

Below are instructions and screen prints on how to record your retro pay:

1. On your CURRENT time sheet, July 15-28, look for a line that says "RETRO PAY". If you do NOT have this line on your time sheet, Click on "Restart" (not shown on the screen below!)

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Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday, Jul 15, 2017	Sunday, Jul 16, 2017	Monday, Jul 17, 2017	Tuesday, Jul 18, 2017	Wednesday, Jul 19, 2017	Thursday, Jul 20, 2017	Friday, Jul 21, 2017	Saturday, Jul 22, 2017	Sunday, Jul 23, 2017
Total Hours:			0										
Total Units:				0									

Routing Queue

Name	Action and Date
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2. If you see the line for Retroactive Pay Hourly, find a day on which you are NOT working any hours during this pay period. In the example below, the student is not working any hours on July 19, so she has entered all of her retro hours (32) on the Retroactive Pay-Hourly Line for July 19. Don't separate them by day. Enter the total number of hours for which you worked but did not get paid prior to July 15, 2017.

Time Sheet Period: Jul 15, 2017 to Jul 28, 2017

Submit By Date: Jul 31, 2017 by 10:00 AM

Earning: Undergrad Student BW Payroll

Date: Jul 17, 2017

Shift: 1

Hours: 4

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 15, 2017	Sunday Jul 16, 2017	Monday Jul 17, 2017	Tuesday Jul 18, 2017
Undergrad Student BW Payroll	1	0	16		Enter Hours	Enter Hours		4
Retroactive Pay-Hourly	1	0	32		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			48		0	0	0	4
Total Units:				0	0	0	0	0

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Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.12.1.5

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3. In the Comment section, list the days and number of hours for which you are claiming retro pay. Click on Save.

Comment Date: Jul 24, 2017

Confidential Indicator:

Enter or Edit Comment: Retro hours worked:
8 hours each day from 3/5/17 to 3/8/17

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