UCPath Overpayment/Repayment Process Options & FAQs

What happens when an employee is overpaid via their UCPath paycheck?

- If an employee is overpaid, the UCPath Center provides an overpayment information packet via email to the employee’s HR/Payroll department initiator to review with the employee.
- The employee’s HR/Payroll department is responsible for working directly with the employee to discuss repayment options. The employee’s HR/Payroll department initiator will respond to the UCPath Center with the employee’s selected option (via the original case email).
- The overpayment packet includes information for the employee to select an option that works best for them to repay the Regents of the University of California.

What are the repayment options?

- One Time Full Payment: via personal check or an online payment. Note: credit cards are currently not accepted.
- Payroll Deduction: granted up to six monthly installments for monthly employees or 12 biweekly installments for biweekly employees. Any request for longer repayment terms will be determined on a case-by-case basis.
- Reduction of Paycheck: if the overpayment amount is less than 50% (or a very small amount), the employee’s next paycheck can be reduced by that amount (only with the employee’s written consent).

Any other helpful information?

- UC employees are encouraged to connect with their HR/Payroll department to discuss the overpayment. The campus departments are responsible for providing the UCPath Center with an employee’s salary data.
- Signed Repayment Agreement forms should be returned to UCPath for processing.

Who should I contact if I have questions?

- Visit the Contact page of the UCLA Central Resource Unit (CRU) website at https://www.centralresourceunit.ucla.edu/contact and submit a service request form with your inquiry to CRU. You may also call CRU Monday – Friday, 8:00 a.m. to 4:00 p.m. at (310) 825-1089 and select Option 5.
- You may also visit UCPath online at ucpath.universityofcalifornia.edu and click “Ask UCPath Center,” or call the UCPath Center Monday–Friday 8:00 a.m.–5:00 p.m. (PDT) at 855-9-UCPATH (855-982-7284).