

**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Financial Services**

**AREA: Payroll**

<b>Payroll Deductions for Debt Repayment</b>	<b>MAPP 05.04.02</b>
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**I. POLICY**

- A. In accordance with State of Texas law, Lamar University (LU) may deduct amounts owed to the University from an employee paycheck when authorized by the employee. This policy outlines the guidelines through which LU may collect, by means of payroll deduction, an outstanding debt owed to the University.
- B. These voluntary payroll deductions require written documentation on file in the Payroll Office.

**II. PURPOSE AND SCOPE**

- A. This policy falls under the authority of Texas Education Code § 51.934, which authorizes the University to provide arrangements for the collection of employee debts owed to the University.

**III. PROCEDURES**

- A. This policy applies to University-owned balances. Examples of such balances include, but are not limited to, fines, travel advances, overpayments due to administrative errors, and outstanding balances identified in audits.
- B. This policy applies to voluntary miscellaneous deductions. The policy does not address mandatory payroll deductions required by law such as income taxes and Social Security taxes. The policy also does not address regularly recurring voluntary deductions (e.g., benefits, retirement, etc.) unless these deductions become subject to this policy (e.g., overpayments due to administrative errors, outstanding balances identified in audits, etc.).
- C. The University will not process requests from employees or external sources (third parties) for voluntary payroll deductions on behalf of an employee or for external entities.
- D. To initiate the voluntary deduction process, an employee must complete a Payroll Deduction Authorization form and submit this form to the Payroll Office. An employee may request this form from the Payroll Office.

**IV. REVIEW AND RESPONSIBILITY**

Responsible Party: Vice President for Finance and Operations

Review Schedule: Every three years on or before September 1

**V. APPROVAL**

Jeremy C. Alltop	07/28/2021
Vice President for Finance and Operations	Date

Dr. Jaime R. Taylor	07/29/2021
President	Date

**REVISION LOG**

Revision Number	Date	Description of Changes
1	05/20/2021	Version created.
	07/29/2021	Version approved by President.