View a Retro Distribution

Completed retro transactions can be viewed on the UM Retro Dist Review/Approval page. When a retro is completed, the system will reverse each ChartField string and redistribute based upon the changes requested through the retro.

Log in to MyU (myu.umn.edu). Navigate to: Key Links > PeopleSoft > Human Resources.

Navigate in HRMS: UM Payroll Accounting > UM Payroll Accounting > UM Retro Dist Review/Approval.

1. Search for the retro transaction using the Retro ID or other available search criteria.

2. The UM Retro Dist Review/Approval page displays the following:
   a. UM Retro ID number
   b. Preparer
   c. Date created
   d. Justification
   e. View Retro Entry
   f. Credits
   g. Debits
   h. Summarized View/Detailed View selection
View a Retro Distribution (cont.)

3. The UM Retro Review/Approve page opens by default in the Summarized View. This view is a high-level summary of what happened to the earnings over the entire pay period range.

4. Selecting the Detailed View, as shown below, will display earnings by pay period when a range of pay periods is affected.

5. Click <View Retro Entry> to view the Adjustments page as completed by the preparer.