Retroactive Payments Sent to BOSP Report

Overview
The Retroactive Payments Sent to Bureau of State Payrolls (BOSP) Report is accessible from the Reports tile of the People First system. The report provides agencies the ability to view all retro payments (e.g., regular salary payments, overtime payments and on-call payments) that were sent on the F0001 to BOSP for processing. The report is only available for regular (biweekly and monthly) payrolls that have been processed.

Definitions
The report includes the following fields:

- Processing Date – This is the F0001 processing date of the payroll period for which the report is being processed
- Appointment ID – employee’s People First Appointment ID (PERNK)
- BOSP Wage Type – 4-digit BOSP earnings code
- PF Wage Type – 4-digit People First wage type code
- PF Wage Type Description – This is the corresponding People First wage type description
- Position – Position number for the selected record
- Last Name – Employee’s last name
- First Name – Employee’s first name
- MI – Employee’s middle initial
- FLAIR Org – FLAIR org from the employee’s position for the selected record
- Contract Hours – Employee’s contract hours for the retro payment during the period for which the report is being processed
- Agency – OLO code from employee’s position for the selected record
- Pay Cycle – Pay cycle from employee’s position for the selected record
- Pay Period Begin Date – Pay period begin date for the retro payment during the period the report is being processed for in MM/DD/YYYY format
- Pay Period End Date – Pay period end date for the retro payment during the period the report is being processed for in MM/DD/YYYY format
- FTE – Full-time equivalent from the employee’s Pay Information record
- Begin Rate – Employee’s beginning rate for the retro payment during the period for which the report is being processed
- Begin Hours – Employee’s beginning hours for the retro payment during the period for which the report is being processed
- End Rate – Employee’s ending rate for the retro payment during the period for which the report is being processed
Retroactive Payments Sent to BOSP Report

- End Hours – Employee’s ending hours for the retro payment during the period for which the report is being processed
- Total Gross – Total gross for the retro payment during the period for which the report is being processed

Filters

The report uses the following filters:

- Agency – Required filter; defaults to your agency’s OLO code.
- Processing Date – Required filter; enter a payroll processing date to run the report in MM/DD/YYYY format.
- Pay Period – Required filter; enter “11” for monthly or “45” for biweekly.
- Appointment ID – Optional filter; defaults to all employees in the filter criteria (OLO, Processing Date, etc.). To process the report for one employee enter the employee’s People First Appointment ID (PERNK).
- Test/Prelim – Optional filter; check this box if you are running the report for the preliminary payroll.
- FLAIR Org (from – to) – Optional filter. To process the report for one FLAIR org code, enter the FLAIR org code in the “from” FLAIR org field. To process the report for a range of FLAIR org codes, enter a FLAIR org code in both the “from” and “to” FLAIR org fields.

Sort Hierarchy

The report uses the following sort sequence:

- FLAIR Org
- Last Name
- First Name
- Appointment ID

Authorization

Users with a security role code of A, C, D, F, G, H, I, K, N, S, U, X and Y will be able to process the report.

Process Steps

Step 1: Select Manager landing page > Reports > Payroll Reports

Step 2: Select Retroactive Payments Sent to BOSP Report

Step 3: Select/Enter the filter values

Step 4: Select Run Report button

If the report finishes in less than three minutes, the report details display in a grid. To view the report as a PDF, select Export to PDF. To view the report in Excel, select Export to Excel. PDF reports are formatted for printing, while Excel reports are unformatted so that the user can work with the data as needed.
If the report takes more than three minutes, you will receive a message that you can access the report in the Previous Reports section. The report will be available in the Previous Reports section with the status of the report shown in the Processed column. If a red circle is displayed, the report is still processing. If a green circle is displayed, select View to access the report details.

If there is no data available for the report criteria, you will receive a message stating “No records found” If you enter invalid selection criteria, you will see an error message that the value is either invalid or that you do not have authorization to the data.

**Report Selection**

**Criteria Sample**  
Below is a sample of the report selection criteria screen and the available filters:

![Report Selection Criteria Sample](image)

**Report Sample**  
For best results, print this report as landscape, legal size. If printing on letter sized paper part of the data may not be visible. Below is a sample of the Retroactive Payments Sent to BOSP Report:
<table>
<thead>
<tr>
<th>RETROACTIVE PAYMENTS SENT TO BOSP REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF MANAGEMENT SERVICES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE</th>
<th>PAY RATE</th>
<th>PAY PERIOD</th>
<th>PAY PAY DATE</th>
<th>PAY AMOUNT</th>
<th>END DATE</th>
<th>END AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPSB</td>
<td>01/07/2019</td>
<td>$10.00</td>
<td>03/02/2016</td>
<td>03/02/2016</td>
<td>$20.00</td>
<td>03/02/2016</td>
<td>$30.00</td>
</tr>
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<td>03/02/2016</td>
<td>03/02/2016</td>
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<tr>
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<td>$45.00</td>
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<td>03/02/2016</td>
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<td>$54.00</td>
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<tr>
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<td>03/02/2016</td>
<td>$40.00</td>
<td>03/02/2016</td>
<td>$60.00</td>
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</tbody>
</table>