State of Wisconsin

Department of Administration

Retroactive Pay Job Aid

Version 1.2

Version History

Version	Date	Editor	Description
1.0	1/21/16	Ashley Price	Initial release
1.1	10/1/19	Matt Olsen	Fluid and content update
1.2	5/27/22	Matt Olsen	Process section updates

Role: *Agency Payroll Specialist*

RETRO PAY PROCESS

Retro Pay is triggered when an employee's pay rate is changed via **Job Data** or a supplemental earnings code is changed via **Add'l Pay** that affects previous pay period(s). All references to **Retro Pay** in this job aid refer to this STAR HCM process.

If you have questions about payable time generated from late timesheet adjustments (actual changes made to the timesheet) or late timesheet-generated changes (weekend, night, or other add-ons generated as the timesheet is submitted), contact Central Payroll as those are separate processes.

Retro Pay transactions are calculated and loaded to pay sheets on a biweekly basis based on the schedule below:
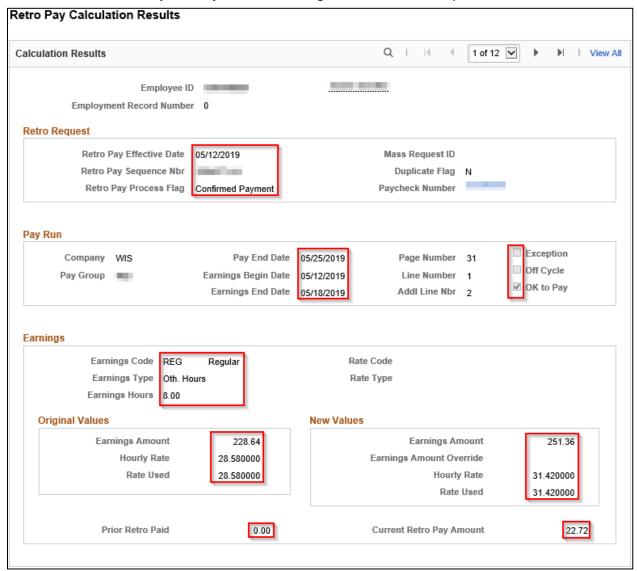
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Non-processing week		1 p.m. – Retro pay calc	1 p.m. – Retro pay calc	1 p.m. – Retro pay calc	1 p.m. – Retro pay calc	1 p.m. – Retro pay calc	
Processing Week	7 p.m. – Retro pay calc & load to pay sheets						

NOTE: **Job Data**/**Add'l Pay** changes entered after 7 p.m. on Sunday of processing week will create a trigger but will not calculate or process until the next pay period.

RETRO PAY REVIEW

1. Navigate to **Retro Pay Calculation Results** page:

    a. **Navigation:** Workforce Administrator Homepage > Payroll Dashboard > Payroll Processing Tile > Retro Pay Folder > Retro Pay Calculation Results.

    b. Enter at least one search criteria and select the appropriate sequence/employee.

2. Review **Retro Request**, **Pay Run**, and **Earnings** sections for accuracy.

Retro Pay Calculation Results

Calculation Results   🔍 | |◀ ◀ [1 of 12 ▼] ▶ ▶| | View All

Employee ID ▓▓▓▓▓▓   ▓▓▓▓ ▓▓▓▓
Employment Record Number 0

Retro Request

Retro Pay Effective Date	05/12/2019	Mass Request ID	
Retro Pay Sequence Nbr	▓▓▓▓ ▓▓▓	Duplicate Flag	N
Retro Pay Process Flag	Confirmed Payment	Paycheck Number	▓▓▓▓▓

Pay Run

Company	WIS	Pay End Date	05/25/2019	Page Number	31	☐ Exception
Pay Group	▓▓	Earnings Begin Date	05/12/2019	Line Number	1	☐ Off Cycle
		Earnings End Date	05/18/2019	Addl Line Nbr	2	☑ OK to Pay

Earnings

Earnings Code	REG Regular	Rate Code	
Earnings Type	Oth. Hours	Rate Type	
Earnings Hours	8.00		

Original Values

Earnings Amount	228.64
Hourly Rate	28.580000
Rate Used	28.580000

New Values

Earnings Amount	251.36
Earnings Amount Override	
Hourly Rate	31.420000
Rate Used	31.420000

Prior Retro Paid	0.00	Current Retro Pay Amount	22.72

3. Click on arrows in the **Calculation Results** section to view each row of earnings code for each week of **Retro Pay**.

Calculation Results   🔍 | |◀ ◀ [2 of 12 ▼] ▶ ▶| | View All

NOTE: If **Retro Pay** is not calculating correctly, verify **Job/Add'l Pay** changes were entered correctly then submit a STAR ticket for any changes needed.

4. For **Retro Pay** covering a large span of time or multiple sequences, use WI_RETRO_PAY_BY_EE to review in a more practical format.

	Co	Group	Pay Period End	RP Eff Dt	ID	Empl Record	Last	First Name	FLSA Stat	Earn Code	Earns Begin	Earns End	Earn Hours	Rate Used	Comp Rate Used	New Rate Used	Amt Diff.	Prior Retro Pd	RP Earn	Proc Flag	Term Prcs	OK to Pay
1	WIS		12/28/2015	12/13/2015		0			X	006	12/13/2015	12/19/2015	0.40 H		26.780000	27.480000	0.27	0.00	RPY	F	N	Y
2	WIS		12/28/2015	12/13/2015		0			X	REG	12/13/2015	12/19/2015	7.60 H		26.780000	27.480000	5.17	0.00	RPY	F	N	Y
3	WIS		12/28/2015	12/13/2015		0			X	006	12/13/2015	12/19/2015	1.60 H		26.780000	27.480000	1.09	0.00	RPY	F	N	Y

RETRO PAY QUERIES

1. Calculated **Retro Pay**:

   a. WI_RETRO_PAY_DETAIL: Detail of **Retro Pay** in **Calculated** status for the current pay period being processed prior to **Retro Pay** being loaded to pay sheets.

   b. WI_RETRO_PAY_TOTALS: List of employees with **Retro Pay** totals for the current pay period being processed prior to retro pay being loaded to pay sheets.

2. Processed **Retro Pay**:

   a. WI_RETRO_PAY_DETAIL_LOADED: Detail of **Retro Pay** in **Confirmed Payment** status for a given pay period after **Retro Pay** has been loaded to pay sheets.

   b. WI_RETRO_PAYLINE_TOTALS: List of employees with **Retro Pay** totals for a given pay period after **Retro Pay** has been loaded to pay sheets.

3. Empl ID prompt **Retro Pay**:

   a. WI_RETRO_PAY_BY_EE: Detail of all **Retro Pay** calculated and/or loaded to pay sheets for a specific employee.

Important Query Fields

Field Name	Description
Earn Code	Earning code paid on original paycheck
RP Eff Dt	Retro pay effective date
Earns Begin	First day of the week the earning code applies to
Earns End	Last day of the week the earning code applies to
Earn Hours	Hours paid for that earning code for that earning period
Rate Used	FLSA rate or hourly rate – indicates the rate used for these earnings
Comp Rate Used	Rate used on the original payment
New Rate Used	Rate recalculated with adjusted compensation
Earns Amt.	Original earnings amount
New Amount	Earnings amount calculated using the new rate
Amt Diff.	Difference between original earnings amount and new amount, this is the retro pay for these earnings
Prior Retro Pd	The amount of any previous retro payments
RP Earn	The earning code used to pay the retro pay
Proc Flag	Shows the status of this line
Term Prcs	Indicates a terminated employee
OK to Pay	Shows the status of the OK to Pay for this retro line, all lines marked with "Y" will be loaded to Payroll