Automation of Creating Retroactive Pay Paylines

Overview

The ERP system used by SCCOE provides a process that creates paylines for retroactive and arrears pay based on Payroll History files and defined criteria. This process, known as PRT300, offers two options; report only and create paylines. Districts can create reports and request TSB to create the paylines. Once the paylines have been created the result is final and ***cannot be un-done***. Care should be given to analyzing the data and reviewing the report prior to requesting paylines be created.

RETRO- Guidelines

* Only TSB can run the RETRO program (PRT300) to create the new RETRO Paylines.
* Only available for NML, HR and DLY paytypes.
* TSB requires three days to complete the process to create paylines for each District.
* Districts need to ensure they have allowed adequate time for any adjustments to Paylines after the paylines are created by TSB.
*Please note- Stat-ded will be %T… per IRS Supplemental tax rules (IRS Publication 15).

Process to request creation of RETRO lines:

1. Run the PRT300- Request Retro-Pay Analysis Report and verify the totals on the last page.
   a. Indicate which Pay Schedule to be used on the RET line- it will be the same for each RETRO that is run.
2. Create a service request on AccessPoint.
3. Attach a PDF with each Retro report to your service request.
   a. Each PRT300 report must have sign off on last page by an Authorized Signer.
   b. Include the first page with RETRO criteria and the last page with verified totals and Authorized Signature.
4. Once report is submitted, TSB will notify you when the RETRO process will begin.
5. TSB will notify you when RETRO Paylines have been created and are available for any adjustments that need to be made by the District.

<mark>During TSB processing no district staff may access paylines. All paylines must remain unchanged.</mark>

Any additional requests or mass changes must be requested separately and must meet a requirement of <u>100 lines or more</u> per PRT300 report. Mass changes will take additional time to complete, up to 30 days.