Viewing a Direct Retro Transaction

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

1. Navigate to: Main Menu > UM Payroll Accounting > UM Retro Processing > UM Retro Dist Review/Approval
2. Search for the Direct Retro transaction using the Retro ID or other available search criteria.

3. The UM Retro 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
4. 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.

5. Selecting the Detailed View, as shown below, will display earnings by pay period when a range of pay periods is affected. This view also details the VAC earnings in this example.

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