

JACKSON STATE UNIVERSITY

Policy on Employee Overpayment

Through error, an employee may be paid more than is due. When the error is detected, provisions shall be made for the repayment of the overpayment.

An employee overpayment occurs when the employee receives compensation which (1) should not have been issued or (2) is greater than that to which the employee is entitled. This includes but is not limited to overpayment of wages, annual and/or sick leave paid in error, as well as, erroneous refunds of deductions. Unearned payments to employees are prohibited by Sections 66 and 96, Mississippi Constitution of 1890, which prohibits the donation of public funds.

Notification of Employee Overpayment

In cases such as these, it should be easily apparent to the employee that an error has been made. Accordingly, it is expected that the affected employee take immediate steps to notify the Payroll Office. However, the Payroll Office will notify the employee immediately once a determination of an overpayment has been made. Written notification will be provided prior to withholding the repayment from an employee's future paycheck.

Repayment Options

The affected employees will be given three options for repayment:

1. Return the incorrect check, or
2. Forward a check for the full amount due within 30 days of the notification, or
3. Establishment of recurring payroll deductions for a period not to exceed 3 months.

If an employee who has been overpaid is separating from the University, the amount of the overpayment will be withheld from the employee's final paycheck.

Condition of Employment

A signed statement will be obtained from a prospective employee acknowledging receipt and understanding of the employee overpayment policy.