Instructions to complete OneSource Express Direct Retro Request Form

The OneSource Express Direct Retro Request Form is used to request correction of prior payroll earnings, tax and benefit costs recorded to incorrect combo codes when the System Manager is not able to submit an Express Direct Retro request via Manager Self Service due to the following circumstances:

1. **Prior Fiscal Year Payroll Expenditures:**
   Payroll expenditures from a prior fiscal year that need to be transferred on to/off of a restricted grant or project. The completed cost transfer justification form should be attached to the request.
   [https://busfin.uga.edu/forms/cost_transfer_justification.pdf](https://busfin.uga.edu/forms/cost_transfer_justification.pdf)

   **NOTE:** Payroll expenditures prior to go-live on OneUSG Connect (December 2018 and earlier pay periods) must be redistributed with a general ledger journal entry in the UGA Financial Management System.

2. **Suspense Charges Prior to December 10, 2019:**
   Payroll expenditures that posted to a suspense combo code prior to December 10, 2019.

3. **Project or Grant Has Ended:**
   Payroll expenditures that need to be transferred on to/off of a restricted grant or project that has ended.

   Express Direct Retro requests submitted more than 90 days after the charge’s original posting date should include the completed cost transfer justification form. [https://busfin.uga.edu/forms/cost_transfer_justification.pdf](https://busfin.uga.edu/forms/cost_transfer_justification.pdf)

   **Note:** OneUSG Connect uses the current date as the accounting date for Express Direct Retro transactions. Therefore, if the grant is inactive as of the current date, System Managers will not be able to submit an Express Direct Retro transaction even if the pay period to be redistributed was a pay period in which the grant was active.
Step 1 – Run OneUSG Connect Manager Self Service Work Center query Payroll Expenses Detail to Excel Spreadsheet. See Instructions for running report https://auga.teamdynamix.com/TDClient/2060/Portal/Shared/FileOpen?AttachmentID={8D94F476-4926-42AC-8E63-08957129FE82}&ItemID=32313&ItemComponent=47

Sample Excel Spreadsheet of Payroll Expenses Detail (personal data has been removed)
Step 2 – Access Express Direct Retro Request template found on the Express Direct Retro Form:

Express Direct Retro Request Template – View 1

Express Direct Retro Request Template – View 2

Step 3 – Using the Excel spreadsheet data, from the Payroll Expenses Detail query, complete each cell in the Original Payroll Information Section (tan color). The
alpha letter on the form column heading corresponds to the Payroll Expenses Detail Excel spreadsheet column. Example: Payroll Expenses Detail Excel column E-Employee name corresponds to name column heading E on form.

a. A row on the form must be completed for each paycheck requiring reallocation.
   Example: If pay check numbers 1234 and 5678 require reallocation both checks must be listed on the form.

b. Gross earning for each unique combo code may appear on multiple lines of the Payroll Expenses Detail query spreadsheet if the employee used any holiday (HOL), sick (SCK) or vacation (VAC) time during a specific pay period. The employee’s regular (REG) pay may also appear in multiple rows. However, each of these are posted to the same 6 digit account number. All earn codes (column AD) for a specific combo code posted to the same account number must be totaled and included on one row of the form for each pay check.
   Example: Pay check number 1234 has separate rows of REG, HOL and VAC, for a specific combo code, with each posting to account number 522100. The amount entered on one row of the Direct Retro Request form is the total of all three earn codes.

c. Each element (earnings, taxes, benefits) of a paycheck requiring reallocation must be listed separately on the form.
Step 4 – Submit fully completed template to UGA Commitment Accounting Department via the Express Direct Retro Request form: https://uga.teamdynamix.com/TDClient/Requests/ServiceDet?ID=32313