Create a Complex Retro

Retros can be more complicated than simple Retros. Examples of more complicated Retros:

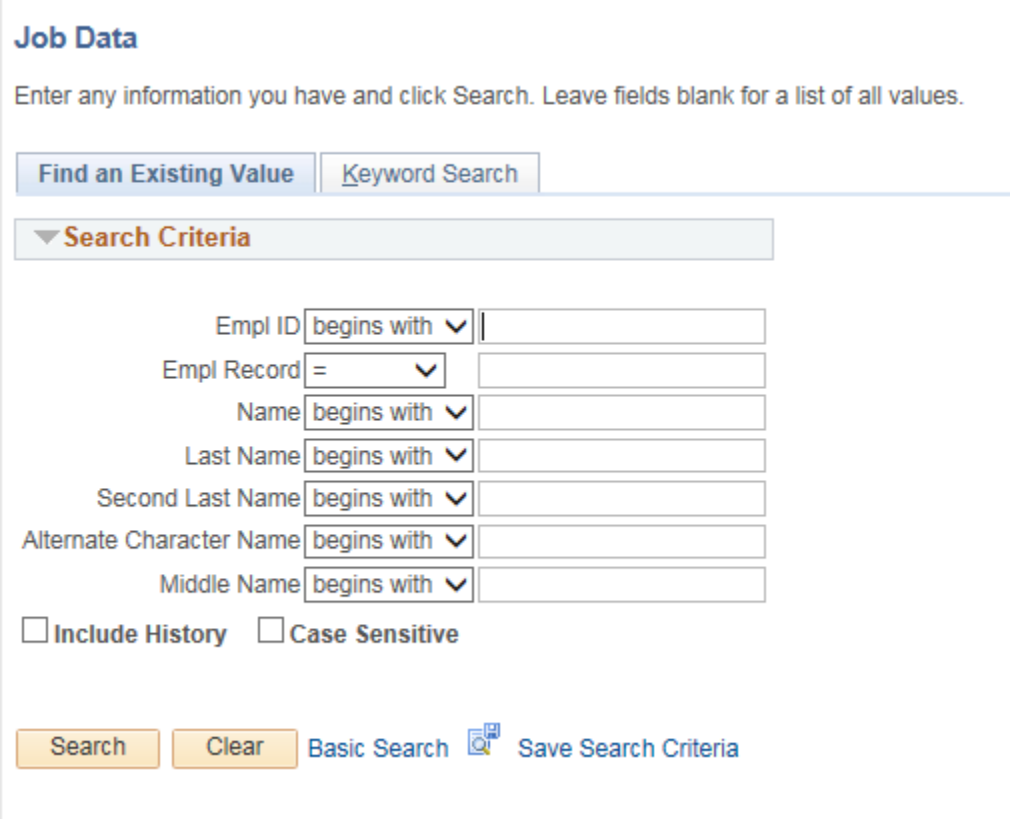
- When payroll expenses are shared among multiple departments where one of the Combination Codes have been entered incorrectly
- When payroll expenses are shared among multiple colleges
- When a Retro is required for a previous fiscal year
- When a Retro involves moving funds to grant funds (201/209)

In this example, we are sharing payroll expenses with 3 funding sources for one pay period starting 10/19/18.

Review Job Data:

1. Click the **Nav Bar** > **Main Menu** > **Human Resources** > **Workforce Administration** > **Job Information** > **Job Data**.

2. Enter the employee's UFID (e.g. 09020000) into the **Empl ID** field.



3. Click the **Search** button.

4. Make note of the following:

    - Name
    - Empl Rcd #
    - Effective Date
    - Department

Navigate to the Department Budget Table USA:

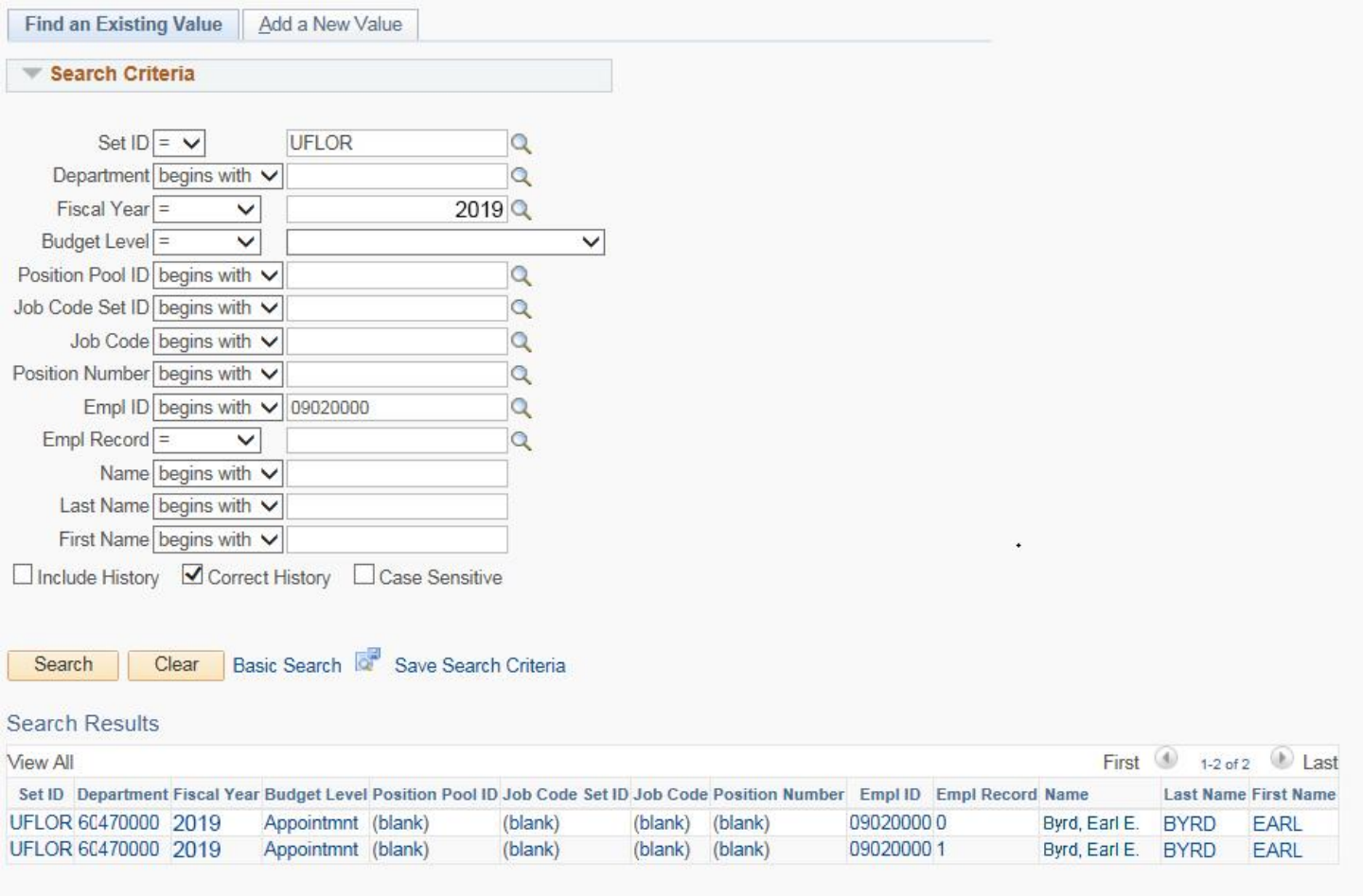
5. Navigate through **Nav Bar** >**Main Menu** >**Human Resources** > **Set Up HCM** > **Product Related** > **Commitment Accounting** > **Budget Information** > **Department Budget Table USA**

Create the New Hire DBT entry:

6. 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.

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

8. Click the **Search** button.



9. Select the appropriate **Employee Record**.

10. Click the **Add a Row** icon in the Level section.

11. Click the **Calendar** icon.

12. 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 10/19/2018.

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

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

15. Enter the appropriate **Combination Code** in the second row.

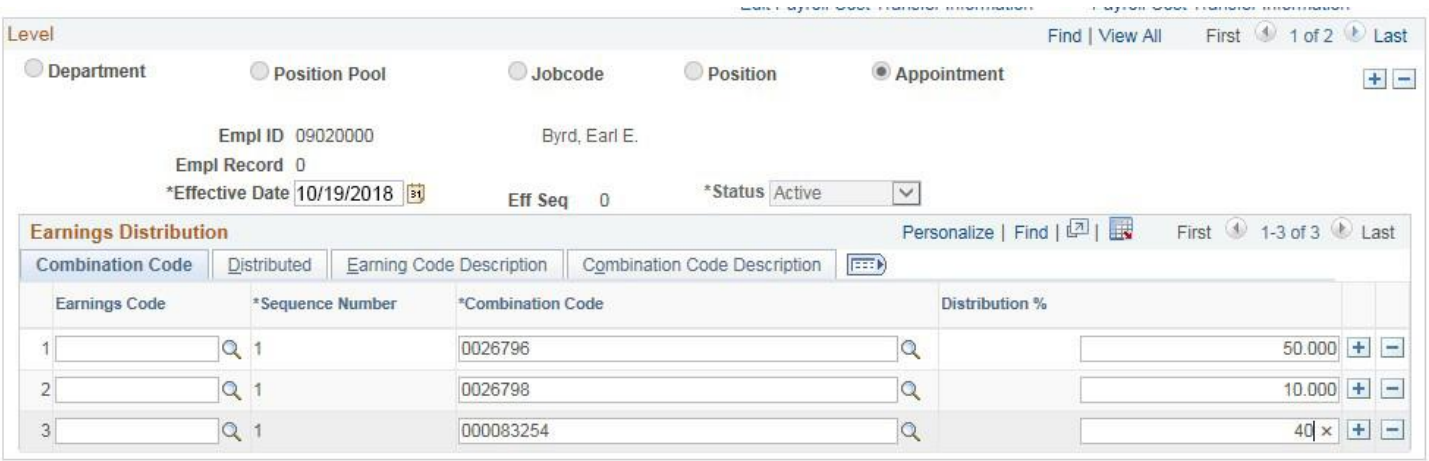
16. Enter the appropriate **percentage** for the second Combination Code.
    In this example, enter 10.

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

18. Enter the appropriate **Combination Code** in the third row.

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

NOTE: All rows must total 100%.



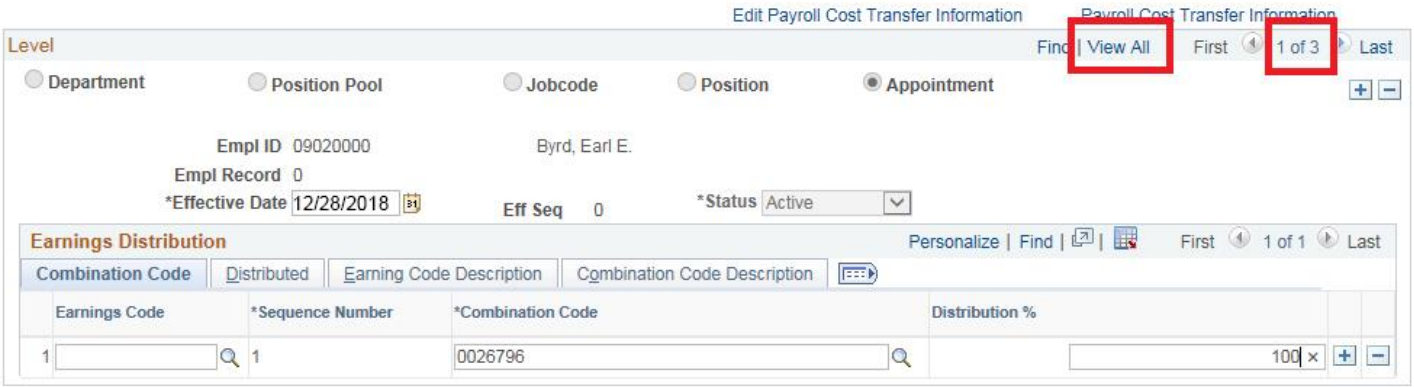
20. Click the **Add a new row** icon in the Level section to add a third date range sequence.

21. Click the **Calendar** icon again.

22. 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 12/28/2018.

In this example, we want to return the payroll charges to just the original Combination Code.

23. Click the **Delete row** icon on the third row.
24. Click **OK**.
25. Click the **Delete row** icon on the second row.
26. Click **OK**.
27. Enter **100%** in the Distribution % field.
28. If you wish to see all three date range sequences, click the **View All** link.



29. Click the **Save** button.
30. Since the dates used have passed, the Retro notification window will appear, click **OK**.
31. If this Retro affected grant-related funds, the Payroll Cost Transfer Information form will appear. Complete the form and save to finalize the Retro.