



Name: _____

Southeast ID: _____

Faculty/Staff Financial Responsibilities Agreement

Faculty and Staff of Southeast Missouri State University, hereby referred to as employees, are expected to maintain good financial standing with Southeast Missouri State University (Southeast). In order to maintain good financial standing, employees are expected to comply with all billing due dates that result from charges applied to their university account or due to other entities affiliated with Southeast (i.e. Accounts Payable, Recreation Center, Payroll, etc.). Charges may be incurred for, but are not limited to, tuition, daycare services, Purchasing Card transactions, parking violations, payroll overpayment, or utilization of other university services and/or benefits.

Collection Procedures:

Employees with an outstanding balance due to Southeast will be issued a billing statement reflecting the balance and an initial due date. Payment must be received on, or before, the established due date to prevent the account from becoming past due. All past due accounts are subject to the accrual of late fees. If a balance becomes past due for a duration longer than 60 days past the original billing due date, automatic payroll deduction will be implemented in order to redeem any outstanding financial obligation to Southeast.

Automatic payroll deduction will apply on a bi-weekly or monthly period, depending upon employee pay schedule, with a minimum of fourteen (14) days notice from the time the account is sixty (60) days delinquent and the effective date of the initial paycheck to be deducted. If the next paycheck is to be issued less than 14 days following the 60 day delinquency period, deduction will be delayed until the following pay period, so long as the pay period is not the final payment for employment.

Automatic deduction will be applied in accordance with Missouri Code of State Regulations on Garnishments (section 525.030.1). Automatic deductions will continue until all outstanding debts to Southeast are paid in full.

Employees with Tuition/Daycare charges:

Employees who choose to enroll in courses at Southeast or partake in university daycare programs (UCDC/USYC) are expected to comply with all billing due dates for those services, as set forth for all non-employee patrons. Furthermore, employees taking classes are also expected to comply with the student 'Financial Responsibility and Contact Consent' procedures. Failure to comply with billing due dates' specific to enrollment or daycare charges may result in course cancellation, or immediate suspension of daycare privileges prior to automatic payroll deduction taking effect. Employees who wish to use standard payroll deduction to cover these charges should work with Student Financial Services and Human Resources to determine the appropriate amount and duration of payroll deduction that is needed, prior to the initial due date.

By signing below, I authorize payroll deduction for debt owed to Southeast Missouri State University and agree to be bound by all terms listed in this document. Furthermore, I agree to pay all debt owed to Southeast at termination of employment through automatic payroll deduction from my final paycheck, up to the full amount of the paycheck.

Employee Signature: _____

Date: _____