



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

PAYROLL MEMORANDUM 2017.28

*Changing Lives,
Creating Futures*

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Student Members:

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Community
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College System

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TO: All Employees of Community and Technical Colleges, including Baton Rouge Community College, Bossier Parish Community College, Central Louisiana Technical Community College, Delgado Community College, L. E. Fletcher Technical Community College, Louisiana Delta Community College, Northshore Technical Community College, Northwest Louisiana Technical College, Nunez Community College, River Parishes Community College, South Central Louisiana Technical College, South Louisiana Community College, SOWELA Technical Community College and the LCTCS Office

FROM: Sharon Dunham
LCTCS Payroll, Senior Payroll Manager

DATE: November 30, 2017

RE: Annual Reminder: Policy on Recoupment of Overpayments

All state agencies are required to have a policy regarding recoupment of overpayments. The LCTCS policy is posted under the finance section under Policies on the LCTCS website as Policy 5.024 Recoupment of Overpayments and may be retrieved by utilizing the following link

https://www.lctcs.edu/assets/docs/LCTCS%20Policies/5.024_Policy_on_Recoupment_rev_04102013.pdf

You are required to familiarize yourself with this policy and assure compliance with the policy.

Recoupment periods exceeding a 12 month period must be approved by the System President or his designee. For the LCTCS Centralized Payroll the designated approver prior to accepting a check from an active employee is Sharon Dunham, Sr. Payroll Manager.

Each new employee should receive the Statement of Understanding of the LCTCS Recoupment of Overpayments Policy during new hire orientation. Known overpayments are required to be recouped. This is not a choice of the employee but a requirement of LCTCS and the State of Louisiana.

Please contact the payroll department with questions you may have regarding any potential recoupment situations.

If you are notified of a need for recoupment of dollars from a new hire by a previous state agency employer, you must contact payroll to establishment a deduction from the employee's paycheck.