



2024 Year-End Overpayment Recovery Deadlines

To ensure timely processing of overpayment adjustments and to meet year-end university and IRS deadlines, UCPath Center requests that location teams prioritize submission and information sharing.

According to IRS guidelines, repayment of a payroll overpayment must occur in the same year as the overpayment to ensure that the employee's earnings and taxes are correctly reflected on their W-2, which will be issued in January.

Please share the following important information with employees who have overpayments, as well as those responsible for submitting overpayment adjustment requests.

Important Deadlines for Overpayment Adjustment Requests:

- Submit adjustment requests for overpayments that occurred between January 1 and October 1, 2024, no later than **October 18, 2024**.
 - UCPath Center will prioritize all overpayment adjustments received by October 18.
 - UCPath Center may not be able to process year-end requests that are received after this deadline within the current year.
- **Tip:**
 - Send adjustment requests via the UCPath self-service transaction "Overpayment Adjustment (E-078)" as soon as you identify any overpayment.
- **Additional Information:**
 - **Employees that received overpayment packets** from UCPath Center must arrange repayment as soon as possible.

How to Return Checks:

Location teams or employees holding paychecks **for pay that is not due must return them to UCPath Center immediately**. Employees may return uncashed checks to UCPath Center via U.S. Mail along with a note indicating that the check is related to an overpayment. UCPath Center will reverse the returned check to ensure that the employee's 2024 W-2 is correct.

Location teams may return checks to UCPath Center on behalf of employees via inquiry submission or via U.S. Mail:

- **Return Checks via Inquiry Submission:**
 - Submit an inquiry via Ask UCPATH with the check attached
 - Request to have the check reversed
 - Include the phrase “Do not reissue” when submitting the inquiry
- **Return Checks via Mail:**
 - UCPATH, 14350-1 Meridian Pkwy, Riverside, CA 92518



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