Running a retro payroll calculations for an individual worker

When a retro event has occurred in the system a retro payment calculation must be run in order to pull the changes into the current payroll results. To run a retro calc on the individual effected by the change follow the instruction below.

From the employees profile page:

1) Click on the actions icon
2) Scroll down to the payroll tab
    a. When the pop-up list appears scroll up to "run retro pay calculation" and click on it
3) A new screen will open with the employee's information populated
    a. Click OK at the bottom of the screen
    b. Click refresh until the screen shows the status as complete
    c. If the calculation generated a retro result the screen will display a "1" next to the field that says Processed Payroll Retro Worker Results
    d. To return to the workers page click on the employee's name in the line right above the results
4) Open the employee's current payroll result and recalculate it to pull the retro results into that period and review to confirm that the correct adjustment was made.