

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.

Job Data


Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Keyword Search](#)

▼ **Search Criteria**

Empl ID	begins with ▼	<input type="text"/>
Empl Record	= ▼	<input type="text"/>
Name	begins with ▼	<input type="text"/>
Last Name	begins with ▼	<input type="text"/>
Second Last Name	begins with ▼	<input type="text"/>
Alternate Character Name	begins with ▼	<input type="text"/>
Middle Name	begins with ▼	<input type="text"/>

Include History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

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.

Set ID =

Department begins with

Fiscal Year =

Budget Level =

Position Pool ID begins with

Job Code Set ID begins with

Job Code begins with

Position Number begins with

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

First Name begins with

Include History
 Correct History
 Case Sensitive

Search Results

View All First 1-2 of 2 Last

Set ID	Department	Fiscal Year	Budget Level	Position Pool ID	Job Code Set ID	Job Code	Position Number	Empl ID	Empl Record	Name	Last Name	First Name
UFLOR 6C470000	2019	Appointmnt	(blank)	(blank)	(blank)	(blank)	09020000 0	Byrd, Earl E.	BYRD	EARL		
UFLOR 6C470000	2019	Appointmnt	(blank)	(blank)	(blank)	(blank)	09020000 1	Byrd, Earl E.	BYRD	EARL		

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

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

Edit Payroll Cost Transfer Information Payroll Cost Transfer Information

Find | View All First 1 of 2 Last

Department
 Position Pool
 Jobcode
 Position
 Appointment

Empl ID 09020000 Byrd, Earl E.

Empl Record 0

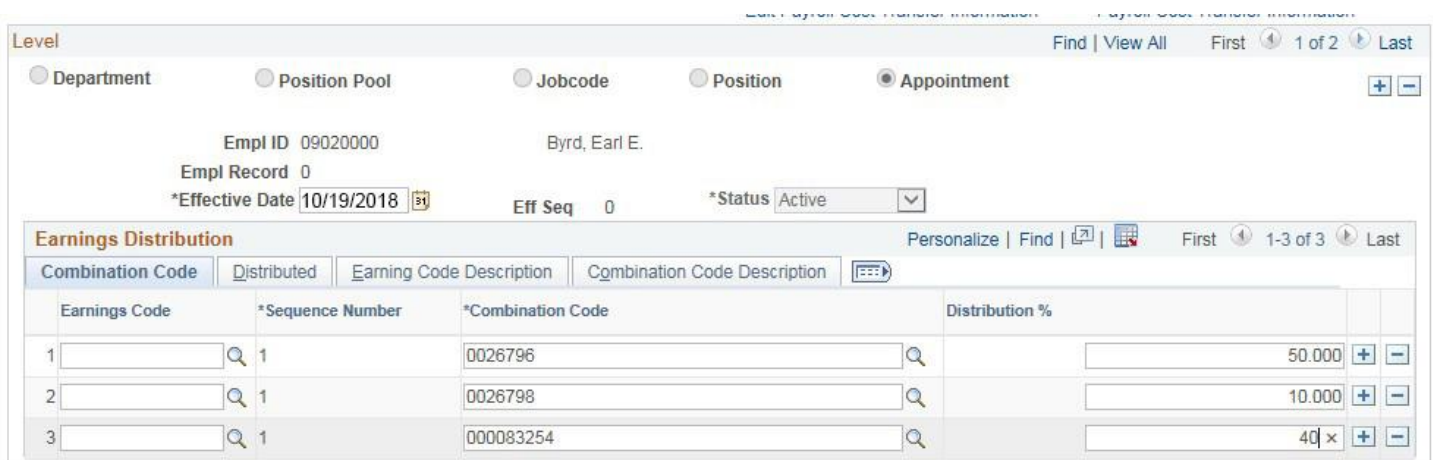
*Effective Date Eff Seq 1 *Status Active

Earnings Distribution Personalize | Find | | | First 1 of 1 Last

Combination Code	Distributed	Earning Code Description	Combination Code Description	Distribution %
1	<input type="checkbox"/>	1	0026796	100.000 <input type="button" value="+"/> <input type="button" value="-"/>

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%.



Earnings Code	*Sequence Number	*Combination Code	Distribution %
	1	0026796	50.000
	1	0026798	10.000
	1	000083254	40.000

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.

The screenshot shows the 'Edit Payroll Cost Transfer Information' form. At the top, there are two tabs: 'Edit Payroll Cost Transfer Information' and 'Payroll Cost Transfer Information'. Below the tabs, there are radio buttons for 'Level' selection: Department, Position Pool, Jobcode, Position, and Appointment (which is selected). Below this, there are fields for 'Empl ID' (09020000), 'Byrd, Earl E.', 'Empl Record' (0), '*Effective Date' (12/28/2018), 'Eff Seq' (0), and '*Status' (Active). Below the 'Level' section is the 'Earnings Distribution' section. It has a table with columns: 'Combination Code', 'Distributed', 'Earning Code Description', and 'Combination Code Description'. Below the table, there are search fields for 'Earnings Code', '*Sequence Number', and '*Combination Code'. The 'Distribution %' field is set to 100. At the top right of the 'Earnings Distribution' section, there are buttons for 'View All' and '1 of 3', both highlighted with red boxes. There are also 'First' and 'Last' navigation buttons.

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.