

LAMAR UNIVERSITY  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Financial Services

AREA: Payroll

Retroactive Payroll

MAPP 05.04.04

I. POLICY

The University is responsible for the payment of retroactive pay to employees who have been on a leave of absence for a period of 90 days or more. Retroactive pay shall be paid to the employee upon their return to work. Retroactive pay shall be calculated based on the employee's regular rate of pay at the time of their return to work. Retroactive pay shall be paid in a lump sum payment.

II. PURPOSE AND SCOPE

This policy applies to all full-time employees who have been on a leave of absence for a period of 90 days or more. Retroactive pay shall be paid to the employee upon their return to work. Retroactive pay shall be calculated based on the employee's regular rate of pay at the time of their return to work. Retroactive pay shall be paid in a lump sum payment.

Approved: \_\_\_\_\_

B.

to be used for the purpose of the MAPP program. The amount of the deficit shall be determined by the MAPP program.

V. DEFICIT PAYROLL ACCOUNT BALANCES

DEFICIT PAYROLL ACCOUNT BALANCES shall be determined by the MAPP program. The amount of the deficit shall be determined by the MAPP program.

VI. PROCEDURES FOR RETROACTIVE PAYROLL ADJUSTMENTS AND CORRECTIONS

The MAPP program shall be used for the purpose of the MAPP program. The amount of the deficit shall be determined by the MAPP program.

REVISION LOG

Revision Number	Date	Description of Changes
1	05/21/2021 06/11/2021	(05/21/2021) <del>10.9</del> y.5 (10.9 (g.98 w. 115 0 0)) 11.229 0 0 0 0.005P