



WAGE OVERPAYMENT / UNDERPAYMENT AGREEMENT

Concordia University Texas (CTX) takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled paydays.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Manager so that corrections can be made as quickly as possible. If the employee has been underpaid, CTX will pay the employee the difference as soon as possible.

If the employee has been paid in excess of what he or she has earned, the employee will need to return the overpayment to CTX as soon as possible. No employee is entitled to retain any pay in excess of the amount he or she has earned according to the agreed-upon rate of pay. If a wage overpayment occurs, the overpayment will be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. Each employee will be expected to sign a wage deduction authorization agreement authorizing such a deduction.

We ask that employees realize that pay errors are not intentional and be understanding if such an event occurs.

I understand this agreement and agree to its terms.

Signature of Employee

Date

Employee's Name – Printed

Company Representative

Date