UNIT	SHARED SERVICES CENTER	CENTRAL OFFICES

START

Unit identifies need for Retro (either via DBE update or other)

Unit puts RT Ticket into SSC(Needed Info:

Payroll & Hiring > Retro

Additional information needed: Retro Justification (Grant justifications require specific details. See previous page)

Unit checks ticket for accuracy/approval.

Unit Approves

Grant Approval (1253 & 1263 Only)

Unit cancels ticket

Ticket received: Auto-routed to preparer

Preparer gathers employee pay history for the period of correction

Preparer calculates percentage of retro correction

Preparer submits retro summary for review, attaching all supporting documents and calculations

Approver compares retro summary against DBE update request for accuracy.

Corrections Needed

Appears Accurate

Retro system posts submitted retro

Ticket Resolved