

University of Toledo – Controller’s Office Overpayment and Repayment Guidelines

Overview

The Ohio Revised Code requires that the University of Toledo employee notify the Payroll Department of any suspected salary overpayment. When an overpayment is identified, the payroll department will initiate procedures to calculate and recover the overpayment. After the overpayment is recovered in full, the amount will be credited back to the employee’s department based on the funding sources originally charged if the overpayment is recovered in the fiscal year it was made.

Overpayments Involving Active Employees

Employees in active status with the University will have the option to repay the net overpayment in full, or have the gross amount of the overpayment deducted from their next pay(s). Employees must notify the payroll department of their repayment intentions within two weeks of the overpayment notification. Employees not responding within the allotted time will have the full gross amount overpaid deducted from their next regular pay(s). Deductions from current pay earnings will not reduce earnings to a level below prevailing minimum wage. Overpayments occurring over multiple pay periods will be recovered over multiple pay periods to reduce financial hardship. Every effort will be made to recover overpayments in full within the same calendar year in which it occurred. If all funds are not repaid during the calendar year in which the overpayment occurred, all subsequent payments will be based on the gross amount of any remaining overpayment. Employees may contact the payroll office to discuss alternative payment options in cases of financial hardship.

Overpayments Involving Terminated Employees

In cases where an overpayment has occurred and the employee has terminated their position with the university, the payroll office will calculate the net amount overpaid and contact the employee in writing with the amount due. Employees eligible to receive payment for unused vacation and/or sick time may have all or part of their payout amount applied to their overpayment. Employees must notify the payroll department of their repayment intentions within two weeks of the overpayment notification. If the employee is not able to remit payment in full, the payroll office must be notified immediately. If the payroll office is not contacted within the two week time period, a repayment notification letter will be sent to the employee’s home requesting remittance of the overpayment in full. Employees have thirty days after receiving the notification to remit payment. If all funds are not repaid during the calendar year in which the overpayment occurred, all subsequent payments due will be based on the gross amount of the remaining balance of the overpayment. Payments not received after thirty days or in accordance with a mutually agreed upon repayment schedule will be turned over to the Office of the Treasurer for collection. Delinquent accounts will be sent to the Ohio Attorney General’s office for further collection procedures.

For additional information, contact the Payroll Department at 419-530-8780 or payroll@utoledo.edu.