

*Payrolls and Other Disbursements to Employees*

Payroll Overpayments in Amount Less Than or Equal to Two Weeks Pay

If the employee believes a payroll overpayment has been direct deposited into their account or issued in the form of a payroll check, the employee should contact the Assistant Business Manager in the Business Office immediately. If the amount of the payroll overpayment is determined by the Assistant Business Manager to be less than or equal to two weeks pay, it will be corrected in the employee's next pay.

Payroll Overpayments in Amount Greater Than Two Weeks Pay

Direct Deposit

If the amount of the payroll overpayment is determined by the Assistant Business Manager to be in excess of two weeks pay, the employee will pay back the total amount of the direct deposit to the District as soon as possible. After the total amount of the direct deposit has been paid back, a replacement check will be issued immediately. This process allows for correction and proper reporting of the payroll tax liability for the employee.

Payroll Check

If the amount of the payroll overpayment is determined by the Assistant Business Manager to be in excess of two weeks pay, the employee should not deposit or cash the check but instead must return it to the Assistant Business Manager in the Business Office as soon as possible. If the check has already been deposited or cashed, the employee will pay back the total amount of the payroll check to the District as soon as possible. After the total amount of the payroll check has been paid back, a replacement check will be issued immediately. This process allows for correction and proper reporting of the payroll tax liability for the employee.

Payroll Underpayments

If the employee believes a payroll underpayment has occurred with their direct deposit amount or payroll check, the employee should contact the Assistant Business Manager in the Business Office immediately. The District will issue a supplemental check or replacement check immediately upon verification.

Other Disbursements

If the amount of non-payroll disbursement to an employee is determined by the Assistant Business Manager to be higher than it should have been, the employee should not deposit or cash the check but instead must return it to the Assistant Business Manager in the Business Office as soon as possible. If the check has already been deposited or cashed, the employee shall pay back the excess amount

to the District as soon as possible. If the disbursement is less than the proper amount, the District will issue a supplemental check or replacement check immediately.