



A. OVERVIEW

The Direct Retro process, also referred to as Salary Cost Transfer, is for use when payroll originally paid for from one University account/fund needs to subsequently be transferred to another account/fund. Prior to UCPath, this was referred to as Salary Expense Transfers (SET) and was done in the Quali system (KFS).

Intended Audience for this Guide

Fund and Account Administrators in Departments, Fiscal Officers, CAOs

Navigation Path:

PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > **Process Direct Retro**

Scenario(s)

- Move costs from one fund to another (including work-study funds).
- Correct retroactive funding (delay in approval).
- Move costs to the appropriate fund to clear the suspense account (FAU that has expired).
- Move costs to the appropriate fund to clear the "default" account (FAU that was valid at the time of entry but is now invalid due to a re-organization).

B. BEFORE YOU START

Information that you will need to have on hand to enter this transaction includes:

- Employee ID
- Earning Dates for the Salary Cost Transfer
- Account Name or Number

C. ENTER SALARY COST TRANSFER

Follow these steps when entering a Salary Cost Transfer transaction, referred to as Process Direct Retro in UCPath.

1. Navigate to Process Direct Retro

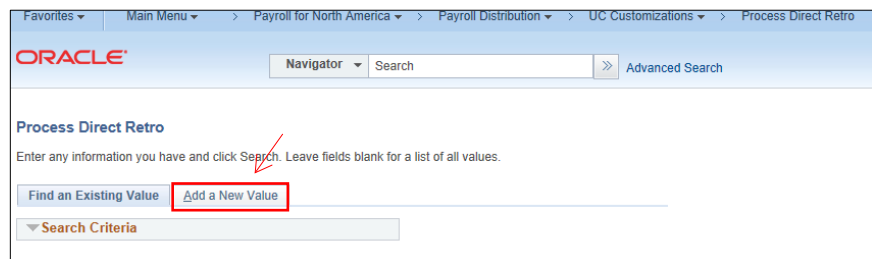
Access UCPath at <https://ucpath.universityofcalifornia.edu/>

Use the left menu to navigate to:

PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > **Process Direct Retro**

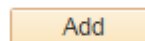
On the resulting Transaction screen the **Process Direct Retro** select **Add a New Value**.

2. Select Add New Value Tab



3. Click Add to Start Process

On the Add a New Value screen, Click the **Add** button.



ⓘ The Run Control ID field displays a default value of **NEW**. When you successfully submit the transaction, the system automatically assigns your request a **Direct Retro ID** number.



Enter Salary Cost Transfers (aka Direct Retro)



4. Search for Distribution to Transfer

On the **Process Direct Retro Distribution** page:

- a. Set ID will default based on your User ID
- b. Enter the **date range** that the distribution you'll transfer falls within
- c. Enter the **Employee ID**
Use the magnifying glass to look up employee by Name, if needed.
- d. Select the appropriate **Employee Record number**
There is a unique Empl Record for each position. Click on the magnifying glass to see all Positions for that employee.
- e. Click on **Search**

The screenshot shows the 'Process Direct Retro Distribution' form. Callout 'a' points to the '*Set ID' field containing 'DVCMP'. Callout 'b' points to the '*End Date' field containing '06/30/2019'. Callout 'c' points to the '*Empl ID' search field. Callout 'd' points to the 'Empl Record' search field. Callout 'e' points to the 'Search' button.

In the Payroll Data Search results:

- a. Click in the **Selected** box for each pay record you want to transfer
Example below shows just one Pay Record in the date range selected
- b. Click **Save**

5. Select Payroll Data for Transfer

Selected	Pay Group	Pay Run ID	Pay End Date	Off Cycle ?	Sep Chk	Earnings	Department	Title
1 <input type="checkbox"/>	MME	170228MDX	02/28/2017	<input type="checkbox"/>		0	6725.87 INNOVATION ALLIANCES & SRVC	PROJECT POLICY ANL 3

① After you click Save, if there are no errors, the system displays a unique **Direct Retro ID** at the top of the page.

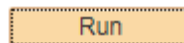


Once you save, there is open activity on these pay periods for the selected employee. **No one else can make changes to the employee's pay period data until this transaction is complete** and updates are made to the distribution lines.

If necessary, you can click the **Cancel** button at the top right of the screen to close the transaction without submitting for processing, and the periods become available for updating.

6. Select Run

Click the **Run** button at the top right of the screen.



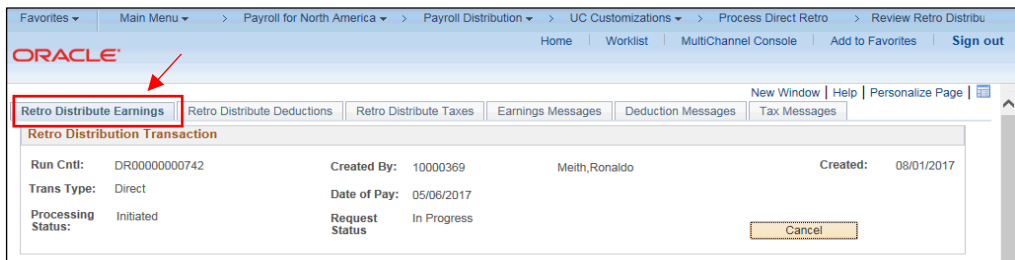
- ① The **Run** button initiates a process that provides data for the next action, which takes place on the **Retro Distribution** component. This process may take a minute or longer to run; the process is complete when a new page appears.



There are six tabs (data pages) within the **Retro Distribution** component. The only page with editable fields is the **Retro Distribution Earnings** page.

UC uses the direct retro process for earnings only. The funding for the deductions and taxes follow the earnings funding for payroll distribution. The additional tabs/pages, for Retro Distribution Deductions, Retro Distribution Taxes, Deduction Messages and Earnings Messages, Tax Messages display informational data only.

7. Retro Distribution Earnings Page

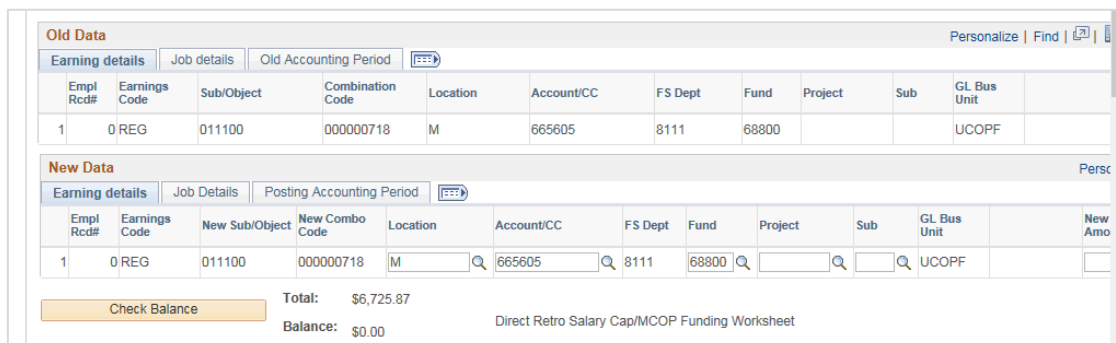


The **Old Data** section displays the current funding detail. In the **New Data** section, enter the funding update(s) and then click Check Balance.

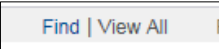


Scroll right to display additional fields on the **Retro Distribute Earnings** page.

8. Enter New Earnings Data



Depending on your Run results, you can have one or multiple pay check earnings period displayed. If

you have multiple runs, the best practice is to use the **View All**, , functionality.

View All displays all individual data sets into a single list to ensure updates occur on each of the selected pay earnings.

9. Update Scenarios

There are several update scenarios:

1. Multiple lines under the old data are consolidated into a single fund line in the new data.
2. A single fund line can be updated for a different fund source. So both the old and the new will have a single row but the funding details (account, fund, project and so on) are different.
3. A single fund line can be split into multiple rows in the new data.
4. Many rows can be split, consolidated or updated, so that you have the same number of rows but a different distribution in the new data.

Make the necessary funding distribution updates in the **New Data** section.

10. Check Balance

After entering all necessary updates in the **New Data** section, check the balance. Click the **Check Balance** button. 



Enter Salary Cost Transfers (aka Direct Retro)



- ❶ If the old data total does not match the new data total, the system displays an error message. The earnings must balance in order to save or submit. If the system displays an error message, go back to fix the balance.

Click in the **Initiator Comment** field to enter notes / information for review by the UC Davis Approver for this transaction.

11. Enter Initiator Comments

Oracle HR System Screenshot: Direct Retro Salary Cap/MCOP Funding Worksheet

Check Balance: Total: \$6,725.87, Balance: \$0.00

Initiator Comment:

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

▶ Questionnaire

12. Questionnaire section

Click on button to expand the **Questionnaire** section and provide answers to the questions/requests as appropriate.

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

13. Enter Reason Code, Attach Documents

- To attach supporting documents, click the **Add Attachment**.
- Click the **Reason Code** drop-down to select the Reason for this transfer.
 - Align Salary to Effort
 - Data Entry Error
 - Late Award or Chartfield Setup
 - Other (Specify in Comments)

Justification Document Upload

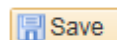
Add Attachment

Approver document upload

*Reason Code

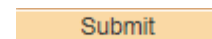
14. Save

Click the **Save** button, when finished making updates.



15. Submit

If there are no errors you can submit the transaction for review and approval, by clicking the **Submit** button.



If necessary, scroll down to display Submit button.



The **Direct Retro** approval status monitor displays the Location approval workflow details, including approval levels and the assigned approvers.

16. Approval Status

Click the **Return to Search** button or click another location in the menu at left.

17. Transaction Complete!

i You have initiated the direct retro transaction. The transaction must be approved, and processed in the nightly batch to be complete. The nightly batch job loads the updates into the pay distribution and accounting entries.

What Happens Next

- Your request will be routed to the Approver at UC Davis
- Monitor Status of Your Request
 - Check your email for approval/denial notifications
 - Use the Review Retro Distribution page to see status of your transaction in the workflow.
PeopleSoft Menu > Payroll for North America> Payroll Distribution> UC Customization> Review Retro Distribution