
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: ~~Finance~~ ~~Services~~ ~~Administrative~~
AREA: ~~Payroll~~ ~~Human Resources~~ ~~Information Technology~~ ~~Legal~~ ~~Student Services~~ ~~University Relations~~ ~~Internal Audit~~ ~~Investment Management~~ ~~Special Projects~~ ~~Other~~

Payroll Debt Repayment Policy and Procedures	MAPP 05.04.02
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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

Employees who are required by law to have a portion of their salary withheld for a debt owed to the University must provide written authorization to the Payroll Office. This authorization must be provided to the Payroll Office at least 30 days prior to the first payroll deduction. The Payroll Office will then deduct the amount from the employee's paycheck and remit the funds to the University.

This policy applies to all full-time and part-time employees of Lamar University who are employed by the University and who have a debt owed to 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
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Dr. Jaime R. Taylor	07/29/2021
President	Date

REVISION LOG

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