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**Salary and Wage Overpayment Prevention and Recoupment Policy**

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**Scope:** All campuses served by Louisiana State University (LSU) Office of Accounting Services

Effective 06/01/2016 To 06/30/2028; Updated on 10/10/2020. This FASOP (011) (rev. 2/8/19), 6-7(e)(10) and 6-7(f)(6) shall apply to all employees of the state of Louisiana through all reasonable means.”

It is incumbent upon LSU to establish policies and procedures designed to prevent overpayments to employees to exercise every reasonable means to recover overpayments that occur.

LSU is required to recoup overpayments for both active and terminated employees. The processes or methods of collection may vary depending on a number of variables. These may include, but are not limited to, system generated adjustments, fiscal years, calendar years, or the tax state in which the employee works.

The policy outlined below describes the internal controls designed to prevent overpayments and methods for recoupment of the applicable overpayment. Each college, department, unit, or LSU entity is responsible for complying with these policies and procedures as applicable.

**NOTIFICATION OF POLICY**

Human Resource Management (HRM) is responsible for notifying all current employees of this policy.



supervisor and then to HRM for review. After the HRM review is completed, a notification is sent to Payroll.







to the Associate Vice President for Accounting Services.

1. Failure to follow these policies and procedures may result in disciplinary action up to and including termination as determined by HRM.
2. Inaccurate reporting of time information is a serious infraction that can cause overpayments or underpayments and is indicative of payroll fraud. Situations in which employees willfully and intentionally report information inaccurately will be handled in accordance with PM-76.
3. Security may be revoked for employees who commit errors frequently,riwpl frwp-1.6 (r)-4y 1 (pl f)10.7 0.5 (pl 7