Module 14: Retroactivity
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Retroactive Actions

A retroactive change is defined as an action which is input after the "Last Day to Update the EDB to Affect the Paycheck" (refer to the Entry/Update Schedule) for the pay period to which it pertains. In other words, the employee will be (or has already been) paid on an incorrect index/fund, title code, percent of time, pay rate, etc.

For example, using the Monthly Entry/Update Schedule, you can see that 2/21 is the last day to update the EDB to affect a paycheck for the period 2/1/97-2/28/97. If you input an action on or before 2/21 for the month of February, you have made the deadline for inputting the action and the paycheck issued 2/28/97 will be correct. However, if you input an action for the month of February any day AFTER 2/21, you are too late to affect the 2/28 paycheck and this would be considered a retroactive change.

Mass database applications, such as range increases, bargaining unit contract ratifications, etc., are handled automatically. The department will only need to key these actions for a small number of employees who were missed during the mass application process.

There are two types of retroactive actions. Clear dated actions are ones in which the begin date is still contained within the existing appointment and/or distribution. Stale dated actions have begin dates which no longer exist on the employee database due to EDB maintenance.

To decide which type of retroactive action you need to key, you must first determine what needs to be changed (rate, funding, title code, etc.) and where that piece of information is located (appointment or distribution). Even though there is a rate on both the appointment and distribution, you will consider a retroactive rate change to be at the distribution level. Once you have linked the change to either the appointment or distribution and in some cases both, you will use the begin date of that level(s) to determine if the action is Clear or Stale dated.

Please refer to the examples of both on the following pages.
Clear Dated Retroactive Actions

As described previously, clear dated retroactive actions have a begin date that is still contained within the existing appointment and/or distribution. Review the sample screen below and answer the questions at the bottom of this page.

Figure 15-1. Sample EAPC Screen

Questions:

1. On the above screen, would a funding change effective 1/1/01 be a clear dated retroactive action?

2. On the above screen, would a rate change effective 5/1/00 be a clear dated retroactive action?
Stale Dated Retroactive Actions

As previously described, a stale dated retroactive action has a begin date which no longer exists on the employee database. To be more specific, when an appointment and/or distribution has ended and has no activity for four months, it is purged from the database during monthly EDB maintenance. Some mass database applications will also cause employees' appointment(s) and/or distribution(s) begin date(s) to change. Whatever the case, if the retroactivity occurs prior to the begin date appearing on the system, the action should be treated as stale dated.

All Stale Dated Retroactive Funding Changes that end before the existing distribution's begin date should not be entered into PPS.

Additionally, a stale dated retroactive action that affects an employee's pay (either the employee was underpaid or overpaid) is not automatically computed by PPS. Payroll staff make this pay adjustment manually per the comments accompanying the stale dated retroactive action. You will have examples of standard comments later in this module.

All Stale Dated Retroactive Changes affecting pay should be keyed a minimum of five working days prior to the "Last Day to Update the EDB to Affect the Paycheck" on the Entry/Update Schedule (refer to Module 13).

A stale dated retroactive action may extend up to, through or beyond the existing appointment/distribution.

Review the sample screen on the next page and see how a rate change effective 5/1/96 is a stale dated retroactive action.
### Appts./Distributions - Condense

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>SSN</th>
<th>Pri Pay</th>
<th>FTE</th>
<th>Title</th>
<th>Grade</th>
<th>Full</th>
<th>Ann/Hr Rate</th>
<th>St/OA</th>
<th>Rate/Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000021048</td>
<td>ANDERSON, BRETT M.</td>
<td>622-70-8621</td>
<td>MO</td>
<td>2</td>
<td>ANALYST, ADMINISTRATIVE</td>
<td>2</td>
<td>1.00</td>
<td>37422.00</td>
<td>A</td>
<td>3118.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dist No</th>
<th>Actions Index Fund</th>
<th>Sub FTE</th>
<th>Dis %</th>
<th>PayBeg</th>
<th>PayEnd</th>
<th>St/OA</th>
<th>Rate/Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>ATX0004 63000A 1</td>
<td>1.0000</td>
<td>100100</td>
<td>999999</td>
<td>3118.50</td>
<td>REG</td>
<td></td>
</tr>
</tbody>
</table>

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**Figure 15-2. Sample EAPC Screen**
**Hands-on Activity 14.1**

Use employee B4 from your class worksheet. This employee is split-funded 50% on two different indexes. On one of the fund sources is incorrect and should have been funded from index (**XXX2222**)
19900A Sub 0 starting on 5/1/04 to 06/30/09.

What screen(s) or bundle will you use to find this information?

Is this a *CLEAR* dated or *STALE* dated retroactive action?

*To complete this funding change, proceed with the following steps.*

1. Move the cursor to the end date field of distribution 11.
   
   *The current distribution end date is 063009.*

2. Change the end date to **043004**.

3. Press [F9] to move the cursor down to the ===> command line.
   
   *You will now use the copy function to create a new distribution.*

4. At the ===> command line, type **C 11 to 12** and press [ENTER]
   
   *Distribution 11 is copied and the copy is renumbered 12.*

5. Change the following fields on distribution 12:

   Action Code: **18**

   Index: **XXX2222**.

   Begin Date: **050104**

   End Date: **063009**
Review the sample screen below and compare your results to see if they are correct.

<table>
<thead>
<tr>
<th>ID: 000393216</th>
<th>Name: GALLOWAY, RETA M.</th>
<th>SSN: XXX-XX-XXXX</th>
<th>Pri Pay: MO</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>A</td>
<td>5</td>
<td>11</td>
</tr>
<tr>
<td>Title</td>
<td>Grade %Full F/V Ann/Hr Rate</td>
<td>Rt Sch Time Lv</td>
<td></td>
</tr>
<tr>
<td>3210 ASSOC RES</td>
<td>----</td>
<td>FISCAL YEAR 1.00</td>
<td>F 66000.00</td>
</tr>
</tbody>
</table>

**Figure 15-3. EAPC Screen**

   
   The PAN preparation screen will appear.

7. Add any additional user-defined PAN recipients that you wish in the PAN addressing fields.
   
   Next, you will add comments which describe this action.

8. Press [F10] to move to the ECOM (Comments Entry) screen.

9. Type: **Retroactive Funding Change, Effective 5/1/04**.

    
    You will see the message **UPDATE PROCESS COMPLETE** indicating that the action has been accepted and the EDB changed.
Retroactivity Additional Practice Exercise 14.2

Using employee B5 from your class worksheet, complete the following retroactive action online.

The employee just received an upward reclass (Action Code 38) retroactively to be effective on 6/1/02 to indefinite. The new title code is 7243, the new monthly rate is 3785.16, the annual rate is 45422.00, and the grade is "2". This employee also received a merit effective 10/1/02 with a new monthly rate of 4000.00 and annual rate of 48000.00. They will continue to be paid from their current funding source. Do not forget to include the appropriate comments for this action.

Is this a CLEAR dated or STALE dated retroactive action?

Do you need to create new Appointment(s) and Distribution(s)?

Does this retroactive action affect the employee's pay?

See the answer key for this exercise on the following pages.
Reviewing the above screen, you should have copied appointment 70 to 80 and distributions 81 and 82 from 77 (or you could have chosen your own appointment/distribution numbers). Then proceeded to change the appropriate information, such as begin and end date(s), title code, grade, rate(s) and step. You could have also added appointment 80 and distributions 81 and 82, then built them with the new information. Appointment 70 should have been deleted.
Answer Key For Exercise 14.2 (continued)

<table>
<thead>
<tr>
<th>Empid: 000021048 Tran: EAPC</th>
<th>Userid: OUT060</th>
<th>Date: ********</th>
<th>Time: ********</th>
</tr>
</thead>
</table>

Appts./Distributions-Conden BRET M. ANDERSON

Description of Content:

---------------------------------- Comments -----------------------------------
OUT060 STAILE DATED RETROACTIVE UPWARD RECLASS
AFFECTING PAY - SUB 1, OWE EMPLOYEE MONEY
OLD-
6/1/02 - 9/30/02 4920,$2850.00 STEP 2.0
DELETE #70

Next Func:

--->
F: 1-Help 3-Return 4-Print 5-Update
F: 9-Jump 10-NotfPrep 11-Detail

Figure 15-5. EAPC Screen

Finally, the screen above shows the appropriate comments for this stale dated retroactive action.
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