



The Retroactive Salary Adjustment Justification form is required for salary increases submitted more than two pay periods after the effective date of the change. Please follow the steps below:

1. Complete the Retroactive Salary Adjustment Justification form
2. Route form to the appropriate personnel for approval
3. Attach the signed justification form to the online MSS Job Data Change transaction

If you have questions, contact Workforce Systems at workforcesystems@email.arizona.edu or (520) 621-3664.

Employee Information		
Employee ID:	Last Name:	First Name:
Department #:	Department Name:	
Justification for Late Submission of Salary Adjustment		
Justification:		
Requestor's Information		
Name:		Phone Number:
Approval Signatures		
Department Approver:		Date:
College/Division Approver:		Date:
Provost/Senior VP Approver:		Date:

Retroactive Salary Adjustment Justification Form Approval Routing

