RETROACTIVE PERSONNEL RECORD ADJUSTMENT WORKSHEET & PAYROLL AUTHORIZATION STATE OF MAINE **BUREAU OF HUMAN RESOURCES** PAGE__OF_ **EMPLOYEE NAME** EMPLOYEE NUMBER **CURRENT DEPARTMENT CURRENT JOB CLASS & CODE** FIRST CHANGE EFFECTIVE DATE **FROM** TO JOB CLASS TITLE & CODE JOB CLASS TITLE & CODE PAY GRADE & STEP **PAY GRADE & STEP** ADMIN UNIT/SALARY SPEC ADMIN UNIT/SALARY SPEC BASIC HOURLY/BI-WEEKLY RATE BASIC HOURLY/BI-WEEKLY RATE EFFECTIVE DATE **PAYROLL COMPUTATIONS** WEEKS/DAYS SALARY DIFFERENCE **AUTO PAY DIFFERENCE (1) AUTO PAY DIFFERENCE (2)** OVERTIME DIFFERENCE INTEREST TOTAL **NEXT CHANGE EFFECTIVE DATE FROM** TO **JOB CLASS TITLE & CODE JOB CLASS TITLE & CODE PAY GRADE & STEP PAY GRADE & STEP** ADMIN UNIT/SALARY SPEC ADMIN UNIT/SALARY SPEC **BASIC HOURLY/BI-WEEKLY RATE BASIC HOURLY/BI-WEEKLY RATE** EFFECTIVE DATE **PAYROLL COMPUTATIONS**

WEEKS/DAYS	SALARY DIFFERENCE	
AUTO PAY DIFFERENCE (1)	AUTO PAY DIFFERENCE (2)	
OVERTIME DIFFERENCE	INTEREST	TOTAL

PREPARED BY:	BUREAU OF HUMAN RESOURCES APPROVAL:	