



# 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 University 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 in April of each odd-numbered year (ONY) by the managing director for Payroll Services, the managing director for Accounting Services, with recommendations for with recommendations for substantial revisions, forwarded to the vice president for Finance and Administration / Chief Financial Officer (CFO).

### **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, but are not limited to:
  - Nonpayment of student loans
  - Overpayment of wages or unemployment benefits
  - Failure to pay taxes
  - Unpaid medical bills owed to TTUHSC El Paso clinics
  - Failure to pay fines for traffic and parking violations
  - Failure to repay travel advances in excess of approved travel expenses
  - Failure to pay credit card obligations on state-issued travel cards
- II. **Employee Briefing.** This policy provides employees with their responsibilities and obligations to TTUHSC El Paso and the State of Texas concerning indebtedness that might occur from such things as the writing of insufficient fund checks, non-payment of student loans, failure to pay taxes, etc.
- III. **Departmental Responsibility.** Departments are responsible for contacting their employees concerning their overpayment of wages when they are notified by Payroll and Tax Services.
- IV. **Indebtedness to State of Texas Agencies.** In accordance with Section 403.055 of the Government Code, a warrant or electronic funds transfer may not be issued to a person who has been reported as indebted to the state or has a tax delinquency. An employee can be placed on warrant hold with the State of Texas due to nonpayment of debts or other obligations owed to the state. 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 indicates they are in good standing so that TTUHSC El Paso can release the reimbursement check or electronic funds transfer to the employee. The consent letter stating that the employee is in good standing must be attached to the travel expense report 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.
- V. **Right to Change Policy**

TTUHSC El Paso reserves the right to interpret, change, modify, amend or rescind this policy in whole, or in part, at any time without prior notice to or the consent of employees.