**Retroactivity of Payments**

1. Staff members who have not received an allowance, grant, or other payment to which they are entitled, do not receive it retroactively unless a written claim has been made within one year following the date on which they would have been entitled to such payment. If the error occurs in the payroll system, this will be corrected as soon as it is detected.

1. Submissions should be sent to:

* 1. If internationally recruited staff member stationed outside New York,the OHR Copenhagen HR Specialist serving the duty station

* 1. If locally recruited staff member stationed outside New York**,** the HR/Operations Manager

* 1. If internationally or locally recruited staff member stationed in New York**,** the OHR Copenhagen HR Specialist serving the organizational unit

1. Under unusual circumstances, consideration will be given to deserving requests for exceptions to the one-year limit on claims to entitlements. Such requests will be dealt with on an individual basis and judged on the merits of each case. Staff members should not expect exceptions to be approved when there have been unjustifiably long delays on the part of the staff member or when the case occurred long in the past.

1. Requests for exceptions should be addressed to:

* 1. If internationally recruited staff member stationed outside New York**,** the OHR Copenhagen HR Specialist serving the duty station

* 1. If locally recruited staff member stationed outside New York, the Resident Representative

* 1. If internationally or locally recruited staff member stationed in New York, the OHR Copenhagen HR Specialist serving the organizational unit

1. Appropriate justification should accompany each request including, whenever possible, documentary evidence justifying the delays.