Create a Complex Retro

Retros can be more complicated than simple Retros. Examples of more complicated Retros:
- When payroll expenses are shared among multiple departments where one of the Combination Codes have been entered incorrectly
- When payroll expenses are shared among multiple colleges
- When a Retro is required for a previous fiscal year
- When a Retro involves moving funds to grant funds (201/209)

In this example, we are sharing payroll expenses with 3 funding sources for one pay period starting 9/11/15.

Review Job Data:

1. Click the **Main Menu**.
2. Click the **Workforce Administration** link.
3. Click the **Job Information** link.
4. Click the **Job Data** link.
5. Enter the employee’s UFID (e.g. 09020000) into the **Empl ID** field.
6. Click the **Search** button.

7. Make note of the following:
   - Name
   - Empl Rcd #
   - Effective Date
   - Department

**Navigate to the Department Budget Table USA:**

8. Click the **Main Menu** button.

9. Scroll the **Set Up HCM** menu with the mouse wheel.

10. Click the **Product Related** menu.

11. Click the **Commitment Accounting** menu.

12. Click the **Budget Information** menu.

13. Click the **Department Budget Table USA** menu.

**Create the New Hire DBT entry:**

14. On the Find an Existing Value tab, enter or Lookup the **Fiscal Year** to identify the budget year to which this distribution is attributed.
   - The fiscal year is July 1 through June 30.

15. Enter or Lookup the individual’s UFID.
   - You will only see employees associated with the department IDs for which you have security.

16. Click the **Search** button.
17. Select the appropriate Employee Record.

18. Click the Add a Row icon in the Level section.
19. Click the Calendar icon.

20. Choose the appropriate month and day to which the new date range will take effect. Be sure to start at the beginning of a pay period. In this example, enter 9/11/2015.

21. Click the Add a new row icon on the first row in the Earnings Distribution section.

22. Change the percentage value of the first row to desired amount. In this example, enter 50.

23. Enter the appropriate Combination Code in the second row.

24. Enter the appropriate percentage for the second Combination Code. In this example, enter 10.

25. Click the Add a new row icon on the second row in the Earnings Distribution section.

26. Enter the appropriate Combination Code in the third row.

27. Enter the appropriate percentage for the third Combination Code. In this example, enter 40.

**NOTE:** All rows must total 100%.

28. Click the Add a new row icon in the Level section to add a third date range sequence.

29. Click the Calendar icon again.

30. Choose the appropriate month and day to which the third date range will take effect. Be sure to start at the beginning of a pay period. In this example, enter 9/25/2015.
In this example, we want to return the payroll charges to just the original Combination Code.

31. Click the **Delete row** icon on the third row.

32. Click **OK**.

33. Click the **Delete row** icon on the second row.

34. Click **OK**.

35. Enter **100%** in the Distribution % field.

36. If you wish to see all three date range sequences, click the **View All** link.

37. Click the **Save** button.

38. Since the dates used have passed, the Retro notification window will appear, click **OK**.

39. If this Retro affected grant-related funds, the Payroll Cost Transfer Information form will appear. Complete the form and save to finalize the Retro.