

# Enterprise - How to Process Retro Pay

Last Modified on 01/02/2020 3:12 pm CST

## What is Retro Pay?

Retro pay, retroactive pay, or back pay is defined as income from a previous weekend date being owed and paid to an employee. This may be utilized for a multitude of reasons including having an incorrect pay rate originally established and paid out to the employee, or a missed pay raise.

## How to Document Retro Pay in Enterprise:

### Step 1:

Make sure you have made the appropriate corrections to the related assignment. This could be simply updating the pay and bill rate information (if it was originally entered incorrectly) or completing a [pay raise](#). This is important so that going forward, the employee is paid correctly and future errors are avoided.

### Step 2:

In time entry, enter the hours and rates as the difference owed. To do this, locate the employee's timecard in time entry and create a [duplicate timesheet](#). In this example, let's say our employee was paid \$16.00/hr last week for 40 hours worked when they should have been paid at a rate of \$17.00/hr.

**\*Note\*** If the timecard was already created for *this* week at *last* week's incorrect pay/bill rate, you will need to [refresh the timecard](#) after making the appropriate updates to the related assignment record.

In timecard one, the pay code is updated to retro, the hours worked last week are entered, the pay rate and bill rate is entered as the difference owed, and the weekend

date is set to the prior week.

In timecard two, the hours are entered as normal, but the updated/correct pay and bill rates are reflected.

Drag a column header here to group by that column.

Status	Name	Customer	Branch	Pay Code	RT Hrs	OT Hrs	Bill	Pay	OT Bill	OT P...	WE Date
1.	Heelig, Kasi	Yeti's Lab	Memphis SE	Retro	40	0	\$1.50	\$1.00	\$38.25	\$1.50	5/7/2017 12:00:00 AM
2.	Heelig, Kasi	Yeti's Lab	Memphis SE	Reg	39	0	\$25.50	\$17.00	\$38.25	\$25.50	5/14/2017 12:00:00 AM

### Step 3:

Within the overrides tab of the detailed timecard for timecard one, it is recommended to opt to pay the retro pay on a [separate check](#). This ensures that adjustments tied to the employee record will calculate correctly.

Status	Name	Customer	Branch	Pay Code	RT Hrs	OT Hrs	Bill	Pay	OT Bill	OT P...	WE Date
1.	Heelig, Kasi	Yeti's Lab	Memphis SE	Retro	40.00	0	\$1.50	\$1.00	\$38.25	\$1.50	5/7/2017 12:00:00 AM
	Heelig, Kasi	Yeti's Lab	Memphis SE	Reg	39	0	\$25.50	\$17.00	\$38.25	\$25.50	5/14/2017 12:00:00 AM

Detailed Timecard

Pay and Bill Rates | Adjustments | **Overrides** | Codes

one time overrides

Fed Withholding:   
State Withholding:   
Pay Periods:   
Check Delivery:   
 Do Not E-Pay  
**3.**  Pay on Separate Check  
 Show Zero Bill on Invoice

other

Branch: Memphis SE  
Acct Code:   
Location:   
Cost Center:   
SubEntity:   
Req Number:   
Supervisor: Olsen, Darryl

Pay Hold:   
Invoice Hold:   
Cust Extra 1:   
Cust Extra 2:   
Cust Extra 3:   
Invoice Text:   
Vend Inv Num:

payroll info

WE Bill: 5/14/2017  
WE Date: 5/7/2017  
Work Date:   
Inv Date:   
Pay Code: Retro Pay  
Job Title: Admin. Assist.  
PO Num: 45451111  
Payroll Note:

## Related Articles