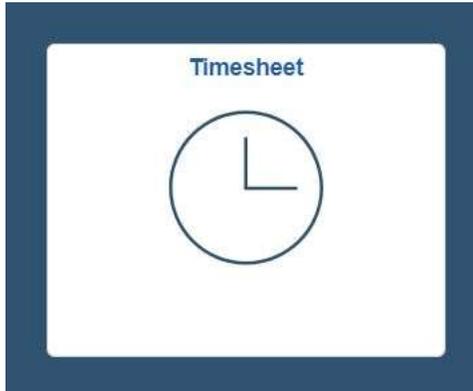


# How to Retro-Pay

1. Start by at the PeopleSoft homepage: <https://hrms.byu.edu>
2. On the homepage, select "Timesheet."
  - a. If you can't find the "Timesheet" option, you can search "Timesheet" and select the Manager Self Service option.
3. Enter the student's ID number.
4. Select the generated link to open the timesheet.
5. Go to the current timesheet.
  - a. Time Reporting Code: 6RTRO – Student Retro pay \$
  - b. Quantity Column: enter in the dollar amount
  - c. Add Comment Column: click on the bubble. Examples -
    - i. 1/23 – 3 hours X \$1.00 wage difference= \$3.00
    - ii. 1/25 – 5 hours X \$1.00 wage difference= \$5.00
    - iii. 2/1 – 2 hours X \$1.00 wage difference= \$2.00
    - iv. =10 hours X \$1.00 = \$10.00
6. Click "Submit" at the bottom of the page to save your changes.



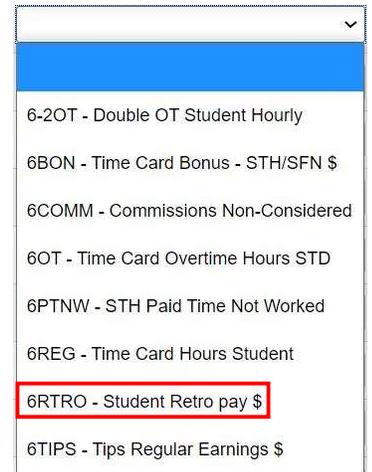
#### Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Title	<input type="text"/>
Department	<input type="text"/>
Workgroup	<input type="text"/>

On the HRMS homepage, select the tile “Timesheet.” Search the desired student’s ID number and select the generated link, which will lead you into the student’s timesheet.

From 11/28/2020 to 12/11/2020

Add Comments	Day	Date	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Date
	Sat	11/28	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	11/28
	Sun	11/29	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	11/29
	Mon	11/30	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	11/30
	Tue	12/1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	12/1
	Wed	12/2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	12/2
	Thu	12/3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	12/3
	Fri	12/4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	12/4
	Sat	12/5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	12/5
	Sun	12/6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	12/6
	Mon	12/7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	12/7



Inside the current timesheet, select the drop down menu under “Time Reporting Code” for any of the days of the week. Inside the drop down menu, choose “6RTRO – Student Retro Pay \$.” On the same row, enter the dollar amount to be retro paid under the column “Quantity.”

From 11/28/2020 to 12/11/2020 ⓘ

Add Comments	Day	Date		In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Date
	Sat	11/28		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	11/28
	Sun	11/29		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	11/29
	Mon	11/30		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	11/30
	Tue	12/1		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	12/1
	Wed	12/2		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	12/2
	Thu	12/3		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	12/3

On the same row that you added the retro pay, select the comment bubble. In the comment box, leave an explanation for how you calculated the dollar amount in “Quantity.” For example, if the student worked 5 hours with a pay difference of \$1.00, the explanation in the comment box should be “11/28 – 5 hours X \$1.00 pay difference = \$5.00”

Submit

Clear

Once this has been completed, click the “submit” button at the bottom of the page to complete the retro pay.