

HUMAN RESOURCES ADMINISTRATIVE MANUAL  
CLASSIFICATION, COMPENSATION, AND PAYROLL: WITHHOLDING OF PAY



UNIVERSITY SYSTEM  
OF GEORGIA

# Withholding of Pay

## CITATION REFERENCE

<b>OFFICIAL TITLE</b>	POLICY ON WITHHOLDING OF PAY
<b>VOLUME</b>	HUMAN RESOURCES
<b>RESPONSIBLE OFFICE</b>	USG HUMAN RESOURCES OFFICE
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## Policy Statement

Units of the University System are authorized to hold paychecks, after payment of minimum wage, pending reimbursement of amounts owed by employees of the institution for any fine, fee, penalty or other financial obligation(s) to the institution of employment.

This policy establishes the authority under which institutions may withhold pay from employees under certain conditions.

## Applicability

All units of the University System of Georgia are covered by this policy.

## Who Should Read This Policy

All Human Resources staff within the University System of Georgia should be aware of this policy.

## Definitions

- None

## Process and Procedures

Units of the University System are authorized to hold paychecks, after payment of minimum wage, pending reimbursement of amounts owed by employees of the institution for any fine, fee, penalty or other financial obligation(s) to the institution of employment.

*Units of the USG are encouraged to provide prior notice to employees.*

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Responsible Parties and Contact Information

<b>Party</b>	<b>Responsibility</b>	<b>Phone/Email/URL</b>
<b>Vice Chancellor for Human Resources, USG</b>	To ensure policy is up to date with federal and state laws.	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>Institution Chief Human Resources Officers</b>	To ensure notice and consistent application of policy.	See University System <a href="#">HR Officer Listing</a>
<b>Institution Payroll Officer</b>	To ensure consistent implementation of this policy.	Refer to institution directory

Appendices (Internal Documents, Forms and Web Links)

- [Board Policy Manual Section 8](#)

Related Documents and Resources (External)

- None

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