

<b>ADMINISTRATIVE DIVISION</b> FINA Administration and Finance		<b>POLICY NUMBER</b> FINA 6.01	
<b>POLICY TITLE</b> Salary Overpayments			
<b>SCOPE OF POLICY</b> USC System		<b>SCOPE OF PROCEDURE</b> USC System	
<b>DATE ADOPTED</b> November 22, 2017		<b>DATE OF REVISION</b>	
<b>RESPONSIBLE OFFICER</b> Vice President for Finance and Chief Financial Officer		<b>ADMINISTRATIVE OFFICE</b> Administration and Finance - Controller's Office - Payroll	

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**The language used in the Administration and Finance policies does not create an employment contract between the employee and the University of South Carolina. The university reserves the right to revise the content of the Administration and Finance policies, in whole or in part, with or without notice. In all cases, the Administration and Finance policies are intended to be consistent with the prevailing state and federal laws and regulations. However, in the event the language contained in the policies conflicts with state or federal laws or regulations, the state or federal laws or regulations will control. The University of South Carolina Division of Administration and Finance has the sole authority to interpret the University's Administration and Finance policies.**

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**PURPOSE**

This document sets forth the University of South Carolina policy on salary overpayments to employees. In accordance with South Carolina Code of Laws Section 8-11-30, it is unlawful for a person to receive a salary from the State or any of its departments, which is not due. Any person who violates the provisions of this section may be subject to significant penalties, including conviction of a misdemeanor.

**DEFINITIONS**

Salary Overpayment: Payment or receipt of salary that is not due.

**POLICY STATEMENT**

University Campuses, Business Units and Departments must ensure timely and accurate communication of information for the authorization of salary payments and/or employee separation, which includes ensuring preparation of proper Human Resources (HR) forms and routing those forms to the Human Resources Operations and Services team as well as the Payroll Office to avoid overpayments.

A. Identification of Salary Overpayment

The Payroll Office, Human Resources Department, the Hiring Campus/Department or the employee, may identify a salary overpayment. The salary overpayment must be reported to the Payroll Office immediately upon identification of overpayment.

**B. Notification of Employee and University Personnel**

The Payroll Office is responsible for notifying the employee, the Department Chair or Director, Human Resources Operations and Services Director and Bursar’s Office of the overpayment.

**C. Repayment**

Repayment is due upon receipt of Notification. If repayment cannot be made immediately, please contact the Payroll department to discuss repayment options.

If payment is not received within 60 days and no payment plan has been established with the Payroll department, the university may begin collections procedures as authorized in FINA 4.14 Accounts Receivable – Collections of Past Due Accounts.

**PROCEDURES**

Associated procedure for this policy can be found at the following link:

[http://adminfin.sc.edu/controller/policies\\_procedures.asp](http://adminfin.sc.edu/controller/policies_procedures.asp).

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

FINA 4.14 Accounts Receivable – Collections of Past Due Accounts

FINA 6.00 Payroll Authorizations

**HISTORY OF REVISIONS**

DATE OF REVISION	REASON FOR REVISION

**APPENDICES**

(not applicable)