAXES:**
 - Return Tax: The taxes you are requesting to be recovered for the overpayment.
- **DEDUCTIONS:**
 - Return Ded: The deductions you are requesting to be recovered for the overpayment.
- **GROSS:**
 - The total gross amount recovered for the overpayment.
- **NET:**
 - The total net owed has a blue background. This is the total amount the employee should return to successfully complete the overpayment recovery.

Saving & Submitting to OSC

Once completed the agency should verify the worksheet, save and submit to OSC as described below.

- Save the worksheet using the OSC Request ID that is on the top right of the form. When the header information is filled the OSC Request ID is automatically filled out.
Example: AL2_N01111111_09-11-2024
- Email the saved worksheet to the Payroll Reversal and Exchange mailbox with a subject of "Reversal-EMPLID".
- Example: Reversal-N01234567
- Please do not include the employee's name in the email or form.

Sending Bank Check for the Reversal

If using a Bank check for the reversal the agency needs to fill out the **ForDeposit** tab on the Earnings Recovery Request spreadsheet. Once this tab is filled out, the agency will print this page to attach it to the bank check when mailing it to OSC. This will help OSC to identify what check goes to what Earnings Recovery Request spreadsheet.

- OSC Request ID: This should automatically populate. If nothing is showing, please go to the Agency Request tab to fill out the header portion. Once that is completed it populate on the OSC Request ID
- Repayment Type: Select what type of payment it is
- Bank Check Number: Enter the bank check number
- Bank Check Amount: Enter the amount of the bank check
- Bank Check Date: Enter the date of the check
- Date Sent: Enter the date the agency is sending this to OSC

The last three OSC Request IDs are for if this bank check is for multiple Earnings Recover Request spreadsheets

Note: Before requesting a bank check from the employee, the agency would have already completed and emailed a copy of the Agency Recovery Request form to OSC for repayment approval

Questions

If you have any issues with the worksheet, please contact the Payroll Reversal & Exchange Mailbox.