



University of Houston System  
Payroll/HRMS

## CDBA Meeting 10/8/09

### Over payment procedures

Identify-terminated employees, employees on/returning from leave, correcting timesheet

Terminated Employees:

Payroll sends employee 1<sup>st</sup> registered letter with 15 day response timetable

Payroll sends employee 2<sup>nd</sup> registered letter with 15 day response timetable

Issue turned over to Office of General Council for Collection

Current Employees:

Handled on a case by case basis depending on the factors

Dock situation or a reversal with a reissue when funds are returned

Small amount-taking from the next check

Large amount-spread over maximum of 2 checks if necessary

### Direct Deposit Statistics

As of 10/5/09

593 UH employees not enrolled in direct deposit or pay card system

19 -Professional/Admin

77 -Faculty

18 -

296 -Student Workers

85 -Support Staff

152 -Grad Assistants

### Paycheck printing changes effective January 1, 2010

All employees must be enrolled in Direct Deposit or a Pay Card will be issued.

Paycheck will not longer be printed.

Specific procedures TBA when formalized.

### FY End Stats

August Reallocations - 2500

August Suspense Clearing-500 pages

August Payroll-4000 late and correction timesheets