



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 50.02, **TTUHSC El Paso Employees Indebted to the State of Texas**

**PURPOSE:** The purpose of this Texas Tech Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish a policy for employees who are indebted to the State of Texas insofar as the constitution and laws of Texas allow.

**REVIEW:** This HSCEP OP will be reviewed on January 1 of each odd-numbered year (ONY) by the Assistant Vice President of Human Resources, the Director of Payment Services, and the Director of Accounting Services, with recommendations for revisions forwarded to the Chief Financial Officer by January 15.

### **POLICY/PROCEDURE:**

- I. **Employee Responsibility.** Employees of TTUHSC El Paso and the State of Texas have a responsibility to keep current all indebtedness and obligations to pay debts owed to the state. Examples of obligations that affect an employee's relationship with the state include nonpayment of student loans, overpayment of wages or unemployment benefits, failure to pay taxes, failure to pay medical bills owed to TTUHSC El Paso clinics, failure to pay fines for traffic and parking violations, and failure to pay travel credit card obligations on credit cards issued under a state contract.
- II. **Employee Briefing.** Newly hired employees will be briefed at the regularly scheduled new employee orientations on their responsibilities and obligations to TTUHSC El Paso and the State of Texas concerning indebtedness.
- III. **Departmental Responsibility.** Departments are responsible for contacting their employees concerning their overpayment of wages when they are notified by the Payroll Supervisor.
- IV. **Indebtedness to State of Texas Agencies.** An employee can be placed on warrant hold with the State of Texas due to nonpayment of student loans, failure to pay taxes, failure to pay child support, or to recover an overpayment of unemployment benefits or wages. When employees are seeking reimbursement from TTUHSC El Paso for travel expenses or for purchasing goods or services and are on warrant hold with the State of Texas, they must obtain a consent letter from the "hold source agency" (i.e. TX Guaranteed Student Loan Corporation, Office of the Attorney General, TTUHSC El Paso) that they are in good standing so that TTUHSC El Paso can release the reimbursement check to the employee. The consent document stating that the employee is in good standing must be attached to the travel voucher or the Direct Pay form "TTUHSC El Paso Employee Reimbursements" in TechBuy every time a reimbursement is requested. A separate consent from the "hold source agency" is required for each individual reimbursement request.