



## 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

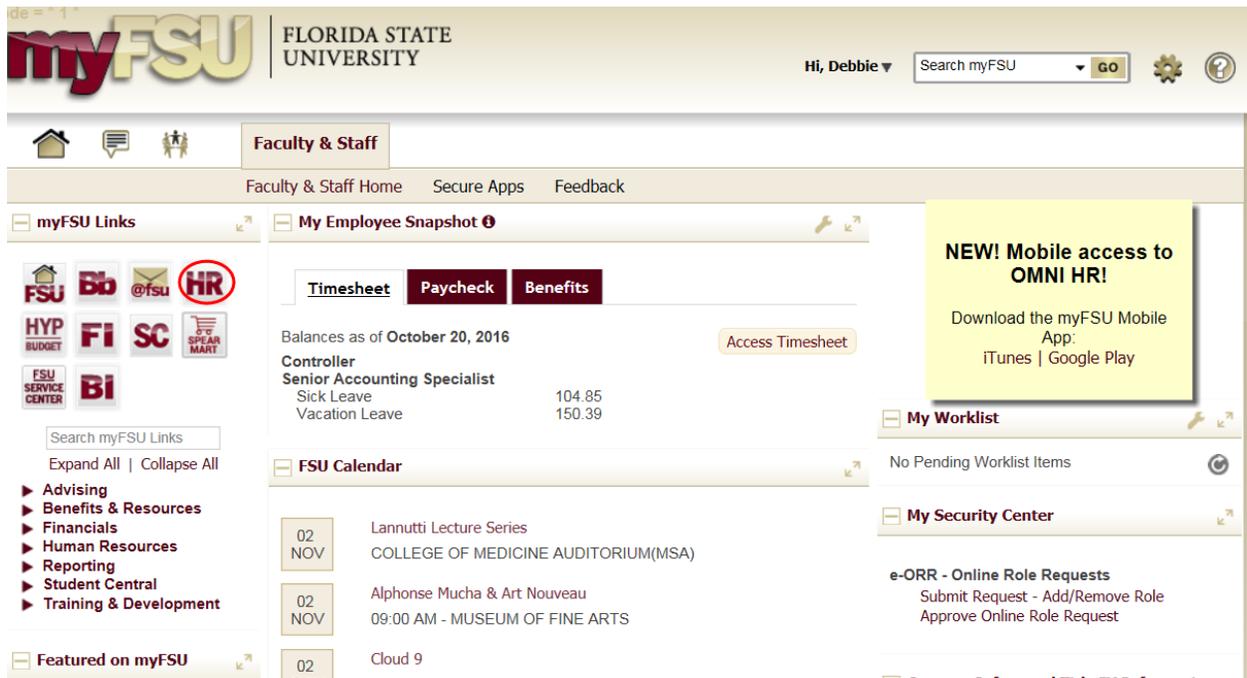
FSU\_HR\_SRESEARCH (Sponsored Research use only)

**Procedure**

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

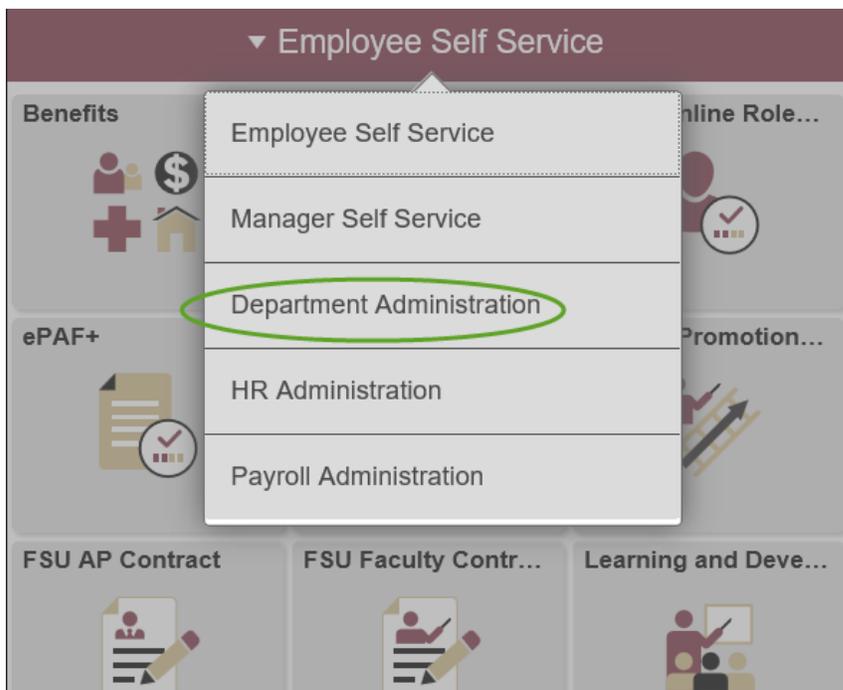


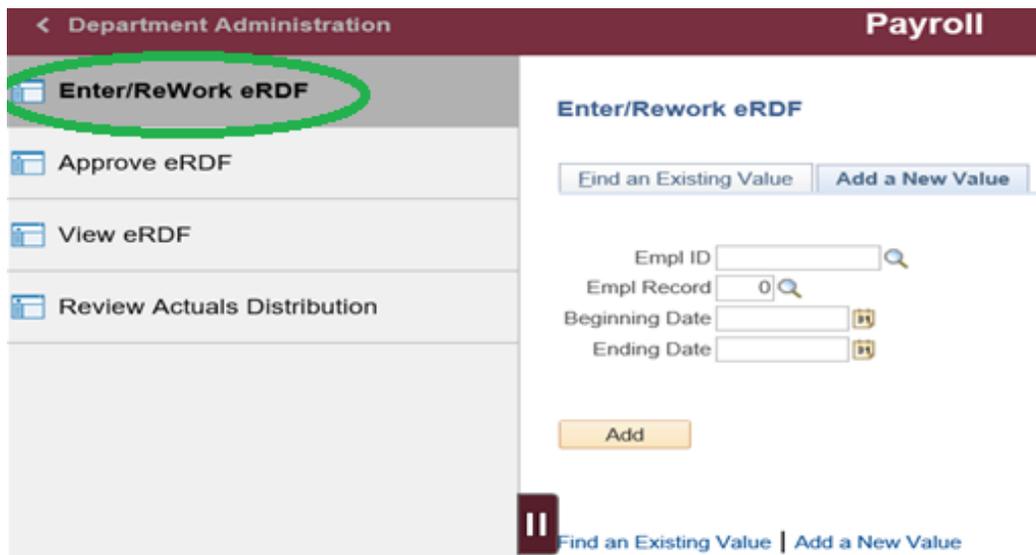
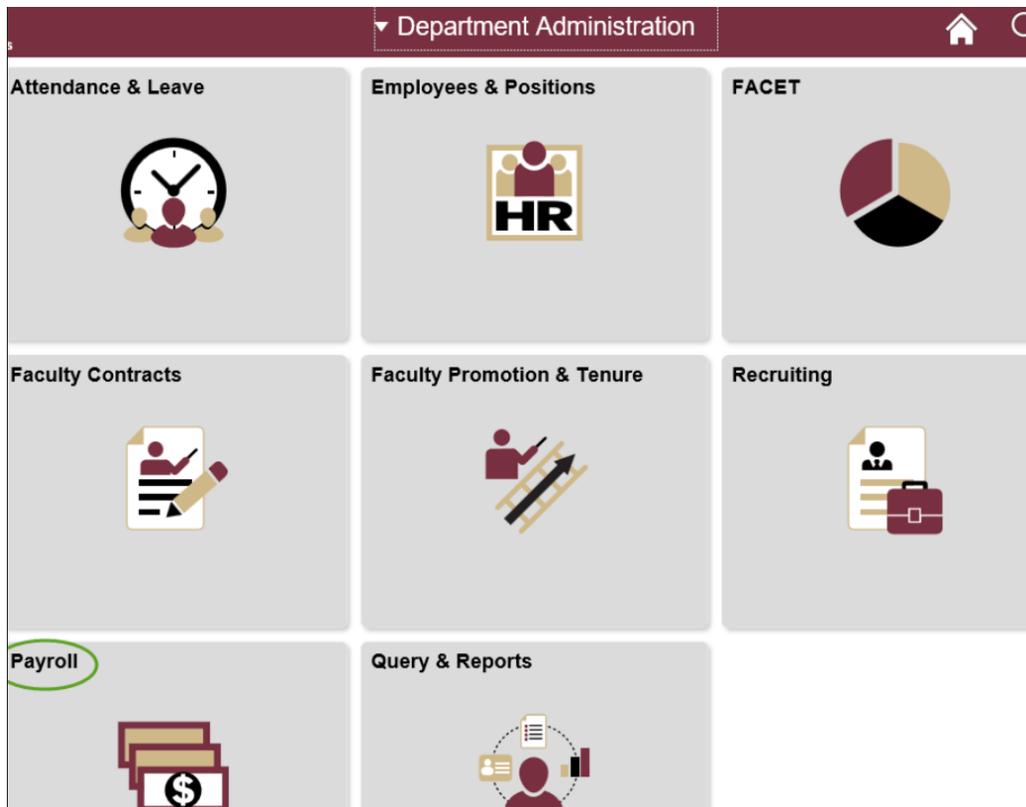
a. Click on “HR” icon.



b. For Department Administration:

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







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?

eRDF ID 00000000007  
 Funding Status Verified 11/02/16 11:11:  
 eRDF Status Initial

Click to Populate Actual Charges

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	
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

Look Up Clear Cancel 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		
<b>Total Current Funding</b>				\$1,826.00	<b>Total Adjusted Funding</b>		\$1,826.00		
					<b>Total Adjusted Percent</b>		100.000 %		

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

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	
<b>Total Current Funding</b>				\$1,826.00	<b>Total Adjusted Funding</b>		\$1,826.00		
					<b>Total Adjusted Percent</b>		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	
<b>Total Current Funding</b>				\$2,288.28	<b>Total Adjusted Funding</b>		\$2,288.28		
					<b>Total Adjusted Percent</b>		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	
<b>Total Current Funding</b>				\$2,288.28	<b>Total Adjusted Funding</b>		\$2,288.28		
					<b>Total Adjusted Percent</b>		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.

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			
<b>Total Current Funding</b>				\$1,826.00			100.000 %

**Message**

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

OK

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		
<b>Total Current Funding</b>				\$5,172.42	<b>Total Adjusted Funding</b>		\$5,172.42		
					<b>Comp Percent</b>		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		
<b>Total Current Funding</b>				\$1,075.66	<b>Total Adjusted Funding</b>		\$1,075.66		
					<b>Comp Percent</b>		100.000%		



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

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

**VP Approver (Required if beginning date exceeds 30 days)**

VP Approver

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**Pre-Manager Approver (Optional)**

Pre-Manager

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.

Partial Pay Period	Pay Period End Date	Combo Code	Distribution Percent
	10/06/2016	0690001100	100.000
<b>Total Current Funding</b>			

**File Attachment** x

[Help](#)

**Attachment Management**

Personalize | Find | View All

View Attachment	Attached File	Last Update Date/Time	by
<a href="#">View Attachment</a>			



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

**eRDF Transaction Workflow Details**

Comments

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.

**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.

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.

**eRDF Transaction Workflow Details**

**eRDF approval steps**

FSU\_ERD\_TRANS=0000000003:Pending View/Hide Comments

eRDF approval steps

Pending + → Not Routed + → Not Routed + → Not Routed +

eRDF Department Manager → VP APPROVER → Multiple Approvers eRDF Contracts and Grants → 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