

Beyond - Retro Pay

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What is Retro Pay?

Have an employee paid with the wrong pay rate? Did an employee get a raise last week but the rates weren't updated? Then you need to retroactively pay them for their earned wages from a past week.

When you need to retroactively pay an employee wages earned but not received, utilize the following steps to make sure additional income is accounted for correctly.

Step 1: Correct the Pay Rate for Future Weeks

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) on the assignment record or completing a pay raise using our [extend assignment](#) functionality. This is important so that going forward, the employee is paid correctly and future errors are avoided.

To Update Incorrect Pay/Bill Rates in Beyond:

1. Navigate to the assignment record.
2. Click on the 'Details' tab.
3. Select  icon on the financials card:

VISIFILE	DETAILS	MESSAGES	CUSTOM DATA
Details 			
Job Information 			
Contact Information 			
Other Contact Methods			
Financials 			
Multiplier Code	1.35	Overtime Factor	1.5000
Bill Rate	20.25	Pay Rate	15.00
Salary Bill Rate	0.00	Salary Pay Rate	0.00
Unit Bill Rate	0.0000	Unit Pay Rate	0.0000
Overtime Bill Rate	30.38	Overtime Pay Rate	22.50
Doubletime Bill Rate	40.50	Doubletime Pay Rate	30.00
Worker Comp Code	MN3119	W-2	Yes
Employer	High Tech Staffing	Vendor	High Tech Staffing
Burden	Burden 3%	PO Number	--
Payroll Note	--		

Step 2: Enter Hours and Amount Owed

1. Navigate to Beyond time entry.
2. Find the timecard for the employee.
3. Copy the timecard (select the  icon under the actions column).
4. In this new timecard:

- Set the pay code to 'Retro.'
- Enter the hours worked for the week they were paid incorrectly.
- Enter the pay rate and bill rate as the difference owed.
- Change the W/E Date to the date worked.

5. Select the  icon or Ctrl + S on your keyboard.

Example:

Scenario: Employee, Jackie Barten, should have been paid \$17/hr last week but was paid \$16/hr. The bill rate also should have been a \$21.50 instead of \$20. Jackie worked 40 hours last week and 35 this week.

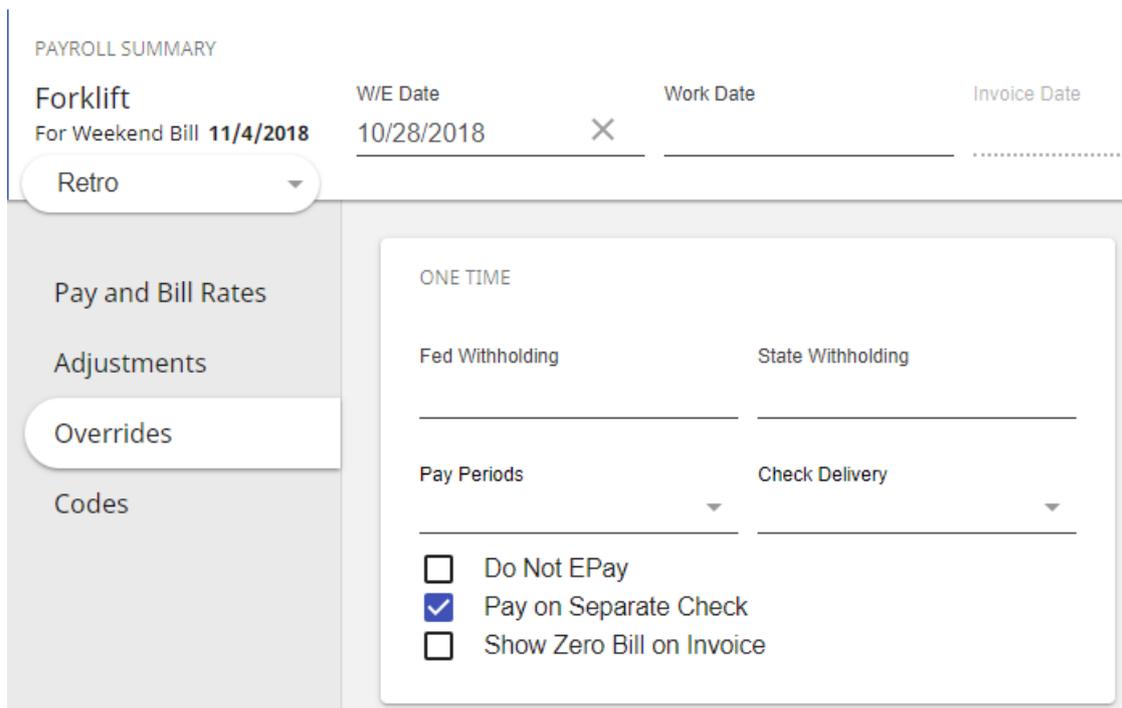
The top timecard represents the retro pay from last week.

The second timecard represents the hours this week with the correct pay and bill rates.

Barten, Jackie	Retro	40	1.00	1.50	10/28/2018
Barten, Jackie	Reg	35	17.00	21.50	11/4/2018

Step 3: Select Pay on a Separate Check

1. Select the  icon next to the timecard with the retro pay to open the detailed timecard.
2. Navigate to the 'Overrides' section.
3. Check the 'Pay on Separate Check' option:



PAYROLL SUMMARY

Forklift W/E Date: 10/28/2018 Work Date: Invoice Date:

For Weekend Bill 11/4/2018

Retro

Pay and Bill Rates

Adjustments

Overrides

Codes

ONE TIME

Fed Withholding State Withholding

Pay Periods Check Delivery

Do Not EPay

Pay on Separate Check

Show Zero Bill on Invoice

This ensures that adjustments and taxes are correctly calculated.

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