**Retro Adjustment
Example Q
Option 1**

PRIOR PERIOD
Cred Comp $1650

Reg Pay
+ $150

Original Reg Pay
$1500

CURRENT PERIOD
Cred Comp $1650
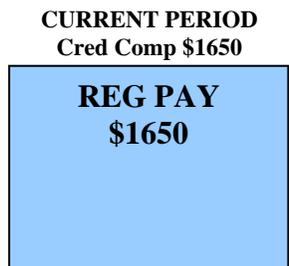
**REG PAY
$1650**

$1500 Semi-Monthly Salary increased to $1650 Semi-Monthly, retroactive to the prior pay period.

1. Calculate the amount of retro pay due the employee for the prior pay period.

   a. $1650 minus $1500 = $150
   b. Add the total amount of retro pay due the employee ($150) to the new Semi-Monthly Salary: $150 + $1650 = $1800.
   c. Enter this amount ($1800) on HUA03 as a Regular Pay override.

2. Calculate the amount of the Retirement (012 or 127, 116, 117), Retiree Credit (105, 115) and Buyback deductions (017, 043) necessary for the new Semi-Monthly Salary ($1650) in the current period.

   a. Enter individual HUD01 override transactions for each of these deductions based on the amount of the new semi-monthly rate.
   b. Group Life and LTD will automatically calculate correctly based on the new rate.

3. Calculate the Retirement, Retiree Credit, Group Life, LTD, and Buyback deduction adjustments necessary for the retro increase.

   a. These adjustments must be entered on HTODA as an automated 1501 to ensure that the proper period is reported to VRS. See the screen print on the next page.
   b. On the 503 line fill in a check no, check date, and begin and end date using the dates of the prior pay period so that the adjustment is recorded by VRS in the proper period.
   c. Enter the total amount that the employee will pay for deductions 012 (Emp Ret), 017 and 043 (Buyback) in "Net Pay". Use indicators "M" and "Y".
   d. On the 500 line, leave all fields blank. Use Indicators "M" and "Y".
   e. Use both of the 550 lines to enter all applicable deduction amounts for Retirement, Retiree Credit, Group Life, LTD and Buyback. Use Indicators "P" and "Y" for each line used.

4. The item will appear on Report 869.

5. Imputed Life will need to be adjusted on HTPSA for the retroactive months. Research to see if the employee had any overtime, shift pay, or other items that may need adjusting for the retroactive periods. Key adjustment transactions as necessary.

Retro Adjustment Example Q, Option 1 continued

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> GUH   230,00001357200                                              ON HTODA

                    --EMPLOYEE DEDUCTION REFUND/ADJUSTMENT--

 _ COMPANY--> 00230 EMPLOYEE NO--> 0000999990 - 0 PAGE NUMBER--> 00001

TRN  CHECK NO.      CHK DT     BEG DT    END DT    REAS  TU      NET        + Y
503 2300000001     07162011   06102011  06242011   _    000   00000000750   M Y

      ST/LOC    FIT          OASDI        HI         OTHER       GROSS      + Y
                SIT          LOCAL        DI
500 000000 00000000000  00000000000 00000000000 00000000000 00000000000    M Y
           00000000000  00000000000 00000000000

                   *------ VOLUNTARY DEDUCTIONS ------*
550  012 00000000750  116 00000001160  117 00000002015  105 00000000134    P Y
     115 00000000015  000 00000000000  000 00000000000
550  102 00000000111  120 00000000042  104 00000000099  144 00000000150    P Y
     000 00000000000  000 00000000000  000 00000000000

 DEDUCTIONS    +   TAXES    +      NET      =  TOTAL PAYS   =   GROSS
 00000000750      00000000000   00000000750-  00000000000     00000000000
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