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, and 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 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.

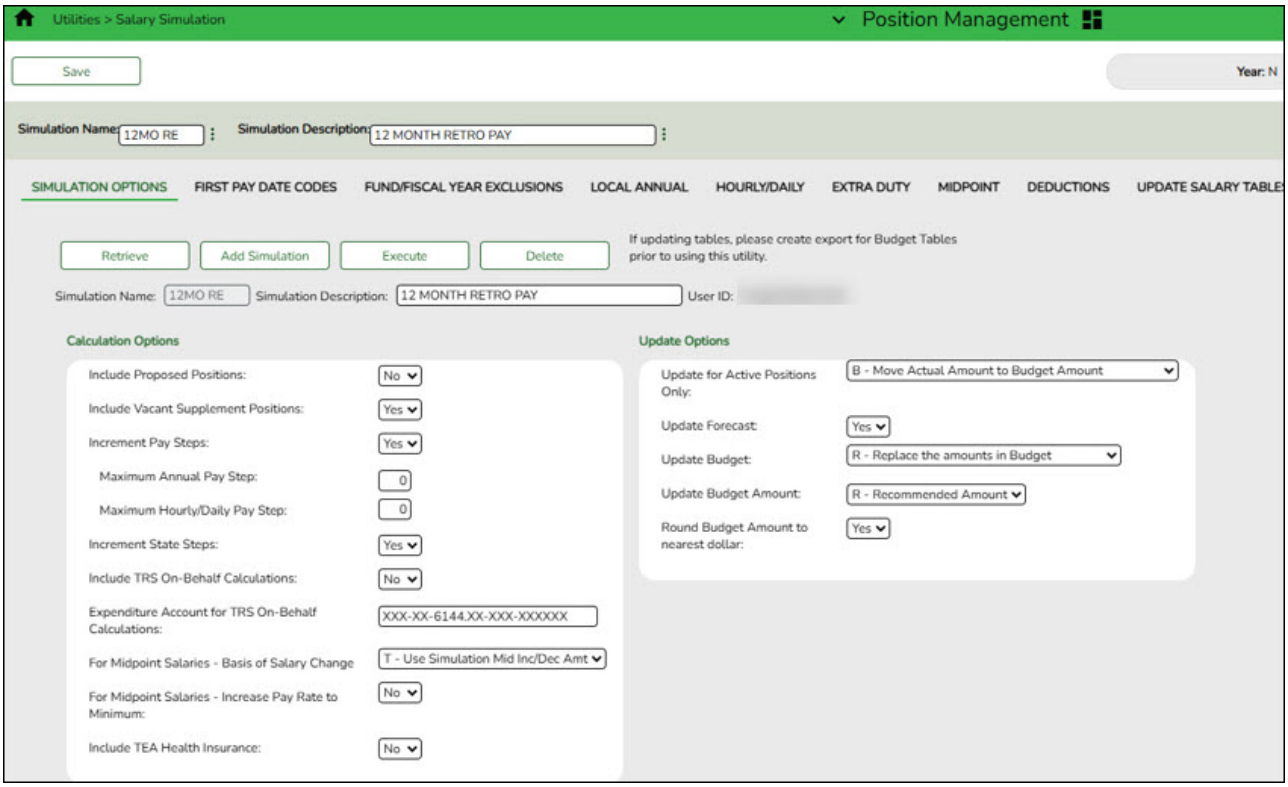
Retro Pay Process

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.

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