

Instructions for Electronic Submission of RETs (Retroactive Payroll Expenditure Transfers)

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Preparing a RET

Open the file template:

Template available a <http://usfweb2.usf.edu/human-resources/azindex/forms.asp>

Retroactive Expenditure Transfer (RET)

FORM INSTRUCTIONS: The department must prepare this form and include the results of BOTH queries discussed below.

ADD CHARGES TO:	DELETE CHARGES FROM:
INSTRUCTIONS: The department must generate the GEMS query (U_RET_ADD_CHARGES_TO_ACCT). The results of this query must be attached to this form as part of the request. The chartfield string for this "Add Charges To" account must be identified within the attached query. Signature below is approving the usage of the "Add Charges To" account identified by the department in the query.	INSTRUCTIONS: The department must generate the GEMS query (U_RET_DEL_CHARGES_FROM_ACCT). The results of this query must be attached to this form as part of the request. The chartfield string for each "Delete Charges From" account must be highlighted within the attached query. Signature below is approving the usage of the "Delete Charges From" account identified by the department in the query.
"Add Charges To" GEMS Account Code:	"Delete Charges From" GEMS Account Code:
Preparer's Name: _____ Extension: _____	Preparer's Name: _____ Extension: _____
Authorized Name: _____ Extension: _____	Authorized Name: _____ Extension: _____
Authorized Signature: _____ Date: _____	Authorized Signature: _____ Date: _____
Employee Name _____	
Total Gross Earnings To Be Transferred \$ _____	NOTE: This amount is ONLY GROSS EARNINGS, and does not include fringe benefits. This amount must tie to the sum of the amounts indicated on the attached query results.

Ready NUM

Adding query results to the same worksheet as the RET

Open GEMS and navigate to the Query Manager as follows:

Reporting Tools > Query > Query Manager

In the query manager in GEMS, search for the query [U_RET_REQ_DEL_CHRGS_FROM](#) and select [Run to Excel](#) beside the query to be run.

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By: Query Name begins with U_RET_REQ

[Search](#) [Advanced Search](#)

Search Results

Folder View: -- All Folders --

[Check All](#) [Uncheck All](#) *Action: -- Choose -- [Go](#)

Select	Query Name	Descr	Owner	Folder	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	U_RET_REQ_ADD_CHRGS_TO_ACCT	Add Charges for RET	Public	RETRO DISTRIBUTION	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	U_RET_REQ_DEL_CHRGS_FROM_ALL	Ern,Ded,Tax Distrib for RET	Public	RETRO DISTRIBUTION	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	U_RET_REQ_DEL_CHRGS_FROM_DED	Deduction Distribution for RET	Public	CENTRAL RETRO PROC	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	U_RET_REQ_DEL_CHRGS_FROM_ERN	Earnings Distribution for RET	Public	CENTRAL RETRO PROC	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	U_RET_REQ_DEL_CHRGS_FROM_TAX	Tax Distribution for RET	Public	CENTRAL RETRO PROC	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	U_RET_REQ_DEL_CHRG_FRM_ALL_SGS	EDT Distrib for RET w/ern endt	Public	RETRO DISTRIBUTION	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	U_RET_REQ_DEL_CHRG_FRM_DED_SGS	Deduction Distribution for RET	Public	CENTRAL RETRO PROC	Run to HTML	Run to Excel	Schedule

It will open the following page:

https://gems.fastmail.usf.edu/psc/gemspro_1/EMPLOYEE/HRMS/q/?ICAction=ICQryNameExcelURL=PUBLIC.U_RET_...

U_RET_REQ_DEL_CHRGS_FROM_ALL - Ern,Ded,Tax Distrib for RET

EmplID:

Empl Rcd Nbr:

From Pay Period End Date:

To Pay Period End Date:

Acct Code LIKE (use %):

OR OperUnit LIKE (%):

AND Fund LIKE (%):

AND GL-DeptID LIKE (%):

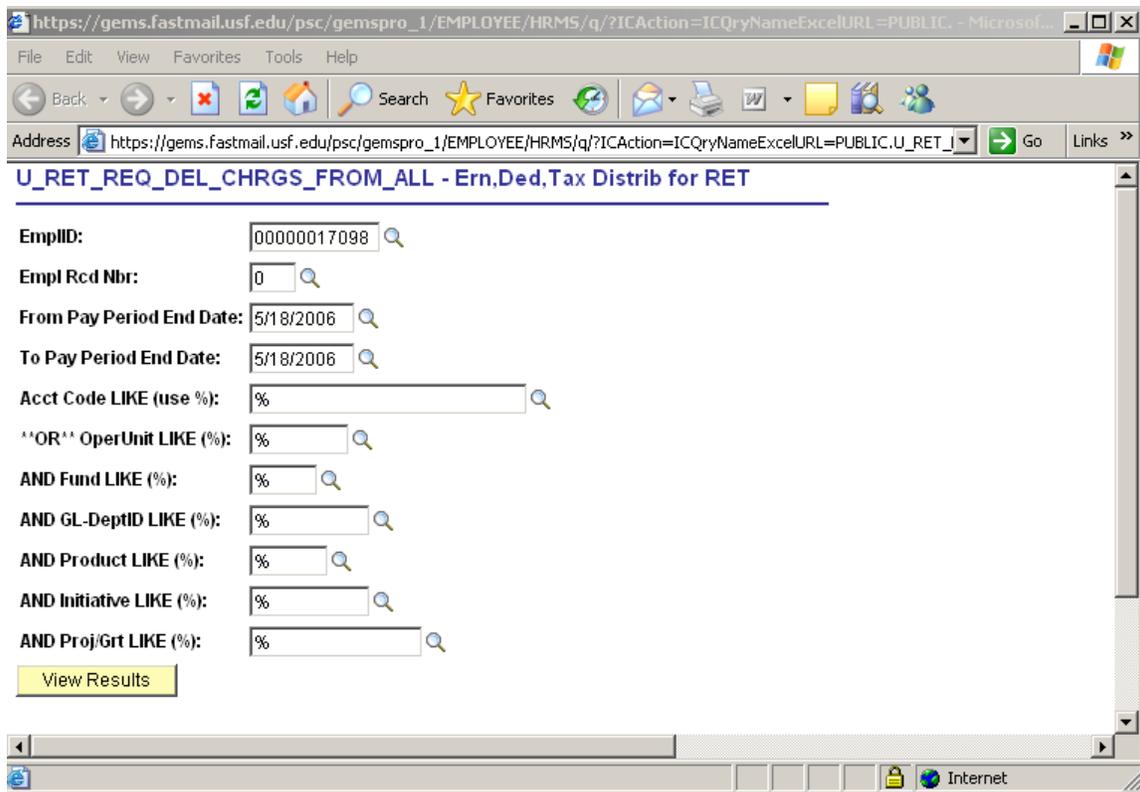
AND Product LIKE (%):

AND Initiative LIKE (%):

AND Proj/Grt LIKE (%):

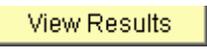
[View Results](#)

Enter the criteria for the transaction(s) you want to move for the emplid, empl rcd# and pay period range.



To ensure the RET request is for the appropriate account, enter a % sign for all fields below the end date (Acct code through ProjGrt) and it will return all data for the periods.

When not specifying criteria, a % sign must be entered for the fields that indicate a % (e.g. Acct code LIKE (use %), "OR" OperUnit LIKE (%), etc.) or the query will not return results.

Once you have entered your criteria, click on the View Results button. 

It should then open an excel spreadsheet with the data:

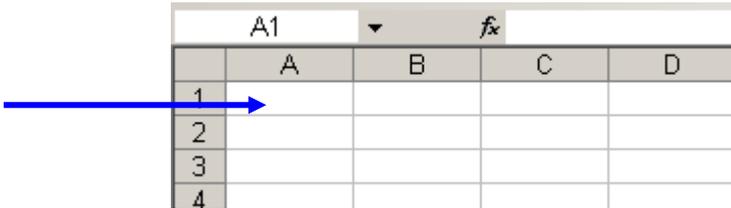
Ern,Ded,Tax Distrib	7									
Pay Period End	Pay Prd	Empl ID	Empl Rcd#	Acct	Oper Unit	Fund	GL DeptID	Prod	Initiative	
5/18/2006	0623	00000017098	0	50023	TPA	10000	020600	PFS001	0000000	
5/18/2006	0623	00000017098	0	50700	TPA	10000	020600	PFS001	0000000	
5/18/2006	0623	00000017098	0	50710	TPA	10000	020600	PFS001	0000000	
5/18/2006	0623	00000017098	0	50720	TPA	10000	020600	PFS001	0000000	
5/18/2006	0623	00000017098	0	50725	TPA	10000	020600	PFS001	0000000	
5/18/2006	0623	00000017098	0	50730	TPA	10000	020600	PFS001	0000000	
5/18/2006	0623	00000017098	0	50730	TPA	10000	020600	PFS001	0000000	

Click here to select all data. Copy the selected data (Edit > Copy; Ctrl key + C).

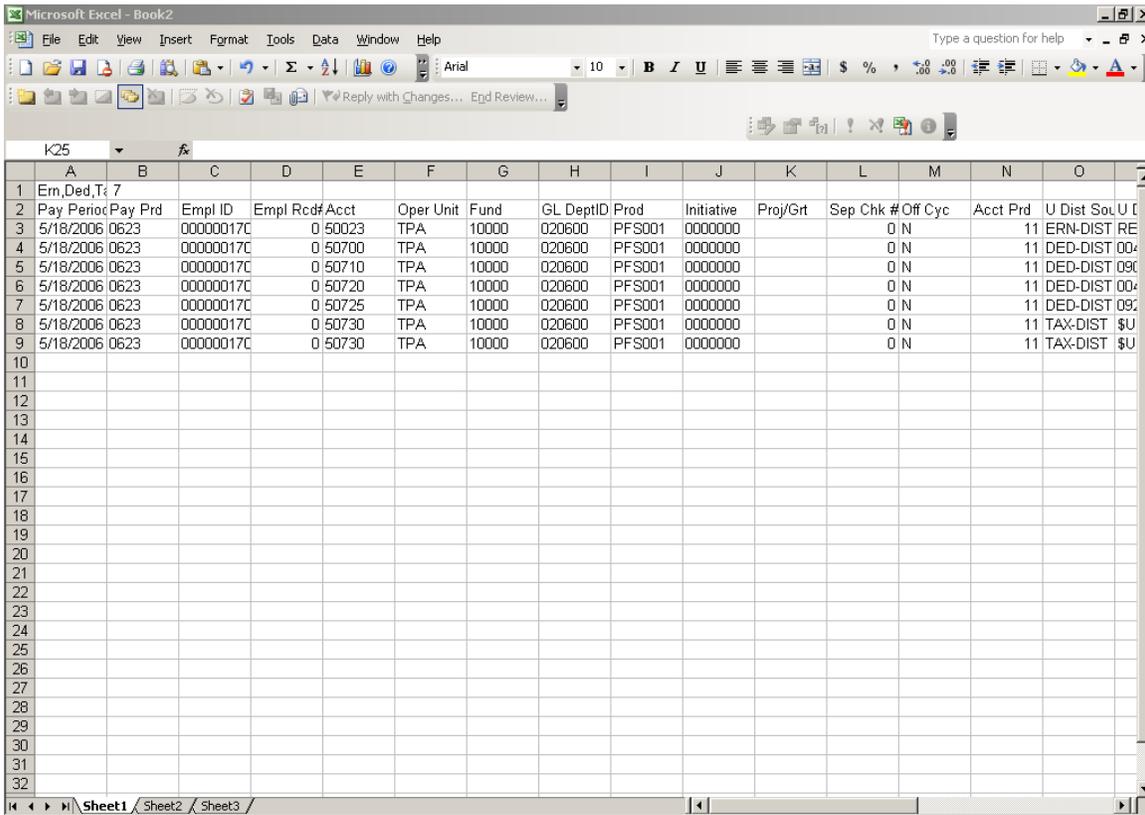
Open the RET Template and click on one of the blank worksheets

A	B	C	D	E	F	G	H	I	J	K	L	M	N
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
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19													
20													
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23													
24													
25													
26													
27													

Click to select the first cell in the spreadsheet



Paste the data in the worksheet.



Scroll to the right in the spreadsheet until you get to the "\$Amount to Move" column. Enter the dollar amount to be moved in the \$Amount to Move column in the worksheet on the line that corresponds to the transaction from where the charges are to be moved:

S	T
U Dist Amount	\$Amount to move
1887.38 ?	
357.96 ?	
147.78 ?	
4.23 ?	
6.89 ?	
111.50 ?	
26.08 ?	

You will need to sum the \$Amount to move column for your total Gross earnings to be transferred. Enter the total gross earnings to be transferred on the RET form and complete all additional fields in the form.

Run the second query for the “TO” account portion of the RET request ([U_RET_REQ_ADD_CHRGs_TO_ACCT](#)) Follow the same process to copy and paste the data from the second query on another blank sheet in the worksheet. If there are no blank worksheets in the Excel RET file, go to the Insert menu and select Worksheet to insert a blank worksheet in the file.

NOTE: Filenames should not contain special characters (&, \$, %, #, etc.)

Obtaining and providing authorized signature/approval

Option 1: Print the RET, obtain the authorized signature and all necessary approvals according to the business processes for your area, scan the RET to a PDF file.

NOTE: When scanning an image to bring into Adobe to create the pdf file, remember to save it at a low enough resolution so as not to create too large of a file (no larger than 5MB).

Option 2: If you are not able to use a scanner to submit a printed, signed copy as a pdf file, you may use Email to obtain the necessary approval(s) according to the business processes for your area. The email string of approvals can then be forwarded with the required RET and attachments to the appropriate RET email address.

Submitting a RET

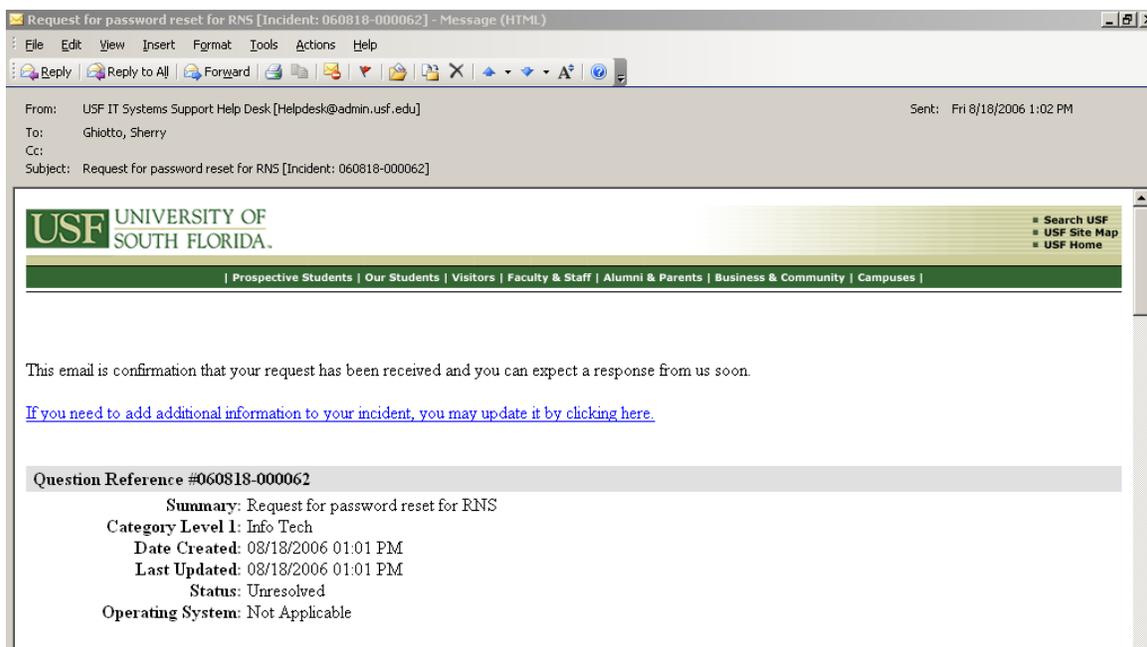
Prepare an email to submit the RET request as follows:

- The email should include these **attachments**:
 1. An electronic version of the RET(pdf or xls file)
Template available at:
<http://usfweb2.usf.edu/human-resources/azindex/forms.asp>
 2. An electronic version of the query results for both the query of the original transaction ([U_RET_REQ_DEL_CHRGs_FROM](#)) and the query of the account status for the new debit account ([U_RET_REQ_ADD_CHRGs_TO_ACCT](#)) should be included in the same file as the RET (as described above).
 3. Any additional required documentation or justification. RETs that are over 90 days still require the Memo of justification to be attached and approval by the Department Chairperson.
 4. Authorized signature/approval (see additional instructions below)

- The **subject** line of the email should **include the Emplid, Rcd# and pay period** range of the RET.
- **Non-grant related** RETs are to be submitted to University Payroll by email to: UPRRETNotify@admin.usf.edu
- **Grant-related** RETs are to be submitted to Research Financial Management (RFM) by email to: RFMRETNotify@admin.usf.edu.
Grant related RETs include all requests that involve deleting from or adding to funds 18300, 20000 – 24999 and 94000 – 95999

All emails to the addresses for RETs will create a unique incident. Please do not send an initial email to the email addresses for RETs that does not contain the RET request and required attachments. If you need to make an initial communication with Payroll or RFM, please contact the appropriate Payroll representative or RFM Senior Grants Specialist outside of the system.

Once a RET is sent to one of the email addresses listed above, the sender **will receive an automated response**. In the response, the RET notification will include a **Question Reference number. This email should be saved.**



NOTE: If for any reason, you need to send additional information, the system allows you the ability to update an incident by clicking on the link provided in the email notification you received when originally submitting your request.

Recently you requested personal assistance from our on-line support center. Below is a summary of your request and our response.

Thank you for allowing us to be of service to you.

[If you need to add additional information to your incident, you may update it by clicking here.](#)

Determining the status of the RET

The RNS system (RNS) can be used to track the RET from the time it is submitted and a Question Reference number assigned until it is entered into GEMS or the RET is denied.

The **Question Reference number** is needed to search the system to retrieve the current status if needed. However, each time a RET is assigned to another staff member, approved, rejected, forwarded on for higher approval (e.g. over 90 days) or entered into GEMS, a notification of the RET status is sent to the original sender of the RET request.

States of status in RNS:

- **Unresolved:** The RET is still in process in RFM. A notification email indicating that a RET has been approved and forward for processing, could mean that it was either forwarded to be entered into GEMS or forwarded to another Senior Grants Specialist, Payroll Representative or other for further approval.
- **Solved:** The RET has either been denied or has been approved and entered into GEMS (you would have received a notification email from the RNS system). Once it has been entered into GEMS, the GEMS Run Ctrl id should be added to the Question Reference record in the notes section by RFM staff to assist in tracking the status in GEMS. The status is then changed to "Solved" and you may follow the status of the RET in GEMS from this point.

Searching the RNS system for the status of a RET

Open Internet Explorer and go to the following link:

<http://itsupportservices.custhelp.com>

Address <http://itsupportservices.custhelp.com/cgi-bin/itsupportservices.cfg/php/enduser/home.php> Go Links

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Find Answers
We store all resolved problems in our solution database. Search by category, keywords, or phrases.

Ask Questions/Report a Problem
Submit a question to our technical support staff who will reply to you by email.

Live Assistance
Chat with a support technician on-line or request that one call you back at a later time.

My Stuff
Login to check the status of your questions/problem reports. Also modify your answer update notifications, update your personal profile, or access other features.

Feedback
Submit a suggestion, complaint, or other feedback about this site here.

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Outages & Notifications

Currently there are no system outages reported and/or scheduled.

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For general comments or questions about this site, email us at ecampus@admin.usf.edu.

Click on the link to “My Stuff”. A new account may need to be created if you do not already have one. To create a new account, click on Create a New Account and simply fill in the required fields and it will setup a new account. The password will be one that you specify when you create the account for yourself in the Right Now Service system.

Address http://itsupportservices.custhelp.com/cgi-bin/itsupportservices.cfg/php/enduser/acct_login.php?p_sid=956k988p_accessibility=0&p_lva=&p_sp=&p_next_page=myovr.p Go Links

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Support Home Answers Ask Questions/Report a Problem Live Help My Stuff Login

Returning Users

E-Mail Address:

Password:

Login

If you have forgotten your password...

E-Mail Address:

Email Me My Password

If you do not have an account...

Create a New Account

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For general comments or questions about this site, email us at ecampus@admin.usf.edu.

Once you are logged in, click on the link to “Questions”

Address http://itsupportservices.custhelp.com/cgi-bin/itsupportservices.cfg/php/enduser/myovr.php?p_sid=956k98&p_created=&p_id=&p_faqid=&p_accessibility=0&p_lva=&p_ Go Links >>

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Support Home | Answers | Ask Questions/Report a Problem | Live Help | My Stuff | Logout | Help

Overview | Questions | Notifications | Profile

Welcome...: Sherry Ghiotto

Questions
Check the status of your questions or provide additional information.

Answer Update Notifications
Delete or renew update notification requests.

Account Profile
Update your account profile to set new preferences or reflect changes to your contact information.

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For general comments or questions about this site, email us at ecampus@admin.usf.edu.

It will open up page with a list of your unresolved questions like this:

Address http://itsupportservices.custhelp.com/cgi-bin/itsupportservices.cfg/php/enduser/myq_1lp.php?p_sid=956k98&p_accessibility=0&p_lva=&p_sp=&p_li= Go Links >>

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Support Home | Answers | Ask Questions/Report a Problem | Live Help | My Stuff | Logout | Help

Overview | Questions | Notifications | Profile

Welcome...: Sherry Ghiotto

Category: Info Tech (All Subs) | Status: Unresolved | Search Text (optional): | Search | Search By: Summary/Thread | Sort by: Default Sort | Powered by RIGHT NOW

18 Questions Found

	Reference #	Category	Date Created	Subject	Status
1	060309-000021	Info Tech	03/09/2006 09:41 AM	UNRESOLVED PAYROLL ISSUE: Ref. Employee	Unresolved
2	060509-000083	Info Tech	05/09/2006 03:58 PM	TEST CASE - YELLOW SECTION NOTES CANNOT	Unresolved
3	060509-000090	Info Tech	05/09/2006 04:15 PM	RET TEST CASE for assigning a RET to Pay	Unresolved
4	060510-000023	Info Tech	05/10/2006 10:00 AM	RET TEST CASE with attachments	Unresolved
5	060510-000065	Info Tech	05/10/2006 01:14 PM	TEST CASE - yellow notes not visible to	Unresolved
6	060512-000068	Info Tech	05/12/2006 01:58 PM	TEST DD'S ABILITY TO SEND MORE THAN 3 RE	Unresolved
7	060512-000070	Info Tech	05/12/2006 01:58 PM	NBR 3 TEST DD'S ABILITY TO SEND MORE THA	Unresolved
8	060512-000071	Info Tech	05/12/2006 01:58 PM	NBR 4 TEST DD'S ABILITY TO SEND MORE THA	Unresolved
9	060512-000078	Info Tech	05/12/2006 03:03 PM	PLEASE DO NOT TOUCH THIS AND DO NOT CHAN	Unresolved
10	060515-000014	Info Tech	05/15/2006 08:45 AM	TEST CASE FOR ESCALATION DO NOT TOUCH	Unresolved

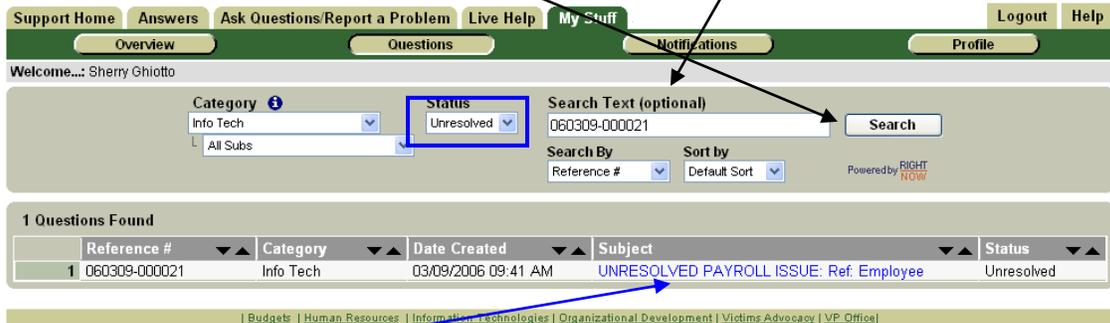
Once you are at the Questions page, change the "Search by" drop down box

Search By: Summary/Thread | Search By: Reference #

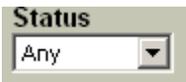
to select "Reference #".

Enter the Question Reference # in the Search Text box and click the "Search" button.

The Question Reference record should return in the search results.



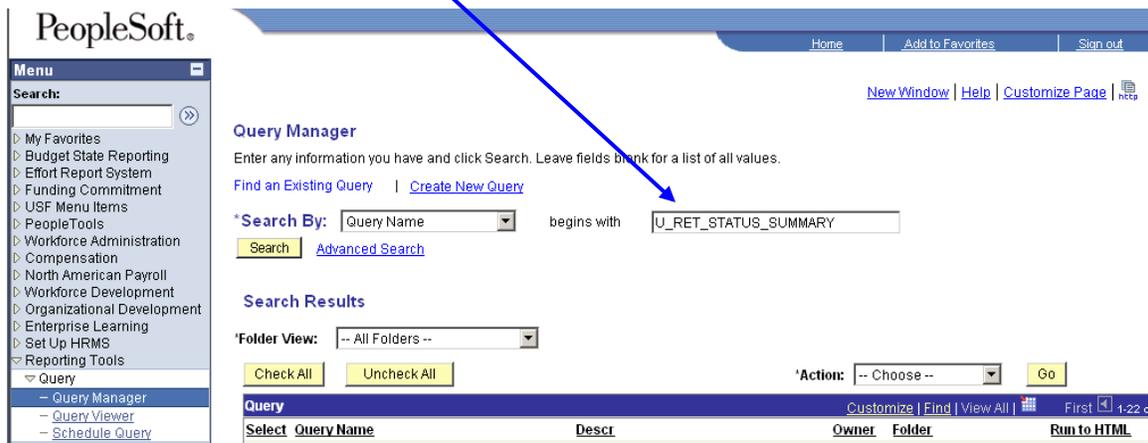
Click on the [subject](#) line of the record you wish to open/review. If your search returns no values found, you may need to change the status in the drop down box to a status other than Unresolved. You will be able to view the complete history and the current status.



Searching the status in GEMS once the RET has been entered in GEMS

To check the status of a RET without reviewing the details of the transaction(s), the U_RET_STATUS_SUMMARY query will give a quick summary of the status.

Login to GEMS and navigate to the **Reporting Tools menu > Query Manager** and perform a search for the U_RET_STATUS_SUMMARY query.



Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

* Search By: begins with

[Advanced Search](#)

Search Results

*Folder View:

'Action:

Select	Query Name	Descr	Owner	Folder	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	U_RET_STATUS_SUMMARY	List of RET run-ctrls by date	Public	CENTRAL RETRO PROC	Run to HTML	Run to Excel	Schedule

[Find an Existing Query](#) | [Create New Query](#)

Once you retrieve the query, click on the [Run to HTML](#) link:

https://gems.fastmail.usf.edu/psc/gemspro_3/EMPLOYEE/HRMS/q/?ICAction=ICQryNameURL=PUBLIC.U_RET - Microso...

File Edit View Favorites Tools Help

Address https://gems.fastmail.usf.edu/psc/gemspro_3/EMPLOYEE/HRMS/q/?ICAction=ICQryNameURL=PUBLIC.U_RET_STATI Go Links >>

U_RET_STATUS_SUMMARY - List of RET run-ctrls by date

Run Cntl LIKE (use %):

Process State LIKE (use %):

Created	Run Cntl	Process State	Process Dt	Updated By	PayDt for Posting
---------	----------	---------------	------------	------------	-------------------

The staff member that entered the RET in GEMS will have added the Run Ctrl id to the RNS incident. The normal convention for the Run Ctrl id is the emplid (without the zeroes) + the initials of the staff member who entered the RET in GEMS + a sequence number (if the emplid has had multiple RETs) If you do not see the Run Ctrl id on the RNS incident, please contact your Senior Grants Specialist in RFM or your Payroll Representative in University Payroll as appropriate).

Enter the Run Ctrl id and % for the Process State to retrieve the detail regardless of the status.

U_RET_STATUS_SUMMARY - List of RET run-ctrls by date

Run Ctrl LIKE (use %):

Process State LIKE (use %):

[View Results](#)

No matching values were found.

Created	Run Ctrl	Process State	Process Dt	Updated By	PayDt for Posting
---------	----------	---------------	------------	------------	-------------------

It will then return the quick summary for the RET as follows:

U_RET_STATUS_SUMMARY - List of RET run-ctrls by date

Run Ctrl LIKE (use %):

Process State LIKE (use %):

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) (1 kb)

View All

First 1-1 of 1 Last

	Created	Run Ctrl	Process State	Process Dt	Updated By	PayDt for Posting
1	04/25/2005	042505gmep	Complete	05/16/2005	MPARRISH	04/07/2005

The information returned includes the date it was entered in GEMS (Created), the status (Process State) and the Process Dt and the PayDt for Posting

Values for the Process State include:

Initiated – entered into GEMS

Editing – in process

Deleted – deleted due to errors and may be re-entered in GEMS

Locked – locked for processing by Payroll

Passed Budget Checking – no GEMS processing errors; ready to proceed for posting

Failed Budget Checking – will be researched/re-submitted for processing

Complete – posted in FAST! And GEMS payroll actuals

Reviewing RET transaction detail:

In GEMS, navigate to the following:

[North American Payroll > Payroll Distribution > Commitment Accounting >](#)

[Review Retro distribution](#) and enter the run ctrl id of the RET and click the search button.

The staff member that entered the RET in GEMS should have added the Run Ctrl id to the RNS incident. The normal convention for the Run Ctrl id is the emplid (without the zeroes) + the initials of the staff member who entered the RET in GEMS + a sequence number (if the emplid has had multiple RETs) If you do not see the Run Ctrl id on the RNS incident, please contact your Senior Grants Specialist in RFM or your Payroll Representative in University Payroll as appropriate).

U_RET_STATUS_SUMMARY - List of RET run-ctrls by date

Run Ctrl LIKE (use %):

Process State LIKE (use %):

[View Results](#)

No matching values were found.

Created	Run Ctrl	Process State	Process Dt	Updated By	PayDt for Posting
---------	----------	---------------	------------	------------	-------------------

Review Retro Distribution
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Run Control ID: begins with

Last Operator to Update: begins with

Creation Date: =

Date of pay: =

Transaction Source: =

Process State: =

Process Date: =

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

It will return a page like this screenshot below. From here you will be able to review the transaction detail:

Retro Distribute Earnings | **Retro Distribute Deduction** | **Retro Distribute Taxes** | **Earnings Messages** | **Deduction Messages**

Retro Distribution Transaction

Run Ctrl: 042505gmep Created By: MPARRISH Created: 04/25/2005

Trans Type: Direct Date of pay: 04/07/2005 [Select All](#) [Deselect All](#)

Status: Complete Approved Approved By: MPARRISH Apprv Date: 04/25/2005

Check Earnings Line [Customize](#) | [Find](#) | [First](#) | 1 of 1 | [Last](#)

Select	Company	Pay Group	Pay End Date	Off Cycle	EmplID	Page	Line	Sep	Chk #
<input checked="" type="checkbox"/>	USF	POH	02/24/2005	<input type="checkbox"/>	0000055434	257	5		

Earnings Distribution [Customize](#) | [Find](#) | [First](#) | 1 of 1 | [Last](#)

Empl Rcd#	Earn Code	New Department	New Pool Id	New Position	New Job Code	New Account Code	New Account	New Earnings
0	REG	0-1001-370		9190		000003703	50040	117.00

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#)

[Retro Distribute Earnings](#) | [Retro Distribute Deduction](#) | [Retro Distribute Taxes](#) | [Earnings Messages](#) | [Deduction Messages](#) | [Tax Messages](#)

Contact your Grants Specialist in RFM or Payroll representative in University Payroll as appropriate if you have any questions.