Payroll Under and Over Payments

Introduction
From time to time, paycheck adjustment or remediation is required due to error and other unforeseen circumstances. This policy applies to both overpayments and underpayments.

Policy Statement
This policy outlines Brown University’s policy regarding incorrect payroll payments.

Payment adjustments must use the Payroll Adjustment Form to submit adjustment requests to the Payroll Office. Payment adjustments will be added to the next pay period payment for the payee. On demand payments may be considered when amount owed is at least $200 per missed payment and categorized by one of the following reasons:

- Time Worked/Time Off Not Submitted (TimeTracking),
- Position Changes Not Processed in Workday (Including unprocessed new hires),
- Termination Adjustment (Incomplete Termination or Unpaid Vacation Time Not Processed), or
- Reissue Check (Replacement Check).

Approved on demand payments are generated weekly each Friday. Requests for on demand payments must be approved and submitted by Wednesday at 5:00 PM in order to be generated for Friday pick-up.

When there is an overpayment, the net amount of the overpayment will be determined by the Payroll Office and deducted from the next employee paycheck. If the individual is no longer employed by Brown, the department for whom the employee worked is responsible for requesting the return of the overpayment from the former employee. The department must send the collected overpayment (check) to the Payroll Office for processing.

Responsibilities
Employee: The employee will contact his or her department’s HR Coordinator to report an under or overpayment.

HR Coordinator: The HR Coordinator will complete the online Payroll Adjustment Form to request a correction to the employee’s payment.

Payroll Office: The Payroll Office will calculate and process the correct payment.

Forms/Instructions Request for Payroll Adjustment Form
Policy Owner Approved by Assistant Vice President and University Controller
Contact(s) Hilda Soares
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401-863-1767

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Director of University Disbursements
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