Retro Pay vs Missed Pay
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retro Module</td>
<td>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.</td>
</tr>
<tr>
<td>Retro Trigger</td>
<td>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 by the UCPC Retro Team.</td>
</tr>
<tr>
<td>On-Cycle Check</td>
<td>A paycheck processed on the published on-cycle payroll calendar. Retro Pay is issued on-cycle.</td>
</tr>
<tr>
<td>Off-Cycle Check</td>
<td>A paycheck generated outside of the regularly scheduled on-cycle paycheck. Should not be used for Retro Pay. Used for Missed Pay.</td>
</tr>
<tr>
<td>Retroactive Pay (Retro Pay)</td>
<td>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.</td>
</tr>
<tr>
<td>Missed Pay</td>
<td>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.</td>
</tr>
<tr>
<td>Overpayment</td>
<td>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.</td>
</tr>
<tr>
<td>Additional Pay</td>
<td>Pay that an employee receives in addition to his/her base pay. The two categories of additional pay are recurring and one-time.</td>
</tr>
<tr>
<td>One-Time Payment</td>
<td>A flat dollar amount payment submitted for a single pay cycle.</td>
</tr>
<tr>
<td>Pre-Conversion</td>
<td>Transactions with an effective date prior to UCPath conversion. These transactions cannot generate Retro Pay.</td>
</tr>
</tbody>
</table>
Retroactive Transactions | Retro Pay vs Missed Pay?

Retroactive Transaction (pay impacting) ➔ Retro Trigger ➔

- No paychecks in past pay periods OR FTE change (Missed Pay)
  ➔ Submit an off cycle request

- Paychecks in past pay periods (Retro Pay)
  ➔ Retro Pay will be issued on the next on cycle paycheck

Note: Overpayments cannot be processed through the Retro Module. An Overpayment Request or a Case to UCPC must be submitted.
## Retro Pay Triggers

### Job Data
- Increase in **Comp Rate** (BW & MO)
- Changes in **Comp Frequency** from BW to MO

### Additional Pay
- 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
• 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.

Deadlines for Retro Pay

<table>
<thead>
<tr>
<th>Pay Cycle</th>
<th>Check Date</th>
<th>Pay Period Dates</th>
<th>Run ID Schedule</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>M0</td>
<td>Tue 01-03-23</td>
<td>12-01-22 to 12-31-22</td>
<td>221231M0X</td>
<td>Mon 12-19-22</td>
</tr>
<tr>
<td>B1</td>
<td>Wed 01-04-23</td>
<td>12-11-22 to 12-24-22</td>
<td>221241B1X</td>
<td>Mon 12-19-22</td>
</tr>
<tr>
<td>B2</td>
<td>Wed 01-18-23</td>
<td>12-25-22 to 01-07-23</td>
<td>230107B2X</td>
<td>Thu 01-05-23</td>
</tr>
<tr>
<td>M0</td>
<td>Wed 02-01-23</td>
<td>01-01-23 to 01-31-23</td>
<td>230131M0X</td>
<td>Wed 02-18-23</td>
</tr>
<tr>
<td>B1</td>
<td>Wed 02-01-23</td>
<td>01-06-23 to 01-21-23</td>
<td>230212B1X</td>
<td>Thu 01-19-23</td>
</tr>
<tr>
<td>B2</td>
<td>Wed 02-15-23</td>
<td>02-22-23 to 02-04-23</td>
<td>230204B2X</td>
<td>Thu 02-02-23</td>
</tr>
<tr>
<td>M0</td>
<td>Wed 03-01-23</td>
<td>02-01-23 to 02-28-23</td>
<td>230228M0X</td>
<td>Tue 02-14-23</td>
</tr>
<tr>
<td>B1</td>
<td>Wed 03-01-23</td>
<td>02-05-23 to 02-18-23</td>
<td>230218B1X</td>
<td>Wed 02-15-23</td>
</tr>
<tr>
<td>B2</td>
<td>Wed 03-15-23</td>
<td>03-05-23 to 03-04-23</td>
<td>230304B2X</td>
<td>Thu 03-02-23</td>
</tr>
<tr>
<td>B3</td>
<td>Wed 03-29-23</td>
<td>03-05-23 to 03-18-23</td>
<td>230318B3X</td>
<td>Thu 03-16-23</td>
</tr>
<tr>
<td>M0</td>
<td>Thu 03-30-23</td>
<td>03-01-23 to 03-31-23</td>
<td>230331M0X</td>
<td>Fri 03-17-23</td>
</tr>
<tr>
<td>B1</td>
<td>Wed 04-12-23</td>
<td>04-01-23 to 04-01-23</td>
<td>230401B1X</td>
<td>Thu 03-30-23</td>
</tr>
<tr>
<td>B3</td>
<td>Wed 05-01-23</td>
<td>04-01-23 to 04-30-23</td>
<td>230530B3X</td>
<td>Thu 05-11-23</td>
</tr>
</tbody>
</table>
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.

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.
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
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: Off-cycle 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/](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
Local Resources | Book a 1:1 Appointment

UCPath HR Transactions
Monday through Friday
BOOK AN APPOINTMENT

UCPath Finance
Every Wednesday
BOOK AN APPOINTMENT

Campus Timekeeping
Every Friday
BOOK AN APPOINTMENT

Reporting: Request a 1-on-1 session by emailing ucpathreports@ucsd.edu

UCPath Finance Transaction Support for Week of Apr 17
Sign up for a 15-minute appointment to get help with UCPath Funding Transactions, Direct Deposits, Payroll Reconciliation, and CSR, Gov't & VBA Assessments. Please review the relevant job aids and FAQs before your appointment.

UCPath HR Transaction Support for Week of Apr 17
Sign up for a 15-minute appointment to get help with specific UCPath transactions. Please review the relevant job aids on the UC San Diego Job Aids and Quick Ref.
Local Resources | Business Analytics Hub

- [https://bah.ucsd.edu/hr-payroll/index.html](https://bah.ucsd.edu/hr-payroll/index.html)
- Browse by tab or search by keyword
- Click [View Details](https://bah.ucsd.edu/hr-payroll/index.html) hyperlink to read report description and criteria
Local Resources | UC San Diego Services & Support

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