



Staff Retro Adjustment

Step 1

Define Employee, Query Date, and Approval Category

Notes

Query Date = current pay period start date

Approval Category = __ ADJ (see drop down list)

Step 2

Job Selection

Click on the job that is receiving the adjustment.

Step 3

Enter Main Job Information

Employee Adjustments		
Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	03/31/2008	04/21/2008
Personnel Date: MM/DD/YYYY	03/31/2008	03/06/2008
Regular Rate:	25.641026	
Annual Salary:	50000	55000
Title:	HR assistant	
FTE:	1	1.0
Job Change Reason:	CONT	SALAD, Salary Adjustment
Step:	0	0

Compare *Current Value* to *New Value*, and only make changes to fields that change value.

Jobs Effective Date is the first date of the current pay period.

Personnel Date is the date the retro action is effective.

Only fill in the following fields if there is a change from the

Current Value: **Title, FTE, Step.**

In the event of a rate or salary change, fill in one or the other: **Rate** for hourly employees; **Annual Salary** for salaried employees.

Select appropriate **Job Change Reason** from list

Indicate current value or "0" for **Step**.

Step 4

Confirm or Revise FOAP

If the FOAP or labor distribution is to be changed retroactively, indicate correct FOAP here. Be sure to mention this change in **Comments**.

Step 5 Define Approval Routing Queue

Step 6

Add Comments

Explain reason for retro EPAF. Include dates and amounts if necessary. For example:

"4 months of consistent hard work is rewarded with pay increase effective back to 1/1/2008 per Dean of School of Education. Please pay difference on employee's next paycheck 4/30/2008."

Step 7

Save, Confirm, & Submit