



# Retro Pay Processing - HRS6280



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## Position Management > Utilities > PMIS > Retro Pay Processing

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:

| 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. |

| Field  | Description  |
|--|--|
| <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

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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