

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO-PAY-11
Retroactive Payroll

Retroactive Wage Increases:

Retroactive increases to an employee's salary are not permitted.

The Texas Constitution prohibits the state from paying extra salary to a state officer or employee for services already rendered to the state. A delay or administrative error in awarding a salary increase is insufficient, by itself, to overcome the constitutional prohibition against retroactive salary increases. (Tex. Const. Art 111 §§ 44, 51, 53).

Retroactive Labor Redistributions:

1. Any deficit payroll account balances must be corrected via a budget transfer.
2. The Payroll Office accommodates the following retroactive labor redistributions:
 - a. Funding change transactions dated not more than one previous pay period (due to the Payroll Office not timely receiving correct paperwork).
 - b. When grant funding is received after the official beginning date of the grant.
 - c. Payroll or Budget Office corrections.
3. The process to request retroactive readjustments for the reasons described above is:
 - a. Submit a letter indicating the reason for the correction, the impacted FOAPs, dates of the expenditures and a list of the name and SAM ID of the affected employees to payroll_office@shsu.edu; and
 - b. Ensure electronic personnel action forms (epaf) are prepared to change the accounts.
 - c. Once all items have been received by the Payroll Office, retroactive corrections will be made.

Reviewed: April 2023
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