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 week's 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.
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.

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RetroDistribution Criteria
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*Beginning Date 09/22/2016  *Ending Date 09/22/2016
```

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

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.
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.

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

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.
13b. The code PAR will appear under “Pay Period Info” if only a portion of biweekly salary has been selected.

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

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

![Submit][Cancel]

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]

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.
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