

## UCSF PAYROLL/PERSONNEL

## RETROACTIVE PAY

UPAY 670-2 (R3/14)

# 33806 / 71455-254

DEPARTMENT \_\_\_\_\_

PREPARED BY \_\_\_\_\_

BOX # \_\_\_\_\_ TELEPHONE \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_

EMPLOYEE ID	TR CODE	BU	FUND	DEPT ID	PROJECT	FUNC	FLEXFIELD	SUB	EMP REL	APPT TYPE	DUC	TITLE CODE	DESC SERV	AMOUNT / RATE	S	TIME	H/ %	PAY PERIOD END (MM/DD/YY)	PC	RAI	WSP
1-9	10	19	20-25	30-34	35-40	41-42	43-49	50	81	82	83	50-53	54-56	57-63	64	65-69	70	71-76	77	78	79
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**This form is to be used for retroactive pay only.**

- 1 Amount or Rate:** Only the difference between the old rate and the new rate should be entered in the AMOUNT OR RATE column. Hourly Rate: 4 decimal places; Monthly Rate 2 decimal places. Example: Hr = 15.0000; Mo = 2300.00. If the amount is negative, write "-" in the **S** box.
- 2 Time:** The same amount of time is entered as was report on the original payment transaction. If entering time as "Hours", use two decimal places. If entering time as "%", enter with four decimal places.
- 3 H/%:** H is entered for hours and % is entered for percent time.
- 4 Pay Period End Date:** Enter the date to which this action applies.
- 5 PC:** Pay Cycle. Enter the employee's normal pay cycle. B = Biweekly, M = Monthly.

Explanation for above payments

Old rate:

New rate:

Difference:

Signature \_\_\_\_\_ (please type or print name)

Signature \_\_\_\_\_ (please type or print name)