Instructions for Completing the Payroll Distribution/Retro Request Form (PDRR)

Use these instructions to complete the PAYROLL DISTRIBUTION / RETRO REQUEST form (PDRR).

Reminder - Retros may cause Fringe Benefit rate discrepancy which may be corrected via a journal entry.

**Date** - Enter today's date.

**Employee Name** - Enter the employee’s primary name as indicated in the Job Data.

**Employee UFID Number** - Enter the employee’s 8 digit UFID.

**Employee Record Number** - The Empl Rcd Number is the number associated with the job in your department.

For example, if you look up the individual’s Job Data, you will see the employee Record Number.

**Home Department** - On the individual’s Job Data you will also find his or her Home Department. It is labeled Department. See the example below.

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**Does this distribution impact a closed effort period?** Changes to payroll distributions for a prior semester can impact previously certified effort reports. If this distribution applies to pay received for a closed effort reporting period, please select “Yes.” Otherwise, select “No.”
Does this distribution impact a C&G project? If this distribution applies to payroll for a Contracts & Grants project, please select “Yes” and then complete the Cost Transfer request form using the link just below. Otherwise, select “No.”

Cost Transfer Form Here - This link will open the Payroll Cost Transfer Request. You must complete the form if there are any charges moving to Funds 201 & 209. If needed, complete the form and send it to Contracts & Grants along with the PDRR form.

C&G Approval – Contracts & Grants will provide an email authorizing their approval or they will complete this portion.

Line Action – Select from the following choices:

- **NEW** – When you are adding charges to a Combination Code that wasn’t in the date range you are editing, the code is NEW to this date range. Select New.
- **NO CHANGE** – For a distribution where a percentage is going to change and a percentage within that date range that will not be changing, select No Change for the lines that will not be changed. Keep in mind, the distribution must equal 100 percent.
- **DECREASE** – When you are editing your percentage from say 65% and changing it to 35%, this is a decrease. Specifies a lower percentage value has been entered.
- **INCREASE** – When you are editing your percentage from say 25% and changing it to 45%, this is an increase. Specifies a greater percentage value has been entered.

Here are a couple of examples to use as guidance:

<table>
<thead>
<tr>
<th>Change From</th>
<th>Change To</th>
<th>Line Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>70%</td>
<td>35%</td>
<td>Decrease</td>
</tr>
<tr>
<td>30%</td>
<td>65%</td>
<td>Increase</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change From</th>
<th>Change To</th>
<th>Line Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>80%</td>
<td>70%</td>
<td>Decrease</td>
</tr>
<tr>
<td>20%</td>
<td>20%</td>
<td>No Change</td>
</tr>
<tr>
<td>10%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- If the combination Code was not used in this date range, select **New**.
- If the Combination Code was used in the date range, select **Increase**.

<table>
<thead>
<tr>
<th>Change From</th>
<th>Change To</th>
<th>Line Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>70%</td>
<td>70%</td>
<td>No Change</td>
</tr>
<tr>
<td>20%</td>
<td>30%</td>
<td>Increase</td>
</tr>
<tr>
<td>10%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Since you are deleting the 10%, do not show the 10% and do not select a Line Action.
**Earnings Code** - Complete this field if this retro is for an Additional Pay. The Earnings Code represents the “type” of pay and is 3 digit code. You can view all of them here: [www.fa.ufl.edu/wp-content/uploads/2012/03/earnings-codes.pdf](http://www.fa.ufl.edu/wp-content/uploads/2012/03/earnings-codes.pdf). There are over 400 Additional Pay Earnings Codes to choose from. Here are a few examples:

- OCT: Overtime Comp Taken
- MTX: Moving Expenses that are Taxable
- TMS: TEAMS if the funding was to come from a different source than what the person was currently being paid
- SCK: Sick Leave, if the funding was to come from a different source

If this is not an Additional Pay transaction, leave the Earnings Code field blank.

**Dept ID** - The Department ID code is used to identify the department responsible for the fiscal transaction. The first 2 digits represent the college, the second 2 digits represent the department and the last 4 digits represent the division/subdivision. All 8 digits are required on this form.

**Fund** - Fund codes identify what type of money you are spending. Each Fund has its own rules for spending and receiving money. There are over 100 valid Fund codes available. Use this field to enter the appropriate Fund code.

**Project** - The Project is used to track project and grant activity across the fiscal year. Enter the 8 digit Project Code in the Project field. Complete only if applicable, otherwise leave blank.

**Project End Date** - This date is an important part of the calculation. You must include this if you are making any change to a project. You can locate your Project End Date in KK Budget Details, the Project Summary Page, or run the FI Query UF_GM_PROJ_END_DATE_BY_DEPT_X. Complete only if applicable, otherwise leave blank.

**Combination Code** - A Combination Code is a 7 or 9 digit number created by General Accounting (GA) used solely in the HR module and represents the complete unique ChartField combination on the General Ledger in the FI module. Combination Codes are used to distribute all payroll charges such as salary and additional pay.

**Percentage** - Each distribution period (date range) must equal 100%. You can distribute to 3 decimal places (e.g. 20.552%). Be sure NOT to overlap date ranges, keep them distinct/separate as you see on the myUFL Department Budget Table USA screens.

**Distribution Begin Date** - Enter the date you wish to **begin** this edited distribution.

**Distribution End Date** - Enter the date you wish to **end** this edited distribution. For Grant Distributions, this must be "less than or equal to" the Project's End Date.

**Home Department Contact Information** - Enter the Name, Phone and Email for the department representative who completed this form and would be able to answer any question about the transaction.
Cross College Department Contact Information - If this is a Cross College transaction, enter the Name, Phone and Email for the individual who would be responsible to respond to any questions about the contents of this form.

Approved (Home Dept) - The first line is for the signature of the Dean/Director/Department Head or designee who confirms this request is current and valid. The second line is to Type or print his or her name.

Approved (Cross College Department) - If this is a Cross College Transaction, complete the first line with the signature of the Dean/Director/Department Head or designee who confirms this request is current and valid. The second line is to print his or her name.

Where to send the form?

All prior year transactions will be processed as follows:

- If this is a non-grant related transaction, email to distribution@admin.ufl.edu or fax the form to 846-0166.
- If this is a grant related transaction, email to cgjournal@admin.ufl.edu along with the Payroll Cost Transfer Form.

The Cross College portion must be completed at the department level prior to being sent.