



PAYROLL CORRECTIONS

POLICY

Corrections

Brunswick Community College takes all reasonable steps to ensure that employees receive the correct amount of compensation for each paycheck in a timely manner based on timesheets and Personal Action Forms (PAFs) submitted to the payroll office staff. The College recognizes that administrative errors may occur and may create hardships for the affected employee(s).

PROCEDURES

Employees who discover payroll errors should notify the payroll office staff promptly. The error will be researched and documented by business office personnel. Corrections will be made as quickly as possible whether the error was an overpayment or an underpayment.

Corrections involving deductions will be made in the next scheduled pay period unless a substantial amount is involved and presents a documented hardship for the employee. A schedule of repayments may be arranged if needed by the employee.