

# What does "Retro" mean in TeamWorks

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In TeamWorks there are a variety of definitions for "retro". The definitions will change depending on the situation. The following describes the various types of retroactive requests:

1. Fund Changes – Grants: a request for a fund change is considered a "Grants Retro" request when the effective date for the request is prior to the date the request was created. This request will require a review by Grants personnel before being fully processed. If the effective date of the request is more than 60 days before the create date, additional justification must accompany the request or it will be rejected by TeamWorks.
2. Fund Changes – Grants and Payroll: any request whose effective date is prior to the beginning of the current unprocessed pay period will require Grants or Payroll to create general ledger changes to move monies expensed using the old funding sources to the new funding sources described by the request. If the request's effective date falls in the middle of a pay period and after the beginning of the current unprocessed pay period it is called an "Administrative Retro". This type of request will be held by TeamWorks and not processed until the pay period that the request's effective date falls in is processed. It will then follow the same process as described earlier in Type 2.
3. Salary Changes – HR: any request for a salary change for a BIWEEKLY paid employee in which the request's effective date is before the date the request was received by TeamWorks is consider to be an "HR Retro" and is processed through the Salary Change Business Rules as a retro request. In addition, any

request for a Monthly paid employee in which the request was received by TeamWorks after the effective date of the request and after the 10<sup>th</sup> of the month of the effective date is also considered to be an "HR Retro" and is processed through the Rules as a retro request.

4. Salary Change - Payroll: any request that has an effective date in the middle of a pay period and after the beginning of the current unprocessed pay period is called an "Administrative Retro". This type of request is held by TeamWorks and not processed until the pay period that the request's effective date falls in is processed.
5. Terminations - There is no "retro" processing in TeamWorks associated with this type of request.