















# **pmisretropayprocessingreports**



# Table of Contents

**pmisretropayprocessingreports** ..... i



Field	Description
<b>Select Pay Frequency</b>	Click  to select the pay frequency that you wish to move to current year. This is a required field.
<b>Validate Accounts against General Ledger</b>	By default, this field is selected. Clear <b>Validate Accounts against General Ledger</b> to not validate the accounts against the general ledger.
<b>Select First Pay Date Codes</b>	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.
<b>Include Extra Duty</b>	Select to include extra duty in the process. If not selected, no extra duty will be processed even if extra duty codes are selected.
<b>Select Extra Duty Codes or blank for ALL</b>	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.
<b>Select Positions or blank for ALL (Includes ALL billets for selected positions)</b>	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.
<b>Select Positions/Billets or blank for ALL</b>	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.
<b>Select Supplement Positions or blank for ALL (Includes ALL billets for selected supplement positions)</b>	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.
<b>Select Supplement Positions/Billets or blank for ALL</b>	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.
<b>Select Extra Duty Code for Position Retro Pay</b>	Type the extra duty code (e.g., 11). Or, click  to search for an extra duty code.
<b>Select Extra Duty Code for S-Type Supplement Position Retro Pay</b>	Type the S-type extra duty code (e.g., ST). Or, click  to search for an S-type extra duty code.
<b>Select Extra Duty Code for B-Type Supplement Position Retro Pay</b>	Type the B-type extra duty code (e.g., BT). Or, click  to search for a B-type extra duty code.
<b>Select Extra Duty Code for T-Type Supplement Position Retro Pay</b>	Type the T-type extra duty code (e.g., TT). Or, click  to search for a T-type extra duty code.
<b>Select the Pay date to be used for Payroll Transmittals</b>	Type the pay date code, or click  to search for pay date codes. If the <b>Select the Pay date to be used for Payroll Transmittals</b> 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 web application interface for Retro Pay Processing. At the top, there is a green navigation bar with 'Utilities > Retro Pay Processing' on the left and 'Position Management' on the right. Below the navigation bar, there are two buttons: 'Process' and 'Cancel'. Underneath, a section titled 'Processing Reports' contains a table with the following columns: 'Select' and 'Report Name'. The table lists five reports, each with an unchecked checkbox in the 'Select' column:

Select	Report Name
<input type="checkbox"/>	Retro Pay Process Error Listing
<input type="checkbox"/>	Retro Pay - Update CYR Positions From Forecast
<input type="checkbox"/>	Retro Pay - Update CYR Payroll From Forecast by Employee Name
<input type="checkbox"/>	Retro Pay - Update CYR Payroll From Forecast by Campus ID
<input type="checkbox"/>	Retro Pay Processing Payroll Transmittals

Below the table, there are three buttons: 'Generate Reports', 'Select All', and 'Unselect All'. In the top right corner of the main content area, there is a 'Year: N' dropdown menu.

- 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.