

Approving Retro Distributions

A retro distribution is an internal process that adjusts the accounting for historic payroll expenses for an employee. These adjustments credit the ChartField strings(s) from which the original payroll expenses were paid and debit an alternate ChartField string.

Certified Approvers are responsible for ensuring a retro for a sponsored project distribution meets the criteria of allowability, allocability, and reasonableness. Refer to the “Approval Considerations” section for further approval information.

CERTIFIED APPROVAL STEPS

Certified Approvers will receive an email with a link to the retro pending approval. Clicking on the link will open the retro on the **UM Retro Dist Review/Approval** page, or approvers can navigate to the Human Resources Management System (HRMS) page.

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 using the Empl ID or other available search criteria.

UM Retro Dist Review/Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Empl ID: begins with ▼ 9955123

UM Retro ID: begins with ▼

Approval DeptID: begins with ▼

Last Operator to Update: begins with ▼

Creation Date: = ▼

Transaction Source: = ▼

Approval Status: = ▼

Limit the number of results to (up to 300): 300

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Click <View Retro Entry> to review the adjustment lines as the preparer entered them.
 - a. If highlights appear on distributions, it will be necessary to fix inactive combinations in the Enterprise Financial System (EFS) before approving the retro.
3. Add applicable comments.

Approving Retro Distributions (cont.)

UM Retro Dist Review/Approval

UM Retro ID: 1001253196 Preparer: CKIBLER Created: 08/11/2022 Transaction Source: Direct Approval DeptID: 10005

Approval Status: Pending

Retro Justification Comments: EMPLOYEE PERFORMED WORK ON A DIFFERENT PROJECT DURING THIS PAYROLL PERIOD. THIS RETRO ACCURATELY REFLECTS HER EFFORT ON THE PROJECT. [Attachments \(2\)](#) [View Retro Entry](#)

Adjustments [Find](#) | [View All](#) | First 1 of 1 Last

Empl ID: 9955123 Hinkle, Parker Allen *Please fix any inactive combinations in Finance that are highlighted before approving. ☒ Summarized View ☐ Detailed View

Range Begin Dt: 03/14/2022 Range End Dt: 03/27/2022

Empl Record	Pay Period Begin Date	Pay Period End Date	Earnings Code	Fund	DeptID	Program	Project	Account	FinEmplID	ChartField 1	ChartField 2	CS	Credit Amount	Fund	DeptID	Program	Project	New Account	FinEmplID	ChartField 1	ChartField 2	CS	Debit Amount
0	03/14/2022	03/27/2022	REG	3002	11703		00087895	700311					596.20	3002	11703		00087895	700311					0.00
														3002	10344		00092658	700311					596.20

Credit Total: 596.20 Debit Total: 596.20

Payroll Accounting Approval

UM Retro ID: 1001253196: Pending

Certified Pooled Approval

Pending

Multiple Approvers

Certified Approval for Payroll

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

[Approve](#) [Send Back](#)

4. Review the retro transaction.
 - a. If highlights appear on distributions, it will be necessary to fix inactive combinations in the Enterprise Financial System (EFS) before approving the retro.
5. Click the <Attachments> link to view attachments supporting the retro. It is expected that all retro distributions will have supporting documentation attached as a best practice.
6. Click <View Retro Entry> to view the adjustment lines as the preparer entered them, if desired.
7. Click <Close>.
8. Add comments, if desired.
9. Click <Approve> or <Send Back>.
 - a. Retros that are sent back can be modified by the preparer and resubmitted for approval.
10. Click <Save>.
11. A timestamp will record the date the transaction was approved/denied.
 - a. If the transaction was approved, the status will update to "Approved."

Approving Retro Distributions (cont.)

APPROVAL CONSIDERATIONS

- ✦ Offline approvals are required for all retros.
- ✦ Approvals should be kept on file within the department.
- ✦ System approval routing will be triggered for retros using a sponsored project when:
 - A sponsored project is debited, and the earliest pay period being adjusted is within 60 days of the current pay period. The system will route the transaction to the Certified Approver for the department. This review aligns with the [“Processing Accounting Transactions”](#) policy.
 - A sponsored project is debited or credited, and the earliest pay period adjusted falls within a closed effort period. The Office of Cost Analysis in Sponsored Projects Administration (SPA) will need to review because the certified effort is impacted.
- ✦ Retros using non-sponsored ChartField strings will not trigger system approval routing.

TIPS

- ✦ For an individual Empl ID, only one retro per pay period may be pending system processing. The system must process the retro in the Human Resources Management System (HRMS) before allowing another transaction for the same person and the same pay period.
- ✦ HRMS will process all approved retros twice a day at 11 a.m. and 5 p.m., Monday through Saturday. Note: No retro processing occurs the day of the biweekly payroll confirm.
- ✦ A retro can only credit one account; multiple account selections will generate an error message.
- ✦ Departments cannot use a retro to move salaries between Account codes.
- ✦ A retro will not be processed until the <Submit> button has been clicked. Do not forget to click <Submit>.
- ✦ A retro will reverse an entire line and redistribute the line based on the changes requested in the retro transaction.
- ✦ When a retro in “Sent Back” status exists for an employee, the retro must be resubmitted or deleted before any further retros may be entered for that employee.
- ✦ If you have questions the department is unable to answer, contact the Financial Helpline at 612-624-1617 or controller@umn.edu.