Instructions - USNH Retro Payment Form for Status Appointments

1/22/2003, 1/23/2014, 7/7/2015

The USNH Retro Payment Form for Status Appointments must be completed whenever an EPAF is processed retroactively. If an employee is hired into a position retroactively, complete the **NEW HIRE** section. If an employee moves from one position to another, complete the **MOVE FROM ONE STATUS POSITION TO ANOTHER** section. All of the information within the required section must be supplied in order for payroll to process the payment to the employee.

The USNH Payroll Office must receive the USNH Retro Payment for Status Appointments Form prior to 1:00 pm on Monday of the payroll processing schedule, which may change whenever there is a USNH or Campus Holiday.

Completed forms must be submitted to the USNH Payroll Office via fax (862-2123), via email (payroll.usnh@usnh.edu), or by delivery to USNH Payroll at 5 Chenell Drive, Suite 301, Concord, NH 03301-8522. Questions should be directed to USNH Payroll at 862-1474.

Complete the form as follows:

Description	Comments and Instructions for completion
Employee Name	Provide employee's name.
USNH ID	Provide the employee's USNH ID number.
NEW HIRE (not moving from one status position to another.)	Complete this section if the employee is due a retro payment because the hiring EPAF effective date is later than their personnel date.
Position	Supply the employee's position number.
Suffix	Supply the employee's position suffix.
ECLS	Supply the NBAJOBS ECLS for employee appointment.
Job Change Reason	Supply the reason code.
First day of work (Personnel date)	Supply the personnel date, employee hire date.
Job Detail Effective Date (EPAF appointment date)	Supply the job detail effective date (often the first day of the current pay period).
EPAF #	Supply the EPAF # for reference.
# of Retroactive work days or hours	JOBS detail effective date minus the first day of work.
Hourly/Daily Rate	Supply the employees hourly or daily rate.
Total Retroactive payment Due	The # of retro work days or hours multiplied by the hourly/daily rate.
Fund	Supply fund if different than the position.
Org	Supply org if different than the position.
Account	Supply account if different than the position .
MOVE FROM ONE STATUS POSITION TO ANOTHER	
Provide the following information relative to the OLD position of the employee:	
Old position	Supply the employee's old position number.
Suffix	Supply the position's suffix.
ECLS	Supply the NBAJOBS ECLS for appointment.
Job Change Reason	Supply the reason code.
First day of work (Personnel date)	Supply the personnel date, employee hire date.
Job Detail Effective Date (EPAF appointment date)	Supply the job detail effective date (often the first day of the current pay period).
EPAF #	Supply the EPAF # for reference.
# of Retroactive work days or hours	JOBS detail effective date for the move minus the first day of work in the new position.
Hourly/Daily Rate	Supply the old hourly or daily rate.

Old Rate payment Amount	# of retro work days or hours multiplied by the OLD hourly/daily rate
Fund	N/A
Org	N/A
Account	N/A
Provide the following information relative to the NEW appointment:	
NEW position	Supply the new position number.
Suffix	Supply the position's suffix.
ECLS	Supply the NBAJOBS ECLS for new appointment.
Job Change Reason	Supply the reason code.
First day of work (Personnel date)	Supply the personnel date that the employee began working in the new appointment.
Job Detail Effective Date (EPAF appointment date)	Supply the job detail effective date (often the first day of the current pay period).
EPAF #	Supply the EPAF # for reference.
# of Retroactive work days or hours	Provide the number of work days or hours that the employee has worked in the new job while continuing to be paid from the old job. (JOBS detail effective date minus the first day of work).
Hourly/Daily Rate	Supply the new hourly or daily rate.
Total NEW payment Due	Provide the amount of pay the employee should have received while in the new appointment during the retro period.
	# of retro work days or hours multiplied by the new hourly/daily rate
Fund	Supply fund if different than the OLD position.
Org	Supply org if different than the OLD position.
Account	Supply account if different than the OLD position.
Retro Pay Amount	Enter the retro payment amount. If retro is due to hire, enter the amount due. If retro is due to a move, enter the difference due by subtracting the amount received in the OLD appointment from the amount the employee should have received in the NEW appointment during the retro period.
	[If the employee has been overpaid, contact Payroll immediately.]
BSC/HR Authorization to Pay	Signature of individual authorizing payroll to pay the retro amount to the employee.
Date	Provide date the form was completed and signed.