



BACKPAY REQUEST FORM

*Important Note: This form does not initiate a backpay in OneUSG Connect.
Please see "Actions to be taken" section below for required steps in this process.*

Employee Information
Employee Name
Position #
Back Pay Begin Date
Back Pay End Date

Requestor Information
Name
Department
Email
Contact Number
Date of Request

Pay Type Biweekly Monthly

Reason for Back Pay Request

(Explanation should include specific circumstances, timing, unique situation, grant and/or PI information if applicable)

Verification of Effort:

Was the work completed during the backpay period? Yes No

What is the correct FTE? _____ Has this been updated in UGAJobs? Yes No
(If not, then this must be corrected before submission of backpay)

What is the start date? _____ Is this correct in UGAJobs? Yes No

What are the preventive measures put into place to be proactive for the future?

Approved By:

Supervisor

Graduate Coordinator (if GA)

Department Head (if different from supervisor)

Reviewed By:

HR Reviewed Initials

BFO Reviewed Initials

Actions to be taken

1. Once all required dept signatures have been obtained, send form to the BFO for review & approval.
2. Once approved by HR & BFO, a signed form will be returned to the department. The department will need to submit an ad hoc salary change request in OneUSG and include the signed backpay request form **(if there is an increase in FTE or Start Date is backdated)** with the other required documentations.