

SDCOE Retirement Reporting Unit Retro Pay Procedures

Salary schedule updates and retros are a two-step process that gets completed over a minimum of two months.

Salary schedule updates must be completed successfully first on one payroll month and only then can the retro payments be processed on the following payroll month. It is recommended that these two processes be done during different months to ensure enough time for the school districts to calculate retro amounts as well as allow adequate time for auditing and uploading into PeopleSoft, HCM. Following this procedure will help ensure accurate retirement calculations and reporting. The PeopleSoft Support unit and Retirement Reporting unit work together for the retro process.

PeopleSoft, HCM User Group Retro Pay Presentation – UPDATED 03-12-2024
(Originally presented on 07-12-2018):

[Retro Pay User Group - Presentation.pdf](#)

1. The school district's **Disclosure of Collective Bargaining Agreement**, required by AB 1200, must be on file at the San Diego County Office of Education (SDCOE) before any retro or off-salary schedule bonus pay is entered in the SDCOE Payroll System.

[Collective Bargaining Disclosure .xls](#)

2. RETROACTIVE PAY – CERTIFICATED and/or CLASSIFIED form(s) must be completed and sent into Retirement Reporting unit the same day the district submits an incident for their Excel to CI Retro Template to PeopleSoft Support.

[Retroactive Pay – Certificated September 2021 \(fill-in form\) PDF](#)

[Retroactive Pay – Classified September 2021 \(fill-in form\) \(PDF\)](#)

3. Per PeopleSoft Support, **salary update spreadsheets are due three (3) weeks prior to the creation of paysheets.** For your new salary schedules to be processed, a ServiceNow Incident will need to be submitted to initiate the process. Please be advised that the school district must manually calculate

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the salary schedule updates that get entered on the spreadsheets sent to PeopleSoft Support for upload into PeopleSoft, HCM.

- a. Salary schedule updates must be completed successfully and audited.
 - b. 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 for them.
4. After the salary schedules are completed, a separate ServiceNow Incident needs to be submitted to **process a retro**. The retro template must be attached to a ServiceNow Incident **three (3) weeks prior to the first calc date for the month that you will be requesting the retro payment** unless an earlier date is specified by PeopleSoft Support due to a holiday.
- a. The retro template is provided by PeopleSoft Support: [Retro Template.xlsx](#)
 - b. The **Retro Pay Report** is a tool to assist with the calculation of retroactive payments; base and MCOP earnings are shown on separate lines in this report. If your school district will need guidance with the **Retro Pay Report**, please submit a ServiceNow Incident. School district personnel will need to calculate and audit the retro payments.

Navigation: Nav Bar Menu > HCM > SDCOE Custom > Payroll > Reports > Retro Pay Report

This report replaces the **M_PY_RETRO_COMBOCODE** query to calculate retro for monthly employees and the **M_PY_RETRO_HRLY_CLS** to calculate retro for hourly employees; however, these queries are still available for use.

- c. A Job Aid for the Retro Pay Report is also available on the PeopleSoft Support Website: [Retro Pay Report](#)

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5. The Retirement Reporting unit will be forwarded the ServiceNow Incident with the Retro Excel to CI template and may contact the school district requesting the following for use in the audit of the district retro:
 - Original unmodified **Retro Pay Reports** for all bargaining units:
 - Retro payment calculations with formulas and auditing comments/notes for manual modifications. Show original earnings code and translated retro earnings codes used.
 - Final retro payment calculations.
 - Balancing reconciliation showing total lines of original query and totals of each retro earning code count and retro payment totals.
6. The Retirement Reporting unit will contact the school district if any changes are needed on the Excel to CI template. PeopleSoft Support will only upload the retro Excel to CI template to production once the Retirement Reporting unit approves it.

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Retirement Reporting Retro Tips:

- 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 **Retro Pay Report** used to calculate the retro need to be translated to the Excel to CI template with the retro earning codes ([Retro Earnings Codes Crosswalk Rev 03152021.xlsx](#)), do not use RRP and RNS.
- Determine if any MCOP categories will be paid as part of the retro. In PeopleSoft, HCM, MCOPs are combined with the REG earnings and pay rates in payroll, and therefore are reflected in the hourly rates on the retro queries. The new **Retro Pay Report** splits base and MCOP earnings and also provides pay rate information with and without MCOPs. Please refer to the Job Aide for more information. For correct reporting to PERS and STRS, the base and any MCOP earnings need to be entered separately on the Excel to CI template. The correct hourly rate is the base pay rate without MCOP included for all retro earnings.

M_PY_COMPENSATION_SPLIT query shows the same information viewed by employees on the Compensation Split screen in Employee Self Service (ESS).

- Make sure you keep the retro entries the same as how they appear on the **Retro Pay Report**, *separate, month by month*. This is needed for accurate reporting to PERS and STRS.
- Use the retro earn code of RRG for any SLA or LWP lines.
- This document and other documents referenced within are available on the Retirement Reporting Training and Procedures webpage under the Retroactive Pay section at this link:
<https://www.sdcoe.net/administrative-services/business-services/district-financial-services/retirement-reporting>

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