

Process Reinstatement for Back Pay

Initiate

Process

Record

Report

Department

1. If employee is no longer active on PHR and wages and/or leave payout is due the employee, the department will complete the Reinstatement for Back Pay Form.

2. Department will hand deliver or fax (no interoffice mail) completed form to Payroll Services by no later than 4 PM of day 10. If processing is accelerated for holiday this deadline would also be accelerated to day 9.

5. This process will result in a pay check (no direct deposit) being generated on pay day for the department to pick up and distribute the inactive employee.

Payroll Services

3. Payroll Services will process the Reinstatement for Back Pay in the PHR system.

4. Reinstatements do not show up on the Pay Calculation screen at any time during this process.

