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<b>Title</b>	Retro Pay Webinar FAQ's	
<b>Purpose</b>	<b>To provide responses for questions raised in respect of the Retro Pay Webinars held on the 26<sup>th</sup> and 27<sup>th</sup> August 2021</b>	
<b>Intended Audience</b>	ESR Payroll Departments	

## SUBJECT

Following the Retro Pay Webinars held on the 26<sup>th</sup> and 27<sup>th</sup> August 2021, this User Notice provides answers to questions raised.

## DETAIL

The following questions were raised during and after the presentations.

### **Q1. Should retro be scheduled to run?**

It should be set to run without scheduling

### **Q2. Can retro be run before the start of period jobs are run?**

Yes, this will not impact retro or prevent the start of period jobs from actioned

### **Q3. I normally run more than 1 retro process a month, will that be an option in September?**

It is against best practice to be running more than 1 retro per pay period, and in particular for monthly paid staff. We are advising running a possible second retro by exception for September only

### **Q4. Does the second weekly payroll need to be finalised before running the monthly retro?**

Where you have both weekly and monthly, you should do the following:

Run the weekly payroll (e.g. 31<sup>st</sup> Aug)


Run the weekly retro as soon as weekly processing is complete

Run the weekly payroll (e.g. 6<sup>th</sup> Sept)

Run the monthly retro as soon as weekly processing is complete

### **Q5. If the weekly payroll is being run on the 1<sup>st</sup> September due to the Bank Holiday, will the monthly retros affect the weekly processing?**

There will be no impact as they will run in separate queues

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**Q6. The Pay Award will mean that some staff will require a change to their pension contribution rate. The Pension Rebanding process will not deduct any contribution arrears until October, is there a way this can be actioned in September?**

If the Pension Reassessment process is run following the first payroll run in the month, it will identify and amend the banding contribution for anyone impacted by the Pay Award. In line with how the process works, any arrears relating to the contribution change will be actioned in October's pay.

If you wanted to amend the arrears in September, this could be done manually via Web ADI, using the records identified on the NHS Pension Band Allocation Report, that can be produced following completion of the Pension Reassessment process. Further details of how this process works can be found in the ESR User Manual.

**Note** - Any manual adjustment made would need to be taken into consideration when the October retro run is processed.

**Q7. Where a VPD has a weekly and monthly payroll, but there is no cross-frequency processing, can the monthly retro be run before the weekly retro?**

The monthly retro should not be run until after the weekly processing that is being actioned week commencing 6th September. To run it before may delay any further weekly processing, please follow the steps as detailed in Q4 above


**Q.8 If a second Retro Pay process is actioned, how can the Impending Retro Pay report be produced to only include the latest changes and not the Pay Award changes?**

If running a second Retro Pay process, the Impending Retro Ray report can be run using the Earliest Date Submitted parameter e.g. if submitted on the 9<sup>th</sup>, use the 9<sup>th</sup> as the Earliest Date Submitted

**Q9. If all the weekly processing and weekly retro has completed prior to week commencing 6th September, can the monthly retro be run?**

The monthly retro should not be run until after the weekly processing that is being actioned week commencing 6th September. To run it before may delay any further weekly processing, please follow the steps as detailed in Q4 above

**Q10. Does the Retro Pay process being run for the Pay Award need to have any specific criteria set?**

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There is no need to set any criteria to run this process

**Q11. Are the weekly payrolls going to be split into assignment sets?**

Only where there are more than 10,000 assignments in the payroll

**Q12. Will weekly and monthly retros run in separate queues or both together?**

They will run in the separate queues

**Q13. Will retro pick up terminated records?**

If the final process date is later than the 30<sup>th</sup> September or the assignment is set at Terminate Process Assignment and not End Assignment, then they will be picked up by retro

**Q14. Where can the status of the queues be seen?**

- Go to the Concurrent Manager Screen
- Click on the Tools Icon and select Managers
- You can drill down further by clicking on the Manager Queue button

**Q15. When running a second retro, is an assignment set required or can it be run in full?**

Either as it will only pick up changes made

**Q16. Will any retry retros take as long as the first retro?**

The process should be quicker as it only looks at changes made since the initial process was run


**Q17. We were subject to a MOCP what will happen for the arrears prior to this event?**

They will need to be done manually for the period prior to the MOCP

**Q18. If I want to run my retro process as I would normally instead of following the advice provided, will this be an option?**

The retro process will take at least 5 times longer (for a monthly payroll) than normal to run, by setting it to run at the scheduled time, could mean that your process may not complete in time for your payroll run and will also impact other organisations ability to pay salaries and arrears

**Q19. Could the weekly retro be run later in the month to coincide with monthly pay day, so for example to be paid in the week commencing 20th September?**

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The weekly retro process would need to be set to run as soon as the weekly processing has completed in week commencing 13th September. This will allow the process sufficient time to complete before the next weekly payroll needs to be processed.

**ACTION REQUIRED**

Refer to UN3073 for further guidance on processing Retro Pay during September.

**FURTHER INFORMATION**

None

**NEXT UPDATE**

None