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

Procedure

2024







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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: | | Instructions: | NOTE-Your "To | ' Combo Codes m | ust already exist - i | if not re | quest estab | lishment of c | ombo co | odes | | | | |
|------------------------|--|----------|----------|-------------|----------|------------------|---------------|----------------------------------|---|-------------------|----------------------|-----------------------|-----------|----------------|----------------|---------------|------------|--|--|--|--|
|] | Empl Rcd: | 0 | | | Total (| Gross Earnings: | \$ - | 1 | Step 1: | Run GEMS query | U_RET_REQUES | TS to EXCEL ouput | | | | | | | | | |
| Fre | m Pay Period: | 1/0/1900 | | | То | tal Deductions: | s - | DELDERN | Step 2: | Copy the query re | sults (not including | the headings) | | | | | | | | | |
| - | To Pay Period: | 1/0/1900 | | | | Total Taxes: | \$ - | TOTALS | Step 3: | Paste the copied | query results to thi | s worksheet by right | clicking | on Cell B14 | and click past | te | | | | | |
| - | - | | | | | | | | E Step 4: | Only enter a new | amount in the 1st r | ow of each ERN-DIS | T for ead | h Pay Period | ł. | | | | | | |
| - | Combo Code | Op Unit | Fund | Deptid | Product | Initiative | Project | | Step 5: | Click the "CALC | ALL" button to calc | ulate the amounts for | the ren | naining earnin | gs, deduction | is, and ta | xes. | | | | |
| Add to | : 0 | 0 | 0 | 0 | 0 | 0 | 0 | | If you change \$ amounts manually or adjust them after clicking "CALC ALL", then click "REFRESH TOTALS" | | | | | | | | | | | | |
| Delete From | : 0 | 0 | 0 | 0 | 0 | 0 | 0 | | Step 6: Review & complete both the RET FORM & RET JUSTIFICATION tabs - Follow instructions on both. | | | | | | | | | | | | |
| Pay | Pay | | Sep | Off | Acct | | | Enter ERN Amt(s) | | Di | stribution | | R | ET Dist | | Sal | Chk Status | | | | |
| Period End | Run | Acct | Chk # | Сус | Prd | Amount | Note | to MOVE, Then | Source | Code | Code 2 | Code 3 | Seq# | DateDone | Reversed | Plan | Confirmed | | | | |
| 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 | 300 1/0/1900 1/0/1900 1/0/1900 1/0/1900 0.00 Here Pay Run Acct Sep Off Cyr_ Acct Pr⁴ Amount 4 viv ✓ Chkiv Off Cyr_ Acct Pr⁴ Before | | | | | Amount Before | Read Note | Amt to move to the new CC - Y | Source | Code | Code 2 | Code 3 | Ser# | DateDor | Reversed | Sal Plai * | Chk Statue | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| 4 | RET Instruction | RET FO | RM RE | T JUSTIFICA | TION | + | | | | | | : | • | | | | | | | | |

Adding Query Results to the RET Instructions Sheet

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



| VISF GEMS User | Reporting | | Q | ۲ | : | ۲ |
|-----------------------|---|------------|--------|---------|-----------|-----|
| 📄 Query Manager | Query Manager | New Window | / Help | Persona | alize Pag | e 🔳 |
| Query Viewer | Enter any information you have and click Search. Leave fields blank for a list of all v Find an Evistim Query I Create New Query | alues. | | | | |
| Report Manager | *Search By Query Name V begins with | | | | | |
| Process Monitor | Advanced Search | | | | | |

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.

| UNIVERSITY OF South Florida | ▼ Employee Self Service | ^ Q | 🕑 : 🌱 |
|--------------------------------|-------------------------|--------------------------|---------------|
| USF Employee Summary | Careers | Payroll | NavBar 🔇 |
| 2 3 4 A | | • | Recent Places |
| | | Last Pay Date 01/31/2020 | - |
| Personal Details | Learning & Development | Employee Leave Details | My Favorites |
| 2 | | | Navigator |

Search for the query U_RET_REQUESTS

| | Reporting | | | | <u> </u> | | |
|--|---|--|--|-----------|-----------|-----------------|---|
| | | | | Nev | v Windov | v | |
| Jery Manager | | | | | | | |
| ter any information you have a | nd click Search. Leave fields blank | for a list of all values. | | | | | |
| Find an Existing Quer | y Create New Query | | | | | | |
| *Search By Query | Name 🗸 begins w | vith U_RET_REQUE | STS | | × | | |
| Search Advance | ed Search | | | | | | |
| | | | | | | | |
| | | | | | | | |
| k on <u>Excel</u> | | | | | | | |
| | | | | | | | <u>ہ</u> |
| | Rep | porting | | | | | |
| | Rep | porting | | | | | New Window |
| leny Manager | Rep | oorting | | | | | New Window |
| Jery Manager | Rep | porting | | | | | New Window |
| Jery Manager | Rep lick Search. Leave fields blank for a lis | oorting | | | | | Rew Window |
| Jery Manager Iter any information you have and c Find an Existing Query I | Rep lick Search. Leave fields blank for a lis Create New Query | t of all values. | | | | | New Window |
| uery Manager ter any information you have and c Find an Existing Query I *Search By Query Nam | Rep lick Search. Leave fields blank for a lis Create New Query e v begins with | t of all values. | |] | | | New Window |
| uery Manager Iter any information you have and c Find an Existing Query I *Search By Query Nam Search Advanced S | Rep lick Search. Leave fields blank for a lis Create New Query e v begins with earch | t of all values. | |] | | | Rew Window |
| uery Manager Iter any information you have and c Find an Existing Query I *Search By Query Nam Search Advanced S Search Result | Rep lick Search. Leave fields blank for a lis Create New Query e v begins with earch | t of all values. | |] | | | New Window |
| Jery Manager Iter any information you have and c Find an Existing Query I *Search By Query Nam Search Advanced S Search Results *Eolder View - All Folder | Rep lick Search. Leave fields blank for a lis Create New Query e begins with earch | t of all values. | |] | | | New Window |
| Jery Manager Iter any information you have and c Find an Existing Query I *Search By Query Nam Search Advanced S Search Results *Folder View - All Folder Check All Uncheck | Rep lick Search. Leave fields blank for a lis Create New Query e v begins with earch s - v | t of all values. | Go |] | | | New Window |
| tery Manager ter any information you have and c Find an Existing Query I *Search By Query Nam Search Advanced S Search Result: *Folder View - All Folder Check All Uncheck | Rep lick Search. Leave fields blank for a lis Create New Query e v begins with earch s - v All *Ac | t of all values. | | | 4 AU [2] | | New Window |
| uery Manager tter any information you have and c Find an Existing Query I *Search By Query Nam Search Advanced S Search Results *Folder View - All Folder Check All Uncheck Query sect Query Name | Rep lick Search. Leave fields blank for a lis Create New Query e v begins with earch s s - v All *Ac | t of all values. U_RET_REQUESTS tion - Choose P Owner Folder | Solution Control Contr | Find View | w All | Fin Schedule | New Window rst ① 1-3 of 3 ② Las Definitional References |

It will open the following page:



| U_RET_REQUESTS - Ern,Ded,Tax Distrib for RET | | | | | | | | | | | | | | |
|--|---------------------------------|---------------------------------|-----------------------|-----------------------------|-----------------|----------|--|--|--|--|--|--|--|--|
| Empl ID | Q | | | | | | | | | | | | | |
| Empl Record | Q | | | | | | | | | | | | | |
| From Pay Period End Date | | | | | | | | | | | | | | |
| To Pay Period End Date | | | | | | | | | | | | | | |
| From Combo Code | | | Q | | | | | | | | | | | |
| Add To Combo Code | | | Q | | | | | | | | | | | |
| View Results | | | | | | | | | | | | | | |
| Pay Per End Prd Acct Sep Check Off Acc Nbr Cyc Prd | ct U Dist Read d Amount Note | Amt U Dist to Source Move | U Dist Code2 Code1 | U Dist RETDis Code3 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 | 00000130100 | | | | | | | | | | | | | |
| Empl Record | 5 Q | | | | | | | | | | | | | |
| From Pay Period End Date | 06/15/2017 🔍 | | | | | | | | | | | | | |
| To Pay Period End Date | 06/15/2017 🔍 | | | | | | | | | | | | | |
| From Combo Code | D00005555 Q | | | | | | | | | | | | | |
| Add To Combo Code | 000382320 × Q | | | | | | | | | | | | | |
| View Results | | | | | | | | | | | | | | |
| Pay Per End Prd Acct Sep Prd Acct Off Nbr Off Check Cyc | Acct U Dist Read Amount Note Source Code2 Code1 Code3 Seq# RetDist Ret | | | | | | | | | | | | | |

****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,T | ax Distrib | for RE | Т | | | | | | | | | | _ | | | | |
|---------------------------------------|---------------------------|---------------|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|-------------|---------|-------|---------------------|-------------|--------|-------------------|------|------------|
| Empl ID | 0000013010 | | | | | | | | | | | | | | | | | |
| Empl Record | 5 Q | | | | | | | | | | | | | | | | | |
| From Pay Period End Date | 06/15/2017 | Q | | | | | | | | | | | | | | | | |
| To Pay Period End Date | 06/15/2017 | Q | | | | | | | | | | | | | | | | |
| From Combo Code | 000005555 | | | Q | | | | | | | | | | | | | | |
| Add To Combo Code | 000382320 | | | Q | | | | | | | | | | | | | | |
| View Results | | | | | | | | | | | | | | | | | | |
| Pay Per End Prd . Nbr Check Cyc | Acct U Dist Prd Amount | Read Note RRN | 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 | ı want to oper | or save U_F | RET_REQU | UESTS <u></u> | 31515 | i.xlsx (| 5.40 KB) f | rom gem | s.fastmail. | usf.e | du? | 0 | pen | Si | ave | ▼ Ca | ncel | × |

**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. <u>Click here</u> for instructions on how to clean the query data for accurate processing.

This example is using standard query results (without negatives)

| XI | U_RET_REQUESTS_31515 [Read-Only] - Excel ? | | | | | | | | | | | | | | |
|----------------------|---|--------------|------------------|----------------------|-----------------|---------------|--------------|--------------|--------------|--------------|--------------|----------|----------|---------|------------------|
| FILE HOME IN | SERT PAGE LAYOUT | FORMULAS | DATA REVIEW | VIEW DEVE | LOPER | | | | | | | | | Str | oup, Lorinda 👻 🔍 |
| Paste | $ \begin{array}{c c c c c c c c c c c c c c c c c c c $ | | | | | | | | | | | | | | |
| Clipboard 5 | Font | G. | Alignm | nt | G Number | G. | Cells | Edit | ting | | | | | | ^ |
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| D12 * : 🕽 | $\times \checkmark f_x$ | | | | | | | | | | | | | | ~ |
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| 1 Ern,Ded,Ta 4 | | | | | | | | | | | | | | | |
| 2 Pay Per En Pay Prd | Acct Sep Check Nb | Off Cyc Acct | Prd U Dist Amoun | 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 |
| 3 6/15/2017 1725 | 50040 | D N | 12 1412.6 | 4 Put \$ in 1st Only | 0.00 | ERN-DIST | | REG | | 0 | | N | 00 | Y | WAGES - OPS - |
| 4 6/15/2017 1725 | 50725 | D N | 12 689.8 |) This will Calc | 0.00 | DED-DIST | 10 | 0049 | N | 0 | | N | 00 | Y | BENEFIT ER PAI |
| 5 6/15/2017 1725 | 50725 | D N | 12 1.8 | L This will Calc | 0.00 | DED-DIST | ZZ | 0923 | N | 0 | | N | 00 | Y | BENEFIT ER PAI |
| 6 6/15/2017 1725 | 50735 | D N | 12 18.6 | 5 This will Calc | 0.00 | TAX-DIST | | \$U | Q | 0 | | N | 00 | Y | BENEFIT ER PAI |
| 7 | | | | | | | | | | | | | | | |

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

| 11 | A | B | С | D | E | F | G | H | 1 I I I I I I I I I I I I I I I I I I I | J | K | L | M | N | 0 | Р | Q | R | S |
|----|------------|---------|-------|---------------|---------|----------|---------------|--------------------|---|---------------|--------------|--------------|--------------|--------------|--------------|----------|----------|---------|---------------------------|
| | Ern,Ded,Ta | 4 | | | | | | | | | | | | | | | | | |
| | Pay Per En | 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 |
| | 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 - OTHER |
| | 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 PAID OTHER |
| | 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 PAID OTHER |
| | 6/15/2017 | 1725 | 50735 | 0 | N | 12 | 18.65 | This will Calc | 0.00 | TAX-DIST | | \$U | Q | 0 | | N | 00 | Y | BENEFIT ER PAID PRTAX OPS |

| т | U | v | w | Х | Y | Z | AA | AB | AC | AD | AE | AF | AG | AH | AI | AJ | AK | AL | AM | AN | AO | AP | |
|---------------|----------|--------|----------------|-------|---------|---------|------------|---------|------------|-----------|-------|-----------|---------|------------|---------|-------------|------|-----------|------------|----------------|-------------|-----------|---|
| | | | | | | | | | | | | | | | | | | | | | | | |
| To Combo Code | Eff Date | Status | Operating Unit | Fund | Dept ID | Product | Initiative | Project | Combo Code | From OpUn | Fund | GL DeptID | Product | Initiative | Project | Empl ID | Rcd# | Last Name | First Name | Date Query Run | From ERN CC | To ERN CC | Ē |
| 000382320 | 7/1/2016 | А | TPA | 10009 | 121300 | 000000 | 0085867 | | 000005555 | TPA | 10000 | 121300 | 000000 | 0000000 | | 00000130100 | 5 | Wang | Jin | 7/24/2017 | 000005555 | 000382320 | |
| 000382316 | 7/1/2016 | Α | TPA | 10009 | 121300 | 000000 | 0085867 | | 000005555 | TPA | 10000 | 121300 | 000000 | 0000000 | | 00000130100 | 5 | Wang | Jin | 7/24/2017 | 000005555 | 000382320 | |
| 000382316 | 7/1/2016 | А | TPA | 10009 | 121300 | 000000 | 0085867 | | 000005555 | TPA | 10000 | 121300 | 000000 | 0000000 | | 00000130100 | 5 | Wang | Jin | 7/24/2017 | 000005555 | 000382320 | |
| 000382321 | 7/1/2016 | А | 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.

| | В | С | D | E | F | G | н | I. | J | K | L | М | N | 0 | Р | Q | R | S | | |
|----|--------------|--|---------------------------------------|-----------|---------|-----------|-----------------|--------------------|------------------|---|------------------|-----------------------|----------------------|----------------|---------------|----------------|------------|---------|--|--|
| 1 | | Employee: | 0000013010 | 0 Jin War | ıg | | | Total Amount: | | Instructions: | NOTE-Your "To | o" Combo Codes i | nust already exis | t - if not ree | uest estab | lishment of | combo co | odes | | |
| 2 | | Empl Rcd: | 5 | | | Total (| Gross Earnings: | \$ - | 1 | Step 1: | Run GEMS que | y U_RET_REQUE | STS to EXCEL oup | ut | | | | | | |
| 3 | From | n Pay Period: | 6/15/2017 | | | То | tal Deductions: | \$ | REERESH | Step 2: | Copy the query | results (not includir | g the headings) | | | | | | | |
| 4 | Т | o Pay Period: | 6/15/2017 | | | | Total Taxes: | S - | TOTALS | Step 3: | Paste the copie | d query results to ti | nis worksheet by rig | ht clicking | on Cell B14 | and click pas | te | | | |
| 5 | | | | | | | | | | E Step 4: | Only enter a new | v amount in the 1st | row of each ERN-D | DIST for eac | h Pay Period | d. | | | | |
| 6 | | Combo Code Op Unit Fund Deptid Product Initi | | | | | Initiative | Project | | Step 5: | Click the "CALC | ALL" button to cal | culate the amounts | for the rem | aining earnin | ngs, deduction | ns, and ta | ixes. | | |
| 7 | Add to: | 000382320 | 00382320 TPA 10009 121300 000000 0085 | | | | | 0 | | | If you change \$ | amounts manually | or adjust them after | clicking "C | ALC ALL",th | en click "RE | FRESH T | OTALS" | | |
| 8 | Delete From: | 000005555 | TPA | 10000 | 121300 | 000000 | 0000000 | 0 | | Step 6: Review & complete both the RET FORM & RET JUSTIFICATION tabs - Follow instructions on t | | | | | | | | | | |
| 9 | Pay | Pay | | Sep | Off | Acct | | | Enter ERN Amt(s) | Distribution | | | RE | T Dist | | Sal | Chk Sta | | | |
| 10 | Period End | Run | Acct | Chk # | Сус | Prd | Amount | Note | to MOVE, Then | Source | Code | Code 2 | Code 3 | Seq# | DateDone | Reversed | Plan | Confirm | | |
| 11 | 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 | | |
| | Paste Here | | | Sep | | | Amount | | Amt to move to | | | | | | | | Sal | | | |
| 13 | in B14 v 🔻 | Pay Run | Acct | Chki - | Off Cyr | Acct Prd | Before - | Read Note | the new CC | Source | Code | Code 2 | Code 3 | y Sen# | DateDore | Reversed | Plai - | Chk Sta | | |
| 14 | 6/15/2017 | 1725 | 50040 | 0 | N | 12 | 1412.64 | Put \$ in 1st Only | 0.00 | ERN-DIST | | REG | | 0 | | N | 00 | Y | | |
| 15 | 6/15/2017 | 1725 | 50725 | 0 | N | 12 | 689.80 | This will Calc | 0.00 | DED-DIST | 10 | 0049 | N | 0 | | N | 00 | Y | | |
| 16 | 6/15/2017 | 1725 | 50725 | 0 | N | 12 | 1.81 | This will Calc | 0.00 | DED-DIST | ZZ | 0923 | N | 0 | | N | 00 | Y | | |
| 17 | 6/15/2017 | 1725 | 50735 | 0 | N | 12 | 18.65 | This will Calc | 0.00 | TAX-DIST | | \$U | Q | 0 | | N | 00 | Y | | |
| 18 | | | | | | | | | | | | | | | | | | | | |

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: | 0000013010 | 0 Jin Wan | g | | | Total Amount: | | Instructions | NOTE-Your "To | o" Combo Codes n | nust already exist - | if not re | equest estab | ishment of o | combo c | odes |
|-----|---|--|---|---|----------------------------|---|--|---|---|--|--------------------------------|--|--------------------------------------|---|--------------------------------------|--|--|--|
| 1 | | Empl Rcd: | 5 | | | Total (| Gross Earnings | \$ | | Step 1: | Run GEMS que | y U_RET_REQUES | STS to EXCEL ouput | | | | | |
| 1 | From | n Pay Period: | 6/15/2017 | | | To | tal Deductions | \$ | DEEDESH | Step 2: | Copy the query | results (not including | g the headings) | | | | | |
| 1 | Т | o Pay Period: | 6/15/2017 | | | | Total Taxes | S - | TOTALS | Step 3: | Paste the copie | d query results to th | is worksheet by right | clicking | on Cell B14 | and click pas | te | |
| 1 | | | | | | | | | | Step 4 | : Only enter a new | v amount in the 1st | row of each ERN-DIS | T for eac | ch Pay Perio | l | | |
| 1 | | Combo Code | Op Unit | Fund | Deptid | Product | Initiative | Project | | Step 5: | : Click the "CALC | ALL" button to calc | ulate the amounts fo | r the ren | naining earnir | gs, deductior | is, and ta | ixes. |
| 1 | Add to: | 000382320 | TPA | 10009 | 121300 | 000000 | 0085867 | 0 | | | If you change \$ | amounts manually o | or adjust them after c | licking "(| CALC ALL",th | en click "REI | RESHT | OTALS" |
| | Delete From: | 000005555 | ΤΡΔ | 10000 | 121300 | 000000 | 0000000 | 0 | | Step 6 | Review & compl | ete both the RET EC | ORM & RET JUSTIEN | | tabs - Follow | instructions (| n both | |
| 1 | | | | | | | | - | | | | | | | | | | |
| - 1 | | | | | 011 | | | | E CONTRACTOR | | | 1 | | | FT DL | | | |
| | Pay | Pay | | Sep | Off | Acct | | | Enter ERN Amt(s) | | | istribution | | R | ET Dist | | Sal | Chk Sta |
| | Pay Period End | Pay Run | Acct | Sep Chk # | Off Cyc | Acct Prd | Amount | Note | Enter ERN Amt(s) to MOVE, Then | Source | Code | Distribution | Code 3 | R Seq# | ET Dist DateDone | Reversed | Sal Plan | Chk Sta Confirm |
| | Pay Period End 6/15/2017 | Pay Run 1725 | Acct 50040 | Sep Chk # 1/0/1900 | Off Cyc N | Acct Prd 1/12/1900 | Amount 1,412.64 | Note | Enter ERN Amt(s) to MOVE, Then CALC ALL | Source ERN-DIST | Code 0 | Distribution Code 2 REG | Code 3 | 8 R | ET Dist DateDone | Reversed N | Sal Plan 00 | Chk Sta Confirm Y |
| | Pay Period End 6/15/2017 Paste Here | Pay Run 1725 | Acct 50040 | Sep Chk # 1/0/1900 Sep | Off Cyc N | Acct Prd 1/12/1900 | Amount 1,412.64 Amount | Note | Enter ERN Amt(s) to MOVE, Then CALC ALL Amt to move to | ERN-DIST | 0 | Distribution Code 2 REG Code 2 | Code 3 0 | R Seq# 0 | ET Dist DateDone 0 DateDone | Reversed N | Sal Plan 00 Sal | Chk Sta Confirm Y |
| | Pay Period End 6/15/2017 Paste Here in B14 v v | Pay Run 1725 Pay Run | Acct 50040 Acct | Sep Chk # 1/0/1900 Sep Chki • | Off Cyc N Off Cyc | Acct Prd 1/12/1900 Acct Prd | Amount 1,412.64 Amount Before | Note | Enter ERN Amt(s) to MOVE, Then CALC ALL Amt to move to the new CC - | ERN-DIST | Code 0 Code | Distribution Code 2 REG Code 2 | Code 3 0 Code 3 | R Seq# 0 Ser# | ET Dist DateDone 0 DateDore | Reversed N Reversed | Sal Plan 00 Sal Plar • | Chk Sta Confirm Y Chk Sta |
| | Pay Period End 6/15/2017 Paste Here in B14 v v 6/15/2017 | Pay Run 1725 Pay Run 1725 | Acct 50040 Acct | Sep Chk # 1/0/1900 Sep Chki • 0 | Off Cyc N Off Cyc | Acct Prd 1/12/1900 Acct Prd | Amount 1,412.64 Amount Before 1412.64 | Read Note | Enter ERN Amt(s) to MOVE, Then CALC ALL Amt to move to the new CC - 562.75 | Source ERN-DIST Source | Code 0 Code | Vistribution Code 2 REG Code 2 | Code 3 0 Code 3 | R Seq# 0 Ser# 0 | ET Dist DateDone 0 DateDone | Reversed N Reversed | Sal Plan 00 Sal Plai ▼ 00 | Chk Sta Confirm Y Chk Sta |
| | Pay Period End 6/15/2017 Paste Here in B14 v × 6/15/2017 6/15/2017 | Pay Run 1725 Pay Run 1725 1725 | Acct 50040 Acct 50040 50725 | Sep Chk # 1/0/1900 Sep Chki • 0 0 | Off Cyc N Off Cyc | Acct Prd 1/12/1900 Acct Prd 2 12 12 | Amount 1,412.64 Amount Before 1412.64 689.80 | Read Note | Enter ERN Amt(s) to MOVE, Then CALC ALL Amt to move to the new CC | ERN-DIST | Code 0 Code | REG 70049 | Code 3 0 Code 3 | R Seq# 0 Ser# 0 0 0 | ET Dist DateDone 0 DateDone | Reversed N Reversed N N | Sal Plan 00 Sal Plai • 00 00 | Chk Sta Confirm Y Chk Sta Y Y |
| | Pay Period End 6/15/2017 Paste Here in B14 v × 6/15/2017 6/15/2017 | Pay Run 1725 Pay Run 1725 1725 1725 1725 | Acct 50040 Acct 50040 50725 50725 | Sep Chk # 1/0/1900 Sep Chka • 0 0 0 | Off Cyc N Off Cyr | Acct Prd 1/12/1900 Acct Prd 12 12 12 12 | Amount 1,412.64 Amount Before 1412.64 689.80 1.81 | Note Read Note Put \$ in 1st Only This will Calc This will Calc | Enter ERN Amt(s) to MOVE, Then CALC ALL Amt to move to the new CC <u>562.75</u> 0.00 0.00 | ERN-DIST ERN-DIST ERN-DIST DED-DIST DED-DIST | Code 0 Code 10 ZZ | Itistribution Code 2 REG REG O049 0923 | Code 3 0 Code 3 | Seq# 0 Ser# 0 0 0 0 0 0 0 | ET Dist DateDone 0 DateDone | Reversed N Reversed N N N | Sal Plan 00 Sal Plai • 00 00 00 | Chk Sta Confirm Y Chk Sta Y Y Y |
| | Pay Period End 6/15/2017 Paste Here in B14 v × 6/15/2017 6/15/2017 6/15/2017 | Pay Run 1725 Pay Rur ▼ 1725 1725 1725 1725 | Acct 50040 Acct 50040 50725 50725 50735 | Sep Chk # 1/0/1900 Sep Chka • 0 0 0 0 | Off Cyc N Off Cyr | Acct Prd 1/12/1900 Acct Prd v 12 12 12 12 12 12 | Amount 1,412.64 Amount Before • 1412.64 689.80 1.81 18.65 | Note Read Note Put \$ in 1st Only This will Calc This will Calc This will Calc | Enter ERN Amt(s) to MOVE, Then CALC ALL Amt to move to the new CC 562.75 0.00 0.00 0.00 | ERN-DIST Source ERN-DIST ERN-DIST DED-DIST TAX-DIST | Code 0 Code 710 ZZ | Distribution Code 2 REG Code 2 REG 0049 0923 SU | Code 3 0 Code 3 N N Q | R Seq# 0 Ser# 0 0 0 0 0 0 0 | DateDone | Reversed N Reversed N N N N N | Sal Plan 00 Sal Plai • 00 00 00 00 00 00 00 | Chk Sta Confirm Y Chk Sta Y Y Y 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.

| | В | С | D | E | F | G | Н | 1 | J | K | L | M | N | 0 | Р | Q | R | S |
|----|--------------|---------------|------------|-----------|---------------------------------------|------------|-----------------|--------------------|------------------|--------------|-------------------|-----------------------|-------------------------|-----------|----------------|---------------|------------|--------|
| 1 | | Employee: | 0000013010 | 0 Jin War | ng | | | Total Amount: | \$ 845.69 | Instructions | : NOTE-Your "To | o" Combo Codes r | nust already exist - | if not re | equest establ | lishment of | combo c | odes |
| 2 | | Empl Rcd: | 5 | | | Total | Gross Earnings: | \$ 562.75 | | Step 1 | : Run GEMS que | y U_RET_REQUES | STS to EXCEL ouput | | | | | |
| 3 | Fror | m Pay Period: | 6/15/2017 | | | То | tal Deductions: | \$ 275.51 | DEEDEGU | Step 2 | : Copy the query | results (not includin | g the headings) | | | | | |
| 4 | т | o Pay Period: | 6/15/2017 | | | _/ | Total Taxes: | \$ 7.43 | TOTALS | Step 3 | : Paste the copie | d query results to th | is worksheet by right | clicking | on Cell B14 | and click pa | ste | |
| 4 | 1 | , | | | | | | | | - Step 4 | Only enter a new | v amount in the 1st | row of each ERN-DIS | T for ear | h Pay Parior | 4 | | |
| 0 | | Camba Cada | On Unit | Fund | Dentid | Deadwat | Initiation | Designet | | Ctop 4 | Click the "CALC | All " butten to not | whether the amounts for | | | e. | | |
| 6 | | Combo Code | Op Unit | Fund | Deptid | Product | Initiative | Project | | Step 5 | : Click the "CALC | ALL button to cale | culate the amounts to | r the ren | naining earnin | igs, aeductio | ns, and ta | axes. |
| 7 | Add to: | 000382320 | TPA | 10009 | 121300 | 000000 | 0085867 | 0 | | | If you change \$ | amounts manually o | or adjust them after cl | icking "(| CALC ALL",th | en click "RE | FRESH T | OTALS" |
| 8 | Delete From: | 000005555 | TPA | 10000 | 121300 | 000000 | 0000000 | 0 | | Step 6 | : Review & compl | ete both the RET F | ORM & RET JUSTIFIC | ATION | tabs - Follow | instructions | on both. | |
| 9 | Pay | Pay | ĺ | Sep | Off | Acct | Ĩ | | Enter ERN Amt(s) | | [|)istribution | | R | ET Dist | Ì | Sal | Chk S |
| 10 | Period End | Run | Acct | Chk # | Сус | Prd | Amount | Note | to MOVE, Then | Source | Code | Code 2 | Code 3 | Seq# | DateDone | Reversed | Plan | Confir |
| | 6/15/2017 | 1725 | 50040 | 1/0/1900 | N | 1/12/1900 | 1 412 64 | | | ERN-DIST | 0 | REG | 0 | 0 | 0 | N | 00 | Y |
| 11 | 0/10/2011 | | | | <u> </u> | | 1,112.01 | | CALCALL | | | THE O | • | | • | | | · · |
| | Paste Here | Pay Run | Acct | Sep | Off Cvc | Acct Prd | Amount | Read Note | Amt to move to | Source | Code | Code 2 | Code 3 | Seatt | DateDone | Reversed | Sal | Chk S |
| 13 | in B14 v 🔻 | · | | Chki 🔻 | • • • • • • • • • • • • • • • • • • • | - vector - | Before V | T COLO TION | the new CC - * | y | , ooue | | | ~ | - | - Terreis, | Plai * | Onk O |
| 14 | 6/15/2017 | 1725 | 50040 | 0 | N | 12 | 1412.64 | Put \$ in 1st Only | 562.75 | ERN-DIST | | REG | | 0 | | N | 00 | Y |
| 15 | 6/15/2017 | 1725 | 50725 | 0 | N | 12 | 689.80 | This will Calc | 274.79 | DED-DIST | 10 | 0049 | N | 0 | | N | 00 | Y |
| 16 | 6/15/2017 | 1725 | 50725 | 0 | N | 12 | 1.81 | This will Calc | 0.72 | DED-DIST | ZZ | 0923 | N | 0 | | N | 00 | Y |
| 17 | 6/15/2017 | 1725 | 50735 | 0 | N | 12 | 18.65 | This will Calc | 7.43 | TAX-DIST | | \$U | Q | 0 | | N | 00 | Y |
| 10 | | | | | | | | | | | | | | | | | | |

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 <u>UCO Payroll Accounting@usf.edu</u>

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 <u>must</u> 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.
- o 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: <u>RFMRETNotify@admin.usf.edu</u>.

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. <u>Please do not</u> send an initial email to the email addresses for a RET that does not contain the completed RET form, <u>it will not be accepted</u>. 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.

<u>Please note: If your RET is emailed to the incorrect address, the approval process will be</u> <u>delayed</u>.

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**. <u>*This*</u> <u>*email should be saved!*</u>

| | Sat 7/15/2017 11:23 AM |
|-------------------------|--|
| | USF Support <usffl@service-now.com></usffl@service-now.com> |
| | Request UC00228797 opened on your behalf: 131792 Rec0 from 18100-050200 to 10000-380600 FY 16-17 upd.xls |
| To Stroup, L | orinda |
| | |
| Bing Maps | + Get more app |
| Thank you can expect | for contacting the University Controller's Office. This email is confirmation that your request has been submitted and that you a response soon. |
| Vour rooma | et datails are as follows: |
| I our reque | st details are as follows. |
| Click here t | to view: <u>UCO0228797</u> |
| Short descr | ription: 131792_Rec0_from 18100-050200 to 10000-380600_FY 16-17 upd.xls |
| Comments | |
| | |
| 07-15-2017 | 7 11:22:14 EDT - Lorinda StroupAdditional comments (Customer visible) |
| received fro | om: <u>lstroup@usf.edu</u> |



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 <u>original sender</u> and to those placed on the watch list in the ticket.

States of status in Service Now:

- <u>New</u>: 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):
- <u>Pending (substate-Customer Response)</u>: There is a question or issue with the RET that needs clarification.
- <u>Pending (substate-Review)</u>: There are certain RETS that require additional approval. The RET will be in this state until approval is received.
- <u>In progress Pending (substate-Future work)</u>: 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.
- <u>Resolved:</u> 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.

• <u>Closed:</u> 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.



| To Stroup, Lo | sat 7/15/2017 11:23 AM USF Support <usffl@service-now.com> Request UC00228797 opened on your behalf: 131792_Rec0_from 18100-050200 to 10000-380600_FY 16-17 upd.xls</usffl@service-now.com> |
|---------------|--|
| Bing Maps | + Get more app |
| Thank you f | for contacting the University Controller's Office. This email is confirmation that your request has been submitted and that you a response soon. |
| Your reques | st details are as follows: o view: <u>UCO0228797</u> |
| Short descri | iption: 131792_Rec0_from 18100-050200 to 10000-380600_FY 16-17 upd.xls |
| Comments: | |
| 07-15-2017 | 11:22:14 EDT - Lorinda Stroup ^{Additional comments} (Customer visible) |

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.

| e Attachments (1): 慮 Test 1.xls [rename | a] [view] | | | | |
|---|--|---|---------------------------------|---------------------|-----------------|
| | | | | | |
| Number | UC00232508 | | Opened by | Mauro Perdomo | |
| * Requested for | Mauro Perdomo X Q | 0 | Opened | 07-27-2017 11:17:39 | |
| Email | mauroperdomo@usf.edu | | Updated | 07-27-2017 12:25:55 | |
| Business phone | 813/974-7954 | | Days open | | |
| Received from email | mauroperdomo@usf.edu | | State | Pending | ~ |
| * Service offering | Payroll Q | 0 | Substate | - None | ~ |
| * Category | Payroll V | | * Assignment group | UCO Payroll | Q (|
| Subcategory | None 🗸 🗸 | | Assigned to | Mauro Perdomo | Q (C |
| | | | Suggested text | | ۹ + |
| * Short description | Test 1 for Instructional Purpose Only | | | | |
| Watch list | 8 | | | | |
| mente | | | | | |
| intenta | | | | | |
| | ≡ Content type | ≡ Table name | \equiv Table sys ID | | ≡ Updated |
| (i) Test 1.xls | application/vnd.ms-excel | u_uco_request | d410f554db58c38027f2fcefbf96191 | ; | 07-27-2017 11:1 |
| | | | | | |
| Additional comments (Customer visible) | | | | | |
| (Customer visible) | | | | | |
| | | | | | |
| Activity | - 07-27-2017 12:25:55 Mauro Perdomo Changed: Assigned to | to State | | | |
| Activity | 07-27-2017 12:25:55 Mauro Perdomo Changed: Assigned: Assigned to: Mauro Perdomo | io, State | | | |
| Activity | O7-27-2017 12:25:55 Mauro Perdomo Changed: Assigned: Assigned to: Mauro Perdomo State: Pending, was: New | io, State | | | |
| Activity | O7-27-2017 12:25:55 Mauro Perdomo Changed: Assigned Assigned to: Mauro Perdomo State: Pending was: New | io, State | | | |
| Activity | 07-27-2017 12:25:55 Mauro Perdomo Changes Assigned Assigned to: Mauro Perdomo State: Pending was: New 07-27-2017 11:17:39 Mauro Perdomo Changes Additional | o, State commente (Customer visible), Impact, Opened by, Priority, State | | | |
| Activity | 07.27.201711225555 Mauro Perdomo Charget. Assgned Assigned to: Mauro Pardomo State: Pending was: New 07.27.20171117139 Mauro Perdomo Charget. Additional received form: mauroperdomo@usf.edu | o, State comments (Customer wibbe), Impact, Opened by, Priority, State | | | |
| Activity | O7.27.2017 12:25:55 Mauro Perdomo Charget: Assigned Assigned to: Mauro Pardomo State: Pending was: New O7.27.2017 11:17:39 Mauro Perdomo Charget: Additional received from: mauroperdomo@usf.edu Mauro Mickey Perdomo | o. State comments (Customer visible), Impact. Opened by, Priority, State | | | |
| Activity | OT-27-2017 12:25:55 Mauro Perdomo Charget: Assigned Assigned to: Mauro Perdomo State: Pending was: New OT-27-2017 11:17:39 Mauro Perdomo Charget: Addisonal received from: mauroperdomo@usf.edu Mauro Mickey Perdomo Assigned received to: Mauro Mickey Perdomo | o. State comments (Customer viable), impact. Opened by: Priority: State | | | |
| Activity | 07.27.20171122:55:55 Matrix Deridomo Charget: Assigned Assigned to: Mauro Perdomo State: Pending was: New 07.27.201711:17:39 Maior Deridomo Charget: Assigned received from: mauroperdomo@usf.edu Mauro Mickey Perdomo Accounting specialist 1/UC0 Payroll Controllers Office, University of South Florida | o: State | | | |

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



| F UNIVERSITY OF SOUTH FLORIDA | Service Management |
|-------------------------------|--------------------|
| er navigator | |
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This will open a list of all the UCO Requests you have sent to <u>UPRRETNotify@admin.usf.edu</u> or <u>RFMRETNotify@admin.usf.edu</u>.

| = | UCO Re | quests New Go t | o Updated v | | | | | | √ •• • | 1 |
|---|--------|------------------------|-----------------|--|---------------------|---------------------|--------------------|---------------|----------|---|
| 7 | All>Re | quested for is Mauro P | erdomo | | | | | | <u>.</u> | |
| 1 | Q | ≡ Number | ≡ Requested for | ≡ Short description | | ≡ Updated ▼ | ≡ Assignment group | | ≡ State | = |
| | () | UC00232514 | 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 | |
| | i | UC00232508 | 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.

| ≡ UC | O Requests New G | to Updated v | | | | | | √ •• • | 1 |
|------|------------------------|-----------------|--|---------------------|---------------------|--------------------|---------------|----------|---|
| | Requested for is Mauro | Perdomo | | | | | | | |
| | ■ Number | ■ Requested for | ≡ Short description | ≡ Opened | ≡ Updated ▼ | ≡ Assignment group | ≡ Assigned to | ≡ State | ≡ |
| | UC00232514 | 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 | |
| | UC00232508 | 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 | |
| | 0C00232508 | 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



| C USF GEMS User | Payroll/Budget | A Q 🚩 |
|-------------------------------|---|---------------------------------|
| Account Code Validation | Daview Dates Distribution | New Window |
| ChartField Transaction Table | Enter any information you have and click Search. Leave fields | blank for a list of all values. |
| Department Budget Table USA | Find an Existing Value | |
| RSA Check | ▼ Search Criteria | |
| Process Direct Retro Dist | Run Control ID begins with | |
| Review Retro Distribution | Last Operator to Update begins with | |
| USF Pay Check and Pay Actuals | Creation Date = | |
| Review Actuals Distribution | Date of Pay = | |
| Department Certifier List | Transaction Source = | Y |
| 🔚 Review Paycheck | Process State = | V |
| Review Paycheck Summary | Process Date = | |
| Check Year-to-Date | Empl ID begins with | |
| Earnings | RNS Reference Number begins with 🗸 | |
| Taxes | □ Case Sensitive | |
| FWS Balances by Dept | Search Clear Basic Search 🗟 Save Search Cri | iteria |

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 (UCOXXXXXXX) 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 Exi | sting Value | | | | | | | | |
|----------------------------------|-------------|---------------|---------------|-------------|--------------------|---------------|--------------|-------------|----------------------|
| Search Crite | ria | | | | | | | | |
| Run C | ontrol ID b | egins with 🗸 | | | | | | | |
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| | Empl ID b | egins with 🗸 | 00000131792 | | | | | | |
| RNS Reference | Number b | egins with 🔽 | | | | | | | |
| Case Sensitiv | e | | | | | | | | |
| Search Gearch Results | Clear Bas | ic Search 📓 | Save Search C | riteria | | | | | |
| View All | | | | | | | | | 1-2 of 2 |
| Run Control ID | Last Operat | tor to Update | Creation Date | Date of Pay | Transaction Source | Process State | Process Date | Empl ID | RNS Reference Number |
| 0000031281 | MAUROPER | RDOMO | 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 | UC00228797 |

This is by RNS Reference Number (UCOXXXXXX)

| Review Retro Distri | ibution | | |
|-------------------------------------|--------------------------|-----------------------|-----------------------------|
| Enter any information you h | ave and click Sea | rch. Leave fields bla | nk for a list of all values |
| Find an Existing Valu | ie | | |
| Search Criteria | | | |
| Run Control ID | begins with | | |
| Last Operator to Update | begins with \checkmark | | |
| Creation Date | - 🗸 | | |
| Date of Pay | - 🗸 | | |
| Transaction Source | = 🖌 | | Y |
| Process State | = | | ◄ |
| Process Date | = | | |
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| RNS Reference Number | begins with \checkmark | UCO0228797 | × |
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This is the result:

There are separate tabs for Earnings, Deductions and Taxes.

| | SOUT | TH FL | ORID | Α | | | Inst | CE ructions for El | NTRAL HUMAN RESOU ectronic Submission of |
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| k Earnings Q Employee ID | Employee | Name » | | | | | | 14 | 1-1 of 1 🗹 🕨 🕨 View |
| | Company | Pay Group | Pay End Date | Off Cycle | Employee ID | Page | Line | Separate Check | Distribution Details |
| Select | | | | | | | | | |

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.

| | | | E | arnings Ret | ro Distribution | | | × | | | | | | |
|---|--|----------------------------|---------------------------|-----------------|-------------------------|-----------------------|--------------|----------------|--|--|--|--|--|--|
| | | | | | | | | Help | | | | | | |
| Run Co | Run Control ID 0000028303 Status Complete | | | | | | | | | | | | | |
| Cre | ated By LSTROUP | LSTROUP Created 07/15/2017 | | | | | | | | | | | | |
| Transactio | Transaction Type Direct Date of Pay 06/30/2017 | | | | | | | | | | | | | |
| Company USF University of South Florida | | | | | | | | | | | | | | |
| Pay | Group POH | Hourly OPS | | | Pay End | Date 06/15/2017 | | | | | | | | |
| | | | | | | | | | | | | | | |
| | Page 1175 | | | | Line 1 | | | | | | | | | |
| Empl | oyee ID 000001317 | 92 | | | 1 | lame James, Christina | | | | | | | | |
| Rew Data | Old Accounting Per | riod Post | ing <u>A</u> ccounting Pe | eriod • | | | 4 4 1-1 of 1 | 2 🕨 🕅 View All | | | | | | |
| 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 | | | | | | |
| Return | | | | | | | | | | | | | | |

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 Distri | b for l | RET | | |
|--|-----------------------|---------------------|------------|-------------|------------------|
| Empl ID 00000131792 | | | | | |
| Empl Record 0 | | | | | |
| From Pay Period End Date 061517 | | | | | |
| To Pay Period End Date 061517 | | | | | |
| Acct Code LIKE (use %) % | Q | | | | |
| **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 Prd Empl Empl Record Acct Oper Fund GL DeptID Product | t 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.)

| X | U_RET_REQ_DEL_CHRGS_FROM_ALL_8444 [Read-Only] - Excel | | | | | | | | | | | | | | | ? 🕋 🗕 | | | |
|------------|---|--------|---------|-------------|------|-------|-----------|-------|-----------|---------|-------------|---------|----------|---------------|---------------|------------|-----------|------------|-----------------|
| | FILE | HON | 1E IN | NSERT PA | GE I | LAYOU | t for | RMULA | AS DAT | A RI | EVIEW \ | /IEW | DEVEL | OPER ASA | P Utilities | | | | Stroup, Lorinda |
| | | | | | | | | | | | | | | | | | | | |
| Z 8 | $z_8 \cdot : \times \checkmark f_x$ | | | | | | | | | | | | | | | | | | |
| | А | | в | С | D | E | F | G | н | 1 | L | к | N | 0 | S | v | w | х | Z |
| 1 | Ern,Ded,1 | ax Dis | 2 | | | | | | | | | | | | | | | | |
| 2 | Pay Perio | od 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 | 6/1 | 5/2017 | 1725 | 00000131792 | 0 | 50040 | ТРА | 10000 | 380600 | 000000 | 0000000 | | 1 | ERN-DIST | 275.00 | 000026416 | James | Christina | 7/19/2017 |
| 4 | 6/1 | 5/2017 | 1725 | 00000131792 | 0 | 50735 | ТРА | 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.

| ſ | Α | В | С | D | Ε | F | G | н | 1 | J | K | L | М | N | 0 |
|-----|------------|--------|-------|-----|-----|-----|---------------|--------------------|-------|---------------|------|-------------|------|----------------|----------------|
| | 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# R | ET DateDone Re |
| | 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 | Ν | 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 | Ν | 1 | 0.30 | This will Calc | 0.00 | DED-DIST | 20 | 0044 | N | 0 | 9/20/2019 N |
| | 8/8/2019 | 2003 | 50725 | 0 | Ν | 1 | 0.41 | This will Calc | 0.00 | DED-DIST | ZZ | 0923 | N | 0 | 9/20/2019 N |
| | 8/8/2019 | 2003 | 50730 | 0 | Ν | 1 | 23.38 | This will Calc | 0.00 | TAX-DIST | | \$U | Q | 0 | 9/20/2019 N |
| 1 | 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 |
| 1 | 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 |
| ł | 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 |
| Ļ | 8/8/2019 | 2003 | 50720 | 0 | Ν | 2 | 0.44 | This will Calc | 0.00 | DED-DIST | 20 | 0044 | N | 0 | 9/20/2019 N |
| i | 8/8/2019 | 2003 | 50725 | 0 | Ν | 2 | 0.62 | This will Calc | 0.00 | DED-DIST | ZZ | 0923 | N | 0 | 9/20/2019 N |
| 5 | 8/8/2019 | 2003 | 50730 | 0 | Ν | 2 | 35.08 | This will Calc | 0.00 | TAX-DIST | | \$U | Q | 0 | 9/20/2019 N |
| • | 8/8/2019 | 2003 | 50022 | 0 | Ν | 3 | -4103.09 | Put \$ in 1st Only | 0.00 | ERN-DIST | | REG | | 3 | 9/20/2019 N |
| ; | 8/8/2019 | 2003 | 50022 | 0 | Ν | 3 | 3994.17 | Put \$ in 1st Only | 0.00 | ERN-DIST | | REG | | 4 | 9/20/2019 N |
| • | 8/8/2019 | 2003 | 50700 | 0 | Ν | 3 | -302.17 | This will Calc | 0.00 | DED-DIST | 10 | 0049 | N | 3 | 9/20/2019 N |
| 1 | 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 | Ν | 3 | 205.30 | This will Calc | 0.00 | DED-DIST | 70 | 0903 | N | 4 | 9/20/2019 N |
| 1 | 8/8/2019 | 2003 | 50710 | 0 | Ν | 3 | -210.90 | This will Calc | 0.00 | DED-DIST | 70 | 0903 | Ν | 3 | 9/20/2019 N |
| 1 | 8/8/2019 | 2003 | 50710 | 0 | N | 3 | -146.48 | This will Calc | 0.00 | DED-DIST | 71 | RETF | Ν | 3 | 9/20/2019 N |
| F | 8/8/2019 | 2003 | 50720 | 0 | Ν | 3 | 0.72 | This will Calc | 0.00 | DED-DIST | 20 | 0044 | N | 4 | 9/20/2019 N |
| i . | 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 |
| 5 | 8/8/2019 | 2003 | 50725 | 0 | Ν | 3 | 1.01 | This will Calc | 0.00 | DED-DIST | ZZ | 0923 | N | 4 | 9/20/2019 N |
| 1 | 8/8/2019 | 2003 | 50725 | 0 | N | 3 | -1.03 | This will Calc | 0.00 | DED-DIST | ZZ | 0923 | Ν | 3 | 9/20/2019 N |
| 1 | 8/8/2019 | 2003 | 50725 | 0 | Ν | 3 | 142.59 | This will Calc | 0.00 | DED-DIST | 71 | RETF | N | 4 | 9/20/2019 N |
| • | 8/8/2019 | 2003 | 50730 | 0 | Ν | 3 | 56.90 | This will Calc | 0.00 | TAX-DIST | | \$U | Q | 4 | 9/20/2019 N |
| 1 | 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 |
| 1 | 8/22/2019 | 2004 | 50710 | 0 | Ν | 2 | 146.48 | This will Calc | 0.00 | DED-DIST | 71 | RETF | N | 0 | 9/20/2019 N |
| Ł | 8/22/2019 | 2004 | 50730 | 0 | Ν | 2 | 59.50 | This will Calc | 0.00 | TAX-DIST | | \$U | Q | 0 | 9/20/2019 N |
| i | 8/22/2019 | 2004 | 50022 | 0 | N | 3 | -4103.09 | Put \$ in 1st Only | 0.00 | ERN-DIST | | REG | | 3 | 9/20/2019 N |
| i . | 8/22/2019 | 2004 | 50022 | 0 | Ν | 3 | 3994.17 | Put \$ in 1st Only | 0.00 | ERN-DIST | | REG | | 4 | 9/20/2019 N |
| 1 | 8/22/2019 | 2004 | 50710 | 0 | Ν | 3 | 205.31 | This will Calc | 0.00 | DED-DIST | 70 | 0903 | Ν | 4 | 9/20/2019 N |
| 1 | 8/22/2019 | 2004 | 50710 | 0 | Ν | 3 | -210.90 | This will Calc | 0.00 | DED-DIST | 70 | 0903 | Ν | 3 | 9/20/2019 N |
| 1 | 8/22/2019 | 2004 | 50710 | 0 | Ν | 3 | -146.48 | This will Calc | 0.00 | DED-DIST | 71 | RETF | Ν | 3 | 9/20/2019 N |
| 1 | 8/22/2019 | 2004 | 50725 | 0 | Ν | 3 | 142.60 | This will Calc | 0.00 | DED-DIST | 71 | RETF | Ν | 4 | 9/20/2019 N |
| | 8/22/2019 | 2004 | 50730 | 0 | Ν | 3 | 57.92 | This will Calc | 0.00 | TAX-DIST | | \$U | Q | 4 | 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 |
| | | | | | | | | | | | | | | | |

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 | F |
| _ | 16/1 2/ | D |

| U Dist Amount | Read Note |
|---------------|-----------|
| 9,094.84 | 9094.84 |
| G | Н |
| | |

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.

| | Α | В | С | | D | Е | F | G | н | | 1 | J | K | L | Μ | N | | 0 | |
|---|------------|------|-------|---|------------|-----|------------|----------------|--------------------|-----|------|--------------|-----|--------------|---|---------------|---------------------|-----------|---|
| | Ern,Ded,Ta | 140 | | | | | 1 | (0.00) | 9094.84 | | | | | | | | \backslash | | |
| | Pay Per 👻 | Pay | Acct | - | S - | (- | A - | U Dist Amour 🗸 | Read Note | - E | RN - | U Dist Sou 🔻 | U - | U Dist Co(🗸 | U | RETDist Set 7 | R <mark>ÉT C</mark> |)ateDon | R |
| Γ | 8/8/2019 | 2003 | 50022 | | 0 | Ν | 1 | 1641.24 | Put \$ in 1st Only | | 0.00 | ERN-DIST | | REG | | 0 | | 9/20/2019 | N |
| Γ | 8/8/2019 | 2003 | 50700 | | 0 | Ν | 1 | 120.87 | This will Calc | | 0.00 | DED-DIST | 10 | 0049 | N | 0 | | 9/20/2019 | N |
| Ι | 8/8/2019 | 2003 | 50710 | | 0 | N | 1 | 84.36 | This will Calc | | 0.00 | DED-DIST | 70 | 0903 | Ν | 0 | | 9/20/2019 | N |
| | 8/8/2019 | 2003 | 50710 | | 0 | N | 1 | 58.59 | This will Calc | | 0.00 | DED-DIST | 71 | RETF | Ν | 0 | | 9/20/2019 | N |
| | 8/8/2019 | 2003 | 50720 | | 0 | Ν | 1 | 0.30 | This will Calc | | 0.00 | DED-DIST | 20 | 0044 | N | 0 | | 9/20/2019 | N |
| | 8/8/2019 | 2003 | 50725 | | 0 | Ν | 1 | 0.41 | This will Calc | | 0.00 | DED-DIST | ZZ | 0923 | Ν | 0 | | 9/20/2019 | Ν |
| L | 8/8/2019 | 2003 | 50730 | | 0 | Ν | 1 | 23.38 | This will Calc | | 0.00 | TAX-DIST | | \$U | Q | 0 | | 9/20/2019 | Ν |
| | 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 | Ν | 2 | 181.30 | This will Calc | | 0.00 | DED-DIST | 10 | 0049 | N | 0 | | 9/20/2019 | N |
| | 8/8/2019 | 2003 | 50710 | | 0 | Ν | 2 | 126.54 | This will Calc | | 0.00 | DED-DIST | 70 | 0903 | Ν | 0 | | 9/20/2019 | Ν |
| | 8/8/2019 | 2003 | 50710 | | 0 | Ν | 2 | 87.89 | This will Calc | | 0.00 | DED-DIST | 71 | RETF | Ν | 0 | | 9/20/2019 | Ν |
| | 8/8/2019 | 2003 | 50720 | | 0 | Ν | 2 | 0.44 | This will Calc | | 0.00 | DED-DIST | 20 | 0044 | N | 0 | | 9/20/2019 | Ν |
| | 8/8/2019 | 2003 | 50725 | | 0 | Ν | 2 | 0.62 | This will Calc | | 0.00 | DED-DIST | ZZ | 0923 | N | 0 | | 9/20/2019 | N |
| | 8/8/2019 | 2003 | 50730 | | 0 | Ν | 2 | 35.08 | This will Calc | | 0.00 | TAX-DIST | | \$U | Q | 0 | | 9/20/2019 | N |
| | 8/8/2019 | 2003 | 50022 | | 0 | Ν | 3 | -4103.09 | Put \$ in 1st Only | | 0.00 | ERN-DIST | | REG | | 3 | | 9/20/2019 | Ν |
| | 8/8/2019 | 2003 | 50700 | | 0 | Ν | 3 | -302.17 | This will Calc | | 0.00 | DED-DIST | 10 | 0049 | Ν | 3 | | 9/20/2019 | N |
| | 8/8/2019 | 2003 | 50710 | | 0 | Ν | 3 | -210.90 | This will Calc | | 0.00 | DED-DIST | 70 | 0903 | Ν | 3 | | 9/20/2019 | N |
| | 8/8/2019 | 2003 | 50710 | | 0 | Ν | 3 | -146.48 | This will Calc | | 0.00 | DED-DIST | 71 | RETF | Ν | 3 | | 9/20/2019 | N |
| | 8/8/2019 | 2003 | 50720 | | 0 | Ν | 3 | -0.74 | This will Calc | | 0.00 | DED-DIST | 20 | 0044 | Ν | 3 | | 9/20/2019 | N |
| | 8/8/2019 | 2003 | 50725 | | 0 | Ν | 3 | -1.03 | This will Calc | | 0.00 | DED-DIST | ZZ | 0923 | Ν | 3 | | 9/20/2019 | N |
| | 8/8/2019 | 2003 | 50730 | | 0 | Ν | 3 | -58.46 | This will Calc | | 0.00 | TAX-DIST | | \$U | Q | 3 | | 9/20/2019 | N |
| | 8/22/2019 | 2004 | 50022 | | 0 | Ν | 2 | 4103.09 | Put \$ in 1st Only | | 0.00 | ERN-DIST | | REG | | 0 | | 9/20/2019 | N |
| | 8/22/2019 | 2004 | 50710 | | 0 | Ν | 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 | Ν | 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 | Ν | 3 | -4103.09 | Put \$ in 1st Only | | 0.00 | ERN-DIST | | REG | | 3 | | 9/20/2019 | Ν |
| | 8/22/2019 | 2004 | 50710 | | 0 | Ν | 3 | -210.90 | This will Calc | | 0.00 | DED-DIST | 70 | 0903 | Ν | 3 | | 9/20/2019 | N |
| | 8/22/2019 | 2004 | 50710 | | 0 | Ν | 3 | -146.48 | This will Calc | | 0.00 | DED-DIST | 71 | RETF | Ν | 3 | | 9/20/2019 | N |
| 1 | 8/22/2019 | 2004 | 50730 | | 0 | Ν | 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 Seg# 4 you get this result.

| A | В | С | D | Ε | F | G | н | 1 | J | К | L | М | N | 0 |
|------------|-------|--------|------------|----|------------|----------------|--------------------|-------|--------------|-----|--------------|---|--------------|-------------------|
| Ern,Ded,Ta | 140 | | | | | 9,094.84 | 9094.84 | | | | | 1 | | |
| Pay Per 🔻 | Pay 👻 | Acct 🗸 | S - | (- | A - | U Dist Amoul 🔻 | Read Note | ERN 🗸 | U Dist Sou 🔻 | U - | U Dist Cor 🗸 | U | RETDist Se(J | RET DateDon 👻 Rev |
| 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 | 50725 | 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 <u>UCO Payroll Accounting@usf.edu</u>