

To: Deans, Directors, and Department Heads

From: James D. Plummer
Vice President for Finance

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Vice President for Research

Re: Retroactive Salary Changes

Effective October 1, 2009, Payroll Operations will limit retroactive changes to payroll data.

Making retroactive adjustments to payroll records compromises university business processes and the institution's ability to comply with many federal regulations. Illustrations include:

1. Inaccurate fiscal reports and invoices tendered to sponsors
2. Inaccurate tax and retirement reporting
3. Inaccurate certification of salary expenses on sponsored projects

The UCFlex Payroll system will be programmed to limit retroactive changes as shown in the table below. Through December 2009, the date limit will be July 2008. Beginning in January 2010, the limit will change every six months allowing a six to twelve month window for making retroactive changes. These ranges have been established based on the maximum time frame allowed for dealing with fiscal and tax reporting years.

From the beginning of:	Until the end of:	Can retro back to the beginning of:
October 2009	December 2009	July 2008
January 2010	June 2010	July 2009
July 2010	December 2010	January 2010
January 2011	June 2011	July 2010
July 2011	December 2011	January 2011
January 2012	June 2012	July 2011
July 2012	December 2012	January 2012
January 2013	June 2013	July 2012

Questions regarding this notice can be directed as follows:

1. Sponsored projects - Sponsored Research Services at 556-2870
2. Effort reporting - Government Cost Compliance at 556-2602
3. General payroll questions - Payroll Operations at 556-2451 or online at <http://www.uc.edu/af/payroll>