Sonoma County Office of Education

Escape Retroactive Payroll Process

June 2023
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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 Escape 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 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
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

Escape 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 hourly rate can calculate different in Escape then 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 Statues

**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 Escape

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.

  o **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.

  o **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.

  o **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.

  o **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.

  o **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.

  o **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
  o 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

![Image](image.png)

• 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

![Image](image.png)

**Verify all employees** listed are reporting and calculating as expected
Manual Updates

- Click on Retro Pay Lines Tab

  ![Retro Pay Lines Tab Image]

  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 Escape. *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 Pay Lines Table]

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

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”.

**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.
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.

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
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

![Adjustment Table]

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

![Retirement Table]

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

---

**Go to HR/Payroll – Payroll – Adjust Payroll**

Review Adjust Payroll Snapshot
Reflects 5 STRS Contribution Code
No Deductions or Contributions

---

**STRS RETIREMENT DETAIL**

<table>
<thead>
<tr>
<th>Mb R</th>
<th>Assn Code</th>
<th>Pay Rate</th>
<th>Pay Cd</th>
<th>Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>211-1(2)</td>
<td>61</td>
<td>6,494.34</td>
<td>3</td>
<td>63.67</td>
</tr>
<tr>
<td>211-1(2)</td>
<td>61</td>
<td>6,494.34</td>
<td>3</td>
<td>63.67</td>
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<td>211-1(2)</td>
<td>61</td>
<td>6,494.34</td>
<td>3</td>
<td>63.67</td>
</tr>
</tbody>
</table>

**STRS RETIREMENT TOTAL**

- Contributions: 5
- Service Began: 09/01/21
- Period Ended: 09/30/21
- Employer Contributions
**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 3 {Earnings Adjustment Prior Period}, and STRS Transaction Type ADJS {Adjustment}.

Open RWL Retro Excel Template

- Go to SCOE Resources – Forms – IT Checklists and Guides - STRS RWL Worksheet
- Enter data in Green shaded cells
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**: 3
- **Pay Rate**: Enter Monthly Pay Rate calculated on RWL Template

Review Payroll Snapshot for accurate reporting
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.

An exclamation point next to the retro amount indicates there was a manual adjustment:

2,332.26 45.22
2,332.26 47.88
Employee Total 93.10

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 Escape. 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

![Image showing the HR/Payroll - Employment - Employee Management screen]

• Open the first record

• Open Current Assignment(s)

• Change Cancelled Flag to Yes

![Image showing the Assignment information]

• 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 Escape

It is recommended to verify the calculation outside of Escape 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 Escape calculation using the Retro Payroll Snapshot
- Review Assignment
- Review Adjust Pay

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

Excel Template
Retro Payroll Snapshot

Example snapshot for one employee:

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

Excel Template
### Retro Payroll Snapshot

Example snapshot for all employees:

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Date</th>
<th>Pay Rate</th>
<th>Plan</th>
<th>Status</th>
<th>New Amount</th>
<th>Paid Amount</th>
<th>Retro Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>000152</td>
<td>08/31/21</td>
<td>CL1A, #1</td>
<td>Addon (7)</td>
<td>29.15</td>
<td>PERS 1</td>
<td>142.62</td>
<td>129.65</td>
</tr>
<tr>
<td>000152</td>
<td>08/31/21</td>
<td>CL1A, #1</td>
<td>Addon (8)</td>
<td>39.40</td>
<td>PERS 1</td>
<td>39.40</td>
<td>357.64</td>
</tr>
<tr>
<td>000152</td>
<td>09/30/21</td>
<td>CL1A, #2</td>
<td>Addon (7)</td>
<td>28.15</td>
<td>PERS 1</td>
<td>142.62</td>
<td>129.65</td>
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<td>000152</td>
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<td>CL1A, #2</td>
<td>Addon (8)</td>
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