



## **Miami-Dade County**

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Retroactive Process for Transactions  
Effective Prior to Go-Live - Job Aid

## DESCRIPTION

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This job aid is for Central HR.

The purpose of this job aid is to help Central HR process a transaction that was effective prior to go-live in INFORMS.

This guide will cover the following transactions:

- 1) Timesheet change for a pay period prior to go-live date.
- 2) Personnel action such as merit, promotion, or demotion that is effective prior to the go-live date.
- 3) Terminations effective prior to go-live.
- 4) Terminations effective within the first 11 months of go-live.
- 5) DROP entries for the first 11 months of go-live.
- 6) DROP entries effective prior to go-live.

Once all the data entries have been completed, a series of jobs will be run from the legacy application (Time & Leave) to produce files that will be loaded into INFORMS. There will be a file to update the leave balances as of the conversion date and another file that will contain any monetary adjustments. These prior pay period adjustments will be calculated in Time and Leave. If applicable, files will be sent to the Payroll Team containing the retro earnings amount and the corresponding deduction amount.

This guide will also contain the steps to load the data into INFORMS using the Excel-to-CI utility. It enables the user to upload data into INFORMS database from an Excel Spreadsheet utilizing all the business logic and editing provided by INFORMS.



**Scenario:** Late change is received for the employee to add 4 hours of overtime on 5/14/2022 and 4 hours of annual leave on 5/15/2021.

Navigate to the LPAR screen and find the pay period containing the requested late change dates. Enter changes as specified by the department and press F12 to update.

2.

```

DDL 09323001    TIME AND LEAVE SYSTEM_ MAS A: Y M: (LPAR) PAYA0224
10:15:02      JS 1 05/02/2022 TO 05/15/2022  NTS N VR 01 DT 05/15/2022
SSN XXX XX    H 7222 10 AA RT 80.000 OT 0.000 HRLY 36.10700
MAY  EXPS: 3C                                IMAGE: U
M 02  10.00  _____
T 03  10.00  _____
W 04  --     _____
T 05  --     _____
F 06  --     _____
S 07  10.00  _____
S 08  10.00  _____
M 09  10.00  _____
T 10  10.00  _____
W 11  --     _____
T 12  --     _____
F 13 H --    HD 10.000 _____
S 14  10.00  OT 4 _____
S 15  10.00  A 4 _____
LG 08 LBA 08 P 00 VA 0 B:A 278.25 S 243.50 H 50.00 C 0.250 F 0 B A
PP 22 LBA 22 P 00 SC 0 E:A 281.25 S 246.50 H 50.00 C 0.250 F 0 B A
DDL: _____ NAME: _____ LINK: _____ USER:
ID: _____ DATE: _____ SSN _____ 4=RF/DPAR 5=SCH 6=L/R 9=MSG 10=CPAR
13=U/G 14=O/R 15=LTXT 16=HMAD 17=IDPR 18=IPAR 19=PRHS 20=PPP 21=NPP 22=PV 23=NV
    
```

Once updated, verify that the leave balance has been updated accordingly and the appropriate money adjustments are generated, if applicable. In the case above, the annual ending balance should be depleted by 4 hours, and a money adjustment should be produced for the overtime.

Review Leave balance after the change.

```

LG 08 LBA 08 P 00 VA 0 R B:A 278.25 S 243.50 H 50.00 C 0.250 F 0 B A
PP 22 LBA 22 P 00 SC _ R E:A 277.25 S 246.50 H 50.00 C 0.250 F 0 B A
    
```

3.

Review Money adjustments.

```

05/28/2022          TIME AND LEAVE SYSTEM          (IMAC) PAYM0204
11:29:55          CURRENT MONEY ADJUSTMENT DETAIL INQUIRY          PAYA0215
DDL: 093-23-001 EMP ID:
SSN: XXX XX          H 007222  AA          HRLY: 36.10700
PAGE 1          RT: 80.000 OT: 8.000
MA          PAR          RTE          EFFECT          T O P SEQ USER
CD PAR DT CODE HOURS  RATE/STEP SRC  AMOUNT  PPE DATE  P R M NUM ID
-----
15          OT          4.000  36.10700  216.64200 05/15/2022 A H
    
```

Once the data has been extracted from INFORMS, you may verify the updated balance in the Calendar Results of the Absence Management pages. The earnings can then be reviewed on the paylines of the employee. This process is not immediate and will be scheduled to run for the users to review their results.

**Review Absence Balances:**

- Navigate to: **Global Payroll & Absence Management > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar Group.**
- Search by **Employee ID #.**
- Select the current open **Calendar Group ID.** This should be the last one in the search results (Example 2022PP11, 2022PP12).
- Review the Accumulators for the Calendar Information with a Calendar ID of CNV. The file loaded into INFORMS would have updated the beginning balances as of go-live.

4.

The screenshot displays the 'Accumulators' section of the software. At the top, there are tabs for 'Calendar Group Results', 'Earnings and Deductions', 'Accumulators', and 'Supporting Elements'. Below these, the 'Employee' information is shown, including 'Empl ID' (2021PP22 Bimwekly) and 'Empl Record' (0). The 'Calendar Group ID' is 2021PP22.

The 'Calendar Information' section shows details for Calendar ID CNV 2021B21, Segment Number 1, Pay Group MDC, Version 3, and Revision 1. It also displays 'Gross Result Value' and 'Net Result Value' as 0.00 USD.

The 'Accumulators' section features a search bar and a table with the following data:

Period	Element Name	Amount	Description	From	Through
Year to Date	MD_FLOAT_BAL	3.000000	Floating Holiday Balance	10/01/2021	09/30/2022
Year to Date	MD_FLOAT_ENT	3.000000	Floating Holiday Accrued	10/01/2021	09/30/2022
Year to Date	MD FMLA_BAL	0.000000	Family Medical Leave Act Bal	01/01/2021	12/31/2021
Year to Date	MD_MILRES_BAL	0.000000	Military Reserve Balance	10/01/2021	09/30/2022
Custom Period	MD_ANL_LONG_ENT	24.000000	Longevity Annual Accrual Acc	01/01/1901	

Review the money adjustment:

- The money adjustment will be mapped to earning codes and loaded into the employee’s paylines. Refer to the mapping of the money adjustments to know what earning code to expect in INFORMS.
- Navigate to: **Payroll for North America > Payroll Processing USA > Update Paysheets > By Payline.**
- Search by the **Employee ID #** and select the payline to view. The payline available should be for the current pay period.
- Earnings should be reviewed to ensure the money adjustments produced by Time & Leave have been loaded, and one-time deductions should also be reviewed to ensure the appropriate FRS amount is being deducted.

Sample page view:

5.

The screenshot displays the 'Payline Details' page in the Informatics system. At the top, there are tabs for 'Payline', 'One-Time Deductions', 'One-Time Garnishments', and 'One-Time Taxes'. The main area shows employee information including Company, MDC, Pay Group, MDC, Pay Period End Date, Source, On-line, Page 1, and Line 1. Below this, there are fields for Empl ID, Empl Record (0), Benefit Record (0), Check Number, Check Date (05/28/2022), Total Gross, Net Pay, and Transaction Message (No Message). The 'Payline Details' section includes fields for Add Line Nbr (4), Separate Check, Reg Hours, Reg Rate Code, Shift (Not Applicable), Earnings Begin (05/02/2022), Reason (Not Specified), OT Hours, OT Rate Code, State (FL), Earnings End (05/15/2022), Hourly Rate (45.509875), Reg Salary, and Locality. There are also checkboxes for 'OK to Pay', 'Gross-Up', 'Override Hourly Rate', 'No Direct Deposit', and 'TL Records'. At the bottom, the 'Other Earnings' section shows a table with columns for Code, Seq Nbr, Rate Code, Hours, Rate, Amount, and Source. The table contains one row with Code 'LOT' and Amount '216.64'.

Code	Seq Nbr	Rate Code	Hours	Rate	Amount	Source
LOT					216.64	

These steps are applicable for all late changes related to adjustments on the timesheet for any of the following: night shift differential, out of class, leave, regular hours, and overtime hours.

**Transaction type 2:**

**Personnel actions such as merits, promotions, reclassifications effective prior to go-live.**

DPRs office will only forward to Central HR any Personnel Change document for transactions that are effective prior to the go-live date. For transactions effective after go-live, they must be completed in INFORMS.

Once the PCD is received, the Central HR user will need to process the transaction in Time & Leave & in INFORMS.

6.

HUMAN RESOURCES PERSONNEL CHANGE DOCUMENT										
<b>SECTION A: CURRENT EMPLOYEE INFORMATION</b> (Please complete all fields.)										
Employee ID		Last Name			First Name			MI	Effective Date	
Employee Status			Department Name				Division		Locator	
Step	Exec. Ben.	BU	Jobcode	Job Title						
<b>SECTION B: TRANSACTION TYPE</b> (Please check only <b>ONE</b> primary transaction. Select related sub-categories, if applicable)										
Primary Transaction:										
<input type="checkbox"/>	Change to lower classification			<input type="checkbox"/>	Layoff			<input type="checkbox"/>	Rehire	
<input type="checkbox"/>	Demotion			<input type="checkbox"/>	Merit Increase			<input type="checkbox"/>	Reinstatement	
<input type="checkbox"/>	Hire SSN:			<input type="checkbox"/>	Pay Exceptions (Add/Delete)			<input type="checkbox"/>	Separation Rehire? <input type="checkbox"/>	
<input type="checkbox"/>	Incentive Pay			<input type="checkbox"/>	Promotion			<input type="checkbox"/>	Status Change	
<input type="checkbox"/>	Lateral Transfer			<input type="checkbox"/>	Reclassification (Exempt only)			<input type="checkbox"/>	Wage Adjustment	
Sub-Category:										
<input type="checkbox"/>	CES Waiver		<input type="checkbox"/>	Leave of absence		<input type="checkbox"/>	Pipeline		<input type="checkbox"/>	Recall
<input type="checkbox"/>	Red Circle		<input type="checkbox"/>	Retiree		<input type="checkbox"/>	Special Recognition Increase (SRI)			
<b>SECTION C: REQUESTED UPDATES</b> (Please complete all applicable fields.)										
Employee Status			Department Name				Division		Locator	
Entity		Sub-Entity		Step		Exec. Ben.	BU	Jobcode	Job Title	
Index Code		Uniform Allowance		Delete Pay Exceptions		Add Pay Exceptions		Maintain Pay Exceptions		
BI-Weekly Hrs.	Base Bi-Weekly Rate		Adjusted Bi-Weekly Rate		TWU Base Hourly Rate		TWU Adjusted Hourly Rate			
Job Opening No. Is this a temporary position and expected to last more than 6 mths ? <input type="checkbox"/> If yes, enter appropriate retirement code										

**Scenario:** Employee is due a retro merit increase from step 10 to 11 effective 05/02/2022.

Update the applicable fields in PCD1 (effective date, reason, step, bi-weekly rate, anniversary date, pay exceptions).

In this scenario, the only effective date, reason, step, and anniversary date were applicable. If processing a promotion, you may need to change the job code, status date, pay exceptions, etc.

7.

```

05/28/2022          PERSONNEL PAYROLL SYSTEM          (PCD1) PAYM0303
12:08:35           PAYROLL CHANGE UPDATE             PAYA0303
EMPLOYEE ID:       EFFECTIVE DATE: 05/02/2022    BADGE#:      OVERPAY N
SSN: XXX XX       NAME:                               CUR HIRE:
RETRO REASONS: 4 MERIT INCR 6 RATE CHANG
DDL: 008 01 620 BU: H OCC: 000111 REAL ESTATE EVALUATOR 2  FYE: N EX LV
EMP STATUS: AA TYPE: F      STATUS DATE: 05/30/2011 ADJ ST.DT 05/30/2011
ACT STATUS: N JOB STAT: 1  PAY ANN.DATE: 05/02/2022 ADJ ANNIV 05/02/2022
PAY STEP: 11 LBA ELIG: Y  LAST EVAL DT: 05/17/2021 NEXT EVAL DTE: 05/16/2022
SCHED HOURS: 80.000 PROT CL 0 PERM ST DT: 05/31/2011
PERCENT :           BIWK RATE: 3335.99 ADJ BIWK RATE: 3731.00
MERIT DEF DTE:     HRLY RATE: 41.69988 ADJ HRLY RATE: 46.63750
LOA DT:           RET LOA DT:           ENTITY/SUBENT: 01 01
RED CIR/DT:       MED EXAM DT: 05/12/2010 INDEX CODE PAERREALCOMM
RET CD+PCT: 21 +010.82  EMPL RET-PCT: 3.00 SICK->ANN: ELC/SUP WK N
*EXCEPTIONS*     SUP.ST: 13 MILITARY: (1=R,2=A,3=I) START AN.FRF
Z5 3C 08
    
```

Update RTRS & LPAR to apply to prior pay periods; complete ripple for all applicable pay periods.

LPAR will only allow you to update up until the pay period prior to go-live. Once live in INFORMS there will be no additional LPARs created.

8.

```

05/28/2022          MIAMI-DADE COUNTY          (RTRS) PAYM0344
12:17:35 ID:       LATE PERSONNEL DATA UPDATE  PAYA0345
PPB 05/02/2022 TO 05/15/2022  VERS PPE:
CH.RS: 4 MERIT I G RATE CH          BEGINNING PP DATA
DATA EFF.DATE: 05/02/2022  UPDATE TO PPE: 05/15/2022  FROM PPB TO
SSN:      XXX XX 6953  ACR: LG: 12 PP: 01 ELIG: Y  LOAD FROM : (V/P/M)
DDL:      008 01 620  LBA: LG: 12 PP: 01 ELIG: Y  OCCUPATION :
EMPL STATUS: AA TYPE: F EXEC BENEF.: _ _  PAY STEP : ST:
OCCUPATION: 0111 BU: H MILITARY FG: _ _  BIWKLY HRS :
PAY STEP: 11 JS: 1 RET.KIND: 21  BASE BIWKLY:
BASE BWLY RATE 3335.99  BASE HOURLY: 41.69988  BASE HOURLY:
ADJ. BWLY RATE 3731.00  ADJ. HOURLY: 46.63750  ADJ. BIWKLY:
ADJ PAY ANN DT 05/02/2022  BWLY-HRS 80.00  ADJ. HOURLY:
Z5 3C 08  LW:  LIV.WAGE PE:
ANN.FORF: _
PAR CODE+OVERRIDE:  SCK->ANN: _
NOTES:
SELECT: DDL OCC/STP BASE EXCPS STAT BW-HRS MILIT BENEF DROP
DDL: NAME: USERID YENISS RESP:
ID: LOAD FROM EFFECTIVE SSN LINK:
    
```

```

05/28/2022 DDL 00801620  TIME AND LEAVE SYSTEM_MAS A: Y M: (LPAR) PAYA0224
12:21:30 JS 1 05/02/2022 TO 05/15/2022  NTS N VR 02 DT 05/29/2022
SSN XXX XX H 0111 11 AA RT 80.000 OT 38.000 HRLY 46.63750
MAY EXPS: Z5 3C 08  IMAGE:
M 02 8.000 OT 3.000
T 03 8.000 OT 3.000
W 04 8.000 OT 3.000
T 05 8.000 OT 3.000
F 06 8.000 OT 1.000
S 07 -- OT 7.000
S 08 --
M 09 8.000 OT 3.000
T 10 8.000 OT 3.000
W 11 8.000 OT 3.000
T 12 8.000 OT 3.000
F 13 H 8.000 H 8.000 HE 8.000 OT 1.000
S 14 -- OT 5.000
S 15 --
LG 11 LBA 11 P 00 VA 0 R B:A 378.00 S 329.00 H 0.00 C 0.000 F 3 B A
PP 26 LBA 26 P 00 SC _ R E:A 422.00 S 333.00 H 8.00 C 0.000 F 3 B A
    
```

9. Review money adjustments that were generated by the transaction.

Once data has been loaded into INFORMS, it can be validated on the paylines. These adjustments should be kept to audit the transaction.

```

05/28/2022 (IMAC) PAYM0204
12:24:25 CURRENT MONEY ADJUSTMENT DETAIL INQUIRY PAYA0215
DDL: 008-01-620 EMP ID:
SSN: XXX XX H 000111 AA HRLY: 46.63750
PAGE 1 RT: 80.000 OT:
MA PAR RTE EFFECT T O P SEQ USER
CD PAR DT CODE HOURS RATE/STEP SRC AMOUNT PPE DATE P R M NUM ID
-----
19 RT 162.50000 05/15/2022 A H
15 OT 115.78131 05/15/2022 A H
    
```

Add an additional row with the same date as conversion Job Data. If an employee has any additional rows that are effective after the conversion date, those would also need to be updated.

Navigation: **Workforce Administration > Job Information > Job Data.**

- Determine the top of the stacked row in Job Data. If the top row is effective on the date of conversion, only one row is needed. If there are multiple rows after the conversion date, you need to add an effective sequence for each row that needs to be updated.
- In the example below, it has been determined that the top row is the conversion row and proceeded with clicking the plus sign and adding a row with the same effective date of conversion (go-live).
- Enter an effective sequence of 1 to create a second version of this effective date. Select the appropriate action/action reason based on the transaction being processed.
- If the action is a promotion/demotion, the DPR should provide you with the appropriate position number to place the employee.

10.

The screenshot displays the 'Work Location Details' form. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. Below the tabs, the 'Employee' section shows 'Empl ID' and 'Empl Record 0'. The main form area is titled 'Work Location Details' and includes a search bar and navigation controls. The form contains several input fields and dropdown menus:
 

- 'Effective Date' is set to 06/13/2022.
- 'Effective Sequence' is set to 1.
- 'HR Status' is set to Active.
- 'Payroll Status' is set to Active.
- 'Action' is set to Pay Rate Change.
- 'Reason' is set to Merit.
- 'Job Indicator' is set to Primary Job.
- 'Position Number' is 00016274, with the title REAL ESTATE EVALUATOR 2.
- 'Position Entry Date' is 06/01/2010.
- 'Regulatory Region' is USA (United States).
- 'Company' is MDC (Miami Dade County).
- 'Business Unit' is PA (Office of the Property Appraiser).
- 'Department' is PA01010000 (PROPERTY APPRAISER'S OFFICE).
- 'Department Entry Date' is 06/01/2010.
- 'Location' is ID00000140 (111 NW 1ST ST).
- 'Establishment ID' is MDC (Miami Dade County).
- 'Last Start Date' is 06/01/2010.
- 'Expected Job End Date' is empty.

 There are also buttons for 'Go To Row', 'Override Position Data', and 'Future'.

If the employee’s union or job-basis/non-job-basis status changes, the updates must be made on the Payroll tab. Eligibility Group and Holiday schedule should be reviewed to determine if changes are needed.

11.

**Payroll Information**

Effective Date: 06/13/2022  
 Effective Sequence: 1  
 HR Status: Active  
 Payroll Status: Active

Action: Pay Rate Change  
 Reason: Merit  
 Job Indicator: Primary Job

Payroll System: Payroll for North America  
 Absence System: Absence Management

**Payroll for North America**

Pay Group: MDC (General Employees)  
 Employee Type: H (Hourly)  
 Tax Location Code: MDC (Miami Dade Tax Location)  
 GL Pay Type: [ ]  
 Holiday Schedule: MDCALL (MDC\_ALL)  
 FICA Status: Subject

**Absence Management System**

Pay Group: MDC (General Employees)  
 Eligibility Group: H-NJB (Bargaining Unit H - Non JB)  
 Exchange Rate Type: [ ]  
 Use Rate As Of: [ ]

**Setting**

- Use Pay Group Eligibility
- Use Pay Group Rate Type
- Use Pay Group As Of Date

- Each tab of job data must be reviewed to determine the needed changes. Review the job code and add the salary step if it needs to change.
- Add the appropriate salary step in the Salary Plan tab if the employee is on steps.

12.

**Salary Plan Details**

Effective Date: 06/13/2022  
 Effective Sequence: 1  
 HR Status: Active  
 Payroll Status: Active

Action: Pay Rate Change  
 Reason: Merit  
 Job Indicator: Primary Job

Salary Admin Plan: H (Local199 - General Employees)  
 Grade: 220 (220)  
 Step: 11  
 Includes Wage Progression Rule:

Grade Entry Date: 06/01/2010  
 Step Entry Date: 06/13/2022

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation | Creditable Adjusted Dates

13.

- If pay exceptions (rate codes) need to be modified, the Compensation tab needs to be reviewed.
- Using the Pay Exception to rate code mapping, you can remove or add the pay exceptions that were requested on the PCD.
- If the pay step was changed in the last tab, you would need to click **Default Pay Components** so that the MDBKLY gets updated with the correct base rate. If the employee is on a range, you would need to enter the new base rate directly in the **Comp Rate** field of the MDBKLY rate code.
- Once updates are made, you must click **Calculate Compensation** and expand the pay rates section to review the new hourly rate.

**Compensation Details** 1 of 2

Effective Date: 06/13/2022 Go To Row

Effective Sequence: 1 Action: Pay Rate Change

HR Status: Active Reason: Merit

Payroll Status: Active Job Indicator: Primary Job

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Compensation Rate: 3,624.37 USD \*Frequency: B Biweekly

**Comparative Information**

**Pay Rates**

Biweekly	3,624.370000	USD	Hourly	45.304625	USD
Annual	94,233.620000	USD	Monthly	7,852.801667	USD

**Default Pay Components** Contract Change Prorate Option

**Pay Components**

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 FLEVAL	0	157.770000	USD	B			
2 PAEVAL	0	157.770000	USD	B			
3 PRMPAY	0	70.000000	USD	B			
4 MDBKLY	0	3,238.830000	USD	B			

**Calculate Compensation**

- If the update requires changes to the Status Date/Anniversary date, you must click on the Hyperlink at the bottom of Job Data labeled Creditable Adjusted Dates.
- Next to each date is a View/Edit History link that you may click to adjust the specific date you need. Within each date, an Original and Adjusted date is tracked, and you may change both if needed. The adjusted date is used to track lost pay periods from the original date.

14.

New Window | Help

**Creditable Adjusted Dates**

Employee Empl ID  
Empl Record 0

Date ID		Original Date	Effective Date	Adjusted Date	Years	Periods	View/Edit History
EMP-STAT-DATE	Employee Status Date	05/30/2011	10/04/2021	05/30/2011	10	15	View/Edit History
EVALUATION-DATE	Evaluation Date	05/17/2021	10/04/2021	05/17/2021	0	15	View/Edit History
LEAVE-ANNIV-DATE	Leave Anniversary Date	05/31/2010	10/04/2021	05/31/2010	11	15	View/Edit History
LONGEVITY-DATE	Longevity Counter	05/31/2010	10/04/2021	05/31/2010	11	15	View/Edit History
ORIG-ANNIV-DATE	Original Anniversary Date	05/20/2019	10/04/2021	05/20/2019	2	15	View/Edit History
ORIG-STATUS-DATE	Original Status Date	05/30/2011	10/04/2021	05/30/2011	10	15	View/Edit History
PAY-ANNIV-DATE	Pay Anniversary Date	05/20/2019	10/04/2021	05/20/2019	2	15	View/Edit History
PERM-STAT-DATE	Permanent Status Date	05/31/2011	10/05/2021	05/31/2011	10	15	View/Edit History

Job Data    Employment Data    Earnings Distribution    Benefits Program Participation    Creditable Adjusted Dates

- The Time & Labor enrollment should also be verified if a change in union or job-basis/non job-basis was done during the transaction.
- Navigation: **Time & Labor > Enroll Time Reporters > Maintain Time Reporter Data.**
- The Workgroup should match the Absence Eligibility Group in Job Data and should be in accordance with the union and job-basis/non-job-basis status that the employee has.

15.

- After the transaction has been processed in Job Data and payroll Retro Calculation has been run, you may review the Retro Calculation Results that will be triggered for the pay periods that have already been paid in INFORMS.
- Each row of retro reflects a different retro earning code and should be reviewed.

16.

**Retro Pay Calculation Results**

Calculation Results 3 of 5 | View All

Employee ID [redacted]  
Employment Record Number 0

**Retro Request**

Retro Pay Effective Date	11/29/2021	Mass Request ID	[redacted]
Retro Pay Sequence Nbr	2622435	Duplicate Flag	N
Retro Pay Process Flag	Calculated	Paycheck Number	[redacted]

**Pay Run**

Company	MDC	Pay End Date	12/12/2021	Page Number	3358	<input type="checkbox"/> Exception
Pay Group	MDC	Earnings Begin Date	11/29/2021	Line Number	1	<input type="checkbox"/> Off Cycle
		Earnings End Date	12/05/2021	Addl Line Nbr	4	<input checked="" type="checkbox"/> OK to Pay

**Earnings**

Earnings Code	REG	RegHrsPay	[redacted]	Rate Code	[redacted]
Earnings Type	Oth. Hours			Rate Type	[redacted]
Earnings Hours	40.00				

Original Values		New Values	
Earnings Amount	1,541.65	Earnings Amount	1,844.76
Hourly Rate	38.541233	Earnings Amount Override	[input field]
Rate Used	38.541233	Hourly Rate	46.119084
		Rate Used	46.119084

Prior Retro Paid 0.00      Current Retro Pay Amount 303.11

**Transaction Type 3:**

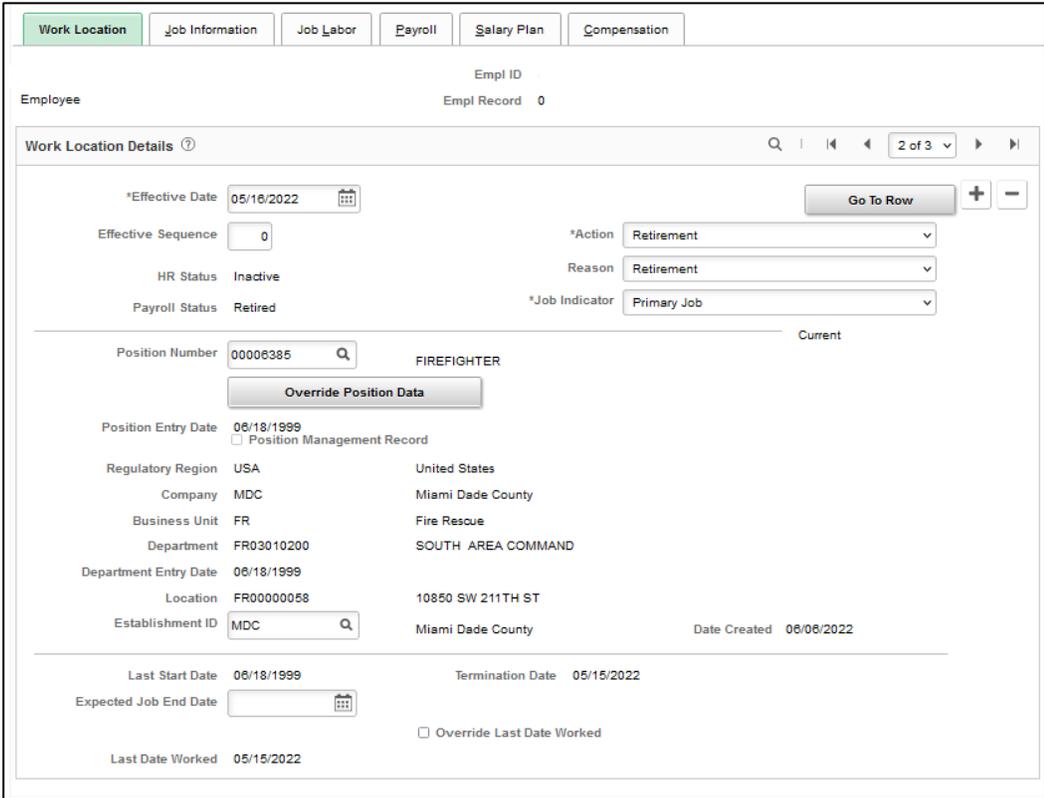
**Terminations effective prior to go-live.**

17.

An employee needs to be terminated effective 5/15/2022. This is identified as a prior to go-live effective date.

DPR will submit PCD to terminate the employee with an effective date prior to go-live.

<p>18.</p>	<p>Central HR user will update LPAR using PAR code T on the day of termination and the termination reason specified on the PCD.</p> <pre> 06/06/2022 DDL 03701063 TIME AND LEAVE SYSTEM_ MAS A: M: (LPAR) PAYA0224 15:09:25 JS 1 05/02/2022 TO 05/15/2022 NTS N VR 01 DT 05/15/2022 SSN XXX XX C 4101 12 AA RT 96.000 OT 0.000 HRLY 44.41156 MAY EXPS: 06 4A 5C 5G PC 02 IMAGE: U M 02 -- T 03 -- W 04 24.00 T 05 -- F 06 -- S 07 24.00 S 08 -- M 09 -- T 10 24.00 W 11 -- T 12 -- F 13 H CR HE 12.000 S 14 -- S 15 -- T EGY LG 17 LBA 18 P 02 VA 0 B:A 164.00 S 729.00 H 359.25 C 0.750 F 3 B U PP 16 LBA 01 P 26 SC _ 0 E:A 168.00 S 733.00 H 371.25 C 0.750 F 3 B U DDL: NAME: LINK: USER: ABA  S 15 -- T EGY AAF 168.00 HHF 36.000 HH 323.25 CC 0.750 ZZ 439.80 LG 17 LBA 18 P 02 VA 0 R B:A 164.00 S 729.00 H 359.25 C 0.750 F 3 B U PP 16 LBA 01 P 26 SC R E:A 0.00 S 293.20 H 0.00 C 0.000 F 3 B U                 </pre>
<p>19.</p>	<p>If there are any pay periods following the termination date in LPAR, they will need to be updated; complete the LPAR ripple.</p>

<p>20.</p>	<p>Review the money adjustments if the employee has any applicable leave payouts.</p> <table border="1" data-bbox="349 310 1393 548"> <tr> <td>04</td> <td>05/15/2022</td> <td>AAF</td> <td>168.000</td> <td>44.41156</td> <td>R</td> <td>7461.14208</td> <td>A L</td> <td>1</td> <td>05/29/2022</td> </tr> <tr> <td>69</td> <td>05/15/2022</td> <td>HHF</td> <td>36.000</td> <td>44.41156</td> <td>R</td> <td>1598.81616</td> <td>A L</td> <td>1</td> <td>05/29/2022</td> </tr> <tr> <td>22</td> <td>05/15/2022</td> <td>HH</td> <td>323.250</td> <td>44.41156</td> <td>R</td> <td>14356.03677</td> <td>A L</td> <td>1</td> <td>05/29/2022</td> </tr> <tr> <td>22</td> <td>05/15/2022</td> <td>CC</td> <td>0.750</td> <td>44.41156</td> <td>R</td> <td>33.30867</td> <td>A L</td> <td>1</td> <td>05/29/2022</td> </tr> <tr> <td>30</td> <td>05/15/2022</td> <td>ZZ</td> <td>439.800</td> <td>44.41156</td> <td>R</td> <td>19532.20409</td> <td>A L</td> <td>1</td> <td>05/29/2022</td> </tr> </table> <p>These adjustments should be reviewed on the paylines and once they are loaded into INFORMS. The leave balances should also be reviewed in INFORMS to ensure the balances are now reflected as zero.</p>	04	05/15/2022	AAF	168.000	44.41156	R	7461.14208	A L	1	05/29/2022	69	05/15/2022	HHF	36.000	44.41156	R	1598.81616	A L	1	05/29/2022	22	05/15/2022	HH	323.250	44.41156	R	14356.03677	A L	1	05/29/2022	22	05/15/2022	CC	0.750	44.41156	R	33.30867	A L	1	05/29/2022	30	05/15/2022	ZZ	439.800	44.41156	R	19532.20409	A L	1	05/29/2022
04	05/15/2022	AAF	168.000	44.41156	R	7461.14208	A L	1	05/29/2022																																										
69	05/15/2022	HHF	36.000	44.41156	R	1598.81616	A L	1	05/29/2022																																										
22	05/15/2022	HH	323.250	44.41156	R	14356.03677	A L	1	05/29/2022																																										
22	05/15/2022	CC	0.750	44.41156	R	33.30867	A L	1	05/29/2022																																										
30	05/15/2022	ZZ	439.800	44.41156	R	19532.20409	A L	1	05/29/2022																																										
<p>21.</p>	<p>Insert termination row into Job Data in INFORMS.</p> <p>Insert a row between the hire and conversion row with the effective date being 1 day after the termination date. Ex. Termination date 5/15/2022, effective date in Job should be 5/16/2022. The Action – Action Reason should be mapped from the termination code.</p> <p>Ex. Termination code EG would be Action/Action reason of Retirement/Retirement.</p> 																																																		

The conversion row effective 6/13/2022 also needs to be reviewed to ensure that the HR Status is inactive.

The screenshot displays the 'Work Location Details' form for an employee. The form is organized into several sections:

- Employee Information:** Empl ID, Empl Record 0.
- Work Location Details:**
  - \*Effective Date: 06/13/2022
  - Effective Sequence: 0
  - HR Status: Inactive
  - Payroll Status: Retired
  - \*Action: Data Change
  - Reason: Conversion
  - \*Job Indicator: Primary Job
- Position Information:**
  - Position Number: 00006385 (FIREFIGHTER)
  - Position Entry Date: 06/18/1999
  - Regulatory Region: USA (United States)
  - Company: MDC (Miami Dade County)
  - Business Unit: FR (Fire Rescue)
  - Department: FR03010200 (SOUTH AREA COMMAND)
  - Department Entry Date: 06/18/1999
  - Location: FR00000058 (10850 SW 211TH ST)
  - Establishment ID: MDC (Miami Dade County)
  - Date Created: 06/03/2022
- Additional Dates:**
  - Last Start Date: 06/18/1999
  - Expected Job End Date: (empty)
  - Last Date Worked: 05/15/2022

Payroll will need to be notified to create a manual paysheet for the employee's payouts to load to the paylines.

**Transaction Type 4:**

**Terminations effective within the first 11 months of go-live.**

22.

This process will be used to identify employees being terminated in INFORMS with an effective date within the first 11 months of go-live. This is needed for the Absence file to obtain the correct values of the FRSable amounts for the last 11 months according to the termination date.

<p>23.</p>	<p>Run query from INFORMS to determine the terminations entered in the current pay period.</p> <p>The following queries can be run to identify employees being terminated in the current pay period. The first query should be run using the To and From dates for when the transaction was processed in Job Data:</p> <ul style="list-style-type: none"> <li>• TERMINATED_EMPLS_BY_ACTION_DT</li> <li>• TERMINATED_EMPLS_BY_PAY_PERIOD</li> <li>• TERMINATED_EMPLS_BY_TERMINA_DT</li> </ul>
<p>24.</p>	<p>On the query, the user should identify which terminations are effective up to 11 months after the go-live date. Enter termination status and date for the employee in MISC and update the transaction.</p> <pre> 05/28/2022          PERSONNEL PAYROLL SYSTEM          (MISC)  PAYM0399 16:14:37           MISCELLANEOUS UPDATE SCREEN                      PAYA0399  EMP ID:           SSN: XXX XX          DDL: 008-01-620   CURRENT PARTIAL PP DATA NAME :           C STATUS: AA          LOAD FROM _ TERMINATION STATUS: BA  TERM.DATE: 07/01/2022   (P=PRIOR PP; M=MANUAL) PAY EFFECTIVE DATE: _____ (IF DIFF.THAN PPB)  OCCUPATION : _____ SPECIAL SICK LEAVE: _____ SUNDAY START FL: N  PAY STEP : _____ MEDICAL EXAM DATE : 05/12/2010            BIWKLY HRS : _____ EARLY RET/ RULE70 : _____ CDE: _ (N,A,R)  BASE BIWKLY: _____ LAST LBA PAID YEAR: 00 (LBA YEAR 12 LBA PP 01 )  BASE HOURLY: _____ DISAB. TYPE IN USE (S OR L): _            ADJ.BIWKLY : _____ START DATE: _____ END DATE: _____  ADJ. HOURLY: _____ CPARVUPD DDL: _____ CPAR VUPD GROUP: _  LIV.WAGE PE: _____ CDL: _  PAY EXCEPTIONS: RTRO TA:MA _____ PPE _____ 1PP AMT                 TOTAL PPS      TOT AMT PAR CODE ELIG OVERRIDE: ----- (PAR CODE &amp; INDICATOR: 'E'LIG OR 'I'NELIG) DDL: _____ NAME: _____ , _____ EMP ID: _____ SSN : _____ DATE: _____ LINK: _____ RESP: _____ _1=HLP 2=EXIT 3=MMENU 4=RFRSH 7=PR-EMP 8=NXT-EMP 12=UPD 13=CPAR 15=PCD1 22=VUGP                     </pre> <p>When the Absence retro file is produced, this will send the updated amounts of holiday, and compensatory leave considered FRS eligible.</p>

<p>25.</p>	<p><b>Transactions Type 5:</b></p> <p style="text-align: center;"><b>DROP entries for the first 11 months of go-live.</b></p> <p>When an employee enters DROP and elects to receive any of their holiday or compensatory hours paid out, we must determine for FRS the hours earned within the last 11 months. For the first 11 months after go-live, a portion of those hours will be stored in legacy. In order to receive the correct number of hours that have been earned 11 months prior to the employee's effective date of DROP, we will need to enter the DROP date in Time &amp; Leave.</p>
<p>26.</p>	<p><b>Scenario:</b> Employee enters DROP effective 9/1/2022.</p> <p>Documentation is received from the Benefits Team, and it is identified that the transaction is effective post-go-live.</p> <p>DROP will be entered in Time &amp; Leave DROP screen. Payouts do not need to be entered in Time &amp; Leave, only the enrollment.</p> <pre> 06/06/2022          TIME AND LEAVE SYSTEM          (DROP) PAYM0235 18:07:14          DEFERRED RETIREMENT OPTION PROGRAM          PAYA0235                    ORIGINAL REF DATE 09/04/2022  EMP ID            SSN XXX XX                CURRENT          PRESERVED NAME              H DDL:          037-01-053 DROP STATUS :    D  D=DROP INITIATED        OCC.CODE:      4101 S=STARTS THIS PP P=PARTICIPANT, L=LATE,    FIREFIGHTR R=REVERSAL, T=TERM                          PAY STEP :    10 DROP BEGIN DATE: 09 01 2022                 HRLY RATE:    35.66005 DROP BEGIN PPE : 09 04 2022                 STAT/BU :     AA C DROP END DATE   : 08 31 2027                 RET. KIND:    24 18.34 PAYOUT FLAG     : Y Y/N                      INDEX :       FREOPS012002 PAYOUT REQ FLAG: A M/A MANUAL OR AUTO        FRS SALARY AMOUNT : .00 DROP RET KIND   : 94  RET RATE: 18.34        DROP SALARY AMOUNT : .00 PAYOUT PPE DATE: 09 04 2022                 FRS LATE&amp;MANUAL ADJS: .00  PAYOUTS:  HOURS    RATE    AMOUNT    HRS ADJ    AMT ADJ ANNUAL   :   .00    35.6600    .00 HOLIDAY  :   .00    35.6600    .00 COMPTIME :   .000   35.6600    .00                 </pre>

Insert the row into Job Data of the DROP entry. If the top of the stack row is prior to the effective date of DROP, you may click the plus sign on the first record. If the top of the stack row is greater than the DROP begin date, you will need to enter a sandwich row.

27.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Employee Empl ID  
Empl Record 0

Work Location Details 1 of 3

\*Effective Date 09/01/2022 Go To Row + -

Effective Sequence 0 \*Action Enter DROP

HR Status Active Reason Retired - Enter Drop

Payroll Status Active \*Job Indicator Primary Job

Position Number 00005507 FIREFIGHTER Future  
Override Position Data

Position Entry Date 11/23/2015  
 Position Management Record

Regulatory Region USA United States  
Company MDC Miami Dade County  
Business Unit FR Fire Rescue  
Department FR03010200 SOUTH AREA COMMAND

Department Entry Date 11/23/2015  
Location FR00000058 10850 SW 211TH ST  
Establishment ID MDC Miami Dade County Date Created 06/06/2022

Last Start Date 11/23/2015  
Expected Job End Date

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation | Creditable Adjusted Dates

Click on the **Benefits Program Participation** and enter the new retirement kind.

Benefit Program Participation

Employee Empl ID .  
Empl Record 0

---

**Benefit Status** 1 of 3

Benefit Record Number  Go To Row  
 Effective Date 09/01/2022  
 Effective Sequence 0 Action Enter DROP  
 HR Status Active Reason Retired - Enter Drop  
 Payroll Status Active Job Indicator Primary Job

---

\*Benefits System  Future  
Benefits Employee Status Active  
 Annual Benefits Base Rate  USD [ACA Eligibility Details](#)

**Benefits Administration Eligibility**

BAS Group ID

Retirement Kind  Executive Benefits  Benefit Program   
Executive Counter

---

**Benefit Program Participation Details** 1 of 3 [View All](#)

\*Effective Date  Currency Code USD + -  
 \*Benefit Program  MDFR Benefit Program

If the employee has any effective dates in Job Data greater than the DROP entry date, you must update all rows to ensure the new retirement kind is carried forward.

If the employee has requested any leave payouts, they must be entered on the DROP Leave Payment Election form in the HR Forms tile.

Drop Leave Payment Election

Save

Approval Status Initial Created On

Select either Y/N:

Be paid in full amount for Annual, Comp. & Hol. If Yes, do NOT fill out hours below  No Holiday Hours   
Annual Hours

Compensatory Hours

**Acknowledge Form:**

\*Name  \*Drop Begin Date   
 \*Employee ID #

**Attachments**

There is no attachment uploaded.

28.

<p>29.</p>	<p><b>Transaction Type 6:</b></p> <p style="text-align: center;"><b>DROP entries effective prior to go-live.</b></p> <p>When an employee enters DROP, they may elect to receive a portion of their leave paid out. If the effective date of the DROP entry is prior to go-live, the transaction must be completed in both Time &amp; Leave and INFORMS.</p>
<p>30.</p>	<p>Documentation is received from the Benefits Team, and it is identified that the transaction is effective prior to go-live.</p> <p>DROP will be entered in Time &amp; Leave DROP screen. Payouts will need to be entered as well. LPAR must be updated, and any ripple of pay periods will need to be completed.</p> <pre style="background-color: black; color: white; padding: 10px;"> 06/06/2022          TIME AND LEAVE SYSTEM          (DROP) PAYM023 18:07:14          DEFERRED RETIREMENT OPTION PROGRAM          PAYA023                   ORIGINAL REF DATE 05/29/2022  EMP ID            SSN XXX XX                CURRENT          PRESERVED NAME              H DDL:          037-01-053 DROP STATUS : L  D=DROP INITIATED      OCC.CODE:       4101 S=STARTS THIS PP P=PARTICIPANT, L=LATE,  FIREFIGHTR R=REVERSAL, T=TERM                      PAY STEP :      10 DROP BEGIN DATE: 05 01 2022             HRLY RATE:      35.66005 DROP BEGIN PPE : 05 01 2022             STAT/BU :       AA C DROP END DATE  : 04 30 2027             RET. KIND:      24 18.34 PAYOUT FLAG     : Y Y/N                 INDEX :         FREOPS012002 PAYOUT REQ FLAG: M M/A MANUAL OR AUTO    FRS SALARY AMOUNT : .00 DROP RET KIND   : 94  RET RATE: 18.34    DROP SALARY AMOUNT : .00 PAYOUT PPE DATE: 05 29 2022             FRS LATE&amp;MANUAL ADJS: .00    PAYOUTS:  HOURS      RATE      AMOUNT    HRS ADJ    AMT ADJ ANNUAL   :  100.00     .0000     .00 HOLIDAY   :    .00     .0000     .00 COMPTIME  :    .000    .0000     .00                 </pre>

```

06/06/2022 DDL 03701053 TIME AND LEAVE SYSTEM_ MAS A: Y M: (LPAR) PAYA0224
18:11:59 JS 1 04/18/2022 TO 05/01/2022 NTS N VR 02 DT 05/29/2022
SSN XXX XX C 4101 10 AA RT 96.000 OT 0.000 HRLY 35.66005
APR EXPS: 5C PC IMAGE: G
M 18 24.00
T 19 --
W 20 --
T 21 24.00
F 22 --
S 23 --
S 24 CR
M 25 --
T 26 --
W 27 24.00
T 28 --
F 29 --
S 30 24.00
S 01 -- GD 0.000 AAF 100.00
LG 06 LBA 06 P 00 VA 0 R B:A 279.25 S 131.50 H 184.50 C 1.625 F 2 B U
PP 12 LBA 12 P 00 SC R E:A 182.25 S 136.50 H 184.50 C 1.625 F 2 B U
    
```

If money adjustments are created they will be brought over into INFORMS on the Retro Earnings file. Users can review the earnings on the paylines once they have loaded.

```

06/06/2022 TIME AND LEAVE SYSTEM (SMAC) PAYM0205
18:13:04 CURRENT MONEY ADJUSTMENT SUMMARY INQUIRY PAYA0205
DDL: 037-01-053 EMP ID:
SSN: XXX XX 004101 10 AA HRLY: 35.66005
RT: 96.000 OT:
M.A. PAY M.A. PAY M.A. PAY
CODE AMOUNT MTH CODE AMOUNT MTH CODE AMOUNT MTH
-----
96 +3,566.01
    
```

Job Data must be updated with the DROP entry effective date.

Users must determine where to insert the row in Job Data based on the effective date.

If the top of the stack row is greater than the DROP begin date, users will place a sandwich row between the Conversion row and the Hire row.

31.

The screenshot displays the 'Work Location Details' form for an employee. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The 'Work Location' tab is active. Below the tabs, the employee's 'Empl ID' and 'Empl Record' (0) are shown. The form is titled 'Work Location Details' and includes a search bar and navigation controls. The main section contains several fields: '\*Effective Date' (05/01/2022), 'Effective Sequence' (0), 'HR Status' (Active), 'Payroll Status' (Active), '\*Action' (Enter DROP), 'Reason' (Retired - Enter Drop), and '\*Job Indicator' (Primary Job). Below these fields, there is a 'Go To Row' button with '+' and '-' icons. The 'Position Number' is 00005507, and the position is 'FIREFIGHTER'. There is an 'Override Position Data' button. The 'Position Entry Date' is 11/23/2015, with a checkbox for 'Position Management Record'. The 'Regulatory Region' is USA (United States), 'Company' is MDC (Miami Dade County), 'Business Unit' is FR (Fire Rescue), and 'Department' is FR03010200 (SOUTH AREA COMMAND). The 'Department Entry Date' is 11/23/2015, 'Location' is FR00000058 (10850 SW 211TH ST), and 'Establishment ID' is MDC (Miami Dade County). The 'Date Created' is 06/06/2022. At the bottom, there are fields for 'Last Start Date' (11/23/2015) and 'Expected Job End Date'. The footer contains links for 'Job Data', 'Employment Data', 'Earnings Distribution', 'Benefits Program Participation', and 'Creditable Adjusted Dates'.

Click on the **Benefits Program Participation** and enter the new **Retirement Kind**.

32.

**Benefit Program Participation**

Employee: [Name] Empl ID: 0 Empl Record: 0

**Benefit Status** (2 of 3)

Benefit Record Number: 0

Effective Date: 05/01/2022

Effective Sequence: 0 Action: Enter DROP Reason: Retired - Enter Drop

HR Status: Active Job Indicator: Primary Job

Payroll Status: Active

\*Benefits System: Benefits Administration

Annual Benefits Base Rate:  USD

ACA Eligibility Details

Current Benefits Employee Status: Active

**Benefits Administration Eligibility**

BAS Group ID:

Retirement Kind:

Executive Benefits:

Benefit Program:

Executive Counter:

**Benefit Program Participation Details** (1 of 3)

\*Effective Date: 01/01/2022

Currency Code: USD

\*Benefit Program: MDF

MDFR Benefit Program

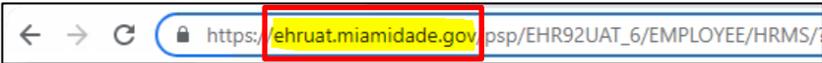
Job Data | Employment Data | Earnings Distribution | **Benefits Program Participation** | Creditable Adjusted Dates

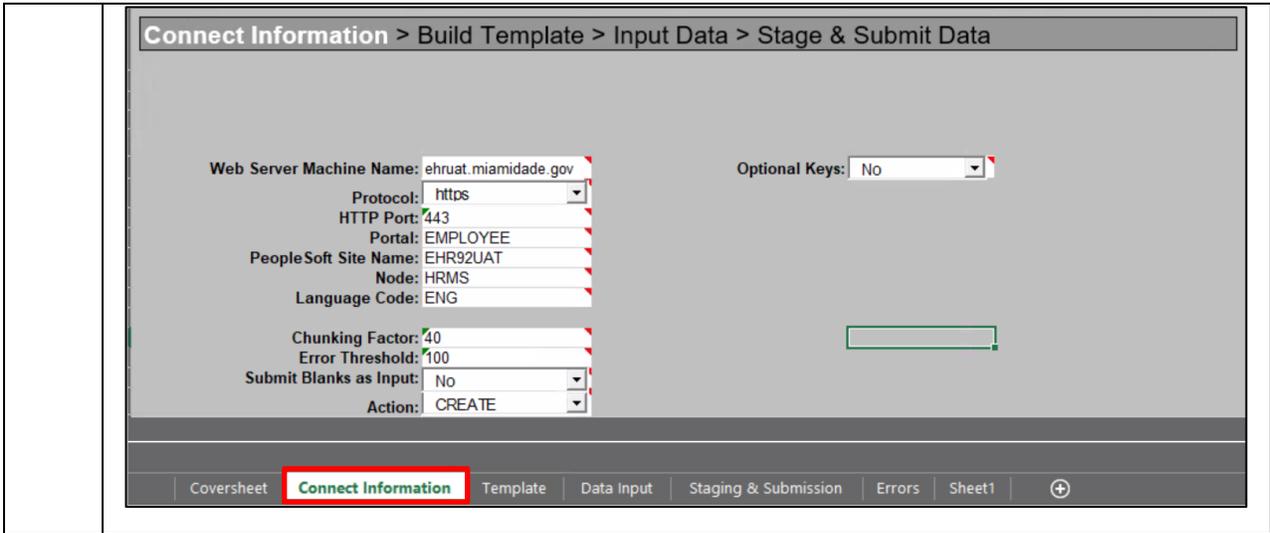
If the employee has any effective dates in Job Data greater than the DROP entry date, you must update all rows to ensure the new retirement kind is carried forward. At a minimum, the employee should have the conversion row also to update the retirement kind.

For this scenario, you do not need to enter the DROP Leave Payout Election form in INFORMS. The leave payouts will be loaded from Time & Leave.

33.

Steps for Excel-to-CI: this process will be conducted by the Payroll Administrator.

Step	Action
34.	<p>Access the templates posted on SharePoint. Select the template based on the data you will be loading (Earnings, Deduction, Taxes, or Garnishments).</p> <p><u>Excel-to-CI template</u></p>
35.	<ul style="list-style-type: none"> <li>• Open the Excel sheet and select the <b>Connect Information</b> tab.</li> <li>• Complete the following fields. <ul style="list-style-type: none"> <li>○ <b>Web Server Machine Name:</b> Name of the webserver environment to connect. You can find this information on the environment URL. <div data-bbox="459 695 1281 758" style="border: 1px solid black; padding: 2px;">  </div> </li> <li>○ <b>Protocol:</b> HTTP/HTTPS.</li> <li>○ <b>HTTP Port:</b> Port Number Web server is default 443.</li> <li>○ <b>Portal:</b> Default is EMPLOYEE.</li> <li>○ <b>PeopleSoft Site Name:</b> INFORMS Site Name or the environment name where you are loading the data.</li> <li>○ <b>Node:</b> INFORMS node name. The default value is HRMS.</li> <li>○ <b>Language Code:</b> The default is ENG.</li> <li>○ <b>Chunking Factor:</b> Number of data rows to be loaded to the database at one time. The default value is 40.</li> <li>○ <b>Error Threshold:</b> This is set if you want to stop the loading into the database after a certain number of errors is reached.</li> <li>○ <b>Action:</b> The types of actions available are based on the structure of the component interface. The actions are: <ul style="list-style-type: none"> <li>▪ <b>Create:</b> Create action is used to create or insert a new row. This is equal to the “Add” action of a search page. This could be the most widely used among the actions in Excel to CI.</li> <li>▪ <b>Update:</b> This action partly functions as a Create. This is used to create/append new child rows. Before inserting a new child row, it checks for the parent row keys.</li> <li>▪ <b>UpdateData</b> - Use this option to update specific non-key values that already exist.</li> </ul> </li> </ul> </li> </ul>

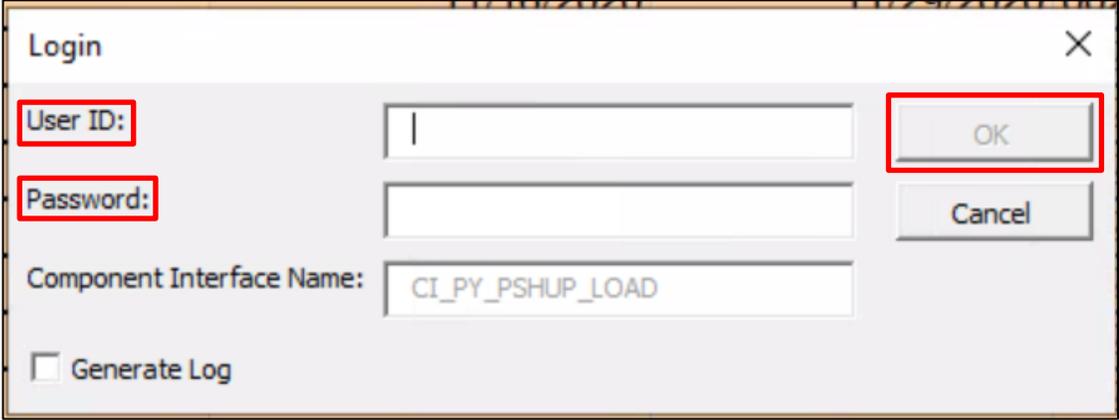
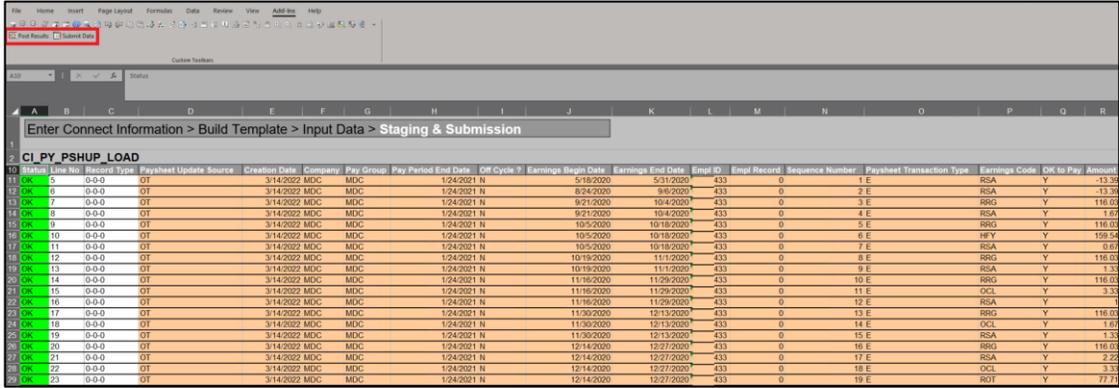


36.

- Select the **Template** tab.
- Click on **Add-Ins**.
- Select **New Data Input**.

37.

**New Data Input:** When building a new data input sheet, the system will display the following prompt. If you select **Yes**, a new data input sheet is created, overwriting the former one.

38.	<ul style="list-style-type: none"> <li>• Enter the <b>Received Data</b>.</li> <li>• Select <b>Stage Data for Submission</b>.</li> <li>• The system automatically enters the data into the final tab: <b>Staging &amp; Submission</b>.</li> </ul>
39.	<ul style="list-style-type: none"> <li>• Select <b>Submit Data</b>.</li> <li>• Enter the <b>User ID</b> and <b>Password</b>.</li> <li>• Click <b>OK</b>.</li> </ul> 
40.	<p>The data updates.</p> <ul style="list-style-type: none"> <li>• Click <b>Post Result</b>.</li> <li>• After the submission results are copied to the data input sheet, the status of each row is viewable, and corrections can be made to rows with an Error status.</li> </ul> 
41.	<p>Review the loaded results in INFORMS by navigating to <b>Payroll for North America &gt; Payroll Processing USA &gt; Create and Load Paysheets &gt; Update Paysheet Transactions</b>.</p>

42.

- Select **Transaction Status**, enter **Active**.
- Select **Search**.

*Transaction Status	Employee ID	Source	Creation Date	Company	Pay Group	Off Cycle	Employment Record	Sequence	Paysheet Transaction Type	Override Only
1						<input type="checkbox"/>	0	0		

43.

Run Prior Retro Validation Report in INFORMS by navigating to **Reporting Tools > Query > Query Manager or QueryViewer**.

- Search: **MDC\_PRIOR\_RETRO\_VALIDATION**.
- Click on **Run to Excel**.
- Populate the Pay Period End, which you are processing the retro.

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
<input type="checkbox"/>	MDC_PRIOR_RETRO_VALIDATION	Compare retro retirement kind	Public		Edit	HTML	Excel	XML	Schedule	Lookup References

If the query returns results, update the Retirement Plan of the employee to insert the historical benefit plan from Time and Leave.

Navigate to **Benefits > Enroll in Benefits > Retirement Plans**.

44.

The screenshot shows the Oracle Retirement Plans interface. At the top, there are navigation tabs: Favorites, Main Menu, Benefits, Enroll In Benefits, and Retirement Plans. The Oracle logo is visible. Below the header, the page title is "Retirement Plans". The employee information is displayed: Employee ID 00324432, Benefit Record Number 0. The Plan Type is 7X, Florida Retirement System. The Coverage section shows a Deduction Begin Date of 08/19/2019, Participation Election set to Elect, and an Election Date of 01/01/2022. The Benefit Program is PBA, PBA hired 1/1/2019 or later, and the Benefit Plan is HB, FRS Special Risk Police/Corre. The Payroll Status is Active and the Option Code is 8.

Review the results, then load the transaction to paysheets to include in payroll calculation.

- Navigate to **Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Load Paysheet Transactions > Load Paysheet Transactions**.

45.

Update Paysheet Transactions

Employee ID:  Search

Paysheet Update Source:  Clear

Transaction Status: Active Delete

Transaction Data

*Transaction Status	Employee ID	Source	Creation Date	Company	Pay Group	Off Cycle	Employment Record	Sequence	Paysheet Transaction Type	Override Only
Active	00000227	OT	02/24/2022	MDC	MDC	<input type="checkbox"/>	0	1	E	Y
Active	00000227	OT	02/24/2022	MDC	MDC	<input type="checkbox"/>	0	1	E	Y
Active	00118414	OT	11/09/2021	MDC	MDC	<input type="checkbox"/>	0	4	E	Y
Active	00118414	OT	11/09/2021	MDC	MDC	<input type="checkbox"/>	0	5	E	Y
Active	00118414	OT	11/09/2021	MDC	MDC	<input type="checkbox"/>	0	3	E	Y
Active	00118414	OT	11/09/2021	MDC	MDC	<input type="checkbox"/>	0	2	E	Y
Active	00118414	OT	11/09/2021	MDC	MDC	<input type="checkbox"/>	0	1	E	Y
Active	00118414	OT	11/09/2021	MDC	MDC	<input type="checkbox"/>	0	6	E	Y

46.

- Enter the **Run Control ID**.

Or

- Select **Search**.
- Select the **Run Control ID**.

### Load Paysheet Transactions

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

**Run Control ID** begins with ▾ Test

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All | ◀ ◁ 1-1 of 1 ▷ ▶

Run Control ID	Language Code
Test	English

[Find an Existing Value](#) | [Add a New Value](#)

Populate the run control parameters:

- **On-Cycle or Off-Cycle Run:** Use this group box or the Off-Cycle Run group box to the right to specify which transactions you want to load into paysheets. For On-Cycle Runs, you must use the On-Cycle or Off-Cycle Run group box. For off-cycle runs, you can use either group box.
- **Pay Run ID:** Select the pay run ID that identifies the pay calendars you want to load and process the data. The system loads data for all employees in the companies and pay groups represented by the pay run ID.
- **On or Off-Cycle:** Select On-Cycle to process the data as part of the normal payroll schedule.

Calculate Options:

- **Paysheet Update Source:** Select the source of the data from which you want to create paysheets. Select Other Sources if applicable.

Process Option:

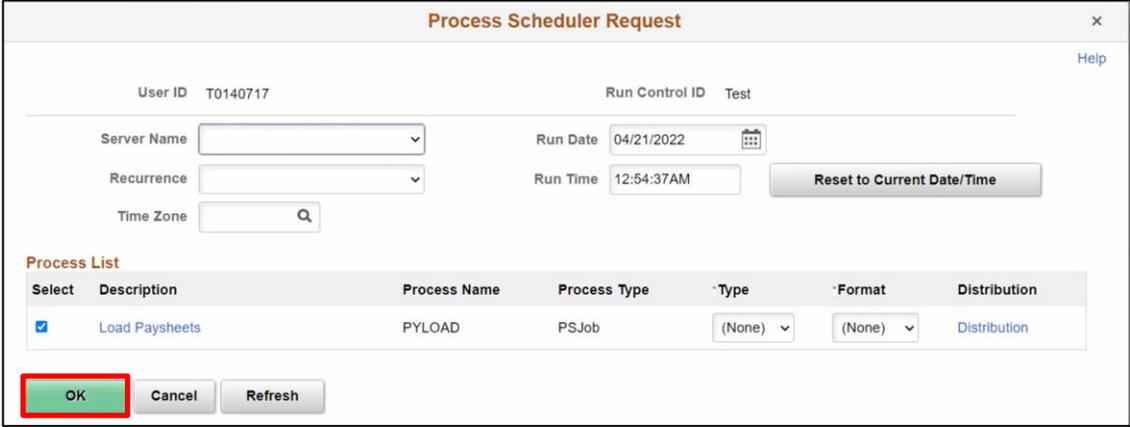
- **Process Transactions:** Select this option to load data and create paysheets.
- **Reset Transactions:** Select this option to reset transactions from inactive to active so you can create paysheets again.

47.

Check **OK to Pay:** Select this option to automatically mark the paysheets as OK to Pay. The Pay Calculation process only processes those transactions marked OK to Pay.

48.

Click **Run**.

<p>49.</p>	<p>Select <b>OK</b> on the <b>Process Scheduler Request</b> page.</p> 
<p>50.</p>	<p>Select <b>Process Monitor</b>.</p>
<p>51.</p>	<p>Select <b>Refresh</b> on the <b>Process Monitor</b> page until the Run Status is marked as “Success” and the Distribution Status is “Posted.”</p>