

Correcting Salary Deduction Errors in Employees' Pay Policy

Effective Date: October 8, 2004

Supersedes: n/a

Policy Review Date: October 2018

Issuing Authority: Research Foundation President

Responsible Party: Kate Malia

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Reason for Policy

The Fair Labor Standards Act requirements for safe harbor states that an employer must have a clearly communicated policy prohibiting improper salary deductions and a mechanism for employees to report errors to be corrected.

Statement of Policy

The Research Foundation is committed to paying each employee accurately and on time. If an employee believes that a salary deduction error(s) has been made in his or her pay, the RF is committed to investigating the possible error(s), and as appropriate, correcting the error(s) that has resulted in a salary deduction.

Responsibilities

The following table outlines the responsibilities for compliance with this Policy:

Responsible Party	Responsibility
Research Foundation Employees	Each pay period, employees should carefully review their paycheck stub or direct deposit confirmation to ensure that their pay is accurate. Any suspected salary deduction error(s) should promptly be reported to the office that handles RF payroll matters at your campus location so that the error(s) can be corrected prior to the next pay period.
Campus Office that Handles RF payroll	The office that handles RF payroll at your campus location is responsible for investigating a suspected salary deduction error(s) brought by an employee, determining if an error(s) has been made, and correcting the error(s) prior to the next RF pay period. The employee who brought the suspected error(s) should be informed of the salary deduction error(s) and corrective action to be taken.

Definitions

n/a

Related Information

n/a

Forms

None

Change History

Date	Summary of Change
October 16, 2015	Minor clarification regarding requirement for the policy.
October 8, 2004	New document per the Fair Labor Standards Act requirements for safe harbor.

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.

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