



Retroactive Adjustment of Hours Previously Paid

specific entry

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.

The screenshot shows the 'Detail Entry' window with the following data:

0615-99 Training
 Monthly Period: 03/01/97 - 03/31/97 Entry: 03/06/97 - 03/20/97 Pay: 04/01/97 Hrs: 168
 Name: REVELLE, JOLENE Emp.ID: 0702290 Total Hours: 0.00 Total Percent: 0.00
 Buttons: Quick Entry, Exit

Reporting Lines											
Index-Fund-Sub	Title	DOS	Pay Rate	End Date	Sick	Vac	Reg	OT	Prem OT	Other	Cd
AOX0001-07427A-2	9612	REG	2516.67	MAR 31 97	0.00						
AOX0002-19900A-2	9612	REG	2516.67	MAR 31 97							
AOX0003-20000A-2	4011	BYA	0.00	MAR 31 97							

Index: AOX0001 Index Description: DEPARTMENT OF AOX - FUND 0742 Fund: 07427A Sub: 2 Title: 9612 Title Description: STAFF RESEARCH ASSOC II P OT: N
 Period End: MAR 31 97 Cycle: M Rate: 2516.67 H/M: M DOS: REG RA: WSP: ERC: TYP: 2 DUC: Percent: 0.5000 Fixed Hrs: 84.00
 Sick Leave: 0.00 Vacation: 0.00 Reg Hrs: 0.00 Straight OT: 0.00 Premium OT: 0.00 Other Hrs / Code: 0.00

Buttons: Spcl, Empl, Prev, Next, Update, Accept, Copy, Remove, Cancel

3. Using your mouse, click on the [COPY] button. The system will launch the COPY FUNCTION WINDOW. See the window on the next page.

COPY FUNCTION

Copy The Selected Line.
Copied Line Will Have Current Period End Date.

Copy All Current Period Lines.
Copied Lines Will Have Prior Period End Date.

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**.

Period End

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.

Detail Entry

0615-99 Training

Monthly Period: 03/01/97 - 03/31/97 Entry: 03/06/97 - 03/20/97 Pay: 04/01/97 Hrs: 168

Name: REVELLE, JOLENE Emp.ID: 0702290 Total Hours: 0.00 Total Percent: 0.00 **Quick Entry** **Exit**

Reporting Lines											
Index-Fund-Sub	Title	DOS	Pay Rate	End Date	Sick	Vac	Reg	OT	Prem OT	Other	Cd
AOX0001-07427A-2	9612	REG	2516.67	MAR 31 97							
AOX0002-19900A-2	9612	REG	2516.67	MAR 31 97							
AOX0003-20000A-2	4011	BYA	0.00	MAR 31 97							
AOX0001-07427A-2	9612	REG	83.33	FEB 28 97		4.00	80.00		0.00		
AOX0002-19900A-2	9612	REG	83.33	FEB 28 97		4.00	80.00				

Index: AOX0001 Index Description: DEPARTMENT OF AOX - FUND 0742 Fund: 07427A Sub: 2 Title: 9612 Title Description: STAFF RESEARCH ASSOC II P OT: N

Period End: FEB 28 97 Cycle: M Rate: 83.33 H/M: M DOS: REG RA: A WSP: ERC: TYP: 2 DUC: Percent: 0.5000 Fixed Hrs: 0.00

Sick Leave: 0.00 Vacation: 4.00 Reg Hrs: 80.00 Straight OT: 0.00 Premium OT: 0.00 Other Hrs / Code:

Spcl Empl Prev Next Update Accept Copy Remove Cancel