



**Part 1: Agency Request Information (see pg. 2 for instructions)**

**Employee:**

**Soc. Sec. number:**

**Agency:**

**Div. or Institution:**

**Title:**

**JC:**

**Title code:**

**Item number:**

**Transaction/Reason Code:**

*Note: Please discuss retroactive requests with your Staffing Services Representative prior to submission into HCM or NYSTEP.*

**Effective date for this request:**

**Date range for this request:**

**FROM:**

**TO:**

**Is money owed?:**

**\*Employee notified of action(s)?:**

**OSC notified?:**

**Estimated amount owed: \$**

**Money owed (pick one):**

*(Enter 0.00 if no \$ owed.)*

***\*Where the employee status is changing or money is involved to or from the employee, the agency must demonstrate that the employee received proper notice of all actions. Please attach copies of the documentation given to the employee as notification of the action(s) herein. If not available, provide an explanation for lack of documentation.***

Why is the transaction submission late? Please be specific and provide details (i.e. to correct past clerical error or administrative oversight in processing or recording valid appointments, Arbitrator's Decision, Workers Compensation Board Decision, etc.). Agency **must** attach all supporting documentation\*\* with this request form.

What happened to require a retroactive transaction? Provide details on the background of the situation.

Are there follow up transactions or other changes needed to correct the employee's NYSTEP personnel record?  
If yes, provide transaction type, dates and status changes. If not, indicate, "no additional transactions".

NOTE: Incomplete or inaccurate forms will be returned for correction. Absence of documentation\*\* will result in denial.  
Reference: 1850(E) Retroactive/Backdated Appointments

**Name:**

**Title:**

*Check this box to attest that the information for this request is true and accurate to the best of your knowledge.*

**Date:**

**Phone:**

## Part 2: For Civil Service Use Only

### Staffing Services Comments:

### Transaction/Reason Code:

DO NOT change Agency input on page one. If needed, select the transaction required here and provide details for the update.

### Recommendation:

### Are there follow up transactions required?

### Staffing Services Representative:

Name:

Title:

*Check this box to attest that the information for this request is true and accurate to the best of your knowledge.*

Date:

Phone:

### Reviewed/Approved:

Name:

Title:

*Check this box to attest that the information for this request is true and accurate to the best of your knowledge.*

Date:

Phone:

## INSTRUCTIONS

**Agency:** The agency must request approval of all retroactive transactions beyond five payroll periods in writing from the Department of Civil Service, Division of Staffing Services. Open this form using Adobe Acrobat, not the Internet browser (Edge, Chrome). Save a copy to your working files and complete all required and applicable fields on page one (do not use any abbreviations): Employee Information, Requested Transaction/Reason Code, Response to Agency Questions, Name and attestation box.

**Save in this format:** AgencycodeS45RTR-ee last name Example: 08000S45RTR-Jones

**NOTE:** Please do NOT use the signature function within Adobe to sign anywhere on this document and do NOT print to PDF when saving as these functions will lock the form and make it non-editable.

Email the completed form and all supporting documentation to your Staffing Services Representative.

*Retroactive transactions are intended to correct past clerical errors or administrative oversight in processing or recording valid appointments/transactions. ALL constitutional and statutory conditions for permanent appointment must have been met prior to the effective date of the retroactive transaction.*

***Incomplete or inaccurate requests will be returned for correction.***

**Staffing Services:** Line section staff must verify the accuracy of information from the agency. Validate the information provided meets criteria set forth in SPMM 1850(E). Use the Staffing Services Comments section, and the Transaction/Reason Code drop down on page two to explain any unusual aspects of the request.

NOTE: When a final decision has been made on this request, formal notification will be sent to the requesting agency by the assigned Staffing Services Representative.