

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 Position Management.

This process calculates the difference between the current salary reflected in Payroll and the new salary reflected in next year Position Management, 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

Retro Pay Process

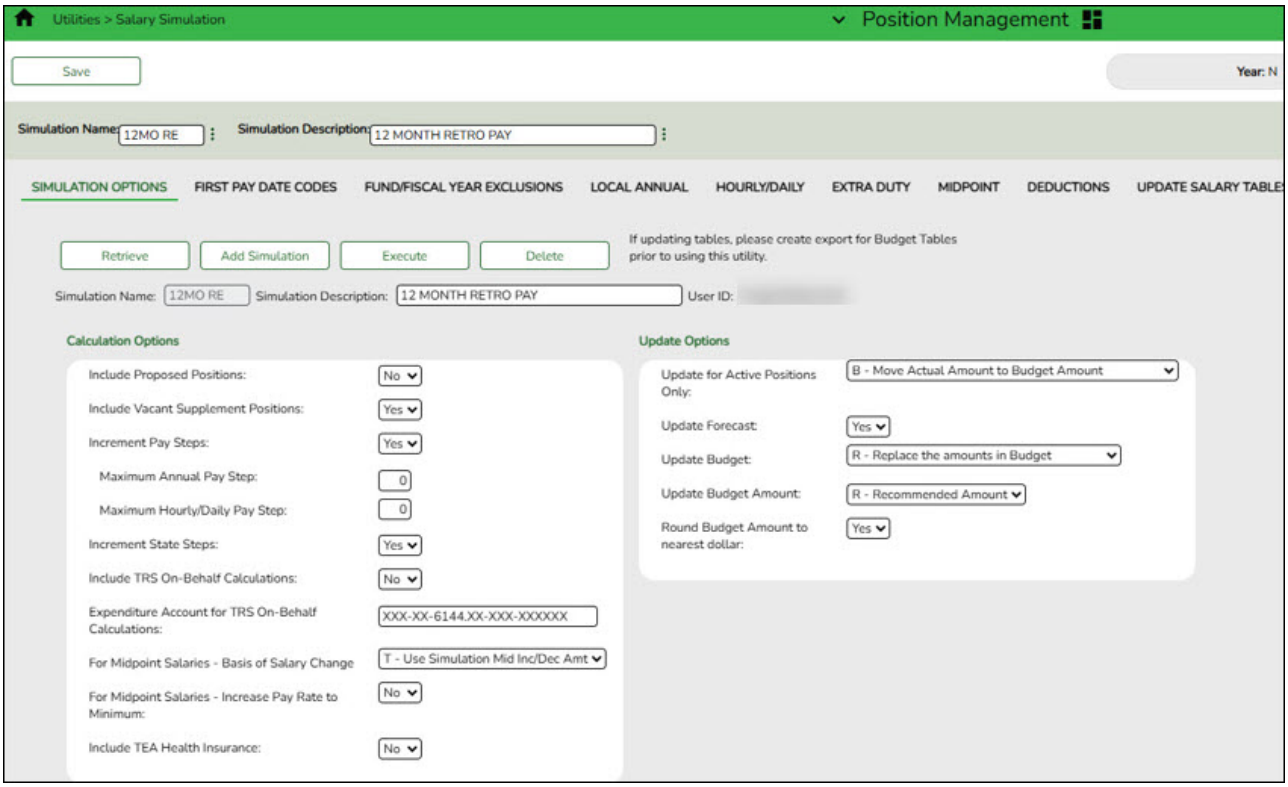
Log on to the next year.

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

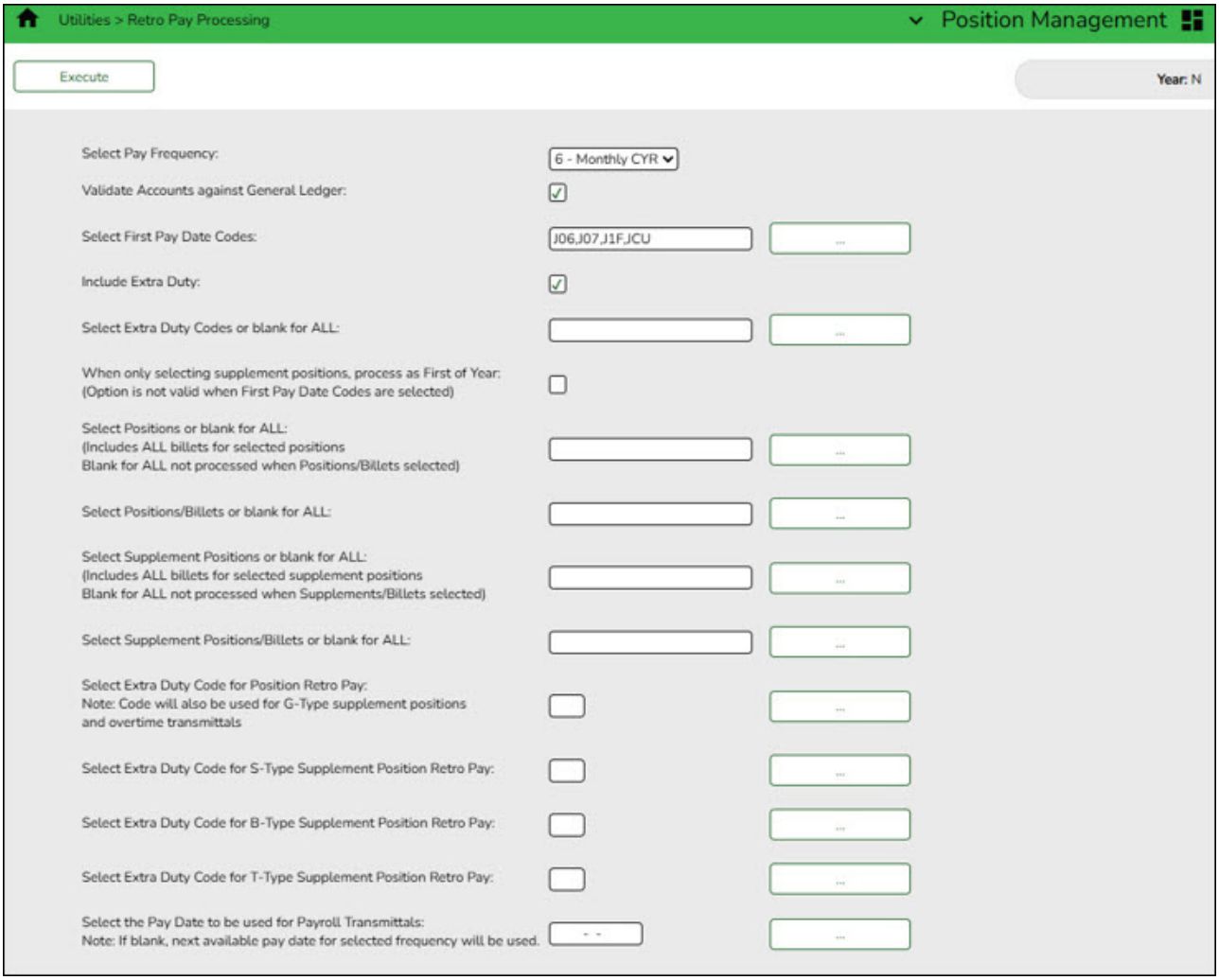
Perform the retro pay processing. You must be logged on to a next year pay frequency to access this utility.

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).



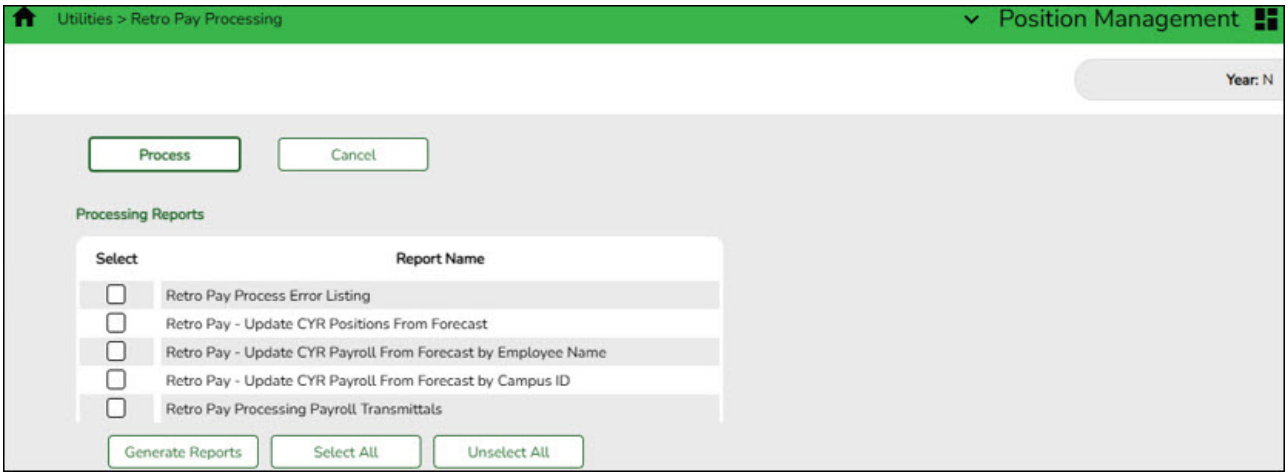
Field	Description
Select Pay Frequency	Click ⌄ to select the pay frequency that you wish to move to current year. This is a required field.
Validate Accounts against General Ledger	By default, this field is selected. Clear **Validate Accounts against General Ledger** to not validate the accounts against 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.

Field	Description
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 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.


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