
Truman State University Policies

Policies

About This Policy

Effective Date: May 1, 2014

Responsible University Office: Business Office – Payroll Section

Responsible University Administrator: Comptroller

Policy Feedback

If you have comments or questions about this policy, let us know by contacting the Comptroller at 660-785-4150.

Payroll Overpayment Processing

This policy applies to any employee who is overpaid wages.

Policy Statement

Full repayment should be collected from the employee within the next pay period of the same tax year upon notification of the overpayment.

Reason for Policy

This policy is to establish guidelines for processing overpayments using the payroll system.

Procedures

When a payroll overpayment is identified, the employee should contact the Payroll Section of the Business Office immediately. If the overpayment is identified by Payroll, the employee and the appropriate department should be notified immediately by Payroll and arrangements made for repayment. Requests from Payroll are to be in writing.

Repayment options follow:

1. Repayments should be processed and deducted in the next regular pay period. This can only be done in the current tax year.
2. The repayment should occur on the next paycheck; however exceptions may occur with prior approval from the Payroll Supervisor and the Comptroller as long as the wage repayment is made in the current tax year. Regulations do not allow for current year wage reductions to satisfy prior year overpayments.
3. Should a situation arise that an overpayment is not identified until a future tax year, Payroll will follow Federal guidelines outlined in Internal Revenue Service Publication 15 (Circular E) Employer's Tax Guide.