Retro Pay vs Missed Pay

Topic Based Zoom

4/19/23

Today's Topics

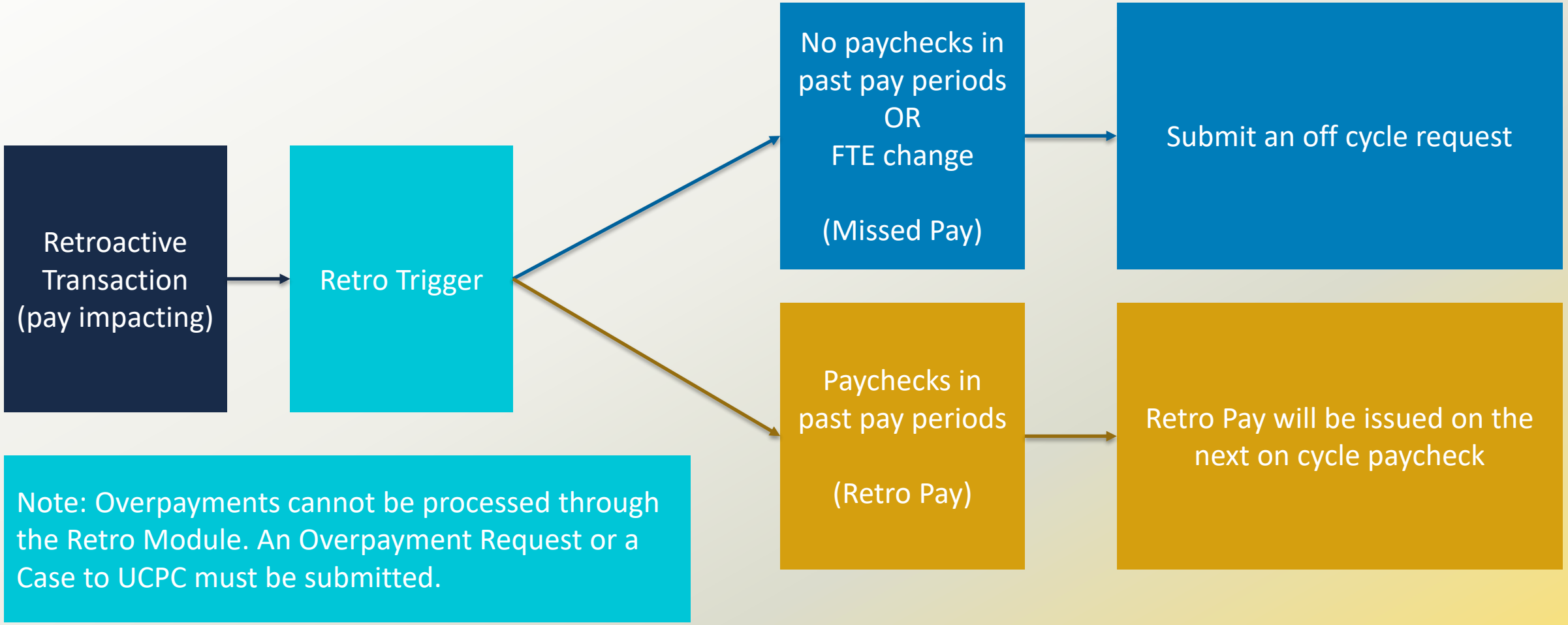
- Key Terms & Concepts
- Deadlines
- Scenarios
- Resources

UC Path UC San Diego

Key Terms

Term	Definition
Retro Module	The Retro Module is a module within the UCPath System that captures certain retro transactions and calculates the earnings due to/from the employee. The Retro Module utilizes Retro Triggers to help UCPC identify retro transactions that should be reviewed.
Retro Trigger	Change to Job Data/Additional Pay that may affect earnings previously paid. These changes create a Retro Trigger in the Retro Pay Module that must be reviewed the UCPC Retro Team.
On-Cycle Check	A paycheck processed on the published on-cycle payroll calendar. Retro Pay is issued on-cycle.
Off-Cycle Check	A paycheck generated outside of the regularly scheduled on-cycle paycheck. Should not be used for Retro Pay. Used for Missed Pay.
Retroactive Pay (Retro Pay)	Retroactive (Retro) pay refers to a delayed wage payment for work already performed and paid at a rate lower than the new/correct rate. It is the difference between what was supposed to be paid and what was actually paid.
Missed Pay	Missed pay refers to payment for time worked in the past that has not yet been paid. Example: increase in FTE, late entry of hire, no access to Timekeeping etc.
Overpayment	Error that occurs when an employee receives too much pay due to incorrect Compensation Rate in Job Data, or missing/retroactive entry of a job action/reason such as a termination. Overpayments cannot be processed through the Retro Module and must go through the overpayment recovery process.
Additional Pay	Pay that an employee receives in addition to his/her base pay. The two categories of additional pay are recurring and one-time.
One-Time Payment	A flat dollar amount payment submitted for a single pay cycle.
Pre-Conversion	Transactions with an effective date prior to UCPath conversion. These transactions cannot generate Retro Pay.

Retroactive Transactions | Retro Pay vs Missed Pay?



Retro Pay Matrix

Retro Pay Triggers

Job Data	Additional Pay
• Increase in **Comp Rate** (BW & MO) • Changes in **Comp Frequency** from BW to MO	• Increase in Additional Pay Amount • New Additional Pay

The Retro Module will calculate the difference to be paid to the employee and add the amount to the on cycle paycheck

[Job Aid: How to Generate Retro Pay]

Deadlines for Retro Pay

- Retro payments are processed through the Retro Pay Module during on-cycle payroll processing only
- Any retro Job Data/Additional Pay transactions to be added to the current on-cycle processing will have to be submitted through PayPath or Smart HR Template by the Employee Data Change Deadline

Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule	• Employee Data Change *** (3:00 PM) After 3:00 PM changes will not be processed for current pay cycle
		Begin	End		
M0	Tue 01-03-23	12-01-22	12-31-22	221231M0X	Mon 12-19-22
B1	Wed 01-04-23	12-11-22	12-24-22	221224B1X	Mon 12-19-22 *
B2	Wed 01-18-23	12-25-22	01-07-23	230107B2X	Thu 01-05-23
M0	Wed 02-01-23	01-01-23	01-31-23	230131M0X	Wed 01-18-23
B1	Wed 02-01-23	01-08-23	01-21-23	230121B1X	Thu 01-19-23
B2	Wed 02-15-23	01-22-23	02-04-23	230204B2X	Thu 02-02-23
M0	Wed 03-01-23	02-01-23	02-28-23	230228M0X	Tue 02-14-23 *
B1	Wed 03-01-23	02-05-23	02-18-23	230218B1X	Wed 02-15-23
B2	Wed 03-15-23	02-19-23	03-04-23	230304B2X	Thu 03-02-23
B3	Wed 03-29-23	03-05-23	03-18-23	230318B3X	Thu 03-16-23
M0	Thu 03-30-23	03-01-23	03-31-23	230331M0X	Fri 03-17-23
B1	Wed 04-12-23	03-19-23	04-01-23	230401B1X	Thu 03-30-23
B2	Wed 04-26-23	04-02-23	04-15-23	230415B2X	Thu 04-13-23
M0	Mon 05-01-23	04-01-23	04-30-23	230430M0X	Tue 04-18-23
B1	Wed 05-10-23	04-16-23	04-29-23	230429B1X	Thu 04-27-23
B2	Wed 05-24-23	04-30-23	05-13-23	230513B2X	Thu 05-11-23

Central Payroll | Loaded Retro Pay Report

The Central Payroll team receives the Loaded Retro Pay Report for each pay cycle. This is a list of employees' retro payment that will be processed for the current on-cycle payroll

- Central Payroll will notify the Department HR contact via email for employees in their department that are listed in the Loaded Retro Pay Report
- Department HR contact must review and respond for any discrepancy or cancellation by the deadline provided on the email

Missed Pay

Missed pay refers to payment for time worked in the past that has not yet been paid.
Example: increase in FTE, late entry of hire, no access to Timekeeping etc.

Off Cycle Request (E-078)

Review Job Data and correct any information that is driving incorrect pay before submitting the off-cycle pay request.

Job Aids:

- How to Request Off-Cycle Pay for Exempt Employees
- How to Request Off-Cycle Pay for Non-Exempt Employees

Payroll Adjustment Form

A Payroll Adjustment that cannot be accurately submitted via an Off-Cycle request/Overpayment request, must be submitted via UCPath Inquiry. The Payroll Adjustment form is available in the Forms Library. Instructions for completing the form can be found in the Payroll Adjustment Scenarios presentation in the UCPath Location Support Site.

Deadlines for Missed Pay | Off Cycle Processing Timeline

UCPath Center uses established off-cycle timelines for processing payroll requests:

- Processing is daily except for UC holidays and Pay Confirm days
- Payroll Requests (E-078) received by 2:00pm will be processed on the next business day
- Payroll Requests (E-078) received after 2:00pm will be processed within two business days
- Check issue date will be 2 days from processing date
- Pay will be received however the employee normally receives pay (direct deposit or paper paycheck)

Scenarios

- Retro Pay Scenarios
- Missed Pay Scenarios
- Overpayment Scenarios

Retro Pay Scenario 1: Comp Rate Increase

You need to increase a BW employee's pay rate by $1 per hour effective 1/1/23

Steps to Take:

1. Update the Comp Rate in PayPath before the Employee Data Change Deadline
2. The Retro Pay Module will assess the hours paid at the incorrect rate and will automatically calculate the difference to be paid to the employee and add it to the on-cycle paycheck

Retro Pay Scenario 2: Compensation Frequency Change from BW to MO

You need to change an employee's pay frequency from BW to MO effective 3/15/23

Steps to Take:

1. Update the Compensation Frequency in PayPath before the Employee Data Change Deadline
2. The Retro Pay Module will calculate the difference due to the employee and add it to the on-cycle paycheck

Retro Pay Scenario 3: Increase in Additional Pay Amount

You need to increase an employee's recurring additional pay amount by $50 effective 1/1/23

Steps to Take:

1. Update Additional Pay via PayPath before the Employee Data Change Deadline
   - Initiate Update to Additional Pay PayPath Transaction (Staff/Acad)
2. The Retro Pay Module will calculate the difference due to the employee and add it to the on-cycle paycheck

Missed Pay Scenario 1: Increase in FTE

You need to enter a FTE increase for a MO employee effective 1/1/23

Steps to Take:

1. Update the FTE in PayPath before the Employee Data Change Deadline
2. Submit an off-cycle request using the calculation on the How to Request Off-Cycle Pay for Exempt Employees job aid

Missed Pay Scenario 2: Late Entry of New Hire

You need to enter a concurrent hire effective 3/1/23

Steps to Take:

1. Submit the template before the Employee Data Change Deadline
   - Smart HR Templates Matrix
2. Submit an off-cycle request for the missed pay
   - How to Request Off-Cycle Pay for Exempt Employees
   - How to Request Off-Cycle Pay for Non-Exempt Employees

Overpayment Scenario 1: Late Entry of SWB

You need to enter a SWB for an employee effective 1/1/23

Steps to Take:

1. Submit the Overpayment request for the earnings paid out in error from 1/1/23 to present (Review Paycheck Summary)
   - How to Process an Overpayment Payroll Request
2. Submit the SWB via PayPath before the Employee Data Change Deadline so another on-cycle paycheck is not generated

Overpayment Scenario 2: Decrease in Comp Rate

You need to decrease a BW employee's pay rate by $1 per hour effective 1/1/23

Steps to Take:

1. Submit the Overpayment request for the earnings paid out in error from 1/1/23 to present (Review Paycheck Summary)
   - How to Process an Overpayment Payroll Request
2. Update the Comp Rate in PayPath before the Employee Data Change Deadline so the current paycheck issues at the correct rate

Overpayment Scenario 3: Decrease in FTE

You need to decrease a MO employee's FTE effective 1/1/23

Steps to Take:

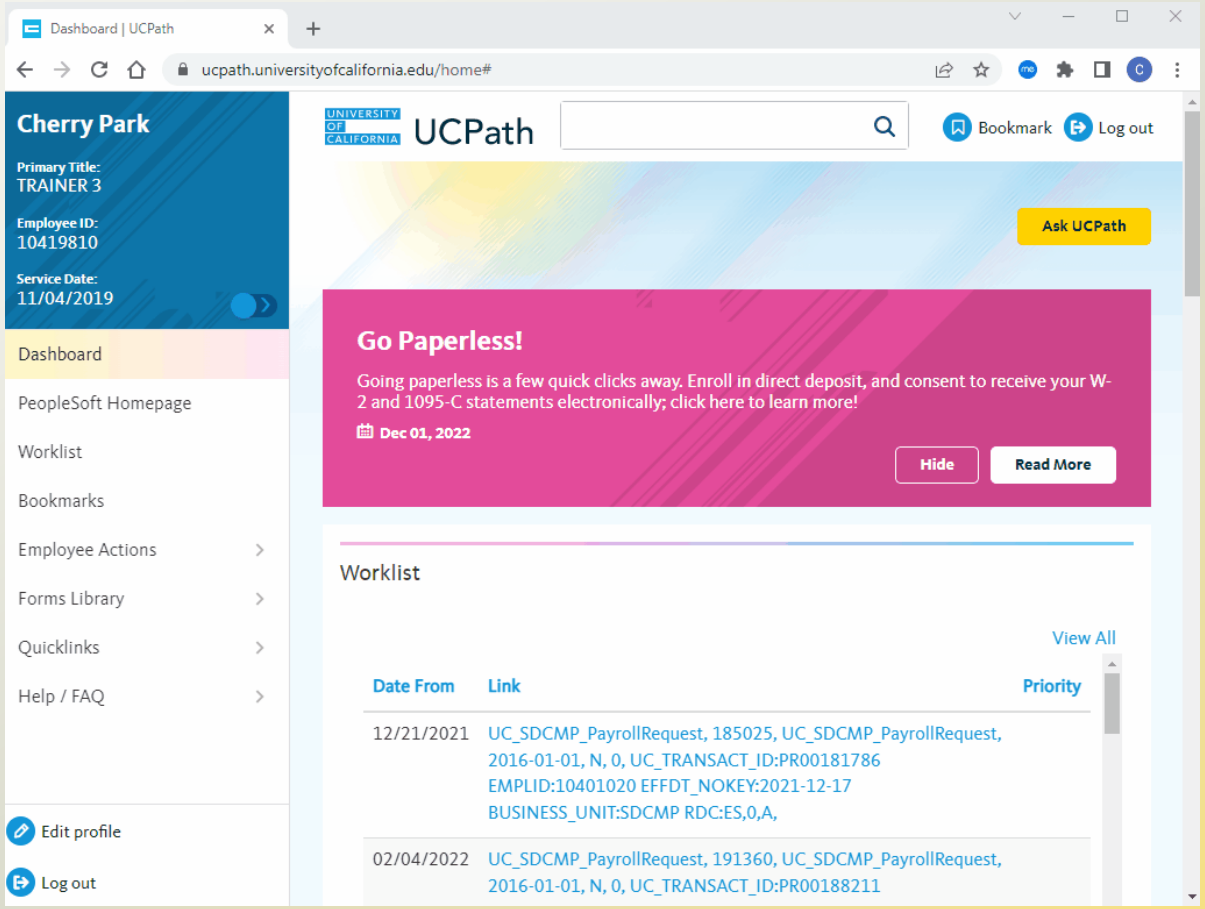
1. Submit the Overpayment request using calculation on:
   - How to Process an Overpayment Payroll Request
2. Update the Comp Rate in PayPath before the Employee Data Change Deadline so the current paycheck issues with the correct FTE

Resources

- UCPath Center Resources
- Local Resources

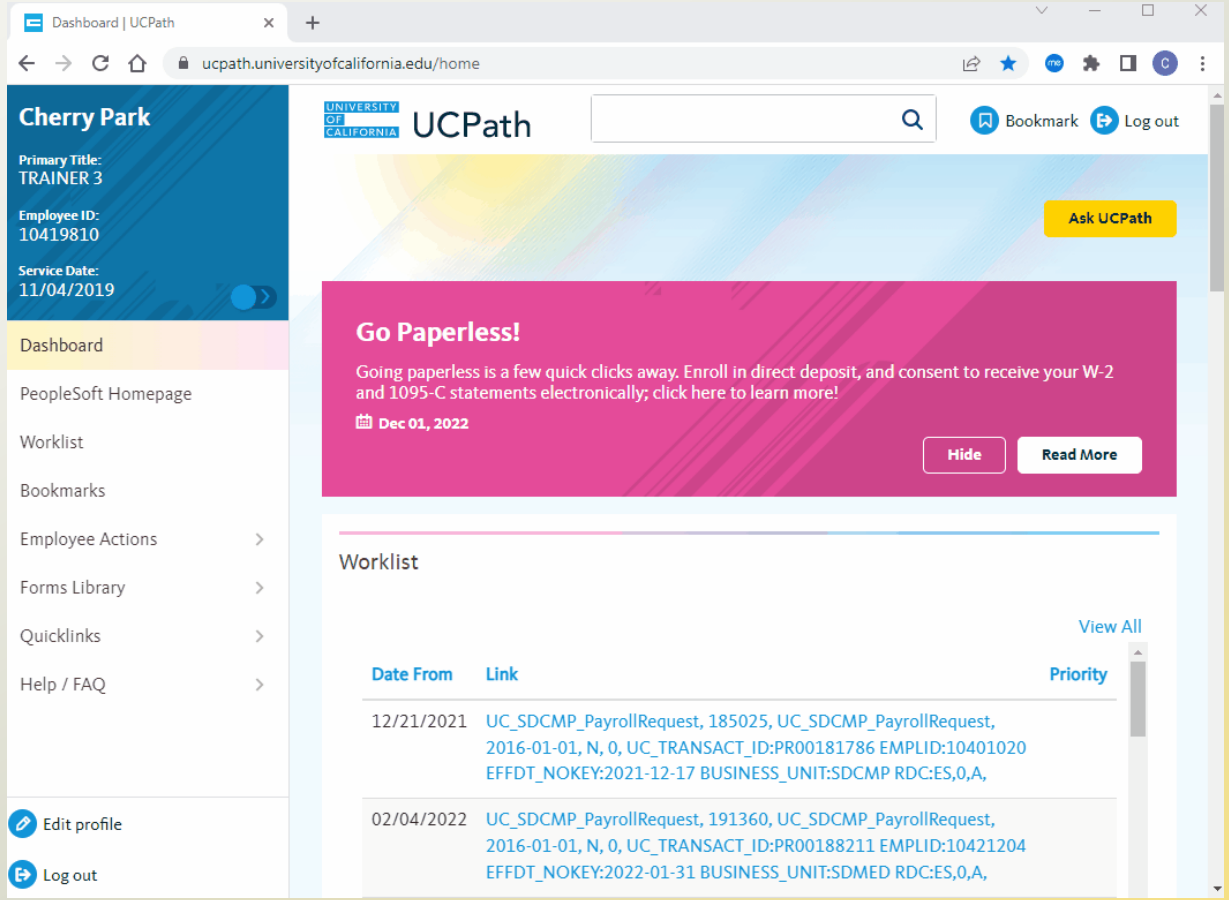
UCPath Center Resources | UCPath Help Site

- **UCPath Help Site for Location Users (Transactors)**
  - Retro Pay Matrix
  - Job Aid: Review Paycheck Summary
  - Initiate Retroactive Additional Pay PayPath Transaction (Staff/Acad)
  - Submit Off-Cycle Pay Request
  - Job Aid: Offcycle Dashboard



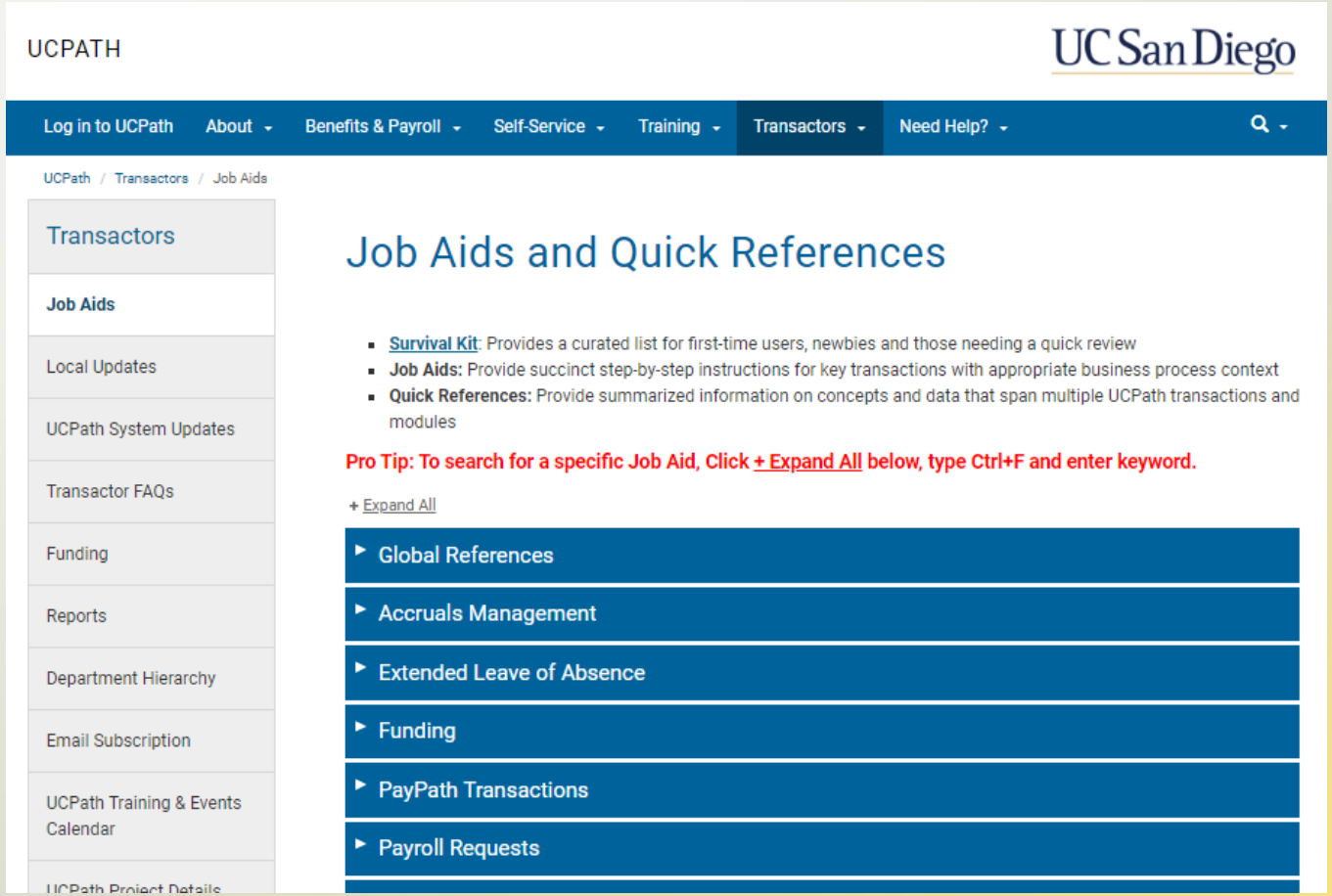
UCPath Center Resources | UCPC Knowledge Base

- Search the Knowledge Base
- Filter or enter Keyword
- https://ucpath.my.site.com/askucpath/s/article/When-are-off-cycle-payroll-transactions-processed



Local Resources | UC San Diego's UCPath Resource Site

- https://ucpath.ucsd.edu/
- UCPath information for Self-Service Users (Employees and Managers) and Transactional Users (Initiators, Approvers, Inquiry)
- How to Generate Retro Pay
- Troubleshooting Incorrect Pay
- How to Request Off-Cycle Pay for Exempt Employees
- How to Request Off-Cycle Pay for Non-Exempt Employees
- How to Process an Overpayment Payroll Request
- How to Manually Enter Overtime Hours



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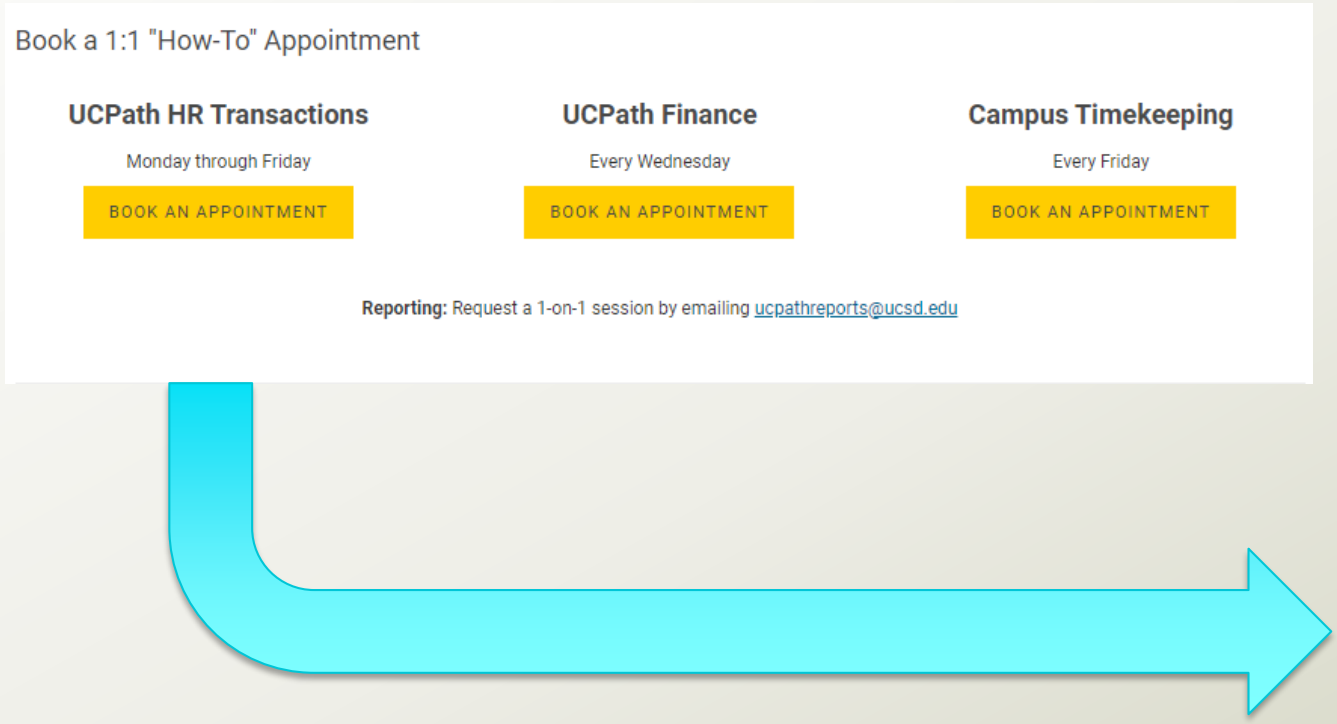
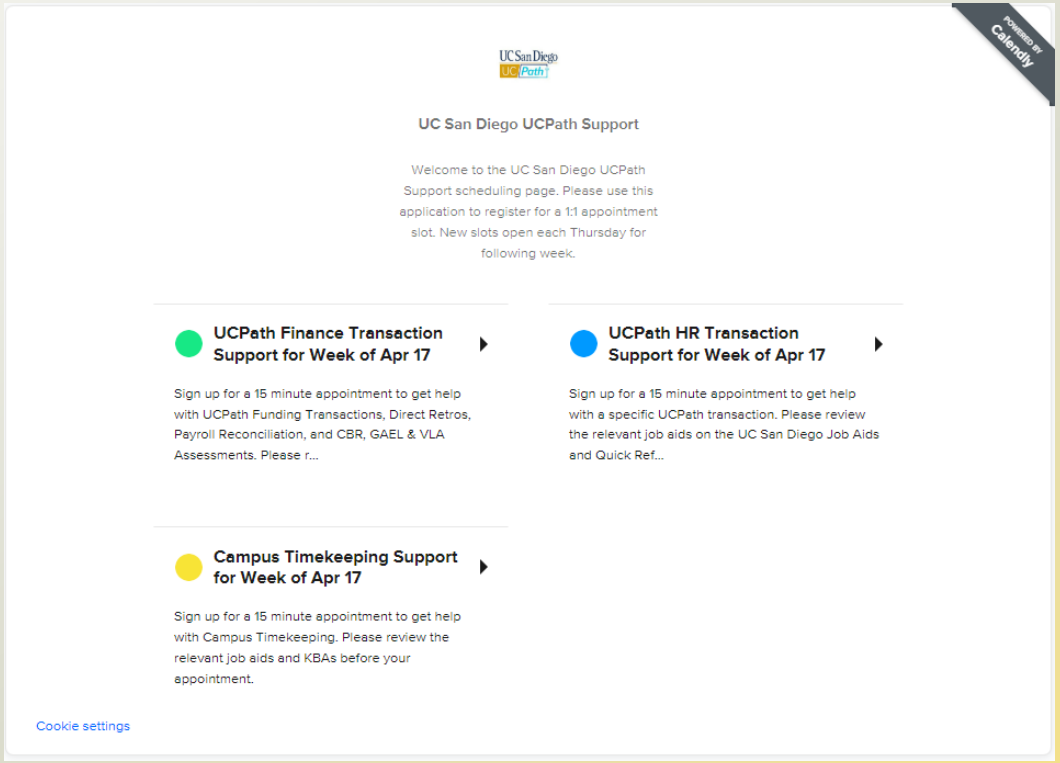
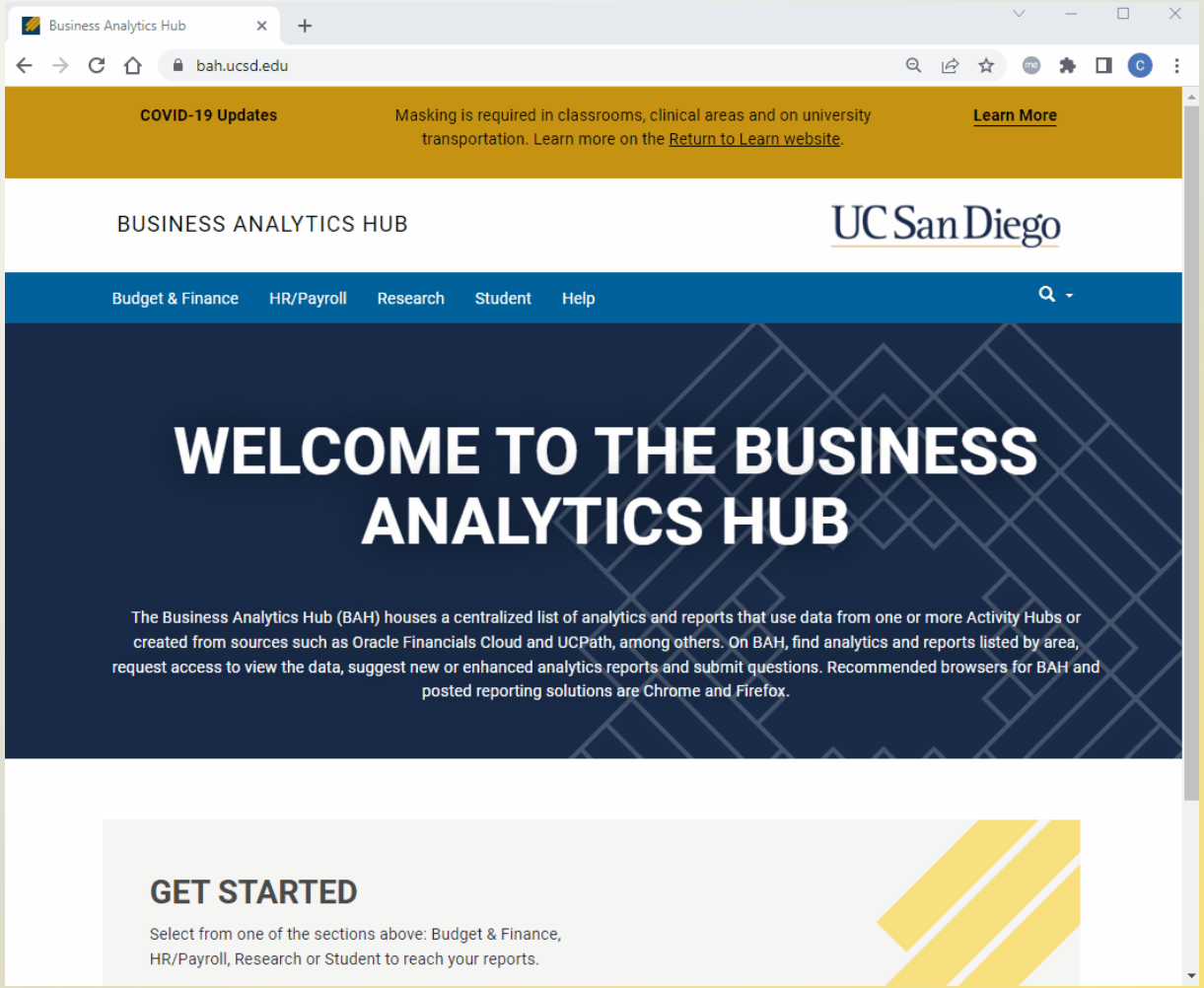
Local Resources | Book a 1:1 Appointment





Local Resources | Business Analytics Hub

- https://bah.ucsd.edu/hr-payroll/index.html
- Browse by tab or search by keyword
- Click View Details hyperlink to read report description and criteria



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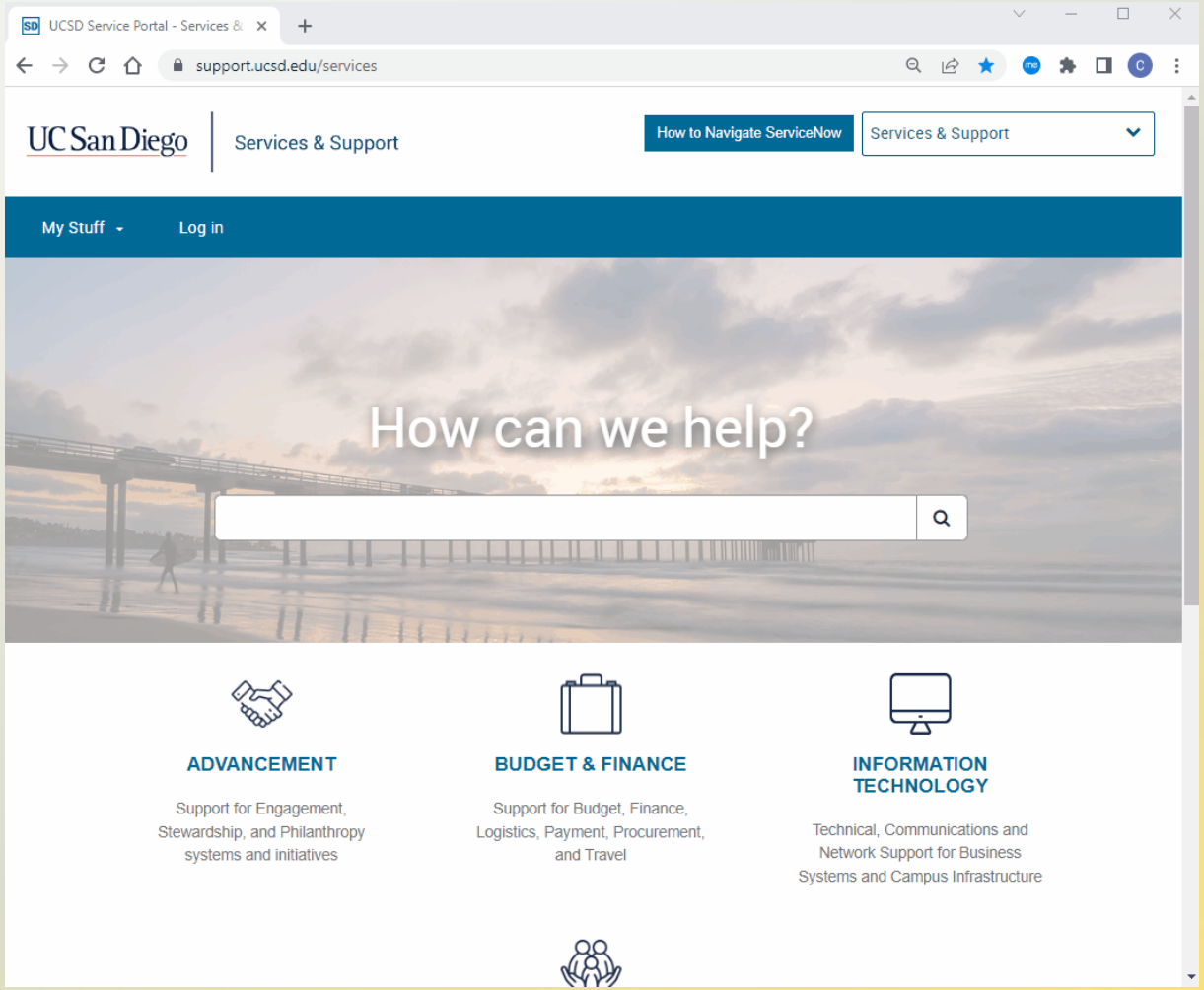
Local Resources | UC San Diego Services & Support

- https://support.ucsd.edu/
- Knowledge Base Articles
- Browse by category or search by keyword
- Submit a case to the local UCPath support team
- How To Report an Overpayment
- Overpayment FAQ
- How to Pay Hours Unpaid Due to Pay Frequency Change



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Q
A

Notes

- If we know that an employee will miss pay, do we have to wait until they actually miss pay to submit the off-cycle request? You can submit an off cycle request however it will not get processed until the on-cycle paycheck is issued for the earnings period the off cycle request is for. **For example, if the off cycle request is for a prior earnings period then it will be processed according to the off cycle processing timeline. However if the off cycle request is for earnings for the current payroll processing then UCPC will not issue the off cycle check until the day after the on cycle paycheck date.**
- For anyone on the call, curious if the retro module has correctly paid out retro pay for a pay group change from BW to MO. Transactor: Yes if monthly payroll has not processed yet. **Please send an example. UCPC states that the retro module will pick up the BW to MO. Will need to escalate to UCPC liaison if their resources need to be updated. Retro Pay Matrix and Operational Alignment Deck**