



NORTHWESTERN STATE
University of Louisiana

Natchitoches, LA 71497

TO: All Student Employees
FROM: Office of Student Employment

SUBJECT: UNIVERSITY EMPLOYEE DEBT - NSU Fiscal Policy & Procedure (X-47)
Attorney General Opinion 92-152

The University can withhold wages from an employee's paycheck for nonpayment of fines or other monies owed the University with the consent of the employee. If no such consent is given by an employee, then the University policy addresses the withholding of payment of fines or other obligations due the University on an involuntary basis.

Check one: _____ Yes, I give my consent _____ No, I do not give my consent

Print Name

Signature

Date

SUBJECT: RECOUPMENT OF OVERPAYMENTS - NSU Fiscal Policy & Procedure (X-48)
Division of Administration Office of State Uniform Payroll (LAC 4:III, Chapter 7)

In accordance with R.S. 42:460, the University has adopted a policy regarding the recouping of overpayments to state employees. Northwestern State University will recoup overpayment to an employee through payroll deduction. This policy includes the recouping of overpayment from all Active Employees, Employees Transferring to Another State Agency and Separated Employees.

I agree to the payroll deduction for overpayment of any monies owed the University.

Print Name

Signature

Date