



Employee Debt Obligation Policy

Employees (part-time or full-time) and other individuals receiving remuneration for services performed for the institution are responsible for paying all debts to the University. A debt is defined as an amount or value owed to the University.

It is the policy of the University to collect all debts owed to it. Such debts may include, but are not limited to the following:

- Parking fines/tickets/tolls – including those incurred while operating a Life University vehicle
- Library fines
- Travel advances in excess of appropriately documented receipts that have not been repaid
- Computer loans
- Payroll overpayments (wages/benefits)

Unless prior arrangements have been made, those identified with a debt to the University will have 10 business days to remit payment to the Finance department. If such payment is not received within this timeframe, the University will deduct the amount of the debt from the amount of salary or wages paid from the employee's next payroll. In the event the last paycheck does not cover the debt, employee is to submit remainder to the Finance department.

Employees will have the option of repaying payroll overpayments by electing one of the following:

- Full repayment with next paycheck
- Repayment over the same number of paychecks that created the overpayment

NOTE: A Life University credit card cannot be used for repayment of any employee incurred debt and there will be a \$50 charge for any returned check.