HRIS – Human Resources Information Solution

RESOURCE GUIDE:
RETROACTIVE PAY CALCULATION

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Retroactive Pay Calculation ZR131

Introduction

Retroactive pay is used when an employee had a pay change that should have been processed sometime in a prior pay period and as a result the employee has been over / under paid.

The **SOA Retroactive Pay Calculation (ZR131)**, provides the steps necessary to recalculate past payroll processing for an individual and creates the necessary records for any differences that occurred between the original pay and the recalculated pay.

Retroactive Pay may be a result from a scenario where an employee's pay information changed but notification of the change was not received in the same compute cycle.

> *There must be pay change in order to cause a retroactive pay correction.*

> Compensate employees at the correct rate for all hours worked, including those hours paid at overtime rates. HRIS recalculates an employee's pay including overtime based on FSLA rules during the regular payroll processing.

SOA Retroactive Pay Calculation ZR131, is not used when completing prior pay period adjustments. For example; an employee was not paid for 5 hours, the time was submitted after payroll cut-off and payroll was already processed. These adjustments are completed using the Detail Time Entry (XR35.2).

Report Options

The ZR131 has three **Update Options** on the Time Record tab.
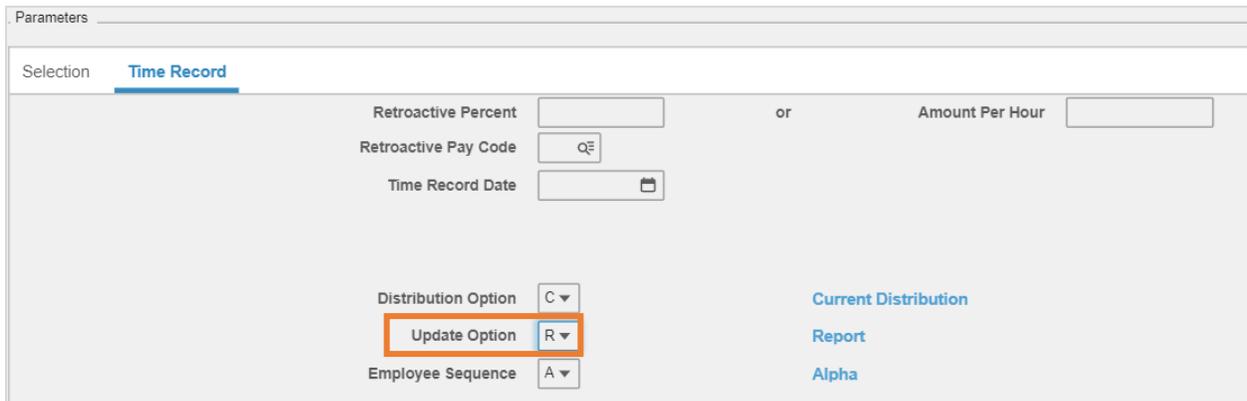
**(R) Report**: Run a report to produce an edit report without creating actual time records

(A) Update; Add Time Records: Add time records to create additional retro time records based on new parameters

(U) Update Recreate Time Records: Recreate time records by deleting all existing retro time records and recreate retro time records based on current job parameters

> *Always run the ZR131 in REPORT MODE prior to UPDATE MODE to verify calculations.*

Create Report Parameters

Selection Tab
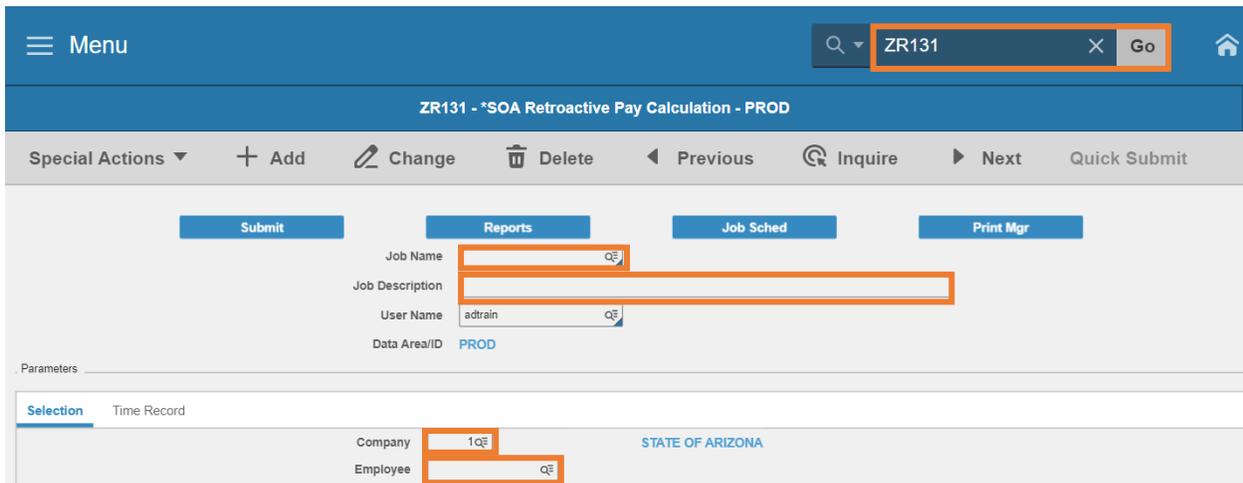
1. Type **ZR131** in search field, click **Go**

2. **Job Name:** Type a unique name for the report

3. **Job Description:** Type a detailed description of the report

4. **Company**: Type or select **1**

5. **Employee**: Type or select the **Employee Identification Number**
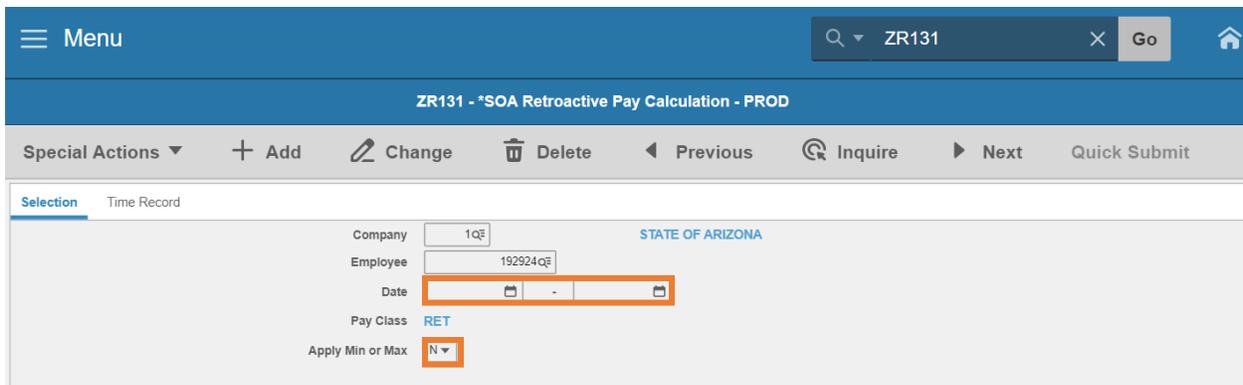
6. **Date**: Type or select the **time record date range** related to the time period in which the employee is due retroactive pay

    ▪ Date range must include a beginning and ending date

    ▪ For a single day, enter the same date in both boxes

    ▪ If there is more than one date range (non-consecutive dates), create a separate ZR131 for each date range

7. **Apply Min or Max**: Type or select **Y** or **N**

    ▪ Select **Y** to limit retro pay to be within the employee's salary range

    ▪ Select **N** (default) to ignore employee's salary range and pay entire retro amount

Time Record Tab

8. Click **Time Record**

9. **Amount Per Hour**: Type the **difference amount between the old rate and the new rate** using two decimals. The amount per hour can be a positive or a negative number. Entered as X.XX or -X.XX

10. **Retroactive Pay Code**: Type or select **144 RETRO PAY**

11. **Time Record Date**: Entry depends on the employee's Pay Plan on HR11.1

    ▪ **Pay Plan = NEXP or EXP**: Leave field blank

    ▪ **Pay Plan = EXC:** Type or select the **last day of the date range** the retroactive pay applies to (End Date range entered on Selection tab)

Do not leave blank as it will default on the entered date.

12. **Update Option**: Select **R Report**

13. Click **Add** to save Retroactive Job parameters. Status bar displays message **Job Added**

Submit in Report Mode

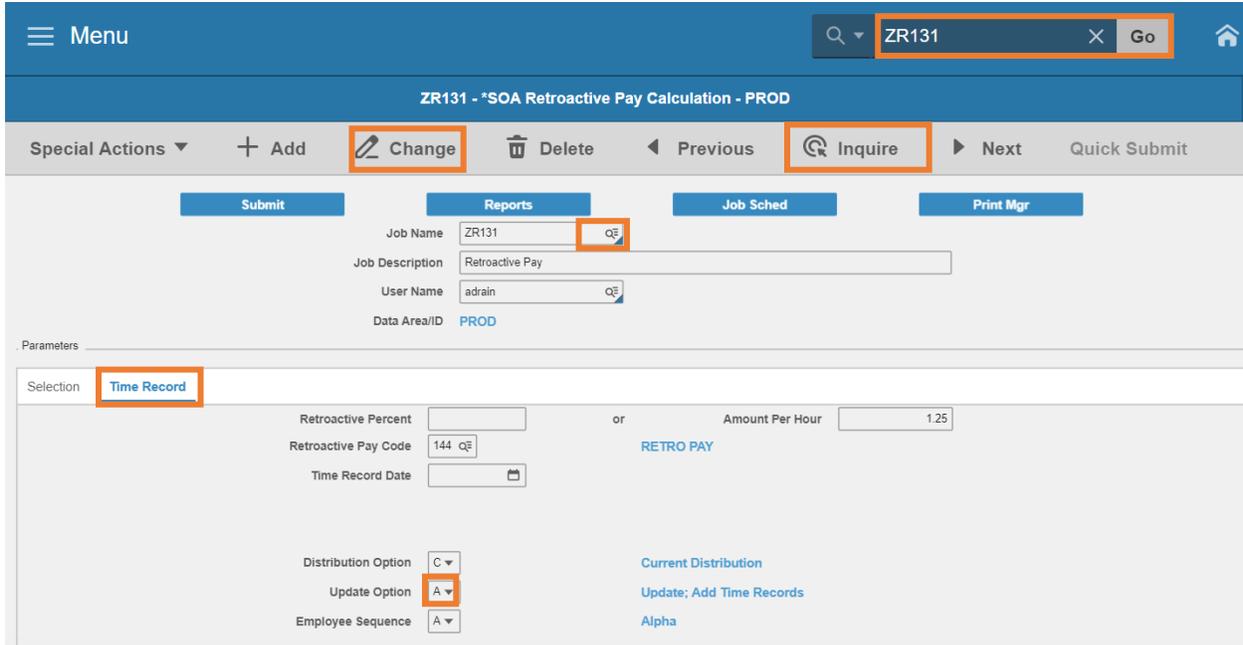Always submit the job in Report Mode first to validate the calculation.
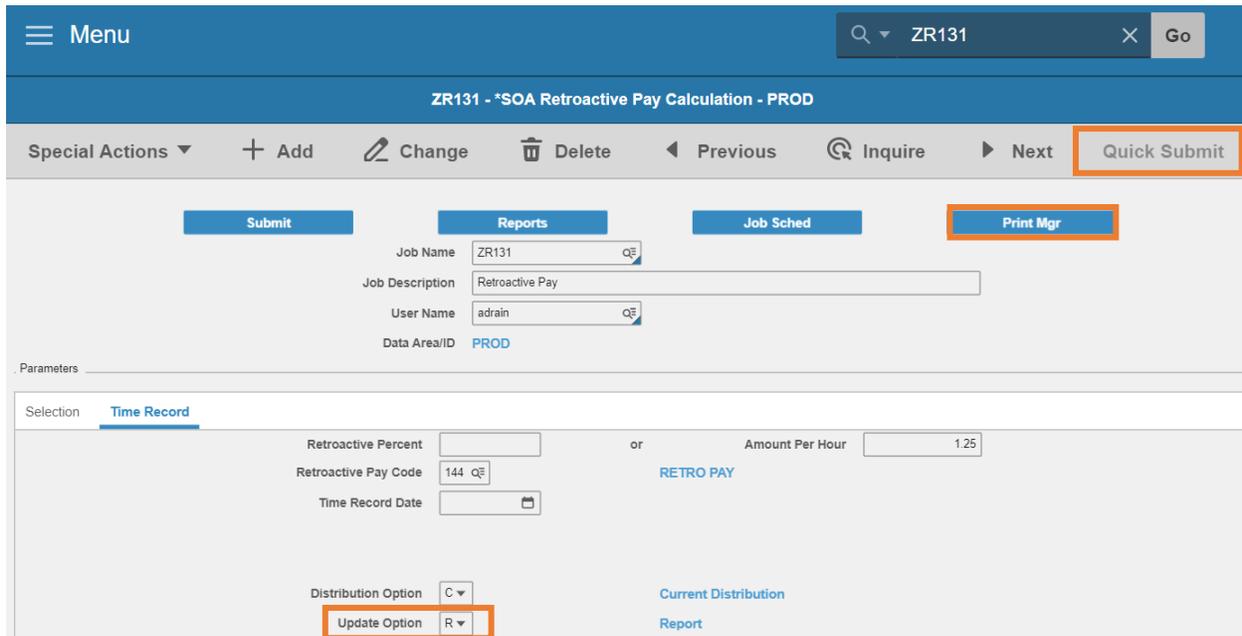
1. Verify **Update Option = R Report**

2. Click **Quick Submit,** status bar displays message **Job has been submitted**

3. Click **Print Mgr** to view the report results in your Print Manager

   ▪ If the results are NOT correct, update the job parameters on ZR131

   ▪ If the results are correct, continue to next section, Submit in Update Mode

   ▪ For additional instructions on how to view reports, see the Agency HRIS Intro Training for On Demand Reports

NOTE: Remember, at this point, the report has only been submitted in Report Mode, which means the employee's record has not been updated. If the results are correct, the job must be submitted in Update Mode or the Retroactive Pay Time Record will not be created and the employee will not be paid the Retroactive Pay monies.
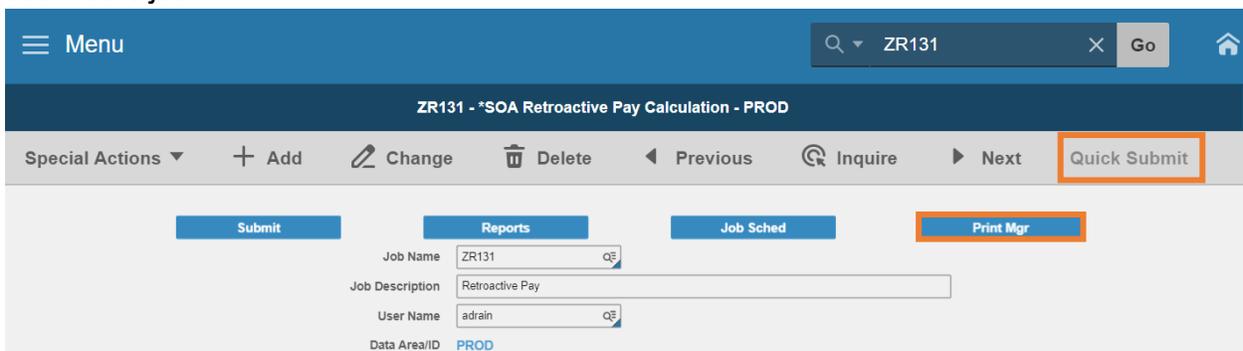
Submit in Update Mode

This is the final step when processing a retroactive pay. This step will run the Retroactive Pay Calculation and create the necessary time records to update the employee's record and pay the employee.

1. Type **ZR131** in search field, click **Go**

2. **Job Name:** Select the **previously created job**

3. Click **Inquire**. Parameters will display previously defined values

4. Click **Time Record tab**

5. **Update Option**: Select **A Update; Add Time Records.** This option adds retro time records to an employee.

6. Click **Change** to update the parameters. Status bar displays message **Job Changed**

Submit the job

1. Click **Quick Submit,** status bar displays message **Job has been submitted**

2. Click **Print Mgr** to view the report results in your Print Manager

This submits the job to HRIS to create time records. **Right-Click Drill Around** the Employee field to view the 144 Retro Time Record(s) in the **Time Records** folder

The time records will process during the next payroll compute. HRIS recalculates an employee's pay including overtime based on FSLA rules during the regular payroll processing.

# Make a Correction to Retro Time Records Already Added

If an error is discovered after the retro time records are added to HRIS and the payroll compute has not processed, follow these procedures to correct the retro time records.

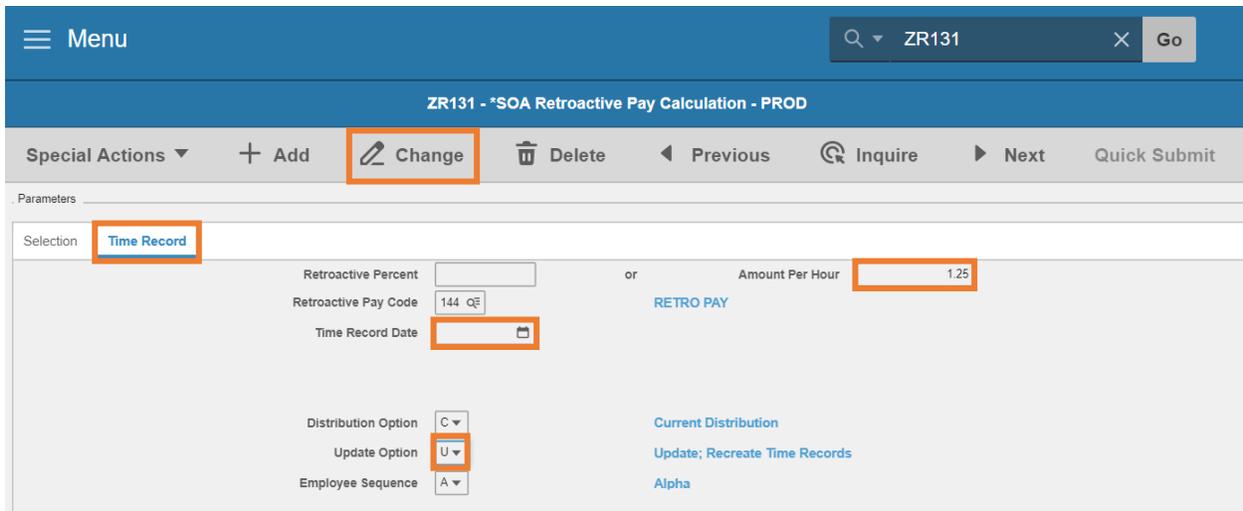## Change Date Range, Amount per Hour or Time Record Date

Update the Date range, rate of pay or Time Record Date for pending retro time records.
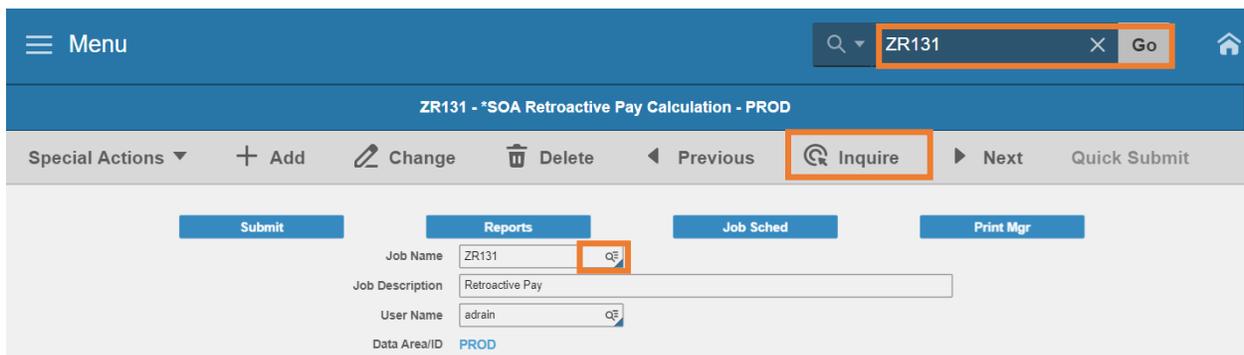
1. Type **ZR131** in search field, click **Go**

2. **Job Name:** Select the **previously created job**

3. Click **Inquire**. Parameters will display previously defined values
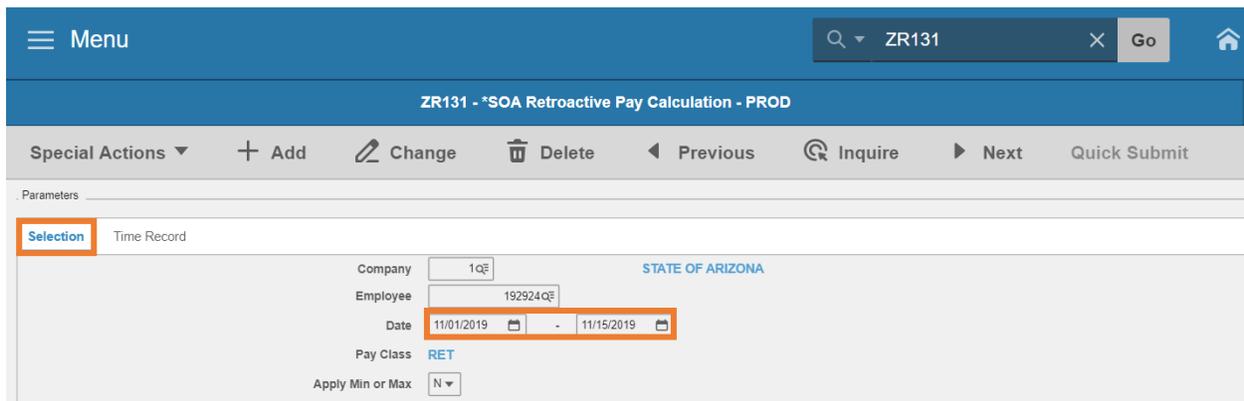
4. Click **Selection**

5. **Date:** Type or select the *correct* **time record date range** related to the period in which the employee is due retroactive pay. Skip if adjusting only Amount Per Hour

6. Click **Time Record**

7. **Amount Per Hour:** Type the *correct* **Amount Per Hour**. Skip if adjusting only Date Range.

8. **Time Record Date**: Type or select the *correct* **date**

   ▪ **Pay Plan = NEXP or EXP**: Leave field blank

   ▪ **Pay Plan = EXC:** Type or select the last day of the date range the retroactive pay applies to (End Date range entered on Selection tab)

9. **Update Option**: Select **U Update; Recreate Time Records**. This option Deletes existing retroactive time records on an employee record and overwrites with the new retroactive time records

10. Click **Change** to update the parameters. Status bar displays message **Job Changed**

Submit the job
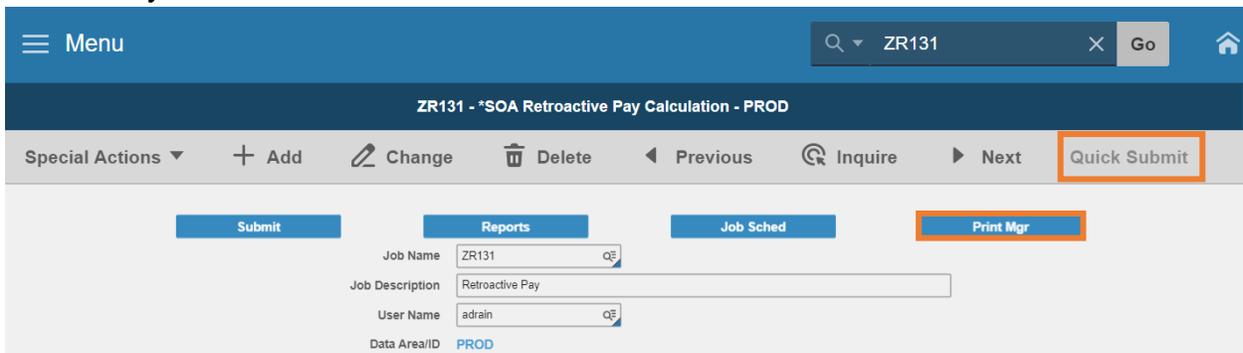
1. Click **Quick Submit,** status bar displays message **Job has been submitted**

2. Click **Print Mgr** to view the report results in your Print Manager

Delete Retro Time Records

Follow this process if the retro time records were added in error and the employee is not due any retroactive pay. If the employee is due the retroactive pay, refer to the **Change Date Range, Amount Per Hour or Time Record Date** section of training.
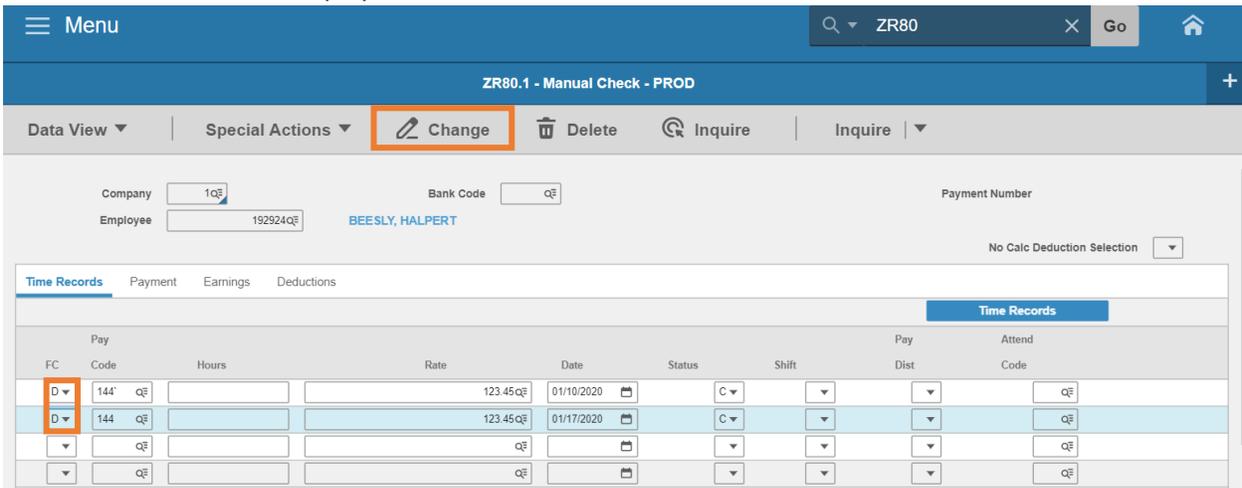
Delete retro time records **on ZR80.1 Manual Payment** if employee is not due any retroactive pay
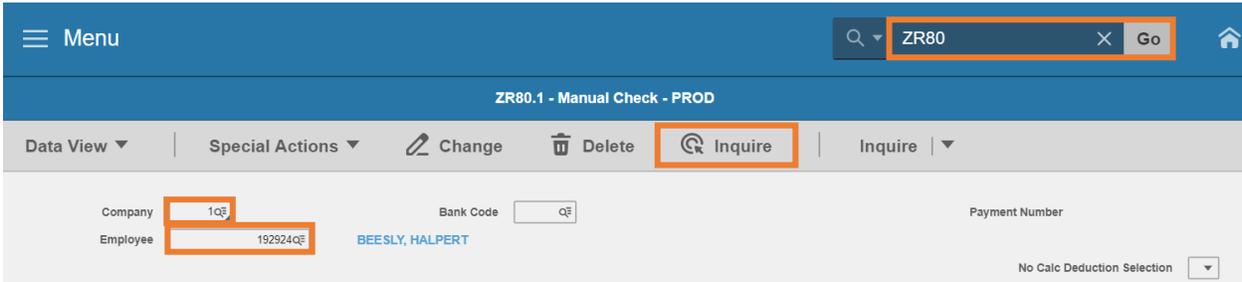
1. Type **ZR80** in search field, click **Go**

2. **Company:** Type or select **1**

3. **Employee**: Type or select the **Employee Identification Number**

4. Click **Inquire**

Retro Time Records will display below

5. **FC**: Type or select **D Delete** in each row the 144-time record is displayed

6. Click **Change**

   - Status bar displays message **Update Complete**

   - Records are no longer displayed