



### Retroactive Payroll Adjustment Change Form

Effective Date (dd/mm/yyyy)	
Pay Area	

<b>Personal Information</b>	
Personnel Number	
Employee Name	
Employee Group	
Department	
Student Number (for TAs/Lecturers only)	

<b>Actions (IT0000)</b>		
Action Type (choose item from drop-down menu)		
Choose an item.	Original HRIS Entry	New HRIS Entry
From Date (dd/mm/yyyy)		
To Date (dd/mm/yyyy)		
Position #		
Position Name		
Cost Centre		
Internal Order		
Fund Centre		
Fund		
Contract Type		
Percentage		

<b>Basic Pay (IT0008) – Update Appointment Details (IT9009) prior to submitting this form</b>		
	Original HRIS Entry	New HRIS Entry
Position #		
Pay Scale Group		
Level		
Wage Type		
Date/Year(dd/mm/yyyy)		
Salary		
Percentage		



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<b>Additional Payment (IT0015) and Recurring Payment (IT0014)</b>		
	Original HRIS Entry	New HRIS Entry
From Date (dd/mm/yyyy)		
To Date (dd/mm/yyyy)		
Wage Type		
Amount		
Hours		
Cost Centre		
Internal Order		
Fund Centre		
Fund		

Other - Specify

<b>Approval – I authorize this request to be made by Central Payroll Services upon approval.</b>	
Requested by	
Approved by: Signature	
Date (dd/mm/yyyy)	
Phone	

**Instructions**

- This form is used when an HRIS adjustment is required for the prior taxation year
- The request is reviewed case by case and is subject to the approval of Central Payroll Services and EASI
- Back up documents are required, e.g. Offer Letter for salary increase, etc.
- The record will not open if one of following criteria is met:
  1. Vacation balance adjustment is required; please use the [Vacation Tracker Adjustment Form](#);
  2. Other types of absences that were taken prior to June 30 of the previous year (unless it is approved by a HR Manager due to special circumstances, i.e. LTD);
  3. Adjustments would result in an overpayment;
  4. Hours / earnings are owed to a casual employee;
  5. Adjustments would trigger T4 information that has been filed with CRA
  6. Adjustments are related to the financial posting.

This form must be submitted via email to [payroll.hr@utoronto.ca](mailto:payroll.hr@utoronto.ca) by the 'Forms' deadline date per the [Payroll Schedules](#). Faxed copies and old forms will no longer be accepted after August 1, 2014.