Description of Data Elements/Retro Pay Review and Update Panel

Data Element	Definition
Emplld	An Employee Identification Number is the employee's identifying number for purposes of paying the employee.
Empl Rcd#	The Employment Record Number is the identifier by which concurrent jobs are tracked.
Mass Rqsd ID	N/A
Retro Pay Eff Date	The Retro Pay Eff Date identifies the beginning date of the retroactive payment.
Retro Pay Seq#	The Retro Pay Seq# is a random number assigned by PaySR to identify an employee's retroactive transactions.
Status	Status indicates the status of the retroactive payment. The valid values for this field are as follows: Loaded PS — Identifies a retroactive payment previously calculated and loaded to a paycheck. Calculated — Identifies a retroactive payment that has been calculated, but not yet added to the paycheck. A calculated retroactive payment will load to the next paycheck to be processed. Recalc — Identifies a retroactive payment that was previously calculated and is now pending a recalculation due to another retroactive change being updated on the Job Data or Additional Pay panel.
Duplicate Flag	N/A
Company	Company relates to an agency's Federal Employer Identification Number. The valid companies in PaySR are: NYS New York State Agencies CNY City University of New York EFC New York State Environmental Facilities Corporation STF New York State Science and Technology Foundation SCF State University Construction Fund IEA Industrial Exhibit Authority
Pay Group	Pay Group is an OSC indicator used for payroll processing, e.g., determining pay cycle (Institution or Administration) and pay calendar (lag or current).
Pay End Date	Pay End date is the last day of the pay period in which the specific earnings being adjusted was originally processed.
Earns Begin Date	The Earns Begin Date identifies the first date the specific earnings is to be adjusted for the payroll period stated in the Pay End Date field.
Earns End Date	The Earns End Date identifies the last date the specific earnings is to be adjusted for the payroll period stated in the Pay End Date field.

Exception	N/A
Off Cycle	N/A
OK to Pay	OK To Pay is an indicator that is automatically checked by the system as a retroactive adjustment is calculated. If OK to Pay is checked, the adjustment will be processed. If agency and/or auditor determines that the adjustment should not be processed in the current pay period, the OK to Pay will be disabled.
Paid Out	If the agency and/or auditor determines that a negative retroactive adjustment should not be processed because the adjustment was recovered using another method (e.g. check reversal, OVP in Additional Pay panel), the OK to Pay will be disabled and the Paid Out indicator will be enabled. Enabling this indicator makes the system "think" that the automatic negative adjustment was actually processed, so as not to process another negative adjustment for the same period in a subsequent check if another retroactive action is reported covering the same period.
Page #	N/A
Line #	N/A
Addl #	N/A
Earns Code	The Earns Code identifies a three-character code that represents the specific earnings being adjusted.
Earns Type	Earnings Type is the type of earnings being adjusted. Valid values for this field are as follows: Reg. Salary Regular earnings is being adjusted for a Salaried employee. Reg. Hourly Regular earnings is being adjusted for an hourly employee. Oth. Hours All earnings (other than regular earnings) being retroactively adjusted.
Earns Hours	Earns Hours is the amount of hours being adjusted for the specific miscellaneous earnings or RGH earnings originally reported in the Time Entry panel with a number of hours or days (days converted to hours in Earns Hours field).
Old Earns Amount	The Old Earns Amount is the amount that was originally paid for the specific earnings between the Earn Begin and the Earn End Date.
New Earns Amount	The New Earns Amount identifies the amount the employee should have been paid for the specific earnings between the Earn Begin and the Earn End Date.
Retro Pay Amount	The Retro Pay Amount is the difference between the New Earns Amount and Old Earns amount for the specific earnings identified in the Earns Code field.
Amount Override	OSC use only.