

Retrospective salary costing adjustments

- What is the Retrospective Costing process?
 - It is the capability within the HR system (Alesco) to automatically generate General Ledger entries to change an employee's salary costing for previous pay periods.
- Why has Retrospective Costing been introduced?
 - By using the HR system to make corrections, adjustments to salary costing records are confined to the source system. This ensures alignment of salary costing between Alesco and TechOne systems.
 - To improve the audit trail for corrections made to salary costings.
 - To reduce the need for salary journals in the TechOne system.
- How is this reported through Financial salary reports?
 - The process generates a reversal entry with negative values for the original cost collector and an adjustment entry with positive values for the new cost collector.
 - The entries will be recorded following the payrun in which the changes were processed.
 - The impact on an employee's pay will be zero.
- Can the retrospective correction span calendar years?
 - No. Adjustments that relate to prior calendar years must be processed by way of journal through the TechOne system.
- Can the retrospective correction span financial (tax) years?
 - Yes. The University reports on a calendar year. A retrospective correction can be made in the same calendar year, even if it is not the same financial year.
- What types of changes can be actioned through retrospective costing?
 - Appropriation changes (i.e. cost collector changes).
 - Change in fraction of appointment between cost collectors.
 - Organisational structure changes where new cost collectors are used.
 - Reallocation of salary expenses between cost collectors.
- How is a retrospective adjustment initiated?
 - You need to submit the "Request to Change Cost Collector" form to Payroll Services rbtdaentry@newcastle.edu.au
- Who can request a retrospective adjustment?
 - PVC, DVCs, Directors, Associate Directors, Cost Collector Managers and Chief Investigators.
- What mandatory information is required for each change?
 - Position Code.
 - Employee and Job number.
 - Employee Name presented in same format as the salary profile and report name.
 - Date range or commencement date if continuing.
 - Old cost collector and new cost collector.
 - % split.
 - Authorising name and position.
- What is the cut-off time for submission of retrospective adjustments in the following payrun?
 - Thursday before the next payrun date.