

Regulations of the University of North Texas System	Chapter 08
08.12000 Overpayments to Employees	Fiscal Management

08.12001 **Regulation Statement.** UNT System will promptly pursue collection of overpayments to employees. The UNT System Controller’s Office will work with all System Administration and Institution departments and employees to identify and correct overpayments. It is the responsibility of all UNT System employees to report overpayments.

08.12002 **Application of Regulation.** UNT System Administration and Institutions.

08.12003 **Definitions.**

1. **Employee.** “Employee” means any person employed on a full-time or part-time basis, including staff, faculty, and student employees.
2. **Overpayment.** “Overpayment” means an amount paid to or on behalf of an employee in excess of the authorized payment due to an employee.
3. **Overpayments Manual.** “Overpayments manual” means the document maintained by the Controller’s Office that provides detailed information regarding the procedures for collecting overpayments from employees.

08.12004 **Procedures and Responsibilities.**

1. Employees shall repay overpayments in accordance with procedures outlined by the UNT System Controller’s Office.

Responsible Party: Employees

2. Employees shall report hours worked and leave taken in a timely and accurate manner.

Responsible Party: Employees

3. Departmental Account Holders shall approve time, leave, and termination of employees in a timely fashion. Departmental Account Holders shall regularly review expenditures to identify possible overpayments to employees. Account Holders shall promptly notify the Controller's Office of any possible overpayments.

Responsible Party: Departmental Account Holders

4. Employees who identify an overpayment shall promptly report the overpayment to the UNT System Controller's Office.

Responsible Party: Employees

5. The Payroll area of the UNT System Controller's Office is responsible for making any corrections for tax reporting in accordance with IRS regulations.

Responsible Party: Payroll

6. The UNT System Controller's Office is responsible for developing, adopting, and maintaining the Overpayments Manual for the collection of appropriate overpayments. UNT System HR is responsible for updating the information related to benefits arrears.

Responsible Party: UNT System Controller's Office, UNT System HR

7. The UNT System Controller's Office may report overpayments that are not collected after reasonable efforts to the State of Texas Comptroller of Public Accounts and also record the uncollected debt on the employee's personnel records.

Responsible Party: UNT System Controller's Office

Sanctions.

Failure to comply with this regulation may result in disciplinary action, up to and including termination of employment.

Falsification of governmental records, including time and leave records, is a crime.

References and Cross-references:

Texas Government Code Sec. 403.055
Texas Government Code Chapter 666
Texas Penal Code Chapter 37

Forms and Tools:

Overpayments Manual

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Revised: