

**Effective Date:** November 2020  
**Previous Version:** None  
**Policy Owner:** Chief Financial Officer  
**Approved by:** President  
**Approval Date:** 11/1/2020

## **REPAYMENT OF OVERPAID WAGES**

### **Policy Summary**

Faculty and staff are responsible for reviewing their payment stubs or direct deposit notifications immediately upon receipt and notifying their supervisor and the CFO immediately of any overpayment so the appropriate action can be taken to repay NewU in a timely manner. This policy is necessary for proper and accurate accounting of NewU funds, and to identify employee responsibilities regarding overpayments of wages.

### **Scope**

The Policy on Repayment of Overpaid Wages applies to all NewU Staff and Faculty.

### **Policy**

Occasionally, due to error or inadvertence, employees may receive an overpayment of salary or wages or other compensation, i.e., more than what the employee was entitled to receive. Employees should take care to review payment stubs immediately upon receipt to determine whether proper payment has been remitted. Employees that discover an overpayment of wages must notify their supervisor and the CFO immediately so assistance can be given in determining the accurate amount the employee was overpaid. When the CFO or his/her designee discovers an overpayment, the supervisor of the overpaid employee will be notified and will be responsible for communicating to the employee that they were overpaid and the amount of the overpayment.

In all cases, upon being notified of the overpayment, the employee must immediately repay NewU the total amount of the overpayment. If immediate repayment causes extreme hardship, the employee may request an extended payback period not to exceed sixty (60) days. This request must be made in writing and approved by the CFO. A request of a payback period beyond sixty (60) days requires approval pursuant to the thresholds specified in [the Financial Management Responsibility Policy](#).

An employee may elect to repay NewU by payroll deduction, upon written approval by the employee to the CFO or his/her designee.

Violations of this policy by active employees may result in disciplinary action up to and including termination. NewU reserves the right to take additional steps to recover overpayment and related collection fees, if necessary, as permitted by applicable law.

**[End]**