

Refunds of Employee Payroll Deductions

FIN-PAY-IV-110



About This Policy

Effective Date:
10-01-1990

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07-01-2007

Responsible University Office:
Financial Management Services

Responsible University Administrator:
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Scope

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Policy Statement

Refunds of optional payroll deductions will be made to employees when it is determined that such deductions were made in error.

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Reason For Policy

To establish guidelines for making refunds of employee payroll deductions.

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Procedure

In most cases, refunds will be added to the net pay of the next payroll check to be issued to the employee. Refunds will be made by means of a special check if the delay will create a hardship for the employee. Refunds will be made at the request of the IU organization or external entity who initiated the deduction. Employees should contact the IU organization or external entity to request a refund. Any payroll deductions already committed to the purchase of US Savings Bonds cannot be refunded.

Refunds of required taxes and social security deductions cannot be made except as provided for in federal and state regulations.

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History

This policy was established on October 1, 1990.