
Retro Pay Reports

Retro Pay reports generate information to use when entering payroll adjustments into Galaxy for retroactive pay increases. The reports can be used as PDF documents or exported to Excel for further data manipulation.

There are three Retro Pay reports.

- The **Retro Pay 1.) - Payroll History** report captures the actual history of amounts paid to employees during specific payrolls. Run this report to capture payroll history before applying retroactive pay increase calculations. You can save the report for historical purposes or use it for troubleshooting activities during the retroactive pay process. For more information, see [Retro Pay - 1.\) Payroll History Report on page 2](#).
- The **Retro Pay 2.) - Calculated** report provides the calculated amount of retroactive salary to pay to each employee based on a percentage increase you specify. This report can be generated for specific employee groups, salary schedules, and adjustment codes, but does not include Extra Pay codes. For more information, see [Retro Pay - 2.\) Calculated Report on page 11](#).
- The **Retro Pay - 3.) Extra Pay** report provides the calculated amount of retroactive Extra Pay to pay to each employee based on report criteria you specify, including the percentage of pay increase. For more information, see [Retro Pay - 3.\) Extra Pay Report on page 22](#).

Retro Pay - 1.) Payroll History Report

The **Retro Pay 1.) - Payroll History** report captures the actual history of amounts paid to employees during specific payrolls. Run this report to capture payroll history before applying retroactive pay increase calculations. You can save the report for historical purposes or use it for troubleshooting activities during the retroactive pay process.

The **Retro Pay - 1.) Payroll History** report is a tabbed report that presents output in three different layouts.

Retro Pay - Master Layout

Displays the history of selected payrolls by employee. It is formatted for exporting or printing as a PDF file. For more information, see [Retro Pay - Master on page 5](#).

Extract Detail Layout

Displays the same data as the Retro Pay - Master Layout but is intended to be exported to Excel. For more information, see [Extract Detail on page 8](#).

Summary by Funding Line Layout

Summarizes the detailed report data by account line. It is formatted for export to Excel. For more information, see [Summary By Funding Line on page 9](#).

Location

The **Retro Pay - 1.) Payroll History** Report is located in the Galaxy Direct Reporting Payroll folder.

From the Project Selection page in MicroStrategy, go to:

Galaxy Direct Reporting → Shared Reports → Personnel → Payroll

and then choose the report name:

Retro Pay - 1.) Payroll History



Retro Pay - 1.) Payroll History

Owner: Administrator

Modified:

9/29/17 1:33:40 PM

Shows Payroll History for Retro Reports.

Prompts

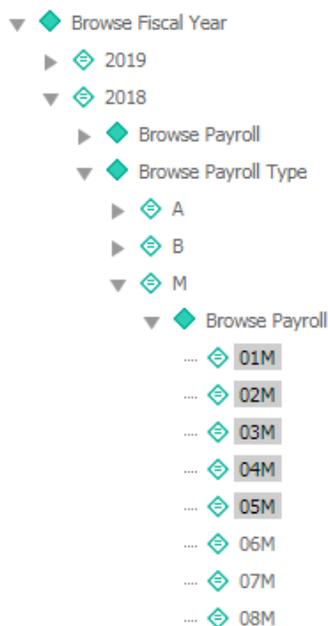
Three prompts must be answered to define the details to include in the **Retro Pay - 1.) Payroll History** report. The prompts are presented in a multi-page format. Each prompt appears on a different page in Microstrategy. Click **Run Document** after answering each prompt to advance to the next Microstrategy page. Multi-page prompts filter data after each prompt answer, resulting in a more efficient report generation.

Prompt Page 1

Browse Payroll

Select the fiscal year, payrolls, payroll types, and/or payroll cycles to include on the report.

For example, to choose the monthly payrolls from July through November 2017, select the **01M, 02M, 03M, 04M, and 05M** entries from the **M** Payroll Type under the **2018** fiscal year, as shown below.



Payroll types are indicated by a letter that identifies the kind of payroll to run. **M**, **A**, and **B** payrolls are run once monthly. **X** payrolls are run twice monthly (**A** and **B**). **P** payrolls are run on demand (Payroll on Demand, or POD).

Payroll cycles are identified by a combination of payroll type code and payroll month number (where **01** is the first month of the fiscal year, **02** is the second month, and so on). For example, monthly payroll cycles are numbered **01M** through **12M**. Semi-monthly payrolls are numbered **01A** through **12A** and **01B** through **12B**.

Prompt Page 2

Employee Groups

Select one or more groups of employees for whom to generate the report. To select all employee groups, do not answer this prompt.

Employee groups are categories of employees with similar characteristics. For example, Classified, Certificate, and Management employees may belong to three separate employee groups.

Prompt Page 3

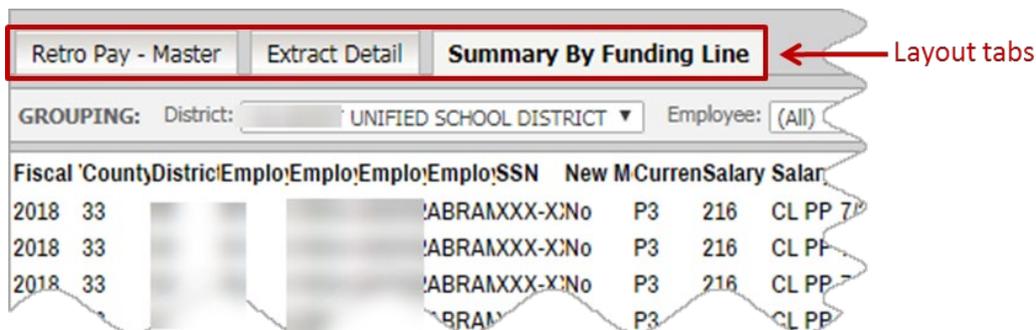
Salary Schedule

Select one or more salary schedules to optionally use for the report. To select all salary schedules, do not answer this prompt.

Salary schedules define monthly salaries on an increasing rate scale for specific groups of employees.

Output

The **Retro Pay - 1.) Payroll History** Report is a tabbed report that presents output data in three different layouts. Each layout has been formatted to be printed or saved as either a PDF file or an Excel file. These layouts may not be optimized for viewing in your browser.



Click a tab at the top of the report to display a layout.

Retro Pay - Master Layout

Displays the history of selected payrolls by employee. It is formatted for exporting or printing as a PDF file. For more information, see [Retro Pay - Master on page 5](#).

Extract Detail Layout

Displays the same data as the Retro Pay - Master Layout but is intended to be exported to Excel. For more information, see [Extract Detail on page 8](#).

Retro Pay Reports

Summary by Funding Line Layout

Summarizes the detailed report data by account line. It is formatted for export to Excel. For more information, see [Summary By Funding Line on page 9](#).

Retro Pay - Master

The Retro Pay - Master layout displays the history of selected payrolls by employee, in a format that can be exported to a PDF file. You may want to save a copy of this report for historical or troubleshooting purposes.

Retro Pay - Master							
Extract Detail Summary By Funding Line							
GROUPING: District: UNIFIED SCHOOL DISTRICT		Retro Employee Group: 06:CLASSIFIED MANAGEMENT/SUPV PERS PAID					
Employee: XXX-XX-		Retro Salary Schedule: (All)				Fiscal Year: (All)	Payroll: (All)
Retro Position: (All)		Retro SACS: (All)		Retro Batch Number: (All)			
UNIFIED SCHOOL DISTRICT				Retro Pay - 1.) Payroll History			June 7, 2018
201 - CL PP MGMT 262 DAYS 9% - Effective: 7/1/2017 - Schedule Type: M - Emp Group: 06 - CLASSIFIED MANAGEMENT/SUPV PERS PAID							
Number	Employee Name	SSN	Curr Prime Ret Code	New Member?	Status		
		XXX-XX-	P1	YES	100 - ACTIVE		
Payroll Amounts:							
Batch Pct FLA	Funding Line	Salary	Extra Pay	900	OT	Other	Total
Payroll: 01M - 2018 Position:		Sal Rate/Type: 7,910.000 (M) Ret Code: P1 FTE: 1.000000					
1.00 580	13-720-5310-0-0000-3700-2382	7,910.00	0.00	0.00	0.00	0.00	7,910.00
0.00 X68	13-720-5310-0-0000-3700-2340	0.00	75.00	0.00	0.00	0.00	75.00
01M Totals:		7,910.00	75.00	0.00	0.00	0.00	7,985.00
Payroll: 02M - 2018 Position:		Sal Rate/Type: 7,910.000 (M) Ret Code: P1 FTE: 1.000000					
1.00 580	13-720-5310-0-0000-3700-2382	7,910.00	0.00	0.00	0.00	0.00	7,910.00
0.00 X68	13-720-5310-0-0000-3700-2340	0.00	75.00	0.00	0.00	0.00	75.00
02M Totals:		7,910.00	75.00	0.00	0.00	0.00	7,985.00
1.00 580	13-720-5310-0-0000-3700-2382	7,910.00	0.00	0.00	0.00	0.00	7,910.00
0.00 X68	13-720-5310-0-0000-3700-2340	0.00	75.00	0.00	0.00	0.00	75.00
05M Totals:		7,910.00	75.00	0.00	0.00	0.00	7,985.00
Schedule: 201 - 7/1/2017 Totals:		39,550.00	375.00	0.00	0.00	0.00	39,925.00
Totals:		39,550.00	375.00	0.00	0.00	0.00	39,925.00
Funding Line Totals:							
580	13-720-5310-0-0000-3700-2382	39,550.00	0.00	0.00	0.00	0.00	39,550.00
X68	13-720-5310-0-0000-3700-2340	0.00	375.00	0.00	0.00	0.00	375.00
Total		39,550.00	375.00	0.00	0.00	0.00	39,925.00

This layout displays account lines and amounts for each payroll, by employee. Account line totals and a grand total are also provided.

Retro Pay Reports

By default, payroll information for the first employee in the first employee group appears. You can display different data by choosing values in the drop-down filter fields in the **GROUPING** panel under the layout tabs. Select filter values, from left to right, as follows.

District

Your district's identification number and name.

Retro Employee Group

An employee group included in the report results.



Note

If multiple employee groups are included in the report, the first employee included in an employee group will appear whenever an employee group is changed.

Employee

The name of an employee that belongs to the selected employee group.

Retro Salary Schedule

A salary schedule for the selected employee.

Fiscal Year

A fiscal year for the selected salary schedule.

Payroll

A payroll run in the selected fiscal year.

Retro Position

A position associated with the selected employee.

Retro SACS

An account line associated with the selected employee's position.

Retro Batch Number

A code that indicates a correction has been made. Codes that may appear are listed in the table below.

Retro Pay Reports

Correction Type	Code	Description
Salary Abatement	A1	Offset row
	A2	Revised row
	A3	Revised - original row, current quarter
	A4	Revised - original row, prior quarter
	A5	Revised - original row, prior year
Cancelled Payroll Warrant	CW	Current quarter
	CQ	Prior quarter
	CP	Prior year
Direct Deposit Reversals	RD	Current quarter
	RQ	Prior quarter
	RP	Prior year



Note

Abatement, cancellation, and reversal amounts should not be included in retroactive payment amounts. For more information about actual corrections made, use the View Employee Earnings Corrections screen in Galaxy to display correction details.

Retro Pay Reports

Extract Detail

The Extract Detail layout displays the history of selected payrolls by employee, sorted by payroll, and then by account line. This layout is formatted to appear correctly when exported to an Excel workbook. The data may appear to be compressed when viewed in a browser.

Fiscal	County	District	Emplo	Emplo	Emplo	Emplo	SSN	New M	Current Salary	Salary	Salary	Salary	Payroll	Payroll	POD	Pos	Ty	Pos	Tit	Pos	Se	Payroll	Salary
2018	33						ABRA\XXX-X\No	P3	216	CL PP	7/2/201M	1	M		2						P3	3	
2018	33						ABRA\XXX-X\No	P3	216	CL PP	7/2/201M	1	M		2						P3	3,654.00	
2018	33						ABRA\XXX-X\No	P3	216	CL PP	7/2/201M	2	M		2						P3	3,654.00	
2018	33						ABRA\XXX-X\No	P3	216	CL PP	7/2/201M	2	M		2						P3	3,654.00	
2018	33						ABRA\XXX-X\No	P3	216	CL PP	7/2/201M	3	M		2						P3	3,654.00	
2018	33						ABRA\XXX-X\No	P3	216	CL PP	7/2/201M	4	M		2						P3	3,654.00	
2018	33						ABRA\XXX-X\No	P3	216	CL PP	7/2/201M	4	M		2						P3	3,654.00	

Salary Batch	Account	FLA	Fund	School	Resource	Project	Goal	Function	Object	Salary	Extra	F900	OT	Other	Total
1.0M	1.00	270	03	730	0105	0	0000	8100	2267	3,654.00	0.00	0.00	0.00	0.00	3,654.00
1.0M	0.00	27P	03	730	0006	0	0000	8100	2220	0.00	0.00	0.00	63.24	0.00	63.24
1.0M	1.00	270	03	730	0105	0	0000	8100	2267	3,654.00	88.00	0.00	0.00	0.00	3,742.00
1.0M	0.00	27B	03	730	0108	0	0000	8100	2220	0.00	0.00	0.00	97.15	0.00	97.15
1.0M	1.00	270	03	730	0105	0	0000	8100	2267	3,654.00	88.00	0.00	0.00	0.00	3,742.00
1.0M	1.00	270	03	315	0105	0	0000	8100	2267	3,654.00	88.00	0.00	0.00	0.00	3,742.00
1.0M	0.00	27B	03	730	0108	0	0000	8100	2220	0.00	0.00	0.00	356.22	0.00	356.22

By default, payroll information for the first employee in the first employee group appears. You can display different data by choosing values in the drop-down filter fields in the **GROUPING** panel under the layout tabs. Select filter values, from left to right, as follows.

District

Your district's identification number and name.

Employee

The name of an employee that is included in the report results.

Retro Salary Schedule

A salary schedule for the selected employee.

Fiscal Year

A fiscal year for the selected salary schedule.

Payroll

A payroll run in the selected fiscal year.

Retro Pay Reports

Retro Position

A position associated with the selected employee.

Retro SACS

An account line associated with the selected employee's position..

When data from this layout is exported to Excel, all employees will be listed in alphabetical order by last name. The data will not be grouped.

Summary By Funding Line

The Summary By Funding Line layout displays the history of selected payrolls by employee, sorted by account line. This layout is formatted to appear correctly when exported to an Excel workbook. The data may appear to be compressed when viewed in a browser.

Retro Pay - Master																							
Extract Detail																							
Summary By Funding Line																							
GROUPING: District: UNIFIED SCHOOL DISTRICT Employee: (All)																							
Fiscal	County	District	Emplo	Emplo	Emplo	Emplo	SSN	New	M	Current	Salary	Salary	Salary	Salary	Pos	Ty	Pos	Tit	Pos	Se	Payroll	Salary	Salary
2018	33		30	CSEA-		ABRA	XXXX-X	No	P3	216	CL	PP	7/2/201M	2			14	P3				3,654.0M	
2018	33		30	CSEA-		ABRA	XXXX-X	No	P3	216	CL	PP	7/2/201M	2			14	P3				3,654.0M	
2018	33		30	CSEA-		ABRA	XXXX-X	No	P3	216	CL	PP	7/2/201M	2			14	P3				3,654.0M	
2018	33		30	CSEA-		ABRA	XXXX-X	No	P3	216	CL	PP	7/2/201M	2			26	P3				3,654.0M	
2018	33		30	CSEA-		ABRA	XXXX-X	No	P3	216	CL	PP	7/2/201M	2			26	P3				3,654.0M	
2018	33		30	CSEA-		ABRA	XXXX-X	No	P3	216	CL	PP	7/2/201M	2			26	P3				3,654.0M	
2018	33		30	CSEA-		ABRA	XXXX-X	No	P3	216	CL	PP	7/2/201M	2			26	P3				3,654.0M	

Retro Salary Schedule: (All) Fiscal Year: (All) Retro Position: (All) Retro SACS: (All)																
Salary	Batch	Account	FLA	Fund	School	Resou	Project	Goal	Function	Object	Salary	Extra	F900	OT	Other	Total
1.00	270	03	730	0105	0	0000	8100	2267	10,962.176.00	0.00	0.00	0.00	0.00	0.00	0.00	11,138.00
0.00	27B	03	730	0108	0	0000	8100	2220	0.00	0.00	0.00	0.00	0.00	0.00	97.15	97.15
0.00	27P	03	730	0006	0	0000	8100	2220	0.00	0.00	0.00	0.00	0.00	0.00	63.24	63.24
1.00	270	03	315	0105	0	0000	8100	2267	7,308.0176.00	0.00	0.00	0.00	0.00	0.00	7,484.00	
0.00	27B	03	730	0108	0	0000	8100	2220	0.00	0.00	0.00	0.00	0.00	0.00	356.22	356.22
0.00	27C	03	730	0105	0	8100	5000	2210	0.00	0.00	0.00	0.00	0.00	0.00	291.45	291.45
0.00	27P	03	730	0006	0	0000	8100	2220	0.00	0.00	0.00	0.00	0.00	0.00	129.53	129.53

Retro Pay Reports

By default, payroll information for the first employee in the first employee group appears. You can display different data by choosing values in the drop-down filter fields in the **GROUPING** panel under the layout tabs. Select filter values, from left to right, as follows.

District

Your district's identification number and name.

Employee

The name of an employee that is included in the report results.

Retro Salary Schedule

A salary schedule for the selected employee.

Fiscal Year

A fiscal year for the selected salary schedule.

Retro Position

A position associated with the selected employee.

Retro SACS

An account line associated with the selected employee's position.

When data from this layout is exported to Excel, all employees will be listed in alphabetical order by last name. The data will not be grouped.

Retro Pay - 2.) Calculated Report

The **Retro Pay 2.) - Calculated** report provides the calculated amount of retroactive salary to pay to each employee based on a percentage increase you specify. This report can be generated for specific employee groups, salary schedules, and adjustment codes, but does not include Extra Pay codes.

The **Retro Pay - 2.) Calculated** report is a tabbed report that presents output in five different layouts.

Retro Pay Document Layout

Displays the retroactive payroll details by employee and the retroactive pay amounts calculated by the reports. It is formatted for exporting or printing as a PDF file. For more information, see [Retro Pay Document on page 16](#).

Extract Detail Layout

Displays the same data as the Retro Pay Document layout but is intended to be exported to Excel. For more information, see [Extract Detail on page 18](#).

Summary by Funding Line Layout

Summarizes the detailed report data by account line. It is formatted for export to Excel. For more information, see [Summary By Funding Line on page 19](#).

Salary Abatements Layout

Shows pending or completed salary abatements that were included in the payrolls listed on the report. It is formatted for export to Excel. For more information, see [Salary Abatements on page 20](#).

UPLOAD Layout

Export this layout to Excel to use as a template for creating a retroactive payroll adjustment upload file in Comma Separated Values (CSV) format. No report data is provided on this layout. For more information, see [Upload on page 21](#).

For instructions on creating the retroactive payroll adjustment upload file, see the document titled *Uploading Payroll Adjustments*, which is available on the RCOE secured website (rcoe.k12.ca.us).

Location

The **Retro Pay - 2.) Calculated** report is located in the Galaxy Direct Reporting Payroll folder.

From the Project Selection page in MicroStrategy, go to:

Galaxy Direct Reporting → Shared Reports → Personnel → Payroll

and then choose the report name:

Retro Pay - 2.) Calculated



Retro Pay - 2.) Calculated

Owner: Administrator

Modified:

1/19/18 1:32:12 PM

Generates Retro Calculation amounts in PDF and Excel formats

Prompts

Several prompts must be answered to define the details to include in the **Retro Pay - 2.) Calculated** report. The prompts are presented in a multi-page format. Each prompt appears on a different page in Microstrategy. Click **Run Document** after answering each prompt to advance to the next Microstrategy page. Multi-page prompts filter data after each prompt answer, resulting in a more efficient report generation.

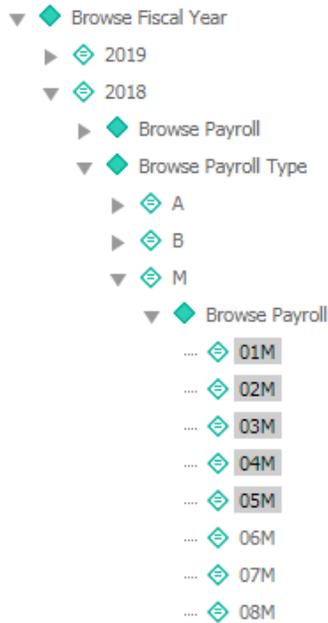
Prompt Page 1

1. Browse Payroll

Select the fiscal year, payrolls, payroll types, and/or payroll cycles to include on the report.

For example, to choose the monthly payrolls from July through November 2017, select the **01M, 02M, 03M, 04M,** and **05M** entries from the **M** Payroll Type under the **2018** fiscal year, as shown below.

Retro Pay Reports



Payroll types are indicated by a letter that identifies the kind of payroll to run. **M**, **A**, and **B** payrolls are run once monthly. **X** payrolls are run twice monthly (**A** and **B**). **P** payrolls are run on demand (Payroll on Demand, or POD).

Payroll cycles are identified by a combination of payroll type code and payroll month number (where **01** is the first month of the fiscal year, **02** is the second month, and so on). For example, monthly payroll cycles are numbered **01M** through **12M**. Semi-monthly payrolls are numbered **01A** through **12A** and **01B** through **12B**.

2. Enter the Retro Percent

Enter the percent of retroactive salary increase. Enter the percentage amount using a whole number. For example, to specify a two percent increase, enter **2**. Do not enter the increase percentage as a decimal number (**.02**) or with a percent sign (**2%**).

3. Exclude ALL adjustment codes

Check this box if you do not want to generate a report based on one or more payroll adjustment codes. If you do want to include adjustment codes as part of your report selection criteria, do not check this box and select the adjustment codes in stage 3 of the prompt answers.

Adjustment codes are 3-digit codes that identify the specific payroll adjustment to make.

Prompt Page 2

Employee Groups

Select one or more groups of employees for whom to generate the report. To select all employee groups, do not answer this prompt.

Employee groups are categories of employees with similar characteristics. For example, Classified, Certificate, and Management employees may belong to three separate employee groups.

Prompt Page 3

1. Salary Schedule

Select one or more salary schedules to optionally use for the report. To select all salary schedules, do not answer this prompt.

Salary schedules define monthly salaries on an increasing rate scale for specific groups of employees.

2. Adjustment Codes

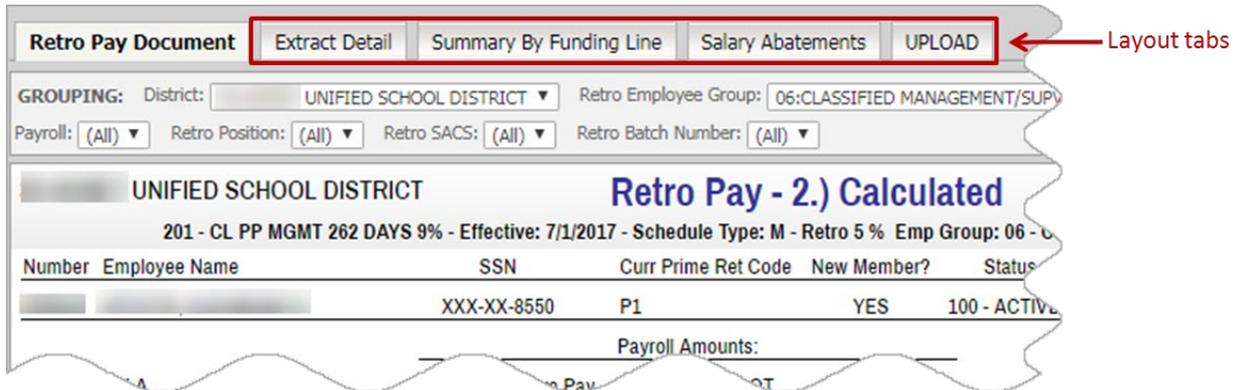
Select one or more 3-digit codes that identify specific types of payroll adjustments. If you checked the **Exclude ALL adjustment codes** box in Stage 1 of the prompt values, do not select any adjustment codes. However, if you did not check the **Exclude ALL adjustment codes** box, you must select at least one adjustment code, otherwise all listed adjustment codes will be included in the report generation criteria.

Adjustment codes are 3-digit codes that identify the specific payroll adjustment to make.

If you need assistance determining which adjustment codes to select, contact DFS.

Output

The **Retro Pay - 2.) Calculated** report is a tabbed report that presents output data in four different layouts. Each layout has been formatted to be printed or saved as either a PDF file or an Excel file. These layouts may not be optimized for viewing in your browser.



Click a tab at the top of the report to display a layout.

Retro Pay Document Layout

Displays the retroactive payroll details by employee and the retroactive pay amounts calculated by the reports. It is formatted for exporting or printing as a PDF file. For more information, see [Retro Pay Document on page 16](#).

Extract Detail Layout

Displays the same data as the Retro Pay Document layout but is intended to be exported to Excel. For more information, see [Extract Detail on page 18](#).

Summary by Funding Line Layout

Summarizes the detailed report data by account line. It is formatted for export to Excel. For more information, see [Summary By Funding Line on page 19](#).

Salary Abatements Layout

Shows pending or completed salary abatements that were included in the payrolls listed on the report. It is formatted for export to Excel. For more information, see [Salary Abatements on page 20](#).

UPLOAD Layout

Export this layout to Excel to use as a template for creating a retroactive payroll adjustment upload file in Comma Separated Values (CSV) format. No report data is provided on this layout. For more information, see [Upload on page 21](#).

Retro Pay Reports

Retro Pay Document

The Retro Pay Document layout displays the history of selected payrolls by employee and the retroactive salary pay calculated for each payroll, in a format that can be exported to a PDF file.

Retro Pay Document														
Extract Detail		Summary By Funding Line			Salary Abatements			UPLOAD						
GROUPING: District: UNIFIED SCHOOL DISTRICT Retro Employee Group: 06:CLASSIFIED MANAGEMENT/SUPV PERS PAID Employee: XXX-XX Retro Salary Schedule: (All) Fiscal Year: (All) Payroll: (All) Retro Position: (All) Retro SACS: (All) Retro Batch Number: (All)														
UNIFIED SCHOOL DISTRICT											Retro Pay - 2.) Calculated		June 7, 2018	
201 - CL PP MGMT 262 DAYS 9% - Effective: 7/1/2017 - Schedule Type: M - Retro 1 % Emp Group: 06 - CLASSIFIED MANAGEMENT/SUPV PERS PAID														
Number	Employee Name	SSN	Curr Prime	Ret Code	New Member?	Status								
		XXX-XX-	P1		YES	100 - ACTIVE								
Payroll Amounts:							Retro Amounts: (excluding extra pay)							
Batch Pct	FLA	Funding Line	Salary	Extra Pay	900	OT	Other	Total	Salary	Extra Pay	900	OT	Other	Tot Retro
Payroll: 01M - 2018 Position: 2-613-001			Sal Rate/Type: 7,910.000 (M) Ret Code: P1			FTE: 1.000000		Calc Sal Rate: 7,989.100						
1.00	580	13-720-5310-0-0000-3700-2382	7,910.00	0.00	0.00	0.00	7,910.00	79.10	0.00	0.00	0.00	0.00	0.00	79.10
0.00	X68	13-720-5310-0-0000-3700-2340	0.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01M Totals:			7,910.00	0.00	0.00	0.00	7,985.00	79.10	0.00	0.00	0.00	0.00	0.00	79.10
Payroll: 02M - 2018 Position: 2-613-001			Sal Rate/Type: 7,910.000 (M) Ret Code: P1			FTE: 1.000000		Calc Sal Rate: 7,989.100						
1.00	580	13-720-5310-0-0000-3700-2382	7,910.00	0.00	0.00	0.00	7,910.00	79.10	0.00	0.00	0.00	0.00	0.00	79.10
0.00	X68	13-720-5310-0-0000-3700-2340	0.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02M Totals:			7,910.00	0.00	0.00	0.00	7,985.00	79.10	0.00	0.00	0.00	0.00	0.00	79.10
Schedule: 201 - 7/1/2017 Totals:			39,550.00	0.00	0.00	0.00	39,925.00	395.50	0.00	0.00	0.00	0.00	0.00	395.50
Totals:			39,550.00	0.00	0.00	0.00	39,925.00	395.50	0.00	0.00	0.00	0.00	0.00	395.50
Funding Line Totals:														
580	13-720-5310-0-0000-3700-2382	39,550.00	0.00	0.00	0.00	39,550.00	395.50	0.00	0.00	0.00	0.00	0.00	0.00	395.50
X68	13-720-5310-0-0000-3700-2340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		39,550.00	0.00	0.00	0.00	39,550.00	395.50	0.00	0.00	0.00	0.00	0.00	0.00	395.50

This layout displays account lines and amounts for each payroll, by employee. Account line totals and a grand total are also provided.

By default, payroll information for all employees found using your prompt answers appears in this layout. You can display less information by selecting different values in the drop-down filter fields, as follows.

District

Your district's identification number and name.

Retro Employee Group

An employee group included in the report results.



Note

If multiple employee groups are included in the report, the first employee included in an employee group will appear whenever an employee group is changed.

Retro Pay Reports

Employee

The name of an employee that belongs to the selected employee group.

Retro Salary Schedule

A salary schedule for the selected employee.

Fiscal Year

A fiscal year for the selected salary schedule.

Payroll

A payroll run in the selected fiscal year.

Retro Position

A position associated with the selected employee.

Retro SACS

An account line associated with the selected employee's position.

When data from this layout is exported to Excel, all employees will be listed in alphabetical order by last name. The data will not be grouped.

Retro Pay Reports

Extract Detail

The Extract Detail layout displays the history of selected payrolls and retroactive pay amounts by employee, sorted by payroll, and then by account line. This layout is formatted to appear correctly when exported to an Excel workbook. The data may appear to be compressed when viewed in a browser. Some districts use the data from this layout to create a retro payroll adjustment upload file.

Retro Pay Document															Extract Detail															Summary By Funding Line															Salary Abatements															UPLOAD														
GROUPING: District: UNIFIED SCHOOL DISTRICT															Employee: (All)															Retro Salary Schedule:																																												
Fiscal Year	County	District	Emplo	Emplo	Emplo	Emplo	SSN	New Hire	Current	Salary	Salary	Salary	Salary	Retro	Payroll	Payroll	POD	Pos	Ty	Pos	Tit	Pos	Se	Payroll	Abaten	Salary	F																																															
2018	33						:XXX-X:Y	YES	P1	290	CL	W/C7/2/201M	1.000	1	M	2							P1			3,035.0M																																																
2018	33						:XXX-X:Y	YES	P1	290	CL	W/C7/2/201M	1.000	2	M	2							P1			3,035.0M																																																
2018	33						:XXX-X:Y	YES	P1	290	CL	W/C7/2/201M	1.000	2	M	2							P1			3,035.0M																																																
2018	33						:XXX-X:Y	YES	P1	290	CL	W/C7/2/201M	1.000	3	M	2							P1			3,035.0M																																																
2018	33						:XXX-X:Y	YES	P1	290	CL	W/C7/2/201M	1.000	3	M	2							P1			3,035.0M																																																
2018	33						:XXX-X:Y	YES	P1	290	CL	W/C7/2/201M	1.000	3	M	2							P1			3,035.0M																																																

Retro Salary Schedule: (All)															Fiscal Year: (All)															Payroll: (All)															Retro Position: (All)															Retro SACS: (All)														
Batch	Account	FLA	Fund	School	Resou	Project	Goal	Function	Object	Salary	Extra	F900	OT	Other	Total	Retro	Retro	Retro	Retro	Total																																																						
3,065.3	1.00	270	03	730	0104	0	0000	8100	2267	1,517.5	0.00	0.00	0.00	0.00	1,517.5	15.18	0.00	0.00	0.00	15.18																																																						
3,065.3	0.00	26E	03	158	0106	0	0000	8100	2210	0.00	0.00	0.00	0.00	0.00	1,435.81	435.8	0.00	0.00	0.00	14.36																																																						
3,065.3	1.00	270	03	730	0104	0	0000	8100	2267	1,517.5	0.00	0.00	0.00	0.00	1,517.5	15.18	0.00	0.00	0.00	15.18																																																						
3,065.3	1.00	270	03	730	0104	0	0000	8100	2267	1,517.5	0.00	0.00	0.00	0.00	1,517.5	15.18	0.00	0.00	0.00	15.18																																																						
3,065.3	0.00	27F	03	159	0107	0	0000	8100	2230	0.00	0.00	0.00	0.00	0.00	215.38	215.38	0.00	0.00	0.00	2.15																																																						
3,065.3	0.00	27G	03	180	0107	0	0000	8100	2230	0.00	0.00	0.00	0.00	0.00	71.79	71.79	0.00	0.00	0.00	0.72																																																						
3,065.3	0.00	27L	03	165	0107	0	0000	8100	2230	0.00	0.00	0.00	0.00	0.00	215.38	215.38	0.00	0.00	0.00	2.15																																																						

By default, payroll information for the first employee in the first employee group appears. You can display different data by choosing values in the drop-down filter fields in the **GROUPING** panel under the layout tabs. Select filter values, from left to right, as follows.

District

Your district's identification number and name.

Employee

The name of an employee that is included in the report results.

Retro Salary Schedule

A salary schedule for the selected employee.

Fiscal Year

A fiscal year for the selected salary schedule.

Retro Pay Reports

Payroll

A payroll run in the selected fiscal year.

Retro Position

A position associated with the selected employee.

Retro SACS

An account line associated with the selected employee's position.

When data from this layout is exported to Excel, all employees will be listed in alphabetical order by last name. The data will not be grouped.

Summary By Funding Line

The Summary By Funding Line layout displays a history of selected payrolls and retroactive pay amounts, sorted by account line. This layout is formatted to appear correctly when exported to an Excel workbook. The data may appear to be compressed when viewed in a browser.

Retro Pay Document		Extract Detail		Summary By Funding Line		Salary Abatements		UPLOAD																		
GROUPING:		District: UNIFIED SCHOOL DISTRICT		Employee: (All)		Retro Sa																				
Fiscal	County	District	Emplo	Emplo	Emplo	Emplo	SSN	New M	Curren	Salary	Salary	Salary	Salary	Retro	I	Ty	Pos	Ti	Pos	Se	Payroll	Salary	Salary	Calc	S	Sal
2018	33		30	CSEA		XX-X	No	P3	216	CL	PP	7/2/201M	2.500							P3	3,654.0M	3,745.3				
2018	33		30	CSEA		XX-X	No	P3	216	CL	PP	7/2/201M	2.500							P3	3,654.0M	3,745.3				
2018	33		30	CSEA		XX-X	No	P3	216	CL	PP	7/2/201M	2.500							P3	3,654.0M	3,745.3				
2018	33		30	CSEA		XX-X	No	P3	216	CL	PP	7/2/201M	2.500							P3	3,654.0M	3,745.3				
2018	33		30	CSEA		XX-X	No	P3	216	CL	PP	7/2/201M	2.500							P3	3,654.0M	3,745.3				
2018	33		30	CSEA		XX-X	No	P3	216	CL	PP	7/2/201M	2.500							P3	3,654.0M	3,745.3				
2018	33		30	CSEA		XX-X	No	P3	216	CL	PP	7/2/201M	2.500							P3	3,654.0M	3,745.3				

Retro Salary Schedule: (All)		Fiscal Year: (All)		Retro Position: (All)		Retro SACS: (All)																			
Ac	S	Batch	Account	FLA	Fund	School	Resou	Projec	Goal	Func	ti	Object	Salary	Extra	F900	OT	Other	Total	Retro	Retro	Retro	Retro	(Retro	(Total	R
5.3	1.00	270	03	730	0105	0	0000	8100	2267	10,962.			0.00	0.00	0.00	10,962.274.05			0.00	0.00			274.05		
5.3	0.00	27B	03	730	0108	0	0000	8100	2220	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		
745.3	0.00	27P	03	730	0006	0	0000	8100	2220	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		
8	1.00	270	03	315	0105	0	0000	8100	2267	7,308.0			0.00	0.00	0.00	7,308.0182.70			0.00	0.00			182.70		
45.3	0.00	27B	03	730	0108	0	0000	8100	2220	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		
45.3	0.00	27C	03	730	0105	0	8100	5000	2210	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		
8	0.00	27P	03	730	0006	0	0000	8100	2220	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		

Retro Pay Reports

By default, payroll information for the first employee in the first employee group appears. You can display different data by choosing values in the drop-down filter fields in the **GROUPING** panel under the layout tabs. Select filter values, from left to right, as follows.

District

Your district's identification number and name.

Employee

The name of an employee that is included in the report results.

Retro Salary Schedule

A salary schedule for the selected employee.

Fiscal Year

A fiscal year for the selected salary schedule.

Retro Position

A position associated with the selected employee.

Retro SACS

An account line associated with the selected employee's position.

When data from this layout is exported to Excel, all employees will be listed in alphabetical order by last name. The data will not be grouped.

Salary Abatements

The Salary Abatements layout lists all salary abatements that were made during the retroactive pay period. Use this information to identify the employees who have pending and approved salary abatements so that retroactive salary increases are not paid on the abatement amounts. This report is formatted to appear correctly when exported to an Excel workbook.

Number	Employee Name	SSN	Payroll	Abatement Status
		XXX-XX-7929	01M - 2018	COMPLETED
		XXX-XX-1570	01M - 2018	COMPLETED

Retro Pay Reports

By default, information for all salary abatements appear. You can display different data by selecting different values in the drop-down filter fields, as follows.

District

Your district's identification number and name.

Retro Employee Group

An employee group included in the report results.



Note

If multiple employee groups are included in the report, the first employee included in an employee group will appear whenever an employee group is changed.

Employee

The name of an employee that belongs to the selected employee group.

Retro Salary Schedule

A salary schedule for the selected employee.

Fiscal Year

A fiscal year for the selected salary schedule.

Payroll

A payroll run in the selected fiscal year.

Upload

The UPLOAD layout can be exported to Excel for use as a template for creating a retroactive payroll adjustment upload file. No data from the report appears in this layout.

Districts use this when performing a retro on salary only and not on payroll adjustments (using Adjustment Codes). If paying on adjustments, they use the Extract Detail tab results to create an upload file since it has more information and they can separately identify retro payments to additional assignments or outgrowth, thereby use a different retro code on them (How To...New Retro Reports by Carolyn in DFS). 0

Retro Pay - 3.) Extra Pay Report

The **Retro Pay - 3.) Extra Pay** report provides the calculated amount of retroactive Extra Pay to pay to each employee based on report criteria you specify, including the percentage of pay increase.

The **Retro Pay - 3.) Extra Pay** report is a tabbed report that presents output in two different layouts.

Extra Pay Detail

Displays the Extra Pay for selected payrolls by employee and the retroactive pay associated with the Extra Pay amounts. It is formatted to be exported to an Excel spreadsheet. For more information, see [Extra Pay Detail on page 25](#).

Extra Pay Summary

Displays a summary of Extra Pay and associated retroactive pay. It is formatted to be exported to an Excel worksheet. For more information, see [Extract Detail on page 8](#).

Location

This report is located in the Galaxy Direct Reporting Payroll folder.

From the Project Selection page in MicroStrategy, go to:

Galaxy Direct Reporting → Shared Reports → Personnel → Payroll

and then choose the report name.

Retro Pay - 3.) Extra Pay



Retro Pay - 3.) Extra Pay

Owner: Administrator

Modified:
9/29/17 1:33:03 PM

Prompts

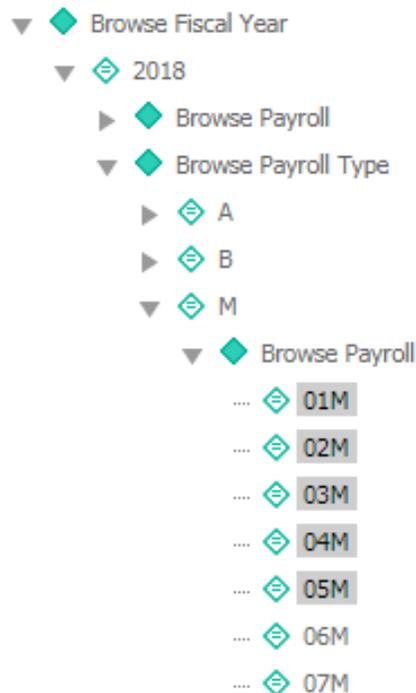
Several prompts must be answered to define the details to include in the **Retro Pay - 3.) Extra Pay** report. The prompts are presented in a multi-page format. Each prompt appears on a different page in Microstrategy. Click **Run Document** after answering each prompt to advance to the next Microstrategy page. Multi-page prompts filter data after each prompt answer, resulting in a more efficient report generation.

Prompt Page 1

Browse Payroll

Select the fiscal year, payrolls, payroll types, and/or payroll cycles to include on the report.

For example, to choose the monthly payrolls from July through November 2017, select the **01M, 02M, 03M, 04M, and 05M** entries from the **M** Payroll Type under the **2018** fiscal year, as shown below.



Payroll types are indicated by a letter that identifies the kind of payroll to run. **M**, **A**, and **B** payrolls are run once monthly. **X** payrolls are run twice monthly (**A** and **B**). **P** payrolls are run on demand (Payroll on Demand, or POD).

Retro Pay Reports

Payroll cycles are identified by a combination of payroll type code and payroll month number (where **01** is the first month of the fiscal year, **02** is the second month, and so on). For example, monthly payroll cycles are numbered **01M** through **12M**. Semi-monthly payrolls are numbered **01A** through **12A** and **01B** through **12B**.

Enter the Retro Percent

Enter the percent of retroactive salary increase. Enter the percentage amount using a whole number. For example, to specify a two percent increase, enter **2**. Do not enter the increase percentage as a decimal number (**.02**) or with a percent sign (**2%**).

Prompt Page 2

Actual Employee Groups

Select one or more groups of employees for whom to generate the report. To select all employee groups, do not answer this prompt.

Employee groups are categories of employees with similar characteristics. For example, Classified, Certificate, and Management employees may belong to three separate employee groups.

Prompt Page 3

Salary Schedule

Select one or more salary schedules to optionally use for the report. To select all salary schedules, do not answer this prompt.

Salary schedules define monthly salaries on an increasing rate scale for specific groups of employees.

Prompt Page 4

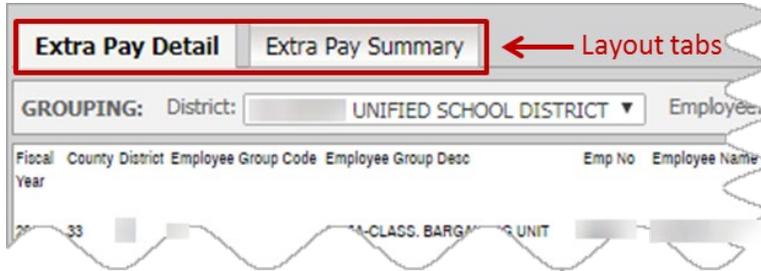
Extra Pay Codes

Select one or more Extra Pay codes that were used during the selected retroactive pay period.

Extra Pay is identified by 4-digit codes used to describe payments made to employees outside of salary schedule payments. For example, an employee might earn night differential extra pay for working the night shift.

Output

The **Retro Pay - 3.) Extra Pay** report is a tabbed report that presents output data in two different layouts.



Click a tab at the top of the report to display a layout.

Extra Pay Detail

Displays the history of Extra Pay for selected payrolls by employee and the retroactive pay associated with the Extra Pay. It is formatted to be exported to an Excel worksheet. For more information, see [Extra Pay Detail on page 25](#).

Extra Pay Summary

Displays a summary of Extra Pay and associated retroactive pay. It is formatted to be exported to an Excel worksheet. For more information, see [Extra Pay Summary on page 26](#).

Extra Pay Detail

The Extra Pay Summary layout lists detailed information about the Extra Pay amounts paid to employees during the retroactive payroll period.

Fiscal Year	County	District	Employee Group Code	Employee Group Desc	Emp No	Employee Name	SSN	Extra Pay Code	Extra Pay Desc	PERS Adj Code	STRS Adj Code	Salary Schedule ID	Salary Schedule
2018	33		30	CSEA-CLASS. BARGAINING UNIT				0003	NIGHT DIFFERENTIAL	801	960	290	CL W/O PP 12MO. 260 DAYS 1.5%
2018	33		30	CSEA-CLASS. BARGAINING UNIT				0003	NIGHT DIFFERENTIAL	801	960	290	CL W/O PP 12MO. 260 DAYS 1.5%
2018	33		30	CSEA-CLASS. BARGAINING UNIT				0003	NIGHT DIFFERENTIAL	801	960	290	CL W/O PP 12MO. 260 DAYS 1.5%
2018	33		30	CSEA-CLASS. BARGAINING UNIT				0003	NIGHT DIFFERENTIAL	801	960	290	CL W/O PP 12MO. 260 DAYS 1.5%

Schedule	Salary Schedule Desc	Salary Schedule Effective Date	Salary Schedule Type	Retro Percent	Payroll Cycle	Payroll Type	POB	Pos Type	Pos Title	Pos Seq	Abatement Status	Extra Pay Amt	Retro Extra Pay Amt
	CL W/O PP 12MO. 260 DAYS 1.5%	7/2/2015	M	2.5	2	M						38.00	0.95
	CL W/O PP 12MO. 260 DAYS 1.5%	7/2/2015	M	2.5	3	M						38.00	0.95
	CL W/O PP 12MO. 260 DAYS 1.5%	7/2/2015	M	2.5	4	M						38.00	0.95
	CL W/O PP 12MO. 260 DAYS 1.5%	7/2/2015	M	2.5	5	M						38.00	0.95

Retro Pay Reports

By default, extra pay information for the first employee found using your prompt answers appears. You can display different data by choosing values in the drop-down filter fields in the **GROUPING** panel under the layout tabs. Select filter values, from left to right, as follows.

District

Your district's identification number and name.

Employee

The name of an employee that is included in the report results.

Payroll

A payroll run in the selected fiscal year.

Retro Actual Position

A position associated with the selected employee.

Retro Actual Extra Pay

An Extra Pay code associated with the selected employee's position.

Extra Pay Summary

The Extra Pay Summary layout lists summary information about the Extra Pay amounts paid to employees during the retroactive payroll period.

Fiscal Year	County	District	Employee Group Code	Employee Group Desc	Emp No	Employee Name	SSN	Extra Pay Code	Extra Pay Desc	PERS Adj Code	STP
2018	33	30		CSEA-CLASS, BARGAINING UNIT				0003	NIGHT DIFFERENTIAL	801	960
2018	33	30		CSEA-CLASS, BARGAINING UNIT				0003	NIGHT DIFFERENTIAL	801	960
2018	33	30		CSEA-CLASS, BARGAINING UNIT				0003	NIGHT DIFFERENTIAL	801	960
2018	33	30		CSEA-CLASS, BARGAINING UNIT				0003	NIGHT DIFFERENTIAL	801	960

% Code	STRS Adj Code	Salary Schedule ID	Salary Schedule Desc	Salary Schedule Effective Date	Salary Schedule Type	Retro Percent	Extra Pay Amt	Retro Extra Pay Amt
960		290	CL W/O PP 12MO. 260 DAYS 1.5%	7/2/2015	M	2.5	152.00	3.80
960		216	CL PP 12 MO. 260 DAYS 1.5%	7/2/2015	M	2.5	352.00	8.80
960		216	CL PP 12 MO. 260 DAYS 1.5%	7/2/2015	M	2.5	352.00	8.80
960		216	CL PP 12 MO. 260 DAYS 1.5%	7/2/2015	M	2.5	440.00	11.00

Retro Pay Reports

By default, extra pay information for the first employee found using your prompt answers appears. You can display different data by choosing values in the drop-down filter fields in the **GROUPING** panel under the layout tabs. Select filter values, from left to right, as follows.

District

Your district's identification number and name.

Employee

The name of an employee that is included in the report results.

Retro Actual Extra Pay

An Extra Pay code associated with the selected employee's position.