



ASCENDER GUIDES



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# ASCENDER - Position Management: Perform Retro Pay Process



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# ASCENDER - Position Management: Process Retro Pay

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](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.

The screenshot displays the 'Simulation Options' page within the 'Salary Simulation' utility. At the top, there is a 'Save' button and a 'Year: N' dropdown. The 'Simulation Name' is '12MO RE' and the 'Simulation Description' is '12 MONTH RETRO PAY'. Below this are several tabs: 'SIMULATION OPTIONS' (selected), 'FIRST PAY DATE CODES', 'FUND/FISCAL YEAR EXCLUSIONS', 'LOCAL ANNUAL', 'HOURLY/DAILY', 'EXTRA DUTY', 'MIDPOINT', 'DEDUCTIONS', and 'UPDATE SALARY TABLE'. A row of buttons includes 'Retrieve', 'Add Simulation', 'Execute', and 'Delete'. A note states: 'If updating tables, please create export for Budget Tables prior to using this utility.' Below this, the 'Simulation Name' and 'Simulation Description' are repeated, along with a 'User ID' field. The main content is divided into two columns: 'Calculation Options' and 'Update Options'. 'Calculation Options' includes: 'Include Proposed Positions: No', 'Include Vacant Supplement Positions: Yes', 'Increment Pay Steps: Yes', 'Maximum Annual Pay Step: 0', 'Maximum Hourly/Daily Pay Step: 0', 'Increment State Steps: Yes', 'Include TRS On-Behalf Calculations: No', 'Expenditure Account for TRS On-Behalf Calculations: XXX-XX-6144.XX-XXX-XXXXXX', 'For Midpoint Salaries - Basis of Salary Change: T - Use Simulation Mid Inc/Dec Amt', 'For Midpoint Salaries - Increase Pay Rate to Minimum: No', and 'Include TEA Health Insurance: No'. 'Update Options' includes: 'Update for Active Positions Only: B - Move Actual Amount to Budget Amount', 'Update Forecast: Yes', 'Update Budget: R - Replace the amounts in Budget', 'Update Budget Amount: R - Recommended Amount', and 'Round Budget Amount to nearest dollar: Yes'.

- 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).

Utilities > Retro Pay Processing
Position Management

Execute
Year: N

Select Pay Frequency: 6 - Monthly CYR ▼

Validate Accounts against General Ledger:

Select First Pay Date Codes:

Include Extra Duty:

Select Extra Duty Codes or blank for ALL:

When only selecting supplement positions, process as First of Year:  
(Option is not valid when First Pay Date Codes are selected)

Select Positions or blank for ALL:  
(Includes ALL billets for selected positions  
Blank for ALL not processed when Positions/Billets selected)

Select Positions/Billets or blank for ALL:

Select Supplement Positions or blank for ALL:  
(Includes ALL billets for selected supplement positions  
Blank for ALL not processed when Supplements/Billets selected)

Select Supplement Positions/Billets or blank for ALL:

Select Extra Duty Code for Position Retro Pay:  
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:

Select Extra Duty Code for B-Type Supplement Position Retro Pay:

Select Extra Duty Code for T-Type Supplement Position Retro Pay:

Select the Pay Date to be used for Payroll Transmittals:  
Note: If blank, next available pay date for selected frequency will be used.

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.

Field	Description
<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 header bar with a home icon, the text "Utilities > Retro Pay Processing", and a dropdown menu for "Position Management" with a sub-menu icon. Below the header, there is a "Year: N" field. The main content area contains two buttons: "Process" and "Cancel". Below these is a section titled "Processing Reports" which contains a table with two columns: "Select" and "Report Name". The table lists five reports, each with an unchecked checkbox in the "Select" column. At the bottom of the table are three buttons: "Generate Reports", "Select All", and "Unselect All".

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

- 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.



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