UND Retroactive Distribution Request Directions

OVERVIEW

Retroactive distribution functionality is used when actuals distribution (payroll processing) data has been identified as incorrect **AFTER** it has been posted to PeopleSoft General Ledger. This process modifies the incorrect transactions and posts the changes to General Ledger. The process ***cannot*** be used to change any amounts paid to employees, vendors, or taxing authorities – it can only be used to change the combo code(s) of those transactions.

Retroactive Distribution Business Process

Upon determination of an actuals transaction posting to the General Ledger with an incorrect combo code, complete and remit the UND Retroactive Distribution Request form to the Payroll Office. This information must include:

Transaction Type: A drop down menu will appear with the following choices. Please choose the one applicable to the change being made.

> All (Earnings, Deductions & Taxes)
> Deductions & Taxes
> Deductions
> Earnings
> Earnings & Taxes
> Earnings & Deductions
> Taxes

Position Number: Position number affected (000XXXXX)

Pay Period Beginning Date / Pay Period Ending Date: Enter the pay period beginning and end dates for the original transaction. Generally, this should be the beginning and ending dates of the pay period of the original earnings. For example, to retro distribute a transaction occurring for the pay period of 12-16-06 to 12-31-06 (for the paycheck issued on 01-15-07) the Pay Period Beginning Date would be 12-16-06 and the Pay Period End Date would be 12-31-06. Please remember to complete the form for each incorrect pay period.

Employee ID: Empl ID number

Employee Name: Employee's name as it appears in Peoplesoft

Employee Rcd # from HE Actuals: Choose one from the drop-down menu. The number of employee's job – usually zero unless the employee holds more than one job concurrently on campus or in the ND HRMS system. Be sure to choose the record number associated with the job for which the correction is being made.

Combo Code: The combo code information that was ***incorrect***:

(Ex. U12345-6789-UND0004444-05432-R)

> Business Unit – U (for UND1)
> Fund Code – fund number
> Dept ID – department number
> Project – grant and contract information
> Program Code – leading 0 and four digits
> Account – Single Letter (previously the TCC); see account below:

Account:

511002	Salary –regular benefited	R
511005	Staff Overload	S
512005	Salary – Other	O
513005	Temp Salaries – Non-benefited	T
514005	Overtime	V
515005	Salary – Faculty	F
515010	Faculty Overload	P
517005	Grad Assistants	G

DETAILS OF REDISTRIBUTION (correct funding source):

Redistribution Combo Code: The **_corrected_** combo code string information:

(Ex. U12366-5576-UND0004300-05415-T)

Business Unit – U (for UND1)

Fund Code – fund number

Dept ID – department number

Project – grant and contract information

Program Code – leading 0 and four digits

Account – Single Letter (previously the TCC); see account below:

Redistribution Account:

511002	Salary –regular benefited	R
511005	Staff Overload	S
512005	Salary – Other	O
513005	Temp Salaries – Non-benefited	T
514005	Overtime	V
515005	Salary – Faculty	F
515010	Faculty Overload	P
517005	Grad Assistants	G

Total Redistribution Amount: The total dollar amount of the transaction being corrected.

Reason for Change: Please include any additional relevant information.

Along with the form please print out and attach:

HE Actuals Report:

Payroll for North America > Payroll Processing USA > Pay Period Reports > HE Actuals Report

Please remember to complete the Department contact name and phone number. All appropriate signatures must be obtained on the form prior to submitting to the Payroll Office. If Grant and Contract Funds are involved, the appropriate Grants Officer must sign off on the correction before submitting to the Payroll Office.

NOTE:.

After the following payroll cycle has been posted, you will be able to re-run your HE Actuals report. Another report that may help you in determing that the payroll is correct is the Gross and Fringe Report (Payroll for North America>Payroll Distribution>GL Interface Reports>Gross and Fringe). The Corrections made to the General Ledger will be dated the month the retroactive distribution was completed. It will not affect prior month actuals.

8/01/2017

PARTIAL RETRO SALARY CORRECTION – this is only used on rare occasions

If only a *portion* of the transaction is to be transferred to a new combo code, the <u>Retro Partial</u> <u>Salary</u> <u>Correction form</u> must also be included. (Ex: A transaction was applied to a given combo code. One half of this amount now needs to be redirected to a different combo code after the transaction is posted to GL).

When completing the Partial Salary Correction form please follow the following:

- Employee ID, Employee Name and Employee RCD# must be filled in. A partial retro form needs to be completed for each payperiod and for each employee affected.
- The original transaction should be listed in the Total Earnings/Ded/Tax line. Amounts from the HE Actuals Report should be recorded under the appropriate account category.
- The combo code to which dollars are being transferred is listed on the "Dollar amount to be redirected line.
    1. Enter the combo code to which a portion of the original transaction is being transferred.
    2. Enter dollar amounts under the appropriate heading for those accounts where changes need to be made.
    3. If the distribution is being made to more than one additional combo code, contact The Payoll Office (777-4226) for assistance.
- The amount remaining in the combo code for the original transaction will calculate in the bottom row. Be sure to enter the original transaction combo code in the row labeled "Dollar Difference".
- When completed, this form is attached to a completed UND Retroactive Distribution Request form, and both forms are forwarded to the Payroll Office for processing.