Job Aid: Running Retro
Run Retro Pay Calculation

The Run Retro Pay Calculation must be run prior to the Pay Calculation.

1. Type “retro pay calc” into the search bar and select the task.
Run Retro Pay Calculation

2. Select the pay Period.
3. Select your Pay Group or Pay Groups
4. Select all Calculation Statuses
5. Click Ok

Your process will run in the background.
View Background Process Details

When complete, you can view the statuses of the retros from the View Background Process info. Workday will show you the total number that are **In Progress** or **In Error**.

### Retro Status

**Cannot Process Retro - has unsupported Retro events**
- Workday doesn't automatically process supported or unsupported changes for these workers. You might need to make manual adjustments.

**Supported Retro to process**
- Includes all Add Additional Job events, even though Workday calculates retro differences for only new jobs in the same pay group and company as the worker's current job.

**Cannot Process Retro - Retro Change Date Event in Progress**
- Rerun the retro pay calculation process for the worker or pay group after the date change is complete.
You can click on any number and drill down to view more information.
Reviewing Additional Results

You may use the following reports to validate retro entries and identify manual adjustments that need to be made for retroactive changes that Workday doesn't process automatically.

- Retro Pay Calculation Results for Group of Workers
- Retro Pay Calculation Results for Worker
Run Retro Pay Complete

You must “run retro pay complete” before running the pay complete.