

March 1, 1995

ADMINISTRATIVE MEMORANDUM NO. 69

To: Vice President, Deans, Directors, Department Chairs, and Other Administrative Officials

From: Gordon H. Lamb, President

Subject: Policy on Handling Payroll Overpayments

1. On occasion, through clerical error either in departments or central offices, university employees may receive paychecks which (1) should not have been issued or (2) where the check is an amount greater than that to which they are entitled. An example of the former would be issuing a check for someone on summer recess or a civil service/A&P on leave of absence. An example of the latter would be a faculty member on a full-year sabbatical at half pay and a check is issued for full pay.

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 her/his department of such an occurrence and the department will notify the Payroll Office.

The affected employees will be given three options to effect repayment as follows:

- a) return the incorrect check, or
- b) forward a check for the full amount due within 30 days of the date of the letter described below, or
- c) have the full amount offset against future paycheck(s) as specified in the letter.

The attached letter will be sent to the employee's home address as soon as the overpayment is reported. The employee will be informed that they will not receive a paycheck on the next available date after a 30 day grace period. The employee may request a meeting with the Director of Financial Affairs if she/he does not agree that the payment is incorrect.

2. The Director of Financial Affairs (with approval of the Vice President of Administrative Affairs), will be given the discretion to deviate from this policy based on an individual employee's circumstances if she/he feels that it is in the best interests of the employee and the University.

**NORTHEASTERN ILLINOIS UNIVERSITY
NOTICE OF OFFSET OF CLAIM
ON NEIU EMPLOYEES FOR PAYROLL OVERPAYMENTS**

Date_____

To:

You are hereby notified that Northeastern Illinois University intends to offset against payroll payments from the University to which you are or may be entitled an amount owed by you to the University as follows:

If you have any questions or wish to appeal this statement by contesting the existence or accuracy of the claimed debt, please contact the Director of Financial Affairs. If you have not made payment or requested a meeting within 30 days, the following action will be taken:

We urge you to take this matter seriously and attend to it as soon as possible. If you have any questions or wish to request a meeting, please call our office at (312) 583-4050, extension 3585.

Sincerely,

Payroll Department