

Effective July 1, 2008

School of Pharmacy Guidelines

Payroll Transfers and Retroactive Payroll Adjustments

A **payroll transfer** is a reallocation of a payroll expense from one chart string to another.

A **payroll adjustment** is a change in the payroll salary for an employee. These adjustments are the result of an employee action such as a promotion, annual COLA or merit increases, or participation in the School's Faculty Incentive Plan.

Payroll costs should be charged to the correct chart string when they are incurred, and payroll adjustments should be done in a timely manner. However, there are occasions when payroll transfers and retroactive payroll adjustments are necessary. Payroll transfers and adjustments must be timely, allowable and documented to conform to University and sponsor guidelines.

All payroll transfers and retroactive salary adjustments that go back more than 90 days (i.e. a three month period has elapsed since the original time period covered by the payroll charge), must be reviewed and approved by the Associate Dean for Administration and Finance or the Comptroller before they are submitted to the campus for processing. The package submitted for approval must include:

- A cover letter with an explanation for the transfer and reason for it's delay,
- Adequate backup documentation to explain the change and the reason for the delay, and
- A completed direct retro form and back up materials