

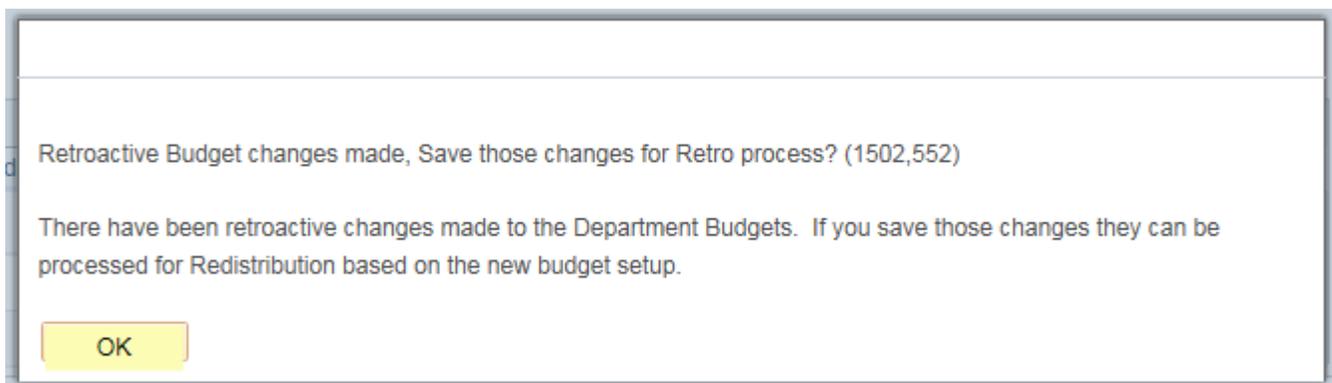
Creating a Cross College Retro

Department staff cannot enter Cross College Retros in myUFL. You must submit the fully signed and approved Payroll Distribution/Retro Request (PDRR) form to the home department's College/VP Area Processing Office. They will enter the Retro into myUFL on your behalf.

1. After completing the PDRR Form, you will submit to all relevant college departments for approving signatures. After receiving the fully approved PDRR form back, you will then submit to the home department College or VP Area Processing Office for processing.
2. The home College or VP Area Processing office personnel will navigate through **Nav Bar > Main Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA.**
3. They will enter the **appropriate fiscal year** into the Fiscal Year field.
4. They will also enter the **Employee's ID** in the Empl ID field.
5. They will click the **Search** button.
6. They will click the **Add a row (+)** icon to add a new sequence in the Level section.
7. They will enter all necessary Combination Codes and Percentages.

Earnings Code	*Sequence Number	*Combination Code	Distribution %
1	1	0038417	80.000
2	1	0022604	20

8. They will click the **Save** button.
9. The Retro notification message will appear.



10. They will click **OK**.

11. To view all the Level sequences, they will click the **View All** link.

The screenshot displays two 'Level' records for an employee named Esther, Polly (Empl ID 41830000). The top record is for an appointment with an effective date of 07/01/2018 and a date entered of 07/15/2018. The bottom record is for an appointment with an effective date of 07/01/2018 and a date entered of 07/01/2018. Both records include an 'Earnings Distribution' table.

Top Record Earnings Distribution:

Earnings Code	*Sequence Number	*Combination Code	Distribution %
1	1	0038417	80.000
2	1	0054769	20.000

Bottom Record Earnings Distribution:

Earnings Code	Sequence Number	Combination Code	Distribution %
1	1	0038417	100.000