

Policy on Wage and Salary Overpayments

I. POLICY STATEMENT

To ensure the responsible stewardship of its resources, Auburn University will maintain procedures to address wage and salary overpayments promptly and accurately upon identification of discrepancy.

II. POLICY PRINCIPLES

University Payroll is responsible for making timely and accurate salary payments to employees subject to information provided by AU departments and employees. On occasion, due to errors in processing, timeliness of submission, and reporting, employees may receive an overpayment.

Department representatives are responsible for ensuring accurate submission of payroll information and reviewing payroll reports for discrepancies. Upon notification of a discrepancy, University Payroll will work with the Department to affect a mutually agreeable, prompt, and orderly return of all excess payments. All excess payments are expected to be re-paid to the University within the same year of overpayment.

The University reserves the right to pursue repayment after termination, which may include deducting from the final salary payment, any outstanding amount owed to the University.

University Payroll will ensure corrections of all tax remittances with applicable agencies once the discrepancy is resolved.

III. EFFECTIVE DATE

October 2018

IV. APPLICABILITY

This policy applies to all employees and students paid through Auburn University Human Resources Payroll.

V. POLICY MANAGEMENT

Responsible Office: University Human Resources

Responsible Executive: Associate Vice President, Human Resources

Responsible Officer: Executive Director, Payroll, Benefits and Records

VI. DEFINITIONS

1. Overpayment- The net amount received that is more than wages earned or appointed salary for the pay period. However, if repayment is for a prior calendar year, overpayments are re-paid on the gross wages received that is more than wages earned or appointed salary for the pay period.

2. Employee- For purposes of this policy, anyone who receives a form W-2 from the University.

VII. POLICY PROCEDURES

[Wage and Salary Overpayment Procedures](#)

VIII. SANCTIONS

Violations of this policy will be addressed with the appropriate disciplinary action.

IX. EXCLUSIONS

None

X. INTERPRETATION

Associate Vice President, Human Resources