Overview
It is the responsibility of all University employees to notify the Office of Human Resources Payroll department of any salary overpayments. College and Department Human Resources Representatives are expected to fully cooperate with and assist payroll in efforts to recover salary overpayments in a timely manner.

When an overpayment is identified, the payroll department will initiate procedures to calculate and recover the overpayment. The employee and home department Human Resources Professional will be notified in writing with amount due and payment instructions.

After the overpayment is recovered in full, the amount will be credited back to the employee’s department based on the funding sources originally charged.

Overpayments Involving Active Employees
Employees in active status with the University will have the option to repay the net overpayment in full, or have the gross amount of the overpayment deducted from their next pay. Employees must notify the payroll department of their repayment intentions within two weeks of the overpayment notification. Employees not responding within the allotted time will have the full gross amount overpaid deducted from their next regular pay. Overpayments occurring over multiple pay periods will be recovered over multiple pay periods to reduce financial hardship. Every effort will be made to recover overpayments in full within the same calendar year in which it occurred. Employees may contact the payroll office to discuss alternative payment options in cases of financial hardship.

Overpayments Involving Terminated Employees
In cases where an overpayment has occurred and the employee has terminated their appointment with the University, the payroll office will calculate the net amount overpaid and contact the employee and home department Human Resources Professional in writing with the amount due. Employees eligible to receive payment for unused vacation and/or ill time may be have all or part of their payout amount applied to their overpayment. Employees must notify the payroll department of their repayment intentions within two weeks of the overpayment notification. If the employee is not able to remit payment in full, the payroll office must be notified immediately. If the payroll office is not contacted within the two week time period, a repayment notification letter will be sent to the employee’s home requesting remittance of the overpayment in full. Employees have thirty days after receiving the notification to remit payment. Payments not received after thirty days will be turned over to the Office of the Treasurer for collection. Delinquent accounts will be sent to the Ohio Attorney General’s office for further collection procedures.

Additional Information
For additional information contact the Office of Human Resources, Payroll Services, Suite 300, 1590 North High Street, Columbus, OH 43201-2190, (614) 292-2311, payroll@hr.osu.edu, hr.osu.edu/payroll.