Submitting an Electronic Retroactive Distribution of Funding Form (eRDF)

**General Purpose** - Retroactive Distribution of Funding electronic form must be used to authorize the reclassification of the funding source(s) associated with an employee’s payroll charges.

**NOTES:**
- An eRDF may not be used to make changes to an employee’s compensation, employment period, full-time equivalency, position or future funding sources.
- An eRDF must be received by the first day of the current pay cycle to ensure processing.

**Roles required to Enter or View:**
- FSU_PR_DISTRIBUT_USER – Employees that are not Payroll Department Representatives, but need the ability to enter/view eRDF transactions should request security for this role.
  OR
- FSU_PR_DEPARTMENT_USER – Security for eRDF was added to the Payroll Department Representative role. If an employee already has this role, no future action is needed.

**Roles required to Approve:**
- FSU_SS_MANAGER
  OR
- FSU_HR_SRESEARCH (Sponsored Research use only)

**Procedure**

1. Navigate to the myFSU Portal (my.fsu.edu) and log in.
a. Click on “HR” icon.

b. Navigate to Main Menu > eRDF Retro Distribution Form > Enter/Rework eRDF.
2. Add a New Value tab: Used to initiate eRDF
3. Find an Existing Value tab: Only use this tab if eRDF has been initiated but has not been completed
4. Empl ID: Enter Employee ID number
5. Empl Record: Enter Employee Record number
6. Beginning Date: Enter first day of payroll charges to be transferred
7. Ending Date: Enter last day of payroll charges to be transferred
8. Click Add

9. “Click to Populate Actual Charges and Open Fields” – Select icon to populate the current funding source and charges for the time period selected.
   a. NOTE: If eRDF dates are adjusted, all fields are locked and cannot be changed until the user selects “Click to Populate Actual Charges and Open Fields” again.
10. The eRDF defaults to include all earnings, deductions and taxes.
Exceptions:

a. To ONLY select earnings, deductions or taxes, uncheck the appropriate box. WARNING: It is a general FSU policy for all earnings, deductions and taxes to be associated with the transaction. In the comments section, please provide a detailed explanation to justify the exception.

b. Select all (4) boxes if only one type of earnings should be associated with the eRDF transaction. Once selected, the search icon will display all earnings associated with the eRDF. Select the appropriate earnings code.

11. Enter the new Combo Code and Distribution Percent for each pay period. The system will populate the Amount.

   a. NOTE: If moving a flat amount to the new Combo Code, enter the Amount instead of the Percent. The system will populate the Distribution Percent.
b. NOTE: If budget is inactive for current and/or new funding sources, a message will appear in Budget Message box.

c. NOTE: It is the responsibility of the originator to ensure ALL funding sources related to each pay period are in active status regardless if the charges are being transferred or not. Please note it is an overnight process to activate a funding source from OMNI-Financials to OMNI-Human Resources.
d. **NOTE:** For each pay period, the Distribution Percent must equal 100% and Current Funding Amount must equal New Funding Amount before the transaction can be submitted. Any errors will be highlighted in red.

```
<table>
<thead>
<tr>
<th>Partial Pay Period</th>
<th>Pay Period End Date</th>
<th>Combo Code</th>
<th>Distribution Percent</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/22/2016</td>
<td>0690001100</td>
<td>2542176600</td>
<td>100.000</td>
<td>$211.66</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
```

12. The code ADJ will appear under “Partial Pay Period” if there is a future pay period transaction associated with the transaction dates on the eRDF. For example, if retroactive pay is generated in a subsequent pay period for the dates of the eRDF.

```
<table>
<thead>
<tr>
<th>Partial Pay Period</th>
<th>Pay Period End Date</th>
<th>Combo Code</th>
<th>Distribution Percent</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/08/2016</td>
<td>2542176600</td>
<td></td>
<td>100.000</td>
<td>$2.25</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>
```

13. Originating department can only add (1) VP Approver.

14. VP Approver required if beginning date exceeds 30 days.
15. Add Attachment
   a. The originator of the eRDF or anyone in the approval process can attach a document.
   b. Only the originator of the attachment may delete it.
   c. The attachment will stay with the form until approved retention disposal is approved (or greater).
   d. Anyone with security to enter/view/approve eRDF will have access to view attachments (even if they are not an originator/approver associated with the eRDF with attachment).

   NOTE: Payroll no longer requires the HR-GL Detail report as supporting documentation. The attachment feature is for departmental use only.

16. Comments box: Enter reason for the eRDF – required field
17. Click Submit at the bottom of the form to initiate the approval workflow process.

   ![Submit Button]

   a. When the eRDF is submitted, the following message will appear if the eRDF is associated with any Budget Message errors. The warning does not prevent the eRDF from being submitted.

   ![Message Box]

     I acknowledge there is funding listed that is not active and understand that I am responsible to ensure it is active so Payroll Accounting, upon receipt, can process this Retroactive Distribution of Funding.

     OK

   b. Each approver will receive an email notification whenever approval is required.

18. To approve an eRDF, navigate to Worklist and select the eRDF for approval.

   ![Worklist Screen]
19. Any approver can approve, deny or pushback the eRDF.
   
   a. When an eRDF is denied or pushed back, an email will be sent to the originator.
   
   b. A comment field is required for any eRDF that is denied or pushed back.

- Any approver can add additional approvers to the workflow.
- All eRDF’s associated with sponsored projects will automatically be routed to SRA for review and approval.
- The eRDF will not show as approved by Payroll Accounting until the transaction has been processed in the OMNI payroll system.
- At all times, the originator will be able to view the status of the approval process by viewing the eRDF.

- On a quarterly basis, any eRDF that has been initiated, but not submitted will be deleted from the system.

20. Once an RDF has been processed and posted to the general ledger, the originating department should verify the transaction for accuracy. The transaction can be reviewed by accessing the HR-GL Detail report in OMNI BI.

   Navigation > OMNI BI > Dashboards > HR Reports > HR-GL Detail > Detail by PE Date tab

   1. Enter Employee ID
   2. Enter Pay Period End Date (use date when the RDF transaction was processed)
   3. Click Apply