Name

FI 6 09/2022 Division of Finance



Employee Number

Dept. Code

Unit

Distribution Code

Email completed form to: payroll@utah.gov

For questions, call (801) 957-7770

Pay Period Ending

MM/DD/YYYY

RETROACTIVE PAY FOR PAY RATE INCREASE WORKSHEET

Section 1 Calculation of Pay Due Employee

Pay Period End Date (MM/DD/YYYY)	Hours Paid including OT	Incorrect Pay Rate	Correct Pay Rate	Pay Rate Increase	Additional Regular Pay			
Total Additional Pay at Straight Time								
Pay Period End Date (MM/DD/YYYY)	1/ 2 of OT Hours Paid	Incorrect OT Rate	Correct OT Rate	OT Rate Increase	Additional OT Pay			
			Total Retroactive Pa					
I have reviewed the above calculation and agree that the amount of retroactive pay is correct and should be paid								
Signature	ignature Date							

Signature	Date		
Employee			
Supervisor Name	Title		
Supervisor Signature	Date		

Section 2 Data Entry (Complete the data entry information below and enter into the Payroll Time & Attendance System).

WAGE TYPE	AMOUNT	FUND	DEPT	UNIT	APPR	ACTV	FUNCTION	PROGRAM	PHASE