



Retro Pay Processing - HRS6280

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This utility is used to perform retro pay processing.


You must be logged on to a next year pay frequency to access this utility.

Please create an export using Export Pay Tables, Export Human Resources by Payroll, and 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).


Process retro pay:


In the **Select Pay Frequency** field, click  to select the pay frequency that you wish to move to current year. This is a required field.


By default, **Validate Accounts against General Ledger** is selected. Clear **Validate Accounts against General Ledger** to not validate the accounts against the general ledger.

In the **Select First Pay Date Codes** field, 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.


Select **Include Extra Duty** to include extra duty in the process. If not selected, no extra duty will be processed even if extra duty codes are selected.


In the **Select Extra Duty Codes or blank for ALL** field, 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.

In the **Select Positions or blank for ALL (Includes ALL billets for selected positions)** field, 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.


In the **Select Positions/Billets or blank for ALL** field, 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.


In the **Select Supplement Positions or blank for ALL (Includes ALL billets for selected supplement positions)** field, 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.


In the **Select Supplement Positions/Billets or blank for ALL** field, 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.

In the **Select Extra Duty Code for Position Retro Pay** field, type the extra duty code (e.g., 11). Or, click  to search for an extra duty code.

In the **Select Extra Duty Code for S-Type Supplement Position Retro Pay** field, type the S-type extra duty code (e.g., ST). Or, click  to search for an S-type extra duty code.

In the **Select Extra Duty Code for B-Type Supplement Position Retro Pay** field, type the B-type extra duty code (e.g., BT). Or, click  to search for a B-type extra duty code.

In the **Select Extra Duty Code for T-Type Supplement Position Retro Pay** field, type the T-type extra duty code (e.g., TT). Or, click  to search for a T-type extra duty code.

In the **Select the Pay date to be used for Payroll Transmittals** field, type the pay date code, or click  to search for pay date codes. If the **Select 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 process the selections.

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 process the retro pay.

[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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