

Procedure 20319B: Salary Overpayment

A. Introduction

Departments occasionally fail to promptly notify Personnel Services when an employee terminates employment with the university. Occasionally, employees are overpaid because of the late notification and are sent a bill for the over- payment. The overpayment amounts are not permitted on federally-funded accounts or sponsored project accounts. Should an overpayment occur, Personnel Services notifies Payroll who initiates the request for repayment.

B. Procedures

When a separation notice is received in Payroll that results in an overpayment, the employee will be sent a letter requesting payment for the amount due the university.

Salary overpayments charged to federally-funded accounts or sponsored project accounts that are the result of the untimely processing of the separation notice will be transferred to the department's overhead account.

Payroll will complete a charge form and send the information to the Accounts Receivable Office.

The amount billed to the employee will be deposited as an expenditure refund to the department's overhead account when the remittance is received from the employee.