Create a Fixed Value Retro

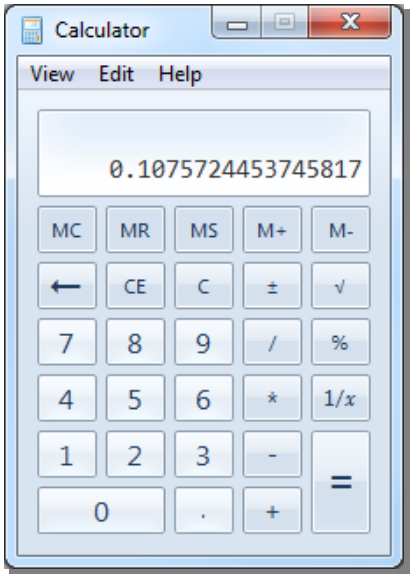
At times you will have a fixed value amount that needs to be retro'd, rather than a percentage. To complete a fixed value retro you will fix convert the amount to a percentage, then complete the retro as usual.

In this example, the amount to be retros is $311.49 and the gross salary amount for this employee for this pay period is $2895.63.

Convert Amount to be Retro'd to a Percentage
You can use a basic calculator or you can use the Payroll Calculator.

Using Basic Calculator:

1. Open the Calculator on your computer.
2. Find the gross salary information for this pay period for this employee by running a Payroll Cost Distribution Report.
3. Enter the amount to be retro'd into the calculator (i.e., $311.49).
4. Click the Divide symbol.
5. Enter the gross salary value for this pay period for this employee (i.e., $2895.63)
6. Press Enter.

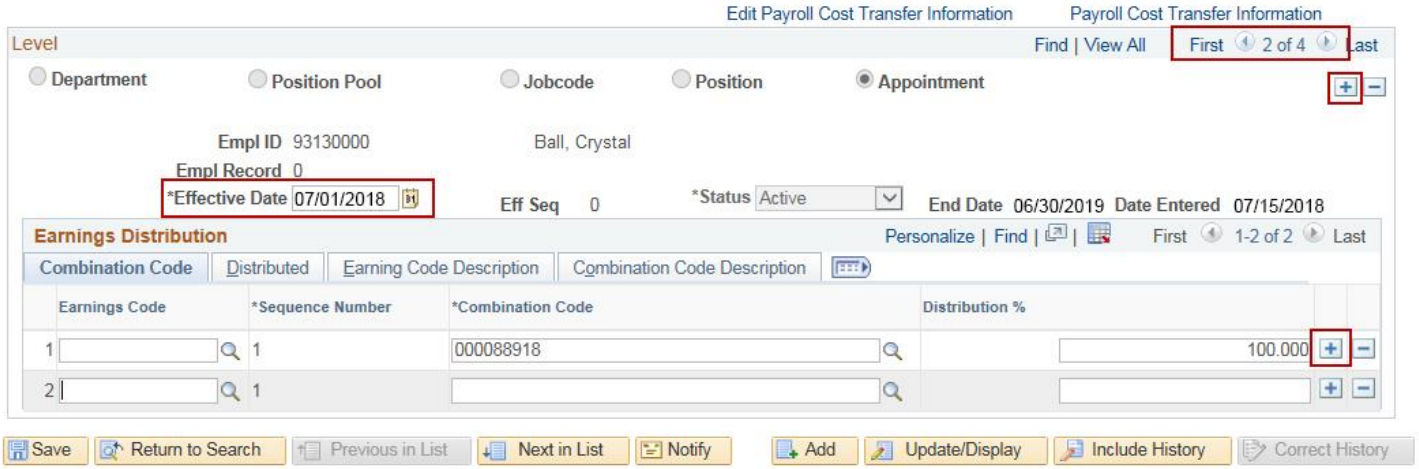


7. Move the decimal point two places to the right to determine the correct percentage. In this example, the percentage would be 10.757%

8. Move to where you wish to enter a new pay period for the retro in the Level section.

9. Click the Add a New Row icon to add a new sequence.

10. Enter the Effective Date for this retro.
    NOTE: Be sure to enter a full pay period date range.

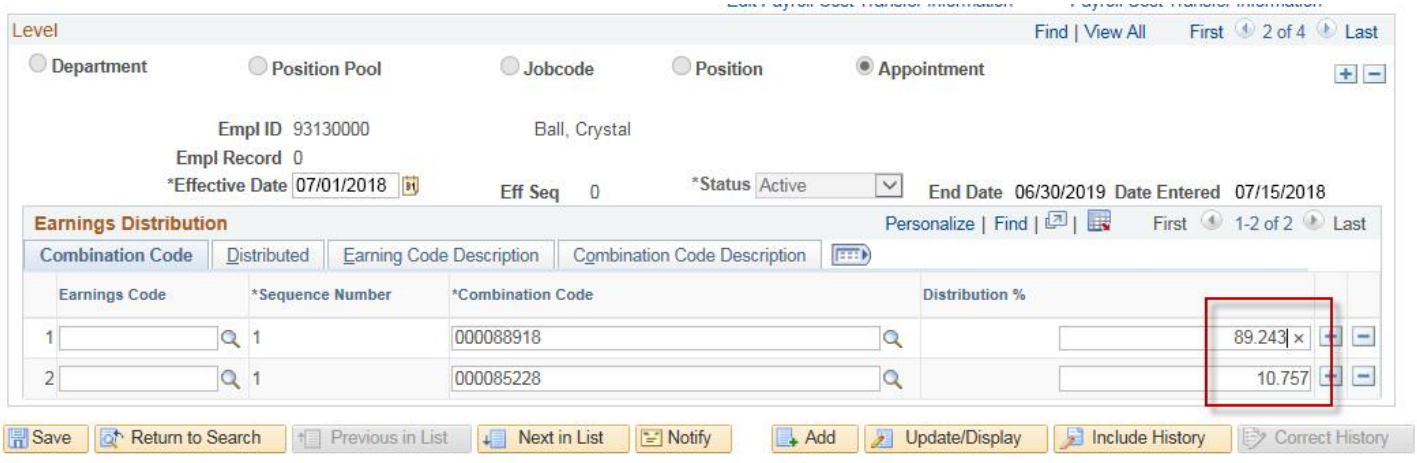


11. Click the Add a New Row button in the Earnings Distribution section to add the new Combination Code for the retro amount percentage.

12. Entered the new Combination Code in the Combination Code field.

13. Enter the percentage to be retro'd in the Distribution % field.

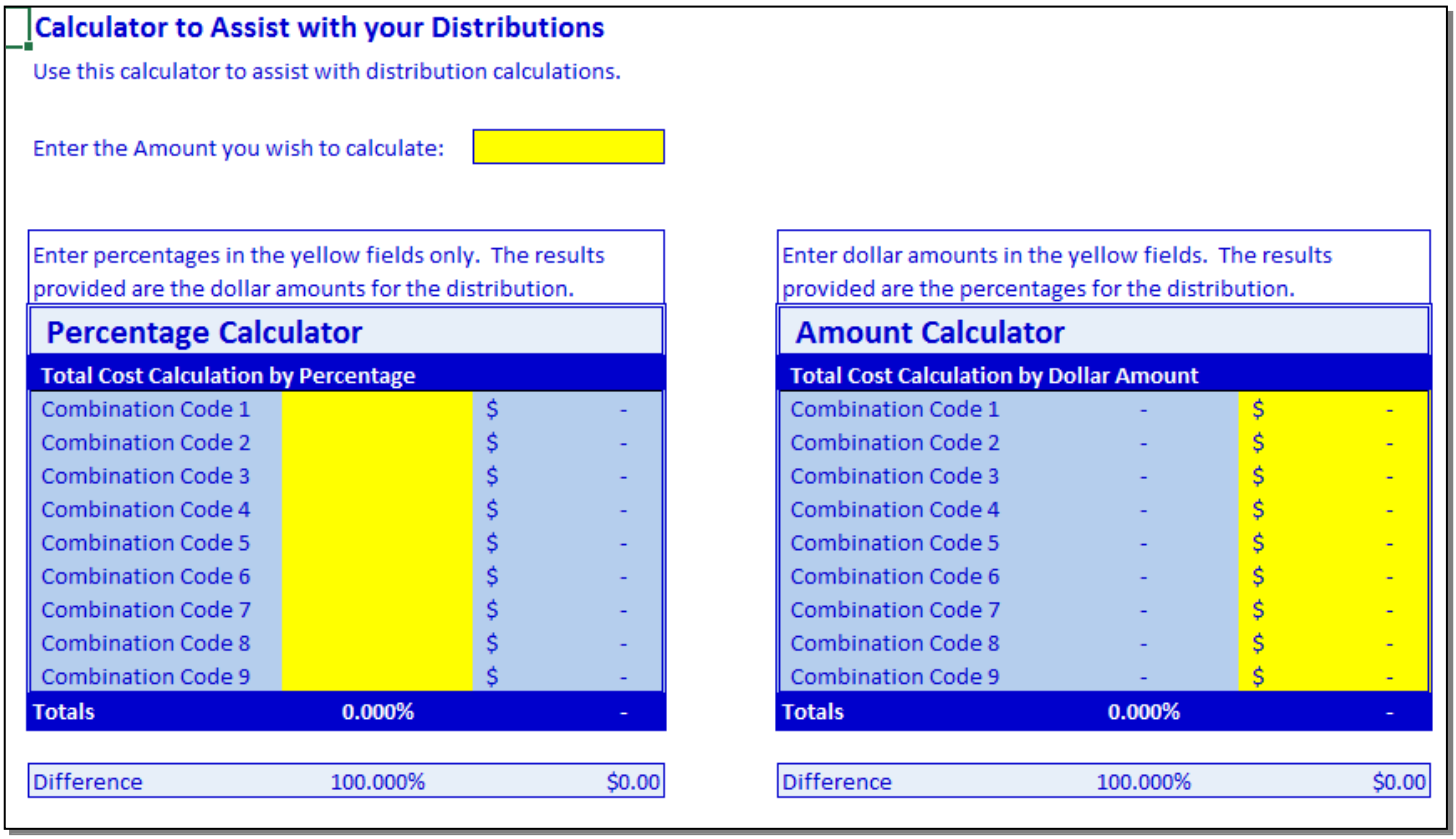
14. Subtract the retro'd percentage from the original Combination Code Distribution percentage.



15. Click Save.

Using the Payroll Calculator:

1. Open the Payroll Calculator



Calculator to Assist with your Distributions

Use this calculator to assist with distribution calculations.

Enter the Amount you wish to calculate:

Enter percentages in the yellow fields only. The results provided are the dollar amounts for the distribution.

Percentage Calculator

Total Cost Calculation by Percentage			
Combination Code 1		$	-
Combination Code 2		$	-
Combination Code 3		$	-
Combination Code 4		$	-
Combination Code 5		$	-
Combination Code 6		$	-
Combination Code 7		$	-
Combination Code 8		$	-
Combination Code 9		$	-
Totals	0.000%		-

Difference	100.000%	$0.00

Enter dollar amounts in the yellow fields. The results provided are the percentages for the distribution.

Amount Calculator

Total Cost Calculation by Dollar Amount			
Combination Code 1	-	$	-
Combination Code 2	-	$	-
Combination Code 3	-	$	-
Combination Code 4	-	$	-
Combination Code 5	-	$	-
Combination Code 6	-	$	-
Combination Code 7	-	$	-
Combination Code 8	-	$	-
Combination Code 9	-	$	-
Totals	0.000%		-

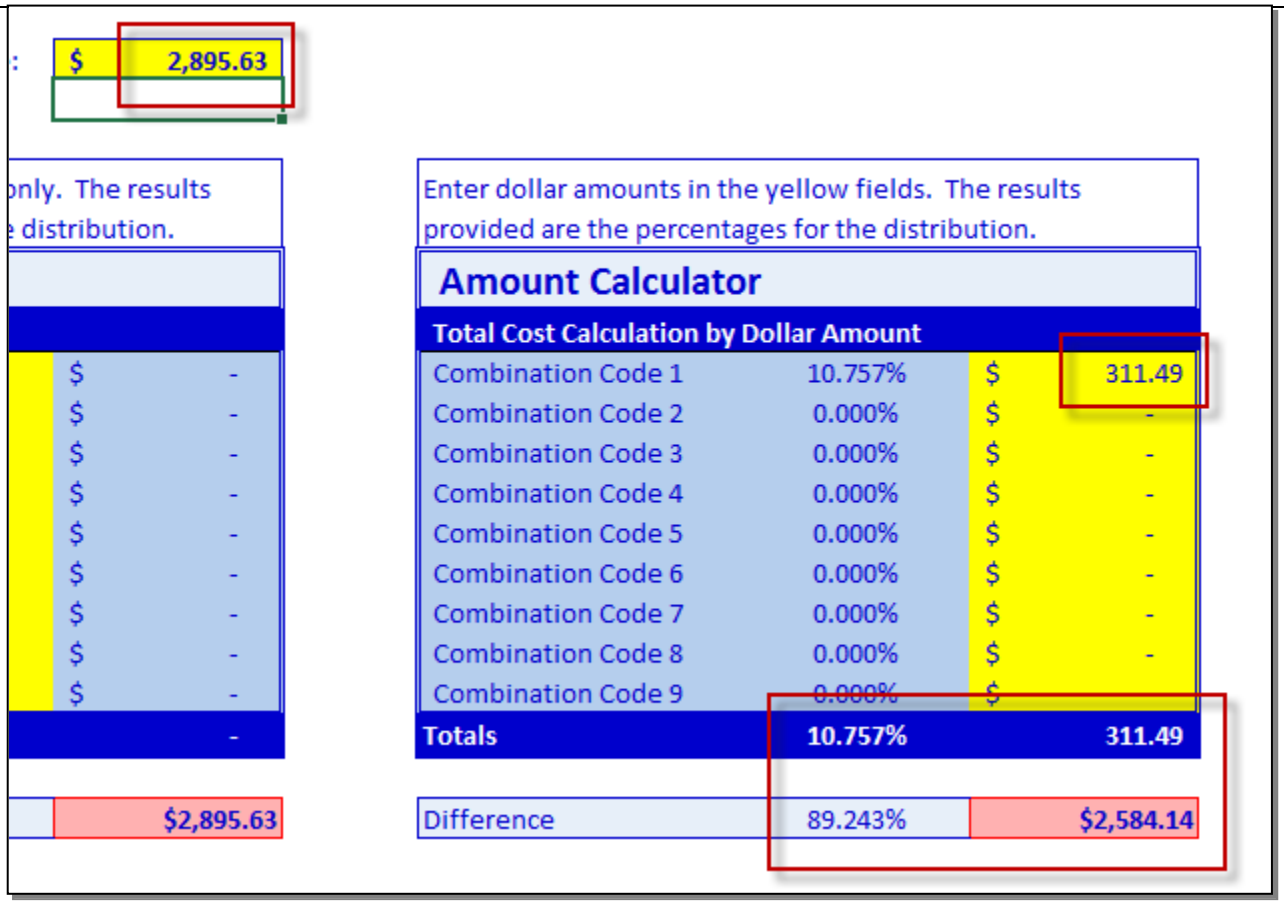
Difference	100.000%	$0.00

2. Enter the gross salary amount for this employee for one pay period in the Amount you wish to calculate field.
   NOTE: You can find the gross salary information for this pay period for this employee by running a Payroll Cost Distribution Report

If you wish to determine the fixed amount of an entered percentage, type in the percentage in the yellow section of the first panel. If you wish to determine the percentage of an entered fixed amount, continue below:

3. Enter the amount to be retro'd in the yellow section of the 2nd panel.

4. Press Enter.



You'll notice that the entered value displays the correct percentage (i.e., 10.757%), the remaining percentage (i.e., 89.243%) and the remaining amount (i.e., $2584.14)

5. Continue at step 8 from Using Basic Calculator section above.