Instructions to complete OneSource Direct Retro Request Form

The OneSource Direct Retro Request Form is used to request correction of prior payroll earnings, tax and benefit costs recorded to incorrect combo codes when a Budget Retro request will not correct the transaction. See OneSource Direct or Budget Retro Decision Matrix to determine when a Direct Retro Request Form is required.


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

Direct Retro Request Template – View 1

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 Direct Retro Request form: https://uga.teamdynamix.com/TDClient/Requests/ServiceDet?ID=32313