

Use this task to approve a direct retro transaction, also known as a salary cost transfer.

## Navigation:

To open a transaction that is pending approval, navigate to your **Worklist** in UCPath and click the appropriate transaction link.

or

Click the transaction link in the system-generated email notification.

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Step	Action
1.	For this example, click the <b>Transaction</b> link in the email notification.



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Step	Action
2.	In this example UCPath displays a warning message because the paycheck involves vacation. Click the <b>OK</b> button. OK



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Step	Action
3.	The <b>Review Retro Distribution</b> component displays detail for the retro distribution transaction. UCPath uses only the first tab, <b>Retro Distribute Earnings</b> .
	As you review a transaction in UCPath, refer to your local business process, which may include specific approval guidelines.
4.	The header of the <b>Check Earnings</b> section displays the employee, pay group and pay period details.
5.	The <b>Old Data</b> section displays the original earnings, job and accounting period information for the pay period.
6.	The <b>New Data</b> section displays the modified earnings, job and accounting period information for the pay period.
	Compare the information in the <b>Old Data</b> and the <b>New Data</b> sections during your review.
7.	If necessary, scroll right to display additional fields.
	Click the scroll bar.
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721721	8141	66037			UCOPF	5208.34				
66553	8131	69828			UCOPF	5208.33				
			Total						104	416.67
			Balance							0.00

Step	Action
8.	Notice in this example there are multiple rows in the <b>Check Earnings</b> section, indicated by <b>1 of 3</b> in the section header. This indicates multiple pay periods are included in the transaction.
	UCPath automatically displays the first row of data. Click the <b>View All</b> functionality to review all transactions or click the <b>Show next row</b> and <b>Show previous row</b> buttons to navigate through the rows.
	For this example, click the <b>View All</b> link to display all rows.



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Step	Action
9.	Scroll down to display each pay earrings distribution change.
	Click the scroll bar.

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425	м	666553	8131	69828				UCOPF	3771.54	
637	м	721721	8141	66037				UCOPF	2394.65	
637	м	721721	8141	66037				UCOPF	478.93	
					Total					
					Balance					



<b>L</b>	
10. In th	his example the second pay period is March 2016.
11. After peri	er you review the pay period changes, scroll down to display the next pay iod.

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Step	Action
12.	In this example the third pay period is April 2016.
13.	After you review all of the transaction details, scroll to the bottom of the page.
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Step	Action					
14.	Review the <b>Requester Comments</b> for details about the transaction.					
15.	Review the <b>Reason Code</b> field.					
16.	If necessary, review the Questionnaire section.					
	<b>Note:</b> Requesters are required to complete the questionnaire fields for high-risk transactions, but can optionally complete the questionnaire for any transaction.					
17.	Review attachments, if provided by the Requester. You can also add an attachment in the <b>Approver document upload</b> section, if needed.					
18.	Enter your comments as needed. Comments are required if you deny the transaction. Click in the <b>Comment</b> field.					
19.	Enter the desired information into the <b>Comment</b> field. For this example, enter <b>Approved by CLC</b> .					
20.	When you are ready to complete your review, click the appropriate button. For this example, click the <b>Approve</b> button.					



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Step	Action
21.	If there are no errors, UCPath displays Approved in the Request Status field.
22.	You have approved a direct retro transaction. End of Procedure.