## Late/Missing/Preconversion Retro Payroll Request Form

• For flat dollar payments, r	ath/Position Fundi refer to the One-Time/ the chartstring (coa), r	ing entries must k e/Additional Pay Proce refer to Position Fund	<b>be approved before pay is issued.</b> ess. ding Update/Direct Retro Processes						
Employee Name:		Preparer Na	ame:						
Employee ID #:		Approver Na	ame:						
Record #:		Approver Signat	ture:						
Position #:		Date Prepa	ared:						
			ment was <b>never</b> received due to late UCPat	:h Entry.					
Title/Job Code: Title/Job Code:	Earn Code: Earn Code:		Period(s): Period(s):						
wages. Reversals/corrections will be processed using Position Data, Position Funding Data, and Job Data  DESCRIPTION: EFFECTIVE DATE: Pay Period(s):									
Change Type	Old Infc	ormation	New Information						
Start Date	[			l					
End Date				1					
Title/Job Code				1					
Percent of Time Monthly Rate				1					
Flat Rate			<u> </u>	I					
Earn Code				I					
<b>OTHER:</b> (note below)				I					
COMMENTS/SPECIAL INSTRUC	CTIONS:								

***Payroll Use ONLY***											
Trans	PPE	Title	FAU	Rate	DOS	%/Н	#	Processor	Payday		