Retroactive Adjustment of Hours Previously Paid

EXAMPLE:

A 100% split funded employee received a merit increase from $2516.67/month to $2600.00/month retroactive to last month.

Since PPS had been updated to reflect the proper rate for the current month, the employee is only due a retroactive pay adjustment for last month. This employee is due the difference in salary of $83.33 per month ($2516.67-$2600.00) for the period ending February 28, 1997.

Note: The “A”, in the field labeled “RA”, indicates that this is a retroactive adjustment of pay for hours which have previously been paid. This is the only time the “RA” field should be used.

Please see the step-by-step instructions on the following pages.
Instructions

1. Logon to the system and then proceed to the DETAIL ENTRY SCREEN for the appropriate employee.

2. Using your mouse, select the distribution pay line wherein you want to report the entry by clicking on any field of the reporting line.

3. Using your mouse, click on the [COPY] button. The system will launch the COPY FUNCTION WINDOW. See the window on the next page.
4. Click on the option to **Copy ALL Current Period Lines** and then click on the [COPY] button. The system will return to the DETAIL ENTRY SCREEN and the pay reporting line will be copied to a new pay reporting line that contains the same information and the prior pay period end date.

5. To make changes to the pay period end date, click on the down arrow next to the **Period End** field located in the override area of the DETAIL ENTRY SCREEN.

   For this example, use the prior pay period end date of ‘February 28, 1997’.

6. To report the retro payment, using the mouse, select the distribution pay line wherein you want to report the entry by clicking on any field of that reporting line.

7. Move your cursor to the **Rate** field of the override area of the screen and key ‘83.33’, this is the difference between the new and old rates.

8. After you have completed the rate override, move your cursor to any of the hours entry fields (Reg, Vac, Other, etc.) to report the hours affected by the retroactive change. In this example, key ‘4.00’ hours in the **VAC** field and ‘80.00’ hours in the **Reg** field.
9. Move your cursor to the RA field of the override area and key the letter ‘A’. This is to indicate the retroactive rate adjustment.

10. Click on the [ACCEPT] button to accept the entry.

11. If you need to enter a retroactive rate adjustment for an additional funding source, repeat steps 6 through 10.

12. When you have finished all entries for this employee, click on the [UPDATE] button to update all of the entries.

13. The example DETAIL ENTRY SCREEN below shows how the completed entries should appear.