

University of Toledo – Controller’s Office Overpayment and Repayment Guidelines

Overview

The Ohio Revised Code requires that the University of Toledo employee notify the Payroll Department of any suspected salary overpayment. When an overpayment is identified, the payroll department will initiate procedures to calculate and recover the overpayment. After the overpayment is recovered in full, the amount will be credited back to the employee's original account. The amount will be credited back to the original account if the overpayment is recovered in the fiscal year it was made.