

| Review Retro Distribution |

Navigation: Main Menu > Payroll for North America > Payroll Distribution > UC Customization > **Review Retro Distribution**

Step	Action
1.	Use any of the search criteria fields to find the transaction. This example demonstrates how to search by an employee's identification number (Empl ID). Click in the Empl ID field. <input type="text"/>
2.	Enter the desired information into the Empl ID field.
3.	Click the Search button. <input type="button" value="Search"/>

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Review Retro Distribution

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Transaction ID:
 Empl ID:
 Last Name:
 First Name:
 Last Operator to Update:
 Creation Date:
 Date of Pay:
 Transaction Source:
 Process State:
 Process Date:

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-4 of 4 Last

Transaction ID	Empl ID	Last Name	First Name	Last Operator to Update	Creation Date	Date of Pay	Transaction Source	Process State	Process Date
DR0000000016	10000221	Oswal	Lorenzo	10000963	01/14/2016	01/14/2017	Direct	Complete	01/14/2016
DR0000000018	10000221	Oswal	Lorenzo	10000963	01/15/2016	01/14/2017	Direct	Complete	01/20/2016
DR00000000105	10000221	Oswal	Lorenzo	10000963	04/21/2016	01/14/2017	Direct	Complete	04/27/2016
DR00000000164	10000221	Oswal	Lorenzo	10000963	05/06/2016	01/14/2017	Direct	Complete	05/11/2016

Step	Action
4.	<p>Direct Retro, also known as a salary cost transfer, can be done multiple times. In this example the employee has four transactions, which may update the same pay period or different pay periods. In this example, you will review the transaction created on 4/21/2016.</p> <p>Click the appropriate transaction ID link.</p> <p>DR00000000105</p>

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

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Retro Distribution Transaction

Run Cntl: DR0000000105 Created By: 10000963 Kirton, Simon Created: 04/21/2016
 Trans Type: Direct Date of Pay: 01/14/2017
 Processing Status: Complete Request Status: Approved

Check Earnings

Empl ID: 10000221 Oswal, Lorenzo
 Company: UCS Pay Group: MME Pay Begin Date: 12/01/2015 Pay End Date: 12/31/2015
 Pay Run ID: 151231MDX Off Cycle

Old Data

Empl Rcd#	Earnings Code	Sub/Subject	Combination Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	OTC Indicator
1	0 REG	011100	000000356	M	665581	8162	69400			UCOPF	
2	0 SAS	011100	000000356	M	665581	8162	69400			UCOPF	

New Data

Empl Rcd#	Earnings Code	New Sub/Subject	New Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	OTC Indicator	New Ear Amount
1	0 REG	011100	000000356	M	665581	8162	69400			UCOPF		\$
2	0 REG	011100	000000425	M	666553	8131	69828			UCOPF		\$
3	0 SAS	011100	000000356	M	665581	8162	69400			UCOPF		\$

Step	Action
5.	<p>The Retro Distribution component is composed of six pages.</p> <p>Review the Retro Distribute Earnings page only, as UC currently uses the direct retro process exclusively for earnings. Funding for deductions and taxes follows the earnings' funding for payroll distribution.</p>
6.	<p>The first section of the Retro Distribute Earnings page is Retro Distribution Transaction.</p> <p>The Run Cntl field is the system-generated transaction ID. The Created By field displays the employee identification number of the person who created the entry. The date of the data entry appears in the Created field (upper right). The Trans Type always displays Direct and the Date of Pay field displays the appropriate pay date. The values in this section are the same for all transactions on this page.</p> <p>Other key fields in this section are Processing Status and Request Status.</p>

Step	Action
7.	<p>The Check Earnings section displays the check information related to the employee earnings, including the Empl ID (employee's identification number) and the employee's name. Other pay information includes Company, Pay Group, Pay Run ID and Off Cycle indicator.</p> <p>The key information is the Pay Begin Date and Pay End Date. This data identifies the paycheck data provided in the sections below.</p>
8.	If necessary, scroll right to display additional fields and page options.

Step	Action
9.	<p>Notice that there are four individual paycheck earnings within this direct retro transaction.</p> <p>Use the View All functionality to display each paycheck earnings on one page.</p>

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By: 10000963 Kirton,Simon Created: 04/21/2016
 Pay: 01/14/2017
 Approved

[Find](#) | [View All](#) | First 1 of 4 Last

Pay Begin Date: 12/01/2015 Pay End Date: 12/31/2015

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Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	OTC Indicator	Earnings
M	665581	8162	69400			UCOPF		\$8,466.45
M	665581	8162	69400			UCOPF		\$1,269.96

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Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	OTC Indicator	New Earnings Amount	Apply/Remove Work Study
	665581	8162	69400			UCOPF		\$1,840.61	
	666553	8131	69828			UCOPF		\$6,625.84	
	665581	8162	69400			UCOPF		\$1,269.96	

Step	Action
10.	Click the View All link. View All
11.	After you display all rows, begin reviewing the Old Data and New Data sections for each paycheck earnings. If necessary, scroll left to display additional fields and page options.

Oracle Payroll Distribution - Review Retro Distribution

Run Cntl: DR00000000105 Created By: 10000963 Kirton, Simon Created: 04/21/2016
 Trans Type: Direct Date of Pay: 01/14/2017
 Processing Status: Complete Request Status: Approved

Check Earnings
 Empl ID: 10000221 Oswal, Lorenzo
 Company: UCS Pay Group: MME Pay Begin Date: 12/01/2015 Pay End Date: 12/31/2015
 Pay Run ID: 151231M0X Off Cycle

Old Data

Empl Rcd#	Earnings Code	Sub/Objct	Combination Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	OTC Indicator
1	0 REG	011100	000000356	M	665581	8162	69400			UCOPF	
2	0 SAS	011100	000000356	M	665581	8162	69400			UCOPF	

New Data

Empl Rcd#	Earnings Code	New Sub/Objct	New Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	OTC Indicator	New Ea Amount
1	0 REG	011100	000000356	M	665581	8162	69400			UCOPF		\$
2	0 REG	011100	000000425	M	666553	8131	69828			UCOPF		\$
3	0 SAS	011100	000000356	M	665581	8162	69400			UCOPF		\$

Step	Action
12.	Use the Pay Begin Date and Pay End Date to identify which check earnings data is currently displayed on the page.
13.	The Old Data section data displays the original data at the time the initiator submitted the transaction.
14.	The New Data section displays the updated data created by the transaction.
15.	<p>Compare the data in these sections to find the changes. Specifically look at the number of rows, as well as the full accounting unit data, such as the Account/CC, Fund and Project fields. Scroll right to see the Sub and New Earnings Amount fields.</p> <p>Each transaction is unique and multiple scenarios may occur:</p> <ol style="list-style-type: none"> 1) Multiple lines from the original data may be consolidated into a single fund line in the new data. 2) A single fund line can be updated for a different fund source. In this case the old and the new funding have a single row but the funding details (account, fund, project and so forth) 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 you have the same number of rows but a different distribution in the new data. <p>In this example, there is an additional line for REG earnings assigned to a new found source (Account/CC - 666553, Fund - 69828).</p>

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Retro Distribution Transaction

Run Cntl: DR0000000105 Created By: 10000963 Kirton,Simon Created: 04/21/2016
 Trans Type: Direct Date of Pay: 01/14/2017
 Processing Status: Complete Request Status: Approved

Check Earnings

Empl ID: 10000221 Oswal,Lorenzo
 Company: UCS Pay Group: MME Pay Begin Date: 12/01/2015 Pay End Date: 12/31/2015
 Pay Run ID: 151231M0X Off Cycle

Old Data [Personalize](#) | [Find](#) | [\[?\]](#) | [\[x\]](#)

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

Empl Rcd#	Earnings Code	Sub/Object	Combination Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	OTC Indicator
1	0 REG	011100	000000356	M	665581	8162	69400			UCOPF	
2	0 SAS	011100	000000356	M	665581	8162	69400			UCOPF	

New Data [Personalize](#) | [Find](#)

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

Empl Rcd#	Earnings Code	New Sub/Object	New Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	OTC Indicator	New Ea Amount
1	0 REG	011100	000000356	M	665581	8162	69400			UCOPF		\$
2	0 REG	011100	000000425	M	666553	8131	69828			UCOPF		\$
3	0 SAS	011100	000000356	M	665581	8162	69400			UCOPF		\$

Step	Action
16.	Review all fields on this page. If necessary, scroll right to display additional fields.

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Created By: 10000963 Kirton,Simon Created: 04/21/2016
 Date of Pay: 01/14/2017
 Request Status: Approved

Pay Begin Date: 12/01/2015 Pay End Date: 12/31/2015

[Personalize](#) | [Find](#) | [\[?\]](#) | [\[x\]](#) First | 1-2 of 2 | Last


Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	OTC Indicator	Earnings
M	665581	8162	69400			UCOPF		\$8,466.45
M	665581	8162	69400			UCOPF		\$1,269.96

[Personalize](#) | [Find](#) | [\[?\]](#) | [\[x\]](#) First | 1-3 of 3 | Last

Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	OTC Indicator	New Earnings Amount	Apply/Remove Work Study
	665581	8162	69400			UCOPF		\$1,840.61	
	666553	8131	69828			UCOPF		\$6,625.84	
	665581	8162	69400			UCOPF		\$1,269.96	

Step	Action
17.	<p>Review the Sub and New Earnings Amount fields.</p> <p>In this example, there is an additional line for REG earnings going to a new found source (Account/CC - 666553, Fund - 69828). The \$8,466.45 amount has been split. \$1,840.61 remains in the old fund distribution and \$6,625.84 is assigned to a new fund distribution.</p>
18.	If necessary, scroll left to display additional fields.

The screenshot displays the Oracle Payroll Distribution interface. At the top, there are navigation tabs: Favorites, Main Menu, Payroll for North America, Payroll Distribution, UC Customizations, and Review Retro Distribution. Below this, there are sub-tabs: Retro Distribute Earnings, Retro Distribute Deductions, Retro Distribute Taxes, Earnings Messages, Deduction Messages, and Tax Messages. The main content area is titled "Retro Distribution Transaction" and shows details for a transaction with Run Cntl: DR0000000105, Trans Type: Direct, Processing Status: Complete, and Date of Pay: 01/14/2017. Below this, there is a "Check Earnings" section for employee 10000221 (Oswal, Lorenzo) with company UCS and pay group MME. The "Old Data" section contains a table with columns: Empl Rcd#, Earnings Code, Sub/Object, Combination Code, Location, Account/CC, FS Dept, Fund, Project, Sub, GL Bus Unit, and OTC Indicator. The "New Data" section contains a similar table with an additional "New Ea Amount" column. The "Old Data" table has two rows, and the "New Data" table has three rows.

Step	Action
19.	<p>Comparing the old data with the new data provides an audit trail of the retroactive change.</p> <p>There are three tabs within the Old Data and New Data sections: earnings details, job details and accounting period information. The additional tabs display related data for the earnings details.</p>
20.	<p>Under Old Data, click the Job details tab.</p> <p></p>

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Retro Distribution Transaction

Run Cntl: DR00000000105 Created By: 10000963 Kirton,Simon Created: 04/21/2016
 Trans Type: Direct Date of Pay: 01/14/2017
 Processing Status: Complete Request Status: Approved

Check Earnings

Empl ID: 10000221 Oswal,Lorenzo
 Company: UCS Pay Group: MME Pay Begin Date: 12/01/2015 Pay End Date: 12/31/2015
 Pay Run ID: 151231M0X Off Cycle

Old Data Personalize | Find | | First 1-2 of 2 Last

Department	Position Number	Job Code	Position Pool ID
1 813500	40000420	000605	
2 813500	40000420	000605	

New Data Personalize | Find

Empl RtdId	Earnings Code	New Sub/Object	New Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Uua Unit	OTC Indicator	New La Amount
1	0 REG	011100	000000356	M	665581	8162	69400			UCOPF		\$
2	0 REG	011100	000000425	M	666553	8131	69928			UCOPF		\$
3	0 SAS	011100	000000356	M	665581	8162	69400			UCOPF		\$
Total:												\$9,736.41

Step	Action
21.	Under New Data , click the Job Details tab. <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-top: 10px;">Job Details</div>

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

Retro Distribution Transaction

Run Cntl: DR00000000105 Created By: 10000963 Kirton,Simon Created: 04/21/2016
 Trans Type: Direct Date of Pay: 01/14/2017
 Processing Status: Complete Request Status: Approved

Check Earnings Find | Vie

Empl ID: 10000221 Oswal,Lorenzo
 Company: UCS Pay Group: MME Pay Begin Date: 12/01/2015 Pay End Date: 12/31/2015
 Pay Run ID: 151231M0X Off Cycle

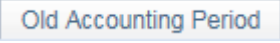
Old Data Personalize | Find | | First 1-2 of 2 Last

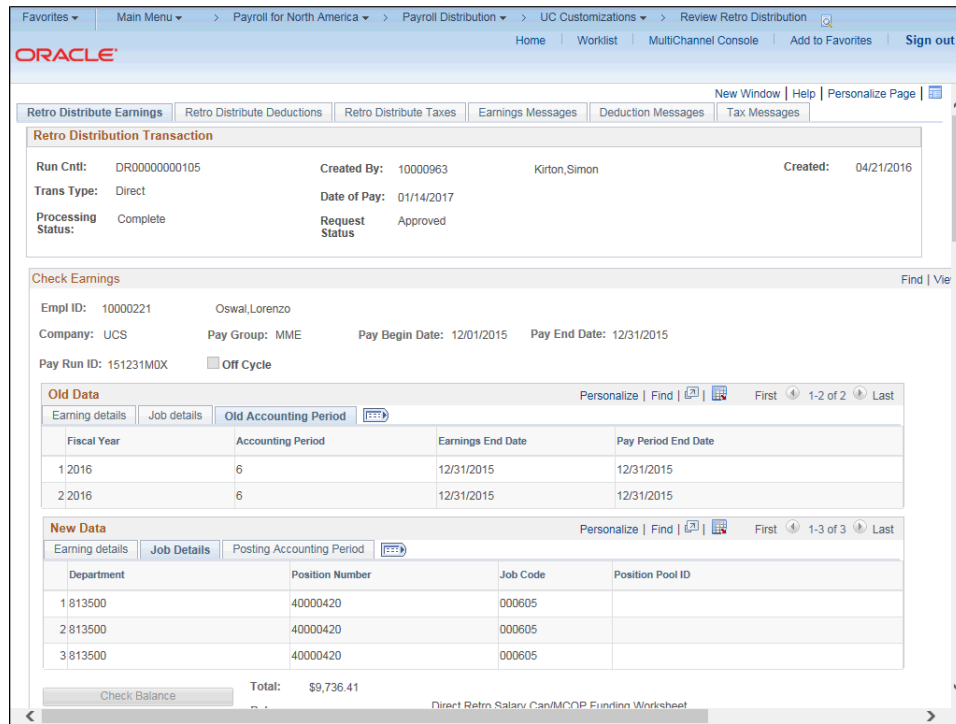
Department	Position Number	Job Code	Position Pool ID
1 813500	40000420	000605	
2 813500	40000420	000605	

New Data Personalize | Find | | First 1-3 of 3 Last

Department	Position Number	Job Code	Position Pool ID
1 813500	40000420	000605	
2 813500	40000420	000605	
3 813500	40000420	000605	

Check Balance **Total:** \$9,736.41 Direct Retro Salary Can/MCOP Funding Worksheet


Step	Action
22.	Remember to click the tab in each section so that you have a side-by-side comparison. The data presented is additional information. In this example, there weren't any updates to the job details.
23.	Under Old Data , click the Old Accounting Period tab. 



The screenshot shows the Oracle HR system interface. At the top, there are navigation menus for 'Payroll for North America', 'Payroll Distribution', 'UC Customizations', and 'Review Retro Distribution'. The main content area is divided into several sections:

- Retro Distribution Transaction:** Shows details for a transaction with Run Cnt: DR0000000105, Created By: 10000963 (Kirton, Simon), and Date of Pay: 01/14/2017. The status is 'Complete' and 'Approved'.
- Check Earnings:** Shows details for employee 10000221 (Oswal, Lorenzo) with Company: UCS, Pay Group: MME, and Pay Period: 12/01/2015 to 12/31/2015.
- Old Data:** A table with tabs for 'Earning details', 'Job details', and 'Old Accounting Period'. The table shows two rows for fiscal years 1, 2016 and 2, 2016, both with an Accounting Period of 6 and Earnings End Date of 12/31/2015.
- New Data:** A table with tabs for 'Earning details', 'Job Details', and 'Posting Accounting Period'. The table shows three rows for Department 1, 2, and 3, all with Position Number 813500, Position Number 40000420, and Job Code 000605.

At the bottom, there is a 'Check Balance' section showing a total of \$9,736.41.

Step	Action
24.	Under New Data , click the Posting Accounting Period tab. 

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Retro Distribution Transaction

Run Cntl: DR0000000105 Created By: 10000963 Kirton, Simon Created: 04/21/2016
 Trans Type: Direct Date of Pay: 01/14/2017
 Processing Status: Complete Request Status: Approved

Check Earnings [Find](#) | [View](#)

Empl ID: 10000221 Oswal, Lorenzo
 Company: UCS Pay Group: MME Pay Begin Date: 12/01/2015 Pay End Date: 12/31/2015
 Pay Run ID: 151231M0X Off Cycle

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Earning details	Job details	Old Accounting Period	Earnings End Date	Pay Period End Date
		Fiscal Year	Accounting Period	
		1 2016	6	12/31/2015
		2 2016	6	12/31/2015

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Earning details	Job Details	Posting Accounting Period	Posting Pay End Date
		Fiscal Year	Accounting Period
		1 2016	11
		2 2016	11
		3 2016	11

Check Balance Total: \$9,736.41 Direct Retro Salary Cap/MCOP Funding Worksheet

Step	Action
25.	<p>The Old Accounting Period tab displays the posting period of the original data at the time of the direct retro entry.</p> <p>The Posting Accounting Period tab displays the period in which the updated data posted to the accounting entries. These values typically differ.</p>
26.	<p>If necessary, scroll down to display additional pay periods.</p> <p>In this example, there are multiple paycheck earnings to review, including the data for the pay period 01/01/2016 - 01/31/2016 check earnings.</p>

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Empl ID: 10000221 Oswal,Lorenzo
 Company: UCS Pay Group: MME Pay Begin Date: 01/01/2016 Pay End Date: 01/31/2016
 Pay Run ID: 160131M0X Off Cycle

Old Data Personalize | Find | | | First

Empl Rcd#	Earnings Code	Sub/Object	Combination Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	OTC Indicator
1	0 REG	011100	000000356	M	665581	8162	69400			UCOPF	
2	0 SAS	011100	000000356	M	665581	8162	69400			UCOPF	
3	0 VAC	011950	000000356	M	665581	8162	69400			UCOPF	

New Data Personalize | Find | | | First

Empl Rcd#	Earnings Code	New Sub/Object	New Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	OTC Indicator	New Et Amount
1	0 REG	011100	000000356	M	665581	8162	69400			UCOPF		\$
2	0 REG	011100	000000425	M	666553	8131	69828			UCOPF		\$
3	0 SAS	011100	000000356	M	665581	8162	69400			UCOPF		\$
4	0 VAC	011950	000000356	M	665581	8162	69400			UCOPF		\$

Total: \$9,736.41
 Balance: \$0.00 Direct Retro Salary Cap/MCOP Funding Worksheet

Empl ID: 10000221 Oswal,Lorenzo Keiko
 Company: UCS Pay Group: MME Pay Begin Date: 02/01/2016 Pay End Date: 02/29/2016

Step	Action
27.	<p>In this example, the data displayed is for the second pay period (01/01/2016 - 01/31/2016).</p> <p>As you review a transaction, review each tab to display key information related to selected earnings period.</p>
28.	Continue scrolling down to review each pay period.

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Check Balance Total: \$9,736.42
 Balance: \$0.00 Direct Retro Salary Cap/MCOOP Funding Worksheet

Initiator Comment
 Processing time transfers from UCOP to UCPath for December 2015-March 2016
 180 characters remaining
 To limit the number of salary cost transfers in the future, please refer to local Cost Transfer Policy and Procedures.

Questionnaire

Expand/Collapse All

Justification Document Upload
 Add Attachment View Attachment Delete Attachment

Approver document upload

*Reason Code Align Salary to Effort

Campus Approvers
 Run Cntl: DR00000000105, Updated By: 10000963, Created: 2016-04-21, Date of Pay: 2017-01-14, Trans Sour


Campus Approvers
 Approved
 10000457
 GL Transactions Approver 2
 04/25/16 - 3:13 PM

Save

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Step	Action
29.	When you are finished reviewing the pay periods, review the information at the bottom of the page, which is an extension of the Retro Distribution Transaction section. It displays additional transaction detail.
30.	Review the Initiator Comment field.
31.	Click to expand the Questionnaire section.

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Total: \$9,736.42
 Balance: \$0.00 Direct Retro Salary Cap/MCOOP Funding Worksheet

Initiator Comment:
 Processing time transfers from UCOP to UCPath for December 2015-March 2016

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

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

Expand/Collapse All

Justification Document

Step	Action
32.	<p>The Questionnaire section has specific questions or requests for information deemed necessary for high-risk transactions. If the transaction meets the high-risk conditions the questionnaire fields are required fields. However, initiators can answer the questions for any transaction.</p> <p>Best practice is to expand the section and review all provided detail.</p>
33.	<p>Click to collapse the Questionnaire section.</p> 

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2	U REG	U11100	000000425	M	66553	8131	69828		UCOPF	
3	0 SAS	011100	000000356	M	665581	8162	69400		UCOPF	
4	0 VAC	011950	000000356	M	665581	8162	69400		UCOPF	

Total: \$9,736.42
 Balance: \$0.00

Initiator Comment:
 Processing time transfers from UCOP to UCPath for December 2015-March 2016
 180 characters remaining
 To limit the number of salary cost transfers in the future, please refer to local Cost Transfer Policy and Procedures.

Questionnaire
 Expand/Collapse All

Justification Document Upload
 Add Attachment | View Attachment | Delete Attachment
 Approver document upload


*Reason Code Align Salary to Effort

Campus Approvers
 Run Cnt: DR0000000105, Updated By: 10000963, Created: 2016-04-21, Date of Pay: 2017-01-14, Trans Sour

Save | Return to Search | Previous in List | Next in List | Notify

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100%

Step	Action
34.	<p>Initiators can attach supporting documentation to the transaction. Attached documents are accessible by clicking the View Attachment button.</p> <p>This example does not include an attachment.</p>
35.	<p>Click to expand the Approver document upload section.</p> 

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ORACLE

3	0 SAS	011100	000000356	M	665581	8162	69400			UCOPF		\$
4	0 VAC	011950	000000356	M	665581	8162	69400			UCOPF		\$

Total: \$9,736.42
Balance: \$0.00

Direct Retro Salary Cap/MCOOP Funding Worksheet

Initiator Comment:
 Processing time transfers from UCOP to UCPath for December 2015-March 2016
 180 characters remaining
 To limit the number of salary cost transfers in the future, please refer to local Cost Transfer Policy and Procedures.

Expand/Collapse All

Justification Document Upload


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Attached File

*Reason Code Align Salary to Effort

Campus Approvers

Campus Approvers

Step	Action
36.	Approvers can attach supporting documentation during the approval action. Attached documents are accessible by clicking the View Attachment button. This example does not include an attachment.
37.	Click to collapse the Approver document upload section. 

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4 | U VAC | 011950 | 000000356 | M | 665581 | 8135 | 69400

Total
Balance

Requester Comments
 Processing time transfers from UCOP to UCPath for December 2015-March 2016

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

Expand/Collapse All

Justification Document Upload

*Reason Code Align Salary to Effort

Campus Approvers
Run Cntl: DR0000000105, Updated By: 10000963, Created: 2016-04-21, Date of Pay: 2017-01-14, Trans Sour

Campus Approvers

 10000457
 GL Transactions Approver 2
 04/25/16 - 3:13 PM

[Retro Distribute Earnings](#) | [Retro Distribute Deductions](#) | [Retro Distribute Taxes](#) | [Earnings Messages](#) | [Deduction Messages](#) | [Tax Messages](#)

100%

Step	Action
38.	The Reason Code field displays the value selected by the initiator.
39.	The approver section displays the approver's employee ID, as well as the approval date and time.
40.	You have reviewed a direct retro distribution transaction. End of Procedure.