

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)

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- (1) Purpose – Pursuant to Section 1010.03 F.S., the University of South Florida (USF system) is directed to exert every effort to collect all delinquent accounts. The purpose of this regulation is to provide for the collection of funds owed to the USF 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 student loans, health profession loans, nursing loans, short-term loans, Scholarship and/or grant repayments.
 - (d) 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, notice will be

send to the employee's USF email address that the expense report is overdue.

3. If no expense report is received by Travel within sixty (60) days of returning from a trip and excess funds have not been remitted to USF, set-off procedures may be implemented as stated below.
 - (b) Accounts Receivable Charges – Set-off procedures may be implemented for an accounts receivable balance over \$20 when the charges represented by the balance have gone unpaid more than ten (10) days after the employee was notified to either pay the charges or make arrangements for payment of the charges.
 - (c) Loan Repayments – Repayment of Perkins Loans, USF system student loans, health profession loans, and nursing loans is made through a billing service contracted by the USF system. The billing service will send each employee a past due notice at the following intervals after payment is due: fifteen (15) days, forty-five (45) days, sixty (60) days and seventy-five (75) days. At ninety (90) days, the delinquent account is turned over to the USF system and the borrower is contacted by telephone and advised that repayment must be made. If no contact is made, or no reasonable repayment agreement can be made, employee debtors will be sent a letter at their residence informing them that set-off procedures may be implemented. If the employee does not contact the Accounts Receivable Department of Student Financial Services within ten (10) days after receipt of the above letter, set off procedures may be implemented as stated below.
 - (d) Short-Term Loans and Scholarships and/or Grants- Repayment of these accounts are handled entirely by the USF system. The employee responsible for the delinquency will be sent past-due notices at the following intervals after payment is due: 5 days, 10 days, and 2 weeks. The past due notice sent two (2) weeks after payment is due will include a warning that if payment is not received within thirty (30) days, set-off procedures will be implemented.
 - (e) Salary Overpayments.
 1. When a department identifies that a salary overpayment has occurred, the Payroll Office is contacted to determine the exact amount of the overpayment. The department is then responsible for providing written notification of the overpayment to the affected employee. This notification must advise him/her of the overpayment situation and request a response within ten (10) days.
 2. At the expiration of this ten (10) day period, if the overpayment has not been repaid or if no response with a reasonable repayment agreement has been received, the department must notify the Payroll Office for implementation of set-off procedures, stated below.

(4) Set-Off Procedures.

- (a) The employee is advised by certified letter (return receipt) that he/she has ten (10) calendar days to either clear the account, make satisfactory payment arrangements, or submit documentary evidence disputing his/her debt. The employee is also advised of his/her right to administrative review of the decision to set-off his/her debt and deduct sums from the employee's paycheck.
- (b) If no arrangements have been made at the end of ten (10) days, all evidence of the employee's debt is reviewed.
- (c) If, upon review, a determination is made that the debt is in fact due and owing, set-off procedures are implemented and the employee is advised in writing of the amount and duration of the deductions from his/her salary that are warranted.

(5) Amount of Payroll Deduction.

- (a) 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.
- (b) 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.
- (c) In the event that an employee-debtor is terminated or voluntarily leaves the USF system's employ, the entire amount of the debt will be deducted from the employee's final paycheck.

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).