

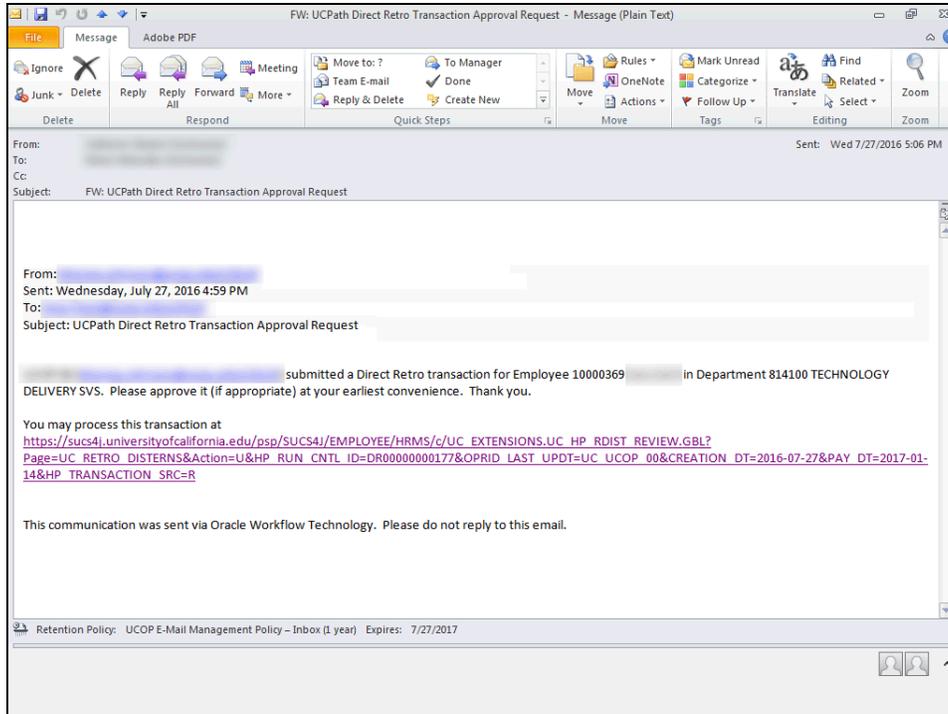
Use this task to approve a direct retro transaction, also known as a salary cost transfer.

Navigation:

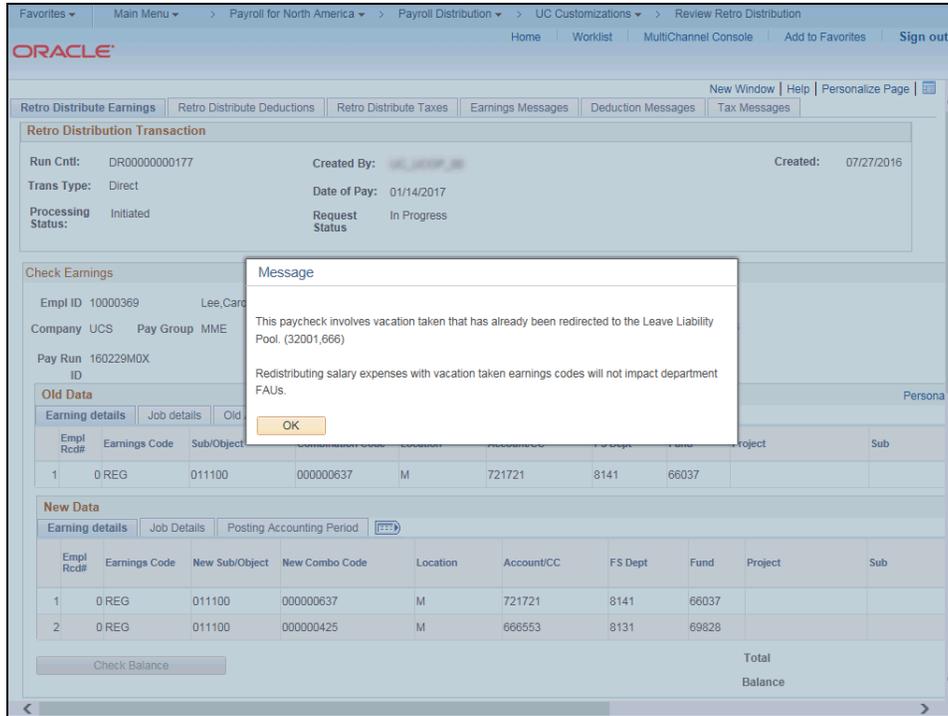
To open a transaction that is pending approval, navigate to your **Worklist** in UCPath and click the appropriate transaction link.

or

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



Step	Action
1.	For this example, click the Transaction link in the email notification.



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

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

Created: 07/27/2016

Pay End Date 02/29/2016

Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	Earnings
721	8141	66037			UCOPF	10416.67

Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	New Earnings Amount	Apply Work Study
721721	8141	66037			UCOPF	5208.34	<input type="checkbox"/>
866553	8131	69828			UCOPF	5208.33	<input type="checkbox"/>
Total						10416.67	
Balance						0.00	

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

Oracle Payroll for North America - Payroll Distribution - UC Customizations - Review Retro Distribution

Created By: [User] Created: 07/27/2016
 Date of Pay: 01/14/2017
 Request Status: In Progress

Pay Begin Date: 02/01/2016 Pay End Date: 02/29/2016
 Off Cycle

Combination Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	Earnings
000637	M	721721	8141	66037			UCOPF	10416.67

Comb Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	New Earnings Amount	Apply Work Study
00637	M	721721	8141	66037			UCOPF	5208.34	<input type="checkbox"/>
00425	M	666553	8131	69828			UCOPF	5208.33	<input type="checkbox"/>
Total Balance									

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

Oracle Payroll for North America - Payroll Distribution - UC Customizations - Review Retro Distribution

Pay Begin Date: 03/01/2016 Pay End Date: 03/31/2016
 Off Cycle

Combination Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	Earnings
000637	M	721721	8141	66037			UCOPF	7543.09
000637	M	721721	8141	66037			UCOPF	2394.65
000637	M	721721	8141	66037			UCOPF	478.93

Comb Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	New Earnings Amount	Apply Work Study
00637	M	721721	8141	66037			UCOPF	3771.55	<input type="checkbox"/>
00425	M	666553	8131	69828			UCOPF	3771.54	<input type="checkbox"/>
00637	M	721721	8141	66037			UCOPF	2394.65	<input type="checkbox"/>
00637	M	721721	8141	66037			UCOPF	478.93	<input type="checkbox"/>
Total Balance									

Pay Begin Date: 04/01/2016 Pay End Date: 04/30/2016
 Off Cycle

Step	Action
10.	In this example the second pay period is March 2016.
11.	After you review the pay period changes, scroll down to display the next pay period. Click the scroll bar.

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. Click the scroll bar.

Step	Action
14.	Review the Requester Comments for details about the transaction.
15.	Review the Reason Code field.
16.	If necessary, review the Questionnaire section. Note: 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 Approver document upload section, if needed.
18.	Enter your comments as needed. Comments are required if you deny the transaction. Click in the Comment field. 
19.	Enter the desired information into the Comment field. For this example, enter Approved by CLC .
20.	When you are ready to complete your review, click the appropriate button. For this example, click the Approve button. 

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Retro Distribution Transaction

Run Cntl: DR00000000177 Created By: UC_UCOP_00 Created: 07/27/2016
 Trans Type: Direct Date of Pay: 01/14/2017
 Processing Status: Editing Request Status: Approved

Check Earnings

Empl ID 10000369 Lee,Carol
 Company UCS Pay Group MME Pay Begin Date 02/01/2016 Pay End Date 02/29/2016
 Pay Run 160229M0X Off Cycle
 ID

Old Data Person

[Earning details](#) | [Job details](#) | [Old Accounting Period](#)

Empl Rcd#	Earnings Code	Sub/Object	Combination Code	Location	Account/CC	FS Dept	Fund	Project	Sub
1	0 REG	011100	000000637	M	721721	8141	66037		

New Data

[Earning details](#) | [Job Details](#) | [Posting Accounting Period](#)

Empl Rcd#	Earnings Code	New Sub/Object	New Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub
1	0 REG	011100	000000637	M	721721	8141	66037		
2	0 REG	011100	000000425	M	666553	8131	69828		

Total Balance

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.