

Salary Overpayments—Guidelines on Invoicing

When an employee is overpaid salary, the University of Arkansas payroll office will initiate procedures to collect the overpayment from future payments to the employee or through repayment by the employee. In cases where the employee is both overpaid and has terminated employment, the payroll office will give that employee the opportunity to repay. If the employee does not respond to the request for repayment, an External Invoice will be created when deemed economically beneficial by the Associate Vice Chancellor for Human Resources in consultation with the Associate Vice Chancellor for Finance. Collection of the external invoice will then be turned over to the Treasurer's Office.

March 11, 2003