

## ***TIMEKEEPING AND PAYROLL***

### **ADMINISTRATIVE PAY CORRECTIONS**

The University takes all 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 that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of his or her immediate supervisor so that corrections can be made as quickly as possible. 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 Business Director. In that case, the University will attempt to arrange a schedule of repayments with the employee to minimize any inconveniences.