



**pennsylvania**  
OFFICE OF ADMINISTRATION  
HUMAN RESOURCES MANAGEMENT

## MEMO

**To:** HR Directors

**From:** James A. Honchar, SPHR   
Deputy Secretary for Human Resources Management

**Date:** July 23, 2010

**Re: Policy on Retroactive Processing in SAP HR/Payroll System**

---

In 2011, the Office of Administration plans to begin archiving SAP master data, as well as time and attendance data. In order to archive this data, we must limit the number of retroactive changes in SAP in accordance with the W2 Statute of Limitation guidelines of three years, three months and fifteen days after the last day of the applicable tax year. Initially, data from January 2004 through December 31, 2007 will be archived. Afterwards, data will be archived in one year intervals through an automated process every January, on an annually recurring basis.

To facilitate the archiving strategy, an earliest retroactive processing date will be set for all employees and stored in SAP on Infotype IT0003, Payroll Status. No retroactive changes will be processed prior to that date unless the changes are due to:

- Mandates by court orders or awards
- Contractual entitlements
- Exceptional circumstances mutually approved by the Office of Administration, BCPO and the agency central HR office

Requests for exception processing must be submitted via the Help Desk Ticket application in the Time category with the applicable documentation attached. All other requests for exception processing must be submitted via an E-PAR.

Effective December 1, 2010, changes to records for dates greater than three years in the past will not be permitted. Your agency time advisor should ensure that any errors for dates greater than three years in the past are corrected by December 1, 2010. This includes holiday quota errors and auto adjust errors (A3/A5) that result in a hard payroll error when an employee separates, which prevents the last pay from generating to the employee and delays SERS processing. Additional

information, including instructions for resolving A3/A5 errors and lists of the errors will be sent to agency time advisors, via alert next week.

We expect timekeepers to stay current with clearing errors as they occur to prevent retroactivity in the years to come. If you need assistance identifying and correcting time errors, please contact Susan Doyle at [sdoyle@state.pa.us](mailto:sdoyle@state.pa.us) or 717.425.7024 to schedule a workshop.

cc: Anna Maria-Kiehl, Office of the Budget  
Rafael Perez-Bravo, HR Service Center  
Pat Krzykowski, HR Service Center  
Dave Kessler, Bureau of Commonwealth Payroll Operations  
Jeffrey Snyder, Integrated Enterprise System  
Sherri Keiter-Reed, Employee Benefits Services