

# HCM MASS RETRO GENERATION REQUEST FORM

## \*\*\*ONE REQUEST FORM PER BARGAINING UNIT\*\*\*

Date Submitted to LACOE: \_\_\_\_\_

District No.: \_\_\_\_\_ District Name: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_

Email: \_\_\_\_\_

HCM Union Local Code: \_\_\_\_\_ HCM Union Local Description: \_\_\_\_\_

Approximate Number of Employees To Be Paid: \_\_\_\_\_ Implementation Date: \_\_\_\_\_

\*Dollar Based Events (ECAJD, RGAJD, and RXTRD) will not be pickup in Mass Retro.

Are there any Employment Statuses that should be excluded from your Mass Retro?  Yes  No

Are there any Job Titles that should be excluded from this Mass Retro?  Yes  No

Does Mass Retro apply to return retirees?  Yes  No

\*Please ensure all Unions Locals and Grades are updated in HCM to be included in this Mass Retro.

If any of the above questions is marked Yes, a member of the SFS Employee Services Team will be in contact with you.

Pay Policy Rate Table (PPRT):

Beginning Retro Accrual Date:

Ending Retro Accrual Date:


Districts MUST attach the following documents to this request form or request CANNOT be processed.

- **ONE** copy of the **Approved BOARD RESOLUTION** for individuals not covered by a bargaining unit.
- **ONE** certified copy of the **BOARD ACTION** approving increase associated with this request.

**PLEASE EMAIL ALL COMPLETED FORMS AND SUPPORTING DOCUMENTS TO: [SFSEmployeeServices@lacoedu](mailto:SFSEmployeeServices@lacoedu)**


### FOR LACOE USE ONLY

Date Received by SFS:		By:		Report Gen. Run Date:	
Copies to Payroll Date:		By:		GTN #:	
Copies to Retirement Date		By:		GTN Run Date:	

# Instructions for Completing the HCM Mass Retro Generation Form

Screenshots are available on the following pages

SFS Employee Services is available to assist

1. Complete the top portion of the form.
2. If any of the questions are marked with Yes, additional information will be needed.
  - a. If any of the Employment Status need to be **EXCLUDED**, please list **ALL** Employment Status that need to be **INCLUDED** on a separate page and attach to this form.
  - b. If any of the Job Titles need to be **EXCLUDED**, please list **ALL** Job Titles that need to be **INCLUDED** on a separate page and attach to this form.
  - c. If Return Retirees are included on this Mass Retro, please list **ALL** Return Retirees Job Titles that need to be **INCLUDED** on a separate page and attach to this form.
3. District can obtain all available Job Title and Employment Status from the OHCM-PSNL-0190 Data Validation Report.
  - a. Log into BEST Portal and click Info Advantage Tile.
  - b. Report is located in the Personnel Management folder.
    - i. Click on the Refresh icon to enter in the prompts  

    - ii. Enter the Effective Date on the prompt.
    - iii. Enter the Home District/Agency Code prompt for your district.
    - iv. On the Employment Status prompt, click on the refresh values to see all available Employment Statuses to choose from.
    - v. Click OK to run the report.
    - vi. You can Export the report and download on an Excel format file.
4. Please list the Pay Policy Rate Table (PPRT). This is known as Salary Schedule in HRS.
5. Please enter the Beginning Retro Accrual Date and Ending Retro Accrual Date.
  - a. Date range of retro period.
  - b. There should be NO gap for retro run dates
6. Districts **MUST** attach the following documents to this request form or request **CANNOT** be processed.
7. **ONE** copy of the **Approved BOARD RESOLUTION** for individuals not covered by a bargaining unit.
8. **ONE** certified copy of the **BOARD ACTION** approving increase associated with this request.
9. **PLEASE EMAIL ALL COMPLETED FORMS AND SUPPORTING DOCUMENTS TO:** [SFSEmployeeServices@lacoed.edu](mailto:SFSEmployeeServices@lacoed.edu)



**HCM MASS RETRO GENERATION REQUEST FORM**  
**\*\*\*ONE REQUEST FORM PER BARGAINING UNIT\*\*\***

**1** Date Submitted to LACOE: \_\_\_\_\_  
 District No.: \_\_\_\_\_ District Name: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Phone: ..(\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_  
 Email: \_\_\_\_\_

Authorized: \_\_\_\_\_ Phone: ..(\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_  
 Email: \_\_\_\_\_

HCM Union Local Code: \_\_\_\_\_ HCM Union Local Description: \_\_\_\_\_

Approximate Number of Employees To Be Paid: \_\_\_\_\_ Implementation Date: 04/01/2022

**2** Are there any Employment Statuses that should be excluded from your Mass Retro?  Yes  No  
 Are there any Job Titles that should be excluded from this Mass Retro?  Yes  No  
 Does Mass Retro apply to return retirees?  Yes  No  
 If any of the above questions is marked Yes, a member of the SFS Employee Services Team will be in contact with you.

**4 & 5**

Pay Policy Rate Table (PPRT):	S	C	2		
Beginning Retro Accrual Date:	01/01/2022	01/01/2022	01/01/2022		
Ending Retro Accrual Date:	03/31/2022	03/31/2022	03/31/2022		

# How to Run the OHCM-PSNL-0190 Data Validation Report

Home User Profile Best Portal

Applications

Welcome to BEST Authentication !

3a

These are the applications that you are entitled to

InfoAdvantage Reports

Human Capital Mgt. (HCM)

Power BI Reports

3b

Details

Title ^	Type
BUD	Folder
FIN	Folder
HCM	Folder

Title ^	Type
BENEFITS AND DEDUCTIONS	Folder
JOB ERROR REPORTS	Folder
PAYROLL	Folder
PERSONNEL MANAGEMENT	Folder
POSITION CONTROL	Folder
RETIREMENT	Folder
TIME AND LEAVE	Folder

Title ^	Type
HCM-PERS-0033 Employee Profile/Staffing Report	Web Intelligence
HCM-PSNL-0008 Detailed Diversity Reporting	Web Intelligence
HCM-PSNL-0009 Employee Skills and Competencies_Merged	Web Intelligence
HCM-PSNL-0009a Expiring & Expired Mandated Training Profile	Web Intelligence
HCM-PSNL-0009c Expiring & Expired Licenses and Certifications	Web Intelligence
HCM-PSNL-0028 Employee Seniority Hours by District	Web Intelligence
HCM-PSNL-0037 Re-employment List	Web Intelligence
HCM-PSNL-0115 Longevity Milestone Report	Web Intelligence
HCM-PSNL-0172 Employees On Probation	Web Intelligence
HCM-PSNL-0196 Special Characters in Employee Name	Web Intelligence
HCM-PSNL-0197 Personnel Action Report	Web Intelligence
HCM-PSNL-0199 Employment Verification	Web Intelligence
OHCM-PSNL-0045 Real-Time Employee Information	Web Intelligence
OHCM-PSNL-0069 Employee Social Security Number Change Report	Web Intelligence
OHCM-PSNL-0092 Employees with Similar Name, Same Birth Date and Different SSNs	Web Intelligence
OHCM-PSNL-0113 Step Advance Audit Report	Web Intelligence
OHCM-PSNL-0190 Data Validation Report	Web Intelligence
OHCM-PSNL-0193 MYADDR Address Change	Web Intelligence
OHCM-PSNL-0194 Employee Names by Title	Web Intelligence

