

## | 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 <b>Empl ID</b> field.  <input type="text"/>
2.	Enter the desired information into the <b>Empl ID</b> field.
3.	Click the <b>Search</b> 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.

Transaction ID:

Empl ID:  10000221

Last Name:

First Name:

Last Operator to Update:

Creation Date:

Date of Pay:

Transaction Source:

Process State:

Process Date:

Case Sensitive

[Basic Search](#)

**Search Results**

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Transaction ID	Empl ID	Last Name	First Name	Last Operator to Update	Creation Date	Date of Pay	Transaction Source	Process State	Process Date
<a href="#">DR0000000016</a>	10000221	Oswal	Lorenzo	10000963	01/14/2016	01/14/2017	Direct	Complete	01/14/2016
<a href="#">DR0000000018</a>	10000221	Oswal	Lorenzo	10000963	01/15/2016	01/14/2017	Direct	Complete	01/20/2016
<a href="#">DR00000000105</a>	10000221	Oswal	Lorenzo	10000963	04/21/2016	01/14/2017	Direct	Complete	04/27/2016
<a href="#">DR00000000164</a>	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><a href="#">DR00000000105</a></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: 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 <b>Retro Distribution</b> component is composed of six pages.</p> <p>Review the <b>Retro Distribute Earnings</b> 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 <b>Retro Distribute Earnings</b> page is <b>Retro Distribution Transaction</b>.</p> <p>The <b>Run Cntl</b> field is the system-generated transaction ID. The <b>Created By</b> field displays the employee identification number of the person who created the entry. The date of the data entry appears in the <b>Created</b> field (upper right). The <b>Trans Type</b> always displays <b>Direct</b> and the <b>Date of Pay</b> 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 <b>Processing Status</b> and <b>Request Status</b>.</p>

Step	Action
7.	<p>The <b>Check Earnings</b> section displays the check information related to the employee earnings, including the <b>Empl ID</b> (employee's identification number) and the employee's name. Other pay information includes <b>Company, Pay Group, Pay Run ID</b> and <b>Off Cycle</b> indicator.</p> <p>The key information is the <b>Pay Begin Date</b> and <b>Pay End Date</b>. 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 <b>View All</b> 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

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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 <b>View All</b> link. <a href="#">View All</a>
11.	After you display all rows, begin reviewing the <b>Old Data</b> and <b>New Data</b> 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 <b>Pay Begin Date</b> and <b>Pay End Date</b> to identify which check earnings data is currently displayed on the page.
13.	The <b>Old Data</b> section data displays the original data at the time the initiator submitted the transaction.
14.	The <b>New Data</b> 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 <b>Account/CC</b>, <b>Fund</b> and <b>Project</b> fields. Scroll right to see the <b>Sub</b> and <b>New Earnings Amount</b> fields.</p> <p>Each transaction is unique and multiple scenarios may occur:</p> <ol style="list-style-type: none"> <li>1) Multiple lines from the original data may be consolidated into a single fund line in the new data.</li> <li>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.</li> <li>3) A single fund line can be split into multiple rows in the new data.</li> <li>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.</li> </ol> <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](#) | [Print](#)

**Earning details**    Job details    Old Accounting Period    [Print](#)

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    [Print](#)

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

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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

[Personalize](#) | [Find](#) | [Print](#)      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 <b>Sub</b> and <b>New Earnings Amount</b> 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 divided into sections: Retro Distribution Transaction, Check Earnings, Old Data, and New Data. The Retro Distribution Transaction section shows details for Run Cntl: DR0000000105, Trans Type: Direct, Processing Status: Complete, and Date of Pay: 01/14/2017. The Check Earnings section shows Empl ID: 10000221, Company: UCS, and Pay Group: MME. The Old Data section has 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 has a similar table with an additional column: New Ea Amount.

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	

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
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 <b>Old Data</b> and <b>New Data</b> sections: earnings details, job details and accounting period information. The additional tabs display related data for the earnings details.</p>
20.	<p>Under <b>Old Data</b>, click the <b>Job details</b> 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    Oswald,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	69926			UCOPF		\$
3	0 SAS	011100	000000356	M	665581	8162	69400			UCOPF		\$
Total:												\$9,736.41

Step	Action
21.	Under <b>New Data</b> , click the <b>Job Details</b> tab. 

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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**    Find | View

Empl ID: 10000221    Oswald,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

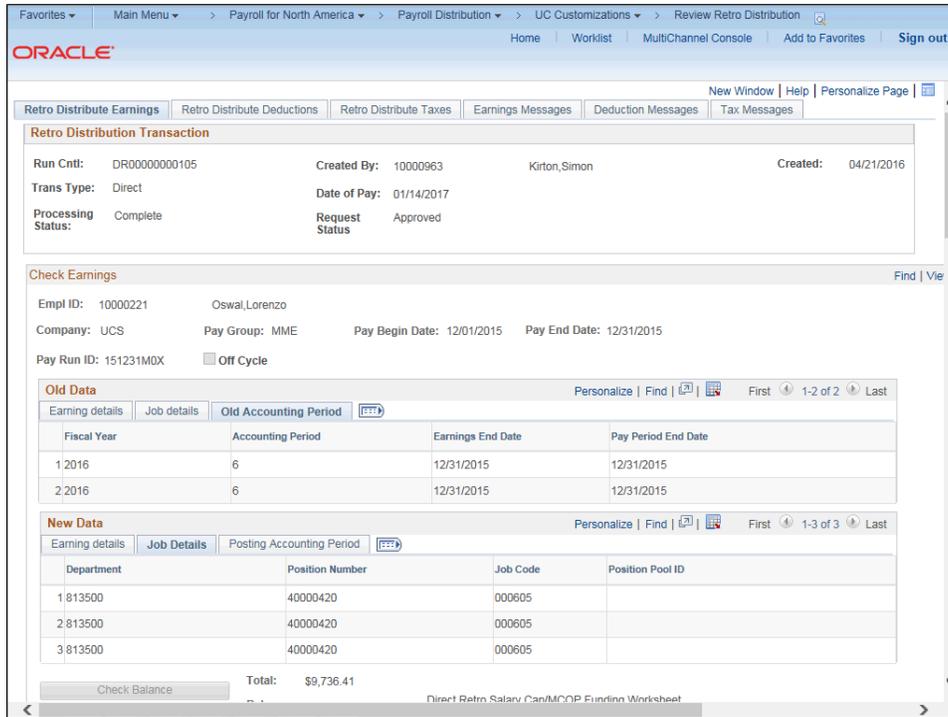
Department	Position Number	Job Code	Position Pool ID
1 813500	40000420	000605	
2 813500	40000420	000605	

**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 Cap/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 <b>Old Data</b> , click the <b>Old Accounting Period</b> 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:** Displays 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 a total balance of \$9,736.41.
- Old Data:** A table with tabs for 'Earning details', 'Job details', and 'Old Accounting Period'. The table lists data for fiscal years 1, 2, and 3 of 2016, with accounting periods of 6 and earnings end dates of 12/31/2015.
- New Data:** A table with tabs for 'Earning details', 'Job Details', and 'Posting Accounting Period'. It lists department 1, 2, and 3 with position numbers 813500 and 40000420, and job codes 000605.

Step	Action
24.	Under <b>New Data</b> , click the <b>Posting Accounting Period</b> tab.  

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**Retro Distribution Transaction**

Run Cntl: DR0000000105      Created By: 10000963      Kirtan,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 | [X] | [Y]      First 1-2 of 2 Last

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

**New Data** Personalize | Find | [X] | [Y]      First 1-3 of 3 Last

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 <b>Old Accounting Period</b> tab displays the posting period of the original data at the time of the direct retro entry.</p> <p>The <b>Posting Accounting Period</b> 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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Check Balance Total: \$9,736.42  
 Balance: \$0.00 Direct Retro Salary Cap/MCOF 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 <b>Retro Distribution Transaction</b> section. It displays additional transaction detail.
30.	Review the <b>Initiator Comment</b> field.
31.	Click to expand the <b>Questionnaire</b> 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 <b>Questionnaire</b> 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 <b>Questionnaire</b> section.</p> <p></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**

Justification 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

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100%

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

[Questionnaire](#)

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Attached File

\*Reason Code Align Salary to Effort

**Campus Approvers**

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

Campus Approvers

Approved

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

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4    0 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.

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

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100%

Step	Action
38.	The <b>Reason Code</b> 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. <b>End of Procedure.</b>