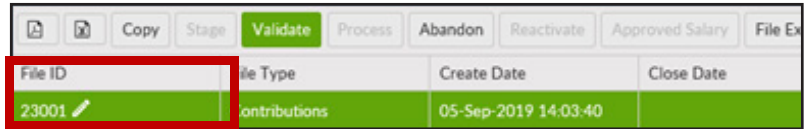
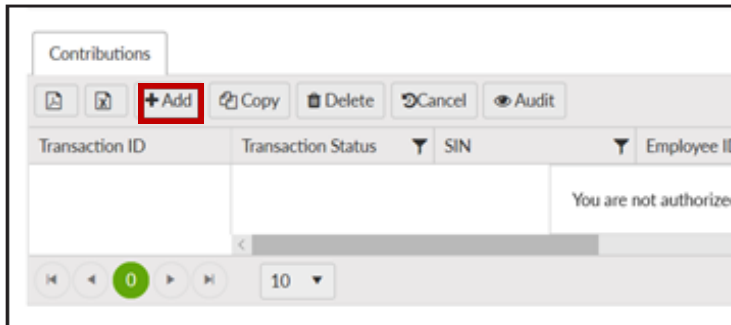


## How to do Retro on a Contribution File

1. From the Dashboard, click **File ID** to open the Contribution File that you created.



| File ID | File Type     | Create Date          | Close Date |
|---------|---------------|----------------------|------------|
| 23001   | Contributions | 05-Sep-2019 14:03:40 |            |



2. Click the **Add** button to create a new transaction and the Create Window is displayed.

**NOTE:** Retro can only be for a previously processed pay period(s) and can either be entered by pay period or as a lump sum.

3. The **Create window** will appear. Enter the following:

- SIN or Employee ID (only one is required).
- Last Name.
- First Name.
- Contribution Type: R for Retro.
- Contribution Begin: First day of the final pay period that pertains to the Retro.
- Contribution End: Last day of the final pay period that pertains to the Retro.

**NOTE:** Contribution period begin and end dates must be in the same pay period. If retro is from January 1, 2020 to March 31, 2020 and it is a monthly pay cycle then you can code the retro as a lump sum. The contribution begin date would be March 1, 2020 and contribution end would be March 31, 2020. If you are breaking it down by pay period then you would have to create a transaction for each pay period – in this example you would create a transaction for each month (January, February and March, 2020).

- Service Type: NP for New Plan.
- Employer Contribution: Enter the amount of Retro.
- Employee Contribution: Enter the amount of Retro.

j. Actual Hours: Should always be 0 for Retro so you need to enter 0 in the Actual Hours field.

**NOTE:** You cannot leave the actual hours field blank.

4. Click **Save**.
5. If you have more than one **employee who requires a Retro for a previous pay period repeat steps 2 through 4**.
6. Once all changes and/or additions are complete, click the **Validate** button found under File Details.
7. If any file transactions are invalid, **edit by clicking on Transaction ID** for the invalid record(s) and update the fields. Once file transactions are corrected repeat step 6.
8. Once validated, **review and approve** salary and confirm by clicking **Approved Salary**.
9. Click **Process** to send the completed contribution file to MEPP.

**NOTE:** If Retro includes previous years then you must break the contributions down by year. Submit the total amount in the last pay period of the year in which the retro pay pertains to if you are doing it as a lump sum. You can also break it down by pay period and create a transaction for each pay period.

