

## Training Guide – Submit a Direct Retro

This Training Guide outlines the process for submitting a Direct Retro Funding Update (also referred to as a Salary Cost Transfer) in UCPATH. A Direct Retro transaction is used to move salary expenses from one or more fund sources to another fund source(s).

Examples of reasons to submit a Direct Retro include, but are not limited to, the following:

- ◆ Moving costs from one fund to another (including Work Study funds)
- ◆ Correcting retroactive funding due to a delay in approval
- ◆ Moving costs to the appropriate fund to clear the suspense account

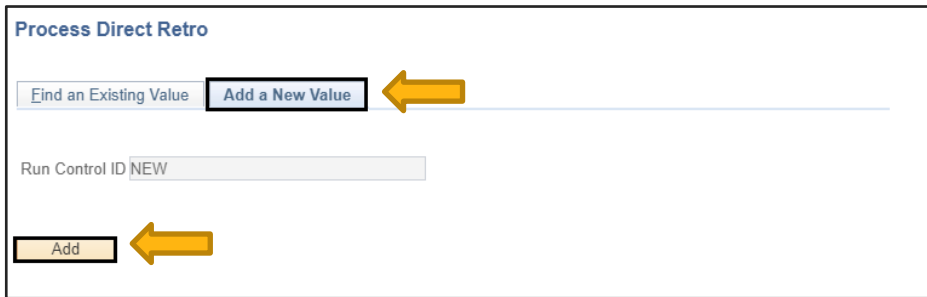
### Entering Direct Retro Funding Update in UCPATH

Perform the following to enter retroactive changes to pay distributions directly in the accounting entries:

1. Navigate to the **Process Direct Retro** page in UCPATH.
  - a. **Navigation:** PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > **Process Direct Retro**

Note: This page may be available in Workcenter depending on your security access.
2. Click the **Add a New Value** tab, then the **Add** button.
 

Note: The **Run Control ID** displays a default value of **NEW** that is not editable. The system automatically assigns your request a Direct Retro ID number once the transaction is successfully submitted.



3. Enter the appropriate date range into the **Earnings End Dates** section to locate the pay distributions that need to be updated.
 

Note: This field defaults to the dates for the current fiscal year. A Direct Retro that spans multiple pay periods can be entered by expanding the date range.
4. Enter the employee's Empl ID in the **Search Employee** section.
  - a. If the employee has multiple jobs, select the appropriate job record by clicking the **Lookup** icon and selecting the job record.
5. Click the **Search** button to retrieve the payroll data processed for this employee using the selected begin and end dates.

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Process Direct Retro Distribution

Direct Retro ID: NEW

\*Set ID: LACMP

**Processing Option**  
Apply to Transactions: All

**Earnings End Dates**  
\*Begin Date: 07/01/2019 \*End Date: 06/30/2020

**Search Employee**  
\*Empl ID: Empl Record: 0

Search

Payroll Data

*Note:* The system displays a list of available payroll information and proceeds within the date parameters of the entered earnings dates.

6. Click the appropriate checkbox in the **Select** column for each distribution that needs to be adjusted.
  - a. It is recommended to complete one Direct Retro transaction per pay period, as there are issues with processing multiple pay period changes within one transaction.

Process Direct Retro Distribution

Direct Retro ID: NEW

\*Set ID: LACMP

**Processing Option**  
Apply to Transactions: All

**Earnings End Dates**  
\*Begin Date: 10/01/2019 \*End Date: 06/30/2020

**Search Employee**  
\*Empl ID: 1000609 Empl Record: 1 ADMIN ANL PRN SUPV

Search

**Payroll Data**

Selected	Pay Group	Pay Run ID	Pay End Date	Off Cycle ?	Sep Chk#	Paycheck Number	Earnings	Department	Title	Processing Status	Request Status	AWE Status	Created	Last Updated By
<input type="checkbox"/>	4ME	191031M0X	10/31/2019	<input type="checkbox"/>	0	52090711	9047.50	Payroll	ADMIN ANL PRN SUPV	Complete	Approved		11/14/2019	
<input checked="" type="checkbox"/>	4ME	191130M0X	11/30/2019	<input type="checkbox"/>	0	52287752	9047.50	Payroll	ADMIN ANL PRN SUPV					

Save Notify Add Update/Display

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7. Click the **Save** button.
  - a. If there are no errors, the system displays a unique Direct Retro ID at the top of the page.  
 Note: Upon successfully saving the transaction, no other changes to the employee's pay period data can be made until this transaction is complete and updates are made to the distribution lines.
  - b. If necessary, click the **Cancel** button to cancel the request without submitting changes for processing to make the pay period data available for editing.
8. Click the **Run** button to retrieve all salary-related details for the selected payroll data.  
 Note: The system process may take at least 1 minute or longer to retrieve and build the Direct Retro page.

Process Direct Retro Distribution

Direct Retro ID: DR00000122238

\*Set ID: LACMP

Processing Option  
Apply to Transactions: All

Earnings End Dates  
\*Begin Date: 10/01/2019 \*End Date: 06/30/2020

Search Employee  
\*Empl ID: 1000609  
Empl Record: ADMIN ANL PRN SUPV

Selected	Pay Group	Pay Run ID	Pay End Date	Off Cycle?	Sep Chk#	Paycheck Number	Earnings	Department
<input type="checkbox"/>	4ME	191031M0X	10/31/2019	<input type="checkbox"/>	0	52090711	9047.50	Payroll
<input checked="" type="checkbox"/>	4ME	191130M0X	11/30/2019	<input type="checkbox"/>	0	52287752	9047.50	Payroll

Save Notify

9. Use the **Retro Distribute Earnings** tab on the **Review Retro Distribution** page to adjust the earnings distribution.
  - a. To cancel the transaction, click the **Cancel** button in the **Retro Distribution Transaction** section.
10. Refer to the **Old Data** section to review the current funding details.
11. Use the **New Data** section to enter, change, or remove the current fund sources.
  - a. Click the **Add** or **Delete** row buttons to insert or remove fund sources.
  - b. Use the **Sub Override** field only to override the default values of 00 for Faculty/Academics and 01 for Staff.
  - c. Direct questions regarding project code to the [UCPath Project Code Maintenance](#) website.
12. Verify the earnings are properly accounted for across the fund sources and Earnings Codes, and click the **Check Balance** button.  
 Note: The request cannot be submitted if the new data total does not match the old data total.
13. Enter details related to the update in the **Initiator Comment** field.

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Retro Distribute Earnings | Retro Distribute Deductions | Retro Distribute Taxes | Earnings Messages | Deduction Messages | Tax Messages

**Retro Distribution Transaction**

Run Cnt: DR00000122238      Created By:      Created: 12/05/2019  
 Trans Type: Direct      Date of Pay: 12/27/2019  
 Processing Status: Initiated      Request Status: In Progress      Cancel

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**Check Earnings** Find | View All First 1 of 1 Last

Empl ID: 1000609      Empl Record: 1  
 Company: UCS      Pay Group: 4ME      Pay Begin Date: 11/01/2019      Pay End Date: 11/30/2019  
 Pay Run ID: 191130M0X       Off Cycle

**Old Data** Personalize | Find | 1-3 of 3 | Last

Empl Rcd#	Earnings Code	Sub	Combination Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	Earnings
1	1 REG	011100	000224179	4	660525	3525	69086			LAFIN		\$8,215.54
2	1 SKL	011100	000224179	4	660525	3525	69086			LAFIN		\$415.98
3	1 VAC	011950	000224179	4	660525	3525	69086			LAFIN		\$415.98

**New Data** Personalize | Find | 1-4 of 4 | Last

Empl Rcd#	Earnings Code	New Sub/Object	New Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	New Earnings Amount	Apply/Remove WorkStudy
1	1 REG	011100	000224179	4	660525	3525	69086			LAFIN		\$7,000.00	<input type="checkbox"/>
2	1 REG	011100	000224179	4	660525	3525	19900			LAFIN		\$1,215.54	<input type="checkbox"/>
3	1 SKL	011100	000224179	4	660525	3525	69086			LAFIN		\$415.98	<input type="checkbox"/>
4	1 VAC	011950	000224179	4	660525	3525	69086			LAFIN		\$415.98	<input type="checkbox"/>

**Check Balance**      Total: \$9,047.50      Balance: \$0.00      12.

Initiator Comment:  
 Transferring expense for regular pay to fund 19900      13.

204 characters remaining  
 To limit the number of salary cost transfers in the system, please refer to local Cost Transfer Policy and Procedures.

**Questionnaire** 14.

[Expand/Collapse All](#)

14. Expand the **Questionnaire** and provide answers to the questions or requests, as appropriate.

*Note:* The system reviews the transaction conditions. If the transaction meets the conditions for being a high-risk transaction, the questionnaire is required data entry.

*Note:* A transaction is considered high-risk if there are increases on a Federal or Flow-through Fund and it is more than 120 days after the original transaction pay period end date or where the grant or funding end date is more than 90 days in the past.

**Questionnaire**

Explain how the error occurred and why the transfer is being requested. If partial transfer, explain the basis for proration and/or split.

254 characters remaining

Who approved the transfer of funds? (e.g. Name of PI, Department CAO)

254 characters remaining

How does the transfer benefit or impact the new funding source being charged?

254 characters remaining

Explain the untimeliness if transfer is: > 120 days after original transaction date, and/or > 90 days after the fund end date.

254 characters remaining

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15. Attach supporting documents by clicking the **Add Attachment** button.
16. Select the appropriate **Reason Code** in the drop-down menu.
17. If you need to return to the transaction later, click the **Save** button.
  - a. Enter the Transaction ID on the **Find an Existing Value** tab on the Process Direct Retro page to return to the transaction.
18. Submit the transaction for review and approval by clicking the **Submit** button.

The screenshot shows a web form titled "Justification Document Upload". It includes an "Add Attachment" button (callout 15), a "Reason Code" dropdown menu currently set to "Align Salary to Effort" (callout 16), a "Save" button (callout 17), and a "Submit" button (callout 18). There are also "Delete Attachment" and "Approver document upload" buttons visible.

### Review Retro Distribution

After the Direct Retro transaction has been submitted, perform the following to review the status of the transaction:

1. Navigate to the **Review Retro Distribution** page in UCPATH.
  - a. **Navigation:** PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customization > **Review Retro Distribution**
2. Use any of the search criteria fields to find the transaction (e.g., Transaction ID) and click the **Search** button.
 

*Note: If searching by Empl ID, there may be multiple transactions for different pay periods.*
3. Select the appropriate transaction.

The screenshot shows the "Review Retro Distribution" search page. It features a "Find an Existing Value" tab and a "Search Criteria" section with multiple search fields: Transaction ID, Empl ID, Last Name, First Name, Last Operator to Update, Creation Date, Date of Pay, Transaction Source, Process State, and Process Date. Each field has a dropdown menu for search criteria (e.g., "begins with", "=") and a text input field. There are also "Search", "Clear", "Basic Search", and "Save Search Criteria" buttons at the bottom.

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4. Use the **Retro Distribution Transaction** section to review the following information:
  - a. Run Cntrl – provides the unique transaction number for this entry (i.e., Run Control ID)
  - b. Created by – provides the Empl ID of the Initiator
  - c. Created – provides the date the transaction was created
  - d. Processing Status – indicates the processing status of the transaction. See table below.
  - e. Request status – indicates the submission status of the transaction. See table below.

Processing Status	Request Status	Description
<b>Initiated</b>	<b>In Progress</b>	If the New Data fields are editable: <ul style="list-style-type: none"> <li>➤ The transaction has been saved but not submitted by the Initiator.</li> <li>➤ The Initiator can use the Run Control ID to return to the transaction later for submission.</li> </ul> If the New Data fields are static: <ul style="list-style-type: none"> <li>➤ The transaction has been saved and submitted by the Initiator.</li> <li>➤ The transaction has not yet completed AWE.</li> </ul>
<b>Denied</b>	<b>Denied</b>	➤ The transaction has been denied by the Approver.
<b>Editing</b>	<b>Approved</b>	➤ The transaction has completed AWE and is awaiting upload to UCPATH during the next overnight process.
<b>Complete</b>	<b>Approved</b>	➤ The transaction has been successfully uploaded into UCPATH.

5. Review each data tab to display key information related to the selected earnings period, as necessary.
  - a. For detailed instructions regarding the information contained on each tab, refer to the [General Ledger – Review Retro Distribution](#) UCPATH Help Site Topic.
6. Use the **Approver** section to review the approval status.
 

*Note:* The transaction must complete Approval Workflow Engine (AWE) before it can be processed and the data updated.

**Additional Resources**

- ◆ [General Ledger – Enter Direct Retro Funding Update](#) UCPATH Help Site Topic
- ◆ [General Ledger – Review Retro Distribution](#) UCPATH Help Site Topic
- ◆ [UCPATH Project Code Maintenance](#) website
- ◆ [Earnings Code Configuration](#) Job Aid

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