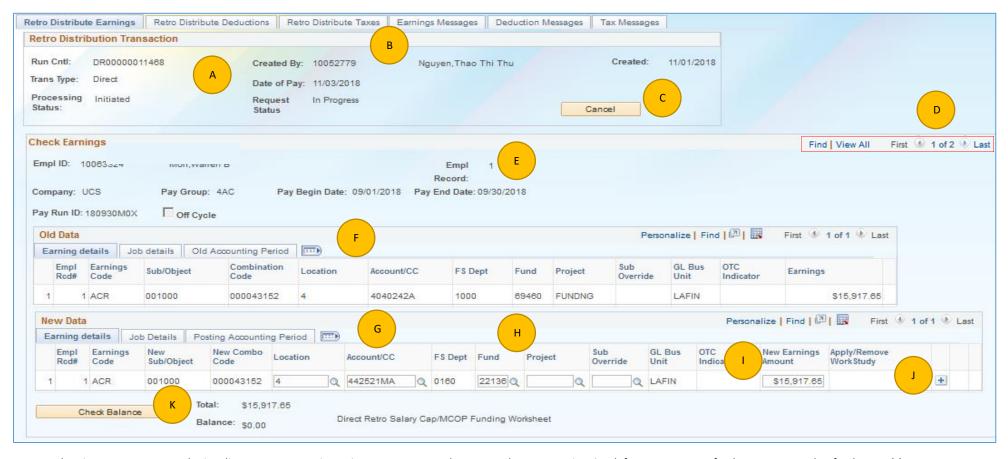# Quick Reference Guide – UCPath Direct Retro Page
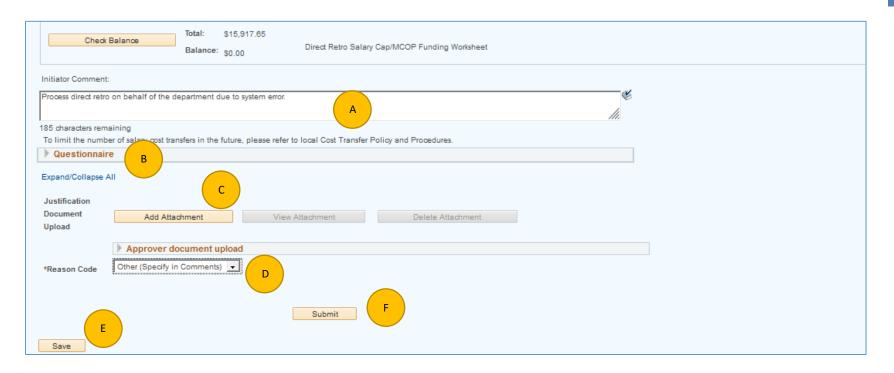
UCLA UCPATH

A. Use The Direct Retro Page to submit a direct retro transaction. Direct Retros are used to move salary expense in UCPath from one or more fund sources to another fund source(s).

B. UCPath currently uses the direct retro process for earnings only. The funding for the deductions and taxes follow the earnings funding for payroll distribution. Click the Retro Distribution Deductions and Retro Distribution Taxes tabs to view the deductions and taxes charged.

C. Click the Cancel button if the transaction is no longer needed. NOTE: UCPath will not allow users to enter a transaction when there is an existing transaction that has been started but not approved for the same pay period.

D. UCPath will display the Salary Expense that was charged for each Pay Period. Click the Arrows to move back and forth between each Pay Period if you indicated that you wanted to process more than 1 Direct Retro at this time.

E. Payroll is processed based on the Empl Record. Be sure to select the correct Empl Record for the retro transactions you want to process. The Direct Retro page will display the Empl Record selected.

F. The Old Data section displays the fund sources that were charged, are greyed out and are not editable. Upon Approval UCPath will **reverse** the Fund Source(s) in this section.

G. The New Data section is where you will identify what the fund sources you want to charge. Upon Approval UCPath will **charge** the Fund Source(s) in this section

H. Enter, change or remove the Fund Sources in the New Data section.

I. Enter the Dollar Amount to be charged to each Fund Source.

J. Click the Add or Delete Row buttons to insert or remove fund sources. UCPath requires that all the Salary Expense charged by Ern Cd is accounted for.

K. Click the Check Balance button to confirm that you have accounted for all of the salary expense for each Ern Cd.

NOTE: Use the Review Retro Distribution page to search for the existing transaction that has been started but not approved.

A. Use the Initiator Comments field to enter details for your approvers.
B. Click the Questionnaire Arrow to respond to a series of Questions related to High Risk Cost Transfers. A response is required to each question if the transaction is considered High Risk.
   High Risk Transfers are those that Increased expenses on a Federal or Flow-through Fund
   a. More than 120 days after original transaction pay period end date.
   b. Where the grant or funding end date is more than 90 days in the past.
C. Click the Add Attachment button to attach any supporting information should it be necessary.
D. Select a Reason for the change.
E. When are you finished making updates, click the Save button
F. Click the Submit button when you are ready to submit for approval.

Upon Approval, UCPath will post the transaction to the Labor Ledger and interface to the Finance System within 2 Business days.   The finance system will record the transaction using the date of Approval. For example, Direct Retro is submitted on the 10/27 but not approved until the 11/02, the Finance System will record the transaction in the November Financials.