

Submission of Retro Hours

Students that did not get paid, whatever the reason, be it a missed deadline or not being approved in time, must enter their hours retroactively in the next pay period. To do this, proceed as follows:

1. On the time sheet for the current pay period, record the **total hours** worked and not paid, on any one day on the appropriate Retro Pay line. Choose the Earn Code for the correct job category; **114 for "Retro Pay Student-ON campus" or 115 for "Retro Pay Student-OFF campus"**.

Time Sheet

RETURN TO MENU HELP

Time Sheet for
Title and Number: Student Asst-Controller's -- SP0133-00
Time Sheet Period: Oct 09, 2011 to Oct 22, 2011
Department and Number: Work Study -- PY100
Submit By Date: Oct 24, 2011 by 12:00 PM

Earning	Earn Code	Shift	Std Hrs	Tot Hrs	Sun Oct 09, 2011	Mon Oct 10, 2011	Tue Oct 11, 2011	Wed Oct 12, 2011	Thu Oct 13, 2011	Fri Oct 14, 2011	Sat Oct 15, 2011
On Campus-Student	001	1	0	4	Sun Hours	Mon Hours	Tue Hours	4	Thu Hours	Fri Hours	Sat Hours
Off Campus - Student	002	1	0	0	Sun Hours	Mon Hours	Tue Hours	Wed Hours	Thu Hours	Fri Hours	Sat Hours
Retro Pay Student-ON campus	114	1	0	0	Sun Hours	Mon Hours	Tue Hours	Wed Hours	Thu Hours	Fri Hours	Sat Hours
Retro Pay Student OFF campus	115	1	0	0	Sun Hours	Mon Hours	Tue Hours	Wed Hours	Thu Hours	Fri Hours	Sat Hours
Total Hours:			4	0	0	0	0	4	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Next Week

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:

In the example above, Sunday is chosen to record the **total** retroactive hours worked and not paid, from a previous pay period.

2. Record your **total hours** missed, in the chosen day. **SAVE.**

Time Sheet for
Title and Number: Student Asst-Controller's -- SP0133-00
Time Sheet Period: Oct 09, 2011 to Oct 22, 2011
Department and Number: Work Study -- PY100
Submit By Date: Oct 24, 2011 by 12:00 PM

for Earning: Retro Pay Student-ON campus (114)
 on Date: Sunday Oct 09, 2011
 Enter Shift: 1
 Enter Hours: 10

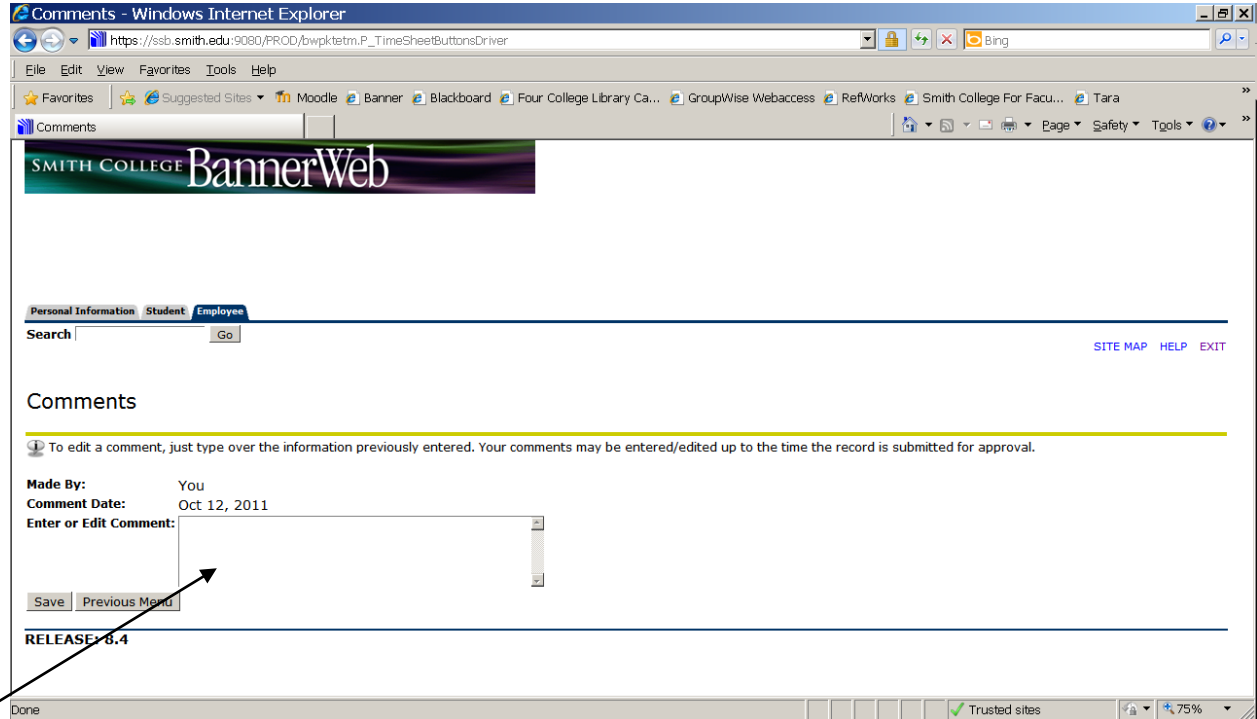
Save | Copy | Account Distribution

Earning	Earn Code	Shift	Std Hrs	Tot Hrs	Sun Oct 09, 2011	Mon Oct 10, 2011	Tue Oct 11, 2011	Wed Oct 12, 2011	Thu Oct 13, 2011	Fri Oct 14, 2011	Sat Oct 15, 2011
On Campus-Student	001	1	0	4	Sun Hours	Mon Hours	Tue Hours	4	Thu Hours	Fri Hours	Sat Hours
Off Campus - Student	002	1	0	0	Sun Hours	Mon Hours	Tue Hours	Wed Hours	Thu Hours	Fri Hours	Sat Hours
Retro Pay Student-ON campus	114	1	0	10	10	Mon Hours	Tue Hours	Wed Hours	Thu Hours	Fri Hours	Sat Hours
Retro Pay Student OFF campus	115	1	0	0	Sun Hours	Mon Hours	Tue Hours	Wed Hours	Thu Hours	Fri Hours	Sat Hours
Total Hours:			14	10	0	0	0	4	0	0	0

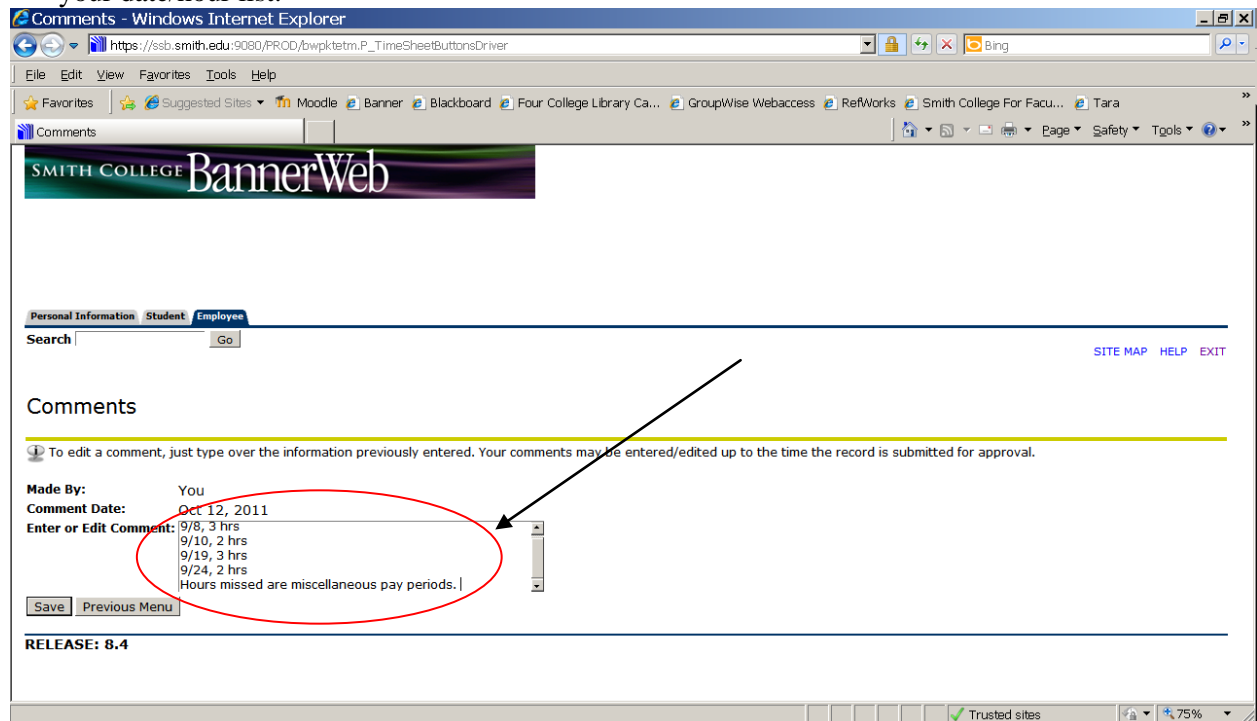
Position Selection | Comments | Preview | Submit for Approval | Restart | Next Week

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:

3. Click the “Comments” button.



4. Record your dates/hours in this box. Do not record your hours in a sentence format. There are only a limited number of text fields per line. Use the list format as shown in the example below (hit the enter key after each date/hour entry). Any necessary comments for your supervisor should follow your date/hour list.



5. Save your work.

6. Submit your time sheet at the end of the pay period, following the normal process.

NOTE: The Payroll Office cannot process the retroactive hours recorded unless the comment field is populated with both the dates and hours worked.