

UCSF PAYROLL/PERSONNEL
RETROACTIVE PAY
 UPAY 670-2 (R6/98)
 # 33806 / 71455-254

DEPARTMENT _____
 PREPARED BY _____
 BOX # _____ TELEPHONE _____

EMPLOYEE NAME _____

1 2 3 4 5

IDENTIFICATION NUMBER 1-9	TR CODE 10	LOC 19	DPA 20-25	FUND 30-34	PROG CODE 35-40	SUB 41	EMP REL 81	APPT TYPE 82	DUC 83	TITLE CODE 50-53	DESC SERV 54-56	AMOUNT OR RATE 57-63	S 64	TIME 65-69	H % 70	PAY PERIOD END (MM/DD/YY) 71-76	PC 77	RAI 78	WSP 79	
	RA																		A	
	RA																		A	
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This form is to be used for retroactive pay only.

- 1 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.
- 2 The same amount of time is entered as was report on the original payment transaction. Time in hours: 2 decimal places; time in percent: 4 decimal places. Example: 45 hours = 45.00; 100% = 1.0000.
- 3 H is entered for hours and % is entered for percent time.
- 4 Enter the date to which this action applies.
- 5 Enter the employee's normal pay cycle. B=bi weekly. M=monthly.

Explanation for above payments
Old rate _____ New rate _____ Difference _____

Certification

 Signature (please type or print name)

 Signature (please type or print name)