Retro Flow Chart, Life Cycle and Timeline

Use this document as an infographic to understand how Retros are processed and move through the system.

**Retro Flow Chart**

1. **Grant-related Retro charging 201 or 209 Funds?**
   - Yes
   - Prior Fiscal Year or Cross College?
     - Yes
     - Complete the Payroll Distribution/ Retro Request (PDRR) form
     - Complete the Payroll Cost Transfer Information form
     - Email to College Level or VP Processing Office
   - No
2. **Prior Fiscal Year or Cross College?**
   - Yes
   - Complete the Payroll Distribution/ Retro Request (PDRR) form
   - Complete the Payroll Cost Transfer Information form
   - Email to College Level or VP Processing Office
   - No
3. **Create Retro in myUFL**

   Updated: November 10, 2020
Retro Life Cycle

Retro completed and saved.

myUFL sends to C&G nightly as part of a batch of DBT entries.

The next day, C&G reviews and approves or disapproves all grant-related Retros and sends batch to ES.

ES processes batch for inclusion into General Ledger
Retro Timeline

5 days or fewer
Distribution Saved
Distribution Approved (if grant-related)

2 – 3 days
Distribution processed by C&G
Warehouse Update (Retro is Pending Disappears)

Approximately 7-8 business days

Retro Reports available