



PA TURNPIKE COMMISSION POLICY

This is a statement of official Pennsylvania Turnpike Policy

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APPROVAL DATE: 07-01-2003

EFFECTIVE DATE: 07-16-2003

REVISED DATE: 02-16-2016

POLICY SUBJECT:

Restitution of Overpayment

RESPONSIBLE DEPARTMENT:

Human Resources

A. PURPOSE:

To establish a policy concerning restitution of overpayment to employees of the Pennsylvania Turnpike Commission (PTC).

B. SCOPE:

This policy applies to all active employees of the PTC.

C. GENERAL POLICY:

Active employees who have received overpayment in salary or wages, for any reason, including administrative error or oversight, are required to make restitution of the overpayment amount to the PTC. Payroll deduction shall be the sole method to recoup such overpayment for active employees. Inactive employee overpayments will be recouped through the State Employees Retirement System (SERS).

If the overpayment is greater than ten percent (10%) of the employee's bi-weekly gross base salary, the employee may be able to make restitution to the PTC from his/her paycheck in payments. Payments shall be equal to ten percent (10%) of the employee's bi-weekly gross base salary until restitution has been paid in full.

D. DEFINITIONS:

Bi-Weekly Gross Base Salary - Wage calculation based on the employee's regular hourly rate of pay multiplied by eighty (80) hours

Overpayment - Payments to, or on behalf of, an employee in excess of that which the employee has earned or is entitled to receive.

E. PROCEDURES:

Employees shall immediately advise their supervisor of any overpayment realized.

When this overpayment cannot be corrected by a supervisory time sheet correction, the supervisor shall then immediately notify the Human Resources Department.

If the overpayment is realized by the Human Resources Department, they shall immediately advise the employee and/or the employee's supervisor. .

Supervisor(s) shall immediately advise their employees of any overpayment.

If a time recording error caused an overpayment, restitution will automatically be made with the next available pay date(s) once the time record is corrected. If the next available pay has not yet been processed and the overpayment amount is greater than ten percent (10%) of the employee's bi-weekly gross base salary, the employee may request to make payments equal to ten percent (10%) of his/her bi-weekly gross base salary until restitution has been paid in full. Supervisors shall ensure the Human Resources Department is aware of the request.

If a pay rate error (or other error unrelated to time recording) caused an overpayment and the overpayment is greater than ten percent (10%) of the employee's bi-weekly gross base salary, the Human Resources Department will provide the employee the option of 1) making restitution in full with the next available pay date or 2) making payments equal to ten percent (10%) of his/her bi-weekly gross base salary until restitution has been paid in full. If an employee does not select an option, option 2 will be utilized.

The Human Resources Department shall resolve any issues and validate that overpayments are properly deducted.

This Policy Letter supersedes all previous Policy Letters on this subject.