I. **Current Policy:** *Policy on Mandatory Participation in Retirement Plans*

**Proposed Action:** Codify current practice and acknowledge state law specific to mandated contribution to RSA. Contribution to RSA is a condition of employment with Auburn University.

**Policy Scope:** All past and present Auburn University Employees. Participation is a condition of employment.

**Summary:** Alabama State law mandates all eligible employees contribute to a Retirement Systems Plan. Auburn University is an employing agency of The Retirement Systems of Alabama with the responsibility of assisting RSA with administrative duties in the management of this benefit.

II. **Current Policy:** *Policy on Wage and Salary Overpayments*

**Proposed Action:** Codify practice and procedures under proposed policy and procedure.

**Proposed Policy:** Provides notice to employee that repayments are expected to be repaid and establishes a policy where both the Department and employee have responsibility to report overpayments.

**Policy Scope:** University wide (Auburn main campus as well as facilities located off Campus) to include Auburn University at Montgomery, exempt and non-exempt employees. For purposes of this policy, an employee is anyone receiving a Form W-2 from the University.

**Summary:** University Payroll is responsible for making timely and accurate salary payments to employees, subject to information provided by AU departments and employees. This policy informs all university employees of the responsibility to report and repay salary and wage overpayments.

III. **Current Policy:** *Policy on Employment and Wage Verifications*

**Proposed Action:** Codify practice and procedures under proposed policy and procedure.

**Current policy.** There is not a policy, only practice, however information and instructions have been on the website since the inception of utilizing a third party vendor.

**Proposed Policy:** Adoption of this policy will codify the utilization of a third party for employment and wage verifications.

**Policy Scope:** All past and present Auburn University Employees.

**Summary:** Human Resources utilizes a third party vendor for the administration of employment and wage verifications.