



**NORTHWESTERN STATE**  
University of Louisiana

Natchitoches, LA 71497

**TO: All Student Employees**

**FROM: Office of Student Employment**

**SUBJECT: UNIVERSITY EMPLOYEE DEBT - NSU Fiscal Policy & Procedure (X-47)**  
**Attorney General Opinion 92-152**

The University can withhold wages from an employee's paycheck for nonpayment of fines or other monies owed the University with the consent of the employee. If no such consent is given by an employee, then the University policy addresses the withholding of payment of fines or other obligations due the University on an involuntary basis.

Check one:  Yes, I give my consent  No, I do not give my consent

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**SUBJECT: RECOUPMENT OF OVERPAYMENTS - NSU Fiscal Policy & Procedure (X-48)**  
**Division of Administration Office of State Uniform Payroll (LAC 4:III, Chapter 7)**

In accordance with R.S. 42:460, the University has adopted a policy regarding the recouping of overpayments to state employees. Northwestern State University will recoup overpayment to an employee through payroll deduction. This policy includes the recouping of overpayment from all Active Employees, Employees Transferring to Another State Agency and Separated Employees.

I agree to the payroll deduction for overpayment of any monies owed the University.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**