

Office of Human Resources  
***800 Salary Compensation and Payroll***

2025-05-22

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# 801 Calculation of Salary Payments



## Georgia Department of Human Services Human Resources Policy #801

### Calculation of Salary Payments

**Release Date:** December 15, 2000

**Revised Date:** October 26, 2023

**Next Review Date:** October 25, 2025

**References:** Rules of the State Personnel Board 478.-1-.12 — Salary

All organizational units of the Department of Human Services (DHS) are to calculate salary payments in accordance with this policy to ensure that employees are paid correctly.

Please note that all changes must be entered into the system prior to the noon on the payroll confirm day for the changes to take effect for the current pay date. The confirm date will be five (5) business days prior to the pay date.

## Section A: Standard and Scheduled Hours

1. **"Standard Hours"** in a pay period refers to the number of work hours scheduled for a standard 8-hour day, 40-hour week, Monday through Friday schedule. Standard hours are calculated by multiplying the number of workdays in the pay period by eight (8).
2. **"Scheduled Hours"** per pay period refers to the actual number of hours an employee is scheduled to work during the pay period.

## Section B: Pay Status

1. **"In Pay Status"** means the time during a pay period for which an employee is entitled to pay.
2. Employees are in pay status for all scheduled hours, except for any time charged to leave without pay or suspension without pay.
3. Employees beginning a new period of State employment are considered on duty (and in pay status) on the day that they report for work.

## Section C: Pay Periods

1. Salary payments are made on a semi-monthly pay period basis. Two (2) pay periods within each month are established.
2. The first pay period is from the first through the fifteenth of the month.

3. The second pay period is from the sixteenth through the last day of the month.
4. Each pay period consists of 72, 80, 88 or 96 hours depending on the number of standard hours in the pay period.
5. One-half ( $\frac{1}{2}$ ) of the monthly salary is considered as earned for each semi-monthly pay period.

## Section D: Reporting Hours in Pay Status

1. **"Hours"** are calculated and reported in whole hours and decimal fractions of hours.
2. The standard hours in the pay period are to be reported.
3. Hours of pay to be deducted from the paychecks of employees who were not in pay status for the entire pay period are to be reported separately.
4. Pay for an hourly employee is to be reported in terms of hours in pay status.

## Section E: Pay Computation

1. A salaried employee who is in pay status for the full pay period is to be paid on a standard hours per pay period basis.
2. A salaried employee who is in pay status less than the full pay period is paid on a scheduled hours per pay period basis. The following computations must be used:
  - a. The value of one hour in pay status is computed by dividing the pay period salary by the scheduled hours for the pay period.
  - b. The salary payable is computed by multiplying the number of hours to be paid by the value of one hour.

## Section F: Transfers

1. When an employee transfers from one agency to another on the last scheduled workday of a pay period, the losing agency must carry the employee through the end of the pay period and be responsible for any holidays which occur in that pay period. The receiving agency must accept the employee at the beginning of the next pay period and be responsible for any holidays in that pay period.
2. When an employee transfers from one agency to another at any time other than the last workday of a pay period, the losing agency must be responsible for any holiday observed on the calendar day following the last scheduled workday. In all other instances, the receiving agency must be responsible for a holiday which falls on the calendar day before the employee reports for duty.

For additional information or assistance, please contact your local Human Resources Representative.

# 805 Paycheck Distribution



## Georgia Department of Human Services Human Resources Policy #805

### Paycheck Distribution

**Release D** October 1, 1999  
**ate:**

**Revised D**  
**ate:**

**Next Revi** November 30, 2024  
**ew Date:**

The policy of the State of Georgia that all employees paid by the PeopleSoft Human Capital Management (HCM) central payroll system be required to use direct deposit to receive payroll related payments. In accordance with federal requirements regarding direct deposit of payroll, an employee may select the financial institution of his/her choice to accommodate the receipt of direct deposit payments.

## Section A: Condition of Employment

1. All new hired and rehired employees are required to enroll in direct deposit within thirty (30) days of hire or rehire and remain enrolled in direct deposit for the term of their employment. For County payrolls, this is required as part of onboarding.
2. Newly hired or rehired employees will be required to sign the "Direct Deposit Authorization Form," indicating their understanding and compliance with the direct deposit policy.

## Section B: Leave Without Pay

Situations may arise when employees are placed on leave without pay due to authorized or unauthorized absences in the latter part of the pay period. Since processing deadlines must be set well in advance of pay day, paychecks for employees in these situations will reflect more pay than the employee is entitled. In these instances, the supervisor and OHR should review each circumstance carefully and may consider the following options:

1. If the employee is absent with approval for a short period of time [two (2) hours or less] and the absences/tardiness would normally be authorized, the supervisor may permit the employee to make up the amount of time absent within the same Fair Labor Standard Act (FLSA) work period provided that FLSA overtime is not accrued and other FLSA provisions are not violated. No leave without pay adjustment would be necessary.
2. If the employee is absent without approval for a short period of time [two (2) hours or less] and the absences/tardiness is unauthorized, the employee should not be allowed to make up the amount of time absent. The next paycheck should be adjusted to reflect the unauthorized leave without pay to recover the overpayment.

3. If the employee has been absent from work for more than two (2) hours, the supervisor should carefully evaluate the employee's status as follows:
  - a. If the employee is in a leave without pay status but is expected to return within the next pay period, the next paycheck should be adjusted to reflect the leave without pay period and the overpayment recovered.
  - b. If the employee is expected to be in a leave without pay status beyond the following pay period or no determination can be made regarding the employee's return to work, the OHR transaction center should be notified immediately.

## Section C: Paper Checks and Off-Cycle Checks

For employees who receive payroll payments from the TeamWorks system, the State of Georgia central print shop managed by the State Accounting Office (SAO) will directly send paychecks through the United States Postal Service (USPS) when one of the following situations occurs:

1. Newly hired or rehired employees who do not enroll in direct deposit within thirty (30) days of hire or rehire.
2. There is a successful direct deposit reversal, and an on-demand paycheck is requested.
3. When an employee or the Office of Financial Services transaction center requests a stop payment of the current payroll, and an off-cycle paycheck is requested.
4. When an employee transfers into DHS after the payroll cutoff, but before the pay date of the current pay period.
5. An administrative error results in the employee being underpaid and an off-cycle paycheck is requested.

### NOTE

All paper and off-cycle checks issued from the TeamWorks system will be sent directly by the State of Georgia central print shop through the United States Postal Service (USPS) to employee's home address on file in the Employee Self Service portal. All issued from county payrolls are mailed from the Regional Accounting office. This is the only available option for paper check distribution.

## Section D: Terminations and Final Paychecks

1. Notification of an employee's separation from state service should be entered into HR PASS immediately upon the notification of the separation to avoid unnecessary overpayments (See policy #1901).
2. When notice of an employee's separation is received after the payroll cut-off, adjustment for any overpayment received will be made from the final paycheck.
3. Payment for unused annual leave, FLSA compensatory time, and deferred holidays is normally issued the pay period following the employee's last regular paycheck. Payment will be directly deposited into the former employee's selected financial institution. For county payrolls, Terminal Annual Leave payments are made no later than the second pay period following period of

employee's termination.

4. As of 2005, employees have the option to defer all or part of a terminal leave payment into their 401k or 457 accounts. OHR Operations should be notified 30 days in advance of the scheduled retirement or separation date, of the amount to be deferred.

For additional information or assistance, please contact your local Human Resources Representative.

# 807 Recovery of Overpayments



## Georgia Department of Human Services Human Resources Policy #807

### Recovery of Overpayments

**Release D** January 19, 2005  
**ate:**

**Revised D**  
**ate:**

**Next Revi** November 30, 2024  
**ew Date:**

Active or inactive employees of the Department of Human Services, who receive erroneous funds, are required to make full restitution to the department in accordance with the methods described in this policy.

## Section A: Types of Overpayments

An employee is considered overpaid when one of the following actions occurs, and the Office of Human Resources receives notification after payment is made:

1. Employee is on unpaid leave of absence,
2. Employee terminates state service,
3. Employee transfers out to another state agency or a non-state payroll entity, e.g. County DFCS Office,
4. Delay in deactivating an employee's temporary salary adjustment, or any other time-limited payment,
5. Other payments to the employee that are unauthorized.

## Section B: Notification of an Overpayment

When a paycheck overpayment occurs, the Office of Financial Services or DFCS Regional Accounting will send written notification to active employees providing the repayment process start date.

1. Inactive employees shall be given thirty (30) calendar days, from the date of the written notification (See attachment [#1](#) and [#2](#)), to respond.
2. Active employees shall be given ten (10) calendar days from the date of written notification to respond to the Office of Financial Services or DFCS Regional Accounting. Employees who fail to respond by the deadline date will be denied consideration of an installment repayment schedule and are subject to a one-time deduction for the full amount owed.



## Section C: Repayment Process

Active and inactive employees will have the option to establish a repayment arrangement when a payment of the amount due would create a financial hardship and there is no indication of fraud, misrepresentation, fault, or lack of good faith on the part of the employee. The size and frequency of installment payments, if deemed appropriate, should bear a reasonable relation to the size of the debt and the ability to pay.

1. Office of Financial Services or DFCS Regional Accounting will establish the repayment schedule (See attachment #2) for active and inactive employees.
  - a. Repayment Period - The repayment period for all payroll overpayments is equal to the same number of pay periods the overpayments were issued to the employee. For example, if a payroll overpayment was issued to an employee for 4 pay periods, the repayment period is 4 pay periods.
2. Deductions for salary offset for active employees will be made from regular earnings, not to exceed 25% of gross pay, except when a greater percentage may be deducted upon employee's written consent.
  - a. Repayment Amount - The amount to be repaid for all payroll overpayments is equal to the same amount paid to the employee each pay period. For example, if a payroll overpayment was issued to an employee for \$100.00 each pay period for 4 pay periods, the repayment amount is \$100.00 each pay period for 4 pay periods.
3. Unused accrued annual leave will offset the overpayment of an inactive employee. If the dollar amount of the accrued annual leave does not satisfy the debt, the former employee will be required to submit payment for the difference.
4. When accrued annual leave is sufficient to cover the full debt of an inactive employee, any remaining annual leave will be processed and released to the inactive employee.
5. If an active employee resigns or state service otherwise ends before collection of the amount of the indebtedness is completed, a deduction shall be made from subsequent payments, e.g. last regular earnings, or annual leave payout.

For additional information or assistance, please contact the Office of Financial Services or DFCS Regional Accounting.

## 807 A1 Sample Paid Status Error Overpayment Letter



**Georgia Department of Human Services**  
**Human Resources Policy #807 A1**

Sample Paid Status Error Overpayment Letter

Date

Dear [Employee Name]:

It has come to the attention of the Office of Human Resources that you were to be placed on leave without pay effective [Date]. Due to an administrative error, you remained in pay status for two consecutive pay periods [Date] and [Date], receiving paychecks, which were directly deposited into your checking account. The following are amounts received in error:

Pay Period Ending Date	Amount Overpaid
July 15, 2004	\$ <u>819.27</u>
July 31, 2004	\$ <u>828.06</u>
<b>Total Amount Overpaid</b> \$ <u>1,647.33</u>	

A cashier's check or money order payable to **The Department of Human Services** for **\$1,647.33** must be received in our office by \_\_\_\_\_. If you are unable to submit this amount, please contact DHS within ten calendar days from the date of this letter at \_\_\_\_\_ to make other arrangements for refunding the department. If I do not hear from you by \_\_\_\_\_, this matter will be turned over to the DHS Office of General Counsel.

Your cooperation in this matter is greatly appreciated.

Sincerely,

## 807 A2 Sample Terminated Employee Overpayment Letter



**Georgia Department of Human Services  
Human Resources Policy #807 A2**

Sample Terminated Employee Overpayment Letter

Date

Dear [Employee Name]:

Our office received notification that your employment ended with the agency on [Date]. Due to an administrative error, you remained in pay status and received three full paychecks on [Pay Period Ending Date], [Pay Period Ending Date], and [Pay Period Ending Date]. These funds were directly deposited into your checking account as follows:

<u>Pay Period Ending Date</u>	<u>Amount Received</u>	<u>Amount Owed</u>
[Date]	\$1,552.11	\$174.28
[Date]	\$1,571.27	\$0.00
[Date]	\$1,552.11	\$0.00

The overpayment amount \$\_\_\_\_\_ has been offset with \_\_\_\_\_ hours of unused accrued annual leave, a dollar value of \_\_\_\_\_. A cashier's check or money order payable to **Georgia Department of Human Services** for the difference, \$\_\_\_\_\_, must be received in our office no later than \_\_\_\_\_. If you are unable to submit this amount, please contact me within thirty-days (30) calendars from the date of this letter, to make other arrangements for refunding the department. In order to receive an accurate W-2 for \_\_\_\_\_, the repayment must be completed by \_\_\_\_\_.

Feel free to contact me at \_\_\_\_\_ if you have any questions. Your cooperation in this matter is greatly appreciated. However, if we do not hear from you by \_\_\_\_\_, this matter will be turned over to the DHS Office of General Counsel.

Sincerely,

## 807 A3 Sample Active Employee Repayment Agreement



### Georgia Department of Human Services Human Resources Policy #807 A3

#### Sample Active Employee Repayment Agreement

Date

This agreement is entered into with the Department of Human Services and the employee listed below.

I, \_\_\_\_\_, acknowledge and do not dispute, the debt owed to the Department of Human Services in the amount of \$ \_\_\_\_\_. I agree to the following installment repayment schedule as set forth below. The first payment to be deducted from my regular earnings on \_\_\_\_\_, with the final payment of \$ \_\_\_\_\_, from my regular earnings on \_\_\_\_\_.

Payment Due Date	Amount Due	Date Received (OFS Use Only)

I understand that if I resign or my employment with the Department of Human Services is terminated before completing this repayment agreement, my final regular earnings paycheck and/or accrued annual leave paycheck will be applied to this debt, and I will remain responsible for any additional amount owed following such application.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
OHR Director or Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
OFS Director or Designee Signature

\_\_\_\_\_  
Date

## 807 A4 Sample Inactive Employee Repayment Agreement



**Georgia Department of Human Services**  
**Human Resources Policy #807 A4**  
Sample Inactive Employee Repayment Agreement

Date

This agreement is entered into with the Department of Human Services and the employee listed below.

I, \_\_\_\_\_, acknowledge and do not dispute, the debt owed to the Department of Human Services in the amount of \$ \_\_\_\_\_. I agree to the following installment repayment schedule as set forth below. The first payment of \$ \_\_\_\_\_, due on \_\_\_\_\_ and the final payment of \$ \_\_\_\_\_ due on \_\_\_\_\_.

Payment Due Date	Amount Due	Date Received (OFS Use Only)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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OHR Director or Designee Signature

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Date

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OFS Director or Designee Signature

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Date