

Section: COMPENSATION
Subject: Correction of a Pay Error
Procedure: HR 3515

I. Institutional Regulations

The College is responsible for ensuring that employees receive proper payment of wages and salaries. If a payroll error is discovered, attempts shall be made to correct it. Employees shall be responsible for carefully reviewing their pay warrants and promptly reporting any actual or suspected errors to Payroll.

II. Procedure

- A. If an employee suspects an error has been made in their compensation, they should immediately contact Payroll so that a determination can be made regarding the error.
- B. If an employee has been overpaid, efforts shall be made to recover the overpayment.
- C. If an employee has been underpaid, the employee shall be paid the amount owed.

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002

Revised: November 1, 2009