

# Retro Training



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# Retro Training

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- ❑ What is the Retro Report?
- ❑ What causes (triggers) the Retro Report?
- ❑ When can I view the Retro Report?
- ❑ How do I view the Retro Report from Control D?
- ❑ How do I print the Retro Report from Control D?
- ❑ How do I read the Retro Report?
- ❑ How do I audit the Retro Report?
- ❑ How do I notate the Retro Report?
- ❑ When is my Retro Report due?
- ❑ Who do I send my Retro Report to?
- ❑ What does EMACS-Payroll do?
- ❑ Examples

# What is the Retro Report?

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- ❑ The retro report is created when an employee is due retroactive pay or the department is due a recovery (money for a date prior to the current pay period).
- ❑ Examples of what will be on a Retro Report include:
  - Past due step
  - Back pay for additional pay
  - Incorrect step given
  - Change in retirement hours

# What causes the Retro Report?

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- ❑ Retro earnings (both additional earnings and recovery earnings) are triggered due to changes in an employee's Job Data or Additional Pay history.
- ❑ The Retro Report provides you with the opportunity to review pay or recovery information before it appears on the employee's paycheck.

# What causes the Retro Report?

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- Job Data changes that trigger retro are:
  - Base Rate of Pay changes
  - Employee status changes (i.e. Leave of Absence - LOA, Return from Leave – RFL, etc.)
  - Mid-pay period termination/hire
  - Shift changes
  - Standard Hour changes
  - Effective Date changes
  - Effective Sequence changes
  - FLSA status changes
  - Retirement Hour changes

# What causes the Retro Report?

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- Additional Pay changes that trigger retro are:
  - Effective date or ending date changes for earnings codes such as Flex, Bilingual, or Shift Differentials.
  - Dates entered that fall before the last confirmed paycheck will trigger retro.
- The Retro Report displays dates going back to the effective date of the change.
- For example, if the effective date of a Job Action Request (JAR) is January 2004, retro will recalculate every paycheck from January 2004 to the last confirmed paycheck.

# When can I view the Retro Report?

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- ❑ You can view the Retro Report on Payday Monday morning (this is the second Monday of the pay period).
- ❑ Generally, the report will have the preceding Saturday's date as the *run date* (this is the Saturday after we have completed running payroll. E.g. payroll runs on 3/7/08, the retro report runs on 3/8/08 and you can view it any time after it runs).
- ❑ You will need to check every Payday Monday (every 2 weeks) to see if you have a new report available.

# How do I view the Retro Report from Control D?


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- You must have access to Control D
  - To Request access, please e-mail Bonnie Eickhoff at [Bonnie.Eickhoff@atc.sbcounty.gov](mailto:Bonnie.Eickhoff@atc.sbcounty.gov)
  - A new form to request Control D access will soon be available on the EMACS website.
- Call County Help Desk: (909)884-4884
  - If you locked yourself out of Control D
  - If you do not know your password



# How do I view the Retro Report from Control D?

- Login to Control D:
  - From <http://countyline/>
  - Scroll down to Index
  - Choose the link for Control-D Web Access
  - Enter Employee ID & Password
  - Check Filter Box
  - Login
- Type PAY301RT in the Report Name Field.

**Filter Report List** 

Select the criteria for filtering the report list:

Filter name:

:

**Report Parameters** | Date & Time | Report Type | Index

Report name:  Report status:

Job name:

Remark:

Category:

Index name:

Index value:

Recipient:

Active  
 History  
 Migrated

# How do I view the Retro Report from Control D?

- ❑ On the Date & Time Tab, select from drop-down menus:
  - Date type: Decollated
  - Period: Last 5 days
  - Time:
    - ❑ From: Retro Run Date
    - ❑ To: Retro Run Date
- ❑ Click Apply
- ❑ The most recent Report will be available to view.
- ❑ "Report List Empty" means that you do not have a retro report for the pay period.

Filter

Select the criteria for filtering the report list:

Filter name:

Delete

Save

Report Parameters **Date & Time** Report Type Index

Select dates:

Date type:

Date from:  To:

Period:

Current date is: 03/04/2008

Current date format is: mm/dd/yyyy

Select time:

Time from:  To:

Apply

Reset

bmcsoftware

Filter Cancel Filter Sort Logout Help

Report List

Print	Job Id	Job Name	Report Name	Decollation Date	Recipient	Pages	Email	Save	Copies	Remark
	07427	HPPRPTS	<a href="#">PAY301RT</a>	11/03/2007	HPD01-5	434			...2...	...

CONTROL-D/WebAccess Server Version 3.6.00.500

# How do I Print the Retro Report from Control D?

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- ❑ Open the retro report that you want to print
  - Click on the Report Drop down menu
  - Click on Print
  - Click on Print again
  - Change your printer properties to ensure that you print the report in Landscape view
  - Click ok and your report will print
- ❑ You can also e-mail the retro report to yourself in \*PDF format.
  - While in report list, click on the e-mail icon
  - Send options: attachment
  - Send as: PDF (do not choose .xls)
  - Page Ranges: choose either specific pages or the whole report
  - Click Send

# How do I read the Retro Report?

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- Please see Attachment A
- Retro Report totals:
  - The first row lists the total to be paid to/ recovered from the employee.
  - The second row lists the amount that does not affect the employee's gross earnings. There is a "N" next to this amount.
- N: means "does not add to gross pay"
  - For example, ECB. Please note that ECB always affects the employee's retirement deductions.
  - Also note: amounts designated with "N" are not always just ECB amounts.

Department: XXXXX Department Name

Earns Begin Dt	Earns End Dt	Emcd / Desc	Hours	Original Rate Used	Original Earns Amt	Retro Emcd	New Rate Used	New Earns Amt	Retro Pay Amount	Add Grs CC	Prior Ret Exp?	Exception Message
Doe, John                    D0001 0                    Sequence# 191XXXXX   Request Type - Job                    Status - Active                    Action/Reason: Pay Rt Chg, SPR, Step Progression - Retro												
12/21/07    SSC C07    POS #    Position Title												
12/08/07	12/14/07	ECB EC Base	40.00	12.920	516.80	REB	12.920	516.80	0.00	N	Y	Change in Pay Period Exception
12/08/07	12/14/07	FLX FRP Dollar	0.00	12.920	95.00	RFX	12.920	95.00	0.00		Y	Change in Pay Period Exception
12/08/07	12/14/07	P5L SCK TL	3.00	12.920	38.76	R5L	12.920	38.76	0.00		Y	Change in Pay Period Exception
12/08/07	12/14/07	REG REG/CSW TL	37.00	12.920	478.04	R2E	12.920	478.04	0.00		Y	Change in Pay Period Exception
12/15/07	12/21/07	ECB EC Base	40.00	12.920	516.80	REB	13.590	543.60	26.80	N	Y	Change in Pay Period Exception
12/15/07	12/21/07	FLX FRP Dollar	0.00	12.920	95.00	RFX	13.590	95.00	0.00		Y	Change in Pay Period Exception
12/15/07	12/21/07	P5L SCK TL	16.00	12.920	206.72	R5L	13.590	217.44	10.72		Y	Change in Pay Period Exception
12/15/07	12/21/07	REG REG/CSW TL	24.00	12.920	310.08	R2E	13.590	326.16	16.08		Y	Change in Pay Period Exception
01/04/08    SSC C07    00001    Position Title												
12/22/07	12/28/07	ECB EC Base	40.00	12.920	516.80	REB	13.590	543.60	26.80	N		
12/22/07	12/28/07	FLX FRP Dollar	0.00	12.920	95.00	RFX	13.590	95.00	0.00			
12/22/07	12/28/07	P5L SCK TL	16.00	12.920	206.72	R5L	13.590	217.44	10.72			
12/22/07	12/28/07	P5L SCK TL	12.00	12.920	155.04	R5L	13.590	163.08	8.04			
12/29/07	01/04/08	ECB EC Base	40.00	12.920	516.80	REB	13.590	543.60	26.80	N		
12/29/07	01/04/08	FLX FRP Dollar	0.00	12.920	95.00	RFX	13.590	95.00	0.00			
12/29/07	01/04/08	P5L SCK TL	16.00	12.920	206.72	R5L	13.590	217.44	10.72			
12/29/07	01/04/08	P5L SCK TL	5.75	12.920	74.29	R5L	13.590	78.14	3.85			
12/29/07	01/04/08	PVC VAC TL	7.25	12.920	93.67	RVC	13.590	98.33	4.66			
Total for Employee D0001				:	2,327.30			2,384.92	37.62			
					3,154.40			3,234.80	80.40	N		
Dept ID Total				:	7,294.63			8,877.11	1,582.48			
					1,673.39			1,759.08	114.51-	N		

## SECTION 1

Page(1)										County of San Bernardino - EMCS			Page No. 88		
Report ID: PAY301RT										RETRO PAY ALL CALCULATED REPORT			Run Date 08/01/08		
Department: XXXXX Department Name													Run Time 01:50:14		
													WFO0027		
Earns	Earns			Original	Original	Retro	New	New	Retro	Add	Prior				
Begin Dt	End Dt	Emcd / Desc	Hours	Rate Used	Earns Amt	Emcd	Rate Used	Earns Amt	Amount	OV	Grs	OC	Ret	Exp?	Exception Message

1. The upper left hand corner lists the report Name: PAY301RT.
2. Under the Report Name is the department number and name being viewed.
3. The upper right hand corner lists:
  - a. The Retro Report Page numbers. These are the numbers that you will list on the Retro Report Fax Coversheet.
  - b. The date and time that the Retro Report was generated.
  - c. DL number associated with the department ID. DL number is used for routing reports, LES, etc.
4. Across the entire page are column headers:
  - a. Earns Begin Date: beginning of the week and/or pay period.
  - b. Earns End Date: end of the week and/or pay period.
  - c. Earn code/Description: what the employee was paid (e.g. REG, PVC, and PSL).
  - d. Hours: number of hours that the employee was paid for this time.
  - e. Original Rate Used: Base Rate of Pay that the employee was **originally** paid.  
 Note :( If an employee had a prior retro, this would still show the first rate used, not rate used on the prior retro)
  - f. Original Earns Amount: Hours paid x Original Base Rate of Pay, or additional pay earnings **originally** paid.
  - g. Retro Eam Code: Retro code that correlates to the original earnings code (the Retro Eam Code will be on Paycheck Data).
  - h. New Rate Used: New Base Rate of Pay.
  - i. New Earns Amount: Hours x New Base Rate of Pay, or new additional pay earnings amount.
  - j. Retro Pay Amount: New earnings amount *minus* the Original earnings amount.
  - k. Add Grs: An "N" in this column means that the amount does not contribute to Gross Pay. This is discussed further in Section 4.
  - l. OC: This means that an On Demand Warrant (off-cycle) was issued.
  - m. Prior Ret: "PR" in this column means that the employee was paid Prior Retro for this pay period. This is discussed further in Section 3.
  - n. Exp?: A "Y" in this column means that there is an exception message for this pay period. This is discussed further in Section 3.
  - o. Exception Message: detailed in this column. This is discussed further in Section 3.

## SECTION 2

Doe, John	00001 0	Sequence# 191XXXXX	Request Type - Job	Status - Active	Action/Reason: Pay Rt Chg, SFR, Step Progression - Retro
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1. Lists the employee name with last name first.
2. Next to the employee name is the employee ID and Record Number. Pay careful attention to the employee record number to ensure that you are looking at the correct employee information.
3. Sequence #: the number assigned to this retro. A retro can be looked up by employee ID or by retro sequence number.
  - a. By employee: to see every retro that exists for an employee.
  - b. By sequence number: to see only the retro sequence on report.
4. Request Type: the type of action that generated retro.
  - a. Job: change was keyed to Job Data.
  - b. Add: change was keyed to Additional Pay.
5. Status: reflects the employee's most current status.
  - a. Active: the employee is still employed (even if they are on a leave of absence).
  - b. Term: the employee has terminated employment with the County.
6. Action/Reason: The action/reason listed in Job Data for the effective date of the retro. This is usually, but not always, what triggered this employee's retro.

## SECTION 3

12/21/07	SBC	C07	POS #	Position Title											
12/08/07	12/14/07		ECS	EC Base	40.00	12.920	316.80	REG	12.920	316.80	0.00	N	Y	Change in Pay Period Exception	
12/08/07	12/14/07		FLK	FSP Dollar	0.00	12.920	95.00	RFK	12.920	95.00	0.00		Y	Change in Pay Period Exception	
12/08/07	12/14/07		PFL	SCN TL	5.00	12.920	38.76	RSL	12.920	38.76	0.00		Y	Change in Pay Period Exception	
12/08/07	12/14/07		REG	REG/CRW TL	37.00	12.920	478.04	RTE	12.920	478.04	0.00		Y	Change in Pay Period Exception	
12/15/07	12/21/07		ECS	EC Base	40.00	12.920	316.80	REG	13.590	543.60	26.80	N	Y	Change in Pay Period Exception	
12/15/07	12/21/07		FLK	FSP Dollar	0.00	12.920	95.00	RFK	13.590	95.00	0.00		Y	Change in Pay Period Exception	
12/15/07	12/21/07		PFL	SCN TL	16.00	12.920	206.72	RSL	13.590	217.44	10.72		Y	Change in Pay Period Exception	
12/15/07	12/21/07		REG	REG/CRW TL	24.00	12.920	310.08	RTE	13.590	526.16	16.08		Y	Change in Pay Period Exception	
01/04/08	SBC	C07	00001	Position Title											
12/22/07	12/28/07		ECS	EC Base	40.00	12.920	316.80	REG	13.590	543.60	26.80	N			
12/22/07	12/28/07		FLK	FSP Dollar	0.00	12.920	95.00	RFK	13.590	95.00	0.00				
12/22/07	12/28/07		PFL	HOL TL	16.00	12.920	206.72	RSL	13.590	217.44	10.72				
12/22/07	12/28/07		PFL	SCN TL	12.00	12.920	155.04	RSL	13.590	163.08	8.04				
12/29/07	01/04/08		ECS	EC Base	40.00	12.920	316.80	REG	13.590	543.60	26.80	N			
12/29/07	01/04/08		FLK	FSP Dollar	0.00	12.920	95.00	RFK	13.590	95.00	0.00				
12/29/07	01/04/08		PFL	HOL TL	16.00	12.920	206.72	RSL	13.590	217.44	10.72				
12/29/07	01/04/08		PFL	SCN TL	5.75	12.920	74.29	RSL	13.590	78.14	3.85				
12/29/07	01/04/08		PVC	VAC TL	7.25	12.920	93.67	RVC	13.590	98.53	4.86				

1. This is the detail of earnings by pay period on the retro report.
2. The date that is offset to the left is the pay period end date.
3. Next is the employee's company and pay group.
4. This is followed by the employee's Position Number and Position Title.
5. The inner section correlates with the column headers referenced in Section 1 of this handout.
6. Exception messages, if any, will appear on the far right.
  - a. The exception messages alert that something happened in that pay period which could affect the retro pay amount.
  - b. The following are possible exception messages (please refer to the PowerPoint presentation for definitions to these exceptions):
    - i. PR: Prior Retro
    - ii. Change in Pay Period Exception
    - iii. Off-Cycle Earnings Exist
    - iv. Earnings out of Pay Period
    - v. Job Pay Exception
    - vi. Pay group Change exception



## SECTION 4

Total for Employee 00001	:	2,327.30	2,384.92	57.62	
		3,154.40	3,234.80	80.40	N
Dept ID Total	:	7,294.63	8,877.11	1,582.48	
		1,875.59	1,759.08	114.51-	N

### 1. Total for Employee

- a. First row totals earnings.
  - i. This could be the dollar amount owed to the employee.
  - ii. This could be the dollar amount that the employee owes.
- b. Second row totals earnings that DO NOT contribute to gross pay.
  - i. This is usually ECB.
  - ii. This is not dollar-for-dollar money that is being paid or recovered; the ECB affects the amount that the employee and department contribute to retirement.

### 2. Dept ID Total

- a. First row totals the earnings for the department.
  - i. This is the total dollar amount that is being paid or recovered for all employees in this department.
  - ii. Note: You could have several Dept ID totals, for each department, depending on how many department IDs are contained in your department.
  - iii. You will have separate totals for your Negative and Positive retro reports.
- b. Second row totals the earnings that DO NOT contribute to gross pay for the department.
  - i. This is usually ECB.
  - ii. This is not dollar-for-dollar money that is being paid or recovered; the ECB affects the amount that the employee and department contribute to retirement.

# How do I audit the Retro Report?

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- ❑ Retro trigger: Base Rate of Pay (BRP) change
  - Examples: Promotion, Step Progression
- ❑ Verify the new BRP is correct throughout the entire time frame reported.
  - Compare to Job Data or Job Summary Panels
  - Job Data: Home>Administer Workforce>Administer Workforce (GBL)>Use>Job Data: Compensation Tab shows BRP
  - Job Summary: Home>Administer Workforce>Administer Workforce (GBL)>Use>Job Summary: Compensation Tab shows BRP
- ❑ Verify that Retro pay Amounts are correct.
  - BRP changes will have changes to ECB & paid time for each pay period (NCV) or each week of the pay period (C07).

# How do I audit the Retro Report?

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- Retro trigger: Additional Pay change
- Examples: Addition of or correction to Bilingual, certain Auto Allowances, Differentials, SAC pay, Flex earnings, etc.
- Verify that Retro pay Amounts are correct.
  - Additional Pay changes will have a change to the Additional Pay earnings code only.
  - Ensure retro pays are not duplicated within the pay period.

# How do I audit the Retro Report?

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- What is ECB?
  - Earnable Compensation Base: this is the base to calculate the employee's retirement deduction.
  - ECB hours are typically 40/week or 80/pay period.
  - To calculate ECB amount, use the following formula:
    - $\text{ECB hours} \times \text{BRP} = \text{ECB amount}$
  - To check ECB hours in Job Data:
    - Home>Administer Workforce>Administer Workforce (GBL)>Use>Job Data: SBC Data Tab (retirement hours)
  - This number will also match ECB hours in Additional Pay.
    - Home>Compensate Employees>Maintain Payroll Data (US)>Use>Additional Pay
- ECB does not add to the employee's earnings; it does affect the employee's retirement deduction.

# How do I audit the Retro Report?

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## □ Verify Negative ECB Changes

- Valid negative ECB changes are due to mid-pay-period terminations and changes to the retirement hours.
- Invalid negative ECB changes are usually, but not always, due to mid-pay-period Leave of Absence or Return from Leave.

## □ Verify Positive ECB Changes

- Valid Positive ECB changes could be from a base rate of pay increase or a change in the Retirement hours.
- Invalid Positive ECB changes could be from a mid-pay period Leave of Absence or Return from Leave.

# How do I audit the Retro Report?

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- ❑ Exception Messages: Retro can not accurately calculate pay periods with exception messages. Pay periods with these messages need special attention.
  - **PR:** Prior Retro paid for the time period and earnings codes referenced. You can check Prior Retro paid by employee with the query: SB\_PRIOR\_RETRO\_PAID\_DEPT.
  - **Change in Pay Period Exception:** Caused by mid-pay period Leave of Absence, Return from Leave, Termination or Hire.
  - **Off-Cycle Earnings Exist:** There was an On-Demand Warrant produced for this pay period.
  - **Earnings out of Pay Period:** Caused by payroll adjustments for prior pay periods or leave time cash outs.
  - **Job Pay Exception:** Caused by a manual change to employee's paycheck by EMACS-Payroll.
  - **Pay group Change Exception:** The pay group has retroactively changed (i.e. C07 to NCV).

# How do I audit the Retro Report?

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- Exception Messages common with BRP changes:
  - Change in Pay Period Exception: Verify that mid pay period Leave of Absence, Return from Leave, or Termination did not alter the correct BRP for that pay period.
  - Earnings out of Pay Period: Verify, based on the earnings dates, that the correct BRP is being paid.
- Other Exception Messages:
  - PR, Job Pay Exception, or Pay group Change Exception: Verify the earnings were not already paid to the employee for that pay period.

# How do I notate the Retro Report?

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- ❑ If the retro report gives you the result you expect and the amounts appear valid, mark each employee's retro "VALID" and initial the page.
- ❑ The retro pay/recovery for this employee will be processed as scheduled on the next paycheck.



# How do I notate the Retro Report?

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- ❑ If you did not expect the retro pay/recovery or the report gives you a different result than expected, mark the employee's retro "INVALID." Please provide a brief explanation.
- ❑ Notate on the report what action is being taken to correct the error (i.e. what paperwork will be submitted to EMACS-HR and when).
- ❑ Please submit correction paperwork ASAP. On your submission, please mark that the change is due to a "Retro Correction."
- ❑ If the correction is keyed by EMACS-HR before Payroll Friday the retro will go to "Recalc" status and will go through the cycle again in the next pay period.

# When is my Retro Report Due?

## Who do I send my Retro Report to?

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- ❑ Your Retro Report is due by the close of business on Payday Thursday.
- ❑ This allows you 4 days to review and authorize the retro for your department's employees.
- ❑ Send your Retro Report ATTN: Anita Valdez any of the following ways:
  - E-mail: [Sheila.Bass@atc.sbcounty.gov](mailto:Sheila.Bass@atc.sbcounty.gov)
  - Interoffice Mail: Mail Code 0030
  - Drop off in person
  - Fax: 909-386-9070 (least preferred)

# What does EMACS-Payroll do?

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## □ Valid Negative Retro Report

- Send a recovery letter to the employee and CC the payroll department supervisor.
- Recover monies from employee as given. This can be seen on the spreadsheet attached to the recovery letter.
- Please note: A recovery of \$25.00 or less will be automatically processed on the employee's paycheck.

## □ Valid Positive Retro Report

- Allow to process and pay on the employee's next paycheck.

# What does EMACS-Payroll do?

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## ❑ Invalid/Valid Retro

- We will research and try to correct the invalid portion so that pay/recovery can take place as needed.

## ❑ Invalid Retro

- If department notates corrections submitted, we will coordinate with EMACS-HR to make the correction before Payroll Friday if possible. This means that the retro will appear on the next retro report.
- If the retro is completely incorrect, we will delete the retro.

# Example – Positive Retro Report

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- Attachment B –
  - Samples of Positive Retro Report.
  - Samples of Exception messages and how they affect the Positive Retro Report.

Report ID: PAY301R2

County of San Bernardino - EMACS  
RETRO PAY ALL CALCULATED REPORT

Page No. 88  
Run Date 03/01/08  
Run Time 00:00:00  
MPDL0027

Department: XXXXX Department Name

Emp	Earns Begin Dt	Earns End Dt	Erncd / Desc	Hours	Original Rate Used	Original Retro Earns Amt	Erncd	New Rate Used	New Earns Amt	Retro Pay Amount	Add Grs	Prior Ret	Exp?	Exception Message
Doe, John			D0001 0											
			Sequence# 191XXXXX											
			Request Type - Job											
			Status - Active											
														Action/Reason: Pay Rt Chg, SPR, Step Progression - Retro
12/21/07	SBC	C07	POS #	Position Title										
12/08/07	12/14/07	ECB	EC Base	40.00	12.920	516.80	REB	12.920	516.80	0.00	N			Y Change in Pay Period Exception
12/08/07	12/14/07	FLX	FSP Dollar	0.00	12.920	95.00	RFK	12.920	95.00	0.00				Y Change in Pay Period Exception
12/08/07	12/14/07	PSL	SCK TL	3.00	12.920	38.76	RSL	12.920	38.76	0.00				Y Change in Pay Period Exception
12/08/07	12/14/07	REG	REG/CWH TL	37.00	12.920	478.04	RZE	12.920	478.04	0.00				Y Change in Pay Period Exception
12/15/07	12/21/07	ECB	EC Base	40.00	12.920	516.80	REB	13.590	543.60	26.80	N			Y Change in Pay Period Exception
12/15/07	12/21/07	FLX	FSP Dollar	0.00	12.920	95.00	RFK	13.590	95.00	0.00				Y Change in Pay Period Exception
12/15/07	12/21/07	PSL	SCK TL	16.00	12.920	206.72	RSL	13.590	217.44	10.72				Y Change in Pay Period Exception
12/15/07	12/21/07	REG	REG/CWH TL	24.00	12.920	310.08	RZE	13.590	326.16	16.08				Y Change in Pay Period Exception
01/04/08	SBC	C07	00001	Lost Official II										
12/22/07	12/28/07	ECB	EC Base	40.00	12.920	516.80	REB	13.590	543.60	26.80	N			Y Change in Pay Period Exception
12/22/07	12/28/07	FLX	FSP Dollar	0.00	12.920	95.00	RFK	13.590	95.00	0.00				Y Change in Pay Period Exception
12/22/07	12/28/07	PSL	SCK TL	12.00	12.920	155.04	RSL	13.590	163.08	8.04				Y Change in Pay Period Exception
12/22/07	12/28/07	REG	REG/CWH TL	12.00	12.920	155.04	RZE	13.590	163.08	8.04				Y Change in Pay Period Exception
12/29/07	01/04/08	ECB	EC Base	40.00	12.920	516.80	REB	13.590	543.60	26.80	N			Y Change in Pay Period Exception
12/29/07	01/04/08	FLX	FSP Dollar	0.00	12.920	95.00	RFK	13.590	95.00	0.00				Y Change in Pay Period Exception
12/29/07	01/04/08	PSL	SCK TL	16.00	12.920	206.72	RSL	13.590	217.44	10.72				Y Change in Pay Period Exception
12/29/07	01/04/08	PVC	VAC TL	7.25	12.920	93.67	RVC	13.590	98.53	4.86				Y Change in Pay Period Exception
01/18/08	SBC	C07	00001	Lost Official II										
12/29/07	01/04/08	PSL	SCK TL	-3.75	12.920	48.45-	RSL	13.590	50.96-	2.51-				Y Job Pay Exception
														Y Earnings out of Pay Period
12/29/07	01/04/08	PVC	VAC TL	-7.25	12.920	93.67-	RVC	13.590	98.53-	4.86-				Y Job Pay Exception
														Y Earnings out of Pay Period
01/05/08	01/11/08	ECB	EC Base	40.00	13.590	543.60	REB	13.590	543.60	0.00	N			Y Job Pay Exception
01/05/08	01/11/08	FLX	FSP Dollar	0.00	13.590	0.00	RFK	13.590	0.00	0.00				Y Earnings out of Pay Period
01/05/08	01/11/08	PSL	SCK TL	2.50	13.590	33.98	RSL	13.590	33.98	0.00				Y Job Pay Exception
01/05/08	01/11/08	PSL	SCK TL	2.25	13.590	30.58	RSL	13.590	30.58	0.00				Y Earnings out of Pay Period
01/05/08	01/11/08	PSL	SCK TL	3.75	13.590	50.96	RSL	13.590	50.96	0.00				Y Job Pay Exception
														Y Earnings out of Pay Period
01/05/08	01/11/08	PVC	VAC TL	2.25	13.590	30.58	RVC	13.590	30.58	0.00				Y Job Pay Exception
01/05/08	01/11/08	PVC	VAC TL	7.25	13.590	98.53	RVC	13.590	98.53	0.00				Y Earnings out of Pay Period
01/12/08	01/18/08	ECB	EC Base	40.00	13.590	543.60	REB	13.590	543.60	0.00	N			Y Job Pay Exception
01/12/08	01/18/08	FLX	FSP Dollar	0.00	13.590	0.00	RFK	13.590	0.00	0.00				Y Earnings out of Pay Period
01/12/08	01/18/08	PSL	SCK TL	5.50	13.590	74.75	RSL	13.590	74.75	0.00				Y Job Pay Exception
														Y Earnings out of Pay Period
Total for Employee D0001					:	2,327.30			2,384.92	57.62				
						3,154.40			3,234.80	80.40	N			

Base Rate of Pay should be \$13.59. Retro pay Amounts need to be recalculated.

Action/Reason: Pay Rt Chg, SPR, Step Progression - Retro

Y Change in Pay Period Exception  
Y Change in Pay Period Exception  
Y Change in Pay Period Exception  
Y Change in Pay Period Exception  
Y Change in Pay Period Exception  
Y Change in Pay Period Exception  
Y Change in Pay Period Exception  
Y Change in Pay Period Exception

Exception message is due to Leave of Absence 12/20/07.

Y Job Pay Exception  
Y Earnings out of Pay Period  
Y Job Pay Exception  
Y Earnings out of Pay Period

Y Job Pay Exception  
Y Earnings out of Pay Period  
Y Job Pay Exception  
Y Earnings out of Pay Period

Exception messages are due to prior pay period adjustment. Change in Base Rate of Pay is correct.

Report ID: PAY501RT

Department: XXXXX Department Name

Earns Begin Dt	Earns End Dt	Emcd / Desc	Hours	Original Rate Used	Original Earns Amt	Retro Emcd	New Rate Used	New Earns Amt	Retropay Amount	Add Grs CC	Prior Ret Exp?	Exception Message
<div style="border: 1px solid black; padding: 2px;">                     Action/Reason: Pay Rt Chg, AAP, Assign Additional Pay                 </div>												
11/23/07		SSC C07	00002	Sequence# 191XXXXX	Request Type - Job	Status - Active						
<div style="border: 1px solid black; padding: 2px;">                     Action/Reason: Pay Rt Chg, AAP, Assign Additional Pay                 </div>												
11/23/07 SSC C07 POS # Position Title												
11/10/07	11/16/07	BL2 BL Verbal	0.00	0.000	0.00	R22	15.730	25.00	25.00			
11/10/07	11/16/07	ECB EC Base	40.00	15.730	629.20	R22	15.730	629.20	0.00	N		
11/10/07	11/16/07	FLX FRP Dollar	0.00	15.730	95.00	RFX	15.730	95.00	0.00			
11/10/07	11/16/07	PHL WOL TL	8.00	15.730	125.84	RHL	15.730	125.84	0.00			
11/10/07	11/16/07	REG REG/CDW TL	32.00	15.730	503.36	RTE	15.730	503.36	0.00			
11/17/07	11/23/07	BL2 BL Verbal	0.00	0.000	0.00	R22	15.730	25.00	25.00			
11/17/07	11/23/07	ECB EC Base	40.00	15.730	629.20	R22	15.730	629.20	0.00	N		
11/17/07	11/23/07	FLX FRP Dollar	0.00	15.730	95.00	RFX	15.730	95.00	0.00			
11/17/07	11/23/07	PHL WOL TL	8.00	15.730	125.84	RHL	15.730	125.84	0.00			
11/17/07	11/23/07	REG REG/CDW TL	32.00	15.730	503.36	RTE	15.730	503.36	0.00			
12/01/07 SSC C07 00002 Secretary I												
11/24/07	11/30/07	BL2 BL Verbal	0.00	0.000	0.00	R22	15.730	25.00	25.00			
11/24/07	11/30/07	ECB EC Base	40.00	15.730	629.20	R22	15.730	629.20	0.00	N		
11/24/07	11/30/07	FLX FRP Dollar	0.00	15.730	95.00	RFX	15.730	95.00	0.00			
11/24/07	11/30/07	REG REG/CDW TL	40.00	15.730	629.20	RTE	15.730	629.20	0.00			
12/01/07	12/07/07	BL2 BL Verbal	0.00	0.000	0.00	R22	15.730	25.00	25.00			
12/01/07	12/07/07	ECB EC Base	40.00	15.730	629.20	R22	15.730	629.20	0.00	N		
12/01/07	12/07/07	FLX FRP Dollar	0.00	15.730	95.00	RFX	15.730	95.00	0.00			
12/01/07	12/07/07	REG REG/CDW TL	40.00	15.730	629.20	RTE	15.730	629.20	0.00			
12/21/07 SSC C07 00002 Secretary I												
12/08/07	12/14/07	BL2 BL Verbal	0.00	0.000	0.00	R22	15.730	25.00	25.00			
12/08/07	12/14/07	ECB EC Base	40.00	15.730	629.20	R22	15.730	629.20	0.00	N		
12/08/07	12/14/07	FLX FRP Dollar	0.00	15.730	95.00	RFX	15.730	95.00	0.00			
12/08/07	12/14/07	REG REG/CDW TL	40.00	15.730	629.20	RTE	15.730	629.20	0.00			
12/15/07	12/21/07	BL2 BL Verbal	0.00	0.000	0.00	R22	15.730	25.00	25.00			
12/15/07	12/21/07	ECB EC Base	40.00	15.730	629.20	R22	15.730	629.20	0.00	N		
12/15/07	12/21/07	FLX FRP Dollar	0.00	15.730	95.00	RFX	15.730	95.00	0.00			
12/15/07	12/21/07	REG REG/CDW TL	40.00	15.730	629.20	RTE	15.730	629.20	0.00			
01/04/08 SSC C07 00002 Secretary I												
12/22/07	12/28/07	BL2 BL Verbal	0.00	0.000	0.00	R22	15.730	25.00	25.00			
12/22/07	12/28/07	ECB EC Base	40.00	15.730	629.20	R22	15.730	629.20	0.00	N		
12/22/07	12/28/07	FLX FRP Dollar	0.00	15.730	95.00	RFX	15.730	95.00	0.00			
12/22/07	12/28/07	PHL WOL TL	16.00	15.730	251.68	RHL	15.730	251.68	0.00			
12/22/07	12/28/07	REG REG/CDW TL	24.00	15.730	377.52	RTE	15.730	377.52	0.00			
12/29/07	01/04/08	BL2 BL Verbal	0.00	0.000	0.00	R22	15.730	25.00	25.00			
12/29/07	01/04/08	ECB EC Base	40.00	15.730	629.20	R22	15.730	629.20	0.00	N		
12/29/07	01/04/08	FLX FRP Dollar	0.00	15.730	95.00	RFX	15.730	95.00	0.00			
12/29/07	01/04/08	OTF OVT FLS TL	4.00	7.865	31.46	ROF	16.295	32.60	1.14			
12/29/07	01/04/08	PHL WOL TL	16.00	15.730	251.68	RHL	15.730	251.68	0.00			
12/29/07	01/04/08	REG REG/CDW TL	28.00	15.730	440.44	RTE	15.730	440.44	0.00			
01/18/08 SSC C07 00002 Secretary I												

Overtime (OTF) is affected by Bilingual pay for FLSA employees. The increase in OTF in conjunction with the added bilingual pay is correct

Exception message is due to Termination 11/23/07. Changes to ECB & REG are incorrect. The \$0.20 is due to a rounding error made by the system. This retro will be deleted before payroll is processed.

Earns Begin Dt	Earns End Dt	Emcd / Desc	Hours	Original Rate Used	Original Earns Amt	Retro Emcd	New Rate Used	New Earns Amt	Retropay Amount	Add Grs	Prior Exp?	Exception Message
Smith,James S0001 0 Sequence# 191XXXXX Request Type - Job Status - Terminated Action/Reason: Pay Rt Chg, ATR, Across-The-Board												
11/23/07	SBC NCV	POS #	Position Title									
11/10/07	11/23/07	002	Reduce REG	13.25	20.090	266.19	R02	20.090	266.39	0.20	N	Y Change in Pay Period Exception
11/10/07	11/23/07	CCT	Comp Cash	19.75	20.090	396.75	RCC	20.090	396.95	0.20		Y Change in Pay Period Exception
11/10/07	11/23/07	ECB	EC Base	74.30	20.090	1,507.20	RER	20.090	1,492.69	114.51-	N	Y Change in Pay Period Exception
11/10/07	11/23/07	FLK	FRP Dollar	0.00	20.090	190.00	RFX	20.090	190.00	0.00		Y Change in Pay Period Exception
11/10/07	11/23/07	FRL	HOL TL	19.00	20.090	381.71	RFL	20.090	381.71	0.00		Y Change in Pay Period Exception
11/10/07	11/23/07	FRS	HOLST TL	8.00	20.090	160.72	RFS	20.090	160.72	0.00		Y Change in Pay Period Exception
11/10/07	11/23/07	REG	REG/CSW TL	-1.33	20.090	266.19-	RTE	20.090	26.72-	239.47		Y Change in Pay Period Exception
11/10/07	11/23/07	REG	REG/CSW TL	74.26	20.090	1,491.65	RTE	20.090	2,834.49	1,342.81		Y Change in Pay Period Exception
12/07/07	SBC NCV	00005	Declaration of Independence Signer I									
11/10/07	11/22/07	CAN	AdminCashN	36.67	20.090	736.70	RGN	20.090	736.70	0.00		Y Earnings out of Pay Period
11/10/07	11/22/07	CCT	Comp Cash	93.25	20.090	1,873.39	RCC	20.090	1,873.39	0.00		Y Earnings out of Pay Period
11/10/07	11/22/07	CAN	Hol Cash N	41.50	20.090	833.74	RHN	20.090	833.74	0.00		Y Earnings out of Pay Period
11/10/07	11/22/07	CVM	Vac Cash N	74.47	20.090	1,496.10	RVN	20.090	1,496.10	0.00		Y Earnings out of Pay Period
Total for Employee S0001				:		7,294.63		8,877.11	1,582.48			
						1,873.39		1,759.08	114.31-	N		
Dept ID Total				:		7,294.63		8,877.11	1,582.48			
						1,873.39		1,759.08	114.31-	N		

Rounding from 13.25 to 13.26 hours & 19.75 to 19.76 hours causes \$0.20 difference from what was originally paid. This is incorrect and will not be processed.

Y Change in Pay Period Exception  
Y Change in Pay Period Exception  
Y Change in Pay Period Exception  
Y Change in Pay Period Exception  
Y Change in Pay Period Exception  
Y Change in Pay Period Exception  
Y Change in Pay Period Exception  
Y Change in Pay Period Exception

Y Earnings out of Pay Period  
Y Earnings out of Pay Period  
Y Earnings out of Pay Period  
Y Earnings out of Pay Period

Exception message is due to Leave Time cash-outs after termination. The exception is ok.



Department: XXXXX Department Name

Earns Begin Dt	Earns End Dt	Emcd / Desc	Hours	Original Rate Used	Original Earns Amt	Retro Emcd	New Rate Used	New Earns Amt	Retro Pay Amount	Add Grs	Prior Ret Exp?	Exception Message
Smith, Jennifer S0002 0 Sequence# 191XXXXX Request Type - Job Status - Active Action/Reason: Data Chg, CA2, Contract Amended-Bases & Pay												
01/04/08	SBC C07	POS #	Position Title									
12/22/07	12/28/07	ECB	EC Base	0.00	0.00	REB	0.000	0.00	0.00	N		Y Change in Pay Period Exception
12/22/07	12/28/07	FLX	FDP Dollar	0.00	20.090	RFK	20.090	66.92	0.00	N		Y Change in Pay Period Exception
12/22/07	12/28/07	PCT	CTT TL	18.00	20.090	PCT	20.090	361.62	0.00	N		Y Change in Pay Period Exception
12/22/07	12/28/07	PHL	SOL TL	14.00	20.090	PHL	20.090	281.26	0.00	N		Y Change in Pay Period Exception
12/29/07	01/04/08	ECB	EC Base	0.00	0.00	REB	21.080	0.00	0.00	N		Y Change in Pay Period Exception
12/29/07	01/04/08	FLX	FDP Dollar	0.00	20.090	RFK	21.080	66.93	0.00	N		Y Change in Pay Period Exception
12/29/07	01/04/08	PHL	SOL TL	32.00	20.090	PHL	21.080	668.22	25.34	N		Y Change in Pay Period Exception
01/18/08	SBC C07	00004	Housing Assistant II									
01/05/08	01/11/08	ECB	EC Base	0.00	21.080	REB	21.080	0.00	674.56-	N		
01/05/08	01/11/08	FLX	FDP Dollar	0.00	21.080	RFK	21.080	66.92	0.00	N		
01/05/08	01/11/08	OTF	OVT FLS TL	1.00	10.540	ROF	21.080	10.54	0.00	N		
01/05/08	01/11/08	REG	REG/CSW TL	41.00	21.080	RTE	21.080	864.28	0.00	N		
01/12/08	01/18/08	ECB	EC Base	0.00	21.080	REB	21.080	0.00	674.56-	N		
01/12/08	01/18/08	FLX	FDP Dollar	0.00	21.080	RFK	21.080	66.93	0.00	N		
01/12/08	01/18/08	REG	REG/CSW TL	23.00	21.080	RTE	21.080	527.00	0.00	N		
Total for Employee S0002				:	2,955.28			2,980.62	25.34			
				:	1,349.12			0.00	1,349.12-	N		
Dept ID Total				:	2,955.28			2,980.62	25.34			
				:	1,349.12			0.00	1,349.12-	N		

Y Change in Pay Period Exception  
Y Change in Pay Period Exception  
Y Change in Pay Period Exception  
Y Change in Pay Period Exception  
Y Change in Pay Period Exception  
Y Change in Pay Period Exception

Exception message is due to Contract Amendment 01/01/08. Base Rate of Pay increased 01/01/08, so New Rate used is correct, as is increase in PHL from 12/29/07-01/04/08. The negative ECB in following pay period is caused by a system error. This is not correct, and will not be processed.

County of San Bernardino - EMACS  
RETRO PAY ALL CALCULATED REPORT

Report ID: PAYS01RT

Page No. 345  
Run Date 03/01/08  
Run Time 00:00:00  
NPDL0068

Department: XXXXX Department Name

Earns	Earns	Ermod / Desc	Hours	Original Rate Used	Original Earns Amt	Retro Ermod	New Rate Used	New Earns Amt	Retro Pay Amount	Add OV	Prior Ret Exp?	Exception Message
Jones,Michael J0001 0 Sequence# 191XXXXX Request Type - Add Status - Active												
12/07/07	SBC MCV	POS # Position Title										
11/24/07	12/07/07	C17 Cell Allow	0.00	0.000	0.00	RCE	61.460	92.31	92.31			
11/24/07	12/07/07	CAA Adm Cash A	80.00	61.460	4,916.80	RCA	61.460	4,916.80	0.00			
11/24/07	12/07/07	CME Hol Cash E	40.00	61.460	2,458.40	RKE	61.460	2,458.40	0.00			
11/24/07	12/07/07	CVF Vac Cash E	160.00	61.460	9,833.60	RVE	61.460	9,833.60	0.00			
11/24/07	12/07/07	ECB EC Base	80.00	61.460	4,916.80	REB	61.460	4,916.80	0.00	N		
11/24/07	12/07/07	FLX FFP Dollar	0.00	61.460	230.00	RFK	61.460	230.00	0.00			
11/24/07	12/07/07	OC3 OMC SpDist	0.00	61.460	184.62	RC3	61.460	184.62	0.00			
11/24/07	12/07/07	REG REG/CBW TL	80.00	61.460	4,916.80	RTE	61.460	4,916.80	0.00			
12/21/07	SBC MCV	00005 Football Player										
12/08/07	12/21/07	002 Reduce REG	10.00	61.460	614.60	R02	61.460	614.60	0.00	N		
12/08/07	12/21/07	C17 Cell Allow	0.00	0.000	0.00	RCE	61.460	92.31	92.31			
12/08/07	12/21/07	ECB EC Base	80.00	61.460	4,916.80	REB	61.460	4,916.80	0.00	N		
12/08/07	12/21/07	FLX FFP Dollar	0.00	61.460	230.00	RFK	61.460	230.00	0.00			
12/08/07	12/21/07	OC3 OMC SpDist	0.00	61.460	184.62	RC3	61.460	184.62	0.00			
12/08/07	12/21/07	REG REG/CBW TL	-10.00	61.460	614.60-	RTE	61.460	614.60-	0.00			
12/08/07	12/21/07	REG REG/CBW TL	90.00	61.460	5,531.40	RTE	61.460	5,531.40	0.00			
01/04/08	SBC MCV	00005 Football Player										
12/22/07	01/04/08	002 Reduce REG	7.00	61.460	430.22	R02	61.460	430.22	0.00	N		
12/22/07	01/04/08	C17 Cell Allow	0.00	0.000	0.00	RCE	61.460	92.31	92.31			
12/22/07	01/04/08	C17 Cell Allow	0.00	61.460	92.31	RCE	61.460	92.31	0.00			
12/22/07	01/04/08	ECB EC Base	80.00	61.460	4,916.80	REB	61.460	4,916.80	0.00	N		
12/22/07	01/04/08	FLX FFP Dollar	0.00	61.460	230.00	RFK	61.460	230.00	0.00			
12/22/07	01/04/08	OC3 OMC SpDist	0.00	61.460	184.62	RC3	61.460	184.62	0.00			
12/22/07	01/04/08	PRL HOL TL	24.00	61.460	1,475.04	RRL	61.460	1,475.04	0.00			
12/22/07	01/04/08	PRL SCK TL	8.00	61.460	491.68	RSL	61.460	491.68	0.00			
12/22/07	01/04/08	REG REG/CBW TL	-7.00	61.460	430.22-	RTE	61.460	430.22-	0.00			
12/22/07	01/04/08	REG REG/CBW TL	55.00	61.460	3,380.30	RTE	61.460	3,380.30	0.00			
01/18/08	SBC MCV	00005 Football Player										
01/05/08	01/18/08	002 Reduce REG	10.00	61.460	614.60	R02	61.460	614.60	0.00	N		
01/05/08	01/18/08	C17 Cell Allow	0.00	61.460	92.31	RCE	61.460	92.31	0.00			
01/05/08	01/18/08	ECB EC Base	80.00	61.460	4,916.80	REB	61.460	4,916.80	0.00	N		
01/05/08	01/18/08	FLX FFP Dollar	0.00	61.460	230.00	RFK	61.460	230.00	0.00			
01/05/08	01/18/08	OC3 OMC SpDist	0.00	61.460	184.62	RC3	61.460	184.62	0.00			
01/05/08	01/18/08	PRL HOL TL	40.00	61.460	2,458.40	RRL	61.460	2,458.40	0.00			
01/05/08	01/18/08	REG REG/CBW TL	-10.00	61.460	614.60-	RTE	61.460	614.60-	0.00			
01/05/08	01/18/08	REG REG/CBW TL	50.00	61.460	3,073.00	RTE	61.460	3,073.00	0.00			
Total for Employee J0001				:	38,719.10			38,996.03	276.93			
					21,326.62			21,326.62	0.00	N		

Retro Trigger: Cell phone allowance C17 is being retroactively paid.

Y Job Pay Exception

Exception Message is caused by a manual entry onto employee's paycheck. The C17 Allowance was manually keyed and retro is trying to pay it again. In certain circumstances, retro does not see the manual transaction. This amount is invalid and will not be processed.

Report ID: PAYS01RT

Department: XXXXX Department Name

Earns Begin Dt	Earns End Dt	Earned / Desc	Hours	Original Rate Used	Original Earns Amt	Retro Earned	New Rate Used	New Earns Amt	Retro Pay Amount	Add Grs OC	Prior Ret Exp?	Exception Message
Jones, Mary J0002 0 Sequence# 191XXXXX Request Type - Add Status - Active												
01/04/08	01/04/08	SEC C07 POS #										
12/22/07	12/28/07	ECB EC Base	8.37	22.770	195.14	REG	22.770	195.14	0.00	N		Y Change in Pay Period Exception
12/22/07	12/28/07	FLX FRP Dollar	0.00	22.770	0.00	RFK	22.770	0.00	0.00			Y Change in Pay Period Exception
12/22/07	12/28/07	REG REG/CSW TL	8.00	22.770	182.16	RTK	22.770	182.16	0.00			Y Change in Pay Period Exception
12/29/07	01/04/08	ECB EC Base	0.00	22.770	195.14	REG	22.770	0.00	195.14-	N		Y Change in Pay Period Exception
12/29/07	01/04/08	FLX FRP Dollar	0.00	22.770	0.00	RFK	22.770	0.00	0.00			Y Change in Pay Period Exception
01/18/08	01/18/08	SEC C07 00006 Labor Organizer										
12/22/07	12/24/07	CSW Sol Cash N	16.00	22.770	364.32	RHN	22.770	364.32				
01/05/08	01/11/08	BL2 BL Verbal	0.00	13.800	25.00	RDR	13.800	25.00	0.00			Y Earnings out of Pay Period
01/05/08	01/11/08	REG REG/CSW TL	40.00	13.800	552.00	RTK	13.800	552.00	0.00			
01/05/08	01/11/08	BL2 BL Verbal	0.00	0.000	0.00	RDR	13.800	0.00	0.00			
01/12/08	01/18/08	BL2 BL Verbal	0.00	13.800	25.00	RDR	13.800	25.00	0.00			
01/12/08	01/18/08	REG REG/CSW TL	40.00	13.800	552.00	RTK	13.800	552.00	0.00			
01/12/08	01/18/08	BL2 BL Verbal	0.00	0.000	0.00	RDR	13.800	0.00	0.00			
Total for Employee J0002				:		1,701.94		1,701.94	0.00			
						390.28		195.14	195.14-	N		
Dept ID Total				:		40,421.04		40,697.97	276.93			
						21,716.90		21,521.76	195.14-	N		

Y Change in Pay Period Exception  
Y Change in Pay Period Exception  
Y Change in Pay Period Exception  
Y Change in Pay Period Exception

Exception message is caused by a mid-pay period Termination 12/25/07. ECB of 195.14 was originally on the employee's paycheck, but they terminated prior to the second week beginning 12/29/07. Retro is correctly recovering the ECB after termination. This negative ECB is correct.

County of San Bernardino - EMACS  
RETRO PAY ALL CALCULATED REPORT

Report ID: PAY01RT

Page No. 362  
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RPOL0028

Department: XXXXX Department Name

Earns Begin Dt	Earns End Dt	Emcd / Desc	Hours	Original Rate Used	Original Earns Amt	Retro Emcd	New Rate Used	New Earns Amt	Retropay Amount	Add Grs OC	Prior Ret Exp?	Exception Message
Johnson, Michael J0005 0 Sequence# 101XXXXX Request Type - Add Status - Active												
01/04/08 SSC C07 POS # Position Title												
12/22/07	12/28/07	ECB EC Base	40.00	19.590	783.60	REB	19.590	783.60	0.00		N	
12/22/07	12/28/07	FLX FFP Dollar	0.00	19.590	95.00	RFK	19.590	95.00	0.00			
12/22/07	12/28/07	PRL SOL TL	16.00	19.590	313.44	RML	19.590	313.44	0.00			
12/22/07	12/28/07	PVC VAC TL	24.00	19.590	470.16	RVC	19.590	470.16	0.00			
12/22/07	12/28/07	S75 7.5% SAC	0.00	0.000	0.00	RSA	0.000	0.00	0.00			
12/22/07	12/28/07	S75 7.5% SAC	0.00	19.590	58.77	RSA	19.590	58.77	0.00			
12/29/07	01/04/08	ECB EC Base	40.00	19.590	783.60	REB	19.590	783.60	0.00		N	
12/29/07	01/04/08	FLX FFP Dollar	0.00	19.590	95.00	RFK	19.590	95.00	0.00			
12/29/07	01/04/08	PRL SOL TL	16.00	19.590	313.44	RML	19.590	313.44	0.00			
12/29/07	01/04/08	PVC VAC TL	6.75	19.590	132.23	RVC	19.590	132.23	0.00			
12/29/07	01/04/08	REG REG/CSW TL	17.25	19.590	337.93	RTE	19.590	337.93	0.00			
12/29/07	01/04/08	S75 7.5% SAC	0.00	19.590	58.77	RSA	19.590	58.77	0.00			
12/29/07	01/04/08	S75 7.5% SAC	0.00	0.000	0.00	RSA	19.590	58.77	58.77			
01/18/08 SSC C07 00007 Athletics - SSS												
12/22/07	01/04/08	CCE Comp Cash	0.13	19.590	2.55	RCC	19.590	2.55	0.00			
01/05/08	01/11/08	ECB EC Base	40.00	20.560	822.40	REB	20.560	822.40	0.00		N	
01/05/08	01/11/08	FLX FFP Dollar	0.00	20.560	95.00	RFK	20.560	95.00	0.00			
01/05/08	01/11/08	REG REG/CSW TL	40.00	20.560	822.40	RTE	20.560	822.40	0.00			
01/12/08	01/18/08	ECB EC Base	40.00	20.560	822.40	REB	20.560	822.40	0.00		N	
01/12/08	01/18/08	FLX FFP Dollar	0.00	20.560	95.00	RFK	20.560	95.00	0.00			
01/12/08	01/18/08	REG REG/CSW TL	40.00	20.560	822.40	RTE	20.560	822.40	0.00			
Total for Employee J0005				:		3,712.09		3,770.86	58.77			
				:		3,212.00		3,212.00	0.00		N	
Dept ID Total				:		3,712.09		3,770.86	58.77			
				:		3,212.00		3,212.00	0.00		N	

Y Earnings out of Pay Period

There is no exception message related to this pay period, but retro is trying to pay SAC 7.5% earnings in a pay period where it was already included on the employee's paycheck. The duplication is invalid & will not be processed. (This is the same type of error as on Page 5)



County of San Bernardino - EMACS  
RETRO PAY ALL CALCULATED REPORT

Report ID: PAY301RT

Page No. 286  
Run Date 03/01/08  
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NFPL0036

Department: XXXXX Department Name

Earns Begin Dt	Earns End Dt	Earns Emod / Desc	Hours	Original Rate Used	Original Earns Amt	Retro Emod	New Rate Used	New Earns Amt	Retropay Amount	Add Grs	Prior Ret Exp?	Exception Message
06/02/07	06/08/07	ECB EC Base	40.00	16.190	647.60	REB	19.210	768.40	120.80	N		
06/02/07	06/08/07	REG REG/CSW TL	40.00	16.190	647.60	RFX	19.210	768.40	120.80			
06/22/07	SAC C07	00009 Accountant Trainee										
06/09/07	06/15/07	ECB EC Base	40.00	16.190	647.60	REB	19.210	768.40	120.80	N		
06/09/07	06/15/07	PFL SOL TL	8.00	16.190	129.52	PFL	19.210	153.68	24.16			
06/09/07	06/15/07	PVC VAC TL	8.00	16.190	129.52	PVC	19.210	153.68	24.16			
06/09/07	06/15/07	REG REG/CSW TL	24.00	16.190	388.56	RFX	19.210	461.04	72.48			
06/16/07	06/22/07	ECB EC Base	40.00	16.190	647.60	REB	19.210	768.40	120.80	N		
06/16/07	06/22/07	OTF OVT FLS TL	2.25	8.095	18.21	ROF	19.210	21.61	3.40			
06/16/07	06/22/07	REG REG/CSW TL	42.25	16.190	684.05	RFX	19.210	811.62	127.57			
07/06/07	SAC C07	00009 Accountant Trainee										
05/26/07	06/01/07	OTF OVT FLS TL	0.75	8.095	6.07	ROF	16.617	6.98	0.91			Y Earnings out of Pay Period
05/26/07	06/01/07	REG REG/CSW TL	8.00	16.190	129.52	RFX	16.190	129.52	0.00			Y Earnings out of Pay Period
06/09/07	06/15/07	CTT Comp Cash	0.38	16.190	6.15	PCC	19.210	7.30	1.15			Y Earnings out of Pay Period
06/16/07	06/22/07	CTT Comp Cash	0.37	16.190	5.99	PCC	19.210	7.11	1.12			Y Earnings out of Pay Period
06/16/07	06/22/07	OTF OVT FLS TL	2.25	8.095	18.21	ROF	19.210	21.61	3.40			
06/16/07	06/22/07	OTF OVT FLS TL	-2.25	4.048	18.21-	ROF	19.210	21.61-	3.40-			
06/23/07	06/29/07	ECB EC Base	40.00	19.210	768.40	REB	19.210	768.40	0.00	N		
06/23/07	06/29/07	PFL SCK TL	1.50	19.210	28.82	PFL	19.210	28.82	0.00			
06/23/07	06/29/07	REG REG/CSW TL	38.50	19.210	739.59	RFX	19.210	739.59	0.00			
06/30/07	07/06/07	2EW 2EW TL	8.00	1.000	8.00	REW	1.000	8.00	0.00			
06/30/07	07/06/07	ECB EC Base	40.00	19.210	768.40	REB	19.210	768.40	0.00	N		
06/30/07	07/06/07	PFL SCK TL	8.00	19.210	153.68	PFL	19.210	153.68	0.00			
06/30/07	07/06/07	REG REG/CSW TL	52.00	19.210	614.72	RFX	19.210	614.72	0.00			
07/20/07	SAC C07	00009 Accountant Trainee										
07/07/07	07/13/07	ECB EC Base	40.00	19.930	797.20	REB	19.930	797.20	0.00	N		
07/07/07	07/13/07	PFL SCK TL	4.00	19.930	79.72	PFL	19.930	79.72	0.00			
07/07/07	07/13/07	REG REG/CSW TL	36.00	19.930	717.48	RFX	19.930	717.48	0.00			
07/14/07	07/20/07	ECB EC Base	40.00	19.930	797.20	REB	19.930	797.20	0.00	N		
07/14/07	07/20/07	OTF OVT FLS TL	0.50	9.965	4.98	ROF	19.930	4.98	0.00			
07/14/07	07/20/07	PFL SCK TL	8.00	19.930	159.44	PFL	19.930	159.44	0.00			
07/14/07	07/20/07	PVC VAC TL	8.00	19.930	159.44	PVC	19.930	159.44	0.00			
07/14/07	07/20/07	REG REG/CSW TL	24.50	19.930	488.29	RFX	19.930	488.29	0.00			
08/03/07	SAC C07	00009 Accountant Trainee										
07/21/07	07/27/07	ECB EC Base	40.00	19.930	797.20	REB	19.930	797.20	0.00	N		
07/21/07	07/27/07	PFL SCK TL	1.75	19.930	34.88	PFL	19.930	34.88	0.00			
07/21/07	07/27/07	PVC VAC TL	8.00	19.930	159.44	PVC	19.930	159.44	0.00			
07/21/07	07/27/07	REG REG/CSW TL	30.25	19.930	602.88	RFX	19.930	602.88	0.00			
07/28/07	08/03/07	ECB EC Base	40.00	19.930	797.20	REB	19.930	797.20	0.00	N		
07/28/07	08/03/07	OTF OVT FLS TL	0.75	9.965	7.47	ROF	19.930	7.47	0.00			
07/28/07	08/03/07	PFL SCK TL	2.00	19.930	39.86	PFL	19.930	39.86	0.00			
07/28/07	08/03/07	REG REG/CSW TL	38.75	19.930	772.29	RFX	19.930	772.29	0.00			
08/17/07	SAC C07	00009 Accountant Trainee										
08/04/07	08/10/07	ECB EC Base	40.00	19.930	797.20	REB	19.930	797.20	0.00	N	Y	Change in Pay Period Exception

Y Earnings out of Pay Period  
Y Earnings out of Pay Period  
Y Earnings out of Pay Period  
Y Earnings out of Pay Period

Exception message is caused by prior pay period adjustment. The Base Rate of Pay from 05/26/07-06/01/07 is incorrect, as the new rate should be \$19.21. Amounts will be recalculated and adjusted.

County of San Bernardino - EMACS  
RETRO PAY ALL CALCULATED REPORT

Report ID: PAY301RT

Page No. 100  
Run Date 03/01/08  
Run Time 00:00:00  
RPDL0071

Department: XXXXX Department Name

Earns Begin Dt	Earns End Dt	Erncd / Desc	Hours	Original Rate Used	Original Earns Amt	Retro Erncd	New Rate Used	New Earns Amt	Retro Pay Amount	Add Grs	Prior Ret Exp?	Exception Message
Brown, Michael R0001 0 Sequence# 191XXXXX Request Type - Job Status - Active Action/Reason: Data Chg, STC, Status Change												
09/28/07	S12 C07	POS # Position Title										
09/15/07	09/21/07	ECB EC Base	40.00	34.120	1,364.80	REB	34.120	1,364.80	0.00		N	
09/15/07	09/21/07	FLX FFP Dollar	0.00	34.120	82.50	RFK	34.120	82.50	0.00			
09/15/07	09/21/07	M21 SDI Crta	0.00	0.000	0.00	R21	34.120	13.03	13.03			
09/15/07	09/21/07	REG REG/CSW TL	40.00	34.120	1,364.80	RTE	34.120	1,364.80	0.00			
09/22/07	09/28/07	ECB EC Base	40.00	34.120	1,364.80	REB	34.120	1,364.80	0.00		N	
09/22/07	09/28/07	FLX FFP Dollar	0.00	34.120	82.50	RFK	34.120	82.50	0.00			
09/22/07	09/28/07	M21 SDI Crta	0.00	0.000	0.00	R21	34.120	13.03	13.03			
09/22/07	09/28/07	PWC PWC TL	1.50	34.120	51.18	PWC	34.120	51.18	0.00			
09/22/07	09/28/07	REG REG/CSW TL	38.50	34.120	1,313.62	RTE	34.120	1,313.62	0.00			
10/12/07	S12 C07	20000 Court Reporter										
09/29/07	10/05/07	ECB EC Base	40.00	34.120	1,364.80	REB	34.120	1,364.80	0.00		N	
09/29/07	10/05/07	FLX FFP Dollar	0.00	34.120	82.50	RFK	34.120	82.50	0.00			
09/29/07	10/05/07	M21 SDI Crta	0.00	0.000	0.00	R21	34.120	13.03	13.03			
09/29/07	10/05/07	REG REG/CSW TL	40.00	34.120	1,364.80	RTE	34.120	1,364.80	0.00			
10/06/07	10/12/07	ECB EC Base	40.00	34.120	1,364.80	REB	34.120	1,364.80	0.00		N	
10/06/07	10/12/07	FLX FFP Dollar	0.00	34.120	82.50	RFK	34.120	82.50	0.00			
10/06/07	10/12/07	M21 SDI Crta	0.00	0.000	0.00	R21	34.120	13.03	13.03			
10/06/07	10/12/07	PWL PWL TL	8.00	34.120	272.96	PWL	34.120	272.96	0.00			
10/06/07	10/12/07	REG REG/CSW TL	32.00	34.120	1,091.84	RTE	34.120	1,091.84	0.00			
10/26/07	S12 C07	20000 Court Reporter										
10/13/07	10/19/07	ECB EC Base	40.00	34.120	1,364.80	REB	34.120	1,364.80	0.00		N	
10/13/07	10/19/07	FLX FFP Dollar	0.00	34.120	82.50	RFK	34.120	82.50	0.00			
10/13/07	10/19/07	M21 SDI Crta	0.00	0.000	0.00	R21	34.120	13.03	13.03			
10/13/07	10/19/07	REG REG/CSW TL	40.00	34.120	1,364.80	RTE	34.120	1,364.80	0.00			
10/20/07	10/26/07	ECB EC Base	40.00	34.120	1,364.80	REB	34.120	1,364.80	0.00		N	
10/20/07	10/26/07	FLX FFP Dollar	0.00	34.120	82.50	RFK	34.120	82.50	0.00			
10/20/07	10/26/07	M21 SDI Crta	0.00	0.000	0.00	R21	34.120	13.03	13.03			
10/20/07	10/26/07	REG REG/CSW TL	40.00	34.120	1,364.80	RTE	34.120	1,364.80	0.00			
11/09/07	S12 C07	20000 Court Reporter										
10/27/07	11/02/07	ECB EC Base	40.00	34.120	1,364.80	REB	34.120	1,364.80	0.00		N	
10/27/07	11/02/07	FLX FFP Dollar	0.00	34.120	82.50	RFK	34.120	82.50	0.00			
10/27/07	11/02/07	M21 SDI Crta	0.00	0.000	0.00	R21	34.120	13.03	13.03			
10/27/07	11/02/07	REG REG/CSW TL	40.00	34.120	1,364.80	RTE	34.120	1,364.80	0.00			
11/03/07	11/09/07	ECB EC Base	40.00	34.120	1,364.80	REB	34.120	1,364.80	0.00		N	
11/03/07	11/09/07	FLX FFP Dollar	0.00	34.120	82.50	RFK	34.120	82.50	0.00			
11/03/07	11/09/07	M21 SDI Crta	0.00	0.000	0.00	R21	34.120	13.03	13.03			
11/03/07	11/09/07	PWL PWL TL	4.50	34.120	153.54	PWL	34.120	153.54	0.00			
11/03/07	11/09/07	REG REG/CSW TL	35.50	34.120	1,211.26	RTE	34.120	1,211.26	0.00			
11/23/07	S12 C07	20000 Court Reporter										
11/10/07	11/16/07	ECB EC Base	40.00	34.120	1,364.80	REB	34.120	1,364.80	0.00		N	
11/10/07	11/16/07	FLX FFP Dollar	0.00	34.120	82.50	RFK	34.120	82.50	0.00			

Retro Earnings Code R21 does not have an annual limit like M21 does. Employees who were paid the annual limit for M21 (\$270.00) may receive retro earnings they are not entitled to. This employee already received the annual limit so the retro is invalid. This retro will be deleted.

Report ID: RAY501RT

Department: XXXXX Department Name

Earns Begin Dt	Earns End Dt	Erncd / Desc	Hours	Original Rate Used	Retro Earns Amt	New Erncd	New Rate Used	Retro Pay Earns Amt	Add Amount	Prior OV	Gr	OC	Ret Exp?	Exception Message
Brown, Jennifer 00002 0 Sequence# 191XXXXX Request Type - Job Status - Active Action/Reason: Paid LCA, SWP, Sick with Pay														
02/15/08 BXX C07 POS # Position Title														
02/02/08	02/08/08	D57 Reg Mar	0.00	28.700	62.50	R01	28.700	62.50	0.00				Y	Change in Pay Period Exception
02/02/08	02/08/08	ECB EC Base	40.00	28.700	1,148.00	REB	28.700	1,148.00	0.00		N		Y	Change in Pay Period Exception
02/02/08	02/08/08	M05 SDI 100%	0.00	28.700	9.68	R03	28.700	10.68	1.00				Y	Change in Pay Period Exception
02/02/08	02/08/08	REG REG/CSW TL	40.00	28.700	1,148.00	RTE	28.700	1,148.00	0.00				Y	Change in Pay Period Exception
02/09/08	02/15/08	D57 Reg Mar	0.00	28.700	62.50	R01	28.700	62.50	0.00				Y	Change in Pay Period Exception
02/09/08	02/15/08	ECB EC Base	40.00	28.700	1,148.00	REB	28.700	1,148.00	0.00		N		Y	Change in Pay Period Exception
02/09/08	02/15/08	M05 SDI 100%	0.00	28.700	9.68	R03	28.700	10.08	0.40				Y	Change in Pay Period Exception
02/09/08	02/15/08	PSL SCL TL	7.00	28.700	200.90	RSL	28.700	200.90	0.00				Y	Change in Pay Period Exception
02/09/08	02/15/08	PVC VAC TL	10.00	28.700	287.00	RVC	28.700	287.00	0.00				Y	Change in Pay Period Exception
02/09/08	02/15/08	REG REG/CSW TL	23.00	28.700	660.10	RTE	28.700	660.10	0.00				Y	Change in Pay Period Exception
02/29/08 BXX C07 30001 Firefighter														
02/16/08	02/22/08	D57 Reg Mar	0.00	28.700	62.50	R01	28.700	62.50	0.00				Y	Change in Pay Period Exception
02/16/08	02/22/08	ECB EC Base	40.00	28.700	1,148.00	REB	28.700	1,148.00	0.00		N		Y	Change in Pay Period Exception
02/16/08	02/22/08	M05 SDI 100%	0.00	28.700	9.68	R03	28.700	10.68	1.00				Y	Change in Pay Period Exception
02/16/08	02/22/08	PSL SCL TL	8.00	28.700	229.60	RSL	28.700	229.60	0.00				Y	Change in Pay Period Exception
02/16/08	02/22/08	PVC VAC TL	28.00	28.700	803.60	RVC	28.700	803.60	0.00				Y	Change in Pay Period Exception
02/16/08	02/22/08	REG REG/CSW TL	4.00	28.700	114.80	RTE	28.700	114.80	0.00				Y	Change in Pay Period Exception
02/23/08	02/29/08	D57 Reg Mar	0.00	28.700	62.50	R01	28.700	62.50	0.00				Y	Change in Pay Period Exception
02/23/08	02/29/08	ECB EC Base	40.00	28.700	1,148.00	REB	28.700	1,148.00	0.00		N		Y	Change in Pay Period Exception
02/23/08	02/29/08	M05 SDI 100%	0.00	28.700	9.68	R03	28.700	9.68	0.00				Y	Change in Pay Period Exception
02/23/08	02/29/08	PSL SCL TL	6.00	28.700	172.20	RSL	28.700	172.20	0.00				Y	Change in Pay Period Exception
02/23/08	02/29/08	REG REG/CSW TL	34.00	28.700	975.80	RTE	28.700	975.80	0.00				Y	Change in Pay Period Exception
03/14/08 BXX C07 30001 Firefighter														
03/01/08	03/07/08	D57 Reg Mar	0.00	28.700	62.50	R01	28.700	62.50	0.00					
03/01/08	03/07/08	ECB EC Base	40.00	28.700	1,148.00	REB	28.700	1,148.00	0.00		N			
03/01/08	03/07/08	M05 SDI 100%	0.00	28.700	17.00	R03	28.700	16.92	0.08					
03/01/08	03/07/08	OFF OVT FLS TL	21.00	14.862	312.11	ROF	29.725	312.11	0.00					
03/01/08	03/07/08	REG REG/CSW TL	61.00	28.700	1,750.70	RTE	28.700	1,750.70	0.00					
03/08/08	03/14/08	D57 Reg Mar	0.00	28.700	62.50	R01	28.700	62.50	0.00					
03/08/08	03/14/08	ECB EC Base	40.00	28.700	1,148.00	REB	28.700	1,148.00	0.00		N			
03/08/08	03/14/08	M05 SDI 100%	0.00	28.700	13.53	R03	28.700	13.47	0.06					
03/08/08	03/14/08	OFF OVT FLS TL	11.00	14.863	164.59	ROF	29.925	164.59	0.00					
03/08/08	03/14/08	PVC VAC TL	3.50	28.700	100.45	RVC	28.700	100.45	0.00					
03/08/08	03/14/08	REG REG/CSW TL	47.50	28.700	1,363.25	RTE	28.700	1,363.25	0.00					
Total for Employee 00002				:	8,727.33			8,729.61	2.26					
					6,888.00			6,888.00	0.00		N			
Dept ID Total				:	8,727.33			8,729.61	2.26					

Exception messages are caused by Leave of Absence 02/15/08 & Return from Leave 02/25/08. These exceptions cause invalid rounding of earnings code M05. Because all amounts are invalid, this retro will be deleted.



# Example – Negative Retro Report

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- Attachment C –
  - Samples of Negative Retro Report.
  - Samples of Exception messages and how they affect the Negative Retro Report.

Page No. 1  
Run Date 03/01/08  
Run Time 02:50:15  
WFL0066

Earns Begin Dt	Earns End Dt	Emcd / Desc	Hours	Original Rate Used	Original Earns Amt	Retro Emcd	New Rate Used	New Earns Amt	Retro Pay Amount	Add Grs	Prior Ret Exp?	Exception Message
		00000 1	Sequence# 191XXXXX		Request Type - Add	Status - Active						
01/15/08	SBC C07	POS #	Position Title									
01/05/08	01/11/08	ECD EC Base	40.00	25.610	1,024.40	RER	25.610	1,024.40	0.00	N		
01/05/08	01/11/08	FLX FRP Dollar	0.00	25.610	95.00	RFX	25.610	20.00	75.00-	N		
01/05/08	01/11/08	REG REG/CSW TL	40.00	25.610	1,024.40	RRE	25.610	1,024.40	0.00			
01/12/08	01/18/08	ECD EC Base	40.00	25.610	1,024.40	RER	25.610	1,024.40	0.00	N		
01/12/08	01/18/08	FLX FRP Dollar	0.00	25.610	95.00	RFX	25.610	20.00	75.00-			
01/12/08	01/18/08	REG REG/CSW TL	40.00	25.610	1,024.40	RRE	25.610	1,024.40	0.00			
02/01/08	SBC C07	00008	Mystery Detective I									
01/19/08	01/25/08	ECD EC Base	40.00	25.610	1,024.40	RER	25.610	1,024.40	0.00	N		
01/19/08	01/25/08	FLX FRP Dollar	0.00	25.610	95.00	RFX	25.610	20.00	75.00-			
01/19/08	01/25/08	PRL HOL TL	10.00	25.610	256.10	RRL	25.610	256.10	0.00			
01/19/08	01/25/08	REG REG/CSW TL	30.00	25.610	768.30	RRE	25.610	768.30	0.00			
01/26/08	02/01/08	ECD EC Base	40.00	25.610	1,024.40	RER	25.610	1,024.40	0.00	N		
01/26/08	02/01/08	FLX FRP Dollar	0.00	25.610	95.00	RFX	25.610	20.00	75.00-			
01/26/08	02/01/08	PVC VAC TL	20.00	25.610	512.20	RVC	25.610	512.20	0.00			
01/26/08	02/01/08	REG REG/CSW TL	20.00	25.610	512.20	RRE	25.610	512.20	0.00			
02/15/08	SBC C07	00008	Mystery Detective I									
02/02/08	02/08/08	ECD EC Base	40.00	25.610	1,024.40	RER	25.610	1,024.40	0.00	N		
02/02/08	02/08/08	FLX FRP Dollar	0.00	25.610	20.00	RFX	25.610	20.00	0.00			
02/02/08	02/08/08	REG REG/CSW TL	40.00	25.610	1,024.40	RRE	25.610	1,024.40	0.00			
02/09/08	02/15/08	ECD EC Base	40.00	25.610	1,024.40	RER	25.610	1,024.40	0.00	N		
02/09/08	02/15/08	FLX FRP Dollar	0.00	25.610	20.00	RFX	25.610	20.00	0.00			
02/09/08	02/15/08	REG REG/CSW TL	40.00	25.610	1,024.40	RRE	25.610	1,024.40	0.00			
Total for Employee 00000				:	6,366.40		6,266.40	300.00-		N		
					6,146.40		6,146.40	0.00				
Dept ID Total				:	6,366.40		6,266.40	300.00-		N		
					6,146.40		6,146.40	0.00				

This Retro was generated due to the additional pay panels being changed.

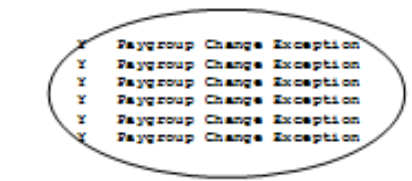
FLX was changed from \$190.00 a pay period to \$40.00 a pay period

Report ID: PAY301RT

Department: 00000 Department Name

W010066

Earns Begin Dt	Earns End Dt	Earned / Desc	Hours	Original Rate Used	Original Earns Amt	Retro Earned	New Rate Used	New Earns Amt	Retro Pay Amount	Add Grs	Prior Ret Exp?	Exception Message
Mouse, Mickey												
Sequence# 101XXXXX Request Type - Job Status - Active Action/Reason: Transfer, XTR, Extra Help to Regular												
02/01/08	SBC	C07	POS #	Position Title								
01/19/08	01/25/08	ECB EC Base	0.00	0.000	0.00	REG	35.580	0.00	0.00	N		Y Paygroup Change Exception
01/19/08	01/25/08	REG REG/CW TL	24.00	41.390	993.36	REG	35.580	853.92	139.44-	N		Y Paygroup Change Exception
01/26/08	02/01/08	SGW SGW TL	48.00	3.250	156.00	RSW	3.250	156.00	0.00	N		Y Paygroup Change Exception
01/26/08	02/01/08	ECB EC Base	0.00	0.000	0.00	REG	35.580	0.00	0.00	N		Y Paygroup Change Exception
01/26/08	02/01/08	OTF OVT FLS TL	8.00	22.520	178.56	ROF	35.580	142.32	36.24-	N		Y Paygroup Change Exception
01/26/08	02/01/08	REG REG/CW TL	48.00	41.390	1,986.72	RTX	35.580	1,707.84	278.88-	N		Y Paygroup Change Exception
02/15/08	SBC	NCV	00002	Head Mouse II								
02/02/08	02/15/08	SGW SGW TL	80.00	3.250	260.00	RSW	3.250	260.00	0.00	N		
02/02/08	02/15/08	ECB EC Base	80.00	35.580	2,846.40	REG	35.580	2,846.40	0.00	N		
02/02/08	02/15/08	OTF OVT 1.5 TL	28.00	17.790	498.12	ROF	35.580	498.12	0.00	N		
02/02/08	02/15/08	REG REG/CW TL	84.00	35.580	2,986.72	RTX	35.580	2,986.72	0.00	N		
Total for Employee 00000					:	7,061.48		6,606.92	454.56-			
						2,846.40		2,846.40	0.00	N		
Dept ID Total					:	7,061.48		6,606.92	454.56-			
						2,846.40		2,846.40	0.00	N		



**Paygroup change exception:**  
In this case the employee went from C07 to NCV. In this sample, you would need to make sure that the employee is getting paid correctly for hours above their standard scheduled hours. A change in paygroup could also be a change in overtime rules.

Report ID: RAY301RT

County of San Bernardino - EMACS  
RETRO PAY ALL CALCULATED REPORT

Page No. 33  
Run Date 03/01/08  
Run Time 02:50:13

Department: XXXXX Department Name

RP010056

Earns Begin Dt	Earns End Dt	Earnod / Desc	Hours	Original Rate Used	Original Earns Amt	Retro Earnod	New Rate Used	New Earns Amt	Retro Pay Amount	Add Grc	Prior Ret Exp?	Exception Message
Duck,Donald		C0000 0				Sequence# 191XXXXX	Request Type - Add	Status - Active				
02/01/08	SBC C07	POS #	Position Title									
01/19/08	01/25/08	RL2 RL Verbal	0.00	11.880	23.00	RRB	11.880	23.00	0.00			
01/19/08	01/25/08	FLP FFP PSDs	0.00	11.880	63.59	FLP	11.880	63.59	0.00			
01/19/08	01/25/08	REL MOL TL	8.00	11.880	95.04	REL	11.880	95.04	0.00			
01/19/08	01/25/08	REG REG/CRW TL	32.00	11.880	380.16	RTX	11.880	380.16	0.00			
01/26/08	02/01/08	RL2 RL Verbal	0.00	11.880	23.00	RRB	11.880	23.00	0.00			
01/26/08	02/01/08	FLP FFP PSDs	0.00	11.880	63.59	FLP	11.880	0.00	63.59-			
01/26/08	02/01/08	REG REG/CRW TL	40.00	11.880	475.20	RTX	11.880	475.20	0.00			
02/15/08	SBC C07	00006	Quack II									
02/02/08	02/08/08	ECB EC Base	40.00	13.240	529.60	REB	13.240	529.60	0.00	N		
02/02/08	02/08/08	FLX FFP Dollar	0.00	13.240	95.00	RFK	13.240	95.00	0.00			
02/02/08	02/08/08	REG REG/CRW TL	40.00	13.240	529.60	RTX	13.240	529.60	0.00			
02/09/08	02/15/08	ECB EC Base	40.00	13.240	529.60	REB	13.240	529.60	0.00	N		
02/09/08	02/15/08	FLX FFP Dollar	0.00	13.240	95.00	RFK	13.240	95.00	0.00			
02/09/08	02/15/08	REG REG/CRW TL	40.00	13.240	529.60	RTX	13.240	529.60	0.00			
Total for Employee C0000				:		2,376.78		2,313.19	63.59-			
						1,059.20		1,059.20	0.00	N		
Dept ID Total				:		2,376.78		2,313.19	63.59-			
						1,059.20		1,059.20	0.00	N		

In this sample, the employee was terminated. The FLX plan was terminated using the last day of the pay period. EMACS is trying to recover the week 2 money based on this information. This is incorrect.

Report ID: PAY501RT

Department: XXXX Department Name

WFDL0039

Earns Begin Dt	Earns End Dt	Emcd / Desc	Hours	Original Rate Used	Original Earns Amt	Retro Emcd	New Rate Used	New Earns Amt	Retro Pay Amount	Add Grs	Prior Ret	Exp?	Exception Message
Explorer, Dora		R0000 0	Sequence#	191XXXXX	Request Type - Job	Status - Terminated	Action/Reason: Pay Rt Chg, ATB, Across-The-Board						
01/16/08	SBC C07	POS #	Position Title										
12/22/07	12/28/07	BL2 EL Verbal	0.00	19.100	25.00	R22	19.100	25.00	0.00	Y	Y	Y	Off-Cycle Earnings Exists
12/22/07	12/28/07	ECB EC Base	20.00	19.100	764.00	R22	19.100	382.00	382.00-	N	Y	Y	Off-Cycle Earnings Exists
12/22/07	12/28/07	PMC Misc Lv TL	24.00	19.100	458.40	PMC	19.100	458.40	0.00	Y	Y	Y	Off-Cycle Earnings Exists
12/29/07	01/04/08	BL2 EL Verbal	0.00	19.100	25.00	R22	19.100	0.00	25.00-	Y	Y	Y	Off-Cycle Earnings Exists
12/29/07	01/04/08	ECB EC Base	0.00	19.100	764.00	R22	19.100	0.00	764.00-	N	Y	Y	Off-Cycle Earnings Exists
01/18/08	SBC C07	00006	Explorer										
01/05/08	01/11/08	BL2 EL Verbal	0.00	19.100	0.00	R22	19.100	0.00	0.00				
01/05/08	01/11/08	ECB EC Base	0.00	19.100	0.00	R22	19.100	0.00	0.00	N			
01/05/08	01/11/08	FLX FFP Dollar	0.00	19.100	0.00	RFX	19.100	0.00	0.00				
01/12/08	01/18/08	BL2 EL Verbal	0.00	19.100	0.00	R22	19.100	0.00	0.00				
01/12/08	01/18/08	ECB EC Base	0.00	19.100	0.00	R22	19.100	0.00	0.00	N			
01/12/08	01/18/08	FLX FFP Dollar	0.00	19.100	0.00	RFX	19.100	0.00	0.00				
02/01/08	SBC C07	00006	Explorer										
12/22/07	12/28/07	CSN Hol Cash N	237.25	19.100	4,531.48	R2N	19.100	4,531.48	0.00			Y	Earnings out of Pay Period
12/22/07	12/28/07	CSN Sch Term N	43.83	19.100	837.15	R2N	19.100	837.15	0.00			Y	Earnings out of Pay Period
12/22/07	12/28/07	CYN Vac Cash N	279.15	19.100	5,331.77	R2N	19.100	5,331.77	0.00			Y	Earnings out of Pay Period
Total for Employee R0000				:	11,208.80			11,183.80	25.00-				
					1,528.00			382.00	1,146.00-	N			
Dept ID Total				:	11,208.80			11,183.80	25.00-				
					1,528.00			382.00	1,146.00-	N			

An On Demand Warrant was issued this pay period

Retro is trying to recover 1 week of bilingual incorrectly (all or nothing) and prorate ECB

Earns Begin Dt	Earns End Dt	Erncd / Desc	Hours	Original Rate Used	Original Earns Amt	Retro Erncd	New Rate Used	New Earns Amt	Retropay Amount OV	Add Grs CC	Prior Ret Exp?	Exception Message
Fudd,Elmer P0000 0 Sequence# 191XXXXX Request Type - Job Status - Active Action/Reason: Data Chg, CPR, Correction-Pay Rate												
02/02/07 SDC C07 P0000 0 Position Title												
01/20/07	01/26/07	ECR EC Base	40.00	33.980	1,439.20	REG	33.980	1,439.20	0.00	N	Y	Change in Pay Period Exception
01/20/07	01/26/07	PSF SCHFH TL	40.00	33.980	1,439.20	RSF	33.980	1,439.20	0.00	N	Y	Change in Pay Period Exception
01/27/07	02/02/07	ECR EC Base	40.00	33.980	1,439.20	REG	33.460	1,418.40	20.80-	N	Y	Change in Pay Period Exception
01/27/07	02/02/07	PSF SCHFH TL	40.00	33.980	1,439.20	RSF	33.460	1,418.40	20.80-	N	Y	Change in Pay Period Exception
02/16/07	02/16/07	SDC C07 00004 Number										
02/03/07	02/09/07	ECR EC Base	40.00	33.980	1,439.20	REG	33.460	1,418.40	20.80-	N		
02/03/07	02/09/07	PVC VAC TL	40.00	33.980	1,439.20	PVC	33.460	1,418.40	20.80-	N		
02/10/07	02/16/07	ECR EC Base	40.00	33.980	1,439.20	REG	33.460	1,418.40	20.80-	N		
02/10/07	02/16/07	PVC VAC TL	40.00	33.980	1,439.20	PVC	33.460	1,418.40	20.80-	N		
03/02/07	03/02/07	SDC C07 00004 Number										
02/17/07	02/23/07	ECR EC Base	40.00	33.980	1,439.20	REG	33.460	1,418.40	20.80-	N		
02/17/07	02/23/07	PVC VAC TL	40.00	33.980	1,439.20	PVC	33.460	1,418.40	20.80-	N		
02/24/07	03/02/07	ECR EC Base	40.00	33.980	1,439.20	REG	33.460	1,418.40	20.80-	N		
02/24/07	03/02/07	GAT PGTR TL	38.50	33.980	1,388.23	RFG	33.460	1,385.21	20.02-			
02/24/07	03/02/07	OTF OVT FLS TL	38.50	17.990	692.62	ROF	33.460	682.61	10.01-			
02/24/07	03/02/07	PVC VAC TL	40.00	33.980	1,439.20	PVC	33.460	1,418.40	20.80-			
03/16/07	03/16/07	SDC C07 00004 Number										
03/03/07	03/09/07	ECR EC Base	40.00	33.980	1,439.20	REG	33.460	1,418.40	20.80-	N		
03/03/07	03/09/07	OTF OVT FLS TL	3.00	17.990	53.97	ROF	33.460	53.19	0.78-			
03/03/07	03/09/07	REG REG/CW TL	43.00	33.980	1,547.14	RTE	33.460	1,524.78	22.36-			
03/10/07	03/16/07	ECR EC Base	40.00	33.980	1,439.20	REG	33.460	1,418.40	20.80-	N		
03/10/07	03/16/07	OTF OVT FLS TL	3.00	17.990	53.97	ROF	33.460	53.65	1.30-			
03/10/07	03/16/07	REG REG/CW TL	43.00	33.980	1,619.10	RTE	33.460	1,595.70	23.40-			
03/30/07	03/30/07	SDC C07 00004 Number										
03/17/07	03/23/07	ECR EC Base	40.00	33.980	1,439.20	REG	33.460	1,418.40	20.80-	N		
03/17/07	03/23/07	OC4 OMC TL	1.00	120.000	120.00	ROC	120.000	120.00	0.00			
03/17/07	03/23/07	OTF OVT FLS TL	16.50	19.032	314.36	ROF	37.384	310.07	4.29-			
03/17/07	03/23/07	REG REG/CW TL	56.50	33.980	2,032.87	RTE	33.460	2,003.49	29.38-			
03/24/07	03/30/07	ECR EC Base	40.00	33.980	1,439.20	REG	33.460	1,418.40	20.80-	N		
03/24/07	03/30/07	OC4 OMC TL	1.00	120.000	120.00	ROC	120.000	120.00	0.00			
03/24/07	03/30/07	OTF OVT FLS TL	28.50	18.866	537.68	ROF	37.212	530.27	7.41-			
03/24/07	03/30/07	REG REG/CW TL	68.50	33.980	2,464.63	RTE	33.460	2,429.01	35.62-			
04/13/07	04/13/07	SDC C07 00004 Number										
03/31/07	04/06/07	ECR EC Base	40.00	33.980	1,439.20	REG	33.460	1,418.40	20.80-	N		
03/31/07	04/06/07	OC4 OMC TL	1.00	120.000	120.00	ROC	120.000	120.00	0.00			
03/31/07	04/06/07	OTF OVT FLS TL	33.50	18.806	630.01	ROF	37.093	621.30	8.71-			
03/31/07	04/06/07	REG REG/CW TL	73.50	33.980	2,644.33	RTE	33.460	2,606.31	38.22-			
04/07/07	04/13/07	ECR EC Base	40.00	33.980	1,439.20	REG	33.460	1,418.40	20.80-	N		
04/07/07	04/13/07	OTF OVT FLS TL	9.00	17.990	161.91	ROF	33.460	159.37	2.54-			
04/07/07	04/13/07	REG REG/CW TL	49.00	33.980	1,763.02	RTE	33.460	1,737.34	25.68-			

Mid pay period change caused the system to not calculate week 1 when this retro was processed.

Report ID: PAY301RT

Department: XXXXX Department Name

RFD10028

Earns Begin Dt	Earns End Dt	Emcd / Desc	Hours	Original Rate Used	Original Earns Amt	Retro Emcd	New Rate Used	New Earns Amt	Retro Pay Amount	Add Grs	Prior Ret Exp?	Exception Message
Bunny,Bugs C0001 0 Sequence# 191XXXXX Request Type - Job Status - Terminated Action/Reason: Terminatn, EXX, Termination - Extra-Help												
01/04/08	SBC C07	POS #	Position Title									
12/22/07	12/28/07	SGW SGW TL	36.00	3.250	117.00	R3W	3.250	117.00	0.00		Y	Change in Pay Period Exception
12/22/07	12/28/07	D56 WEND TL	12.25	4.000	49.00	RDM	4.000	49.00	0.00		Y	Change in Pay Period Exception
12/22/07	12/28/07	OTF OVT FLS TL	0.25	19.936	4.98	ROF	35.260	4.41	0.57-		Y	Change in Pay Period Exception
12/22/07	12/28/07	REG REG/CRW TL	36.00	35.260	1,269.36	RTX	35.260	1,269.36	0.00		Y	Change in Pay Period Exception
12/29/07	01/04/08	SGW SGW TL	12.00	3.250	39.00	R3W	3.250	39.00	0.00		Y	Change in Pay Period Exception
12/29/07	01/04/08	PWR PWOL TL	12.00	35.260	423.12	PWR	35.260	423.12	0.00		Y	Change in Pay Period Exception
12/29/07	01/04/08	REG REG/CRW TL	12.00	35.260	423.12	RTX	35.260	423.12	0.00		Y	Change in Pay Period Exception
Total for Employee C0001				:	2,325.58			2,325.01	0.57-			
					0.00			0.00	0.00	N		
Dept ID Total				:	2,325.58			2,325.01	0.57-			
					0.00			0.00	0.00	N		

Mid pay period change in leave status is causing the system to recalculate the OTF when nothing changed.

Department: XXXXX Department Name

Earns Begin Dt	Earns End Dt	Emcd / Desc	Hours	Original Rate Used	Original Earns Amt	Retro Emcd	New Rate Used	New Earns Amt	Retro Pay Amount	Add Grs	Prior Ret Exp?	Exception Message
Lightyear,Buzz B0001 0 Sequence# 191XXXXX Request Type - Job Status - Active Action/Reason: Suspension, DAC, Disciplinary Action												
01/18/08	SAC C07	POS #	Position Title									
01/05/08	01/09/08	ECB EC Base	24.00	15.750	377.52	REG	15.750	377.52	0.00	N	Y	Change in Pay Period Exception
01/05/08	01/09/08	REG REG/CSW TL	27.00	15.750	424.71	RTX	15.750	424.71	0.00	N	Y	Change in Pay Period Exception
01/11/08	01/11/08	ECB EC Base	8.00	15.750	125.84	REG	15.750	125.84	0.00	N	Y	Change in Pay Period Exception
01/11/08	01/11/08	FLX FFP Dollar	0.00	15.750	19.00	RFX	15.750	19.00	0.00	N	Y	Change in Pay Period Exception
01/11/08	01/11/08	REG REG/CSW TL	4.00	15.750	62.92	REG	15.750	62.92	0.00	N	Y	Change in Pay Period Exception
01/12/08	01/18/08	ECB EC Base	40.00	15.750	629.20	REG	15.750	629.20	0.00	N	Y	Change in Pay Period Exception
01/12/08	01/18/08	FLX FFP Dollar	0.00	15.750	171.00	RFX	15.750	95.00	76.00-	N	Y	Change in Pay Period Exception
01/12/08	01/18/08	REG REG/CSW TL	31.00	15.750	487.65	RTX	15.750	487.65	0.00	N	Y	Change in Pay Period Exception
02/01/08	SAC C07	00006	Space Ranger II									
01/19/08	01/23/08	ECB EC Base	24.00	15.750	377.52	REG	15.750	377.52	0.00	N	Y	Change in Pay Period Exception
01/19/08	01/23/08	PRL ROL TL	9.00	15.750	141.57	RRL	15.750	141.57	0.00	N	Y	Change in Pay Period Exception
01/19/08	01/23/08	REG REG/CSW TL	15.00	15.750	235.14	REG	15.750	235.14	0.00	N	Y	Change in Pay Period Exception
01/26/08	02/01/08	ECB EC Base	40.00	15.750	629.20	REG	15.750	629.20	0.00	N	Y	Change in Pay Period Exception
01/26/08	02/01/08	FLX FFP Dollar	0.00	15.750	190.00	RFX	15.750	95.00	95.00-	N	Y	Change in Pay Period Exception
01/26/08	02/01/08	REG REG/CSW TL	36.00	15.750	566.28	RTX	15.750	566.28	0.00	N	Y	Change in Pay Period Exception
Total for Employee B0001				:		2,346.25		2,175.25	171.00-			
						2,159.28		2,159.28	0.00	N		
Dept ID Total				:		2,346.25		2,175.25	171.00-			
						2,159.28		2,159.28	0.00	N		

This person was suspended. This caused the system to distribute the FLX unevenly between the weeks. The FLX was still paid at the correct amount. The system is now trying to even out the weeks but it is only addressing the week that exceeds 1/2 FLX



Report ID: PAY301RT

County of San Bernardino - EMACS  
RETRO PAY ALL CALCULATED REPORT

Page No. 54  
Run Date 03/01/08  
Run Time 02:50:15

Department: XXXXX Department Name

WDL0028

Earns Begin Dt	Earns End Dt	Emcd / Desc	Hours	Original Rate Used	Original Earns Amt	Retro Emcd	New Rate Used	New Earns Amt	Retro Pay Amount	Add OV	Prior Grs CC	Prior Ret Exp?	Exception Message
Goof,Goofy R0001 0 Sequence# 191XXXXX Request Type - Add Status - Active													
01/16/08	SBC C07	POS #	Position Title										
12/22/07	12/28/07	2RW 2RW	TL	16.00	1.000	16.00	R2W	1.000	16.00	0.00	Y	Y	Off-Cycle Earnings Exist
12/22/07	12/28/07	2RW 2RW	TL	24.00	1.000	24.00	R2W	1.000	24.00	0.00	Y	Y	Off-Cycle Earnings Exist
12/22/07	12/28/07	D27	Cost Diff	0.00	13.920	12.00	R27	0.500	19.20	7.20	Y	Y	Off-Cycle Earnings Exist
12/22/07	12/28/07	KCB	EC Base	40.00	13.920	556.80	R2B	13.920	556.80	0.00	N	Y	Off-Cycle Earnings Exist
12/22/07	12/28/07	FLX	FRP Dollar	0.00	13.920	95.00	RFX	13.920	95.00	0.00	Y	Y	Off-Cycle Earnings Exist
12/22/07	12/28/07	PEL	WOL TL	16.00	13.920	222.72	RWL	13.920	222.72	0.00	Y	Y	Off-Cycle Earnings Exist
12/22/07	12/28/07	REG	REG/CDW TL	24.00	13.920	334.08	RTE	13.920	334.08	0.00	Y	Y	Off-Cycle Earnings Exist
12/29/07	01/04/08	2RW 2RW	TL	40.00	1.000	40.00	R2W	1.000	40.00	0.00	Y	Y	Off-Cycle Earnings Exist
12/29/07	01/04/08	D27	Cost Diff	0.00	13.920	20.00	R27	0.500	40.00	20.00	Y	Y	Off-Cycle Earnings Exist
12/29/07	01/04/08	KCB	EC Base	40.00	13.920	556.80	R2B	13.920	556.80	0.00	N	Y	Off-Cycle Earnings Exist
12/29/07	01/04/08	FLX	FRP Dollar	0.00	13.920	95.00	RFX	13.920	95.00	0.00	Y	Y	Off-Cycle Earnings Exist
12/29/07	01/04/08	REG	REG/CDW TL	40.00	13.920	556.80	RTE	13.920	556.80	0.00	Y	Y	Off-Cycle Earnings Exist
01/18/08	SBC C07	00000	Comedian I										
01/05/08	01/11/08	2RW 2RW	TL	40.00	1.000	40.00	R2W	1.000	40.00	0.00			
01/05/08	01/11/08	D27	Cost Diff	0.00	13.920	20.00	R27	0.500	20.00	0.00			
01/05/08	01/11/08	KCB	EC Base	40.00	13.920	556.80	R2B	13.920	556.80	0.00	N		
01/05/08	01/11/08	FLX	FRP Dollar	0.00	13.920	95.00	RFX	13.920	20.00	75.00-			
01/05/08	01/11/08	REG	REG/CDW TL	40.00	13.920	556.80	RTE	13.920	556.80	0.00			
01/12/08	01/18/08	2RW 2RW	TL	3.50	1.000	3.50	R2W	1.000	3.50	0.00			
01/12/08	01/18/08	2RW 2RW	TL	32.00	1.000	32.00	R2W	1.000	32.00	0.00			
01/12/08	01/18/08	D27	Cost Diff	0.00	13.920	16.00	R27	0.500	16.00	0.00			
01/12/08	01/18/08	KCB	EC Base	40.00	13.920	556.80	R2B	13.920	556.80	0.00	N		
01/12/08	01/18/08	FLX	FRP Dollar	0.00	13.920	95.00	RFX	13.920	20.00	75.00-			
01/12/08	01/18/08	PEL	SKL TL	3.50	13.920	48.72	RSL	13.920	48.72	0.00			
01/12/08	01/18/08	REG	REG/CDW TL	32.00	13.920	443.44	RTE	13.920	443.44	0.00			
02/01/08	SBC C07	00000	Comedian I										
01/19/08	01/25/08	2RW 2RW	TL	40.00	1.000	40.00	R2W	1.000	40.00	0.00			
01/19/08	01/25/08	D27	Cost Diff	0.00	13.920	20.00	R27	0.500	20.00	0.00			
01/19/08	01/25/08	KCB	EC Base	40.00	13.920	556.80	R2B	13.920	556.80	0.00	N		
01/19/08	01/25/08	FLX	FRP Dollar	0.00	13.920	20.00	RFX	13.920	20.00	0.00			
01/19/08	01/25/08	PEL	WOLST TL	8.00	13.920	111.36	RWS	13.920	111.36	0.00			
01/19/08	01/25/08	REG	REG/CDW TL	40.00	13.920	556.80	RTE	13.920	556.80	0.00			
01/26/08	02/01/08	2RW 2RW	TL	40.00	1.000	40.00	R2W	1.000	40.00	0.00			
01/26/08	02/01/08	D27	Cost Diff	0.00	13.920	20.00	R27	0.500	20.00	0.00			
01/26/08	02/01/08	KCB	EC Base	40.00	13.920	556.80	R2B	13.920	556.80	0.00	N		
01/26/08	02/01/08	FLX	FRP Dollar	0.00	13.920	20.00	RFX	13.920	20.00	0.00			
01/26/08	02/01/08	REG	REG/CDW TL	40.00	13.920	556.80	RTE	13.920	556.80	0.00			
Total for Employee R0001				:		4,153.02		4,030.22	122.80-		N		
						3,340.80		3,340.80	0.00				

This retro was triggered by a change to FLX on Additional Pay. Due to the Off-Cycle exception, the FLX recovery is not showing for PPE 1/4/08. This exception is also causing the system to overpay the D27 differential (\$0.50 per REG hour worked)

# EMACS retro panels

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## □ ATTACHMENT D

- View/Delete Retro Pay Request
- Retro Pay Review and Update
- Retro Pay Summary

# View/Delete Retro Pay Request

**Menu**

- ▷ SBCounty
- ▷ Self Service
- ▷ Manager Self Service
- ▷ Workforce Administration
- ▷ Benefits
- ▷ Time and Labor
- ▽ Payroll for North America
  - ▷ Employee Pay Data USA
  - ▷ Payroll Processing USA
  - ▷ EMACS Pay Period Reports
  - ▽ Retroactive Payroll
    - ▽ Pay
      - Delete Retro Pay Requests
      - Retro Pay Cleanup
      - Calculate Retroactive Pay
      - Update Retro Pay Calc Results
    - ▷ Change Status/Review Info
    - ▷ Reports

## Delete Retro Pay Requests

Enter any information you have and click Search. Leave fields blank for a list of all values.

### Find an Existing Value

<b>EmplID:</b>	begins with ▾	<input type="text"/>	
<b>Empl Rcd Nbr:</b>	= ▾	<input type="text"/>	
<b>Retro Pay Request Type:</b>	= ▾	<input type="text"/>	▾
<b>Mass Retro Request ID:</b>	begins with ▾	<input type="text"/>	
<b>Retro Pay Process Flag:</b>	= ▾	<input type="text"/>	▾

[Basic Search](#)  [Save Search Criteria](#)

# View/Delete Retro Pay Request

View/Delete Retro Pay Request

Employee                      EmpID:                      Empl Rcd#:

Retropay Detail Find | View All    First 1-4 of 4 Last

Seq #	Effdt	RTP	Dup	Proc. Flag	RP PEnd Dt	Mass ID	Int	Type	Description
<input type="checkbox"/> 19069819	10/02/2004	RTP	<input type="checkbox"/>	Loaded PS	11/26/2004		<input type="checkbox"/>	Job	
<input type="checkbox"/> 19070796	10/30/2004	RTP	<input type="checkbox"/>	Loaded PS	01/07/2005		<input type="checkbox"/>	Job	
<input type="checkbox"/> 19083737	06/25/2005	RTP	<input type="checkbox"/>	Loaded PS	08/05/2005		<input type="checkbox"/>	Job	
<input type="checkbox"/> 19144669	01/19/2008	RTP	<input type="checkbox"/>	Calculated			<input type="checkbox"/>	Job	

Loaded PS: Loaded to the Paysheet. This retro sequence was loaded onto the employee's Payline. This is not a guarantee of retro payment or recovery.

Calculated: The retro has been calculated and is on the retro report. It is ready to be loaded to the employee's paysheet to be paid or recovered.

# View/Delete Retro Pay Request

View/Delete Retro Pay Request

Employee

EmpID:

Emp Rcd#:

Retro Pay Detail										Find   View All	First	1 of 4	Last
Seq #	EffDt	RTP	Dup	Proc. Flag	RP End Dt	Mass ID	Int	Type	Description				
<input type="checkbox"/>	19059954	01/24/2004	RTP	<input type="checkbox"/>	Loaded PS	03/16/2004	<input type="checkbox"/>	Job					
<input type="checkbox"/>	19109796	02/22/2006	RTP	<input type="checkbox"/>	Loaded PS	04/10/2006	<input type="checkbox"/>	Job					
<input type="checkbox"/>	19145219	10/04/2003	RTP	<input type="checkbox"/>	Recalc.		<input type="checkbox"/>	Job					
<input type="checkbox"/>	253079	09/21/2002	RTP	<input type="checkbox"/>	Loaded PS	11/01/2002	<input type="checkbox"/>	Job					

Recalc.: The employee's Job Data or Additional Pay was updated after the Retro Report was produced. The employee's retro will be put on hold this pay period due to the change, and will be on the retro report next pay period.





# Retro Pay Review and Update

- Manager Self Service
- Workforce Administration
- Benefits
- Time and Labor
- Payroll for North America
  - Employee Pay Data USA
  - Payroll Processing USA
  - EMACS Pay Period Reports
  - Retroactive Payroll
    - Pay
      - Delete Retro Pay Requests
      - Retro Pay Cleanup
      - Calculate Retroactive Pay
      - Update Retro Pay Calc Results**
      - Change Status/Review Info
      - Reports
      - Pay Period Tax Reports USA
      - Periodic Payroll Events USA
      - U.S. Quarterly Processing

## Update Retro Pay Calc Results

Enter any information you have and click Search. Leave fields blank for a list of all values.

### Find an Existing Value

<b>Retro Pay Sequence Number:</b>	begins with	<input type="text"/>
<b>EmplID:</b>	begins with	<input type="text"/> 
<b>Empl Rcd Nbr:</b>	=	<input type="text"/> 
<b>Retro Pay Effective Date:</b>	=	<input type="text"/> 
<b>Retro Pay Request Type:</b>	=	<input type="text"/>
<b>Mass Retro Request ID:</b>	begins with	<input type="text"/> 
<b>Retro Pay Process Flag:</b>	=	<input type="text"/>

Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

# Retro Pay Review and Update

Retro Pay Review and Update

Details Find | View All First 1 of 3 Last

EmplID:	-----	Retro Pay Eff Date:	09/21/2002	Status:	Loaded PS
Empl Rcd#:	0	Retro Pay Seq#:		Duplicate Flag:	N
Mass Rqst ID:		Pay End Date:	10/04/2002	<input type="checkbox"/> Exception	Page #: 1
Company:	SBC	Earns Begin Date:	09/21/2002	<input type="checkbox"/> Off Cycle	Line #: 22
Pay Group:	C14	Earns End Date:	10/04/2002	<input checked="" type="checkbox"/> OK to Pay	Addl #: 0
Earns Code:	ECB EC Base	Rate Code:		Earns Hours:	84.00
Earns Type:	Oth. Hours	Rate Type:			
Old Earns Amount:	2,051.28	New Earns Amount:	2,157.96		
Old Hourly Rate:	24.420000	New Hourly Rate:	25.690000		
Old Rate Used:	24.420000	New Rate Used:	25.690000		
Retro Pay Amount:	106.68	Amount Override:	<input type="text"/>		
Retro Pay Earn Code:	REB				

Save Return to Search Next in List Previous in List

This is the retro code and dollar amount that is on the report.

These are the dates that you see on your Retro Report.

# Retro Pay Summary

- ▷ Manager Self Service
- ▷ Workforce Administration
- ▷ Benefits
- ▷ Time and Labor
- ▽ Payroll for North America
  - ▷ Employee Pay Data USA
  - ▷ Payroll Processing USA
  - ▷ EMACS Pay Period Reports
  - ▽ Retroactive Payroll
    - ▷ Pay
- ▽ Change Status/Review Info
  - [Change Retro Request Status](#)
  - [Retro Pay Messages](#)
  - [Retro Pay Request Summary](#)
  - **Retro Pay Calc Summary**
- ▷ Reports
- ▷ Pay Period Tax Reports USA
- ▷ Periodic Payroll Events USA
- ▷ U.S. Quarterly Processing
- ▷ U.S. Annual Processing

## Retro Pay Calc Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

### Find an Existing Value

<b>Retro Pay Sequence Number:</b>	begins with ▾	<input type="text"/>
<b>EmplID:</b>	begins with ▾	<input type="text"/> 🔍
<b>Empl Rcd Nbr:</b>	= ▾	<input type="text"/> 🔍
<b>Retro Pay Effective Date:</b>	= ▾	<input type="text"/> 📅
<b>Retro Pay Request Type:</b>	= ▾	<input type="text"/> ▾
<b>Mass Retro Request ID:</b>	begins with ▾	<input type="text"/> 🔍
<b>Retro Pay Process Flag:</b>	= ▾	<input type="text"/> ▾

**Case Sensitive**

[Basic Search](#)



[Save Search Criteria](#)



# Retro Pay Summary

Retro Pay Summary

EmpID:

Retro Pay Detail Find | View 8 First 4 1-12 of 12 Last

Retro Pay Sequence Number	Retro Pay Effective Date	Dup	Mass Rqst ID	Earns Code	Short Description	Status	Amount
253079	09/21/2002	<input type="checkbox"/>	Job	REB	RtroECBase	Loaded PS	106.68
253079	09/21/2002	<input type="checkbox"/>	Job	RSL	RtroPdScckL	Loaded PS	19.05
253079	09/21/2002	<input type="checkbox"/>	Job	RTE	RtroErning	Loaded PS	87.63
19145219	10/04/2003	<input type="checkbox"/>	Job	RCT	RtroCmpTim	Calculated	91.92
19145219	10/04/2003	<input type="checkbox"/>	Job	REB	RtroECBase	Calculated	4853.00
19145219	10/04/2003	<input type="checkbox"/>	Job	RFX	RtroFLX	Calculated	
19145219	10/04/2003	<input type="checkbox"/>	Job	RME	RtroMEL	Calculated	30.88
19145219	10/04/2003	<input type="checkbox"/>	Job	ROF	RtroOvFLS	Calculated	13.92
19145219	10/04/2003	<input type="checkbox"/>	Job	RSL	RtroPdScckL	Calculated	357.99
19145219	10/04/2003	<input type="checkbox"/>	Job	RTE	RtroErning	Calculated	6926.37
19145219	10/04/2003	<input type="checkbox"/>	Job	RTU	RtroUnifrm	Calculated	600.00
19145219	10/04/2003	<input type="checkbox"/>	Job	RVC	RtroPdVacL	Calculated	846.08

Return to Search | Next in List | Previous in List

Please ensure that you are viewing all lines.

Retro codes

Total for each retro code

Calculated Retro is on the current retro report and will be processed in the current pay period.