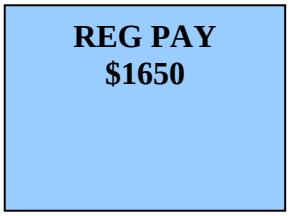
Retro Adjustment Example Q Option 2

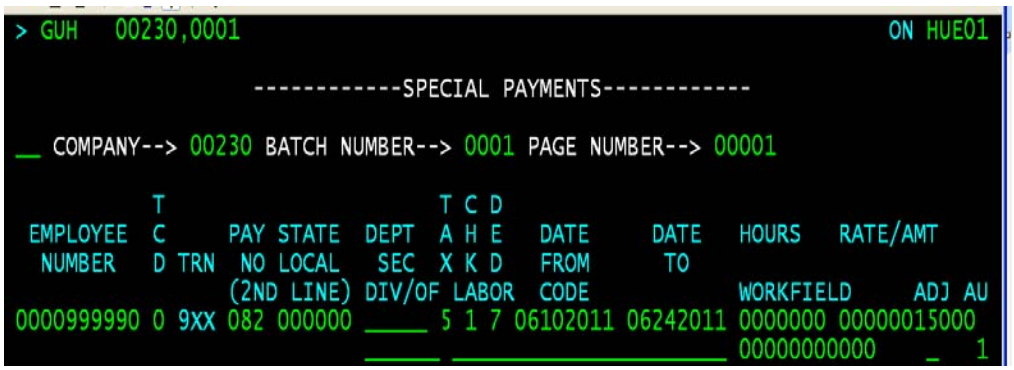
PRIOR PERIOD
Cred Comp $1650

CURRENT PERIOD
Cred Comp $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. Use Special Pay 082 (RETRO PAY) on HUE01 (see screen print on next page).
   c. Use indicators Tax “5”, Check “1” and Deductions “7”.
   d. Enter the Pay Period that the adjustment is for in “Date From” and “Date To”. There should be a separate transaction for each pay period when multiple periods are involved. Each period will be treated as a separate payment even when check indicator of “0” is used.
   e. Enter the dollar amount of the adjustment in the “Rate/Amount” field.
2. The HUE01 transaction will handle all of the Retirement (012 or 127, 116, 117), Retiree Credit (105, 115), and Buyback (017, 043) deductions automatically. The item will not appear on Report 869 if you use this option.
3. Group Life and LTD Benefits should be calculated and entered on HTODA as instructed in Payroll Bulletin 2005-07.
4. Imputed Life will need to be adjusted on HTPSA for the retroactive months.
5. 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.



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> GUH   00230,0001                                                    ON HUE01

                    ------------SPECIAL PAYMENTS------------

__ COMPANY--> 00230 BATCH NUMBER--> 0001 PAGE NUMBER--> 00001

          T                      T C D
 EMPLOYEE C     PAY STATE  DEPT  A H E   DATE     DATE   HOURS   RATE/AMT
  NUMBER  D TRN  NO LOCAL   SEC  X K D   FROM      TO
                (2ND LINE) DIV/OF LABOR  CODE            WORKFIELD     ADJ AU
0000999990 0 9XX 082 000000 _____ 5 1 7 06102011 06242011 0000000 00000015000
                            ______ ____________________ 00000000000    _   1
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