



Wage and Salary Overpayment Procedures

Corresponding Policy Title: Policy on Wage and Salary Overpayments

Effective: October 2018

Procedure Owner: Human Resources

Last Updated: October 2018

Related Policies:

Responsible University Department: Human Resources

Forms: Wage and Salary Calculation Overpayment Form
Wage and Salary Overpayment Authorization Form

Procedure Contact: University Payroll Manager

I. Procedure Statement

It is the intent of Human Resources to work with the department/unit to affect an orderly, expedient return of all excess payments, while working amicably with the employee. All salary overpayments are expected to be re-paid to the University by personal check or payroll deduction within the same calendar year of overpayment.

II. Procedures

- A. Discrepancy Identified:
 - When a department administrator becomes aware of an overpayment, he/she is responsible for reporting it to University Payroll as soon as the error is discovered.
 - When an employee becomes aware of an overpayment, the employee is responsible for reporting it directly to University Payroll and to his/her department administrator as soon as reasonably possible.
 - When a discrepancy is discovered by University Payroll, the department will be notified immediately.
- B. University Payroll and the Department must collaborate to identify discrepancy type and plan for resolution. University Payroll is responsible for calculating and notifying department of amount to be re-paid. A wage and salary calculation form will be completed by University Payroll.
- C. Department/Unit is responsible for working with employee to secure a personal check made payable to Auburn University or negotiate a repayment plan. If a repayment plan is agreed upon, a Wage and Salary Overpayment Repayment Agreement must be completed and signed by the affected employee (amount to be deducted or paid each period).
- D. When an overpayment is the result of information received from a University Department, University Payroll reserves the right to access a fee to the Department. (currently a fee of \$100 is assessed)

- E. If overpayment occurs on a student employee wage the department may choose to freeze transcripts until the overpayment is re-paid.
- F. University Payroll is responsible for adjustments to W-2 or W-2c or reporting any other applicable agency information, when discrepancy is resolved.

III. Definitions

IV. Sanctions

Violations of this procedure are to be promptly reported to the employee's supervisor and will be addressed through appropriate disciplinary action(s).

V. Forms

- [Wage and Salary Calculation Overpayment Form](#)
- [Wage and Salary Overpayment Authorization Form](#)

VI. Related Information

VII. History

VIII. Frequently Asked Questions