

PROCEDURE FOR RECOVERY OF EMPLOYEE ACCOUNTS RECEIVABLES

University employees have an accounts receivable ledger and all charges assessed to an employee are recorded to their accounts receivable ledger.

Employees of the University of Memphis are responsible for paying all outstanding charges on their account. The University & Student Business Services (USBS) Office will send notices to the employee's University email address to alert them of any outstanding charges on their account.

Employees will be granted approximately 75 days before additional actions are taken. During the 75 days, employees will be able to appeal charges on their account if they feel they have been charged erroneously.

- To appeal Tuition and Fees related to enrolling in courses, follow the information on the USBS Appeals page - https://www.memphis.edu/usbs/student_appeals/index.php
- To Appeal University Traffic or Parking citations, follow the information in TigerPark which can be found in the employee's MyMemphis portal.

If an employee fails to respond or remit payment for the outstanding charges, the USBS will submit a payroll deduction request to the University Payroll Office to recover the amount due from the employee's future payroll deposit.

The following is a schedule of notices to be sent.

Action	Approximate age of debt
First Notification	30 days
Second Notification	60 days
Payroll Deduction Form Sent to Payroll Office	75 days

If the employee terminates employment and has outstanding balance due to university, University will follow the Procedures for the collection of Student Debt and University Debt.