Repayment of Overpaid Wages

Dickinson College (the “College”) employees are responsible for reviewing payment stubs immediately upon receipt to determine whether proper payment has been remitted. Employees and departments that discover an overpayment of wages must notify Payroll immediately so assistance can be given in determining the accurate amount the employee was overpaid. When Payroll discovers an overpayment, the employee will be notified that he/she was overpaid and the amount of the overpayment.

In all cases, upon being notified of the overpayment, the employee must repay the College the total amount of the overpayment. If immediate repayment causes extreme hardship, the employee may request an extended payback period not to exceed ninety (90) days. This request must be made in writing and approved by Financial Operations.

An employee may elect to repay the College by payroll deduction, upon written approval by the employee to Payroll. An employee may provide written approval via e-mail to payroll@dickinson.edu.

When an overpayment is charged to a sponsored project, the overpayment must be removed from the sponsored project and charged to the home department. The home department will be credited when the overpayment is repaid.

Violations of this policy by active employees may result in disciplinary action up to and including termination and recovery of overpaid wages. The College reserves the right to take additional steps to recover overpayment and related collection fees, if necessary, as permitted by applicable law.

Related Information

Student Employment: Overview (Student Resources)
Compensation (Student Resources)
Sponsored Projects and Grants Administration
Direct Deposit Policy
Payroll Check Distribution Policy
Payroll Time Reporting

History/Revision Information