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**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

SECTION: ~~Finance~~      ~~Services~~      ~~Administrative~~  
AREA:      ~~Payroll~~      ~~Human Resources~~

<del>Payroll</del>	<del>Debt</del>	<del>Repayment</del>	<del>I</del> <del>MAPP</del> 05.04.02
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**I. POLICY**

In accordance with State of Texas law, Lamar University (LU) may deduct amounts owed to University from an employee paycheck when authorized by the employee. This policy outlines the guidelines through which LU may collect, by means of payroll deduction, an outstanding debt owed to the University.

These voluntary payroll deductions require written documentation on file in the Payroll Office.

**II. PURPOSE AND SCOPE**

This policy falls under the authority of Texas Education Code § 51.934 which authorizes the University to provide arrangements for the collection of employee debts owed to the University.

**III. PROCEDURES**

Payroll deductions require by law that all Social Security taxes and other deductions be withheld from an employee's gross pay. These deductions are made on a pre-tax basis. The University may deduct from an employee's paycheck any amount that the employee has authorized in writing for the collection of a debt owed to the University.

This policy applies to all full-time and part-time employees of the University.

IV. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Finance and Operations

Review Schedule: Every three years on or before September

V. APPROVAL

Jeremy C. Alltop	07/28/2021
Vice President for Finance and Operations	Date
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Dr. Jaime R. Taylor	07/29/2021
President	Date

REVISION LOG

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