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:

- A RDF may not be used to make changes to an employee's compensation, employment period, full-time equivalency, position or future funding sources.
- A RDF must be received by Wednesday to be guaranteed processing on the following weeks RDF cycle.

Roles required to Enter and View:

FSU_PR_DEPARTMENT_USER

OR

FSU_PR_DISTRIB_USER

Roles required to Approve and View:

FSU_SS_MANAGER

OR

FSU_HR_SRESEARCH (Sponsored Research use only)

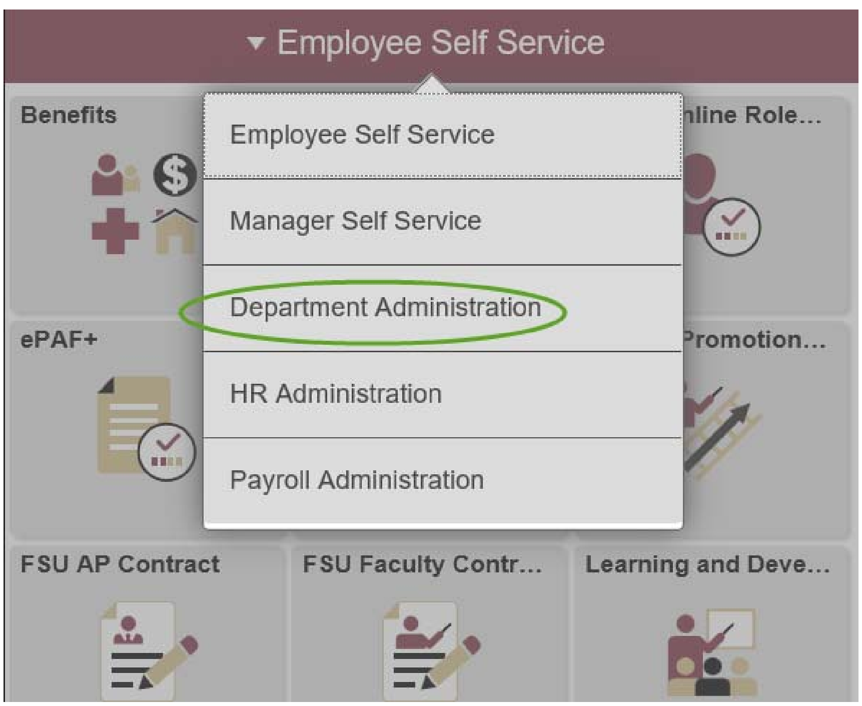
Procedure

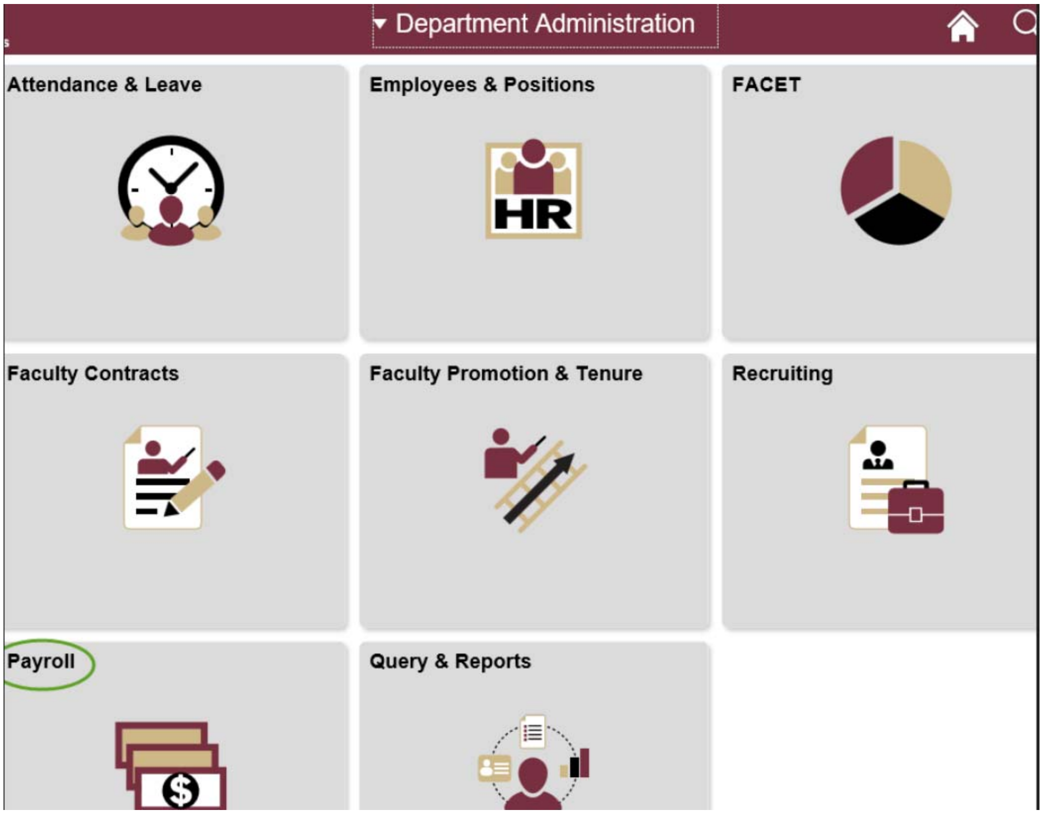
1. Navigate to the myFSU Portal (my.fsu.edu) and log in.

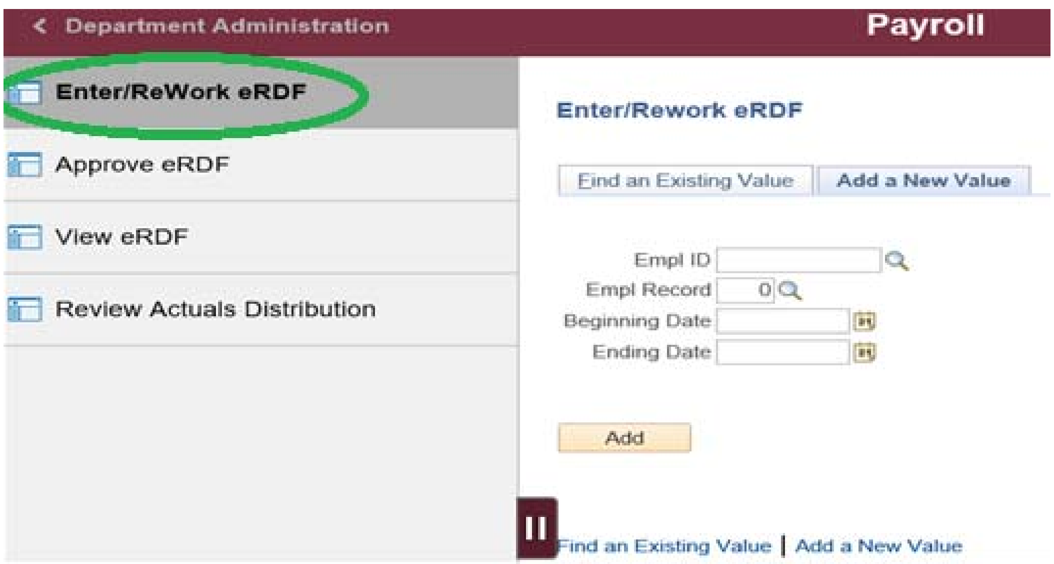
a. Click on "HR" icon.

b. For Department Administration:

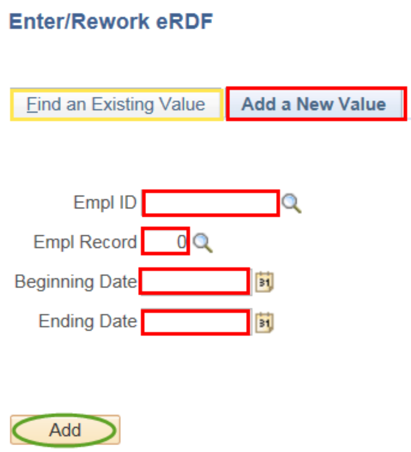
Navigate to Department Administration > Payroll Tile > Enter/Rework eRDF.



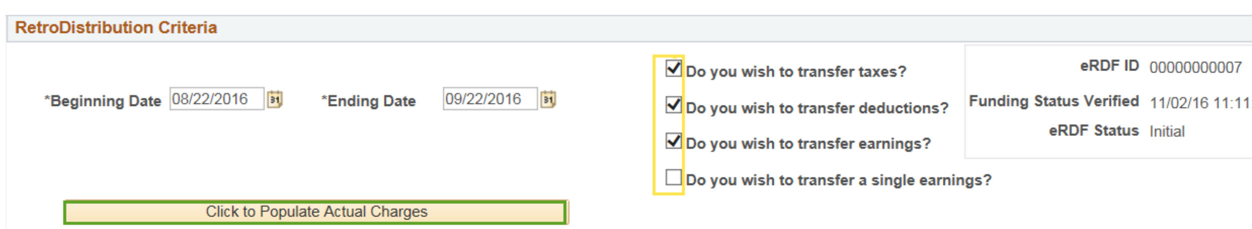

Department Administration
Attendance & Leave
Employees & Positions
HR
FACET
Faculty Contracts
Faculty Promotion & Tenure
Recruiting
Payroll
Query & Reports


Department Administration
Payroll
Enter/ReWork eRDF
Approve eRDF
View eRDF
Review Actuals Distribution
Enter/Rework eRDF
Find an Existing Value
Add a New Value
Empl ID
Empl Record
0
Beginning Date
Ending Date
Add
Find an Existing Value | Add a New Value

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

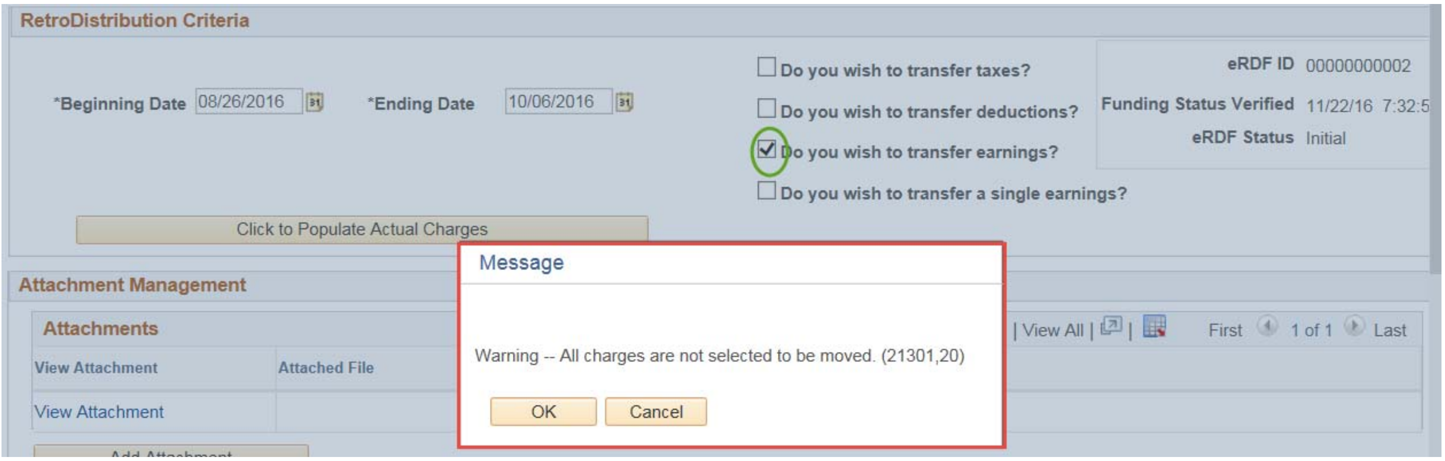


9. Click to Populate Actual Charges – Select icon to populate the current funding source and charges for the time period selected.
   a. NOTE: If eRDF dates are adjusted, all fields are locked and cannot be changed until the user selects " Click to Populate Actual Charges" again.
10. The eRDF defaults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

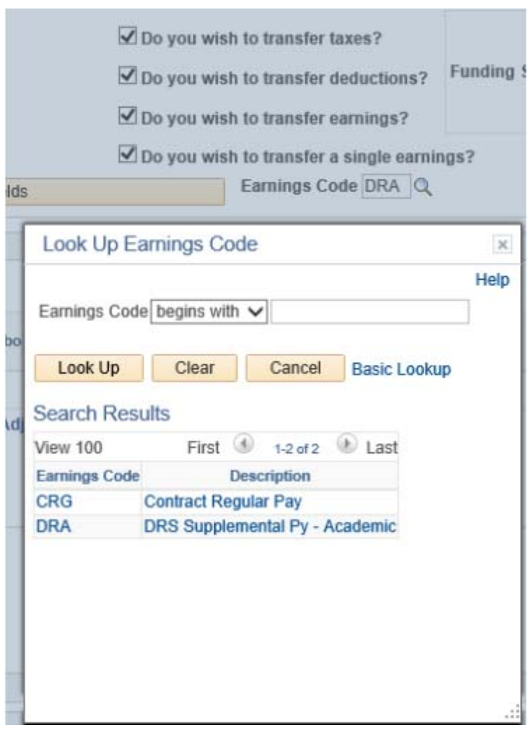


Exceptions:

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.

Funding Distribution

		CURRENT FUNDING				NEW FUNDING		
Partial Pay Period	Pay Period End Date	Combo Code	Distribution Percent	Amount	*Combo Code	Distribution Percent	Amount	Budget Message
	09/08/2016	069000110O	100.000	$1,826.00	069000110O	98.576	$1,800.00	
					069000520O038009		$26.00	
	Total Current Funding			$1,826.00	Total Adjusted Funding		$1,826.00	
					Total Adjusted Percent		100.000 %	

b. NOTE: If budget does not exist for new funding, a message “No Open Budget Exists” will appear in Budget Message box.

Funding Distribution

		CURRENT FUNDING				NEW FUNDING		
Partial Pay Period	Pay Period End Date	Combo Code	Distribution Percent	Amount	*Combo Code	Distribution Percent	Amount	Budget Message
	09/08/2016	069000110O	100.000	$1,826.00	107016320O	100.000	$1,826.00	No Open Budget Exists
	Total Current Funding			$1,826.00	Total Adjusted Funding		$1,826.00	
					Total Adjusted Percent		100.000 %	

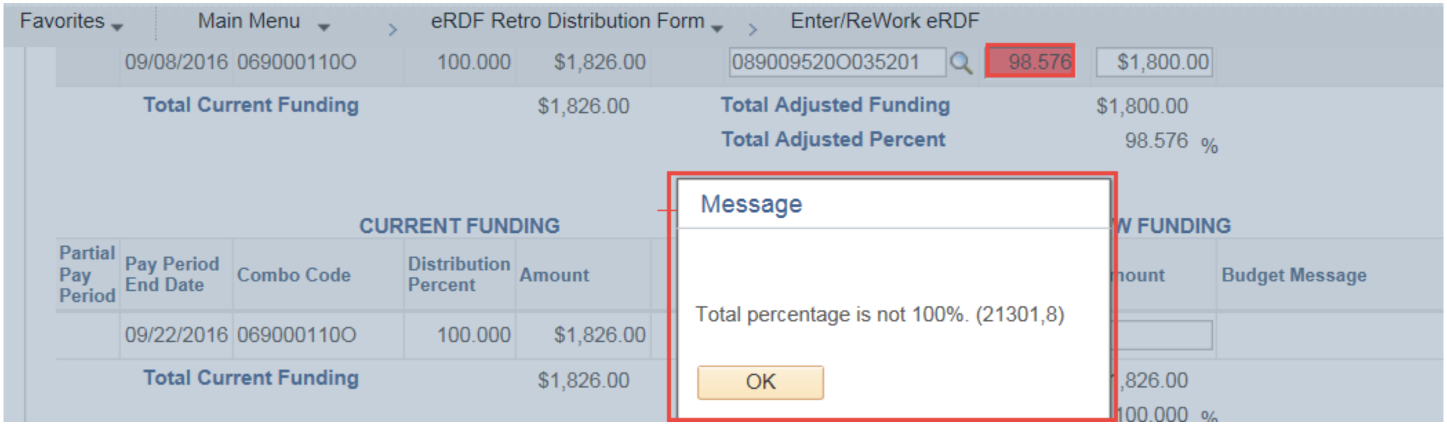
c. NOTE: If budget is inactive for current and/or new funding sources, a message will appear in Budget Message box.

d. 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.

		CURRENT FUNDING				NEW FUNDING		
Partial Pay Period	Pay Period End Date	Combo Code	Distribution Percent	Amount	Combo Code	Distribution Percent	Amount	Budget Message
	06/25/2009	211001210S	100.000	$2,288.28	074009320S	100.000	$2,288.28	Current/NewFund-NotActive
	Total Current Funding			$2,288.28	Total Adjusted Funding		$2,288.28	
					Total Adjusted Percent		100.000 %	

		CURRENT FUNDING				NEW FUNDING		
Partial Pay Period	Pay Period End Date	Combo Code	Distribution Percent	Amount	Combo Code	Distribution Percent	Amount	Budget Message
	07/09/2009	209003210S	70.000	$1,601.80	074009320S	50.000	$1,144.14	NewFunding-Not Active
	07/09/2009	211001210S	30.000	$686.48	183000110S	50.000	$1,144.14	CurrentFunding-Not Active
	Total Current Funding			$2,288.28	Total Adjusted Funding		$2,288.28	
					Total Adjusted Percent		100.000 %	

e. 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.


Favorites | Main Menu > eRDF Retro Distribution Form > Enter/ReWork eRDF

09/08/2016	0690001100	100.000	$1,826.00	0890095200035201	98.576	$1,800.00	
Total Current Funding			$1,826.00	Total Adjusted Funding		$1,800.00	
				Total Adjusted Percent		98.576 %	

Message

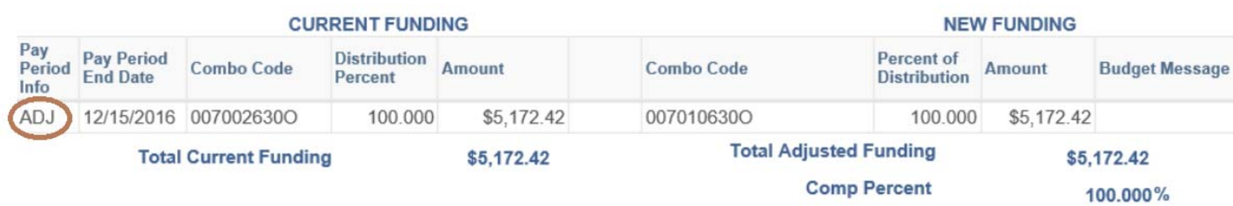
Total percentage is not 100%. (21301,8)

OK

CURRENT FUNDING | W FUNDING

Partial Pay Period	Pay Period End Date	Combo Code	Distribution Percent	Amount	...mount	Budget Message
	09/22/2016	0690001100	100.000	$1,826.00		
	Total Current Funding			$1,826.00	,826.00	
					100.000 %	

12a. The code ADJ will appear under "Pay Period Info" 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.


CURRENT FUNDING					NEW FUNDING			
Pay Period Info	Pay Period End Date	Combo Code	Distribution Percent	Amount	Combo Code	Percent of Distribution	Amount	Budget Message
ADJ	12/15/2016	0070026300	100.000	$5,172.42	0070106300	100.000	$5,172.42	
	Total Current Funding			$5,172.42	Total Adjusted Funding		$5,172.42	
					Comp Percent		100.000%	

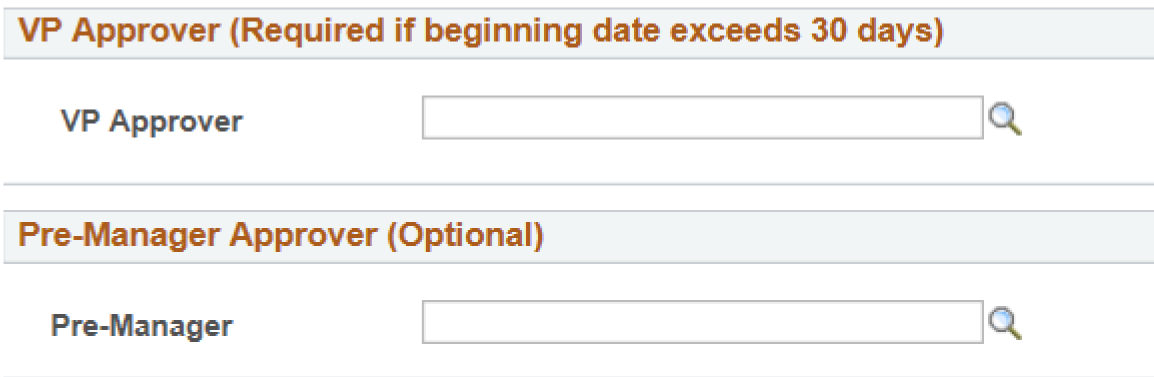
12b. The code PAR will appear under "Pay Period Info" if only a portion of biweekly salary has been selected.


Funding Distribution

CURRENT FUNDING					NEW FUNDING			
Pay Period Info	Pay Period End Date	Combo Code	Distribution Percent	Amount	Combo Code	Percent of Distribution	Amount	Budget Message
PAR	11/03/2016	057000110S	2.451	$26.36	057000110S	4.039	$43.45	
PAR	11/03/2016	057000121S	81.043	$871.75	057000121S	79.456	$854.68	
PAR	11/03/2016	236000110S	16.506	$177.55	236000110S	16.505	$177.53	
	Total Current Funding			$1,075.66	Total Adjusted Funding		$1,075.66	
					Comp Percent		100.000%	

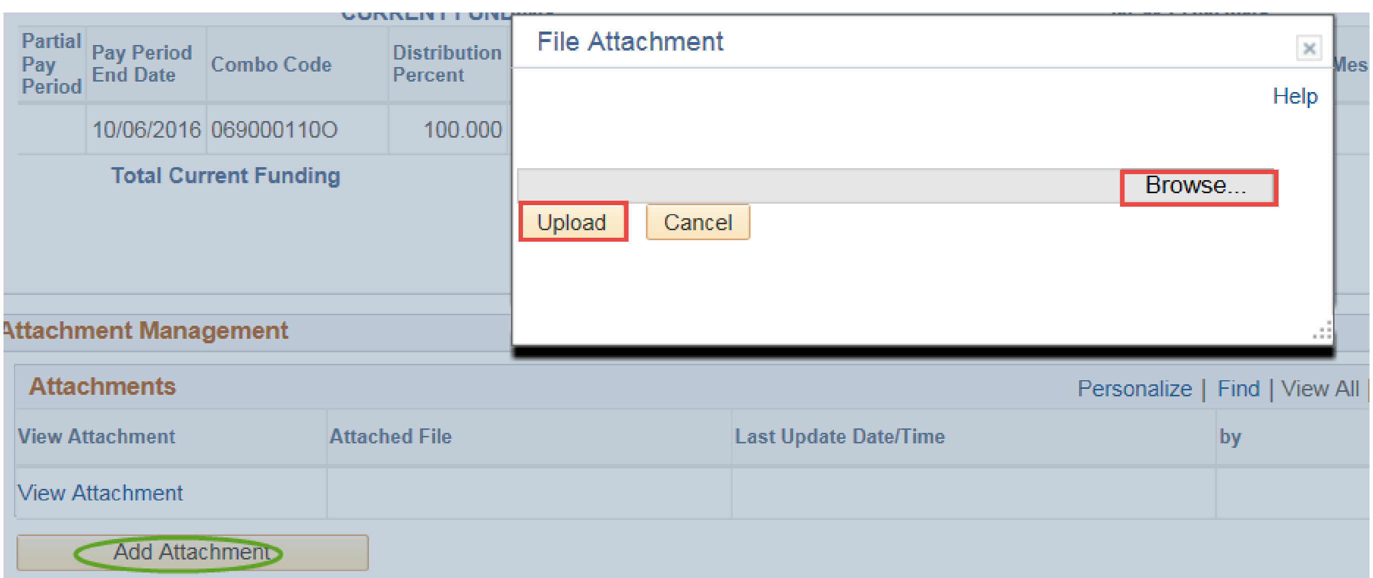
13. Originating department can only add (1) VP Approver.

14. VP Approver required if beginning date exceeds 30 days.

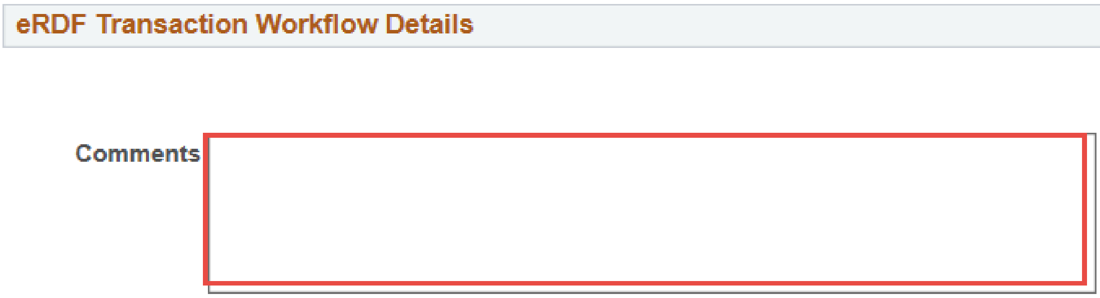


15. Add Attachment
    a. The originator of the eRDF or anyone in the approval process can attach a document.
    b. Only the originator of the attachment may delete it.
    c. The attachment will stay with the form until approved retention disposal is approved (or greater).
    d. Anyone with security 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.

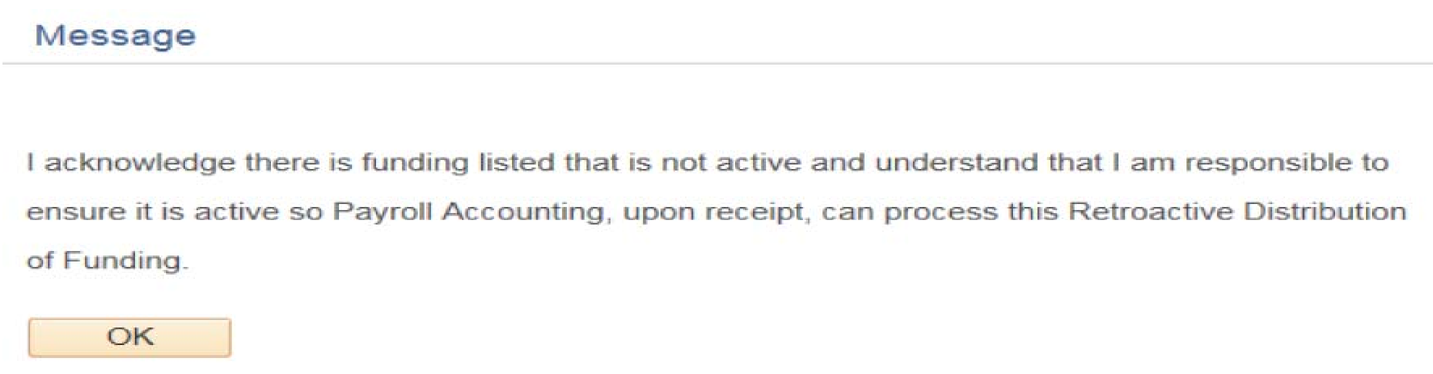


16. Comments box: Enter reason for the eRDF – required field



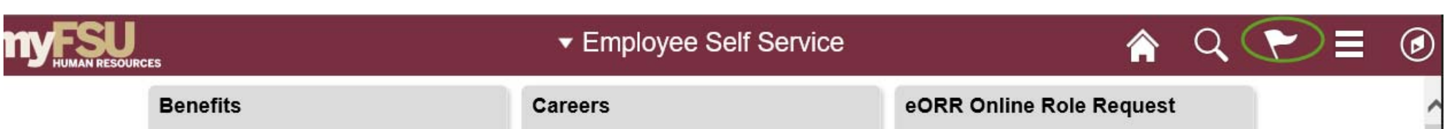
17. Click Submit at the bottom of the form to initiate the approval workflow process.

   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.



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

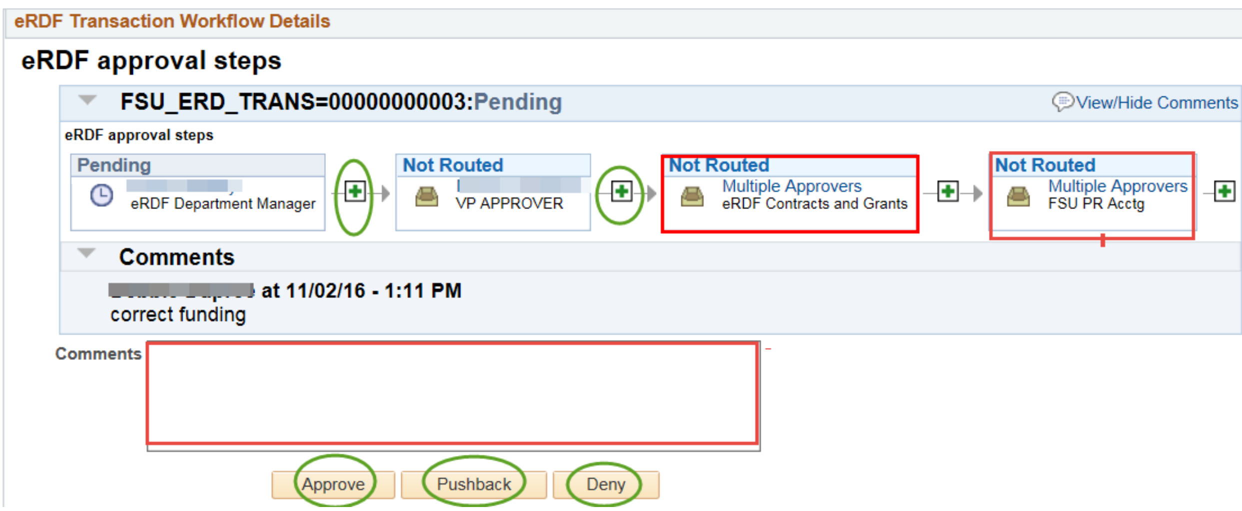
18. To approve an eRDF, navigate to the Notifications icon.



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 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 SRAS 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.

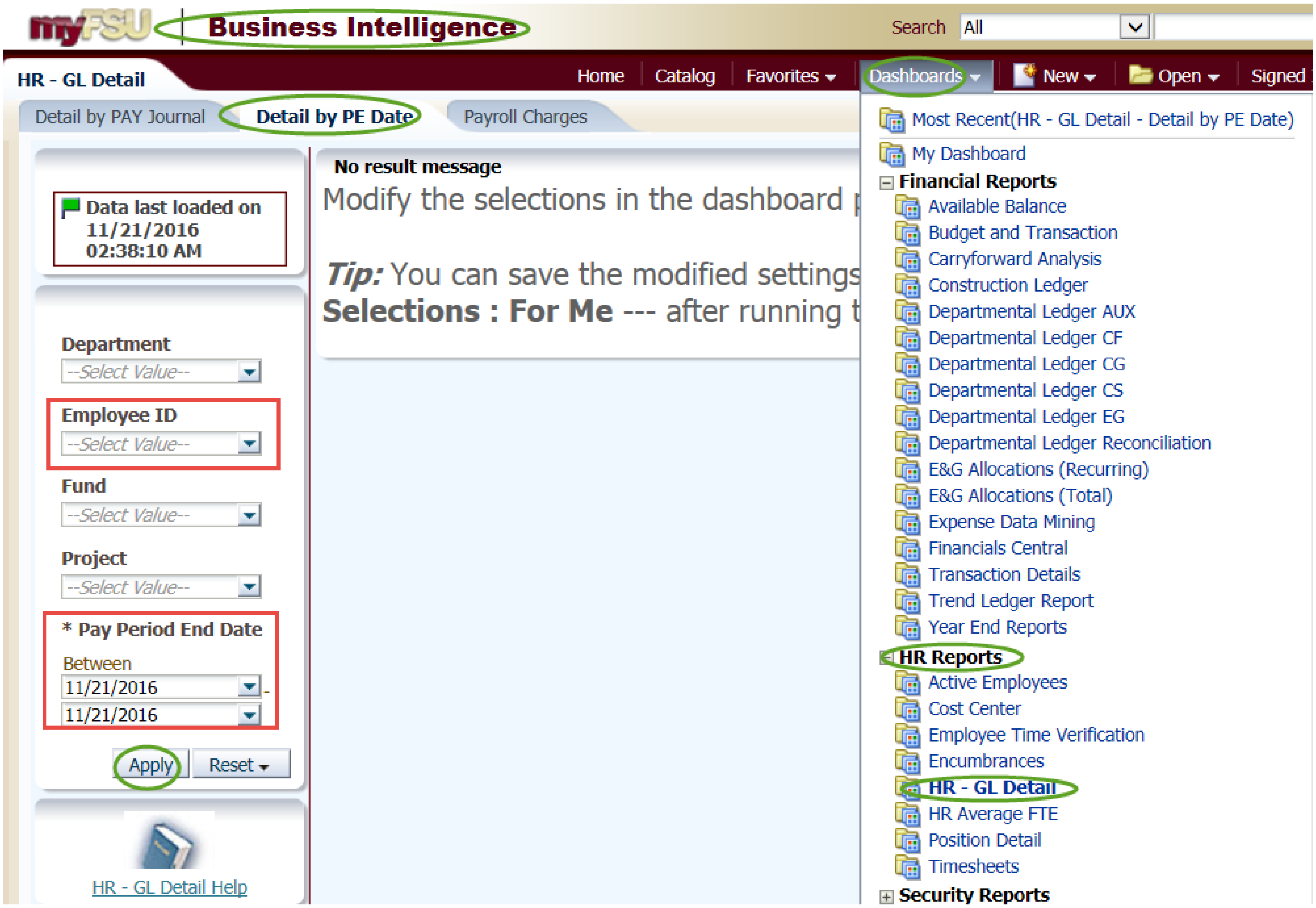


- On a quarterly basis, any eRDF that has been initiated but not submitted **will be deleted from the system.**

20. Once a 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

    a. Enter Employee ID
    b. Enter *Pay Period End Date of RDF
    c. Click Apply


myFSU
Business Intelligence
Search
All
HR - GL Detail
Home
Catalog
Favorites
Dashboards
New
Open
Signed
Detail by PAY Journal
Detail by PE Date
Payroll Charges
Data last loaded on 11/21/2016 02:38:10 AM
Department
--Select Value--
Employee ID
--Select Value--
Fund
--Select Value--
Project
--Select Value--
* Pay Period End Date
Between
11/21/2016
11/21/2016
Apply
Reset
HR - GL Detail Help
No result message
Modify the selections in the dashboard
Tip: You can save the modified settings
Selections : For Me --- after running t
Most Recent(HR - GL Detail - Detail by PE Date)
My Dashboard
Financial Reports
Available Balance
Budget and Transaction
Carryforward Analysis
Construction Ledger
Departmental Ledger AUX
Departmental Ledger CF
Departmental Ledger CG
Departmental Ledger CS
Departmental Ledger EG
Departmental Ledger Reconciliation
E&G Allocations (Recurring)
E&G Allocations (Total)
Expense Data Mining
Financials Central
Transaction Details
Trend Ledger Report
Year End Reports
HR Reports
Active Employees
Cost Center
Employee Time Verification
Encumbrances
HR - GL Detail
HR Average FTE
Position Detail
Timesheets
Security Reports