



07/12/2022

Retro Employee-level FAQ

Q: How was my retro calculated?

A: The retro pay was calculated from 7/1/2021 through payperiod end date 5/19/2022. You were paid the difference between your old rate and your new rate effective 7/1/2021(COLA). If you received a July Annual Increment/Increase or lump sum/bonus, the old and new rates were used to calculate your retro from 7/1/2021 through 5/19/2022. If you were entitled to a January Annual Increment/Increase your retro was calculated from 7/1/2021(COLA) through 12/30/2021, and 12/31/2021 through 5/19/2022, using the old rate (prior to the 7/1/2021 COLA) and your new rate effective 12/31/2021.

Q: What increases were included in my retro payment?

A: 7/1/2021 COLA

7/1/2021 Annual Increment (A.I.)

Or

1/1/2022 Annual Increment (A.I.)

Annual Increase Bargaining Unit Employees – You are assigned either a July A.I. or January A.I. When you receive an A.I. you move up a step on the current Payplan. e.g., in June you're in Group 23, Step 1, you receive your A.I. in July, you move to Group 23, Step 2. If you're at the maximum step in the Payplan, you may be eligible for a lump sum.

Annual Increase Non-Bargaining Unit Employees – You are assigned a January A.I. and assigned to a Range Payplan. The A.I. is a percentage increase, if the increase falls within the range, you receive the increase in your bi-weekly rate. If the percentage falls above the range, you receive a lump sum. The increase can fall partially within the range and partially outside the range, and in this case, you receive an increase in your bi-weekly rate and a lump sum.

The retro payment was effective 7/1/2021 through payperiod ending 5/19/2022. Effective the payperiod beginning 5/20/2022 your new bi-weekly rate included the 7/1/2021 COLA, and your July or January Annual increase, if applicable.



Q: Why does my retro payment appear to be lower than expected?

A: You may be under the assumption that the retro pay was from 7/1/2021 through payperiod ending 6/30/2022. The retro paid was effective 7/1/2021 through the payperiod ending 5/19/2022. You received your new bi-weekly rate effective 5/20/2022, check date 6/15/2022.

Q: Why did I not get a retro or why was I not eligible to receive a retro?

A: There can be several reasons that you did not receive a retro payment; such as, you were ineligible to receive a retro, you may be on a leave of absence, your date of hire may fall outside of the applicable date range, you're a Temporary Worker Retiree (TWR), you did not meet the 10-year eligibility, you did not resign in good standing, etc. Please contact your agency Payroll Office, they will be able to assist you.

Q: Can I receive a copy of how my retro was calculated?

A: Yes, you should email your agency's Payroll Office, and they will be able to provide you with the calculation.

Q: What if I think there's an error in the retro calculation, after I receive a copy of the calculation?

A: If you feel there is an error in the calculation, please email your agency's Payroll Office detailing where you believe the error occurred. We are aware that a small number of employees across multiple agencies, where retro payments did not include 7/1/2021 (the difference for one day of pay) and a few other scenarios that caused an underpayment. We are targeting the second pay period in August (check date 08/26/2022) for this correction payment for each of the impacted employees. This date is subject to change.



Q: I didn't receive a retro payment, what should I do?

A: Please contact your agency's Payroll Office.

Q: I transferred to another agency during the retro period; will I receive separate retro checks/payments from my previous agency, and my current agency?

A: In most cases, you will receive one check from your current agency that will include the retro pay from both your previous and current agency. There are, however, some instances where employees may receive multiple payments for the multiple agencies they worked under.

Q: Why wasn't my \$1000 lump sum included in my check?

A: The \$1000 lump sum will be paid in the check dated 7/29/2022.

Q: For applicable employees, should TRB (Teacher's Retirement Board) deductions apply to the Retro Payment and/or lump sum payment?

A: TRB deductions apply to retro payments, however TRB do not apply to \$2,500/\$1,000 lumpsum payments.

Q: Are employees on unpaid leave eligible for the Retro and/or Lump Sum payments?

A: If the employee meets the 2022 agreement eligibility requirements, the payment will be issued by the agency when the employee returns from unpaid leave.

Q: Will terminated employee's retro payment be direct deposit or will they receive a physical check?

A: They will be paid in the form of a physical check.



Q: What federal tax rate is used to calculate the retro payment?

A: Retro payments are taxed at the current supplemental tax rate of 22%.

Q: If an employee has questions about the Retro or Lump sum payment issued as a result of the 2022 agreement, who should they contact?

A: The employee should be reaching out to their own agency Payroll or HR representatives for questions regarding the retro or lumpsum payments issued.

Q: I'm terminated/retired, when will I receive my lump sum(s)/retros?

A: The lump sum/retro should be paid out in the check date of 7/15/2022.