



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 RDF may not be used to make changes to an employee's compensation, employment period, full-time equivalency, position, or future funding sources.
- An 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.

FLORIDA STATE UNIVERSITY

SIGN IN

Welcome!

The sign-in page has a new look. Let us know what you think!

Here's a tip: While traveling this summer be careful

Enter your FSUID and password

FSUID

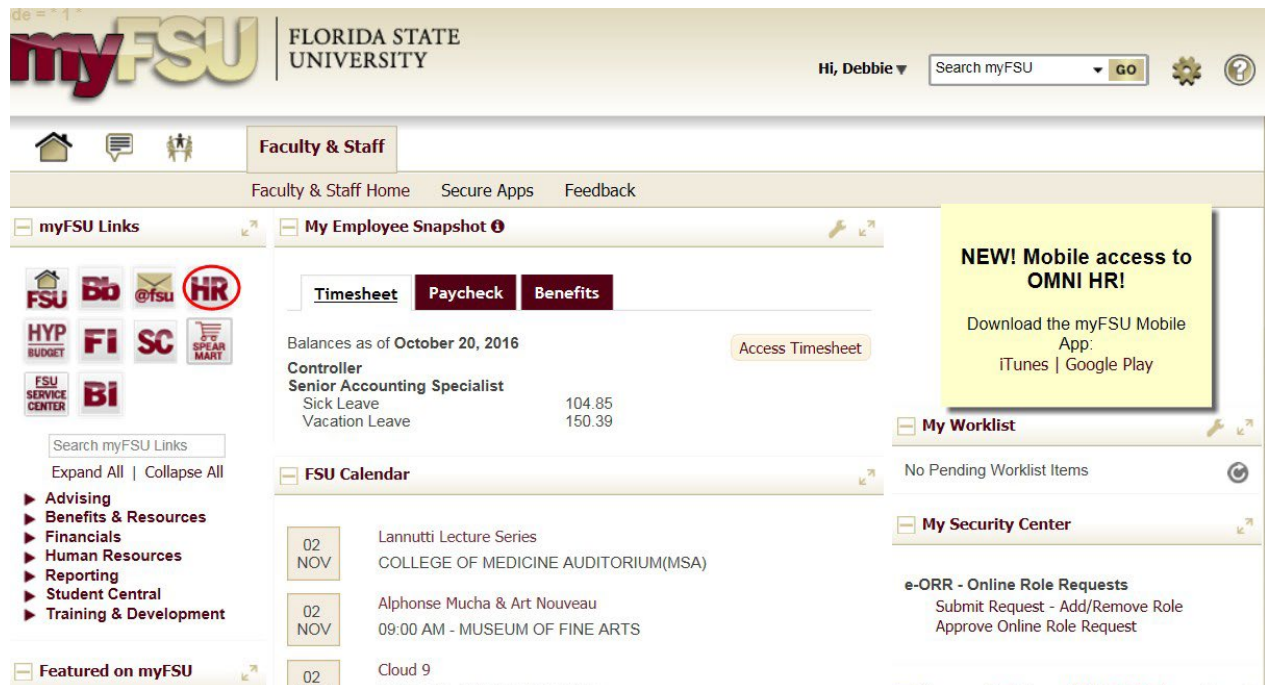
.....

Sign In

Manage FSUID/Password | Sign In Help | Terms of Use

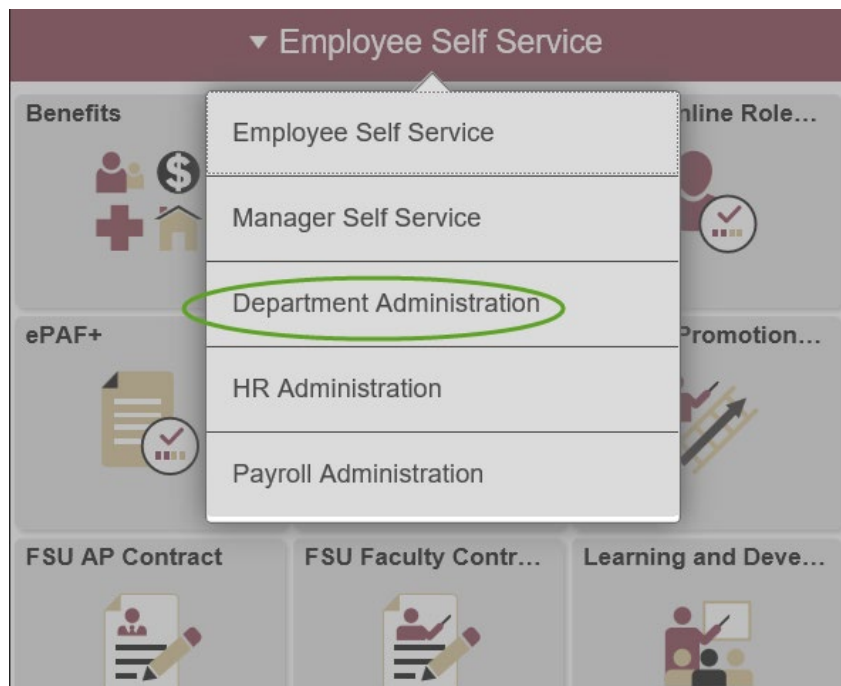


a. Click on “HR” icon.



b. For Department Administration:

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





Department Administration

Attendance & Leave

Employees & Positions

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

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

Enter/Rework eRDF

Find an Existing Value Add a New Value

Empl ID

Empl Record

Beginning Date

Ending Date

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.

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?

Click to Populate Actual Charges

eRDF ID 0000000007

Funding Status Verified 11/02/16 11:11:

eRDF Status Initial

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.



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 00000000002
Funding Status Verified 11/22/16 7:32:5
eRDF Status Initial

Click to Populate Actual Charges

Attachment Management

Attachments

View Attachment	Attached File
View Attachment	

Warning -- All charges are not selected to be moved. (21301,20)

OK Cancel

- 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.

☒ 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

Look Up Earnings Code

Earnings Code

[Basic Lookup](#)

Search Results

View 100 First 1-2 of 2 Last

Earnings Code	Description
CRG	Contract Regular Pay
DRA	DRS Supplemental Py - Academic

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	0690001100	100.000	\$1,826.00	0690001100	98.576	\$1,800.00	
					0690005200038009		\$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	0690001100	100.000	\$1,826.00	1070163200	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 %

CURRENT FUNDING					NEW FUNDING	
Partial Pay Period	Pay Period End Date	Combo Code	Distribution Percent	Amount	Amount	Budget Message
	09/22/2016	0690001100	100.000	\$1,826.00		
Total Current Funding				\$1,826.00		

Message

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

OK

12. Reason Code box: Enter reason for the eRDF and any necessary comments– required field

*Beginning Date: 07/01/2022 *Ending Date: 12/31/2022

☒ Do you wish to transfer deductions? Funding Status Verified: 06/11/2022
☒ Do you wish to transfer earnings? eRDF Status: Init
☐ Do you wish to transfer a single earnings?

Click to Populate Actual Charges and Open Fields

**Pay Period Info Legend
 PAR Only a portion of biweekly salary has been selected.
 ADJ Adjustment to Salary affected by dates selected.

Reason for redistribution request

- ☐ Effort reporting correction
- ☐ Advance accounts not setup for pending awards
- ☐ Parental leave
- ☐ Cost Center delayed review
- ☐ ePAFs not processed timely
- ☐ Capture Cost share comment
- ☐ Salary Cap allocation adjustment
- ☐ Other - must fill in a blank with short explanation

Fiscal year question: ☐ Current Fiscal Year Adjustment ☐ Includes previous Fiscal Year Adjustment

Comments:

Attachment Management

13a. 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%	



13b. 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 %	

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

15. Add Attachment

- The originator of the eRDF or anyone in the approval process can attach a document.
- Only the originator of the attachment may delete it.
- The attachment will stay with the form until approved retention disposal is approved (or greater).
- 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.

Partial Pay Period	Pay Period End Date	Combo Code	Distribution Percent
	10/06/2016	069000110O	100.000
Total Current Funding			

File Attachment

Help

Browse...

Upload Cancel

Attachment Management

Attachments

Personalize | Find | View All

View Attachment	Attached File	Last Update Date/Time	by
View Attachment			

Add Attachment



16. 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.

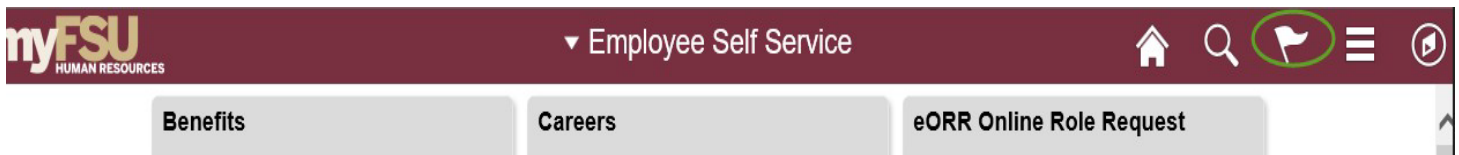
Message

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.



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

17. 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.

20. 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.



eRDF Transaction Workflow Details

eRDF approval steps

FSU_ERD_TRANS=00000000003:Pending View/Hide Comments

eRDF approval steps

Pending

eRDF Department Manager

Not Routed

VP APPROVER

Not Routed

Multiple Approvers
eRDF Contracts and Grants

Not Routed

Multiple Approvers
FSU PR Acctg

Comments

at 11/02/16 - 1:11 PM
correct funding

Comments

Approve Pushback Deny

- 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

- Enter Employee ID
- Enter *Pay Period End Date of RDF
- Click Apply

myFSU Business Intelligence

Search All

Home Catalog Favorites Dashboards New Open Signed

HR - GL Detail

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