

ASCENDER - Position Management: Perform Retro Pay Process

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The purpose of this document is to guide you through the Position Management Retro Pay Process. The following steps should be performed **after** the 11-month and/or 12-month employees have been rolled to the current year payroll and PMIS.

This process calculates the difference between the current salary reflected in Payroll and the new salary reflected in NY PMIS, then pays the employee the difference via extra duty pay.

This checklist assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

Before You Begin

Review the following information:

- TRS Rules for Retro Pay - Reference Item **16. Retroactive Pay Increases Excluded by the Plan's Terms** under **Compensation Not Eligible for TRS** on the TRS Creditable Compensation page at https://www.trs.texas.gov/Pages/re_creditable_compensation.aspx.

- Some LEAs do not give administrators their raise in July or August when their new contract starts. Instead, they wait until September to provide the raise, then pay them the extra pay owed for the raise in July and/or August in September. However, per TRS, "a pay increase given retroactively after work has commenced under the contract or work agreement is excluded as creditable compensation for TRS purposes because it is not paid pursuant to a valid contract." This means that retro pay should **not** be entered on the Payroll > Maintenance > Hours/Pay Transmittals > Extra Duties tab but should be entered on the Non-TRS tab.

  It is recommended to use the Retro Pay Processing as it performs the appropriate calculations and updates the Job Info tab with the correct amounts and balances. Then, print the transactions from the Extra Duties tab and manually add them to the Non-TRS tab, then manually delete those transactions from the Extra Duties tab. Some LEAs may only have a few 11- and 12-month employees, so the number of transactions to reverse and re-enter are minimal. Larger LEAs may have 100 or more 11- and 12-month employees, which results in additional manual entries.

- When completing a payoff for an employee in Position Management, the system looks at the

Standard Gross Pay to determine the employee's previously paid amounts, which is correct. When an 11 or 12-month employee that received retro pay is paid off, it needs to be picked up from the Non-TRS tab and included in the payoff calculation in Position Management. Per TRS, "a pay increase given retroactively after work has commenced under the contract or work agreement is excluded as creditable compensation for TRS purposes because it is not paid pursuant to a valid contract". Non-TRS pay does not have an option to say it is part of the Standard Gross Pay. Therefore, it does not get picked up on the CIP Separation when past pay is calculated.

It is recommended to process and approve the separation, then manually correct the fields on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab.

Retro Pay Process

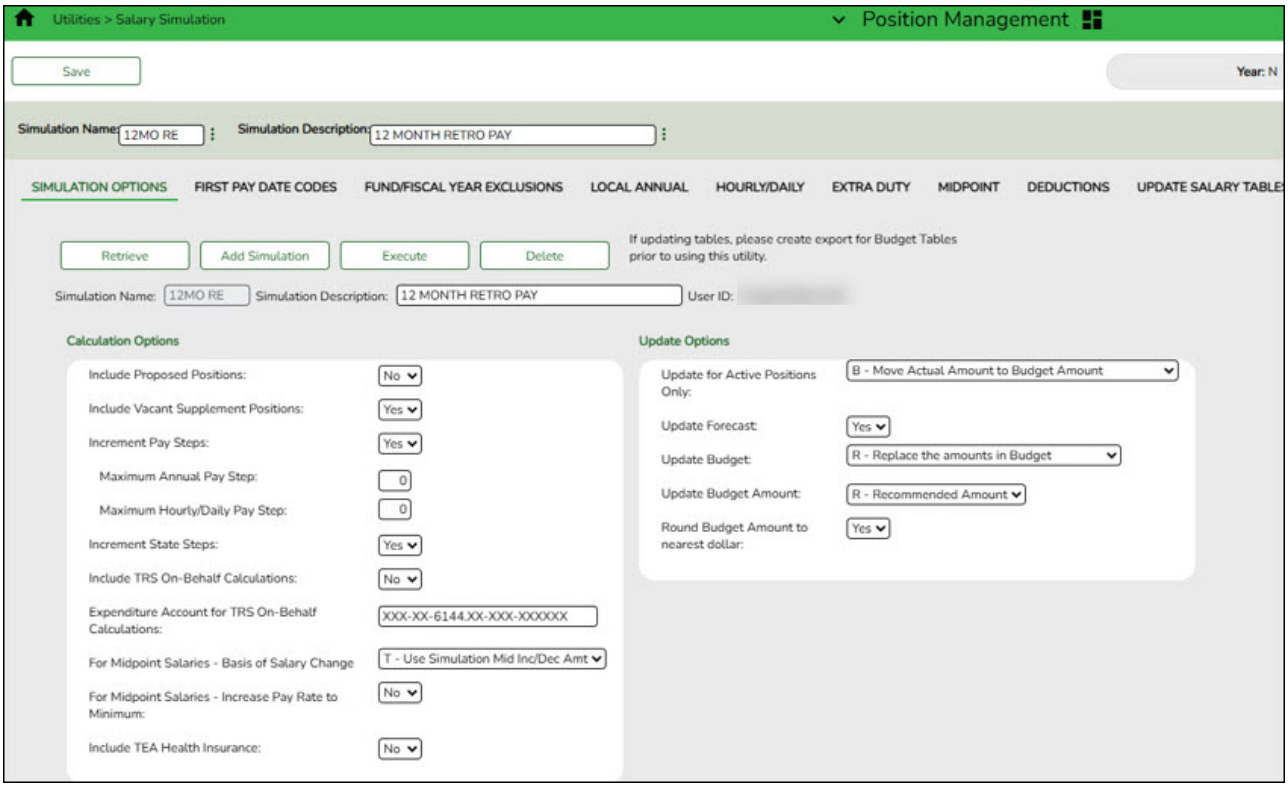
Log on to the next year.

1. Create a simulation.

Create a simulation

Position Management > Utilities > Salary Simulation > Simulation Options

Create a salary simulation for the group of employees who are owed retro pay that includes a raise.



❑ Under **Update Options**, in the **Update Forecast** field, select *Yes*.

❑ Click **Execute** to begin the simulation process.

❑ Under **Calculation Reports**:

- Select the report(s) from the list. Click **Select All** or **Unselect All** to select all of the reports or unselect all reports.
- Click **Generate Reports**. The reports are displayed in the order selected.

❑ Click **Process** to save the data to budget and/or PMIS records based on the **Update Options** selected. And, then process the simulation. The simulation updates the forecast and clears the **Accept Changes** checkbox.

2. Process retro pay.

Perform Retro Pay

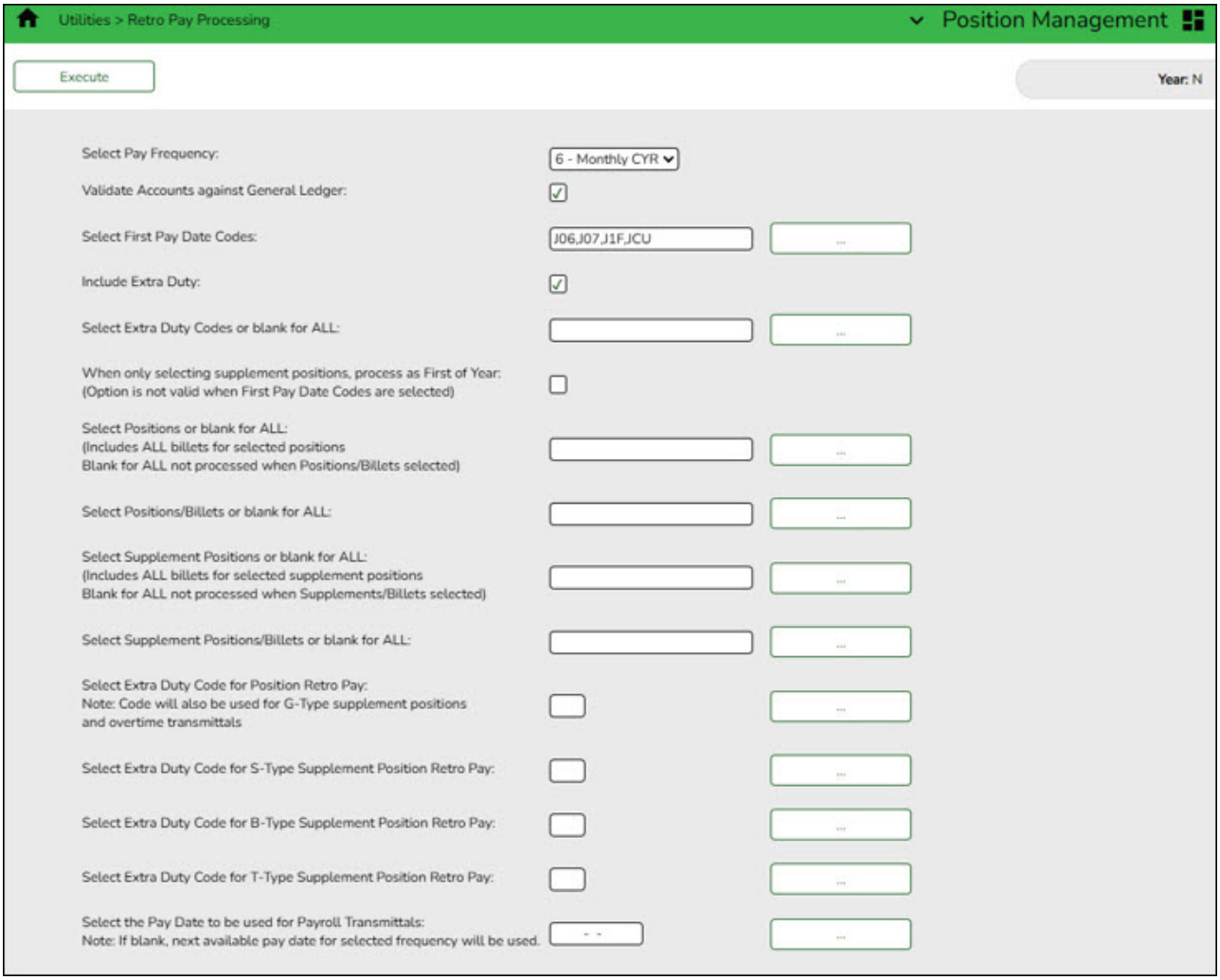
Position Management > Utilities > Retro Pay Processing

Perform the retro pay processing. You must be logged on to a next year pay frequency to access this utility.

Create an export using Export PMIS Tables prior to using this utility.

PMIS Overtime Notes

- If the employee's position record has hours per day, the following overtime calculation is used: overtime rate = (daily rate / hours per day) * 1.5, hourly rate = (daily rate / hours per day).
- If the employee's position record hours per day is zero and the job code table has FTE Hours, the following overtime calculation is used: overtime rate = (daily rate / (fte hours / 5) * 1.5, hourly rate = (daily rate / (fte hours / 5).
- If the employee's position record hours per day is zero and the job code table has zero FTE Hours, the following overtime calculation is used: overtime rate = (daily rate / standard hrs) * 1.5, hourly rate = (daily rate / standard hrs).



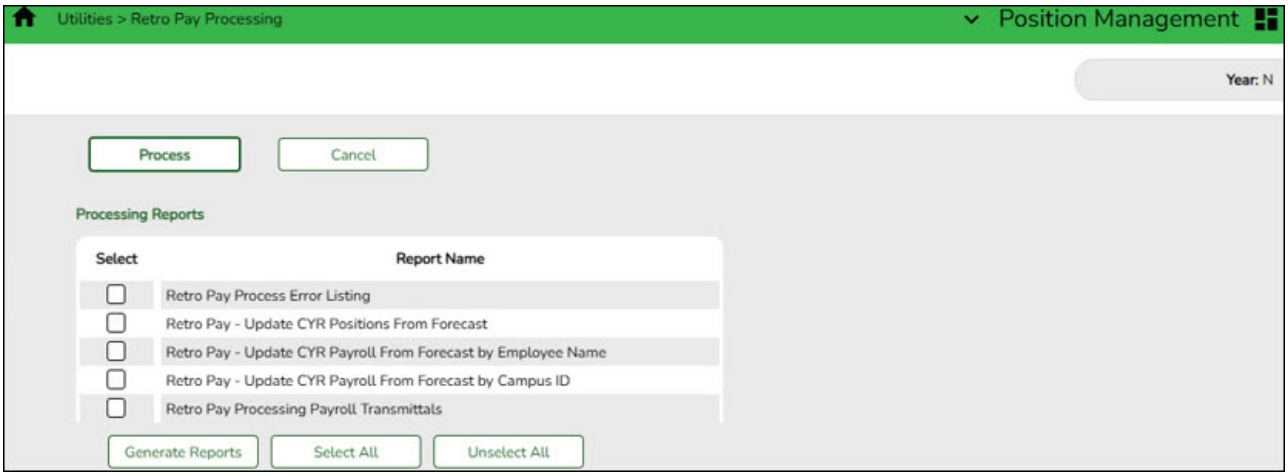
Field	Description
Select Pay Frequency	Click ⌄ to select the pay frequency that you wish to move to current year. This is a required field.
Validate Accounts against General Ledger	By default, this field is selected. Clear **Validate Accounts against General Ledger** to not validate the accounts against the general ledger.
Select First Pay Date Codes	Type the pay date codes, separating multiple pay date codes with a comma but no space (e.g., NY4,NY6). Or, click ⋮ to search for pay date codes.
Include Extra Duty	Select to include extra duty in the process. If not selected, no extra duty will be processed even if extra duty codes are selected.
Select Extra Duty Codes or blank for ALL	Type the extra duty codes, separating multiple extra duty codes with a comma but no space (e.g., 08,20,A2,TF). Or, click ⋮ to search for extra duty codes. Otherwise, leave blank to use all extra duty codes.
Select Positions or blank for ALL (Includes ALL billets for selected positions)	Type the position codes, separating multiple position codes with a comma but no space (e.g., PRIN,T187). Or, click ⋮ to search for position codes. Otherwise, leave blank to use all position codes.

Field	Description
Select Positions/Billets or blank for ALL	Type the position/billet codes, separating multiple position/billet codes with a comma but no space (e.g., PRIN/00001,PRIN/00006). Or, click ⋮ to search for position/billet codes. Otherwise, leave blank to use all position/billet codes.
Select Supplement Positions or blank for ALL (Includes ALL billets for selected supplement positions)	Type the supplement position codes, separating multiple supplement position codes with a comma but no space (e.g., PRIN,T187). Or, click ⋮ to search for supplement position codes. Otherwise, leave blank to use all supplement position codes.
Select Supplement Positions/Billets or blank for ALL	Type the supplement position/billet codes, separating multiple supplement position/billet codes with a comma but no space (e.g., PRIN/00001,PRIN/00006). Or, click ⋮ to search for supplement position/billet codes. Otherwise, leave blank to use all supplement position/billet codes.
Select Extra Duty Code for Position Retro Pay	Type the extra duty code (e.g., 11). Or, click ⋮ to search for an extra duty code.
Select Extra Duty Code for S-Type Supplement Position Retro Pay	Type the S-type extra duty code (e.g., ST). Or, click ⋮ to search for an S-type extra duty code.
Select Extra Duty Code for B-Type Supplement Position Retro Pay	Type the B-type extra duty code (e.g., BT). Or, click ⋮ to search for a B-type extra duty code.
Select Extra Duty Code for T-Type Supplement Position Retro Pay	Type the T-type extra duty code (e.g., TT). Or, click ⋮ to search for a T-type extra duty code.
Select the Pay date to be used for Payroll Transmittals	Type the pay date code, or click ⋮ to search for pay date codes. If the S**elect the Pay date to be used for Payroll Transmittals** field is blank, the next available pay date for the selected pay frequency will be used.

❑ Click **Execute** to execute the process.

The following reports are available:

- Retro Pay Process Error Listing
- Retro Pay - Update CYR Positions From Forecast
- Retro Pay - Update CYR Payroll From Forecast by Employee Name
- Retro Pay - Update CYR Payroll From Forecast by Campus ID
- Retro Pay Processing Payroll Transmittals



❑ Click **Generate Reports**. The system displays the first report selected. Review the report.

❑ Click **Continue** to view the next report. Or, click **Return** to return to the reports selection page.

❑ Click **Process** to proceed. You are prompted to create a backup.

After the export process is completed, the actual update is performed. If the update is successful, a message indicating that the retro pay update was processed successfully is displayed.

❑ Click **Cancel** to return to the Retro Pay Processing page without processing.