



January 1, 2025

MEMORANDUM

TO: Agency Heads
CC: Fiscal and Human Resources Contacts
FROM: Lori Wolf, Administrator, Division of Financial Management
Janelle White, Administrator, Division of Human Resources
SUBJECT: Guidance Regarding Employee Pay Transactions

Lori Wolf
Janelle White

This memo replaces the May 5, 2014, 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 responsible for 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 they are initiated within **two** months of the effective date of the initial intended action. Actions initiated after two months require written approval from the agency head/director 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.