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

    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

    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 Mangers 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://uga.teamdynamix.com/TDClient/2060/Portal/Shared/FileOpen?AttachmentID={8D94F476-4926-42AC-8E63-08957129FE82}&ItemID=32313&ItemComponent=47
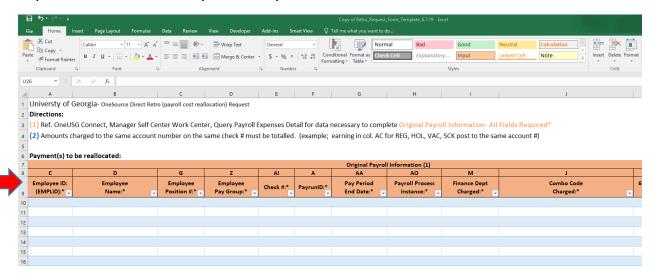
Sample Excel Spreadsheet of Payroll Expenses Detail (personal data has been removed)

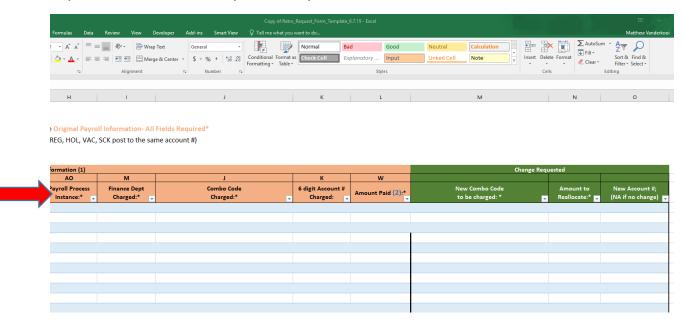|	A	B	C	D	E	F	G	H	I
1	Payroll Ex	137							
2	Pay Run ID	Unit	Emp ID	Name	HCM Dept ID	Descr	Position	Report ID	Transaction
3	91B1	18000			H1000221	Franklin-Deans OIT	11803908	36380067	PIEX
4	91B1	18000			H1000221	Franklin-Deans OIT	11803908	36380067	PIEX
5	91B1	18000			H1000221	Franklin-Deans OIT	11803908	36380067	PIEX
6	91B1	18000			H1000221	Franklin-Deans OIT	11803908	36380067	PIEX
7	91B1	18000			H1000221	Franklin-Deans OIT	11803908	36380067	PIEX
8	91B1	18000			H1000221	Franklin-Deans OIT	11803908	36380067	PIEX
9	91B1	18000			H1000221	Franklin-Deans OIT	11803908	36380067	PIEX
10	91B1	18000			H1000221	Franklin-Deans OIT	11803909	36380067	PIEX
11	91B1	18000			H1000221	Franklin-Deans OIT	11803909	36380067	PIEX
12	91B1	18000			H1000221	Franklin-Deans OIT	11803909	36380067	PIEX
13	91B1	18000			H1000221	Franklin-Deans OIT	11803909	36380067	PIEX
14	91B1	18000			H1000221	Franklin-Deans OIT	11803909	36380067	PIEX
15	91B1	18000			H1000221	Franklin-Deans OIT	11803909	36380067	PIEX
16	91B1	18000			H1000221	Franklin-Deans OIT	11803909	36380067	PIEX
17	91B1	18000			H1000221	Franklin-Deans OIT	11803911	36380067	PIEX
18	91B1	18000			H1000221	Franklin-Deans OIT	11803911	36380067	PIEX
19	91B1	18000			H1000221	Franklin-Deans OIT	11803911	36380067	PIEX
20	91B1	18000			H1000221	Franklin-Deans OIT	11803911	36380067	PIEX
21	91B1	18000			H1000221	Franklin-Deans OIT	11803911	36380067	PIEX
22	91B1	18000			H1000221	Franklin-Deans OIT	11803911	36380067	PIEX
23	91B1	18000			H1000221	Franklin-Deans OIT	11803911	36380067	PIEX
24	91B1	18000			H1000221	Franklin-Deans OIT	11803911	36380067	PIEX
25	91B1	18000			H1000221	Franklin-Deans OIT	11803912	36380067	PIEX
26	91B1	18000			H1000221	Franklin-Deans OIT	11803912	36380067	PIEX
27	91B1	18000			H1000221	Franklin-Deans OIT	11803912	36380067	PIEX
28	91B1	18000			H1000221	Franklin-Deans OIT	11803912	36380067	PIEX
29	91B1	18000			H1000221	Franklin-Deans OIT	11803912	36380067	PIEX

Step 2 – Access Express Direct Retro Request template found on the Express Direct Retro Form:

https://uga.teamdynamix.com/TDClient/Requests/ServiceDet?ID=32313

Express Direct Retro Request Template – View 1

University of Georgia- OneSource Direct Retro (payroll cost reallocation) Request

Directions:

(1) Ref. OneUSG Connect, Manager Self Center Work Center, Query Payroll Expenses Detail for data necessary to complete Original Payroll Information- All Fields Required*

(2) Amounts charged to the same account number on the same check # must be totalled. (example; earning in col. AC for REG, HOL, VAC, SCK post to the same account #)

Payment(s) to be reallocated:

Original Payroll Information (1)										
C	D	G	Z	AI	A	AA	AO	M	J	
Employee ID: (EMPLID):*	Employee Name:*	Employee Position #:*	Employee Pay Group:*	Check #:*	PayrunID:*	Pay Period End Date:*	Payroll Process Instance:*	Finance Dept Charged:*	Combo Code Charged:*	6

Express Direct Retro Request Template – View 2

Original Payroll Information- All Fields Required*

REG, HOL, VAC, SCK post to the same account #)

Information (1)					Change Requested		
AO	M	J	K	W			
Payroll Process Instance:*	Finance Dept Charged:*	Combo Code Charged:*	6 digit Account # Charged:	Amount Paid (2):*	New Combo Code to be charged: *	Amount to Reallocate:*	New Account #; (NA if no change)

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.
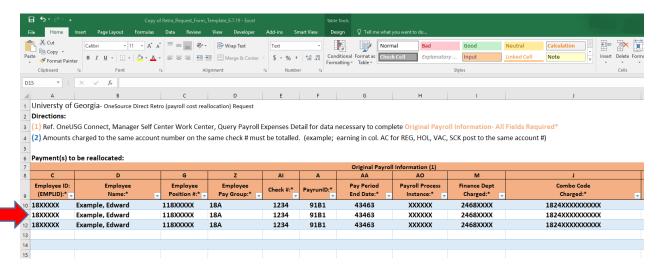
   Example: If pay check numbers 1234 and 5678 require reallocation both checks must be listed on the form.

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.
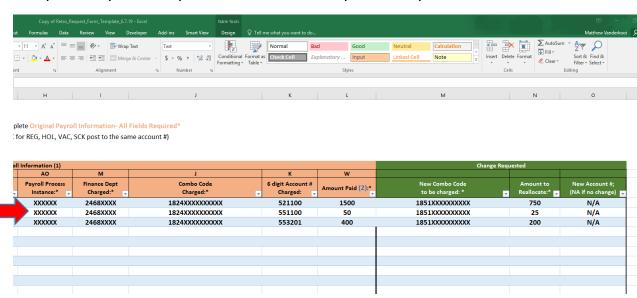
   Example: Pay check number 1234 has separate rows of REG, HOL and VAC, for a specific combo code, with each posting to account number 522100. The amount entered on one row of the Direct Retro Request form is the total of all three earn codes.

c. Each element (earnings, taxes, benefits) of a paycheck requiring reallocation must be listed separately on the form.

Sample Completed Express Direct Retro Request Template – View 1

Copy of Retro_Request_Form_Template_6.7.19 - Excel

Universty of Georgia- OneSource Direct Retro (payroll cost reallocation) Request

Directions:

(1) Ref. OneUSG Connect, Manager Self Center Work Center, Query Payroll Expenses Detail for data necessary to complete Original Payroll Information- All Fields Required*

(2) Amounts charged to the same account number on the same check # must be totalled. (example; earning in col. AC for REG, HOL, VAC, SCK post to the same account #)

Payment(s) to be reallocated:

						Original Payroll Information (1)			
C	D	G	Z	AI	A	AA	AO	M	J
Employee ID: (EMPLID):*	Employee Name:*	Employee Position #:*	Employee Pay Group:*	Check #:*	PayrunID:*	Pay Period End Date:*	Payroll Process Instance:*	Finance Dept Charged:*	Combo Code Charged:*
18XXXXX	Example, Edward	118XXXXX	18A	1234	91B1	43463	XXXXXX	2468XXXX	1824XXXXXXXXXX
18XXXXX	Example, Edward	118XXXXX	18A	1234	91B1	43463	XXXXXX	2468XXXX	1824XXXXXXXXXX
18XXXXX	Example, Edward	118XXXXX	18A	1234	91B1	43463	XXXXXX	2468XXXX	1824XXXXXXXXXX

Sample Completed Express Direct Retro Request Template – View 2

Copy of Retro_Request_Form_Template_6.7.19 - Excel

Matthew Vanderkooi

plete Original Payroll Information- All Fields Required*

for REG, HOL, VAC, SCK post to the same account #)

oll Information (1)					Change Requested		
AO	M	J	K	W			
Payroll Process Instance:*	Finance Dept Charged:*	Combo Code Charged:*	6 digit Account # Charged:	Amount Paid (2):*	New Combo Code to be charged: *	Amount to Reallocate:*	New Account #; (NA if no change)
XXXXXX	2468XXXX	1824XXXXXXXXXX	521100	1500	1851XXXXXXXXXX	750	N/A
XXXXXX	2468XXXX	1824XXXXXXXXXX	551100	50	1851XXXXXXXXXX	25	N/A
XXXXXX	2468XXXX	1824XXXXXXXXXX	553201	400	1851XXXXXXXXXX	200	N/A

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