

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 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 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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