



## Perform Retro Pay



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# 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

Year: N

Execute

Select Pay Frequency: 6 - Monthly CYR

Validate Accounts against General Ledger:

Select First Pay Date Codes: J06,J07,J1F,JCU

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.
<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 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 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 'Select' and 'Report Name'. The 'Report Name' column lists five options: '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 report name is preceded by a small square checkbox. At the bottom of this section are three buttons: 'Generate Reports', 'Select All', and 'Unselect All'.

- 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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