

**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Financial Services**  
**AREA: Payroll**

**Retroactive Payroll** **MAPP 05.04.04**

**I. POLICY**

(b)(1) Except as otherwise provided, this policy shall apply to all full-time employees of Lamar University. The purpose of this policy is to provide for the payment of retroactive pay to employees who have been misclassified or who have been placed on a leave of absence without pay. This policy shall apply to employees who have been misclassified or who have been placed on a leave of absence without pay from the effective date of the misclassification or the placement on leave of absence without pay to the date of the correction of the misclassification or the termination of the leave of absence without pay.

**II. PURPOSE AND SCOPE**

This policy shall apply to all full-time employees of Lamar University who have been misclassified or who have been placed on a leave of absence without pay. The purpose of this policy is to provide for the payment of retroactive pay to employees who have been misclassified or who have been placed on a leave of absence without pay. This policy shall apply to employees who have been misclassified or who have been placed on a leave of absence without pay from the effective date of the misclassification or the placement on leave of absence without pay to the date of the correction of the misclassification or the termination of the leave of absence without pay.

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>1</del> y.5 (0.9 (g.98 w.115 0 0))D.229 0 0(0)D.005P