

Retroactive Salary Adjustments or Pay Plan Actions on Grants

When salary adjustments/pay plan actions are delayed, the salary adjustment/pay plan action will be handled at a later point in time. A couple examples of cases where salary adjustments may occur include situations where pay plans are being negotiated and situations where reclassifications are under consideration.

When retroactive salary adjustments/pay plan actions are incurred, they will automatically be posted to the most appropriate project according to the following processes/procedures.

If the project to which the associated person/salary was originally posted has terminated and is closed, the retroactive salary adjustment may be posted to the successor project. A successor project would need to be reviewed to determine that it is a true successor project with the funding agency – such may be confirmed with CALS Research Division or the RSP accountant responsible for the funding agency.

If the project to which the associated person/salary was originally posted has terminated and is closed, the retroactive salary adjustment may also be posted to an unrestricted source of funding (i.e., unrestricted gift project, 101 funding, 150 funding).

Retroactive salaries may not be charged to any federal project or non-federal project unless the original salary was charged there, or the account is a true successor project.

It should be noted that payroll/salary actions override blocks on projects. Therefore, a project may be blocked or in the process of close-out – regardless, the payroll/salary will post and a department/center will be required to take actions necessary to resolve such an issue or overexpenditure.

For all classified staff, the salary should be handled as a lump-sum payment on their current funding source. This is not considered retroactive pay.

For teaching assistants and program/project assistants, the salary is handled as a true retroactive payment. The salary adjustments should be posted to the original source of funding on which the associated person/salary was originally posted.

In all cases, departments/centers are responsible for the salary adjustments/pay plan actions of their employees regardless of when the action takes place.