

Express Direct Retros

OneUSG Connect



OneSource
UNIVERSITY OF GEORGIA

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Objectives



1 Understand the purpose of Express Direct Retro requests

2 Create an Express Direct Retro request

3 Approve an Express Direct Retro request



Express Direct Retro Functionality

An **Express Direct Retro** is a method to redistribute payroll expenses that have already posted to the General Ledger.

Express Direct Retros (EDR) can be completed by employees with the **System Manager** role in OneUSG Connect.

- The functionality is **part of Manager Self Service** (MSS), giving system managers the ability to process their own retro adjustments under most circumstances.

EDRs use the same workflow approval routing as MSS Change Position Funding requests.

Notes on Functionality

With Express Direct Retro, the entire paycheck can be redistributed or just a portion of the paycheck AND you can move multiple paychecks at once, per employee.

Express Direct Retro transactions are broken down into **earnings only** and **fringe only**.

- To redistribute all expenditures on a paycheck will require two Express Direct Retro transactions – one for earnings and one for fringe.

Express Direct Retro requests allow for payroll expenditures to be redistributed based on dollar amount.



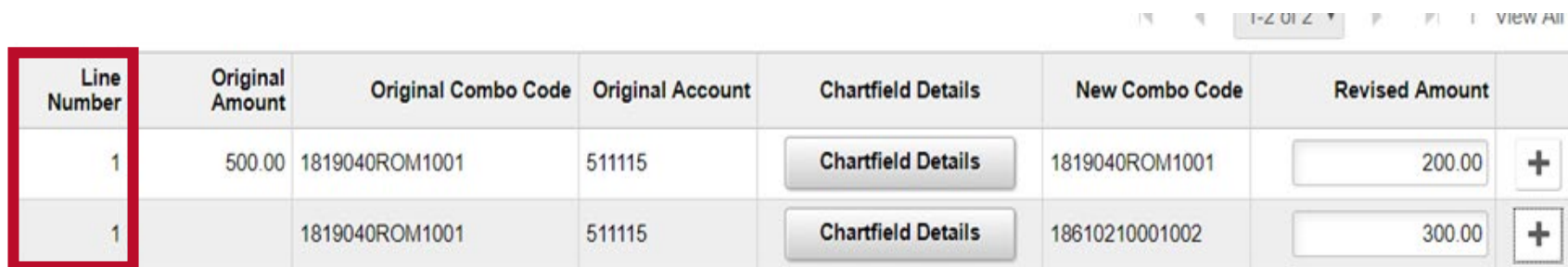
Submitting an Express Direct Retro Request

Notes on Functionality

For each line number of the EDR, the revised amount(s) **must** total the original amount.

If a portion of the original amount should be charged to a new combo code, the amount that should remain on the original combo code should be entered in the revised amount field (with no change to the original combo code) and an additional row added by clicking the [+] button.

On the new row, the new combo code should be chosen and the amount to be charged to the new combo code entered into the revised amount.



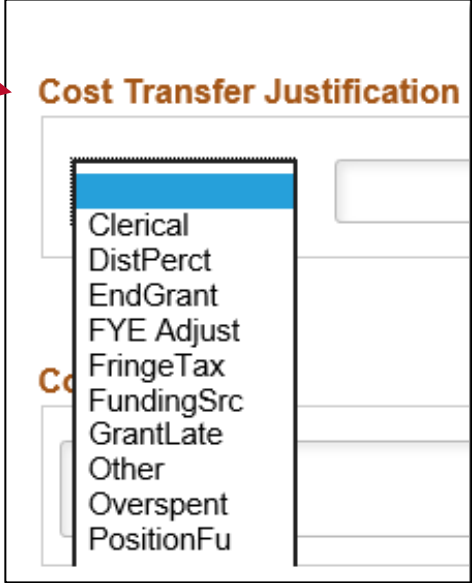
Line Number	Original Amount	Original Combo Code	Original Account	Chartfield Details	New Combo Code	Revised Amount	
1	500.00	1819040ROM1001	511115	Chartfield Details	1819040ROM1001	200.00	+
1		1819040ROM1001	511115	Chartfield Details	18610210001002	300.00	+

Cost Transfer Justification

All EDR transactions will require the user to choose a cost transfer justification from the dropdown list.

- **In addition**, the Cost Transfer Justification Form should be completed and attached to EDR transactions that involve sponsored projects/awards if the transaction falls under the Cost Transfer Policy.

Comments on the transaction are optional.



A screenshot of a web form titled "Cost Transfer Justification" in orange text. Below the title is a dropdown menu with a blue header bar. The menu is open, showing a list of justification codes: Clerical, DistPerct, EndGrant, FYE Adjust, FringeTax, FundingSrc, GrantLate, Other, Overspent, and PositionFu. A red arrow points from the text "dropdown list" in the paragraph above to the dropdown menu.



Cost Transfer Justification Form



Cost Transfer Justification Quick Reference Guide

Notes on Functionality

EDR transactions can be saved, allowing a user to start an EDR transaction and come back to it at a later date.

A rectangular button with a light gray gradient and a thin border. The text "Save Ad Hoc" is centered on the button in a bold, sans-serif font. The word "Save" is in black, and "Ad Hoc" is in a reddish-brown color.

Saved EDR transactions will lock the position and not allow other users to process an EDR transaction for the same position and paycheck.

Saved EDR transactions that have **not** been submitted through the workflow approval process **will be deleted** after **5 days**.

- EDR transactions that have already been submitted through workflow will NOT be deleted.



Returning to a Saved Express Direct Retro

Notes on Functionality

EDR transactions that are in process will cause the position to be **locked** so that another user cannot submit a transaction on the same position and paycheck until the initial transaction is processed.

- A batch process will run 5:00 a.m., 9:00 a.m., 1:00 p.m., and 5:00 p.m. to process all approved EDR transactions.
- After approved EDR transactions are processed, the lock is released.

Search Results		Combo Code Details		Search Keys		▶	
Select	Locked Trx	Pay Period End Date	Check Nbr	Empl ID	Name	Combination Code	
1 <input type="checkbox"/>	URXPIU5YH7	09/07/2019	1764828	1 [REDACTED]	M [REDACTED]	18690313001001	

Special Cases for EDR

There are **4 scenarios** in which you are NOT able to submit an EDR in OneUSG Connect and must submit an Express Retro Payroll Request instead:

1. Payroll expenditures from a **prior fiscal year** transferring onto/off of a **restricted grant or project**
2. Payroll expenditures posted to a **suspense** combo code prior to **December 10, 2019**
3. Payroll expenditures transferring onto/off of a restricted **grant or project that has ended**
 - Ex: If a grant has an end date of 10/31/2019, departments would not be able to submit an EDR transaction on 12/15/2019 that impacts the grant.
4. Payroll expenditure **credits**



Express Retro Payroll Request



Instructions to Complete Express Retro Payroll Request

Approving/Denying an EDR

Approvers should review EDR requests for the following:

- ✓ Are the payroll expenses being moved onto/off of the appropriate combo codes?
- ✓ Is the dollar amount of payroll expenses being moved appropriately?
- ✓ If any part of the transaction involves a grant/project combo code, does the transaction fall under the University's cost transfer policy?
 - ✓ If **YES**: Is the cost transfer justification form completed and attached?



Approving/Denying an EDR

Two approval options:

A rectangular button with a light gray gradient and rounded corners, containing the word "Approve" in black text.

1. Approve: Moves the request forward in workflow

A rectangular button with a light gray gradient and rounded corners, containing the word "Deny" in black text.

2. Deny: Terminates the transaction, does **not** allow edits; comments required, viewable by initiators; denials release the lock on the position.

Note: You cannot approve your own transaction.



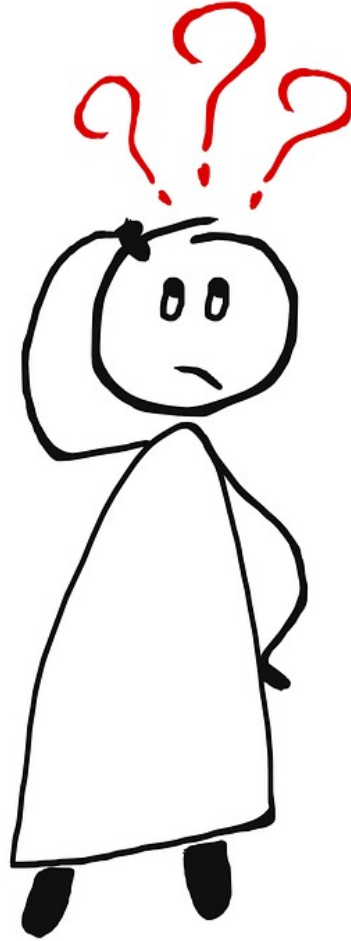
Approving or Denying an Express Retro Request



Reporting and Queries

Query	Name	Description
BOR_CA_EDR_DATA_FOR_EDR	PSB Data for Retro	Provides detail information in which to perform EDRs
BOR_CA_EDR_APPR_NOT_PROCESSED	Approved but not processed	Provides a list of EDRs that are approved but did not process
BOR_CA_EDR_DENIED_LOCKED	Denied but still locked	Provides a list of denied transactions that are still locked
BOR_CA_EDR_LOCKS	Locked positions/emplid/checks	Displays transactions that are locked by EDR
BOR_CA_EDR_NOT_APPROVED	Not Denied but pending approval	Displays all pending approval transactions. This should be reviewed for aged EDR transactions.
BOR_CA_EDR_STATUS	Status Report for EDRs	Lists all EDRs and their statuses
BOR_CA_EDR_COMPARE	Compare Before & After EDR	Allows a user to see the before and after results of an EDR transaction
BOR_CA_EDR_LOOKUP_BY_JRNAL_ID	Look up EDR transaction by JE	Allows a user to enter a UGA Finance retro journal entry number and see the actual EDR transactions that are a part of the journal entry. In UGA Finance, retro journal entry numbers start with 'RD'.

Questions?



Resources



Tutorials and other resources can be found in these OneSource Training Library courses:

- **MSS for System Managers** (OneUSG Connect > Manager Self Service > [MSS for System Managers](#))
- **Approving MSS Transactions** (OneUSG Connect > [Approving MSS Transactions](#))



If you have additional questions, please contact **OneUSG Support** at oneusgsupport@uga.edu or at 706-542-0202 (option 1).

Thank you for attending!

Still Have Questions?

OneUSG Support

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