

The *Payroll Certification Retroactive Rate Increase Form* is used to compensate employees who have had a pay rate increase that was not entered into their Job record in time to be included in the pay period that the new rate became effective. Please verify that the new pay rate has been entered in the employee's Job record with the correct effective date before submitting the form to Payroll. The completed form is due into Payroll by no later than 5:00 PM Friday of the week certifications are due. On accelerated payrolls, the deadline may differ. Consult the *Payroll Bi-Weekly Schedule* as needed.

Payment is made as a lump sum added to the employee's current pay period salary.

Note that the form has several fields that are filled in via a pick list of available options when the field is clicked in. The following information should be completed on the form:

DEPT ID – the GEMS department ID (ex = 0-1234-000).

Envelope Number – the envelope number assigned to the employee's department.

Requested Pay Date – the pay date of the current pay period.

Pay PD – the current pay period number.

GEMS Combo Code – indicate if this payment should be charged to the employee's normal pay distribution/combo code or if it must be charged to a different combo code. Only provide a combo code if the retroactive payment needs to be distributed to a different GEMS combo code than the employee's normal pay distribution.

#### **PART A**

- Employee Name
- Employee Type – see the options in the pick list
- EMPL ID – the 5-digit GEMS employee number
- EMPL RCD # – the GEMS employee record number
- Hrly to Salary/Salary to Hrly – click if the employee is changing from hourly to salary or vice versa.
- Inclusive Dates to be Paid – the date range covered by the retroactive pay increase
- Salary Bi-weekly/Hourly Rate, Old & New – indicate the old rate and the new rate. For salaried employees this needs to be their biweekly salary amounts. For hourly employees, put their hourly rates.
- Salary Bi-weekly/Temporary (formerly OPS) Hourly Increase – indicate the increase between the new rate and the old rate, either as a salary amount or hourly rate difference.
- Pay Periods or Hours – indicate the number of pay periods the employee was paid at the old rate. For salaried employees, this should be reported in tenths of a pay period (for example, a person was paid the old rate for 2 full periods and 3 days of another period. Record this as 2.3 periods). For hourly employees, report the total number of hours paid at the old rate. The form will do the calculation, and the gross retroactive payment due will display in the Retro Due column.

**PART B** – Used to record any overtime, straight time, or docked time an employee had during the retroactive pay period, if any. Completed as follows:

- Employee Name (from above) – must be an employee recorded on the top part of this form.
- FTE % – the employee's FTE (ex. = 1.00, 0.75, etc).
- Overtime, Straight, or Dock Time – indicate which type.
- Amount Increase – record the figure from the top part of the form for that employee.
- Divide by FTE – divide the amount of the increase by the FTE (1.00, 0.75, etc.). For hourly employees, ignore this column.
- Hours – record the overtime, regular, or docked hours here.

- Modifier column – in the ( ) record the appropriate modifier for the payment type. It will be either 1.0 (straight time), 1.5 (overtime), or -1.0 (docked time).
- From here, multiply the amount of increase x the FTE x the hours x the rate modifier. This will give you the additional gross pay due the employee. Record this in Part C along with result of Part A.

**PART C** – Combines results from Parts A and B to yield the total payment due.

- Preparer – the name of the preparer must be printed or signed legibly here. This enables the Payroll Specialist to contact the appropriate person in case of a question.
- Extension – the preparer's campus telephone extension must be completed to enable the Payroll Specialist to contact the preparer in case of a question.
- Authorized Signature – each account has a designated individual to serve as the Accountable Officer. It is the responsibility of the Accountable Officer to verify the information on the *Certification Adjustment Retroactive Rate Increase Form* and sign it denoting approval to pay those individuals. An employee of a higher authority than the Accountable Officer may sign at any time. The Accountable Officer may also designate other employees to sign the form in the event of the absence of the Accountable Officer.
- Date – the date the Accountable Officer signed the form