



USF System USF USFSP USFSM

Number: USF4.0095
Title: Employee Debt Collection
Responsible Office: Business & Finance

Date of Origin: 8-29-83 **Date Last Amended:** 9-9-14 (technical) **Date Last Reviewed:** 9-9-14

(1) Purpose – Pursuant to Section 1010.03 F.S., the University of South Florida (USF ~~system~~System or ~~USE~~) is directed to exert every effort to collect all delinquent accounts. The purpose of this ~~regulation~~Regulation is to provide for the collection of funds owed to the USF ~~system~~System by its employees.

(2) Categories of employee debt, grouped according to the department which has responsibility for collection, are as follows:

(a) ~~Travel Advances/Overpayments-~~

(b) Accounts Receivable Charges – Tuition and fees, returned checks and fees, physical education equipment, keys, library fines, learning technologies fines/sales, graduation fees, health services, food services, rental fees, housing, child care, traffic fines, overpayments, copy charges, and other miscellaneous charges-

~~(c) Loan Repayments – Perkins Loans, USF ~~system~~System student loans, health profession loans, and nursing loans, ~~short-term loans, Scholarship and/or grant repayments.~~~~

~~(d) Short-Term Loans and Scholarships and/or Grants~~

~~(e) Salary Overpayments-~~

(3) Preliminary collection procedures:

(a) Travel Advances.

1. All employees who receive travel advances must complete and return an expense report immediately upon returning from the trip for which the advance was made.

2. If no expense report is approved and submitted to the University Controller’s Office Travel Department (Travel) within thirty (30) days of the employee’s date of return,

34 notice will be ~~send~~sent to the employee's USF email address that the expense report is
35 overdue.

36 3. If no expense report is received by Travel within sixty (60) days of returning from a trip
37 and excess funds have not been remitted to USF, set-off procedures may be
38 implemented as stated below.

39 (b) Accounts Receivable Charges – Set-off procedures may be implemented for an accounts
40 receivable balance over \$20 when the charges represented by the balance have gone unpaid
41 more than ten (10) days after the employee was notified to either pay the charges or make
42 arrangements for payment of the charges.

43 (c) Loan Repayments – Repayment of Perkins Loans, USF ~~system~~System student loans, health
44 profession loans, and nursing loans is made through a billing service contracted by the USF
45 ~~system~~System. The billing service will send each employee a past due notice at the following
46 intervals after payment is due: fifteen (15) days, forty-five (45) days, sixty (60) days and
47 seventy-five (75) days. At ninety (90) days, the delinquent account is turned over to the USF
48 ~~system~~System and the borrower is contacted by telephone and advised that repayment must
49 be made. If no contact is made, or no reasonable repayment agreement can be made,
50 employee debtors will be sent a letter at their residence informing them that set-off
51 procedures may be implemented. If the employee does not contact the Accounts Receivable
52 Department of Student Financial Services within ten (10) days after receipt of the above
53 letter, set off procedures may be implemented as stated below.

54 (d) Short-Term Loans and Scholarships and/or Grants- Repayment of these accounts are
55 handled entirely by the USF ~~system~~System. The employee responsible for the delinquency
56 will be sent past-due notices at the following intervals after payment is due: 5 days, 10 days,
57 and 2 weeks. The past due notice sent two (2) weeks after payment is due will include a
58 warning that if payment is not received within thirty (30) days, set-off procedures will be
59 implemented.

60 (e) Salary Overpayments.

61 1. When a department identifies that a salary overpayment has occurred, the Payroll Office
62 is contacted to determine the method by which the overpayment can be recovered. exact
63 amount of the overpayment. The department is then responsible for providing written
64 notification of the overpayment to the affected employee. This notification must advise
65 him/her of the overpayment situation and request a response within ten (10) days.

66 a. Retraction of the original payment – this option should be used if the entire check is
67 an overpayment and the payment is recoverable. If not, proceed to options b. or c.
68 below.

69 b. Automatic reduction of the immediate next payroll(s), up to three pay periods - with
70 employee's notification, this option should be used if the overpaid hours or dollars
71 are 15% or less that the total gross amount of an employee's paycheck..

72 c. Set-Off Procedures – the amount of the overpayment is determined by the Payroll
73 Department.

74 i.—The department is then responsible for providing written notification of the
75 overpayment to the affected employee. This notification requiring a response,
76 must advise the affected employee of the overpayment situation and request the
77 response within ten (10) days.

78 i. _____

79 ii.—At the expiration of this ten (10) day period, if the overpayment has not been
80 repaid or if no response with a reasonable repayment agreement has been
81 received, the department must notify the Payroll Office for implementation of
82 set-off procedures, stated below.

83 ii. _____

84 iii. _____

85 Set-Off Procedures:

86 iv.—The employee is advised by certified letter (return receipt) that ~~he/she~~the
87 employee has—ten (10) calendar days to either clear the account, make
88 satisfactory payment arrangements, or submit documentary evidence disputing
89 his/~~her~~the employee's debt. The employee is also advised of ~~his/her~~the
90 employee's right to administrative review of the decision to set-off ~~his/her~~the
91 employee's debt and deduct sums from the employee's paycheck.

92 iii. _____

93 v.—If no arrangements have been made at the end of ten (10) days, all evidence of
94 the employee's debt is reviewed.

95 iv. _____

96 vi.—If, upon review, a determination is made that the debt is in fact due and owing,
97 set-off procedures are implemented and the employee is advised in writing of the
98 amount and duration of the deductions from ~~his/her~~the employee's salary that
99 are warranted.

100 v. _____

vii.—

~~Amount of Payroll Deduction:~~

~~In the event that the total amount of the debt is less than ten percent (10%) of the employee's biweekly gross salary, the full amount of the employee's debt will be deducted in the first or second pay period after the decision to set off the debt is made.~~

~~If the amount of the debt is greater than ten percent (10%) of the employee's biweekly gross salary, the amount deducted each pay period will be at least ten percent (10%) of the employee's gross salary and will not exceed twenty percent (20%) of the employee's net salary after mandatory deductions.~~

viii.vi. In the event that an employee-debtor is terminated or voluntarily leaves the USF ~~system's~~ System's employ, the entire amount of the debt will be deducted from the employee's final paycheck. If the amount is not paid back in full, the outstanding amount and employee information will be sent to Accounts Receivable to source to the USF System's Collection Agent.

Authority: Art. IX, Sec. 7, Fla. Constitution and Resolutions issued by the FL Board of Governors.

History— New 8-29-83, Formerly 6C4-4.095, Amended 8-19-90, 4-27-94, 7-20-95, 7-31-02, 3-16-09, 9-9-14 (technical).