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Payroll Deduction for University Property

PSU employees may be provided PSU property, including, but not limited to, tools of the trade or profession, personal safety equipment, computers, electronic devices, mobile phones, proprietary information such as client or customer lists and intellectual property, security information, keys or access cards or materials until such time as such property is returned by the employee to the employer.

PSU property issued to employees remains the property of PSU.

PSU property issued to an employee should be documented with signatures of a representative of the issuing department and the employee. A sample form, "PSU Property Issue and Return Form," is available on the HRS Form web page. This sample form may need to be modified to accommodate specific equipment and/or address replacement costs. The form should be retained by the employee's department (e.g. the department that would have first-hand knowledge if and when the employee's employment ends.)

K.S.A 44-319 provides authorization for PSU to withhold from an employee's final paycheck the purchase price or replacement cost of property not returned provided there is an agreement signed by the employee (e.g. PSU Property Issue and Return Form"). Upon return of the employer's property, the PSU shall return wages withheld.

If an employee who has signed an agreement fails to return the property on or before his or her last day at work, the department must provide Payroll with the signed agreement that indicates the amount to withhold BEFORE payroll starts processing payroll for the pay period in which the employee's final check will occur.

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Pittsburg State University