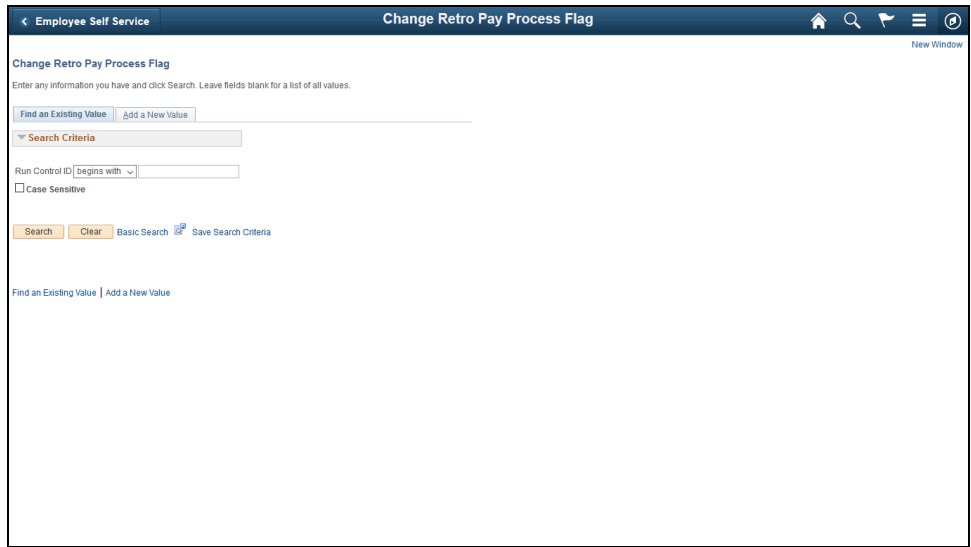
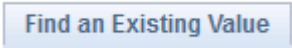



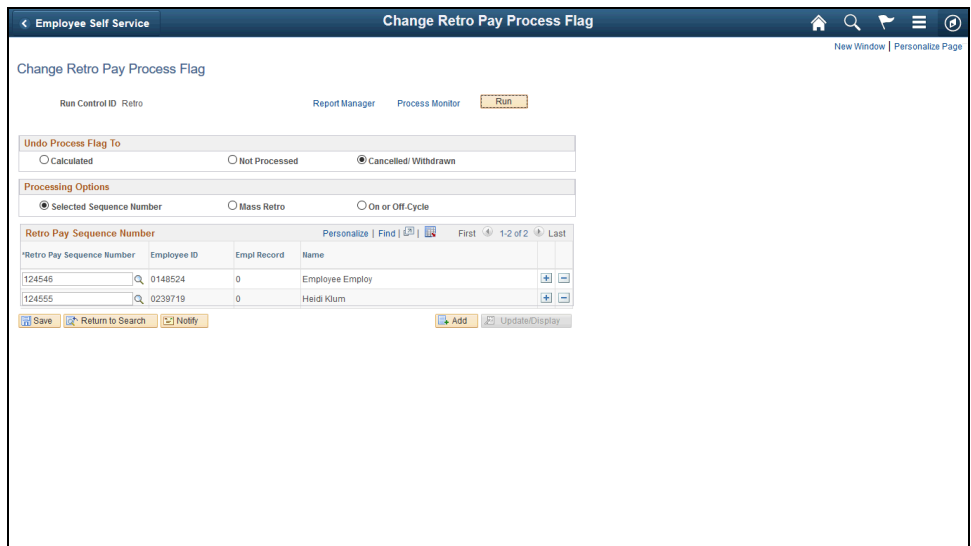


PY029.03: Change Retro Pay Process Flag to Cancelled or Withdrawn

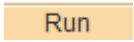
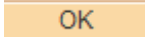
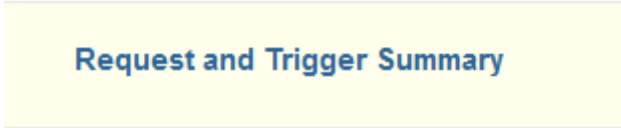
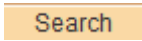
Step	Action
1.	<p>To review Retro Pay that has been calculated you can run the query: BOR_PY_RETRO_ANALYSIS</p> <p>Navigator > Reporting Tools > Query > Query Manager</p>
2.	<p>Run the query and review the results that have a Retro Pay Process Flag = Calculated</p>
3.	<p>Validate that the retro pay should be paid. To assist with the validation process you can run the query: BOR_PY_RTP_EARNINGS_BY_RUNID</p> <p>Navigator > Reporting Tools > Query > Query Manager</p>
4.	<p>This query is run by Pay Run ID and returns employees with the following earnings with the following earnings codes:</p> <p>RAS RCG RCP RCS RCT RML R17 R18 R19 RTF RTH RTJ RTO RTP RTS RTV RTW</p> <p>You can compare the calculated retro pay against what was already paid on the payline. If you find that the retro pay has already been paid you will need to update the Retro Pay Process Flag to Cancelled/Withdrawn.</p>
5.	<p>To cancel or withdraw a calculated retroactive payment for an employee you will need to run the "Change Retro Pay Process Flag" process.</p> <p>Navigator > Payroll for North America > Retroactive Payroll > Retro Pay > Process and Review Requests > Change Retro Pay Process Flag</p> <div data-bbox="363 1787 987 1912" style="border: 1px solid black; background-color: #ffffcc; padding: 5px; text-align: center;"> <p>Change Retro Pay Process Flag</p> </div>



Step	Action
6.	Access the “ Find an Existing Value ” tab and click Search. If you have an existing Run Control ID you can select it and proceed to the Run Control Page. 
7.	If there is not one already existing you will be asked to enter a Run Control ID. Select “ Add a New Value ” and enter a Run Control ID that you would like to use. 





Step	Action
8.	<p>When you get to the Run Control page make the following selections:</p> <ul style="list-style-type: none"> a.Undo Process Flag To – select the 'Cancelled/Withdrawn' radio button b.Processing Option – select the default "Selected Sequence Number" radio button c.Retro Pay Sequence Number – enter the Sequence Number from the BOR_PY_RETRO_ANALYSIS query results for the employees who should not receive the retroactive payment.
9.	<p>Click the Run button.</p> <p style="text-align: center;"></p>
10.	<p>This will bring you to the Process Scheduler Request. Select OK.</p> <p style="text-align: center;"></p>
11.	<p>Access the Process Monitor by clicking on the "Process Monitor" link to the left of the Run button.</p> <p>Click Refresh until the process runs to Success.</p>
12.	<p>To validate that the Change Retro Pay Process Flag process successfully updated the employee's Retro Pay Request to Cancelled/Withdrawn navigate to the Retro Pay Request and Trigger Summary page:</p> <p>Navigator > Payroll for North America > Retroactive Payroll > Retro Pay > Process and Review Requests > Request and Trigger Summary</p> <p style="text-align: center;"></p>
13.	<p>In the Search Criteria enter either the Empl ID or Retro Pay Sequence Number.</p> <p>Click Search button.</p> <p style="text-align: center;"></p>
14.	<p>End of Procedure.</p>