Retro Transaction Form

|  |  |
| --- | --- |
| To: |  |
| From: |  |
| Date: |  |
| Employee Name |  |
| SPS Emp ID: | W |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Transaction Type** | **Effective Date** | **Grade** | **Step** | **Salary** | **New Grade** | **New Step** | **New Salary** |
| Current Grd/Stp/Salary |  |  |  |  |  |  |  |
| Retroactive Reclass | 2-01-14 |  |  |  |  |  |  |
| COLA/Inc | 4-01-14 |  |  |  |  |  |  |
| COLA/Inc | 7-01-14 |  |  |  |  |  |  |
| COLA/Inc | 1-01-15 |  |  |  |  |  |  |
| Retro COLA/Inc Update (New Grade/Step/Salary forward) |  |  |  |  |  |  |  |