

LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Financial Services

AREA: Payroll

Retroactive Payroll

MAPP 05.04.04

I. POLICY

The University of Texas at Lamar
is committed to providing a
safe and secure work environment
for all employees. The University
will not tolerate any form of
discrimination, harassment, or
retaliation against any employee
based on race, color, sex, age,
religion, or national origin.

II. PURPOSE AND SCOPE

This policy applies to all full-time
employees. It covers retroactive
payroll for up to 90 days prior
to the date of termination or
resignation. This policy is
intended to ensure that employees
are properly compensated for their
work.

B.

to be used for the purpose of retroactive payroll adjustments and corrections.

V. DEFICIT PAYROLL ACCOUNT BALANCES

Deficit payroll account balances shall be reported on the MAPP 05.04.04 form.

VI. PROCEDURES FOR RETROACTIVE PAYROLL ADJUSTMENTS AND CORRECTIONS

The following procedures shall be used for retroactive payroll adjustments and corrections:

REVISION LOG

Revision Number	Date	Description of Changes
1	05/21/2021 06/11/2021	(05/21/2021) 1 y.5 (r.9 (g.98 w.115 0 0))D.229 0 0(0)D.005P