Electronic Retroactive Distribution of Funding (eRDF) Guidance

The following guidelines must be adhered to when submitting an eRDF to ensure proper processing. For instructions on how to enter an eRDF see the OMNI Training Guide, Submitting an Electronic eRDF, located on the Controller’s Office website.

Note: Departments should make every effort to proactively manage their payroll to minimize the number of eRDFs required.

1. All pay periods on the eRDF must have the exact same funding distribution.
   a. If the funding distribution percent varies from pay period to pay period separate eRDFs must be completed.
   b. Salary can change during the period, but the percentage distribution must remain the same.

2. Funding distributions for multiple pay periods on the same eRDF must be in the same order.
   a. If a Current Funding combo code is being removed, the corresponding line on the New Funding section should be blank or at 0.
b. If a Current Funding combo code is being modified, the combo codes on the corresponding line on both the Current and New Funding sections must match.

c. If no change is being made to the Current Funding combo code/distribution the Current Funding should be copied into the New Funding section.

3. Future dated changes cannot be made on an eRDF. You must wait until it is posted to the HR Department Budget Table.
   a. The Ending Date at the top of the eRDF must be within the last payroll that populates in the body of the eRDF. If not, change the Ending Date at the top of the form and select “Click to Populate…” again.

4. A comment must be included summarizing the change being made in the funding distribution.
   a. For example, “Moving 5% funding from 012345 to 054321. All other funding distributions remaining the same.”

If you have any questions regarding eRDF forms that is not covered in this condensed guideline, please contact Payroll Accounting at 644-3813 for further information.