



CSU, Chico  
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**RESP and FND Announcements**  
**PD Advisory – RF HR – Retroactive Pay Adjustments**  
**Thursday, March 8, 2019**

Good Afternoon,

We have added a new policy regarding retroactive pay adjustments for employees. This policy establishes criteria and time periods for retroactive pay actions.

Retroactive pay is pay which an **employee is owed for work which has already been completed**. Retroactive pay adjustments impose significant risk as an employer and employee relations issues.

Retroactive pay adjustments should be requested in rare exceptions. When the exception is necessary, it is critical that no commitments regarding the effective date for pay adjustments be made to employees until confirmation is received from the RF Payroll Department. Any retroactive pay adjustments submitted to the RF Payroll Department without the required approvals outline in the policy will be returned to the initiating supervisor.

The policy can be located on the RF website on two pages:

Payroll (Time Reporting) - <https://www.csuchico.edu/rfdn/payroll/time-reporting.shtml>

HR (Policies) - <https://www.csuchico.edu/rfdn/human-resources/policies.shtml>

We thank you in advance for your support.



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