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| Special/ManualChecks |
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| MAPP |
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If the Payroll Office's error results in an overpayment to an employee, the employee may choose to resolve the overpayment according to the University's policy on Payroll Deductions for Debt Repayment.

IV. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Finance and Operations

Review Schedule: Every three years on or before September 1

V. APPROVAL

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

REVISION LOG

| Revision Number | Date | Description of Change |
|-----------------|------|-----------------------|
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