Sonoma County Office of Education

Retroactive Payroll Process

February 2025

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Retroactive Pay Notification Form

Purpose

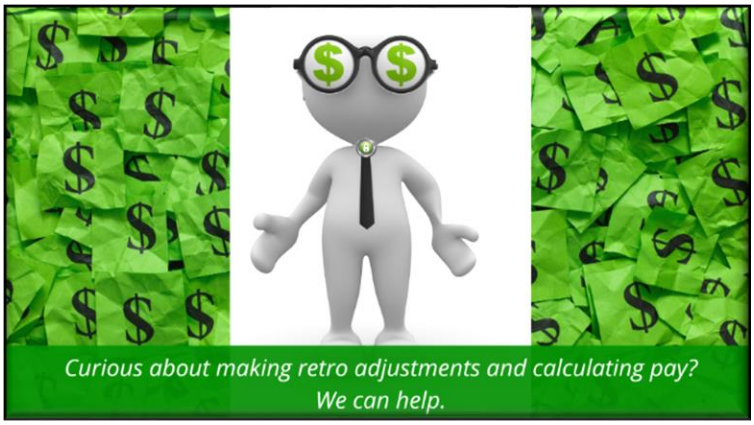
- Notify SCOE that the District is planning or has already approved to increase an existing Salary Schedule with the intent to retro back to a prior pay period.
- Notify SCOE that the District is planning on or has already approved a One-Time Bonus or Off-Schedule payment to employees.
- Allow Districts and SCOE the ability to support each other in implementing and setting up a retro in the Software System.
- Allow SCOE Retirement Analysts to assist the District and review that Retirement is reporting correctly.
- Submitting the Retroactive Pay Notification Form allows both the District and County Office to review, prepare and pay the employees in a timely manner.

Procedure

- Prior to creating or paying a retro, bonus or off-schedule complete the Retroactive Pay Notification Form and email to the helpdesk@scoe.org with a cc to carend@scoe.org, jliu@scoe.org, abritton@scoe.org, and maguayo@scoe.org.
- Please remember it is always the districts responsibility to make sure that they follow internal practices and procedures. SCOE IT and SCOE Retirement Analysts are available to provide support and recommendations only.

Retirement Consideration

- When a retroactive raise is not offered to ALL employees in the Bargaining Unit who were active at the time the raise is effective, the retroactive raise is NOT CREDITABLE for any employees.



Sample Form

Sonoma County Office of Education
IT and Business Services Division

Sonoma County Office of Education

5340 Skylane Boulevard
Santa Rosa, CA 95403-8246
(707) 524-2600 ■ www.scoe.org

Retroactive Pay Notification Form

LEA Retro Information	
LEA Name:	
Contact Name:	
Contact Phone/Email:	
Date of Retro Pay:	
Escape HR/Payroll Fields	
Retro Period Coverage Dates (Earnings From/Thru) From:_____ Thru:_____	
Bargaining Unit/Group*:	
Salary Schedule(s):	
Addon(s) to Include**:	

**Please submit separate form for each bargaining unit or group.*

***Consider including addons for docks, positive and negative adjustments, and vacation and longevity pay unless otherwise specified in agreement.*

Check all that Apply:

☐ Classified ☐ Certificated ☐ Certificated RWL ☐ Management

☐ Other:_____

Retro Payroll Features (check all that apply):

☐ On Salary Schedule ☐ Active Employees Only (NOT Creditable for all)

☐ One-Time Bonus ☐ Include Terminated (Creditable for all)

Required Attachments:

☐ Copy of Signed Agreement (submit signed letter detailing terms if no bargained agreement)

☐ New Salary Schedule(s)

_____

LEA Authorized Signature ***Date***

Email completed form to helpdesk@scoe.org, cc' to carend@scoe.org, jliu@scoe.org, maquayo@scoe.org and abritton@scoe.org

Updated 6/2022

Retro Payroll Setup Considerations

Retro Payroll Basics

- After Board Approval, first update the Salary Schedule(s)
- Permission based: This activity is ONLY available to Pay Managers and above
- Retro dates are based upon Pay Cycle Period End Dates, NOT Pay Date
    - When Cancelled Assignments, retro should post to NEW Assignment
- Only the Addons entered in the Addon field will be included in the Retro
- The Hourly/Daily and Salary Basis fields from the ***Calendar*** can affect which salary schedule rate the system will use to calculate positional pay and what rate conversion is used

- STRS does not allow more than one Retro reporting in a fiscal year
- STRS and PERS do not allow Retro reporting in a current pay period

There are three options to process a retroactive pay increase or a combination.

Option 1 – Retro Payroll Activity - Salary Schedule Method (Recommended)

- Update Salary Schedule after Board Approval, then apply new rates in the Retro Payroll Activity to current assignment and/or addons

Option 2 – Retro Payroll Activity - Percentage Method

- Apply percentage in Retro Payroll Activity to current assignment and/or addons.
    - Caution when using the percentage method, the system calculated hourly rate can be different than the Board Approved Salary Schedule. Be sure to double check. In addition, due to rounding the retro amount and pay rate will calculate a little different from the Salary Schedule method.

Option 3 – Employee Management Activity - Cancel Assignment Method

- Use this method when there is a change in salary schedule, salary schedule cell, or calendar for **individual employees**.
- Use this method when the Salary Schedule naming convention does not remain the same, or cells have changed from the original Salary Schedule.
    - ***Best Practice Recommendation***: Always try to keep the same name and cell format when creating a new Salary Schedule to avoid and prevent errors.
- Use this method when you have a **STRS Reduced Workload Code 36** or **STRS Retiree Code 61** assignment. These can also be done using the Retro Payroll Activity with some manual overrides entered in the batch before posting.

Regardless of the Retro Option used, the Salary Schedule should always be updated first to capture current and future payroll periods after Board Approval.

Retro Payroll Batch Statuses

Open Status: When the batch is first created it will be in Open Status until the Compute task is completed.

Computed Status: When the Retro Batch is in Computed Status, changes can be made in the batch to any field that is not locked.

Posted Status: All fields are locked for editing in the Retro Payroll Batch activity. If Changes need to be made after the batch is posted to Adjust Payroll, use Tasks to Unpost Retro, this will return the batch to Computed Status and corrections, can be made.

When a Batch is Returned to Open. This can happen when there are changes that need to be recomputed in the retro (*Retro Calculation Request* tab in Retro Payroll activity).

Example: When setting up the retro, the DOCKD/DOCK/DOCKH Addons were not included in the retro batch setup but should have been.

Return to Open will unlock all the fields on the Retro Calculation Tab, and wipe all the data from the Retro Pay Lines Tab. ALL manual changes will have to be reentered.

Editing Retro Payrolls

- If you want to make changes on the *Retro Calculation Request* tab or have changed set up outside of the Retro Payroll Activity and want your changes included, you **must** use the ***Return to Open*** task

- You **can edit** retro lines in the Computed status
    - Fields that are unlocked can be edited, i.e. Ovr Retro Amt, Pay Rate, Retirement fields (except Contrib Codes), Prd Begin and Prd End dates.

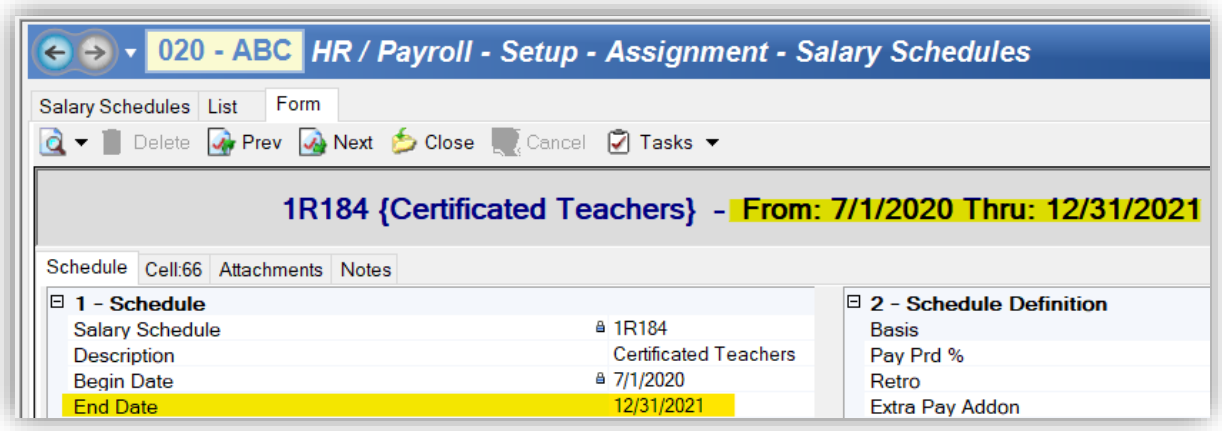
- You **cannot edit** lines in a Posted status, but items **can be edited** in the ***Adjust Payroll*** activity if the pay date has not been submitted

Creating a Retro Payroll in Frontline ERP

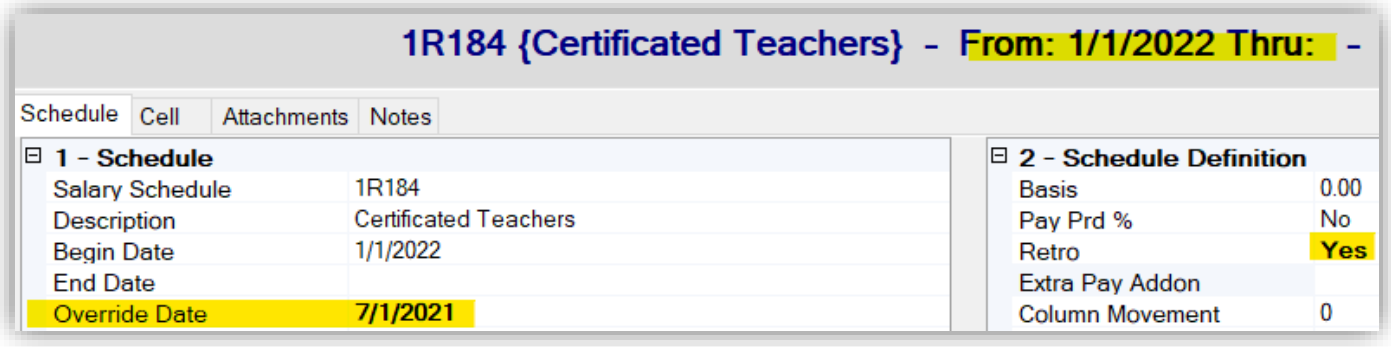
Option 1 – Retro Payroll Activity - Salary Schedule Method

Go to HR/Payroll – Setup – Assignment – Salary Schedules

- Update Salary Schedule
  - Use Board Approved NEW Salary Schedule that is retro to a prior pay period
- Open Current Salary Schedule
- Enter End Date (end of the month date of the last regular pay period)
- Save/Close

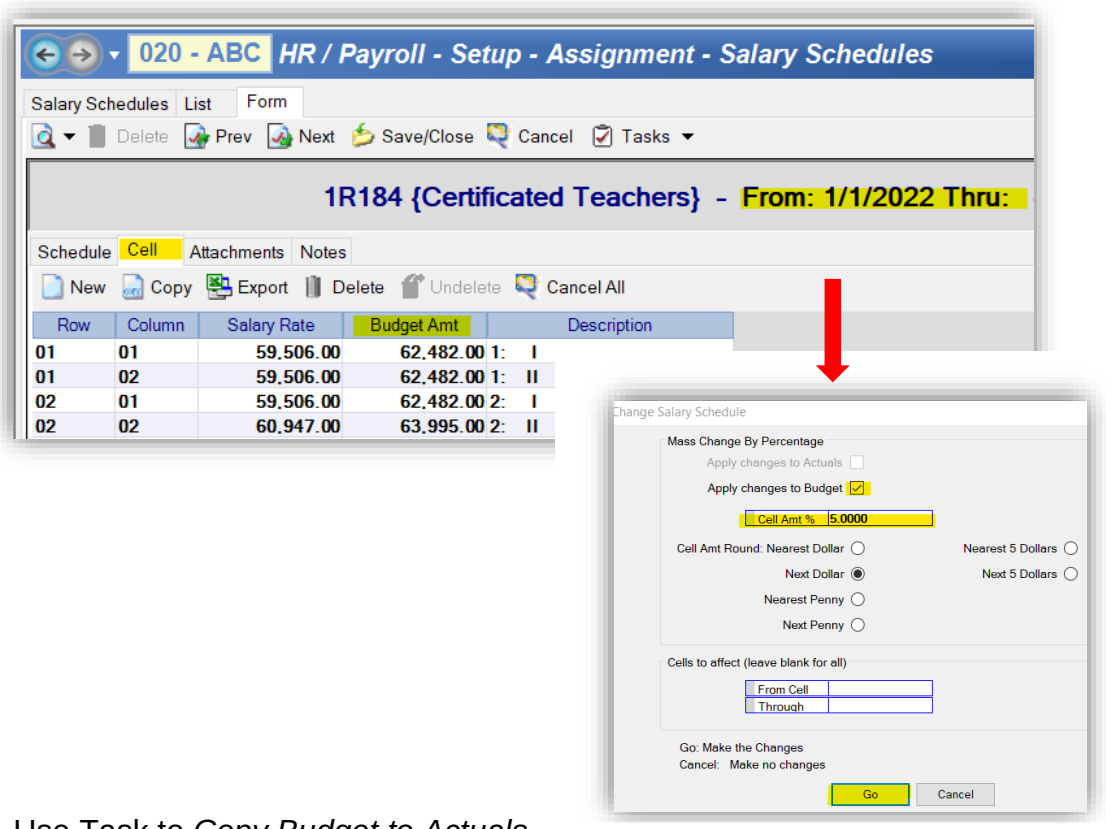


- Copy Salary Schedule and update as per Board Approved Agreement (MOU, CBA)
  - Begin Date will populate with 1st day of the following month
  - Enter Override Date
    - Enter a date if the salary schedule can be used in payroll calculations for pay prior to the begin date. For example, if the salary schedule has a begin date of January 1, but an **override date of July 1, this salary schedule will be used for retroactive payrolls and assignments backdated to July 1.**
  - Set Retro Flag to Yes

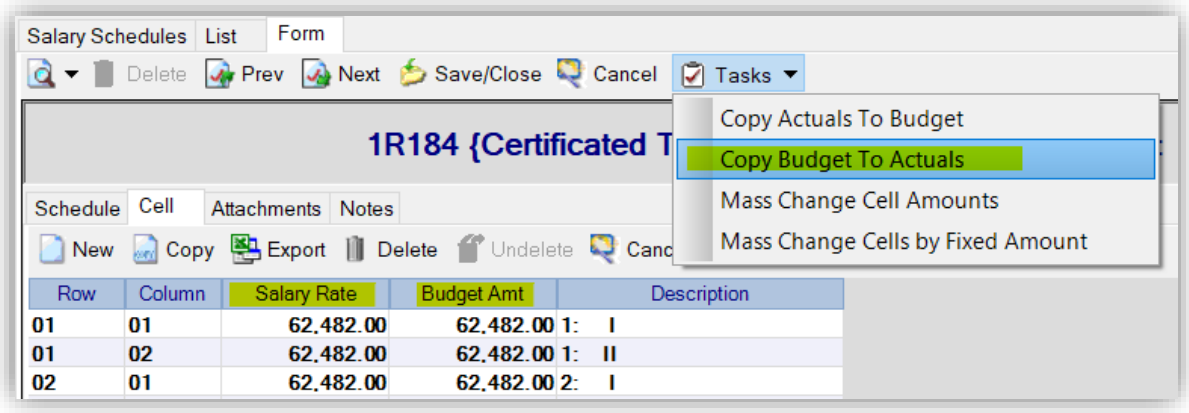


- Save/Close

- Reopen Salary Schedule
- Click on Cell Tab
    - Update Salary Cells to match ***exactly*** Board Approved Salary Matrix
        - Apply Changes to Budget
        - Use Tasks to *Mass Change Cell Amounts*
            - Enter % (use *Mass Change Cells by Fixed Amount* Task if update is a flat dollar amount per cell)
            - Click Go



- Use Task to *Copy Budget to Actuals*
    - *Click Yes*

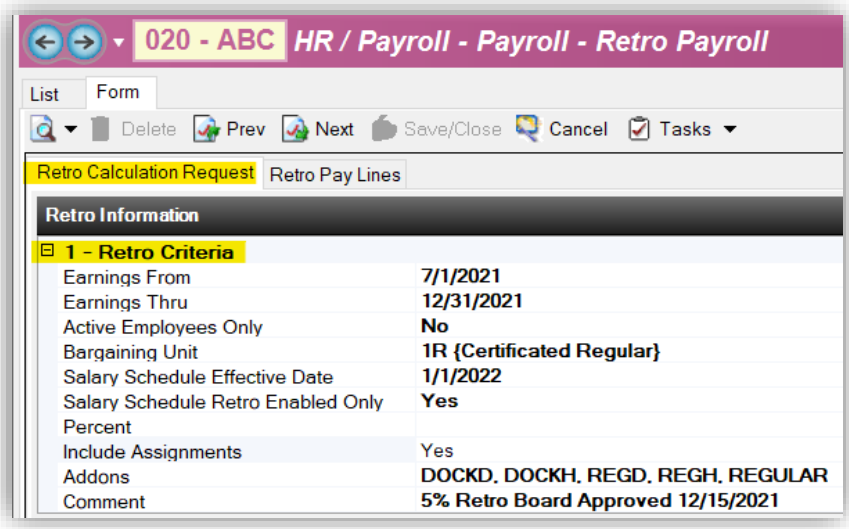


- Save/Close

Go to HR – Payroll – Retro Payroll

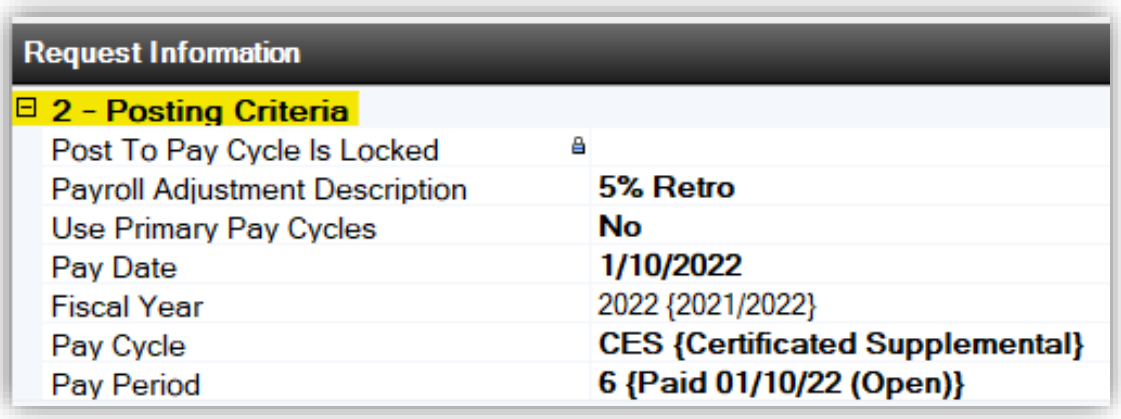
- Select **NEW** from the Task Bar
- **Section 1 – Retro Criteria**
  The *Retro Calculation Request* tab of the Retro Payroll activity must be filled out to start the process. The fields on this tab can only be edited when the retro is in the **Open** status.

  - **Earnings From**: Enter the "Start" date for the retro (Required)
  - **Earnings Thru**: Enter the "End" date for the retro (Required)
  - **Active Employees Only**: Enter "No" to **include ALL** employees with pay detail during the earnings from/thru dates indicated (Required)
    - Special Consideration: If retro is paid to **Active Employees Only** the retroactive earnings are not creditable
  - **Bargaining Unit**: Select the BU for which this retro applies
  - **Salary Schedule Effective Date**: Enter the Effective Date for the New Salary Schedule (Required)
  - **Salary Schedule Retro Enabled Only:** This field works in conjunction with the Salary Schedule Effective Date and the Retro flag in the salary schedule. If left blank it will retro regardless of Salary Schedule Retro Enabled setup
  - **Include Assignments**: Defaults to "Yes"
    - Change to **No** when Retro is for Addons only
  - **Addons**: Use the lookup to select the addon(s) that you want to include in the retro. Recommended to always include DOCK addons.
  - **Comment**: Enter a comment for this retro



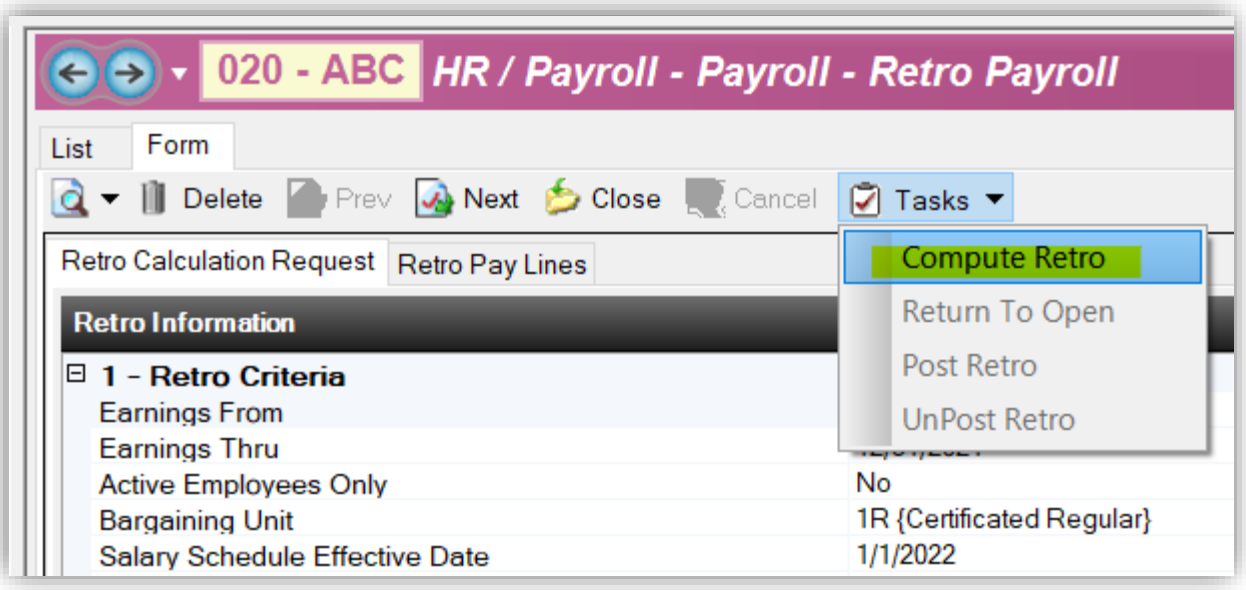
- **Section 2 – Posting Criteria**
  The software uses the information you enter to determine how to create and when to pay the retro. ALL fields are required.

    - **Payroll Adjustment Description**: Enter the description up to 20 characters. This will be displayed for addons on the employee's paycheck. For assignments, the paycheck will display the job category/class.
    - **Use Primary Pay Cycles**: Enter "Yes" to use the employee's primary pay cycle for the retro adjustment amount to appear. Enter No to post to a supplemental pay cycle.
    - **Pay Date**: Enter the actual pay date for the retro. In other words, enter the date on which the retro will be paid, regardless of the pay cycle period.
    - **Fiscal Year**: Defaults to current Fiscal Year. Field is open if need to point to a prior fiscal year. Prior Year can only be used with the percentage method.
    - **Pay Cycle**: Enter Pay Cycle being paid out on. There must be a pay cycle/period specified in case an employee doesn't have a primary pay cycle. The pay cycle/period specified here is used only as a backup. The pay cycle selected MUST be in a status of Open or Future.
    - **Pay Period**: Enter the pay period for the Retro to process.



- Save/Close

- Re-Open the Retro
- Select ***Tasks*** from the tool Bar
- Select ***Compute Retro*** from the Drop Down Menu
- Click Yes



- The system will compute the retro lines and close the retro
- Status will now be Computed
    - Number of retroactive pay items will be listed in Status Message Column

- Re-Open the Retro to begin the Review Process

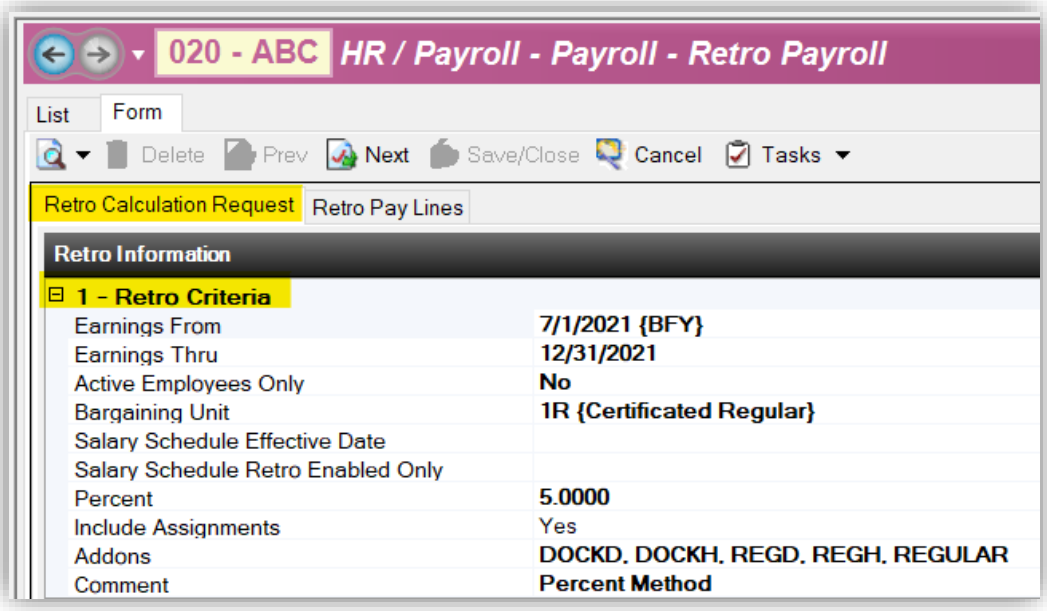
Verify all employees listed are reporting and calculating as expected

Option 2 – Retro Payroll Activity - Percentage Method

Go to HR – Payroll – Retro Payroll

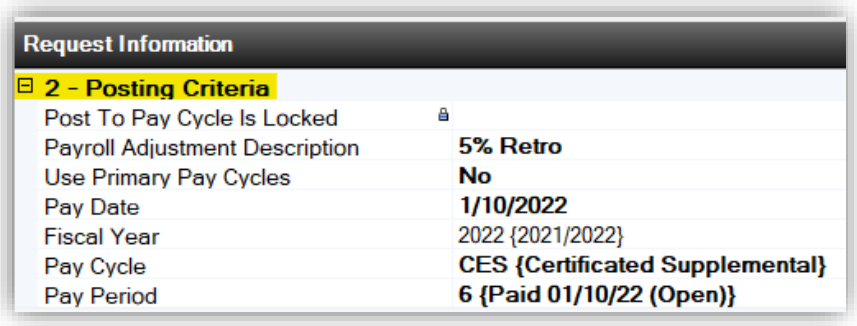
- **Section 1 – Retro Criteria**
  The *Retro Calculation Request* tab of the Retro Payroll activity must be filled out to start the process. The fields on this tab can only be edited when the retro is in the Open status.

  - **Earnings From**: Enter the "Start" date for the retro (Required)
  - **Earnings Thru**: Enter the "End" date for the retro (Required)
  - **Active Employees Only**: Enter "No" to **include ALL** employees with pay detail during the earnings from/thru dates indicated (Required)
    - Special Consideration: If retro is paid to **Active Employees only** the retroactive earnings are not creditable
  - **Bargaining Unit**: Select the BU for which this retro applies
  - **Percent**: Enter the Board Approved Percentage. This will not use the Salary Schedule to calculate, but instead the percentage entered.
  - **Include Assignments**: Defaults to "Yes"
    - Change to **No** when Retro is for Addons only
  - **Addons**: Use the lookup to select the addon(s) that you want to include in the retro. Always include DOCK addons.
  - **Comment**: Enter a comment for this retro



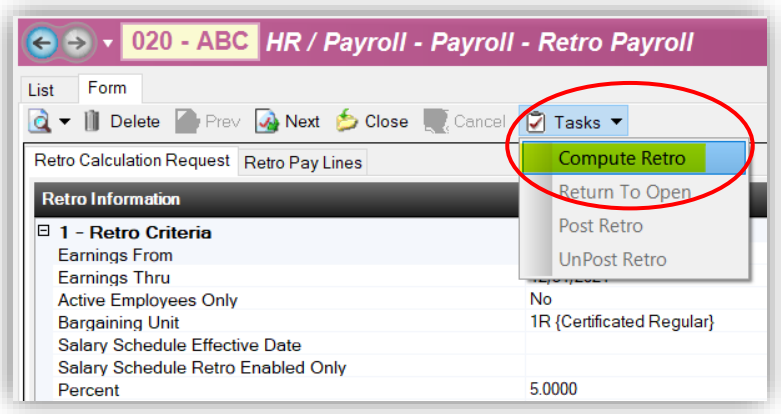
- **Section 2 – Posting Criteria**
  The software uses the information you enter to determine how to create and when to pay the retro. ALL fields are required.

    - **Payroll Adjustment Description**: Enter the description up to 20 characters. This will be displayed for addons on the employee's paycheck. For assignments, the paycheck will display the job category/class.
    - **Use Primary Pay Cycles**: Enter "Yes" to use the employee's primary pay cycle for the retro adjustment amount to appear. Enter No to post to a supplemental pay cycle.
    - **Pay Date**: Enter the actual pay date for the retro. In other words, enter the date on which the retro will be paid, regardless of the pay cycle period.
    - **Fiscal Year**: Defaults to current Fiscal Year. Field is open if needed to point to a prior fiscal year. Prior Year can only be used with the percentage method.
    - **Pay Cycle**: Enter Pay Cycle being paid out on. There must be a pay cycle/period specified in case an employee doesn't have a primary pay cycle. The pay cycle/period specified here is used only as a backup. The pay cycle selected MUST be in a status of Open or Future.
    - **Pay Period**: Enter the pay period for the Retro to process.



- Save/Close
- Re-Open the Retro

- Select ***Tasks*** from the tool Bar
- Select ***Compute Retro*** from the Drop-Down Menu
- Click Yes



- The system will compute the retro lines and close the retro
- Status will now be Computed
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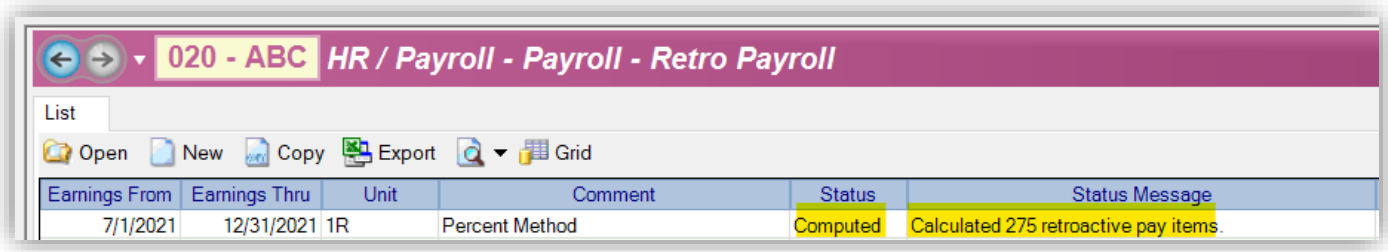
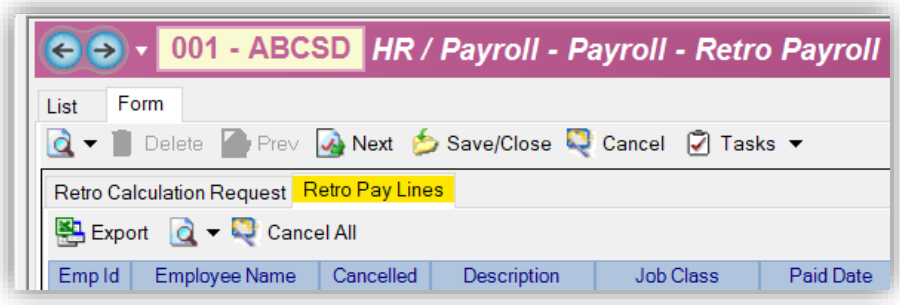


Verify all employees listed are reporting and calculating as expected

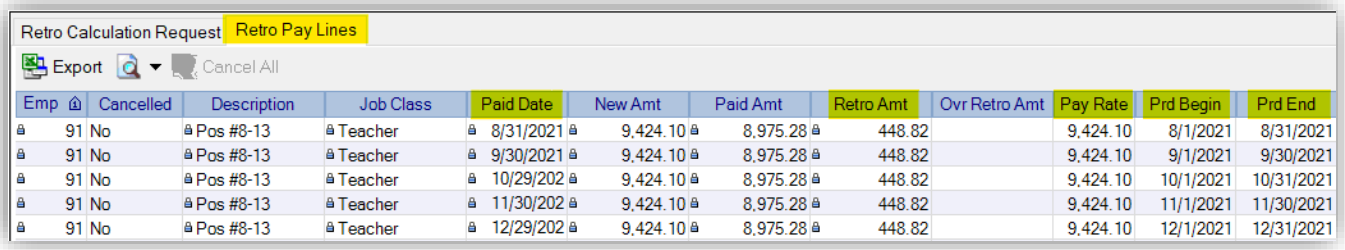
Manual Updates

- Click on Retro Pay Lines Tab



If an Assignment is Canceled in the *same pay period* of Retro Payroll Activity, then the lines MUST be canceled in the Retro Pay Lines!

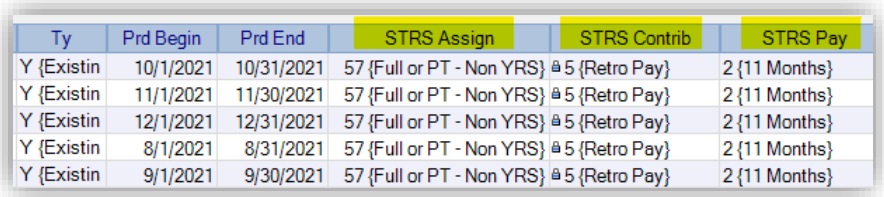
- **Description:** If there has been an Assignment Canceled for an individual employee prior to the retro process, confirm the retro is posting to the New/Current Position
- **Paid Date:** Paid Date based on Pay Schedule set up in the system. ***Note: Can be different than the Prd Begin and Prd End dates.***
- **Retro Amount:** Spot check the calculation of *New Amt* to *Paid Amt* column to confirm amount is accurate
- **Pay Rate Column**: Pay Rate should report the new monthly or hourly based on salary schedule
- **Prd Begin and Prd End Date Columns**: There should be a Prd Begin and Prd End date for each period the employee has pay within the retro period


Retro Calculation Request | Retro Pay Lines

Export | Cancel All

Emp	Cancelled	Description	Job Class	Paid Date	New Amt	Paid Amt	Retro Amt	Ovr Retro Amt	Pay Rate	Prd Begin	Prd End
91	No	Pos #8-13	Teacher	8/31/2021	9,424.10	8,975.28	448.82		9,424.10	8/1/2021	8/31/2021
91	No	Pos #8-13	Teacher	9/30/2021	9,424.10	8,975.28	448.82		9,424.10	9/1/2021	9/30/2021
91	No	Pos #8-13	Teacher	10/29/202	9,424.10	8,975.28	448.82		9,424.10	10/1/2021	10/31/2021
91	No	Pos #8-13	Teacher	11/30/202	9,424.10	8,975.28	448.82		9,424.10	11/1/2021	11/30/2021
91	No	Pos #8-13	Teacher	12/29/202	9,424.10	8,975.28	448.82		9,424.10	12/1/2021	12/31/2021

- **Retirement Columns:**
  - Verify *STRS Assignment Code*, *STRS Contribution Code*, and *STRS Pay Code* are accurate. See STRS Retiree section on Page 18 for special considerations.



Ty	Prd Begin	Prd End	STRS Assign	STRS Contrib	STRS Pay
Y {Existin	10/1/2021	10/31/2021	57 {Full or PT - Non YRS}	5 {Retro Pay}	2 {11 Months}
Y {Existin	11/1/2021	11/30/2021	57 {Full or PT - Non YRS}	5 {Retro Pay}	2 {11 Months}
Y {Existin	12/1/2021	12/31/2021	57 {Full or PT - Non YRS}	5 {Retro Pay}	2 {11 Months}
Y {Existin	8/1/2021	8/31/2021	57 {Full or PT - Non YRS}	5 {Retro Pay}	2 {11 Months}
Y {Existin	9/1/2021	9/30/2021	57 {Full or PT - Non YRS}	5 {Retro Pay}	2 {11 Months}

- Verify *PERS Contribution Code, PERS Pay Rate* and *PERS Schedule* are accurate. See PERS Retiree section on Page 18 for special considerations.

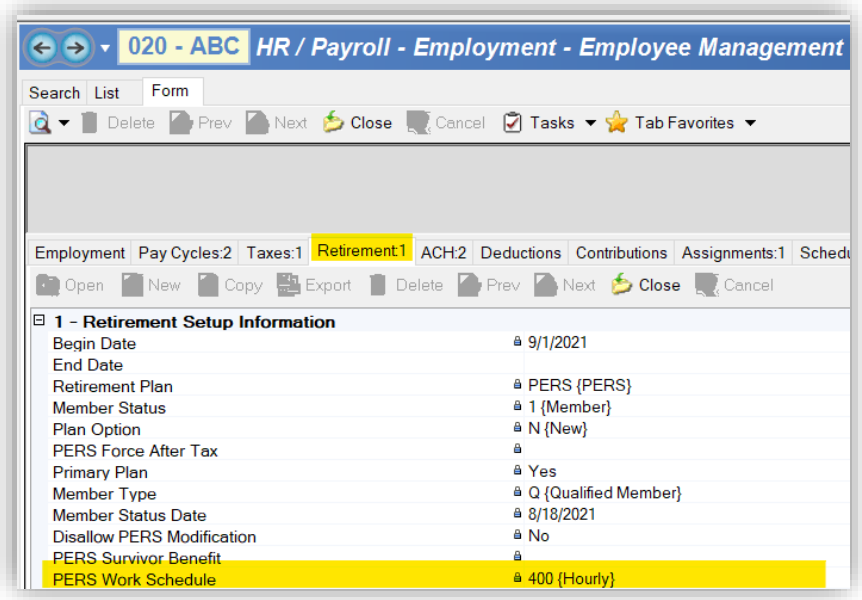
Ty	Prd Begin	Prd End	PERS Contrib	PERS Rate	PERS Sched
Q {Qualifi	8/1/2021	8/31/2021	15 {Retro Tax D	4 {Hourly}	400 {Hourly}
Q {Qualifi	10/1/2021	10/31/2021	15 {Retro Tax D	4 {Hourly}	400 {Hourly}
Q {Qualifi	11/1/2021	11/30/2021	15 {Retro Tax D	4 {Hourly}	400 {Hourly}
Q {Qualifi	12/1/2021	12/31/2021	15 {Retro Tax D	4 {Hourly}	400 {Hourly}
Q {Qualifi	9/1/2021	9/30/2021	15 {Retro Tax D	4 {Hourly}	400 {Hourly}

If the salary schedule is Hourly the **PERS Schedule** should be 400 {Hourly}, if the salary schedule is Monthly the PERS Schedule should be 173 {Monthly}

If PERS Schedule is blank or reporting incorrectly this will cause MANY errors in retirement reporting. Will need to manually override in the Retro Payroll Batch Activity, and then go to Employee Management to update the retirement record accordingly.

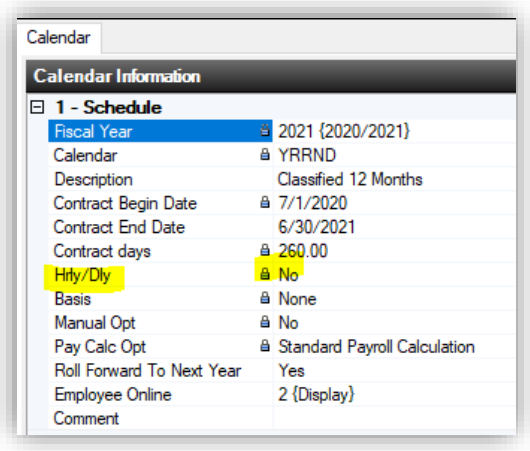
Go to ***HR/Payroll – Employment – Employee Management – Retirement Tab***

- End current record
- Copy
- Update PERS Work Schedule Field
- Save/Close



The retirement reporting can also be driven from the Calendar setup. If the Employee Retirement Record is populated with the correct hours, but still reporting incorrectly in the Retro Payroll Activity, verify.

Go to HR/Payroll – Setup – Assignment – Calendars and review the Hourly/Daily Field.
Hourly/Daily – Defaults to "No".



If the flag is set to "No", the retirement reporting pay rate defaults to monthly, regardless of how the salary schedule is set up.

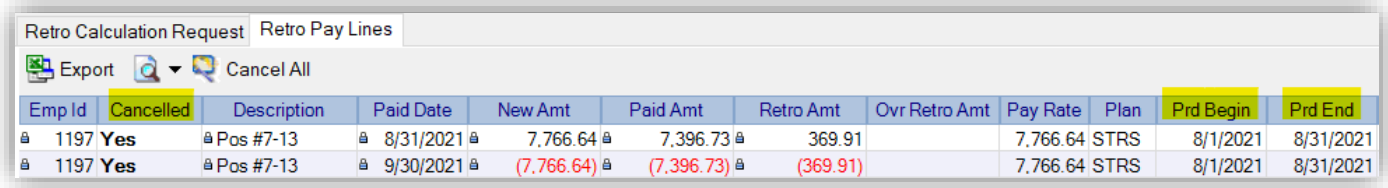
Negative Pay Lines

ALL negative pay lines need to be Canceled and the negative amount applied to corresponding period with positive earnings using the Ovr Retro Amt Column. Negative pay lines will create Retirement errors that will hold up retirement reporting submissions for the entire District.

Additionally, NEGATIVE earnings being backed out can NEVER be more than what was reported in the original reporting period.

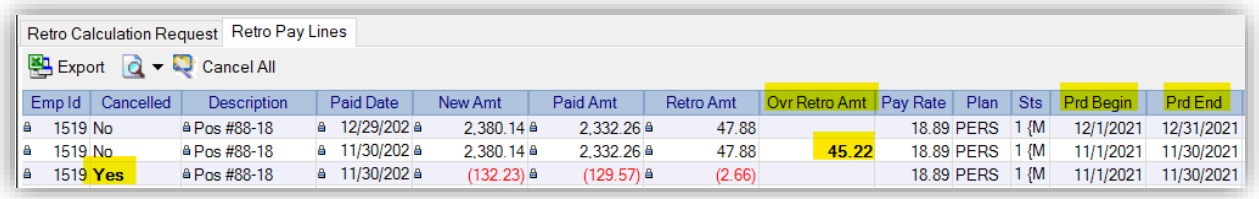
- Locate pay line with a Negative Retro Amount
  - If positive amount in corresponding position number and *Prd Begin* and *Prd End* dates nets to Zero, then Cancel both lines.
  - If positive amount in corresponding position number *Prd Begin* and *Prd End* dates nets to a positive amount, then Cancel Negative Line, enter difference in Override Column

Example: Difference Nets to Zero. Both lines are Cancelled in the Retro Batch. $369.91 - $369.91 = $0.00.



Emp Id	Cancelled	Description	Paid Date	New Amt	Paid Amt	Retro Amt	Ovr Retro Amt	Pay Rate	Plan	Prd Begin	Prd End
1197	Yes	Pos #7-13	8/31/2021	7,766.64	7,396.73	369.91		7,766.64	STRS	8/1/2021	8/31/2021
1197	Yes	Pos #7-13	9/30/2021	(7,766.64)	(7,396.73)	(369.91)		7,766.64	STRS	8/1/2021	8/31/2021

Example: Difference Nets to Positive Amount. Negative line is Cancelled and negative amount is subtracted from the positive amount in the corresponding *Prd Begin* and *Prd End* dates. The difference is entered in the *Ovr Retro Amt* Column. $47.88 - $2.66 = $45.22.


Retro Calculation Request | Retro Pay Lines

Export | Cancel All

Emp Id	Cancelled	Description	Paid Date	New Amt	Paid Amt	Retro Amt	Ovr Retro Amt	Pay Rate	Plan	Sts	Prd Begin	Prd End
1519	No	Pos #88-18	12/29/202	2,380.14	2,332.26	47.88		18.89	PERS	1 {M	12/1/2021	12/31/2021
1519	No	Pos #88-18	11/30/202	2,380.14	2,332.26	47.88	45.22	18.89	PERS	1 {M	11/1/2021	11/30/2021
1519	Yes	Pos #88-18	11/30/202	(132.23)	(129.57)	(2.66)		18.89	PERS	1 {M	11/1/2021	11/30/2021

Retirees - CalPERS

There are two scenarios to consider when calculating a retro on a CalPERS retiree. If retroactive earnings are for pay periods while coded as a Retiree the earnings are not reportable, nor should there be contributions or deductions taken. These lines must be Canceled in the Retro Payroll Activity Batch and processed manually using a non-creditable Addon.

If an employee is coded as a PERS Retiree and there is a retro for the period for when they were an Active employee, the earnings are reportable and should have contributions and deductions taken. If the Retiree is paid with an Addon, this can be processed using the Retro Payroll Activity, however, the retirement section in Adjust Payroll will need to be overridden to reflect Active and contributions/deductions will be taken.

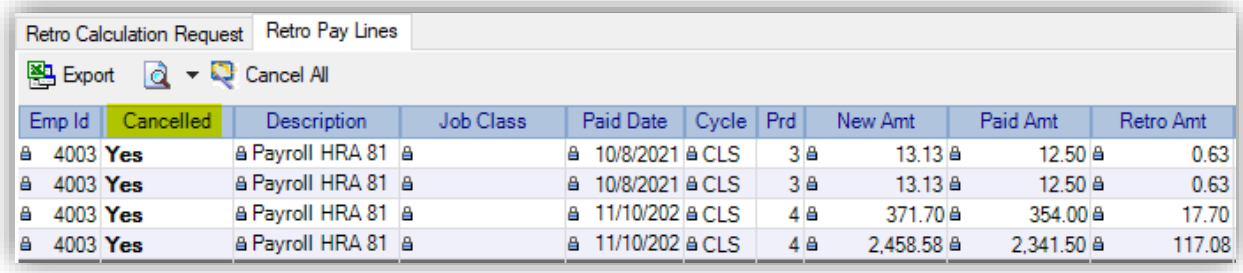
The system will look at the current Retirement Record setup in Employee Management to determine the current retirement status.

When using the Retro Payroll Activity, it is important to verify the earnings are reporting by month, the PERS Work Schedule is populated, and the new pay rate is reporting accurately.

Scenario 1 – Retro is for pay periods when coded as a Retiree

Go to HR/Payroll – Payroll – Retro Payroll

- Change Cancelled Flag to Yes


Retro Calculation Request | Retro Pay Lines

Export | Cancel All

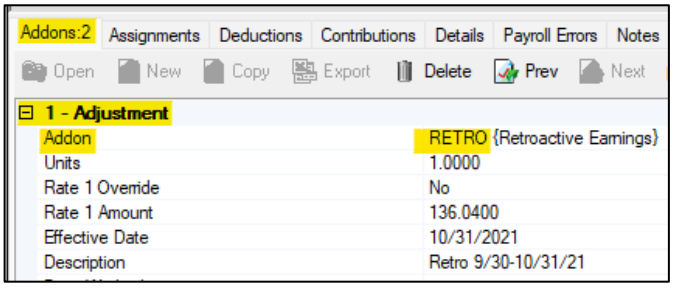
Emp Id	Cancelled	Description	Job Class	Paid Date	Cycle	Prd	New Amt	Paid Amt	Retro Amt
4003	Yes	Payroll HRA 81		10/8/2021	CLS	3	13.13	12.50	0.63
4003	Yes	Payroll HRA 81		10/8/2021	CLS	3	13.13	12.50	0.63
4003	Yes	Payroll HRA 81		11/10/202	CLS	4	371.70	354.00	17.70
4003	Yes	Payroll HRA 81		11/10/202	CLS	4	2,458.58	2,341.50	117.08

Go to HR/Payroll – Payroll – Adjust Payroll

Use the RETRO Addon for manual retro earnings. If your District doesn't have this addon, send an email to request helpdesk@scoe.org.

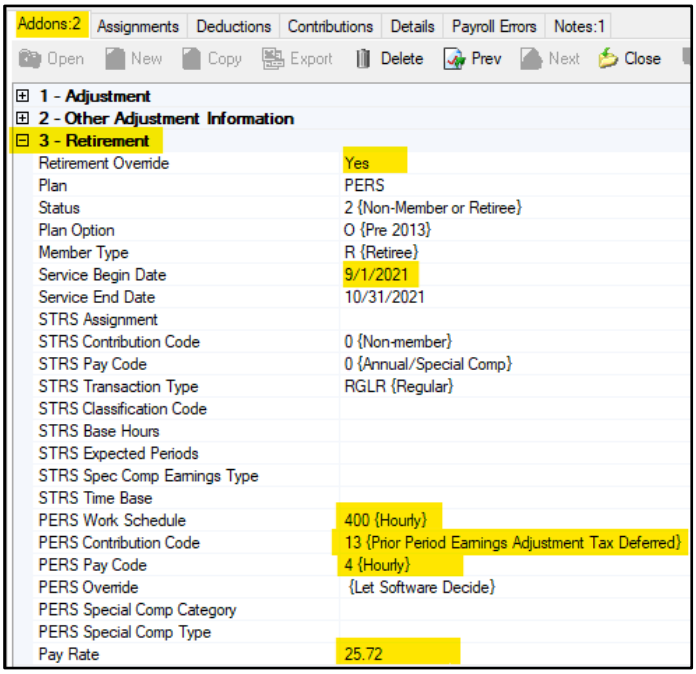
Section 1 – Adjustment

- **Addon:** RETRO
- **Units:** 1
- **Rate 1 Amount:** Total of Retro earnings
- **Effective Date:** Last pay period of retro
- **Description:** open field



Section 3 – Retirement

- **Retirement Override:** Yes
- **Service Begin Date:** 09/01/21
- **Service End Date:** 10/31/2021
- **PERS Work Schedule:** 400 {Hourly}
- **PERS Contribution Code:** 13 {Prior..}
- **PERS Pay Code:** 4 {Hourly}
- **Pay Rate:** New Pay Rate



Scenario 2 – Retro is for pay periods when coded as an Active Member, but now is working as a Retiree.

Process through the Retro Payroll Activity as normal.

If the Retiree is paid with an Addon, this can be processed using the Retro Payroll Activity, however, the retirement section in Adjust Payroll will need to be overridden to reflect Active and contributions/deductions will be taken.

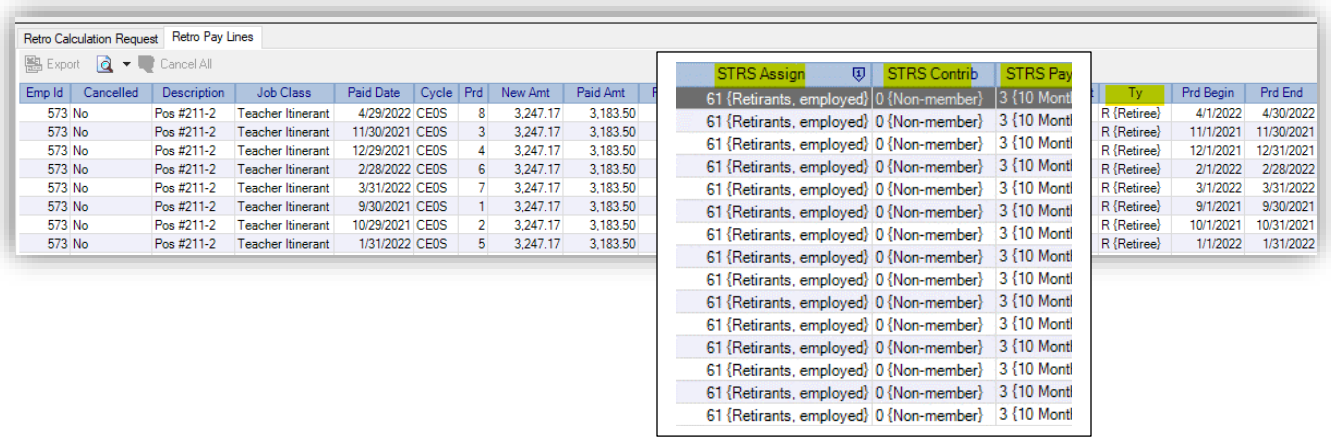
Retirees - STRS Retirement Code 61

Retirees with STRS Retirement Code 61, will need to have the pay lines reviewed in Adjust Payroll to confirm the STRS Contribution Code is reporting with a 5 {Retro Pay}. The recommendation would be to do this as the first step BEFORE any manual overrides are made in the Retro Payroll Activity. If the Payroll snapshot DOES NOT report with a 5 {Retro Pay} the lines in the Retro Payroll Activity will need to be *Canceled* and processed manually through Adjust Pay **OR** use the Canceled Assignment Method in the Employee Management Assignment Activity that is outlined in the next section. With the manual overrides, the earnings will be reported with a STRS Contribution Code 5 {Retro Pay}, and STRS Transaction Type ADJS {Adjustment}. STRS tracks Retirement Earnings limitations annually so it is important that the retirement retro is reported accurately.

Retro Payroll Activity will reflect a STRS Contribution Code 0 {Non-member}. Once posted to Adjust Payroll verify the Payroll Snapshot reflects a STRS Contribution Code 5 {Retro Pay}.

Retro Payroll Activity

Reflects with a 0 {Non-member} STRS Contribution Code



Retro Calculation Request | Retro Pay Lines

Export | Cancel All

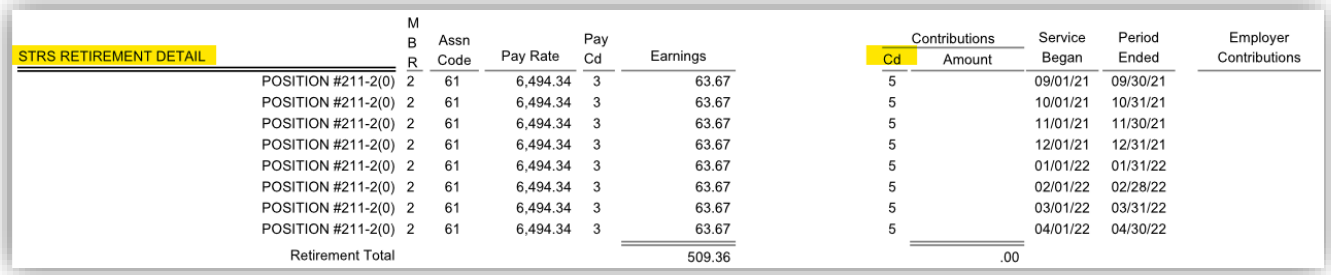
Emp Id	Cancelled	Description	Job Class	Paid Date	Cycle	Prd	New Amt	Paid Amt	STRS Assign	STRS Contrib	STRS Pay	Ty	Prd Begin	Prd End
573	No	Pos #211-2	Teacher Itinerant	4/29/2022	CE0S	8	3,247.17	3,183.50	61 {Retirants, employed}	0 {Non-member}	3 {10 Montl	R {Retiree}	4/1/2022	4/30/2022
573	No	Pos #211-2	Teacher Itinerant	11/30/2021	CE0S	3	3,247.17	3,183.50	61 {Retirants, employed}	0 {Non-member}	3 {10 Montl	R {Retiree}	11/1/2021	11/30/2021
573	No	Pos #211-2	Teacher Itinerant	12/29/2021	CE0S	4	3,247.17	3,183.50	61 {Retirants, employed}	0 {Non-member}	3 {10 Montl	R {Retiree}	12/1/2021	12/31/2021
573	No	Pos #211-2	Teacher Itinerant	2/28/2022	CE0S	6	3,247.17	3,183.50	61 {Retirants, employed}	0 {Non-member}	3 {10 Montl	R {Retiree}	2/1/2022	2/28/2022
573	No	Pos #211-2	Teacher Itinerant	3/31/2022	CE0S	7	3,247.17	3,183.50	61 {Retirants, employed}	0 {Non-member}	3 {10 Montl	R {Retiree}	3/1/2022	3/31/2022
573	No	Pos #211-2	Teacher Itinerant	9/30/2021	CE0S	1	3,247.17	3,183.50	61 {Retirants, employed}	0 {Non-member}	3 {10 Montl	R {Retiree}	9/1/2021	9/30/2021
573	No	Pos #211-2	Teacher Itinerant	10/29/2021	CE0S	2	3,247.17	3,183.50	61 {Retirants, employed}	0 {Non-member}	3 {10 Montl	R {Retiree}	10/1/2021	10/31/2021
573	No	Pos #211-2	Teacher Itinerant	1/31/2022	CE0S	5	3,247.17	3,183.50	61 {Retirants, employed}	0 {Non-member}	3 {10 Montl	R {Retiree}	1/1/2022	1/31/2022

Go to HR/Payroll – Payroll – Adjust Payroll

Review Adjust Payroll Snapshot

Reflects 5 STRS Contribution Code

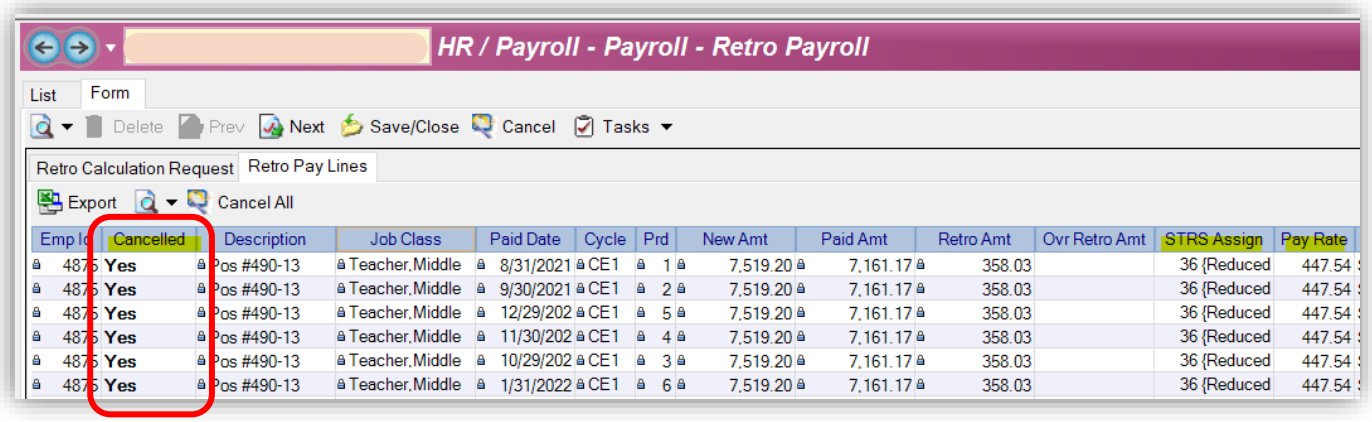
No Deductions or Contributions



STRS RETIREMENT DETAIL	MBR	Assn Code	Pay Rate	Pay Cd	Earnings	Contributions Cd	Contributions Amount	Service Began	Period Ended	Employer Contributions
POSITION #211-2(0)	2	61	6,494.34	3	63.67	5		09/01/21	09/30/21	
POSITION #211-2(0)	2	61	6,494.34	3	63.67	5		10/01/21	10/31/21	
POSITION #211-2(0)	2	61	6,494.34	3	63.67	5		11/01/21	11/30/21	
POSITION #211-2(0)	2	61	6,494.34	3	63.67	5		12/01/21	12/31/21	
POSITION #211-2(0)	2	61	6,494.34	3	63.67	5		01/01/22	01/31/22	
POSITION #211-2(0)	2	61	6,494.34	3	63.67	5		02/01/22	02/28/22	
POSITION #211-2(0)	2	61	6,494.34	3	63.67	5		03/01/22	03/31/22	
POSITION #211-2(0)	2	61	6,494.34	3	63.67	5		04/01/22	04/30/22	
Retirement Total					509.36		.00			

Reduced Work Load (RWL) - STRS Retirement Code 36

Because the Pay Rate does not populate correctly in the Retro Payroll Activity for the STRS Retirement Code 36, the pay lines will need to be *Canceled* in the Retro Payroll Activity and processed manually through Adjust Pay OR use the ***Canceled Assignment Method*** in the Employee Management Assignment Activity that is outlined in the in the next section. With the manual overrides, the earnings will be reported with a STRS Contribution Code 5 {Earnings Adjustment Prior Period}, and STRS Transaction Type ADJS {Adjustment}.



Emp Id	Cancelled	Description	Job Class	Paid Date	Cycle	Prd	New Amt	Paid Amt	Retro Amt	Ovr Retro Amt	STRS Assign	Pay Rate
4875	Yes	Pos #490-13	Teacher,Middle	8/31/2021	CE1	1	7,519.20	7,161.17	358.03		36 {Reduced	447.54
4875	Yes	Pos #490-13	Teacher,Middle	9/30/2021	CE1	2	7,519.20	7,161.17	358.03		36 {Reduced	447.54
4875	Yes	Pos #490-13	Teacher,Middle	12/29/202	CE1	5	7,519.20	7,161.17	358.03		36 {Reduced	447.54
4875	Yes	Pos #490-13	Teacher,Middle	11/30/202	CE1	4	7,519.20	7,161.17	358.03		36 {Reduced	447.54
4875	Yes	Pos #490-13	Teacher,Middle	10/29/202	CE1	3	7,519.20	7,161.17	358.03		36 {Reduced	447.54
4875	Yes	Pos #490-13	Teacher,Middle	1/31/2022	CE1	6	7,519.20	7,161.17	358.03		36 {Reduced	447.54

Open RWL Retro Excel Template

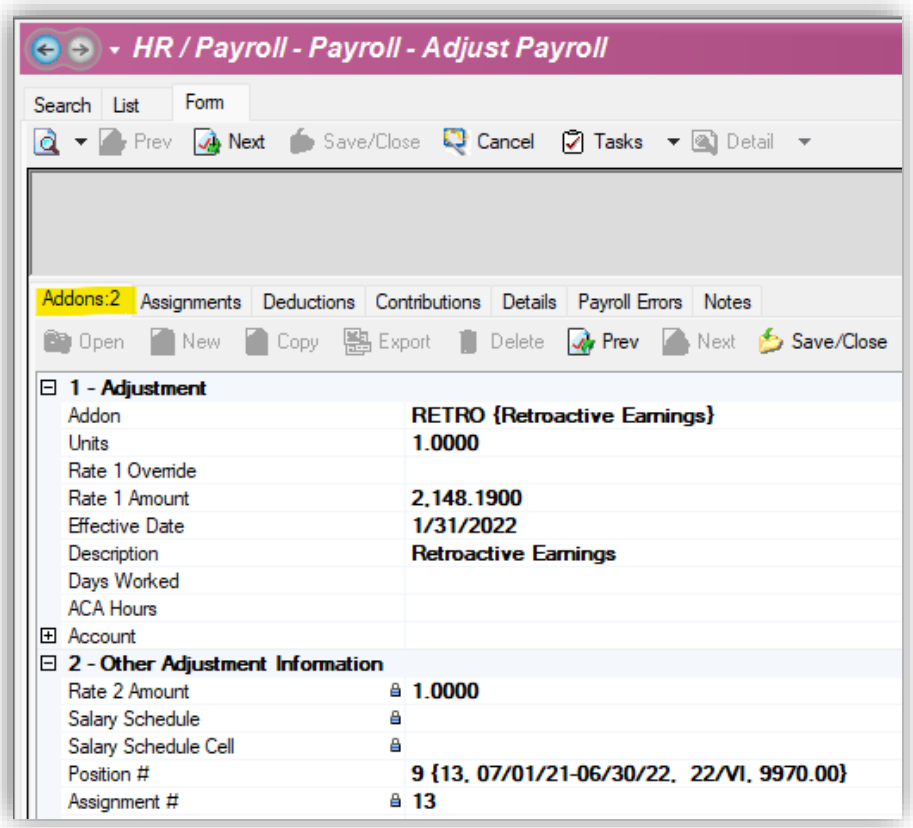
- Go to SCOE Resources – Forms – IT Checklists and Guides - STRS RWL Worksheet
- Enter data in Green shaded cells

Populate data in Green cells			
Retroactive Pay Rate Adjustments for RWLs			
Name:			
	New Salary Placement	$	103,389.00
	FTE		0.80
	Pay Periods		11
Step 1:			
	New Monthly Pay Rate	$	9,399.00
	Old Monthly Pay Rate	$	8,951.46
	Difference	$	447.54
	# of Retro Months		6
	PAY RATE		**2,685.24**
Step 2:			
	New Monthly Earnings		7,519.20
	Old Monthly Earnings		7,161.17
	Difference		358.03
	# of Retro Months		6
	EARNINGS		**2,148.19**

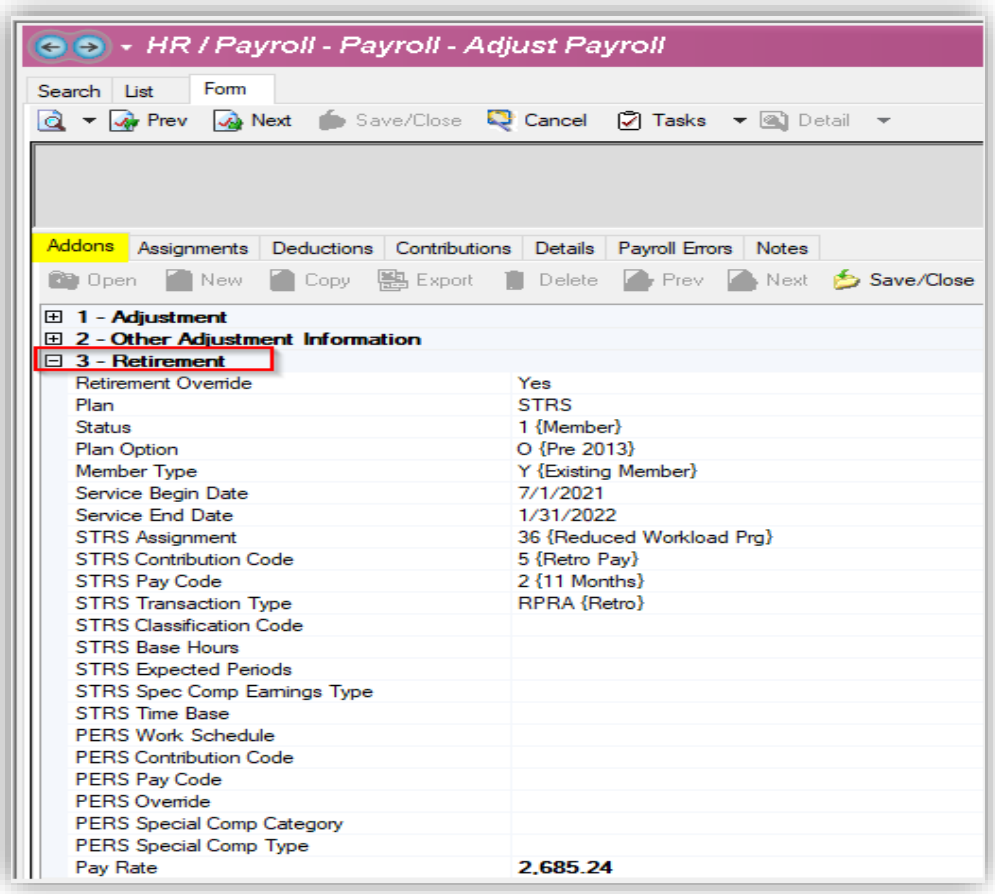
RWL - Manually Enter the Retro in Adjust Payroll

Go to HR/Payroll – Payroll – Adjust Payroll

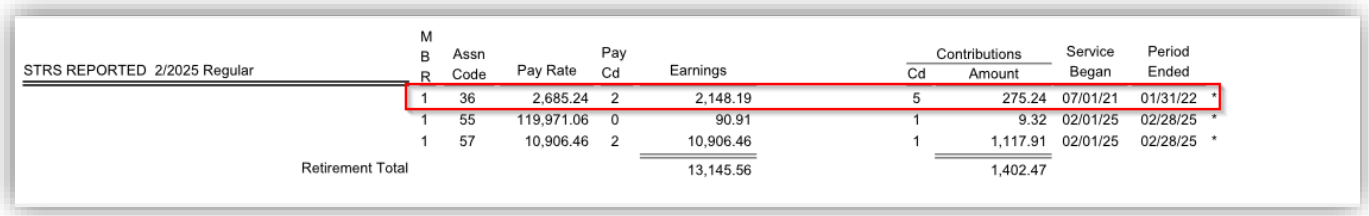
- Open Pay Cycle
- On Addon Tab click New
- **Section 1 – Adjustment**
    - **Addon:** RTRO
    - **Units:** 1
    - **Rate 1 Amount:** Total Retro Amt calculated on RWL Template
    - **Effective Date:** Last month of the retro period
    - **Position Number:** Use dropdown to populate position number



- **Section 3 – Retirement**
  - **Retirement Override:** Yes
  - **Service Begin Date:** Date Retro begins
  - **Service End Date:** Date Retro is through
  - **STRS Assignment Code: 36**
  - **STRS Contribution Code: 5**
  - **Pay Rate:** Enter Monthly Pay Rate calculated on RWL Template



- Review Payroll Snapshot for accurate reporting



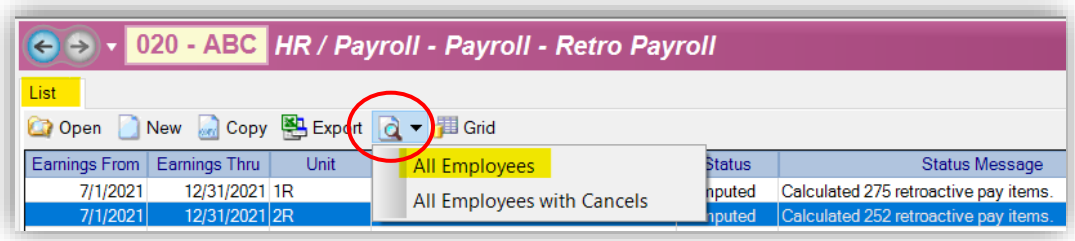
STRS REPORTED 2/2025 Regular	MBR	Assn Code	Pay Rate	Pay Cd	Earnings	Contributions Cd	Contributions Amount	Service Began	Period Ended	
	1	36	2,685.24	2	2,148.19	5	275.24	07/01/21	01/31/22	*
	1	55	119,971.06	0	90.91	1	9.32	02/01/25	02/28/25	*
	1	57	10,906.46	2	10,906.46	1	1,117.91	02/01/25	02/28/25	*
Retirement Total					13,145.56		1,402.47			

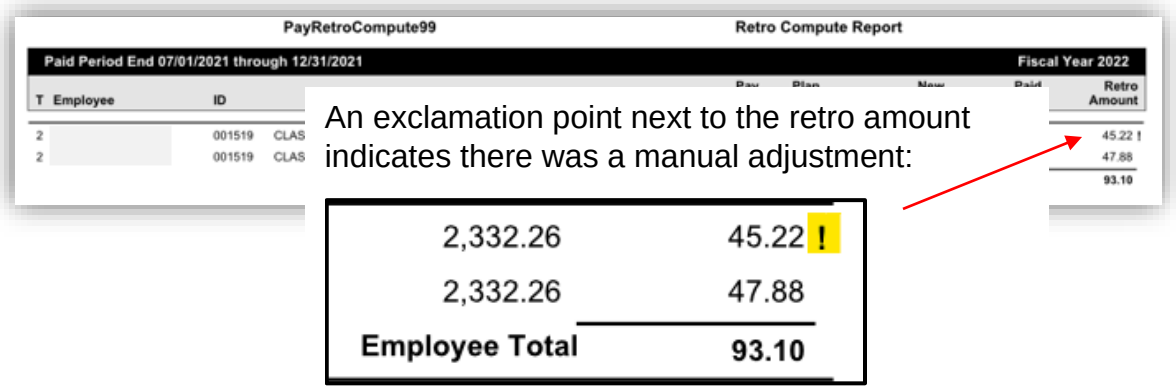
Verifying Retro Data

Retro Payroll Snapshot

Now that all adjustments have been made, the snapshot will give you an easy to read report reflecting totals by employee. This will give you an opportunity to confirm all employees are listed and calculating as expected.

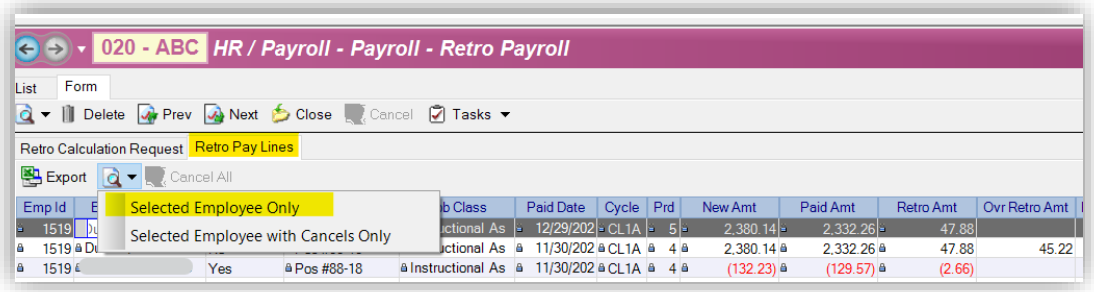
From the Retro Payroll List highlight the retro payroll batch, then use magnifying glass to view either All Employees in the Retro Batch and/or All Employees with Cancels



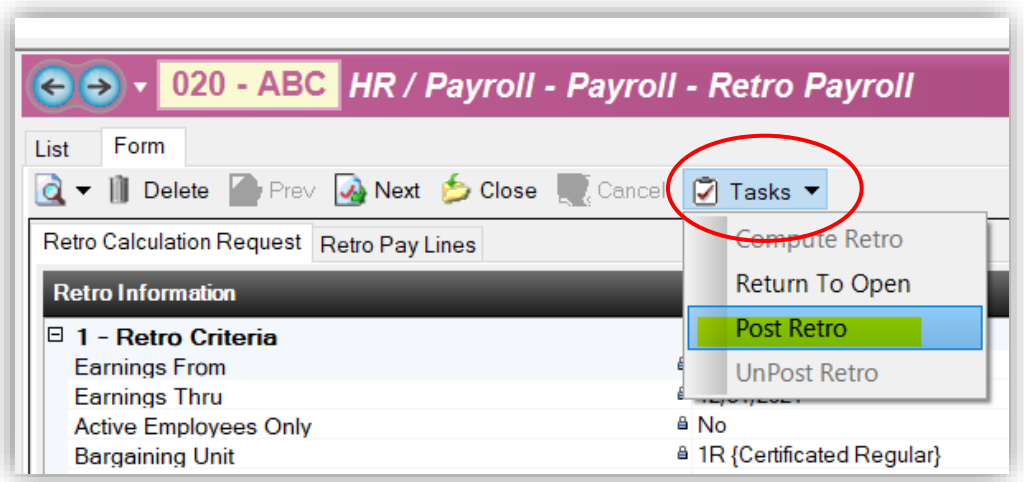


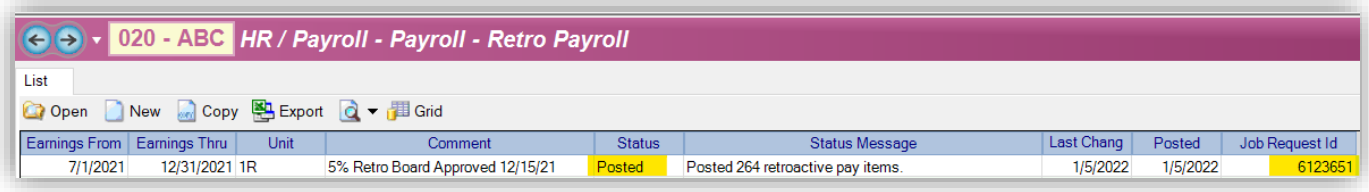
From within the Retro Payroll Batch, you can also review and/or print a report for an individual Employee.

- Open the Batch
- Highlight Employee
- Use magnifying glass to view Selected Employee Only



After the retro pay lines have been reviewed, and corrections have been made, it is time to Post the Batch to Adjust Payroll.

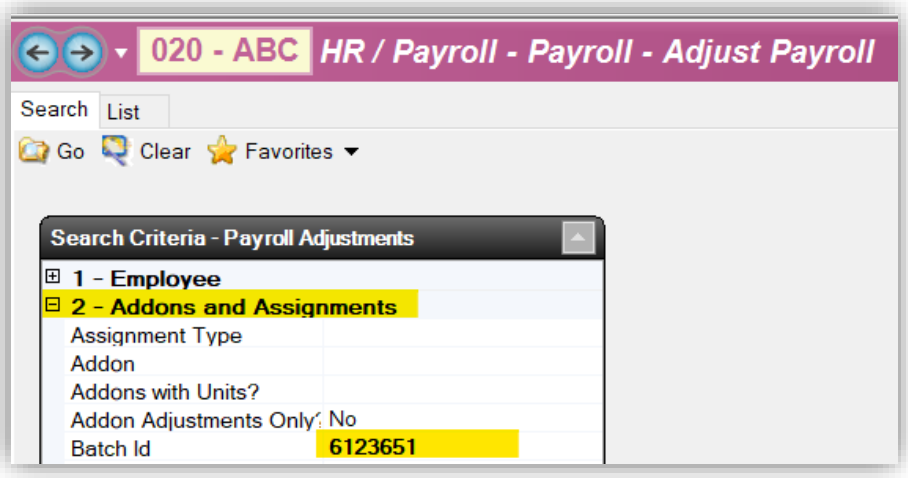




To verify data is posted

Go to HR/Payroll – Payroll – Adjust Payroll

Enter in the *Job Request Id* in the *Batch Id* search field and Click Go, this will return a list of all employees who are included in that retro batch.



Option 3 – Employee Management Activity - Cancel Assignment Method

Use this method when you have

- **Retirees** receiving a retro for earnings while they are coded as a **STRS Retirement Code 61** (see page 17 to process using the Retro Payroll Batch activity)
- **Reduced Workload STRS Retirement Code 36** assignment (see page 20 to process using the Retro Payroll Batch activity)
- A change in salary schedule, salary schedule cell, or calendar for individual employees.
- The Salary Schedule naming convention does not remain the same, or cells name or order have changed from the original Salary Schedule.

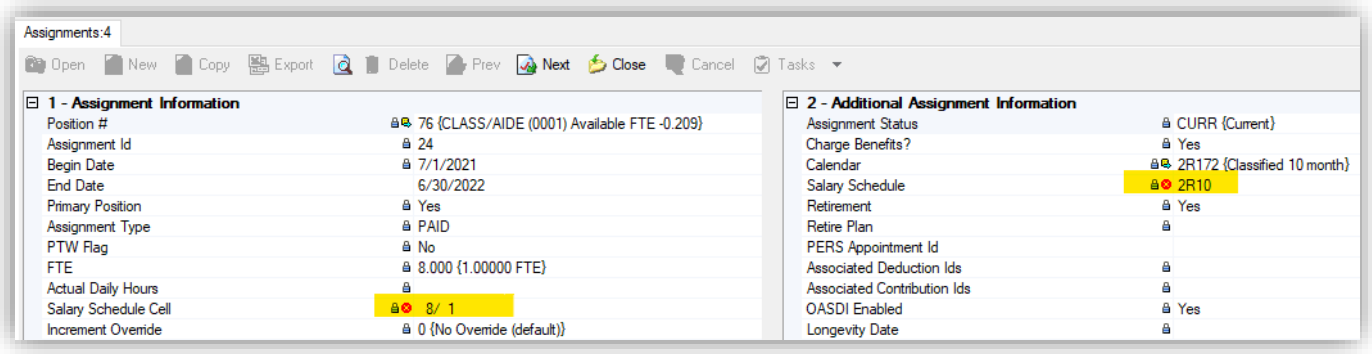
This method will update the employee's assignment record and calculate the retro in adjust payroll for the employee.

If an Assignment is Canceled in the *same pay period* of Retro Payroll Activity, then the lines MUST be canceled in the Retro Pay Lines!

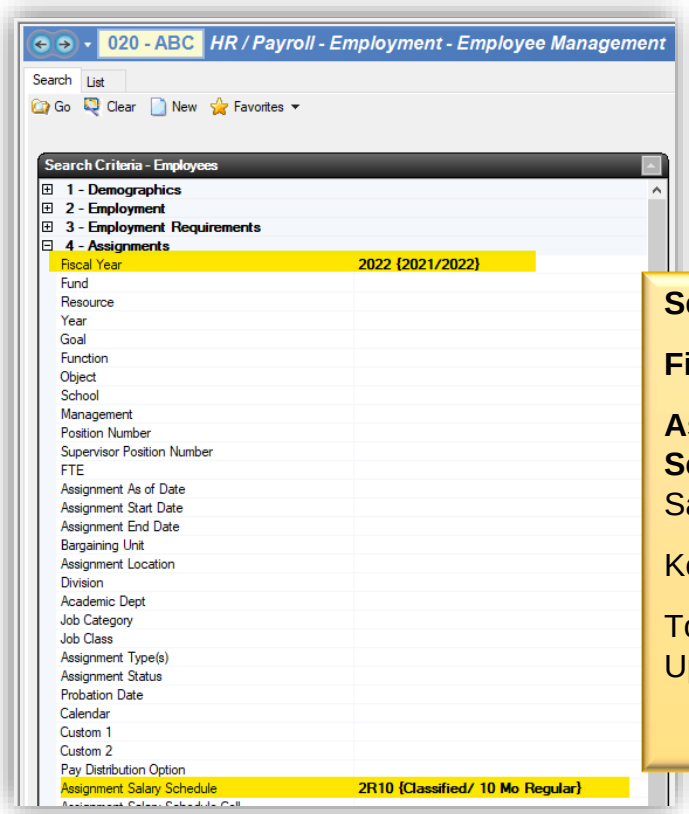
Salary Schedule Change Example

District has decided to change the name of their Salary Schedule in the system. Each employee on this salary schedule will need to be manually updated using the Cancel Assignment. Old Salary Schedule was named 2R10 and the district changed it to 2CLASS.

BEFORE Salary Schedule is updated, create list of employees in the Employee Management search and Cancel Assignments. If you update the salary schedule first the system will not let you Cancel the assignment because it cannot find the previously named salary schedule. This will be evident by the Red X in the Salary Schedule Cell, and Salary Schedule field in the Assignment Record.



Go to HR/Payroll – Employment – Employee Management



Section 4 – Assignments

Fiscal Year: 20XX

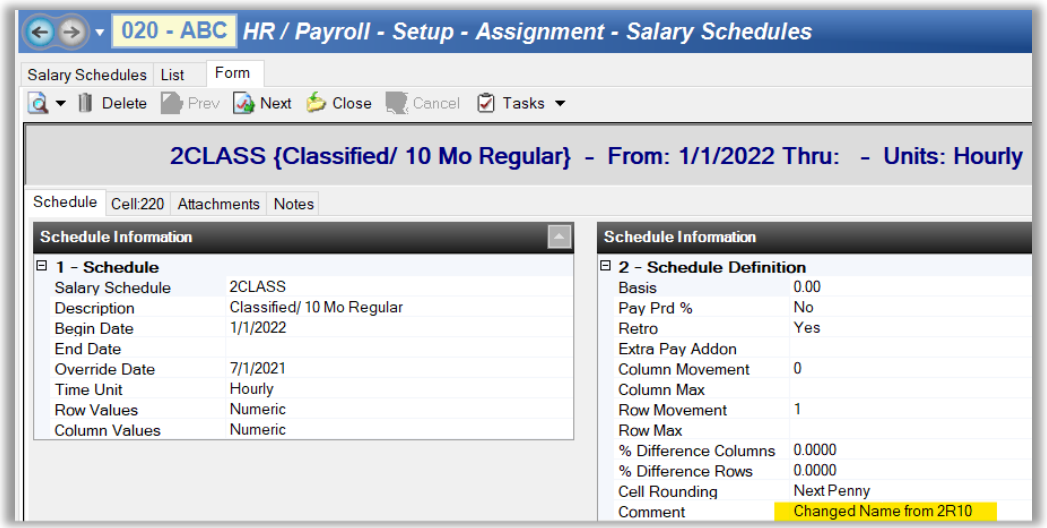
Assignment Salary Schedule: Enter Current Salary Schedule Name

Keep List Tab open

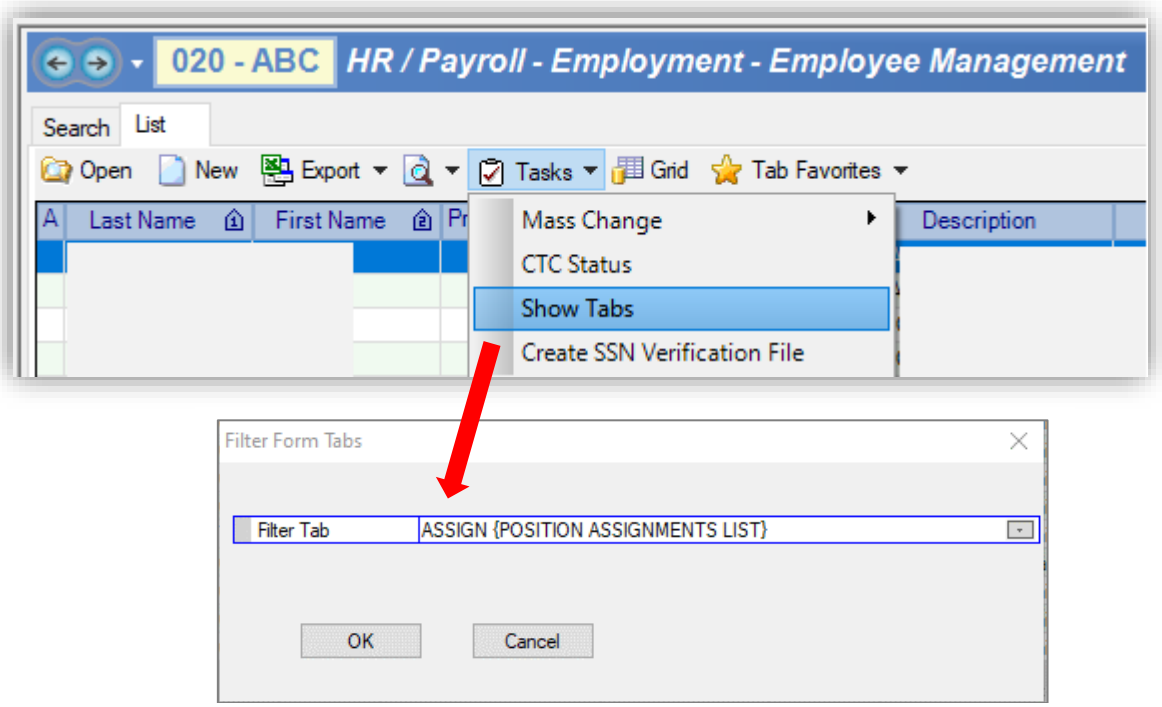
Toggle to Salary Schedule to Update

Go to HR/Payroll – Setup – Assignment – Salary Schedules

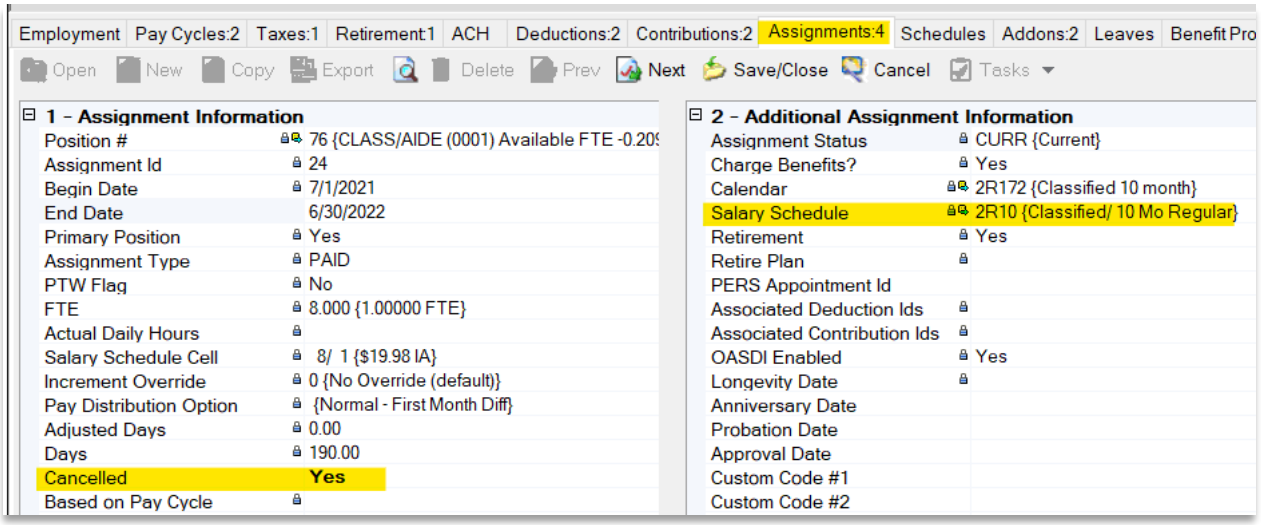
- End current Salary Schedule
- Copy
- Update Salary Schedule Name
- Update Rates if applicable
- Save/Close



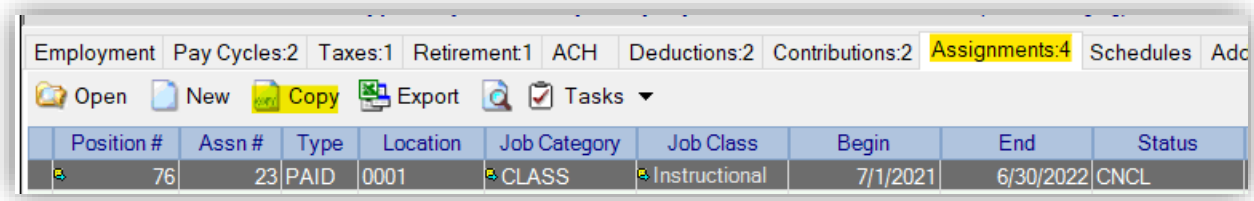
- **Return** to List that was created in **Employee Management**
- From the List, use Tasks to Show Tabs, to isolate bringing up the Assignment Tab only



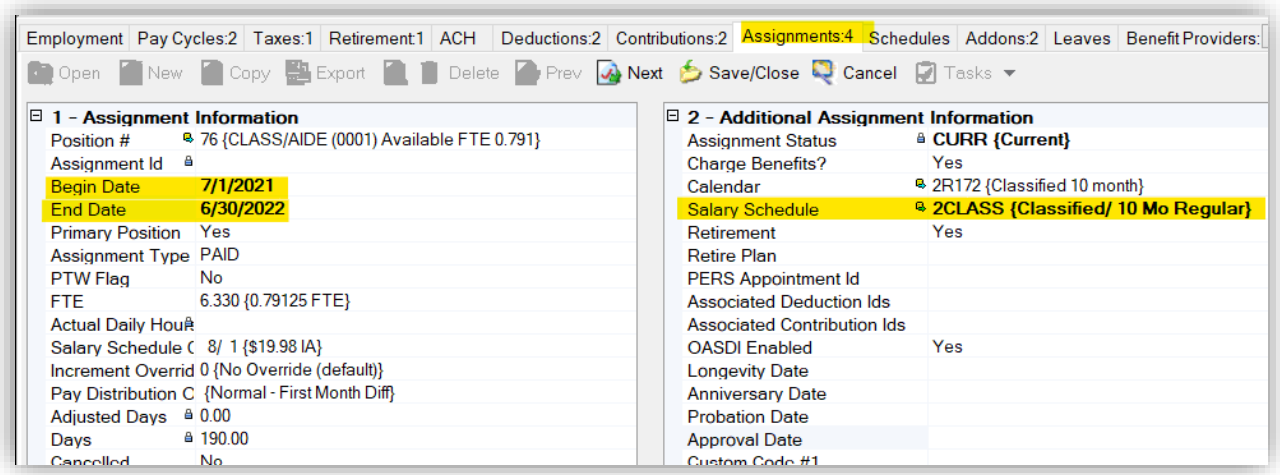
- Open the first record
- Open Current Assignment(s)
- Change Cancelled Flag to Yes



- Save/Close
- Highlight Cancelled Assignment
- Click Copy



- Open the Copied record
- Section 1
  - Enter EXACT same Begin Date and End Date as original assignment
- Section 2
  - Update Salary Schedule



Balancing Retro Payroll Outside of Frontline ERP

It is recommended to verify the calculation outside of the system by creating an Retro Balance Sheet Template.

- Calculate using the Employee Assignment Information
- Determine their old pay rate, and earnings prior to retro based on Salary Schedule and Calendar
- Determine their new pay rate, and earnings after the retro
- Determine the amount owed in the current pay period for the retro pay periods.
- Compare to system calculation using the Retro Payroll Snapshot
- Review Assignment
- Review Adjust Pay

Certificated Example – 10% Retro from 7/1/21 – 2/28/22

Excel Template

Name	Minnie Mouse
EmplD	980
Position	Teacher
FTE	1
Calendar Days	185
Salary Schedule	CERTIF
Salary Schedule Cell	22/VI
Pay Periods	11

Enter information in Green Shaded fields

CURRENT SALARY		
Calendar Days		185
Annual Salary	$	92,909.00
FTE		1
Daily Rate	$	502.21

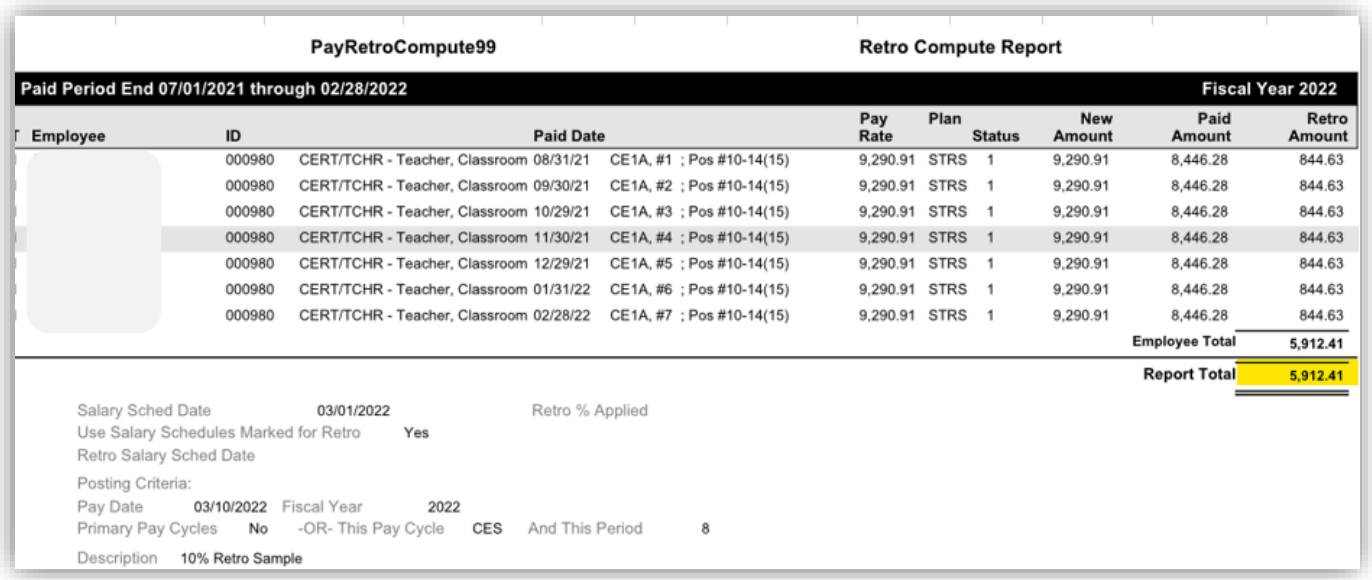
NEW SALARY		
Calendar Days		185
Annual Salary	$	102,200.00
FTE		1
Daily Rate	$	552.43

*Apply Paid Days Formula to applicable months

EmplD	Name	Position	Pay Period	Paid Days per Pay Period*	Original Base Earnings	New Base Earnings	Total Retro
980	Minnie Mouse	Teacher	July	0.00	$ -	$ -	$ -
			August	16.82	$ 8,446.27	$ 9,290.91	$ 844.64
			September	16.82	$ 8,446.27	$ 9,290.91	$ 844.64
			October	16.82	$ 8,446.27	$ 9,290.91	$ 844.64
			November	16.82	$ 8,446.27	$ 9,290.91	$ 844.64
			December	16.82	$ 8,446.27	$ 9,290.91	$ 844.64
			January	16.82	$ 8,446.27	$ 9,290.91	$ 844.64
			February	16.82	$ 8,446.27	$ 9,290.91	$ 844.64
			March	0.00	$ -	$ -	$ -
			April	0.00	$ -	$ -	$ -
			May	0.00	$ -	$ -	$ -
			June	0.00	$ -	$ -	$ -
						TOTAL	$ 5,912.45

Retro Payroll Snapshot

Example snapshot for one employee:



PayRetroCompute99 — Retro Compute Report

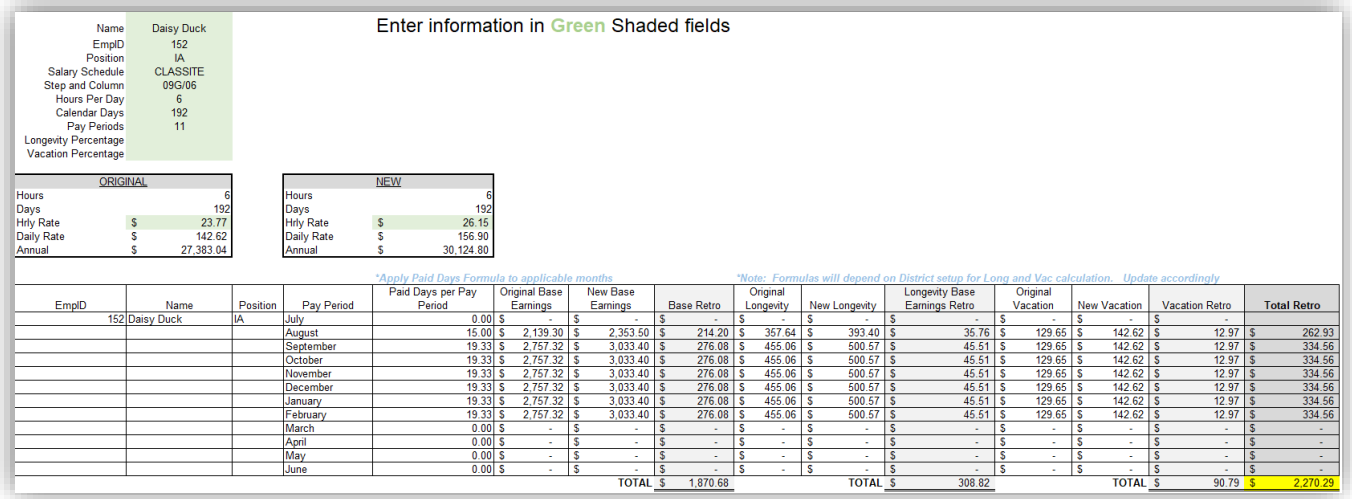
Paid Period End 07/01/2021 through 02/28/2022 — Fiscal Year 2022

Employee	ID		Paid Date		Pay Rate	Plan	Status	New Amount	Paid Amount	Retro Amount
	000980	CERT/TCHR - Teacher, Classroom	08/31/21	CE1A, #1 ; Pos #10-14(15)	9,290.91	STRS	1	9,290.91	8,446.28	844.63
	000980	CERT/TCHR - Teacher, Classroom	09/30/21	CE1A, #2 ; Pos #10-14(15)	9,290.91	STRS	1	9,290.91	8,446.28	844.63
	000980	CERT/TCHR - Teacher, Classroom	10/29/21	CE1A, #3 ; Pos #10-14(15)	9,290.91	STRS	1	9,290.91	8,446.28	844.63
	000980	CERT/TCHR - Teacher, Classroom	11/30/21	CE1A, #4 ; Pos #10-14(15)	9,290.91	STRS	1	9,290.91	8,446.28	844.63
	000980	CERT/TCHR - Teacher, Classroom	12/29/21	CE1A, #5 ; Pos #10-14(15)	9,290.91	STRS	1	9,290.91	8,446.28	844.63
	000980	CERT/TCHR - Teacher, Classroom	01/31/22	CE1A, #6 ; Pos #10-14(15)	9,290.91	STRS	1	9,290.91	8,446.28	844.63
	000980	CERT/TCHR - Teacher, Classroom	02/28/22	CE1A, #7 ; Pos #10-14(15)	9,290.91	STRS	1	9,290.91	8,446.28	844.63
									Employee Total	5,912.41
									Report Total	5,912.41

Salary Sched Date 03/01/2022 — Retro % Applied
Use Salary Schedules Marked for Retro Yes
Retro Salary Sched Date
Posting Criteria:
Pay Date 03/10/2022 Fiscal Year 2022
Primary Pay Cycles No -OR- This Pay Cycle CES And This Period 8
Description 10% Retro Sample

Classified Example – 10% Retro from 7/1/21 – 2/28/22

Excel Template



Name	Daisy Duck
EmplD	152
Position	IA
Salary Schedule	CLASSITE
Step and Column	09G/06
Hours Per Day	6
Calendar Days	192
Pay Periods	11
Longevity Percentage	
Vacation Percentage	

Enter information in Green Shaded fields

ORIGINAL	
Hours	6
Days	192
Hrly Rate	$ 23.77
Daily Rate	$ 142.62
Annual	$ 27,383.04

NEW	
Hours	6
Days	192
Hrly Rate	$ 26.15
Daily Rate	$ 156.90
Annual	$ 30,124.80

*Apply Paid Days Formula to applicable months — *Note: Formulas will depend on District setup for Long and Vac calculation. Update accordingly

EmplD	Name	Position	Pay Period	Paid Days per Pay Period	Original Base Earnings	New Base Earnings	Base Retro	Original Longevity	New Longevity	Longevity Base Earnings Retro	Original Vacation	New Vacation	Vacation Retro	Total Retro
152	Daisy Duck	IA	July	0.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			August	15.00	$ 2,139.30	$ 2,353.50	$ 214.20	$ 357.64	$ 393.40	$ 35.76	$ 129.65	$ 142.62	$ 12.97	$ 262.93
			September	19.33	$ 2,757.32	$ 3,033.40	$ 276.08	$ 455.06	$ 500.57	$ 45.51	$ 129.65	$ 142.62	$ 12.97	$ 334.56
			October	19.33	$ 2,757.32	$ 3,033.40	$ 276.08	$ 455.06	$ 500.57	$ 45.51	$ 129.65	$ 142.62	$ 12.97	$ 334.56
			November	19.33	$ 2,757.32	$ 3,033.40	$ 276.08	$ 455.06	$ 500.57	$ 45.51	$ 129.65	$ 142.62	$ 12.97	$ 334.56
			December	19.33	$ 2,757.32	$ 3,033.40	$ 276.08	$ 455.06	$ 500.57	$ 45.51	$ 129.65	$ 142.62	$ 12.97	$ 334.56
			January	19.33	$ 2,757.32	$ 3,033.40	$ 276.08	$ 455.06	$ 500.57	$ 45.51	$ 129.65	$ 142.62	$ 12.97	$ 334.56
			February	19.33	$ 2,757.32	$ 3,033.40	$ 276.08	$ 455.06	$ 500.57	$ 45.51	$ 129.65	$ 142.62	$ 12.97	$ 334.56
			March	0.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			April	0.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			May	0.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			June	0.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						TOTAL	$ 1,870.68		TOTAL	$ 308.82		TOTAL	$ 90.79	$ 2,270.29

Retro Payroll Snapshot

Example snapshot for all employees:

PayRetroCompute99 — **Retro Compute Report**

Paid Period End 07/01/2021 through 02/28/2022 — **Fiscal Year 2022**

T	Employee	ID		Paid Date		Pay Rate	Plan	Status	New Amount	Paid Amount	Retro Amount
2		000152	Vacation(VAC1)	08/31/21	CL1A, #1 ; Addon (7)	26.15	PERS	1	142.62	129.65	12.97
2		000152	Longevity(LONG%21)	08/31/21	CL1A, #1 ; Addon (8)	393.40	PERS	1	393.40	357.64	35.76
2		000152	Vacation(VAC1)	09/30/21	CL1A, #2 ; Addon (7)	26.15	PERS	1	142.62	129.65	12.97
2		000152	Longevity(LONG%21)	09/30/21	CL1A, #2 ; Addon (8)	500.57	PERS	1	500.57	455.06	45.51
2		000152	Vacation(VAC1)	10/29/21	CL1A, #3 ; Addon (9)	26.15	PERS	1	142.62	129.65	12.97
2		000152	Longevity(LONG%21)	10/29/21	CL1A, #3 ; Addon (10)	500.57	PERS	1	500.57	455.06	45.51
2		000152	Vacation(VAC1)	11/30/21	CL1A, #4 ; Addon (9)	26.15	PERS	1	142.62	129.65	12.97
2		000152	Longevity(LONG%21)	11/30/21	CL1A, #4 ; Addon (10)	500.57	PERS	1	500.57	455.06	45.51
2		000152	Vacation(VAC1)	12/29/21	CL1A, #5 ; Addon (9)	26.15	PERS	1	142.62	129.65	12.97
2		000152	Longevity(LONG%21)	12/29/21	CL1A, #5 ; Addon (10)	500.57	PERS	1	500.57	455.06	45.51
2		000152	Vacation(VAC1)	01/31/22	CL1A, #6 ; Addon (9)	26.15	PERS	1	142.62	129.65	12.97
2		000152	Longevity(LONG%21)	01/31/22	CL1A, #6 ; Addon (10)	500.57	PERS	1	500.57	455.06	45.51
2		000152	Vacation(VAC1)	02/28/22	CL1A, #7 ; Addon (9)	26.15	PERS	1	142.62	129.65	12.97
2		000152	Longevity(LONG%21)	02/28/22	CL1A, #7 ; Addon (10)	500.57	PERS	1	500.57	455.06	45.51
2		000152	Comp Lab Longevity(LONGSUPL)	11/10/21	CLS , #4 ; Addon (2)	8.25	PERS	1	8.25	7.50	.75
2		000152	Camp Sup Longevity(LONGSUPL)	11/10/21	CLS , #4 ; Addon (4)	5.16	PERS	1	5.16	4.69	.47
2		000152	Reassignment Dock(LONGSUPL)	11/10/21	CLS , #4 ; Addon (6)	13.41	PERS	1	13.41-	12.19-	1.22-
2		000152	2CLINST/AIDE F.I. - Paraeducator	08/31/21	CL1A, #1 ; Pos #400-5(3)	26.15	PERS	1	2,353.50	2,139.30	214.20
2		000152	2CLINST/AIDE F.I. - Paraeducator	09/30/21	CL1A, #2 ; Pos #400-5(3)	26.15	PERS	1	3,033.39	2,757.32	276.07
2		000152	2CLINST/AIDE F.I. - Paraeducator	10/29/21	CL1A, #3 ; Pos #400-5(4)	26.15	PERS	1	3,033.39	2,757.32	276.07
2		000152	2CLINST/AIDE F.I. - Paraeducator	11/30/21	CL1A, #4 ; Pos #400-5(4)	26.15	PERS	1	3,033.39	2,757.32	276.07
2		000152	2CLINST/AIDE F.I. - Paraeducator	12/29/21	CL1A, #5 ; Pos #400-5(4)	26.15	PERS	1	3,033.39	2,757.32	276.07
2		000152	2CLINST/AIDE F.I. - Paraeducator	01/31/22	CL1A, #6 ; Pos #400-5(4)	26.15	PERS	1	3,033.39	2,757.32	276.07
2		000152	2CLINST/AIDE F.I. - Paraeducator	02/28/22	CL1A, #7 ; Pos #400-5(4)	26.15	PERS	1	3,033.39	2,757.32	276.07
										Employee Total	**2,270.23**