



Perform Retro Pay

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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).

The screenshot shows the 'Utilities > Retro Pay Processing' screen. At the top, there is a 'Execute' button and a 'Year: N' dropdown set to 'N'. The main area contains several configuration sections:

- Select Pay Frequency:** A dropdown menu is set to '6 - Monthly CYR'.
- Validate Accounts against General Ledger:** A checked checkbox.
- Select First Pay Date Codes:** An input field contains 'J06,J07,J1F,JCU'.
- Include Extra Duty:** A checked checkbox.
- Select Extra Duty Codes or blank for ALL:** An empty input field.
- When only selecting supplement positions, process as First of Year:** An unchecked checkbox. A note below says '(Option is not valid when First Pay Date Codes are selected)'.
- Select Positions or blank for ALL:** An empty input field. A note below says '(Includes ALL billets for selected positions Blank for ALL not processed when Positions/Billets selected)'.
- Select Positions/Billets or blank for ALL:** An empty input field.
- Select Supplement Positions or blank for ALL:** An empty input field. A note below says '(Includes ALL billets for selected supplement positions Blank for ALL not processed when Supplements/Billets selected)'.
- Select Supplement Positions/Billets or blank for ALL:** An empty input field.
- Select Extra Duty Code for Position Retro Pay:** An empty input field. A note below says 'Note: Code will also be used for G-Type supplement positions and overtime transmittals'.
- Select Extra Duty Code for S-Type Supplement Position Retro Pay:** An empty input field.
- Select Extra Duty Code for B-Type Supplement Position Retro Pay:** An empty input field.
- Select Extra Duty Code for T-Type Supplement Position Retro Pay:** An empty input field.
- Select the Pay Date to be used for Payroll Transmittals:** An empty input field. A note below says 'Note: If blank, next available pay date for selected frequency will be used.'

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.
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 Select 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

The screenshot shows a software interface for 'Utilities > Retro Pay Processing'. At the top, there is a green header bar with the text 'Utilities > Retro Pay Processing' on the left and 'Position Management' with a dropdown arrow on the right. Below the header, the main area has a light gray background. In the top right corner, there is a button labeled 'Year: N'. Below this, there are two green rectangular buttons: 'Process' on the left and 'Cancel' on the right. Underneath these buttons, the text 'Processing Reports' is displayed. A table-like structure follows, with columns labeled 'Select' and 'Report Name'. The 'Report Name' column lists five items: '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', and 'Retro Pay Processing Payroll Transmittals'. Each item has a small square checkbox to its left. At the bottom of this section are three green rectangular buttons: 'Generate Reports' on the left, 'Select All' in the middle, and 'Unselect All' on the right.

- 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.