



## 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.

**RetroDistribution Criteria**

\*Beginning Date  \*Ending Date

Do you wish to transfer taxes?

Do you wish to transfer deductions?

Do you wish to transfer earnings?

Do you wish to transfer a single earnings?  
Earnings Code

eRDF ID 0000007598

Funding Status 01/03/23 9:09:00AM  
Verified  
eRDF Status Apprv Proc

---

**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
	08/18/2022	089000110S	66.915	\$5,300.91	089000110S	90.580	\$7,175.64	
	08/18/2022	089009520S033932	2.300	\$182.20	089009520S033932	2.300	\$182.20	
	08/18/2022	089009520S100747	6.548	\$518.69	089009520S100747	6.548	\$518.69	
	08/18/2022	089009550S000473	0.500	\$39.61	089009550S000473	0.500	\$39.61	
	08/18/2022	089009556S100747	0.072	\$5.74	089009556S100747	0.072	\$5.74	
	08/18/2022	140002520S100985	22.915	\$1,815.29	140002520S100985	0.000	\$0.00	
	08/18/2022	140002556S100985	0.750	\$59.44	140002556S100985	0.000	\$0.00	
<b>Total Current Funding</b>				<b>\$7,921.88</b>	<b>Total Adjusted Funding</b>		<b>\$7,921.88</b>	
					<b>Comp Percent</b>		<b>100.000%</b>	

  

CURRENT FUNDING					NEW FUNDING			
Pay Period Info	Pay Period End Date	Combo Code	Distribution Percent	Amount	*Combo Code	Percent of Distribution	Amount	Budget Message
	09/01/2022	089000110S	76.915	\$6,093.12	089000110S	100.000	\$7,921.84	
	09/01/2022	140002520S100985	22.342	\$1,769.90	140002520S100985	0.000	\$0.00	
	09/01/2022	140002556S100985	0.743	\$58.82	140002556S100985	0.000	\$0.00	
<b>Total Current Funding</b>				<b>\$7,921.84</b>	<b>Total Adjusted Funding</b>		<b>\$7,921.84</b>	
					<b>Comp Percent</b>		<b>100.000%</b>	

- 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.

**RetroDistribution Criteria**

\*Beginning Date  \*Ending Date

Do you wish to transfer taxes?  
 Do you wish to transfer deductions?  
 Do you wish to transfer earnings?  
 Do you wish to transfer a single earnings?

Earnings Code

eRDF ID 0000007477  
 Funding Status Verified 01/03/23 8:31:00AM  
 eRDF Status Apprv Proc

---

**Funding Distribution**

Pay Period Info	Pay Period End Date	CURRENT FUNDING			NEW FUNDING			Budget Message
		Combo Code	Distribution Percent	Amount	Combo Code	Percent of Distribution	Amount	
	09/29/2022	208000110S	55.200	\$6,598.62	208000110S	55.200	\$6,598.62	
	09/29/2022	208000210S	18.670	\$2,231.82	208000210S	18.670	\$2,231.82	
	09/29/2022	089009520S101402	1.130	\$135.08	089009520S101402	0.740	\$88.46	
	09/29/2022	208900599SF07395	25.000	\$2,988.50	208900599SF07395	25.000	\$2,988.50	
					208000556S101402	0.390	\$46.62	
<b>Total Current Funding</b>				<b>\$11,954.02</b>	<b>Total Adjusted Funding</b>			<b>\$11,954.02</b>
					<b>Comp Percent</b>			<b>100.000%</b>

Combo code needs to be in same order. If new code being used, current funding combo code line should be blank.

- 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.

**RetroDistribution Criteria**

\*Beginning Date  \*Ending Date

Do you wish to transfer taxes?  
 Do you wish to transfer deductions?  
 Do you wish to transfer earnings?  
 Do you wish to transfer a single earnings?

eRDF ID 0000007585  
 Funding Status Verified 12/08/22 3:07:58PM  
 eRDF Status Initial

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.