Payroll Retroactive Pay Time Reporting Function (EDRA)

The Retroactive Pay screen (EDRA) is used to process pay rate adjustments only. DO NOT use it when there is a change to another field on the original transaction such as a title code or DOS code. If there is a change in Account, Fund, Org, Program, Project, or Flex, in addition to a change in pay rate, use the Late/Reduce Pay transaction (EDLR).

The Retroactive Pay screen (EDRA) is used to:
(1) Pay employees a retroactive rate increase by **entering the difference** between the rate that was paid and the rate that should have been paid;
(2) Increase or decrease a "by agreement" payment to an employee.

On the sample screen to the right, the circled numbers in the fields correspond with the numbers on the back of this card.

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PPETRA0-E1064              Dept. Time Reporting           11/14/01 14:35:09
11/08/01 11:04:05          Retroactive Pay (EDRA)         Userid:  PAYID12
ID: 011416889 Name: WILLIAMS, SAMUEL K       SSN: 123-45-6789 Emp Status: A
Pay End: 11/30/01 Check Date: 11/30/01 Pay Cycle:  MO              Page  1 of  1
C              B Acct  Fund  Org   PG   Prjct  Flex
  Seq: ____ _ _____ ____ _____ __ _____ _____   E: n/a T: n/a D: n/a Ttl: ____
  DOS: ___  Rate: _____  S: _ Time: _____ H%: _
  Per End: _____  Pay Cyc: _ RAI: _ WSP: _
               B Acct  Fund  Org   PG   Prjct  Flex
_ Seq: ____ _ _____ ____ _____ __ _____ _____   E: _ T: _ D: _ Ttl: ____
  DOS: ___  Rate: _____  S: _ Time: _____ H%: _
  Per End: _____  Pay Cyc: _ RAI: _ WSP: _
               B Acct  Fund  Org   PG   Prjct  Flex
_ Seq: ____ _ _____ ____ _____ __ _____ _____   E: _ T: _ D: _ Ttl: ____
  DOS: ___  Rate: _____  S: _ Time: _____ H%: _
  Per End: _____  Pay Cyc: _ RAI: _ WSP: _

Next Func: ____  ID: 011416889 Name: _____    SSN: _____
Seq No: _____   Pay Cycle: MO Pay End: _____

===>
F:    1-HELP            3-PrevMenu              5-Update
F:                      9-Jump     10-Browse            12-Exit
```

To schedule a Retroactive Pay Transaction:

1. On the Online Applications Main Menu, type "EDAT" to select the Department Adjustment Transaction menu, and then press <Enter>.
2. On the Department Adjustment Transaction menu, type "EDRA" in the **Next Func** field to select the Retroactive Pay function.
3. The cursor will jump to the **ID** field. In the **ID** field, type the unique employee identification number.
4. Schedule the transaction: Tab to the **Pay Cycle** field and type the pay cycle in which the transaction will be processed (MO, B1, B2). In the **Pay End** field, type the pay cycle end date for scheduling the transaction, in the format MMDDYY. Retroactive Pay transactions can be scheduled for the current, open pay cycle.
5. Press <Enter> to display the Retroactive Pay screen.
6. Enter data in the unprotected fields on the screen (see field descriptions on the back of this card).
7. Review the data for accuracy.
8. Press <Enter>. The system will format and validate data on the screen.
9. Resolve any error messages as necessary. Make sure decimal point placement is correct before proceeding.
10. Press <F5 Update> to display the PAN (Post Authorization Notification) Notification Preparation screen.
11. Complete fields on the PAN Notification Preparation screen as necessary.
12. If desired, press <F10 Comments> to enter PAN comments.
13. Press <F5 Update> to complete the update and send the PAN notification. The Retroactive Pay screen will be displayed with the message "Update process complete" at the bottom of the screen.

	Field	Description	Required*	Comments
1	**ID**	Employee ID	R	9 Digits
2	**Pay Cycle**	Pay Cycle	R	Pay Cycle in which the transaction will be processed. Values: **MO** (monthly), **B1** (biweekly), **B2** (biweekly),
3	**Pay End**	Pay End Date	R	Pay cycle end date for scheduling purposes; MMDDYY
4	**C**	Command	O	Tab through the field. (This field is for the optional copy and retrieve commands.)
5	**Seq**	Sequence		System-derived number
6	**B**	Business Unit	R	1-digit
7	**Acct**	Account	R	5-digit
8	**Fund**	Fund	R	5-digit
9	**Org**	Organization	R	5-digit
10	**PG**	Program	R	2-digit
11	**Prjct**	Project	O	6-digit; if no Project, tab to **Flex**.
12	**Flex**	Flexfield	O	5-digit; if no Flex, tab to **Title Code**.
13	**Ttl**	Title Code	R	The position or classification title for the appointment.
14	**DOS**	Regular Time Description of Service	R	Type of service for which the payment was reported.
15	**Rate**	Rate/Amount	R	**Difference** between the old pay rate and the new pay rate.
16	**S**	Sign	O	If the rate/amount decreased, a minus sign is entered in the **Sign** field.
17	**Time**	Regular Time associated with the transaction	C**	Time expressed in hours or percent of month. Hours contain 2 decimal places (for example, 22.00 for 22 hours). Monthly percent contains 4 decimal places (for example, .2500 for 25%). **By agreement amount should **not** carry time value.
18	**H%**	Hours/Percent of Time Code	C**	Values: **H** (hourly), or **%** (percentage of a salaried pay rate). **By agreement amount should **not** carry an H% code.
19	**PerEnd**	Pay Period End Date	R	The end date for the pay period in which the pay was earned – independent of the pay cycle end date entered when scheduling the transaction; MMDDYY.
20	**Pay Cyc**	Pay Cycle Type	R	Pay cycle associated with the employee's appointment. Values: **M** (monthly), **B** (biweekly)
21	**RAI**	Rate Adjustment Indicator		System-derived code. An "A" in this field tells the system that the rate is being adjusted, not the hours or percent of time.
22	**WSP**	Work Study Program Type	C	Press **F1-Help** for a list of valid codes. Leave blank if the employee is not participating in a Work Study Program for the reporting period.

* R (Required); O (Optional); C (Conditional