



Department of Shared Administrative Services
 Office of Personnel Management
Request to Change Retro-Accounting Date

Date Business Area Agency

Personnel Number Employee Name Change Earliest Retro Date

Use Pay Period Begin Date

Check the Box That Pertains to the Request

Change Time Sheet

Increase Hours

Decrease Hours

Benefit/Insurance

Change Post-tax to Pre-tax

Change Pre-tax to Post-Tax

Affected Wage Type

Affected Wage Type

Create Pre-tax

Increase Hours

Affected Wage Type

Affected Wage Type

Refund Pre-tax

Refund Post-tax

Affected Wage Type

Affected Wage Type

Stop Pre-tax

Stop Post-tax

Affected Wage Type

Affected Wage Type

Leave Pay Out

Create/Change Action

Please Provide a Brief Justification (attach additional sheet if additional space is required)

Contact Name Phone Number