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 From, 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.
- 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.

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

Retroactive Budget changes made, Save those changes for Retro process? (1502,552)
There have been retroactive changes made to the Department Budgets. If you save those changes they can be processed for Redistribution based on the new budget setup.
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10. They will click **OK**.

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

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