

UNIVERSITY OF NEBRASKA AT OMAHA

Retroactive Payroll Request

PREVIOUS PVS Reporting Period

**PVS Reporting Periods**

Period 1: January 1 - April 30

Period 2: May 1 - August 31

Period 3: September 1 - December 31

If "Retroactive Start Date" and "Corrected Payroll Post Date" are not within the same PVS period then this form is required.

Retroactive Start Date: \_\_\_\_\_ Corrected Payroll Post Date: \_\_\_\_\_ # of Days of Retro: \_\_\_\_\_

Uniform Guidance (2 CFR 200.430) addresses compensation - personal services charged to federally funded awards and the need to have strong internal controls. In order to monitor retroactive payroll adjustments, this form is required for all retroactive payroll adjustments to federally funded WBS Elements occurring **prior to a PAR reporting period**. UNO federally funded WBS Elements contain the number 1 in the seventh digit (xx-xxxx-1xxx-xxx). Retroactive payroll adjustments are made via Personnel Action Forms (PAF's), Recurring Payment forms, or Payroll Expense Transfer forms.

Employee Name: \_\_\_\_\_ Personnel ID: \_\_\_\_\_

Retroactive Expense Posting to WBS #: \_\_\_\_\_ PI Name: \_\_\_\_\_

1. Reason the salary was not originally charged to the proper Cost Object:
  
2. Explanation of the work completed on the project for the new WBS Element for the retroactive period:
  
3. If retroactive adjustment exceeds 90 days, why wasn't the correction made within 90 days and what steps will be taken to ensure that future adjustments are made on a timely basis?

Prepared by : \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

Grants Accountant Approval: \_\_\_\_\_ Date \_\_\_\_\_

*Please complete this form, sign it, and attach it to the PAF, Recurring Payment Form, or Payroll Expense Transfer form. Send to Grants Accounting, EAB 208. After approval, Grants Accounting will route the documents to the proper office for processing.*