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<b>Section:</b> Human Resources	
<b>Subject:</b>  Overpayment Procedure	

## **Overpayment Procedure**

This policy is to be used when employees are overpaid for a pay period. This policy was approved by USU Payroll department.

### **Procedure:**

1. Notify USU Dining Service Payroll Administrator by email as soon as you know an error has been made. Include name and A# of the employee. The Payroll Administrator will then notify USU Payroll department.
2. In TC-1 print out the time card the error was made on.
3. On the printed time sheet have the employee acknowledge the error by circling the hours they were overpaid and writing a statement on the time sheet that they did not work the hours circled.
4. On the same time sheet have them document that they understand the hours will be deducted from the following pay period.
5. Have the employee sign the time sheet and then deduct the hours from TC-1 in the current pay period.
6. Turn in the time sheet to the Payroll Administrator