

Instructions for Electronic Submission of RETs (Retroactive Payroll Expenditure Transfers)

Procedure

2024



Table of Contents

Instructions for Electronic Submission of RETs (Retroactive Payroll Expenditure Transfers) ...	1
Table of Contents	2
Purpose	3
Procedure.....	3
Preparing a RET	3
Adding Query Results to the RET Instructions Sheet.....	3
Submitting a RET	7
Determining the Status of the RET	9
RET Searching Service Now for the Status of a RET	9
Reviewing RET Status and Transaction Detail	11
Query to View Final Results in GEMS Actuals.....	15

Purpose

The purpose of this procedure is to provide instructions on how to electronically submit Retroactive Payroll Expenditure Transfers.

Procedure

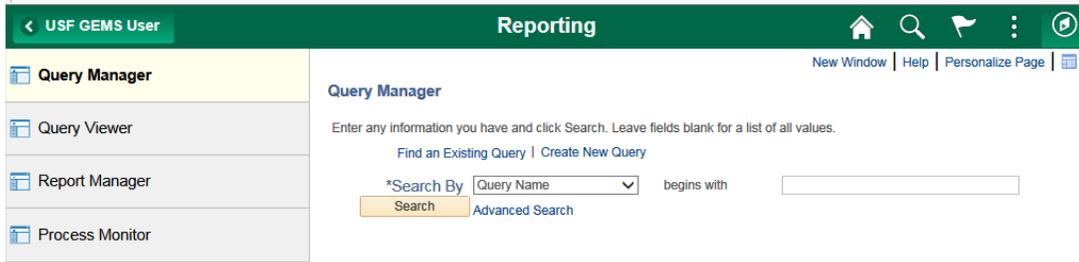
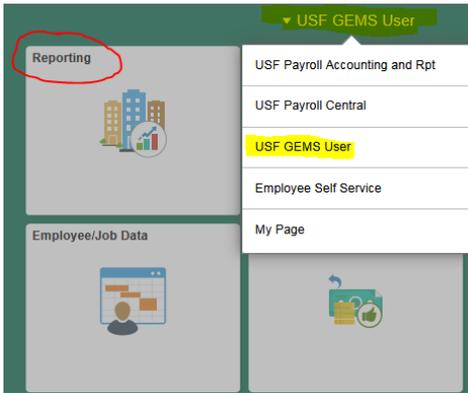
Preparing a RET

Click on Retroactive Expenditure Transfer on the Payroll Website. Instructions are provided in the top right hand corner of the RET Instructions sheet.

Employee:		Total Amount:		REFRESH TOTALS Instructions: NOTE-Your "To" Combo Codes must already exist - if not request establishment of combo codes Step 1: Run GEMS query U_RET_REQUESTS to EXCEL output Step 2: Copy the query results (not including the headings) Step 3: Paste the copied query results to this worksheet by right clicking on Cell B14 and click paste Step 4: Only enter a new amount in the 1st row of each ERN-DIST for each Pay Period. Step 5: Click the "CALC ALL" button to calculate the amounts for the remaining earnings, deductions, and taxes. If you change \$ amounts manually or adjust them after clicking "CALC ALL", then click "REFRESH TOTALS" Step 6: Review & complete both the RET FORM & RET JUSTIFICATION tabs - Follow instructions on both.																																																								
Empl Rcd:	0	Total Gross Earnings:	\$ -																																																									
From Pay Period:	1/0/1900	Total Deductions:	\$ -																																																									
To Pay Period:	1/0/1900	Total Taxes:	\$ -																																																									
<table border="1"> <thead> <tr> <th>Combo Code</th> <th>Op Unit</th> <th>Fund</th> <th>Deptid</th> <th>Product</th> <th>Initiative</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td>Add to:</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Delete From:</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		Combo Code	Op Unit	Fund	Deptid	Product	Initiative	Project	Add to:	0	0	0	0	0	0	Delete From:	0	0	0	0	0	0	<table border="1"> <thead> <tr> <th>Pay Period End</th> <th>Pay Run</th> <th>Acct</th> <th>Sep Chk #</th> <th>Off Cyc</th> <th>Acct Prd</th> <th>Amount</th> <th>Note</th> <th>Enter ERN Amt(s) to MOVE, Then</th> <th>Source</th> <th>Code</th> <th>Code 2</th> <th>Code 3</th> <th>Seq#</th> <th>DateDone</th> <th>Reversed</th> <th>Sal Plan</th> <th>Chk Status</th> </tr> </thead> <tbody> <tr> <td>1/0/1900</td> <td>1/0/1900</td> <td>1/0/1900</td> <td>1/0/1900</td> <td>1/0/1900</td> <td>1/0/1900</td> <td>0.00</td> <td></td> <td>CALC ALL</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		Pay Period End	Pay Run	Acct	Sep Chk #	Off Cyc	Acct Prd	Amount	Note	Enter ERN Amt(s) to MOVE, Then	Source	Code	Code 2	Code 3	Seq#	DateDone	Reversed	Sal Plan	Chk Status	1/0/1900	1/0/1900	1/0/1900	1/0/1900	1/0/1900	1/0/1900	0.00		CALC ALL	0	0	0	0	0	0	0	0	0
Combo Code	Op Unit	Fund	Deptid	Product	Initiative	Project																																																						
Add to:	0	0	0	0	0	0																																																						
Delete From:	0	0	0	0	0	0																																																						
Pay Period End	Pay Run	Acct	Sep Chk #	Off Cyc	Acct Prd	Amount	Note	Enter ERN Amt(s) to MOVE, Then	Source	Code	Code 2	Code 3	Seq#	DateDone	Reversed	Sal Plan	Chk Status																																											
1/0/1900	1/0/1900	1/0/1900	1/0/1900	1/0/1900	1/0/1900	0.00		CALC ALL	0	0	0	0	0	0	0	0	0																																											
Paste Here in B14 v		Amount Before		Read Note		Amt to move to the new CC		Source		Code		Code 2		Code 3		Seq#		DateDone		Reversed		Sal Plan		Chk Status																																				

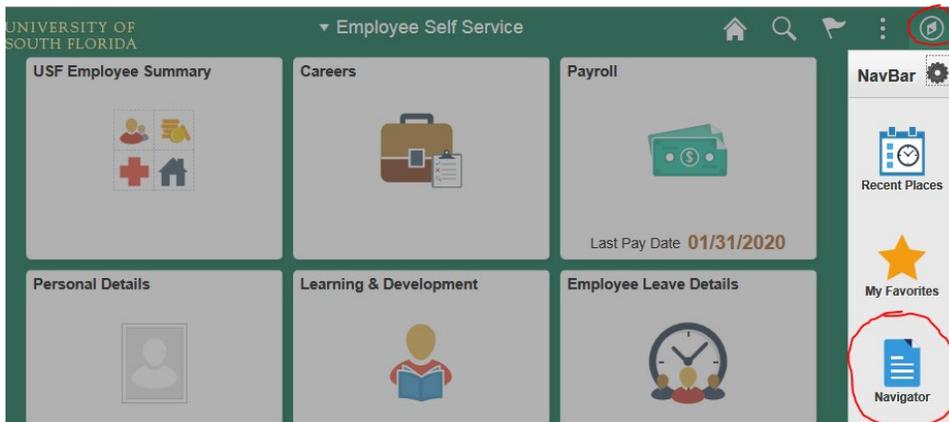
Adding Query Results to the RET Instructions Sheet

Open GEMS. Query Manager is located on the USF GEMS User page in the Reporting Tile

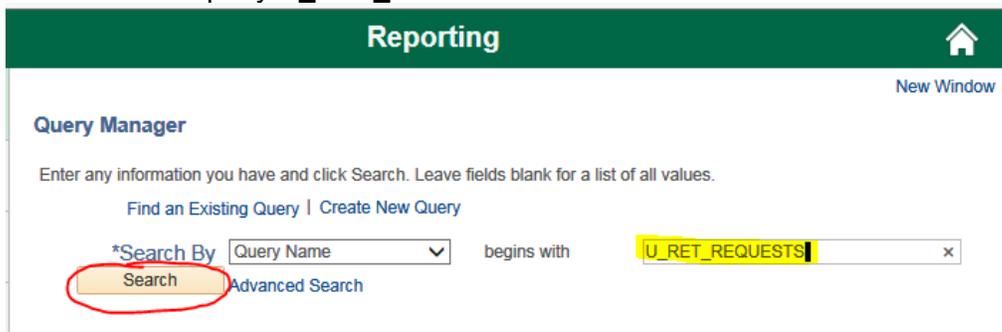


You can also use the left Navigator bar and navigate to the **Query Manager**.

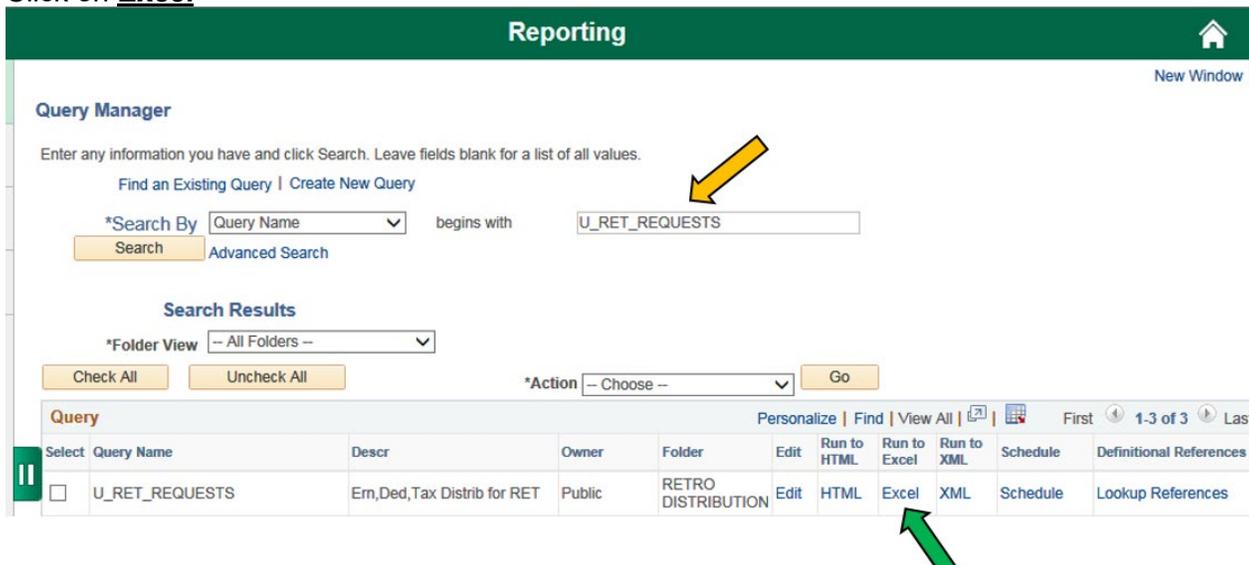
Click on Navigator, then Reporting Tools, then Query, then Query Manager.



Search for the query **U_RET_REQUESTS**



Click on **Excel**



It will open the following page:

U_RET_REQUESTS - Ern,Ded,Tax Distrib for RET

Empl ID

Empl Record

From Pay Period End Date

To Pay Period End Date

From Combo Code

Add To Combo Code

View Results

Pay Per End	Pay Prd	Acct	Sep Check Nbr	Off Cyc	Acct Prd	U Dist Amount	Read Note	ERN Amt to Move	U Dist Source	U Dist Code2	U Dist Code1	U Dist Code3	RETDist Seq#	RET DateDone	Reversed
-------------	---------	------	---------------	---------	----------	---------------	-----------	-----------------	---------------	--------------	--------------	--------------	--------------	--------------	----------

Enter the criteria for the transaction(s) you want to move.

U_RET_REQUESTS - Ern,Ded,Tax Distrib for RET

Empl ID

Empl Record

From Pay Period End Date

To Pay Period End Date

From Combo Code

Add To Combo Code

View Results

Pay Per End	Pay Prd	Acct	Sep Check Nbr	Off Cyc	Acct Prd	U Dist Amount	Read Note	ERN Amt to Move	U Dist Source	U Dist Code2	U Dist Code1	U Dist Code3	RETDist Seq#	RET DateDone	Rever
-------------	---------	------	---------------	---------	----------	---------------	-----------	-----------------	---------------	--------------	--------------	--------------	--------------	--------------	-------

****Please note**, if your request spans multiple pay periods you may need to split the pay periods and run multiple queries. (Example: If you request data from p/e 07/14/16 through p/e 06/29/17, the system may time out and not produce results. You would need to run multiple queries with 3 to 5 pay periods in each query. It is recommended that you place all of the results from the multiple queries on one of your Query results spreadsheet prior to pasting onto the RET form.

Once you have entered your criteria, click on the View Results button. When the query is complete click Open to open the spreadsheet.

U_RET_REQUESTS - Ern,Ded,Tax Distrib for RET

Empl ID

Empl Record

From Pay Period End Date

To Pay Period End Date

From Combo Code

Add To Combo Code

View Results

Pay Per End	Pay Prd	Acct	Sep Check Nbr	Off Cyc	Acct Prd	U Dist Amount	Read Note	ERN Amt to Move	U Dist Source	U Dist Code2	U Dist Code1	U Dist Code3	RETDist Seq#	RET DateDone	Reversed	Sal Plan	Confirm	Descr	To Combo Code	Eff Date	Status	Operating Unit	Fund	Dept ID
-------------	---------	------	---------------	---------	----------	---------------	-----------	-----------------	---------------	--------------	--------------	--------------	--------------	--------------	----------	----------	---------	-------	---------------	----------	--------	----------------	------	---------

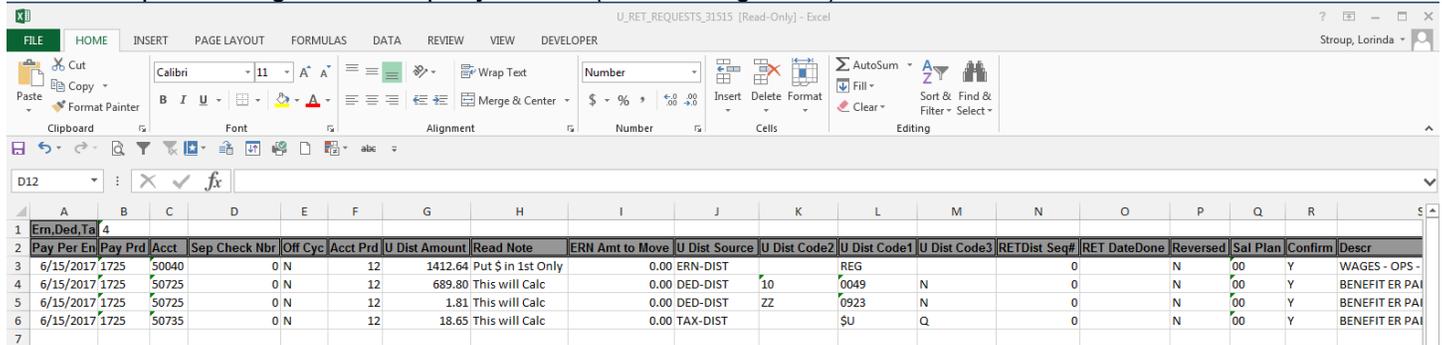
Do you want to open or save U_RET_REQUESTS_31515.xlsx (5.40 KB) from gems.fastmail.usf.edu?

Open **Save** **Cancel**

****IMPORTANT **** If the results are all positive amounts DO NOT DELETE/MANIPULATE any of the results in the query. This could cause the RET to process incorrectly. The only data that should be changed on the RET Form is the Amt to Move column (I).

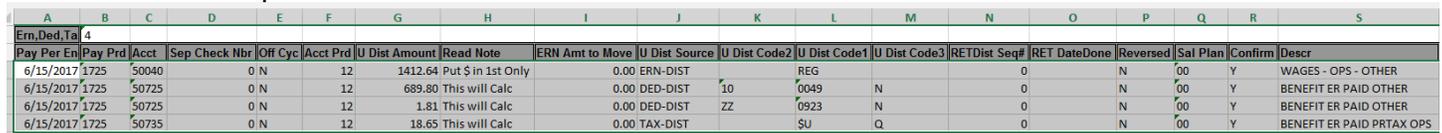
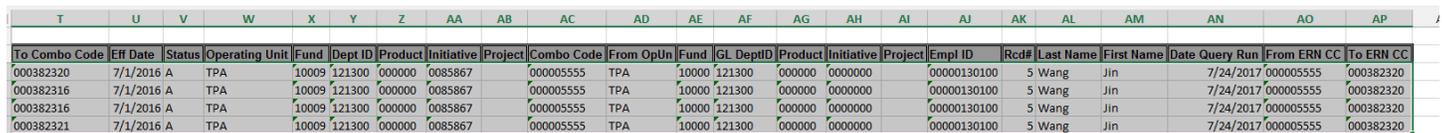
If there are negative results on the query this means that previous RETs have been processed for this employee in the same “Delete From” chartfields. [Click here](#) for instructions on how to clean the query data for accurate processing.

This example is using standard query results (without negatives)



Pay Per End	Pay Prd	Acct	Sep Check Nbr	Off Cyc	Acct Prd	U Dist Amount	Read Note	ERN Amt to Move	U Dist Source	U Dist Code2	U Dist Code1	U Dist Code3	RET Dist Seq#	RET Date Done	Reversed	Sal Plan	Confirm	Descr
6/15/2017	1725	50040		0	N	12	1412.64 Put \$ in 1st Only	0.00	ERN-DIST		REG		0		N	00	Y	WAGES - OPS -
6/15/2017	1725	50725		0	N	12	689.80 This will Calc	0.00	DED-DIST	10	0049	N	0		N	00	Y	BENEFIT ER PAI
6/15/2017	1725	50725		0	N	12	1.81 This will Calc	0.00	DED-DIST	ZZ	0923	N	0		N	00	Y	BENEFIT ER PAI
6/15/2017	1725	50735		0	N	12	18.65 This will Calc	0.00	TAX-DIST		SU	Q	0		N	00	Y	BENEFIT ER PAI

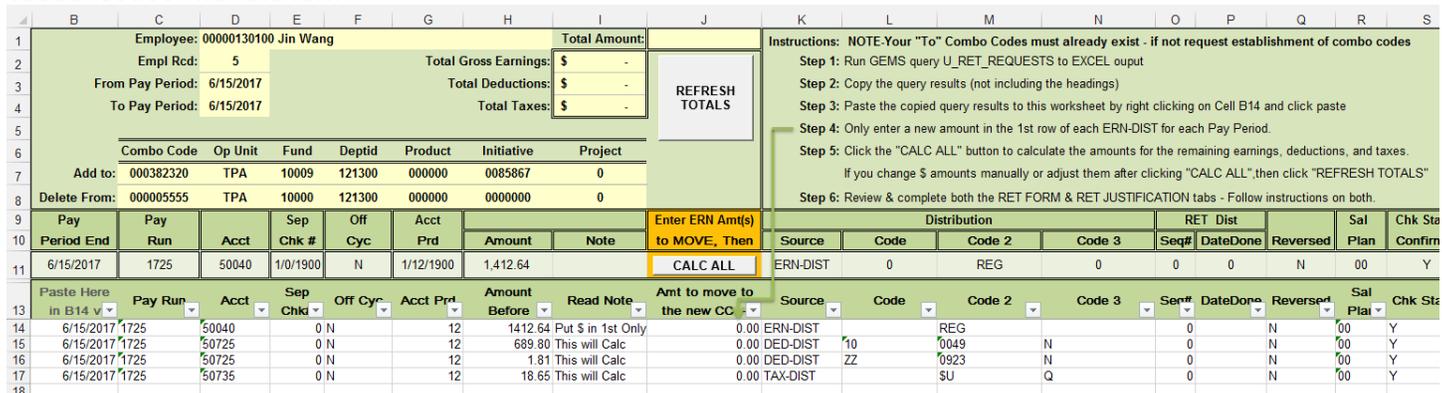
Click in cell A3 and press Ctrl + Shift + End to select the data.

To Combo Code	Eff Date	Status	Operating Unit	Fund	Dept ID	Product	Initiative	Project	Combo Code	From OpUn	Fund	GL DeptID	Product	Initiative	Project	Emp ID	Rcd#	Last Name	First Name	Date Query Run	From ERN CC	To ERN CC
000382320	7/1/2016	A	TPA	10009	121300	000000	0085867		000005555	TPA	10000	121300	000000	0000000		00000130100	5	Wang	Jin	7/24/2017	000005555	000382320
000382316	7/1/2016	A	TPA	10009	121300	000000	0085867		000005555	TPA	10000	121300	000000	0000000		00000130100	5	Wang	Jin	7/24/2017	000005555	000382320
000382316	7/1/2016	A	TPA	10009	121300	000000	0085867		000005555	TPA	10000	121300	000000	0000000		00000130100	5	Wang	Jin	7/24/2017	000005555	000382320
000382321	7/1/2016	A	TPA	10009	121300	000000	0085867		000005555	TPA	10000	121300	000000	0000000		00000130100	5	Wang	Jin	7/24/2017	000005555	000382320

Copy the selected data (Ctrl key + C).

Open the RET Template and click on the Cell B14 and paste the data (Ctrl +V) **If you cut and paste it may cause issues with the form.



Pay Period End	Pay Run	Acct	Sep Chk #	Off Cyc	Acct Prd	Amount	Note	Enter ERN Amt(s) to MOVE, Then	Source	Code	Code 2	Code 3	Seq#	Date Done	Reversed	Sal Plan	Chk Stz
6/15/2017	1725	50040	1/0/1900	N	1/12/1900	1,412.64		CALC ALL	ERN-DIST	0	REG	0	0	0	N	00	Y

Scroll to the right in the spreadsheet until you get to the “Amount to Move” column (column J). **Only enter a new amount in the 1st row of each ERN-DIST for each Pay Period.** This is the only column you should be changing data.

Employee: 0000130100 Jin Wang							Total Amount:		Instructions: NOTE-Your "To" Combo Codes must already exist - if not request establishment of combo codes Step 1: Run GEMS query U_RET_REQUESTS to EXCEL output Step 2: Copy the query results (not including the headings) Step 3: Paste the copied query results to this worksheet by right clicking on Cell B14 and click paste Step 4: Only enter a new amount in the 1st row of each ERN-DIST for each Pay Period. Step 5: Click the "CALC ALL" button to calculate the amounts for the remaining earnings, deductions, and taxes. If you change \$ amounts manually or adjust them after clicking "CALC ALL", then click "REFRESH TOTALS" Step 6: Review & complete both the RET FORM & RET JUSTIFICATION tabs - Follow instructions on both.								
Empl Rcd:	5	Total Gross Earnings:		\$	-		REFRESH TOTALS										
From Pay Period:	6/15/2017	Total Deductions:		\$	-												
To Pay Period:	6/15/2017	Total Taxes:		\$	-												
Combo Code	Op Unit	Fund	Deptid	Product	Initiative	Project											
Add to:	000382320	TPA	10009	121300	000000	0085867	0										
Delete From:	000005555	TPA	10000	121300	000000	0000000	0										
Pay Period End	Pay Run	Acct	Sep Chk #	Off Cyc	Acct Prd	Amount	Note	Enter ERN Amt(s) to MOVE, Then	Distribution			RET Dist		Sal Plan	Chk Sta		
6/15/2017	1725	50040	1/0/1900	N	1/12/1900	1,412.64		CALC ALL	Source	Code	Code 2	Code 3	Seq#	DateDone	Reversed	Plan	Confr
Paste Here in B14 v									Distribution								
6/15/2017	1725	50040	0	N	12	1412.64	Put \$ in 1st Only	562.75	ERN-DIST		REG		0		N	00	Y
6/15/2017	1725	50725	0	N	12	689.80	This will Calc	0.00	DED-DIST	10	0049	N	0		N	00	Y
6/15/2017	1725	50725	0	N	12	1.81	This will Calc	0.00	DED-DIST	ZZ	0923	N	0		N	00	Y
6/15/2017	1725	50735	0	N	12	18.65	This will Calc	0.00	TAX-DIST		SU	Q	0		N	00	Y

Click the "CALC ALL" button to calculate the amounts for the remaining earnings, deductions, and taxes.

You can now see the amount of **deduction and taxes** as well as the **total amount** that will be moved to the new chartfield.

Employee: 0000130100 Jin Wang							Total Amount:	\$	845.69	Instructions: NOTE-Your "To" Combo Codes must already exist - if not request establishment of combo codes Step 1: Run GEMS query U_RET_REQUESTS to EXCEL output Step 2: Copy the query results (not including the headings) Step 3: Paste the copied query results to this worksheet by right clicking on Cell B14 and click paste Step 4: Only enter a new amount in the 1st row of each ERN-DIST for each Pay Period. Step 5: Click the "CALC ALL" button to calculate the amounts for the remaining earnings, deductions, and taxes. If you change \$ amounts manually or adjust them after clicking "CALC ALL", then click "REFRESH TOTALS" Step 6: Review & complete both the RET FORM & RET JUSTIFICATION tabs - Follow instructions on both.							
Empl Rcd:	5	Total Gross Earnings:		\$	562.75		REFRESH TOTALS										
From Pay Period:	6/15/2017	Total Deductions:		\$	275.51												
To Pay Period:	6/15/2017	Total Taxes:		\$	7.43												
Combo Code	Op Unit	Fund	Deptid	Product	Initiative	Project											
Add to:	000382320	TPA	10009	121300	000000	0085867	0										
Delete From:	000005555	TPA	10000	121300	000000	0000000	0										
Pay Period End	Pay Run	Acct	Sep Chk #	Off Cyc	Acct Prd	Amount	Note	Enter ERN Amt(s) to MOVE, Then	Distribution			RET Dist		Sal Plan	Chk Sta		
6/15/2017	1725	50040	1/0/1900	N	1/12/1900	1,412.64		CALC ALL	Source	Code	Code 2	Code 3	Seq#	DateDone	Reversed	Plan	Confr
Paste Here in B14 v									Distribution								
6/15/2017	1725	50040	0	N	12	1412.64	Put \$ in 1st Only	562.75	ERN-DIST		REG		0		N	00	Y
6/15/2017	1725	50725	0	N	12	689.80	This will Calc	274.79	DED-DIST	10	0049	N	0		N	00	Y
6/15/2017	1725	50725	0	N	12	1.81	This will Calc	0.72	DED-DIST	ZZ	0923	N	0		N	00	Y
6/15/2017	1725	50735	0	N	12	18.65	This will Calc	7.43	TAX-DIST		SU	Q	0		N	00	Y

If you have multiple ERN-DIST lines, the spreadsheet allocates using percentages of earnings.

Please contact Payroll Accounting if you are having any issues with the RET form or query results. The email is [UCO Payroll Accounting@usf.edu](mailto:UCO_Payroll_Accounting@usf.edu)

Review & complete both the RET FORM & RET JUSTIFICATION tabs - Follow instructions on both.

Submitting a RET

Prepare an email to submit the RET request as follows:

- The **subject** line of the email **must** include:
 [Emplid] [Last Name] from [Projectid] [Fund] to [Projectid] [Fund] [p/e date MMDDYY]-[p/e date MMDDYY]

Examples:

58598 Panzarino from 94304 to 6119139601 21000 062917

39510 Wolfe from 94004 to 94990 062719

14062 Ryan from 2500164601 20000 to 2500164602 20000 051817-062917

111359 Romero from 94586 to 6122102200 20000 051817-062917

The first two cover one pay period – the last two span multiple pay periods.

➤ **The email should:**

- Have the appropriate subject line shown above. Auditors search Service Now for RETs using this subject line format.
- Include a properly completed RET form attached to the email.
- Be sent directly from an authorized signatory (Accountable Officer, Accountable Officer Designee, Principle Investigator or Requisition Manager) or have a separate PDF attached with Authorized Signatures. If a signature approval is used it **MUST** be an authentic signature or the form can be electronically signed using DocuSign. Payroll will not accept signature stamps or digital images of a signature.

➤ **Sponsored Award-related** RETs are to be submitted to Research Financial Management (RFM) by email to: RFMRETNotify@admin.usf.edu.

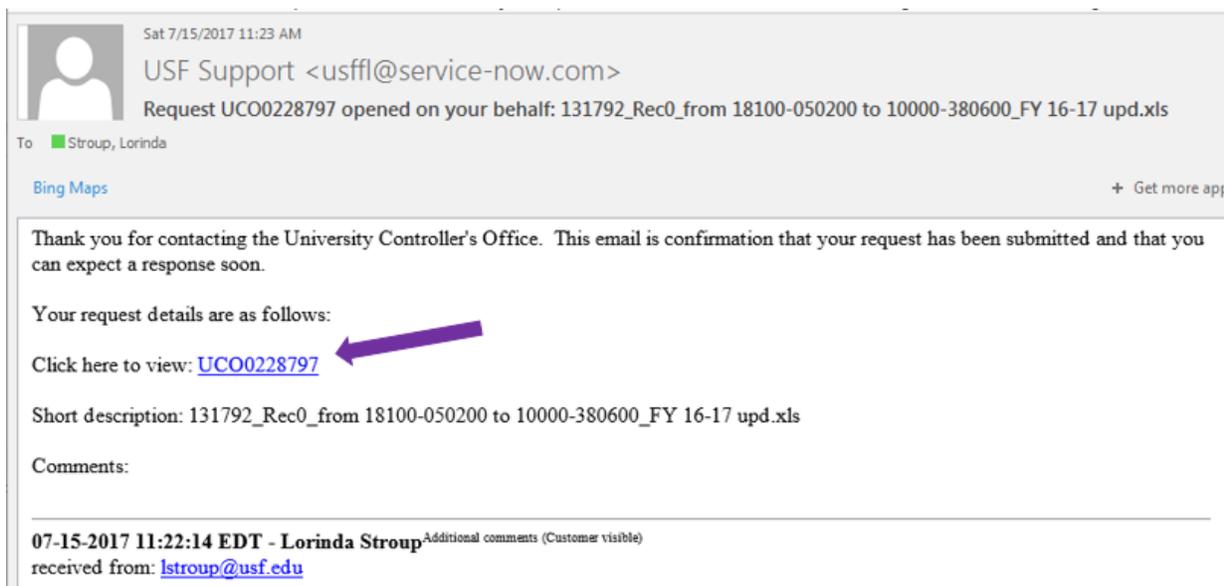
Related RETs include all requests that involve deleting from or adding to a project or include funds 183XX, 20XXX – 24XXX and 94XXX – 96XXX

➤ **Non-grant related** RETs are to be submitted to University Payroll by email to: UPRRETNotify@usf.edu

All emails to the addresses for RETs will create a unique incident. **Please do not** send an initial email to the email addresses for a RET that does not contain the completed RET form, ***it will not be accepted***. If you need to make an initial communication with Payroll or RFM, please contact the appropriate Payroll representative or RFM Grants Financial Administrator outside of the system.

*****Please note: If your RET is emailed to the incorrect address, the approval process will be delayed.*****

Once a RET is sent to one of the email addresses listed above, **the sender will receive an automated response from Service Now**. The email response will include a **UCO Request Incident Number**. **This email should be saved!**



NOTE: If for any reason, you need to send additional information, the system allows you the ability to update an incident by clicking on the **UCO Ticket Number** provided in the email notification you received when originally submitting your request.

Determining the Status of the RET

Service Now is used to track the RET from the time it is submitted until the time it is marked resolved.

The **UCO Ticket number** is needed to search the system to retrieve the current status. However, each time a comment is added to the RET or when it is marked Resolved, a notification email of the RET status is sent to the **original sender** and to those placed on the watch list in the ticket.

States of status in Service Now:

- **New**: The RET has been received but has not been assigned to anyone.
- **Active**:
- **Active (substate-Updated)**: New information has been added either by the department or RFM staff.
- **Pending (no substate)**:
- **Pending (substate-Customer Response)**: There is a question or issue with the RET that needs clarification.
- **Pending (substate-Review)**: There are certain RETS that require additional approval. The RET will be in this state until approval is received.
- **In progress Pending (substate-Future work)**: There is another RET involved that needs to be completed prior to this one or the RET is being held due to fiscal year end closing.
- **Resolved**: The RET has either been denied, failed budget check, received no response when needed or has been approved and entered into GEMS. You will receive a notification email from the Service Now system when a ticket has been resolved. A GEMS Run Ctrl ID will be noted in the comment section of the ticket when the RET has processed in GEMS. If you update a resolved ticket with information that was previously requested, it is important to **Reopen the UCO Request**.

If you do not reopen the request it will go into Closed status and cannot be re-opened at that point.

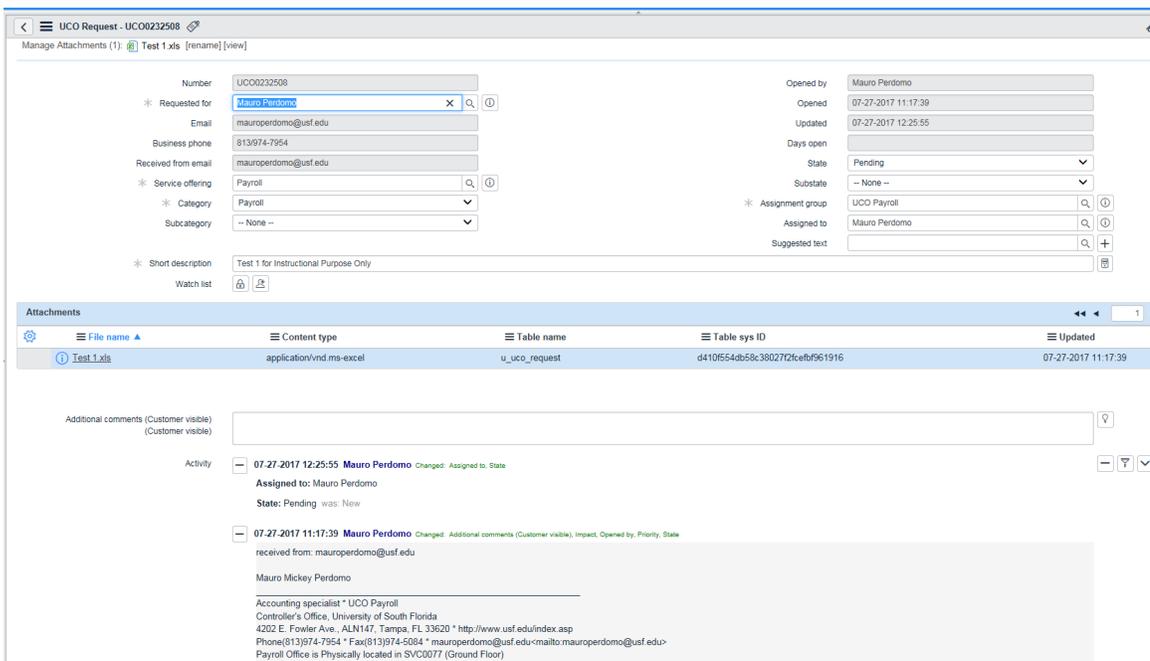
- **Closed**: Occurs after the RET is Resolved. It takes three days for the status to change from “Resolved” to “Closed”. **No changes can be made to the incident after an Incident is in the “Closed” status.**

RET Searching Service Now for the Status of a RET

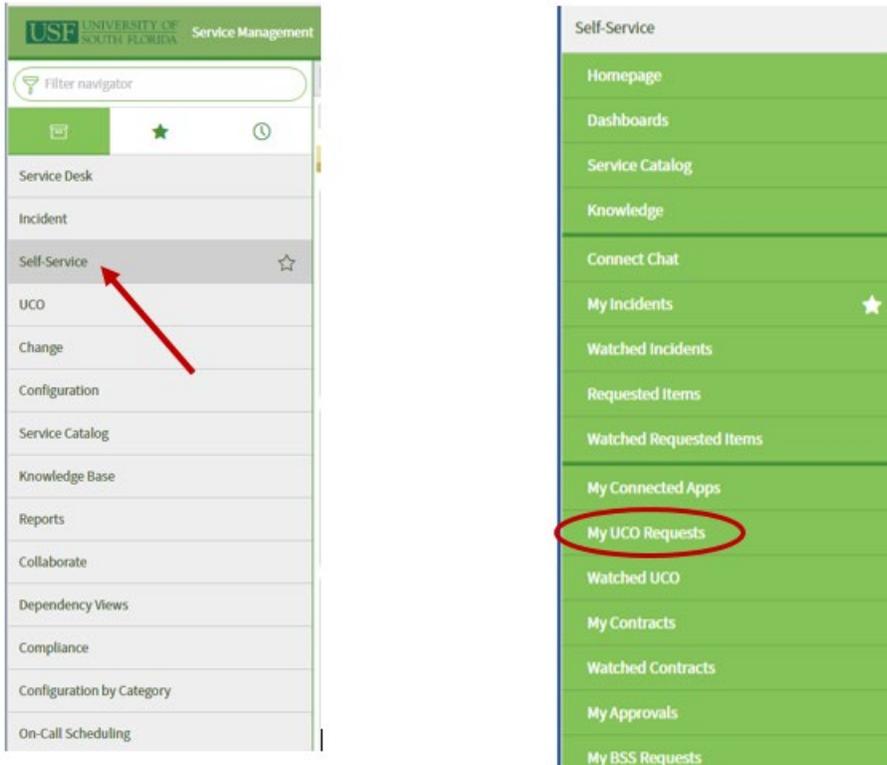
The easiest and fastest way to check the status of a RET is to look up the incident in Service Now. There are two ways to this. The first is to simply click the link in the email response from Service Now.



Clicking the link will automatically open Service Now directly to the Incident where you will be able to see the status of the RET as well as any comments associated with the incident.



The second way is to log into Service Now and find the Self-Service and click the “My UCO Requests” link:



This will open a list of all the UCO Requests you have sent to UPRRETNotify@admin.usf.edu or RFMRETNotify@admin.usf.edu.

UCO Requests	New	Go to	Updated				
All > Requested for is Mauro Perdomo							
Number	Requested for	Short description	Opened	Updated	Assignment group	Assigned to	State
UCO0232514	Mauro Perdomo	Test 2 for Instructional Purposes Only	07-27-2017 11:22:15	07-27-2017 12:37:55	UCO Payroll	Mauro Perdomo	Resolved
UCO0232508	Mauro Perdomo	Test 1 for Instructional Purpose Only	07-27-2017 11:17:39	07-27-2017 12:25:55	UCO Payroll	Mauro Perdomo	Pending

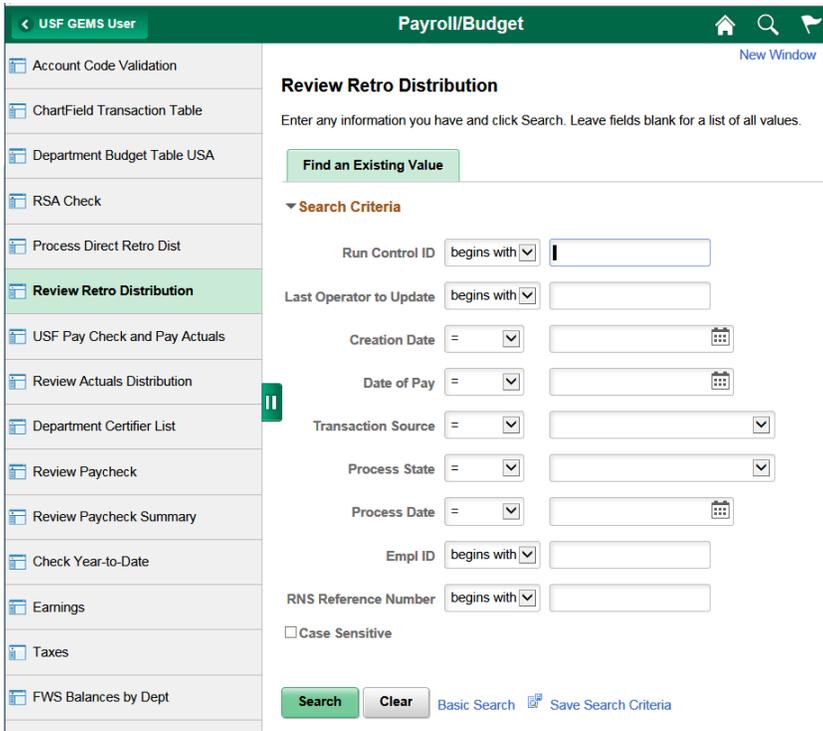
You will also be able to see all the incidents you have requested as well as the status of the incident. If you need more information on the incident simply click on the incident number and it will open the incident.

UCO Requests	New	Go to	Updated				
All > Requested for is Mauro Perdomo							
Number	Requested for	Short description	Opened	Updated	Assignment group	Assigned to	State
UCO0232514	Mauro Perdomo	Test 2 for Instructional Purposes Only	07-27-2017 11:22:15	07-27-2017 12:37:55	UCO Payroll	Mauro Perdomo	Resolved
UCO0232508	Mauro Perdomo	Test 1 for Instructional Purpose Only	07-27-2017 11:17:39	07-27-2017 12:25:55	UCO Payroll	Mauro Perdomo	Pending

It takes three days for the status to change from “Resolved” to “Closed”. During these three days the Incident can be re-opened if the Incident was closed in error or was not resolved correctly. **Remember that no changes can be made to the incident after an Incident is in the “Closed” status.**

Reviewing RET Status and Transaction Detail

Open GEMS. Review Retro Distribution is located on the USF GEMS User page in the Payroll/Budget tile



USF GEMS User Payroll/Budget New Window

Review Retro Distribution

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

- Run Control ID begins with
- Last Operator to Update begins with
- Creation Date =
- Date of Pay =
- Transaction Source =
- Process State =
- Process Date =
- Empl ID begins with
- RNS Reference Number begins with

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

You can also use the left Navigator bar and navigate to **Review Retro Distribution**.

Click on Navigator, [Payroll for North America](#) > [Payroll Distribution](#) > [Commitment Accounting USA](#) > [Review Retro distribution](#)

You can search by Employee ID, RNS Reference Number (UCOXXXXXXXX) or Run Control ID #

Searching by Employee ID may produce multiple results. You can select the appropriate RNS/UCO number.

Review Retro Distribution

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Run Control ID begins with

Last Operator to Update begins with

Creation Date =

Date of Pay =

Transaction Source =

Process State =

Process Date =

Empl ID begins with

RNS Reference Number begins with

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results

View All 1-2 of 2

Run Control ID	Last Operator to Update	Creation Date	Date of Pay	Transaction Source	Process State	Process Date	Empl ID	RNS Reference Number
0000031281	MAUOPERDOMO	03/07/2018	03/08/2018	Direct	Complete	03/07/2018	00000131792	UCO0297399
0000028303	LSTROUP	07/15/2017	06/30/2017	Direct	Complete	07/19/2017	00000131792	UCO0228797

This is by RNS Reference Number (UCOXXXXXXXX)

Review Retro Distribution

Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value

▼ Search Criteria

Run Control ID begins with

Last Operator to Update begins with

Creation Date =

Date of Pay =

Transaction Source =

Process State =

Process Date =

Empl ID begins with

RNS Reference Number begins with

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

This is the result:

There are separate tabs for Earnings, Deductions and Taxes.





[Retro Distribute Earnings](#) |
 [Retro Distribute Deduction](#) |
 [Retro Distribute Taxes](#) |
 [Earnings Messages](#) >

Retro Distribution Transaction

Run Control ID	0000028303	Status	Complete
Created By	LSTROUP	Created	07/15/2017
Transaction Type	Direct	Date of Pay	06/30/2017
<input checked="" type="checkbox"/> Approved	Approved By LSTROUP	Apprv Date	07/15/2017

Check Earnings Line

Select	Company	Pay Group	Pay End Date	Off Cycle	Employee ID	Page	Line	Separate Check	Distribution Details
<input checked="" type="checkbox"/>	USF	POH	06/15/2017	<input type="checkbox"/>	00000131792	1175	1		Distribution Details

[Retro Distribute Earnings](#) |
 [Retro Distribute Deduction](#) |
 [Retro Distribute Taxes](#) |
 [Earnings Messages](#) |
 [Deduction Messages](#) |
 [Tax Messages](#) |
 [RNS Reference](#)

If you click on Distribution Details you get the following information

New Data is the “new” chartfield where the amounts have been moved to.

Old Data is the “old” chartfield where the charges were deleted from.

Earnings Retro Distribution

Run Control ID	0000028303	Status	Complete
Created By	LSTROUP	Created	07/15/2017
Transaction Type	Direct	Date of Pay	06/30/2017
Company	USF University of South Florida	Pay End Date	06/15/2017
Pay Group	POH Hourly OPS	Separate Check	
Page	1175	Line	1
Employee ID	00000131792	Name	James, Christina

Earnings Distribution

Empl Record	Earnings Code	New Department	New Pool ID	New Position	New Job Code	New Combination Code	ChartField Details	New Account	New Earnings
0	REG	0-0510-000			0014	000026416	ChartField Details	50040	275.00

Here you will be able to review the transaction detail as well as the **Status** of the RET in GEMS

- States include:
- Initiated – Entered
 - Editing – Awaiting RET batch processing

Locked – In process

Passed Budget Checking – Ready for posting to FAST

Failed Budget Check (FailBdgChk) – Failed Budget checking – RET will be deleted from GEMS.

Complete – Posted in FAST and GEMS payroll actuals

Query to View Final Results in GEMS Actuals

After a RET has been processed (Complete) you can run the following query to verify the chartfields and amounts.

U_RET_REQ_DEL_CHRGS_FROM_ALL

U_RET_REQ_DEL_CHRGS_FROM_ALL - Ern,Ded,Tax Distrib for RET

Empl ID

Empl Record

From Pay Period End Date

To Pay Period End Date

Acct Code LIKE (use %)

OR OperUnit LIKE (%)

AND Fund LIKE (%)

AND GL-DeptID LIKE (%)

AND Product LIKE (%)

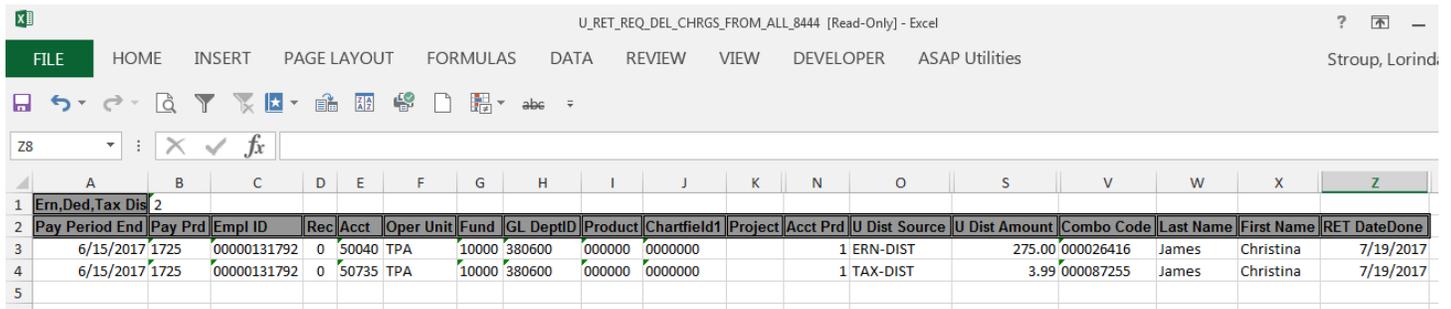
AND Initiative LIKE (%)

AND Proj/Grt LIKE (%)

[View Results](#)

Pay Period End	Pay Prd	Empl ID	Empl Record	Acct	Oper Unit	Fund	GL DeptID	Product	Chartfield1	Project	Sep Check Nbr	Off Cyc	Acct Prd	U Dist Source
----------------	---------	---------	-------------	------	-----------	------	-----------	---------	-------------	---------	---------------	---------	----------	---------------

(Some of the columns have been hidden to be able to screenshot the details of the report.)



1	Ern,Ded,Tax Dis	2																	
2	Pay Period End	Pay Prd	Empl ID	Rec	Acct	Oper Unit	Fund	GL DeptID	Product	Chartfield1	Project	Acct Prd	U Dist Source	U Dist Amount	Combo Code	Last Name	First Name	RET DateDone	
3	6/15/2017	1725	00000131792	0	50040	TPA	10000	380600	000000	0000000			1 ERN-DIST	275.00	000026416	James	Christina	7/19/2017	
4	6/15/2017	1725	00000131792	0	50735	TPA	10000	380600	000000	0000000			1 TAX-DIST	3.99	000087255	James	Christina	7/19/2017	
5																			

Cleaning data on U_RET_REQUEST queries with negative amounts.

It is common to have to complete multiple RETs for one employee when wages in the same pay period need to be allocated to multiple projects/chartfields. Cleaning the data helps clarify what is actually available to move.

When RETs have already been processed column O (RET DateDone) will have a date and column N (RETDist Seq#) will have numbers other than 0.

This is a U_RET_REQUEST query with negative amounts.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Ern, Ded, Ta	140					9,094.84								
Pay Per En	Pay Pr	Acct	Sep	Off	Acc	U Dist Amount	Read Note	ERN A	U Dist Source	U Di	U Dist Code	U Di	RETDist Seq#	RET DateDone
8/8/2019	2003	50022	0	N	1	1641.24	Put \$ in 1st Only	0.00	ERN-DIST		REG		0	9/20/2019
8/8/2019	2003	50700	0	N	1	120.87	This will Calc	0.00	DED-DIST	10	0049	N	0	9/20/2019
8/8/2019	2003	50710	0	N	1	84.36	This will Calc	0.00	DED-DIST	70	0903	N	0	9/20/2019
8/8/2019	2003	50710	0	N	1	58.59	This will Calc	0.00	DED-DIST	71	RETF	N	0	9/20/2019
8/8/2019	2003	50720	0	N	1	0.30	This will Calc	0.00	DED-DIST	20	0044	N	0	9/20/2019
8/8/2019	2003	50725	0	N	1	0.41	This will Calc	0.00	DED-DIST	ZZ	0923	N	0	9/20/2019
8/8/2019	2003	50730	0	N	1	23.38	This will Calc	0.00	TAX-DIST		\$U	Q	0	9/20/2019
8/8/2019	2003	50022	0	N	2	2461.85	Put \$ in 1st Only	0.00	ERN-DIST		REG		0	9/20/2019
8/8/2019	2003	50700	0	N	2	181.30	This will Calc	0.00	DED-DIST	10	0049	N	0	9/20/2019
8/8/2019	2003	50710	0	N	2	126.54	This will Calc	0.00	DED-DIST	70	0903	N	0	9/20/2019
8/8/2019	2003	50710	0	N	2	87.89	This will Calc	0.00	DED-DIST	71	RETF	N	0	9/20/2019
8/8/2019	2003	50720	0	N	2	0.44	This will Calc	0.00	DED-DIST	20	0044	N	0	9/20/2019
8/8/2019	2003	50725	0	N	2	0.62	This will Calc	0.00	DED-DIST	ZZ	0923	N	0	9/20/2019
8/8/2019	2003	50730	0	N	2	35.08	This will Calc	0.00	TAX-DIST		\$U	Q	0	9/20/2019
8/8/2019	2003	50022	0	N	3	-4103.09	Put \$ in 1st Only	0.00	ERN-DIST		REG		3	9/20/2019
8/8/2019	2003	50022	0	N	3	3994.17	Put \$ in 1st Only	0.00	ERN-DIST		REG		4	9/20/2019
8/8/2019	2003	50700	0	N	3	-302.17	This will Calc	0.00	DED-DIST	10	0049	N	3	9/20/2019
8/8/2019	2003	50700	0	N	3	294.15	This will Calc	0.00	DED-DIST	10	0049	N	4	9/20/2019
8/8/2019	2003	50710	0	N	3	205.30	This will Calc	0.00	DED-DIST	70	0903	N	4	9/20/2019
8/8/2019	2003	50710	0	N	3	-210.90	This will Calc	0.00	DED-DIST	70	0903	N	3	9/20/2019
8/8/2019	2003	50710	0	N	3	-146.48	This will Calc	0.00	DED-DIST	71	RETF	N	3	9/20/2019
8/8/2019	2003	50720	0	N	3	0.72	This will Calc	0.00	DED-DIST	20	0044	N	4	9/20/2019
8/8/2019	2003	50720	0	N	3	-0.74	This will Calc	0.00	DED-DIST	20	0044	N	3	9/20/2019
8/8/2019	2003	50725	0	N	3	1.01	This will Calc	0.00	DED-DIST	ZZ	0923	N	4	9/20/2019
8/8/2019	2003	50725	0	N	3	-1.03	This will Calc	0.00	DED-DIST	ZZ	0923	N	3	9/20/2019
8/8/2019	2003	50725	0	N	3	142.59	This will Calc	0.00	DED-DIST	71	RETF	N	4	9/20/2019
8/8/2019	2003	50730	0	N	3	56.90	This will Calc	0.00	TAX-DIST		\$U	Q	4	9/20/2019
8/8/2019	2003	50730	0	N	3	-58.46	This will Calc	0.00	TAX-DIST		\$U	Q	3	9/20/2019
8/22/2019	2004	50022	0	N	2	4103.09	Put \$ in 1st Only	0.00	ERN-DIST		REG		0	9/20/2019
8/22/2019	2004	50710	0	N	2	210.90	This will Calc	0.00	DED-DIST	70	0903	N	0	9/20/2019
8/22/2019	2004	50710	0	N	2	146.48	This will Calc	0.00	DED-DIST	71	RETF	N	0	9/20/2019
8/22/2019	2004	50730	0	N	2	59.50	This will Calc	0.00	TAX-DIST		\$U	Q	0	9/20/2019
8/22/2019	2004	50022	0	N	3	-4103.09	Put \$ in 1st Only	0.00	ERN-DIST		REG		3	9/20/2019
8/22/2019	2004	50022	0	N	3	3994.17	Put \$ in 1st Only	0.00	ERN-DIST		REG		4	9/20/2019
8/22/2019	2004	50710	0	N	3	205.31	This will Calc	0.00	DED-DIST	70	0903	N	4	9/20/2019
8/22/2019	2004	50710	0	N	3	-210.90	This will Calc	0.00	DED-DIST	70	0903	N	3	9/20/2019
8/22/2019	2004	50710	0	N	3	-146.48	This will Calc	0.00	DED-DIST	71	RETF	N	3	9/20/2019
8/22/2019	2004	50725	0	N	3	142.60	This will Calc	0.00	DED-DIST	71	RETF	N	4	9/20/2019
8/22/2019	2004	50730	0	N	3	57.92	This will Calc	0.00	TAX-DIST		\$U	Q	4	9/20/2019
8/22/2019	2004	50730	0	N	3	-59.50	This will Calc	0.00	TAX-DIST		\$U	Q	3	9/20/2019

You should total the amount of Column G at the top to ensure you arrive at the same amount after cleaning the data.

Use the subtotal formula.

G	
=SUBTOTAL(9,G3:G42)	
rd	U Dist Amount
1641.24	

G	H
9,094.84	9094.84
U Dist Amount	Read Note

Copy and paste that value in Column H to provide a control total.

Using the RETDist Seq# is the easiest way to filter out the positives and negatives that cancel (0.00) each other out.

In this case Seq# 0 and Seq# 3 cancel each other out. Filter to just show 0 and 3 in column N. Notice the subtotal at the top of column G is zero. These are the rows that can be deleted.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Ern.Ded.Ta	140					(0.00)	9094.84								
Pay Per	Pay	Acct	S	A	U Dist Amou	Read Note	ERN	U Dist Sou	U	U Dist Col	U	RET Dist Ser	RET DateDon	R	
8/8/2019	2003	50022	0	N	1	1641.24	Put \$ in 1st Only	0.00	ERN-DIST		REG		0	9/20/2019	N
8/8/2019	2003	50700	0	N	1	120.87	This will Calc	0.00	DED-DIST	10	0049	N	0	9/20/2019	N
8/8/2019	2003	50710	0	N	1	84.36	This will Calc	0.00	DED-DIST	70	0903	N	0	9/20/2019	N
8/8/2019	2003	50710	0	N	1	58.59	This will Calc	0.00	DED-DIST	71	RETF	N	0	9/20/2019	N
8/8/2019	2003	50720	0	N	1	0.30	This will Calc	0.00	DED-DIST	20	0044	N	0	9/20/2019	N
8/8/2019	2003	50725	0	N	1	0.41	This will Calc	0.00	DED-DIST	ZZ	0923	N	0	9/20/2019	N
8/8/2019	2003	50730	0	N	1	23.38	This will Calc	0.00	TAX-DIST		\$U	Q	0	9/20/2019	N
8/8/2019	2003	50022	0	N	2	2461.85	Put \$ in 1st Only	0.00	ERN-DIST		REG		0	9/20/2019	N
8/8/2019	2003	50700	0	N	2	181.30	This will Calc	0.00	DED-DIST	10	0049	N	0	9/20/2019	N
8/8/2019	2003	50710	0	N	2	126.54	This will Calc	0.00	DED-DIST	70	0903	N	0	9/20/2019	N
8/8/2019	2003	50710	0	N	2	87.89	This will Calc	0.00	DED-DIST	71	RETF	N	0	9/20/2019	N
8/8/2019	2003	50720	0	N	2	0.44	This will Calc	0.00	DED-DIST	20	0044	N	0	9/20/2019	N
8/8/2019	2003	50725	0	N	2	0.62	This will Calc	0.00	DED-DIST	ZZ	0923	N	0	9/20/2019	N
8/8/2019	2003	50730	0	N	2	35.08	This will Calc	0.00	TAX-DIST		\$U	Q	0	9/20/2019	N
8/8/2019	2003	50022	0	N	3	-4103.09	Put \$ in 1st Only	0.00	ERN-DIST		REG		3	9/20/2019	N
8/8/2019	2003	50700	0	N	3	-302.17	This will Calc	0.00	DED-DIST	10	0049	N	3	9/20/2019	N
8/8/2019	2003	50710	0	N	3	-210.90	This will Calc	0.00	DED-DIST	70	0903	N	3	9/20/2019	N
8/8/2019	2003	50710	0	N	3	-146.48	This will Calc	0.00	DED-DIST	71	RETF	N	3	9/20/2019	N
8/8/2019	2003	50720	0	N	3	-0.74	This will Calc	0.00	DED-DIST	20	0044	N	3	9/20/2019	N
8/8/2019	2003	50725	0	N	3	-1.03	This will Calc	0.00	DED-DIST	ZZ	0923	N	3	9/20/2019	N
8/8/2019	2003	50730	0	N	3	-58.46	This will Calc	0.00	TAX-DIST		\$U	Q	3	9/20/2019	N
8/22/2019	2004	50022	0	N	2	4103.09	Put \$ in 1st Only	0.00	ERN-DIST		REG		0	9/20/2019	N
8/22/2019	2004	50710	0	N	2	210.90	This will Calc	0.00	DED-DIST	70	0903	N	0	9/20/2019	N
8/22/2019	2004	50710	0	N	2	146.48	This will Calc	0.00	DED-DIST	71	RETF	N	0	9/20/2019	N
8/22/2019	2004	50730	0	N	2	59.50	This will Calc	0.00	TAX-DIST		\$U	Q	0	9/20/2019	N
8/22/2019	2004	50022	0	N	3	-4103.09	Put \$ in 1st Only	0.00	ERN-DIST		REG		3	9/20/2019	N
8/22/2019	2004	50710	0	N	3	-210.90	This will Calc	0.00	DED-DIST	70	0903	N	3	9/20/2019	N
8/22/2019	2004	50710	0	N	3	-146.48	This will Calc	0.00	DED-DIST	71	RETF	N	3	9/20/2019	N
8/22/2019	2004	50730	0	N	3	-59.50	This will Calc	0.00	TAX-DIST		\$U	Q	3	9/20/2019	N

If you filter column N to just show you Seq# 4 you get this result.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Ern.Ded.Ta	140					9,094.84	9094.84								
Pay Per	Pay	Acct	S	A	U Dist Amou	Read Note	ERN	U Dist Sou	U	U Dist Col	U	RET Dist Ser	RET DateDon	R	
8/8/2019	2003	50022	0	N	3	3994.17	Put \$ in 1st Only	0.00	ERN-DIST		REG		4	9/20/2019	N
8/8/2019	2003	50700	0	N	3	294.15	This will Calc	0.00	DED-DIST	10	0049	N	4	9/20/2019	N
8/8/2019	2003	50710	0	N	3	205.30	This will Calc	0.00	DED-DIST	70	0903	N	4	9/20/2019	N
8/8/2019	2003	50720	0	N	3	0.72	This will Calc	0.00	DED-DIST	20	0044	N	4	9/20/2019	N
8/8/2019	2003	50725	0	N	3	1.01	This will Calc	0.00	DED-DIST	ZZ	0923	N	4	9/20/2019	N
8/8/2019	2003	50730	0	N	3	142.59	This will Calc	0.00	DED-DIST	71	RETF	N	4	9/20/2019	N
8/8/2019	2003	50730	0	N	3	56.90	This will Calc	0.00	TAX-DIST		\$U	Q	4	9/20/2019	N
8/22/2019	2004	50022	0	N	3	3994.17	Put \$ in 1st Only	0.00	ERN-DIST		REG		4	9/20/2019	N
8/22/2019	2004	50710	0	N	3	205.31	This will Calc	0.00	DED-DIST	70	0903	N	4	9/20/2019	N
8/22/2019	2004	50725	0	N	3	142.60	This will Calc	0.00	DED-DIST	71	RETF	N	4	9/20/2019	N
8/22/2019	2004	50730	0	N	3	57.92	This will Calc	0.00	TAX-DIST		\$U	Q	4	9/20/2019	N

This is the data that needs to be copied onto the RET Form.

The goal is to remove the positives and negatives that zero each other out in each pay period/accounting period. This provides the actual amounts available to move.

The Sequence numbers will vary depending on the number of RETs processed on the employee/pay period/chartfields. If you need help defining the data that should go on the RET form, please contact Payroll Accounting so we can assist you. The email is [UCO Payroll Accounting@usf.edu](mailto:UCO_Payroll_Accounting@usf.edu)