



January 7, 2020

MEMORANDUM

TO: Agency Heads

CC: Fiscal and Human Resource Contacts

FROM: Alex J. Adams, Administrator, Division of Financial Management *Alex J. Adams*
Susan E. Buxton, Administrator, Division of Human Resources *Susan E. Buxton*

SUBJECT: Guidance Regarding Employee Pay Transactions

Effective January 1, 2020, this memo replaces the May 5, 2015 memo titled "Retroactive Pay Changes" by prior DFM and DHR administrators.

It is important that all employee pay transactions are processed timely and accurately. As an agency head, please ensure your staff involved in processing employee pay transactions pre-audit their work and submit requests in a timely manner. Failure to do so, may result in employees not receiving their appropriate pay. Employees should also routinely check their pay stubs to ensure accurate processing.

DFM and DHR will not approve retroactive actions as a routine matter of business. However, retroactive actions may be considered if the action is initiated within **two** months of the effective date of the initial intended action. Actions initiated after two months require written agency head/director approval in order for DFM and DHR to consider the request.

Requests to retroactively process pay transactions that were previously denied under prior guidance memos will not be considered. This guidance is effective going forward.