



Automation of Creating Retroactive Pay Paylines

Overview

The ERP system used by SCCOE provides a process that creates paylines for retroactive and arrears pay based on Payroll History files and defined criteria. This process, known as PRT300, offers two options; report only and create paylines. Districts can create reports and request TSB to create the paylines. Once the paylines have been created the result is final and . Care should be given to analyzing the data and reviewing the report prior to requesting paylines be created.

RETRO- Guidelines

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

Process to request creation of RETRO lines:

1. Run the PRT300- Request Retro-Pay Analysis Report and verify the totals on the last page.
 - a. Indicate which Pay Schedule to be