
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

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I. POLICY

In accordance with State of Texas law, Lamar University (LU) may deduct amounts owed to University from an employee paycheck when authorized by the employee. This policy outlines the guidelines through which LU may collect, by means of payroll deduction, an outstanding debt owed to the University.

These voluntary payroll deductions require written documentation on file in the Payroll Office.

II. PURPOSE AND SCOPE

This policy falls under the authority of Texas Education Code § 51.934 which authorizes the University to provide arrangements for the collection of employee debts owed to the University.

III. PROCEDURES

payroll deductions require by law that all such deductions be made on a voluntary basis. This policy is intended to provide a framework for the collection of employee debts owed to the University.

This policy applies to all employees of Lamar University who are subject to payroll deductions.

IV. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Finance and Operations

Review Schedule: Every three years on or before September

V. APPROVAL

Jeremy C. Alltop	07/28/2021
Vice President for Finance and Operations	Date

Dr. Jaime R. Taylor	07/29/2021
President	Date

REVISION LOG

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