

PeopleSoft HCM Users Group Retro Pay

Presented by Joan DeKoven | July 12, 2018

Agenda

- Recent announcements
- Salary Schedule updates
- Processing order and deadlines
- Retro Queries and Retro Template
- Retirement requirements
- Q & A

Recent Announcements

- End dates on Additional pay should be set to the last day of the month previous in which it stops. (Ex: If Additional pay should stop with July pay end date should be June 30). OK to pay should be unchecked.
- M_PY_COMPENSATION_SPLIT query shows the same information viewed by employees on the Compensation Split screen in ESS

Salary Schedule Updates

- Run M_HR_SALARY_GRADE_STEP query and download to Excel
- Update spreadsheet to new published Salary Schedule
- Things to watch out for:
 - All formulas have been removed from the spreadsheet
 - Description is consistent within the Plan
 - Correct effective date
 - All number fields are only 2 digits past the decimal point
 - Minimum rate is the lowest rate within the grade
 - Maximum rate is the highest rate within the grade

Salary Schedule Updates

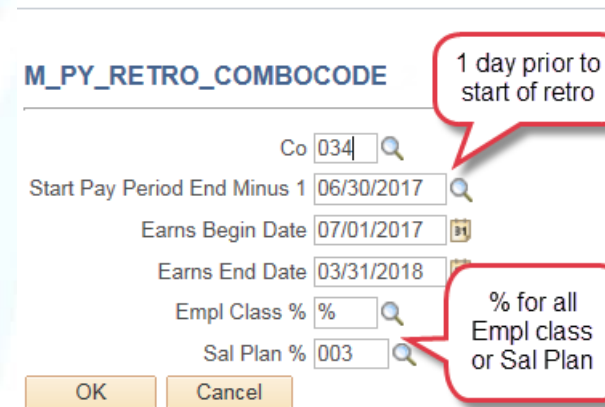
Set ID	Sal Pla	Grad	Eff Date	Status	Plan D	Short C	Min/Hr	Max/Hr	Min/An	Max/An	Min/Da	Max/Da	Step	Rate C	Comp I	Comp I
0XX00	001	017	7/1/2018	A	CLASSIFIE	CLASSIFIE			30881.00	37057.00			1	NA>NNL	A	30881.00
0XX00	001	017	7/1/2018	A	CLASSIFIE	CLASSIFIE			30881.00	37057.00			2	NA>NNL	A	32426.00
0XX00	001	017	7/1/2018	A	CLASSIFIE	CLASSIFIE			30881.00	37057.00			3	NA>NNL	A	33969.00
0XX00	001	017	7/1/2018	A	CLASSIFIE	CLASSIFIE			30881.00	37057.00			4	NA>NNL	A	35514.00
0XX00	001	017	7/1/2018	A	CLASSIFIE	CLASSIFIE			30881.00	37057.00			5	NA>NNL	A	37057.00
0XX00	001	021	7/1/2018	A	CLASSIFIE	CLASSIFIE			32486.00	38982.00			1	NA>NNL	A	32486.00
0XX00	001	021	7/1/2018	A	CLASSIFIE	CLASSIFIE			32486.00	38982.00			2	NA>NNL	A	34111.00
0XX00	001	021	7/1/2018	A	CLASSIFIE	CLASSIFIE			32486.00	38982.00			3	NA>NNL	A	35734.00
0XX00	001	021	7/1/2018	A	CLASSIFIE	CLASSIFIE			32486.00	38982.00			4	NA>NNL	A	37359.00
0XX00	001	021	7/1/2018	A	CLASSIFIE	CLASSIFIE			32486.00	38982.00			5	NA>NNL	A	38982.00
0XX00	009	023	7/1/2018	A	CLASSIFIE	CLASSIFIE	16.01	19.21					1	NA)RLY	H	16.01
0XX00	009	023	7/1/2018	A	CLASSIFIE	CLASSIFIE	16.01	19.21					2	NA)RLY	H	16.81
0XX00	009	023	7/1/2018	A	CLASSIFIE	CLASSIFIE	16.01	19.21					3	NA)RLY	H	17.61
0XX00	009	023	7/1/2018	A	CLASSIFIE	CLASSIFIE	16.01	19.21					4	NA)RLY	H	18.41
0XX00	009	023	7/1/2018	A	CLASSIFIE	CLASSIFIE	16.01	19.21					5	NA)RLY	H	19.21
0XX00	009	025	7/1/2018	A	CLASSIFIE	CLASSIFIE	16.41	19.69					1	NA)RLY	H	16.41
0XX00	009	025	7/1/2018	A	CLASSIFIE	CLASSIFIE	16.41	19.69					2	NA)RLY	H	17.23
0XX00	009	025	7/1/2018	A	CLASSIFIE	CLASSIFIE	16.41	19.69					3	NA)RLY	H	18.05
0XX00	009	025	7/1/2018	A	CLASSIFIE	CLASSIFIE	16.41	19.69					4	NA)RLY	H	18.87
0XX00	009	025	7/1/2018	A	CLASSIFIE	CLASSIFIE	16.41	19.69					5	NA)RLY	H	19.69

Queries

- After salary schedules have been updated:
 - Run the M_HR_SALARY_GRADE_STEP query and validate salary schedule updates
 - Run the M_HR_SAL_GRADE_STEP_BY_EMPL query to validate employee update
 - Run M_PY_RETRO_COMBOCODE query to calculate retro for monthly employees
 - Run M_PY_RETRO_HRLY_CLS to calculate retro for hourly employees

Queries

- Query for monthly employees :
M_PY_RETRO_COMBOCODE



M_PY_RETRO_COMBOCODE

Co

Start Pay Period End Minus 1

Earns Begin Date

Earns End Date

Empl Class %

Sal Plan %

1 day prior to start of retro

% for all Empl class or Sal Plan

Queries

- Results of M_PY_RETRO_COMBOCODE
– Mapping to Retro Template

Compa	Paygro	Pay Period End Date	Earnings Begin Date	Earnings End Date	Empl	Empl Reco	Name	Positio	Description	Employee Classificati	Earnings Code	FTE	Reg Earn H	New Comp Ra	Earnin	Combo Co	Hourly Ra	Sal Plan	Elig Fld 2
0XX	XXM	8/31/2017	8/1/2017	8/31/2017	123456	0	Employee, A	10XX3116	Lh Pre-School Teacher	Certificated	REG	1.000000	60.00	8339.90	7918.64		66.118198	003	STRS
0XX	XXM	9/30/2017	9/1/2017	9/30/2017	123456	0	Employee, A	10XX3116	Lh Pre-School Teacher	Certificated	REG	1.000000	150.00	8339.90	7918.64		66.118198	003	STRS
0XX	XXM	10/31/2017	10/1/2017	10/31/2017	123456	0	Employee, A	10XX3116	Lh Pre-School Teacher	Certificated	REG	1.000000	165.00	8339.90	7918.64		66.118198	003	STRS
0XX	XXM	11/30/2017	11/1/2017	11/30/2017	123456	0	Employee, A	10XX3116	Lh Pre-School Teacher	Certificated	REG	1.000000	120.00	8339.90	7918.64		66.118198	003	STRS
0XX	XXM	12/31/2017	12/1/2017	12/31/2017	123456	0	Employee, A	10XX3116	Lh Pre-School Teacher	Certificated	REG	1.000000	120.00	8339.90	7918.64		66.118198	003	STRS
0XX	XXM	1/31/2018	1/1/2018	1/31/2018	123456	0	Employee, A	10XX3116	Lh Pre-School Teacher	Certificated	REG	1.000000	127.50	8339.90	7918.64		66.118198	003	STRS
0XX	XXM	2/28/2018	2/1/2018	2/28/2018	123456	0	Employee, A	10XX3116	Lh Pre-School Teacher	Certificated	REG	1.000000	112.50	8339.90	7918.64		66.118198	003	STRS
0XX	XXM	3/31/2018	3/1/2018	3/31/2018	123456	0	Employee, A	10XX3116	Lh Pre-School Teacher	Certificated	REG	1.000000	165.00	8339.90	7918.64		66.118198	003	STRS
0XX	XXM	8/31/2017	8/1/2017	8/31/2017	345678	0	Employee, B	10XX3815	Teacher	Certificated	REG	1.000000	60.00	8397.36	8012.27		66.573694	003	STRS
0XX	XXM	9/30/2017	9/1/2017	9/30/2017	345678	0	Employee, B	10XX3815	Teacher	Certificated	REG	1.000000	150.00	8397.36	8012.27		66.573694	003	STRS
0XX	XXM	10/31/2017	10/1/2017	10/31/2017	345678	0	Employee, B	10XX3815	Teacher	Certificated	REG	1.000000	0.00	8397.36	8012.27		66.573694	003	STRS
0XX	XXM	11/30/2017	10/1/2017	10/31/2017	345678	0	Employee, B	10XX3815	Teacher	Certificated	ONS	1.000000	0.00	8397.36	800.00	000999711	66.573694	003	STRS
0XX	XXM	11/30/2017	11/1/2017	11/30/2017	345678	0	Employee, B	10XX3815	Teacher	Certificated	REG	1.000000	0.00	8397.36	8012.27		66.573694	003	STRS
0XX	XXM	12/31/2017	12/1/2017	12/31/2017	345678	0	Employee, B	10XX3815	Teacher	Certificated	REG	1.000000	0.00	8397.36	8012.27		66.573694	003	STRS
0XX	XXM	1/31/2018	1/1/2018	1/31/2018	345678	0	Employee, B	10XX3815	Teacher	Certificated	REG	1.000000	127.50	8397.36	8012.27		66.573694	003	STRS
0XX	XXM	2/28/2018	2/1/2018	2/28/2018	345678	0	Employee, B	10XX3815	Teacher	Certificated	REG	1.000000	112.50	8397.36	8012.27		66.573694	003	STRS
0XX	XXM	3/31/2018	3/1/2018	3/31/2018	345678	0	Employee, B	10XX3815	Teacher	Certificated	REG	1.000000	165.00	8397.36	8012.27		66.573694	003	STRS
0XX	XXM	3/31/2018	3/1/2018	3/31/2018	345678	0	Employee, B	10XX3815	Teacher	Certificated	TTS	1.000000	0.00	8397.36	175.00	000349383	66.573694	003	STRS
0XX	XXM	7/31/2017	7/1/2017	7/31/2017	456789	1	Employee, C	30005504	CDC Teacher	Classified	REG	1.000000	168.00	4618.41	4444.04		26.644692	001	PERS
0XX	XXM	8/31/2017	8/1/2017	8/31/2017	456789	1	Employee, C	30005504	CDC Teacher	Classified	REG	1.000000	184.00	4618.41	4444.04		26.644692	001	PERS
0XX	XXM	9/30/2017	8/1/2017	8/31/2017	456789	1	Employee, C	30005504	CDC Teacher	Classified	OTS	1.000000	0.00	4618.41	38.46	000353089	26.644692	001	PERS
0XX	XXM	9/30/2017	8/29/2017	8/31/2017	456789	1	Employee, C	30005504	CDC Teacher	Classified	OOC	1.000000	0.00	4618.41	28.37		26.644692	001	PERS
0XX	XXM	9/30/2017	9/1/2017	9/30/2017	456789	1	Employee, C	30005504	CDC Teacher	Classified	OOC	1.000000	168.00	4618.41	167.61		26.644692	001	PERS
0XX	XXM	9/30/2017	9/1/2017	9/30/2017	456789	1	Employee, C	30005504	CDC Teacher	Classified	REG	1.000000	168.00	4618.41	4444.04		26.644692	001	PERS
0XX	XXM	10/31/2017	9/1/2017	9/30/2017	456789	1	Employee, C	30005504	CDC Teacher	Classified	OTS	1.000000	0.00	4618.41	192.29	000353089	26.644692	001	PERS
0XX	XXM	10/31/2017	10/1/2017	10/31/2017	456789	1	Employee, C	30005504	CDC Teacher	Classified	OOC	1.000000	176.00	4618.41	167.61		26.644692	001	PERS
0XX	XXM	10/31/2017	10/1/2017	10/31/2017	456789	1	Employee, C	30005504	CDC Teacher	Classified	REG	1.000000	176.00	4618.41	4444.04		26.644692	001	PERS

Converted to correct Retro Earn Code

Retro Earn Codes

- New Retro Earn Codes have been created that are mapped from the Earn Code used when originally paid.

Original Earn Code	Description	Retro Earn Code	Desc
HPP	Holiday Pay-PERS	RHP	Retro Holiday Pay-PERS
HRE	Exception Hourly	RHE	Retro Exception Hourly
HRL	Hourly	RHR	Retro Hourly
HWR	Dept Head With Release	RDW	Retro Dept Head With Release
HZP	Hazard Premium	RHZ	Retro Hazard Premium
INS	Inservice Workshop	RIN	Retro Inservice Workshop
LIC	LRT/Internet Class	RIC	Retro LRT/Internet Class
LNG	Longevity	RLN	Retro Longevity
LTR	Lead Teacher	RLT	Retro Lead Teacher
MEC	Mechanical Premium	RMP	Retro Mechanical Premium
MSS	Master Stipend	RMS	Retro Master Stipend
MTS	Math Stipend	RMT	Retro Math Stipend
O25	Overtime 2.5	RO2	Retro Overtime 2.5
OC5	Exception Hrly Out of Class 5%	REO	Retro Exception Hrly Out of Cl
ODS	OTH Degree Stipend	ROD	Retro OTH Degree Stipend
OLC	Overload-C.C.	RLC	Retro Overload-C.C.
ONS	Overnight Stipend	RON	Retro Overnight Stipend
OOC	Out of Class	ROO	Retro Out of Class
OT1	Overtime/Straight	RT1	Retro Overtime/Straight
OT2	Overtime/Double	RT2	Retro Overtime/Double
OT5	Overtime/One and Half	RT5	Retro Overtime/One and Half
PNR	PAR-Without Release	RPN	Retro PAR-Without Release
RDS	Reading Stipend	RRD	Retro Reading Stipend
REG	Regular	RRG	Retro Regular

Retro Template

Instructions tab on the Retro template identifies format and columns that need to be populated

Column	Title	Description	Cell Format
A	Company	3 digit company code	Text
B	Pay Group	Pay Group associated with empl id and empl record	Text
C	Pay Period End Date	Pay Period End date for retro payment	Short Date
D	Off Cycle?	Y for retro payment on Off Cycle, N for monthly pay cycle	Text
E	Earnings Begin Date	Start mm/dd/yyyy of retro earnings	Short Date
F	Earnings End Date	End mm/dd/yyyy of retro earnings	Short Date
G	Empl ID	6 digit Employee ID without spaces or hyphen	Text or General
H	Empl Record	Empl Record associated with the position	Text or General
I	Sequence Number	Default should be 0 for first line for Empl ID. If multiple lines fo same empl id, increment 1 for each additional line	Text or General
J	Paysheet Transaction Type	E (Earnings)	Text or General
K	Transaction Status	A (Active)	Text or General
L	Earnings Code	Retro Earnings Code	Text or General
M	Other Hours	Blank	
N	Hourly Rate	New hourly rate. (Hourly rate)last column from query for monthly employees). New hourly rate for hourly or daily retro	Number with 6 decimal places
O	OK to Pay	Y	Text or General
P	Amount	Amount of retro	Number with 2 decimal places

Retro Template

Company	Pay Group	Pay Period End Date	Off Cycle ?	Earnings Begin Date	Earnings End Date	Empl ID	Empl Record	Sequence Number	Paysheet Transaction Type	Transaction Status	Earnings Code	Other Hours	Hourly Rate	OK to Pay	Amount
OXX	XXM	8/31/2018	N	8/1/2017	8/31/2017	123456	0	0	E	A	RRG		66.118198	Y	421.26
A	B	8/31/2018	N	9/1/2017	9/30/2017	123456	0	01	E	A	RRG		66.118198	Y	421.26
OXX	XXM	8/31/2018	N	10/1/2017	10/31/2017	123456	0	02	E	A	RRG		66.118198	Y	421.26
OXX	XXM	8/31/2018	N	11/1/2017	11/30/2017	123456	0	03	E	A	RRG		66.118198	Y	421.26
OXX	XXM	8/31/2018	N	12/1/2017	12/31/2017	123456	0	04	E	A	RRG		66.118198	Y	421.26
OXX	XXM	8/31/2018	N	1/1/2018	1/31/2018	123456	0	05	E	A	RRG		66.118198	Y	421.26
OXX	XXM	8/31/2018	N	2/1/2018	2/28/2018	123456	0	06	E	A	RRG		66.118198	Y	421.26
OXX	XXM	8/31/2018	N	3/1/2018	3/31/2018	123456	0	07	E	A	RRG		66.118198	Y	421.26
OXX	XXM	8/31/2018	N	8/1/2017	8/31/2017	345678	0	0	E	A	RRG		66.573694	Y	385.09
OXX	XXM	8/31/2018	N	9/1/2017	9/30/2017	345678	0	01	E	A	RRG		66.573694	Y	385.09
OXX	XXM	8/31/2018	N	10/1/2017	10/31/2017	345678	0	02	E	A	RRG		66.573694	Y	385.09
OXX	XXM	8/31/2018	N	10/1/2017	10/31/2017	345678	0	03	E	A	RON		66.573694	Y	50.00
OXX	XXM	8/31/2018	N	11/1/2017	11/30/2017	345678	0	04	E	A	RRG		66.573694	Y	385.09
OXX	XXM	8/31/2018	N	12/1/2017	12/31/2017	345678	0	05	E	A	RRG		66.573694	Y	385.09
OXX	XXM	8/31/2018	N	1/1/2018	1/31/2018	345678	0	06	E	A	RRG		66.573694	Y	385.09
OXX	XXM	8/31/2018	N	2/1/2018	2/28/2018	345678	0	07	E	A	RRG		66.573694	Y	385.09
OXX	XXM	8/31/2018	N	3/1/2018	3/31/2018	345678	0	08	E	A	RRG		66.573694	Y	385.09
OXX	XXM	8/31/2018	N	3/1/2018	3/31/2018	345678	0	09	E	A	RTT		66.573694	Y	32.00
OXX	XXM	8/31/2018	N	7/1/2017	7/31/2017	456789	1	01	E	A	RRG		26.644692	Y	174.37
OXX	XXM	8/31/2018	N	8/1/2017	8/31/2017	456789	1	02	E	A	RRG		26.644692	Y	174.37
OXX	XXM	8/31/2018	N	8/1/2017	8/31/2017	456789	1	03	E	A	RT5		26.644692	Y	1.50
OXX	XXM	8/31/2018	N	8/29/2017	8/31/2017	456789	1	04	E	A	ROO		26.644692	Y	25.22
OXX	XXM	8/31/2018	N	9/1/2017	9/30/2017	456789	1	05	E	A	ROO		26.644692	Y	50.66
OXX	XXM	8/31/2018	N	9/1/2017	9/30/2017	456789	1	06	E	A	RRG		26.644692	Y	174.37
OXX	XXM	8/31/2018	N	9/1/2017	9/30/2017	456789	1	07	E	A	RT5		26.644692	Y	2.25
OXX	XXM	8/31/2018	N	10/1/2017	10/31/2017	456789	1	08	E	A	ROO		26.644692	Y	50.66
OXX	XXM	8/31/2018	N	10/1/2017	10/31/2017	456789	1	09	E	A	RRG		26.644692	Y	174.37


Retro Earn Code


H


Queries

- Query for hourly employees –
 - M_PY_RETRO_HRLY_CLS

M_PY_RETRO_HRLY_CLS

From 

Through 

Co 

Sal Plan

Queries

- Results of M_PY_RETRO_HRLY_CLS
– Mapping to Retro Template

Company	Paygroup	Pay Period End Date	Earnings Begin Date	Earnings End Date	Empl ID	Empl Recon	Name	Position	Empl Class	Earnings Code	Comp Rate	Comp Rate	Oth Hrs	Oth Earns	Combo Code	Comp Rate	Hourly Rate	New Rat	Single Chk	Sal Pl
OXX	XXP	8/31/2017	7/1/2017	7/31/2017	654321	0	Employee, C	10XX2412	Classified Hourly	HRL	16.9700	16.970000	64.00	0.00	000003611	15.210000	15.210000	16.9700	P	005
OXX	XXP	9/30/2017	8/1/2017	8/31/2017	654321	0	Employee, C	10XX2412	Classified Hourly	HRL	17.1200	17.120000	78.50	0.00	000003611	15.210000	15.210000	17.1200	P	005
OXX	XXP	9/30/2017	8/1/2017	8/31/2017	654321	0	Employee, C	10XX2412	Classified Hourly	OT5	17.1200	17.120000	0.50	0.00	000003611	15.210000	15.210000	25.6800	P	005
OXX	XXP	9/30/2017	8/1/2017	8/31/2017	765432	0	Employee, D	10XX2120	Classified Hourly	HRL	13.0000	13.000000	1.25	0.00	000003531	12.020000	12.020000	13.0000	P	005
OXX	XXP	9/30/2017	8/1/2017	8/31/2017	876543	0	Employee, D	10XX2120	Classified Hourly	HRL	13.0000	13.000000	11.50	0.00	000003615	12.020000	12.020000	13.0000	P	005
OXX	XXP	9/30/2017	8/1/2017	8/31/2017	876543	0	Employee, E	10XX2120	Classified Hourly	HRL	10.6000	10.600000	1.75	17.96	000003531	12.020000	12.020000	10.2600	N	005
OXX	XXP	10/31/2017	9/1/2017	9/30/2017	987654	0	Employee, F	10XX2928	Classified Hourly	HRL	10.6000	10.600000	0.00	0.00	000003598	10.730000	10.730000	10.6700	P	005
OXX	XXP	10/31/2017	9/1/2017	9/30/2017	987654	0	Employee, F	10XX2928	Classified Hourly	HRL	10.6000	10.600000	0.00	0.00	000003598	10.730000	10.730000	10.6700	C	005
OXX	XXP	10/31/2017	9/1/2017	9/30/2017	987654	1	Employee, F	10XX2120	Hourly	HRL	11.9000	11.900000	0.00	0.00	000003615	12.550000	12.550000	11.9000	C	005
OXX	XXP	10/31/2017	9/1/2017	9/30/2017	987654	1	Employee, F	10XX2120	Classified Hourly	HRL	11.9000	11.900000	0.00	0.00	000003615	12.550000	12.550000	11.9000	P	005

Converted to correct Retro Earn Code

Retro Template

Company	Pay Group	Pay Period End Date	Off Cycle ?	Earnings Begin Date	Earnings End Date	Empl ID	Empl Record	Sequence Number	Paysheet Transaction Type	Transaction Status	Earn Code	Hourly Rate	OK to Pay	Amount
A	B	8/31/2018	N	7/1/2017	7/31/2017	654321	0	0	E	A	RHR	16.970000	Y	112.64
		8/31/2018	N	8/1/2017	8/31/2017	654321	0	01	E	A	RHR	17.120000	Y	149.94
0XX	XXP	8/31/2018	N	C 8/1/2017	D 8/31/2017	E 654321	F 0	02	E	A	RTF	25.680000	Y	5.24
0XX	XXP	8/31/2018	N	8/1/2017	8/31/2017	765432	0	0	E	A	G	H 13.000000	Y	1.23
0XX	XXP	8/31/2018	N	8/1/2017	8/31/2017	765432	0	01	E	A	RHR	13.000000	Y	11.27
0XX	XXP	8/31/2018	N	8/1/2017	8/31/2017	876543	0	0	E	A	RHR	12.250000	Y	0.41

Retro Earn Code

Retro

- Retro template due attached to a HEAT ticket 3 weeks prior to the 1st Precalc for the month retro will be paid
- No formulas on the spreadsheet
- Hourly rate column must be 6 digits past decimal for all lines of retro
- Amount column must be 2 digits past decimal
- Work with the Retirement department for retro reporting

Retirement Requirements

- Please read the Retro Pay Procedures located on the Retirement Reporting website before you start to calculate your retro payments to help ensure successful retirement reporting.
- <https://www.sdcoe.net/business-services/financial-services/retirement-reporting/Pages/retirement-reporting-forms.aspx>
- Accuracy of retro pay entries is important to avoid incorrect retirement reporting to CalPERS or CalSTRS. Incorrect employee retirement reporting may cause incorrect service credit and final compensation, a delay in benefit or refund applications until corrections are made on subsequent district payroll reports. For CalSTRS members, pay not reported during specified reporting time requirements will generate penalties & interest.

Retirement Requirements

Please keep in mind the following in addition to the Retro Pay Procedures:

- Salary schedule updates and retros are a two-step process that gets completed over a minimum of two months. Deadlines are critical.
- The CRC, Post Implementation Team (PIT), and Retirement Unit all work together for the retro process.
- Salary schedule updates must be completed successfully first on one payroll month. Only then can the retro payments be processed on the following payroll month.
 1. Salary schedule updates must be completed successfully and audited.
 2. Mass employee Job Data update is run and all employees Job Data records will need to be audited to ensure that the correct pay rates were updated. Pay close attention when auditing terminated/inactive employees as the mass employee Job Data process will NOT update the Terminated row for them.
 3. Submit a new HEAT ticket for the retro process.
- Retro queries are a tool to assist with the calculation of retroactive payments. District personnel will need to calculate and audit the retro payments.
- Please do not combine your retro paylines together for an employee. Keeping the lines separate assist with correct retirement reporting.

Retirement Requirements

- The Retirement Reporting Solutions unit will be forwarded the Retro HEAT ticket and will contact the district requesting the following for use in auditing their retro:
 - a. One Excel workbook with the following **5** tabs:
 - i. Original unmodified query.
 - ii. Retro payment calculations with formulas and auditing comments/notes for manual modifications. Show original earnings code and translated retro earnings codes used.
 - iii. Final retro payment calculations.
 - iv. Completed Excel to CI template.
 - v. Balancing reconciliation showing total lines of original query and totals of each retro earning code count and retro payment totals.
 - b. RETROACTIVE PAY – CERTIFICATED and/or CLASSIFIED form(s).
 - i. <https://www.sdcoe.net/business-services/financial-services/retirement-reporting/Documents/Retirement/RETROACTIVEPAY-CERTIFICATED.pdf>
 - ii. <https://www.sdcoe.net/business-services/financial-services/retirement-reporting/Documents/Retirement/RETROACTIVEPAY-CLASSIFIED.pdf>
 - c. The Retirement Reporting Solutions unit will review and contact district if any changes are needed on the Excel to CI template. PIT will only upload the retro Excel to CI template once the Retirement Reporting Solutions unit.

Retirement Requirements

- Please review all retros for certificated employee for late hires, early terminations, pay docks, hourly pay, or daily pay. Certificated employees who have had salary computation worksheets completed will need to have a new one created to calculate their retro amount.
- Keep in mind that some earnings are NOT subject to retirement. The earning codes on the queries used to calculate retro need to be translated over on the Excel to CI with the retro earning codes which will correctly processes the correct retirement subject wages. Please do not use RRP and RNS.
- Make sure you know if you will be paying retro on base only or base plus any MCOPs. MCOPs are combined with the REG earnings, pay rates, and hourly rates on the retro queries used to calculate retro. However, when reporting retro for STRS PEPRA, PERS CLASSIC, and PERS PEPRA members the MCOP retro amount and base retro amount need to be reported separately. This is a manual process to identify these employees, split the earnings for the retro payment amounts, and calculating the correct hourly rate used on the Excel to CI template. If not paid correctly the retirement reporting will be incorrect for the employee(s).

Q & A