

## Procedure III.3001.C.b, Payroll Under and Overpayments

### Associated Policy

Policy III.3001.C, Payroll

### Procedures

It is the employee's responsibility to confirm their pay is correct through the regular review of their payroll documentation. These documents include, but are not limited to, pay stubs, employment contracts, and salary offer letters.

If, through audit or other review, a payroll overpayment is found, the College will complete an analysis and provide this to the employee. When the overpayment is related to salary placement, the adjustment will be approved by the SLT member or designee through the Electronic Personnel (EPAF) process.

In the event of an overpayment, the employee will be required to repay the College over a period equal to the duration of the error, but not for a period longer than one year.

An employee who has been negatively impacted by an underpayment (lower than the proper amount) shall receive a payment correction retroactive to the time the error occurred, but not longer than two years. No interest will be included for the retroactive amount.

Incorrect retirement or benefits deductions (insurance and similar benefits) will be handled as soon as discovered. The discrepancy will be rectified with either a payment to the employee, where an overpayment has occurred, or a payment plan established between the employee and the payroll office where an underpayment has occurred.

Date of SLT Approval	March 23, 2022
Effective Date	May 3, 2022
Associated Policy	Policy III.2001.C, Payroll
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Manager, Payroll