

How to View a DR in HRMS

- Search Capability Restored
 - View Direct Retros in HRMS
 - All CA users have access
 - Limited to employees in the departments to which you have access
 - Access was restored 11/10/2014
 - Breadcrumbs:
 - Set Up HRMS >> Product Related >> Commitment Accounting >> Budget Information >> UMB Direct Retro Request

Direct Retro Search - Path

UMB Direct Retro Request

https://www.hrms.umaryland.edu/psp/hrprod/EMPLOYEE/HRMS/c/UMB_PYTRANS_REQST_MENU.UMB_PYTRANS_REQST.GBL?PORTALPARAM_PTCNAV=UMB_PYTRANS_REQST_CREF&EOPP.SCNNode=HRMS&EOPP.SCPortal=EMPLOYEE

Linda M. Ward (022408) on HRPROD

Favorites | Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > UMB Direct Retro Request

Search Menu:

UMB Direct Retro Request

Enter any information to search for a list of all values.

Find an Existing Value

Search Criteria

Empl ID: UMB Self Service

Empl Reco: UMB Self Service Manager

Pay Run ID: UMB Utilities Menu

To Pay Run: Workforce Administration

CR Combo: Worklist

Department: My Dictionary

Name: My Personalizations

Fiscal Year: =

Posting Fiscal Year: =

Creation Date: =

Process Status: =

Run Control ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Finding a Direct Retro in HRMS

Breadcrumbs:
Set Up HRMS >> Product Related >> Commitment Accounting >> Budget Information >> UMB Direct Retro Request

Direct Retro Search Criteria

The screenshot shows a web browser window with the URL https://www.hrms.umaryland.edu/psp/hrprod/EMPLOYEE/HRMS/c/UMB_PYTRANS_REQST_MENU.UMB_PYTRANS_REQST.GBL?PORTALPARAM_PTCNAV=UMB_PYTRANS_REQST_CREF&EOPP.SCNODE=HRMS&EOPP.SCPortal=EMPLOYEE. The user is logged in as Linda M. Ward (022408) on HRPROD. The page title is "UMB Direct Retro Request". Below the title, there is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" and "Add a New Value". The "Find an Existing Value" tab is active. Below the tabs is a "Search Criteria" section with various fields and dropdown menus. The fields include: Empl ID, Empl Record, Pay Run ID, To Pay Run ID, CR Combo Code, Department, Name, Fiscal Year, Posting Fiscal Year, Creation Date, Process Status, and Run Control ID. Each field has a dropdown menu with "begins with" selected. There is a "Case Sensitive" checkbox which is unchecked. At the bottom of the search criteria section, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". A green circle highlights the "Find an Existing Value" and "Add a New Value" tabs. A pink arrow points from the "Find an Existing Value" tab to a green text box.

Find an Existing Value
(Add function only available to Costing & Compliance)