Retro Distributions Certified Approval

Retro distributions (aka “direct retros”) are used to change accounting information (distributions) associated with an employee’s pay after that pay has been processed and posted to the General Ledger.

Retro distributions that debit a sponsored project are subject to additional approval by the Certified Approver (CA) if the direct retro is adjusting a pay period whose pay date posted more than 60 days prior. This approval enforces compliance with the “Adjusting/Correcting Payroll Accounting Transactions on Sponsored Projects” procedure.

A sponsored project distribution is defined as an accounting line that contains a project ID and a sponsored fund (e.g., 3002); thus, cost share strings do not require CA approval.

Retro distribution preparers are responsible for reviewing the results of processed retros after the nightly batch through payroll-related and/or financial reports.

CERTIFIED APPROVAL STEPS

1. The primary CA receives an email with a link to the direct retro that is pending approval.

2. Alternate CA can access the direct retro in HRMS by navigating to: Main Menu > UM Payroll Accounting > UM Retro Processing > UM Retro Dist Review/Approval.

3. Search by any of the following criteria: EmplID, UM Retro ID, Oper ID, DeptID, Approval, Creation Date, Transaction Source (only Direct Retro), or Approval Status ("Approved", "Denied", "Pending"). Note: If a retro has multiple debit lines on sponsored funds, it will show up multiple times in the search. These are not duplicates as each row is unique. Clicking on either line will bring up the entire retro distribution.

4. Once a direct retro requiring CA approval appears, review the information to determine if the retro meets the criteria (e.g., allowable, allocable, and reasonable) of the "Adjusting/Correcting Payroll Accounting Transactions on Sponsored Projects” Procedure.
5. Add applicable comments.

6. Click <Approve> or <Deny>.

7. Click <Save>.

8. A time stamp will record the date the transaction was approved/denied.
   a. If the transaction was approved, the status will update to “Approved.” If it was denied, the direct retro needs to be re-entered.

Additional Considerations:

- The 60 day rule begins from the Pay Day of the applicable Pay Period Begin Date of the retro. For example, if a direct retro was processed for the pay period of 4/20/15-5/3/15, the rule would apply 60 days out from the pay date of 5/13/15.

- If a direct retro requires CA approval and is outside the Effort Period, HRMS will require CA and Effort Unit approval.

- All CAs, who had approval access in HRMS 8.9 will be granted approval access automatically in HRMS 9.2. For all other CAs, access is granted by selecting the “EFS CA Approval” option on the Access Request Form (ARF).