

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: 10-12-17

Date Last Reviewed: 10-12-17

- (1) Purpose – Pursuant to Section 1010.03 F.S., the University of South Florida (USF System or USF) 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, and nursing loans
 - (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, notice will be sent 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 method by which the overpayment can be recovered.
 - a. Retraction of the original payment – this option should be used if the entire check is an overpayment and the payment is recoverable. If not, proceed to options b. or c. below.
 - b. Automatic reduction of the immediate next payroll(s), up to three pay periods - with employee's notification, this option should be used if the overpaid hours or dollars are 15% or less that the total gross amount of an employee's paycheck.

- c. Set-Off Procedures – the amount of the overpayment is determined by the Payroll Department.
 - i. The department is then responsible for providing written notification of the overpayment to the affected employee. This notification requiring a response, must advise the affected employee of the overpayment situation and request the response within ten (10) days.
 - ii. 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.
 - iii. The employee is advised by certified letter (return receipt) that the employee has ten (10) calendar days to either clear the account, make satisfactory payment arrangements, or submit documentary evidence disputing the employee’s debt. The employee is also advised of the employee’s right to administrative review of the decision to set-off the employee’s debt and deduct sums from the employee’s paycheck.
 - iv. If no arrangements have been made at the end of ten (10) days, all evidence of the employee’s debt is reviewed.
 - v. 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 the employee’s salary that are warranted.
 - vi. 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. 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), 10-12-17.

Certification: The University of South Florida System certifies that it has followed the Florida Board of Governors Regulation Development Procedure and has a record of written notices, comments, summaries and responses as required.