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## **TIMEKEEPING, HOURS AND PAYROLL**

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### **ADMINISTRATIVE PAY CORRECTIONS**

SWOSU takes reasonable steps to assure that employees receive the correct amount of pay in each warrant and that employees are paid promptly on the scheduled payday.

In the event there is an error in the amount of pay, the matter should be brought to the attention of the Human Resources office. Once underpayment is identified, it will be corrected on or before the next regular paycheck. Overpayment will also be corrected in the next regular paycheck unless otherwise approved by the President or Vice-President for Administration and Finance or the Director of Human Resources. In that case, SWOSU will arrange a schedule of repayment with the employee.