





# Biweekly Retro Pay Processing Greater than Two Pay Periods





Last Updated: 2/12/2008

For processing payroll beyond current plus previous two pay periods, all timecards affected should be combined by pay period on a separate certification form. Time for these retro payrolls must be entered by the Payroll Office. It is a best practice to file the retro pay timecards and certification with the pay period in which the retro pay processes.

	What to Do	Who	How to Do It
1	Collect approved and certified timecards.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Check for employee signature.</li> <li>• Check for supervisor approval signature.</li> <li>• Check that timecard is completed in ink.</li> <li>• Check that hours are recorded to the nearest tenth.</li> <li>• Verify that totals are correct.</li> <li>• Check that overtime has been recorded properly.</li> <li>• Audit cost distribution (cost allocation is appropriate, allowable, and reasonable).</li> <li>• Ensure that sufficient leave balances are available and that the leave is appropriate.</li> </ul> <p>Resources:</p> <ul style="list-style-type: none"> <li>○ <a href="#">Employee Leaves home page</a></li> <li>○ <a href="#">Leaves of Absence Policy</a></li> </ul> <ul style="list-style-type: none"> <li>• Ensure that full work schedule is accounted for on the timecard.</li> </ul>
2	Determine if time must be sent to Payroll for entry.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Departmental time administrators can enter time for the current pay period and the previous two pay periods. If time to be entered falls in this scope, see process <a href="#">Biweekly Retro Pay for Two Prior Pay Periods</a></li> </ul>
3	Notify staff of any needed changes to time card due to adherence to policy or lack of quota.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• If total hours being paid or the absence or attendance code of the reported hours change, the employee and supervisor should initial the changes.</li> </ul>
4	Count total number of timecards, and determine the total hours recorded (paid and unpaid), total overtime hours, and total unpaid hours.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Count the number of timecards.</li> <li>• Run calculator tape totaling hours recorded.</li> <li>• Run calculator tape totaling overtime.</li> <li>• Run calculator tape totaling unpaid hours.</li> </ul>
5	Complete the Payroll Certification form.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Complete a separate time certification for each retro pay period. More than one time card can be included with each certification. Indicate that this is a retro pay and which pay period is affected.</li> <li>• Enter totals on the <a href="#">Payroll Certification Form</a> in the “Time Card Data Entry” column.</li> <li>• Sign and date the <i>Prepared By</i> line.</li> </ul>

6	Review cost distribution and identify and record any changes	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Run Cost Distribution Report using transaction <b>ZHR_COST_DISTRIB.</b></li> <li>• Selection criteria for this report: <ul style="list-style-type: none"> <li>○ Reporting Period, select “Other Period” and enter the pay period dates.</li> <li>○ Employee Subgroup should equal the range Z5-Z8. To enter a range, click on the  to the right of employee subgroup, click on the tab “Select Ranges”, enter your range and click the execute button .</li> <li>○ Enter your Org. Unit <b>OR</b> your Time Admin. (Time Recording Administrator).</li> <li>○ Enter the Personnel Numbers for the time cards being entered. To enter multiple Personnel Numbers, click on the  to the right of personnel number, click on the tab “Select Single Values”, enter the personnel numbers and click the execute button .</li> </ul> </li> <li>• Review the report to see if any changes need to be made. Also, look any individual on fund 91010000 (default fund), these individuals need to have their cost distribution changed.</li> </ul>
7	Record all cost distribution changes before payroll is written.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Execute transaction code <b>PA30.</b></li> <li>• Select infotype <b>27</b>, Cost Distribution, (see <a href="#">Step by Step Instructions for Updating and Correcting Cost Distribution</a>).</li> <li>• Enter effective date and cost distribution in accordance with the <a href="#">Maintaining Cost Distribution for the Current Payroll Period</a> business process.</li> </ul>
8	Obtain authorized signatures on the <a href="#">Payroll Certification Form</a> .	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Obtain approval on the <i>Department Head Approval</i> line.</li> </ul>
9	Photocopy timecards for Payroll data entry.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Copy one timecard per page. Original timecards stay in department.</li> </ul>
10	Photocopy certification for departmental records.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Retain one copy. Original certification is for Payroll.</li> </ul>
11	Deliver to Payroll.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Place original certification and copied timecards into a sealed envelope.</li> <li>• Send to Payroll/FREH.</li> </ul>
12	Enter timecard data into OnePurdue CATS screen.	Payroll	<ul style="list-style-type: none"> <li>• Use transaction <b>CAT2.</b></li> </ul>

**PAYROLL RUNS! For most pay periods, payroll processing begins Wednesday afternoon and completes on Friday. Always refer to the [payroll calendar](#) each period.**

13	Run post payroll reports.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Cumulated Time Evaluation Results for wage types and shift differentials transaction <b>PT_BAL00</b>.</li> <li>• Selection criteria for this report: <ul style="list-style-type: none"> <li>○ Reporting Period should equal “D Today”</li> <li>○ Enter your Time Admin (Time Recording Administrator)</li> </ul> </li> <li>• Cost distribution report transaction <b>ZHR_COST_DISTRIB</b>.</li> <li>• Selection criteria for this report: <ul style="list-style-type: none"> <li>○ Reporting Period, select “Other Period” and enter the pay period dates.</li> <li>○ Employee Subgroup should equal the range Z5-Z8. To enter a range, click on the  to the right of employee subgroup, click on the tab “Select Ranges”, enter your range and click the execute button .</li> <li>○ Enter your Org. Unit <b>OR</b> your Time Admin. (Time Recording Administrator).</li> <li>○ Enter the Personnel Numbers for the time cards being entered. To enter multiple Personnel Numbers, click on the  to the right of personnel number, click on the tab “Select Single Values”, enter the personnel numbers and click the execute button .</li> </ul> </li> </ul> <p>See the payroll validation reports at <a href="http://www.purdue.edu/payroll/Policies_Procedures/payrollValidation.html">http://www.purdue.edu/payroll/Policies_Procedures/payrollValidation.html</a></p>
14	After final payroll has been written, check for cost distribution errors.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Use transaction <b>ZHR_PAY_POSTING</b> and review for errors, such as payroll posted to the HR default account (fund 91010000).</li> <li>• Selection criteria for this report: <ul style="list-style-type: none"> <li>○ <b>Posting Date Range should be the pay date that this pay period was processed in.</b></li> <li>○ Enter your Org. Unit.</li> <li>○ Payroll Area BW.</li> <li>○ Initial ALV layout, select “/Retro Audit”</li> <li>○ Once you have your results, set a filter on the column titled “IN PERIOD” to equal the pay period that you are processing this time for. This will give you subtotals per pay period that should match each certification that was processed.</li> <li>○ See if any payroll has hit your default fund (91010000) by setting a filter on the “fund” column. If corrections are needed, see <a href="#">Correcting Cost Distribution after Payroll Posts</a>.</li> </ul> </li> </ul>

15	Submit corrections to infotype 0027 as necessary.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• If the cost distribution change affects a previously certified effort report/time card, see <a href="#">Correcting Cost Distribution after Payroll Posts</a>.</li> </ul>
16	Verify that time submitted on the certification form matches payroll run and provide reports and certification for final approval.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Run Report and attach to the certification form. <ul style="list-style-type: none"> <li>○ Display Working Times Report transaction <b>ZHRTM_DISPLAY</b>.</li> <li>○ Selection criteria for this report: <ul style="list-style-type: none"> <li>▪ Enter your Org. Unit <b>OR</b> your Time Admin. (Administrator for Time Re).</li> <li>▪ Date should equal the pay period dates.</li> <li>▪ Employee Subgroup should be the range Z5 – Z8.</li> <li>▪ Enter the Date of Last Change with the date that the time was keyed into CAT2.</li> </ul> </li> </ul> </li> <li>• Enter totals on the <a href="#">Payroll Certification Form</a> in the “Post Payroll Approval” column. (No totals will be entered in the “Entry Approved” column of the certification form since Payroll is entering this time.) <ul style="list-style-type: none"> <li>○ Enter total recorded hours</li> <li>○ Enter total overtime hours</li> <li>○ Enter total unpaid hours</li> <li>○ Indicate whether rate overrides are included and attach approval</li> <li>○ Indicate whether wage type overrides are included and attach approvals.</li> </ul> </li> <li>• Obtain approval on the <i>Post Payroll Audit Verification</i> line.</li> </ul>
17	File timecards, reports, and certifications.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• File by the pay period in which the retro pay processed. File in a secured location for six years following the transaction date.</li> </ul>