
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Financial Services
AREA: Payroll

Payroll Deductions	6	Debt Repayment	I	MAPP 05.04.02
--------------------	---	----------------	---	---------------

I. POLICY

In accordance with State of Texas law, Lamar University (LU) may deduct amounts owed to 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.

These voluntary payroll deductions require written documentation on file in the Payroll Office.

II. PURPOSE AND SCOPE

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

Payroll deductions require by law that all Social Security taxes, Federal and State taxes, and other deductions be withheld from an employee's paycheck. The University may deduct from an employee's paycheck any amount that is owed to the University, provided that the employee has authorized the deduction in writing.

This policy applies to all full-time and part-time employees of the University.

IV. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Finance and Operations

Review Schedule: Every three years on or before September 1st

V. APPROVAL

Jeremy C. Alltop	07/28/2021
Vice President for Finance and Operations	Date
<hr/>	
Dr. Jaime R. Taylor	07/29/2021
President	Date

REVISION LOG

Ris