

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



UNIVERSITY SYSTEM
OF GEORGIA

Withholding of Pay

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON WITHHOLDING OF PAY
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
ORIGINALLY ISSUED	JULY 1, 1983
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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

Party	Responsibility	Phone/Email/URL
Vice Chancellor for Human Resources, USG	To ensure policy is up to date with federal and state laws.	404-962-3235 usg-hr@usg.edu
Institution Chief Human Resources Officers	To ensure notice and consistent application of policy.	See University System HR Officer Listing
Institution Payroll Officer	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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