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.

![UM Retro Dist Review/Approval](image)

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

![UM Retro Dist Review/Approval Details](image)
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.

![UM Retro Review/Approve page](image)

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

![UM Direct Retro Distributions](image)