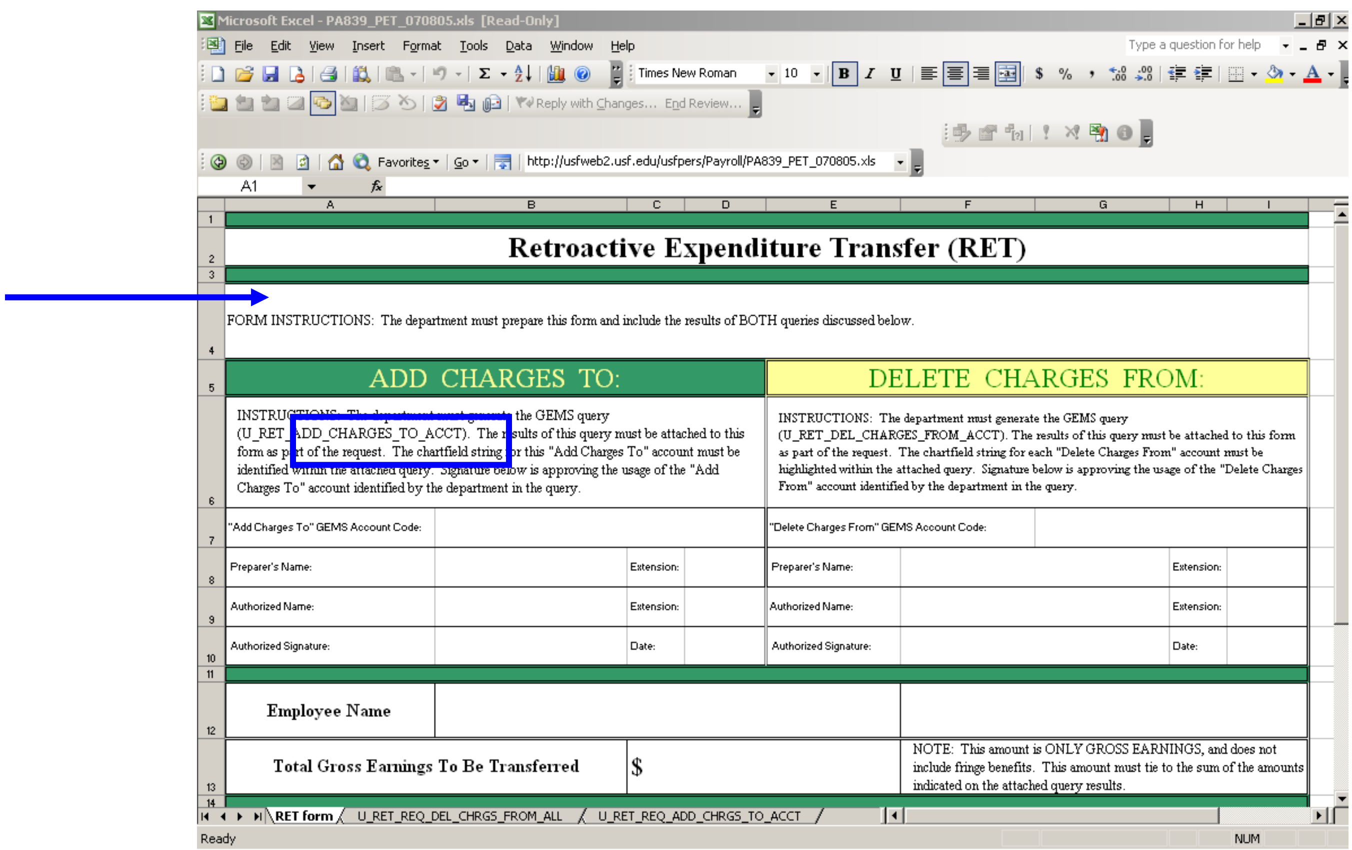
Instructions for Electronic Submission of RETs
(Retroactive Payroll Expenditure Transfers)

Content:

Preparing a RET

Open the file template:

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

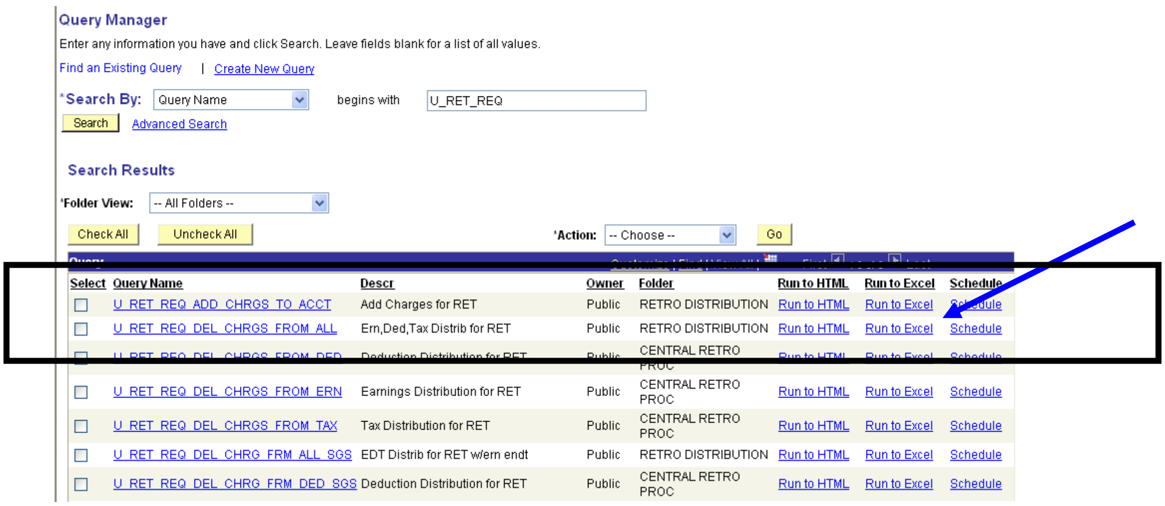


Adding query results to the same worksheet as the RET

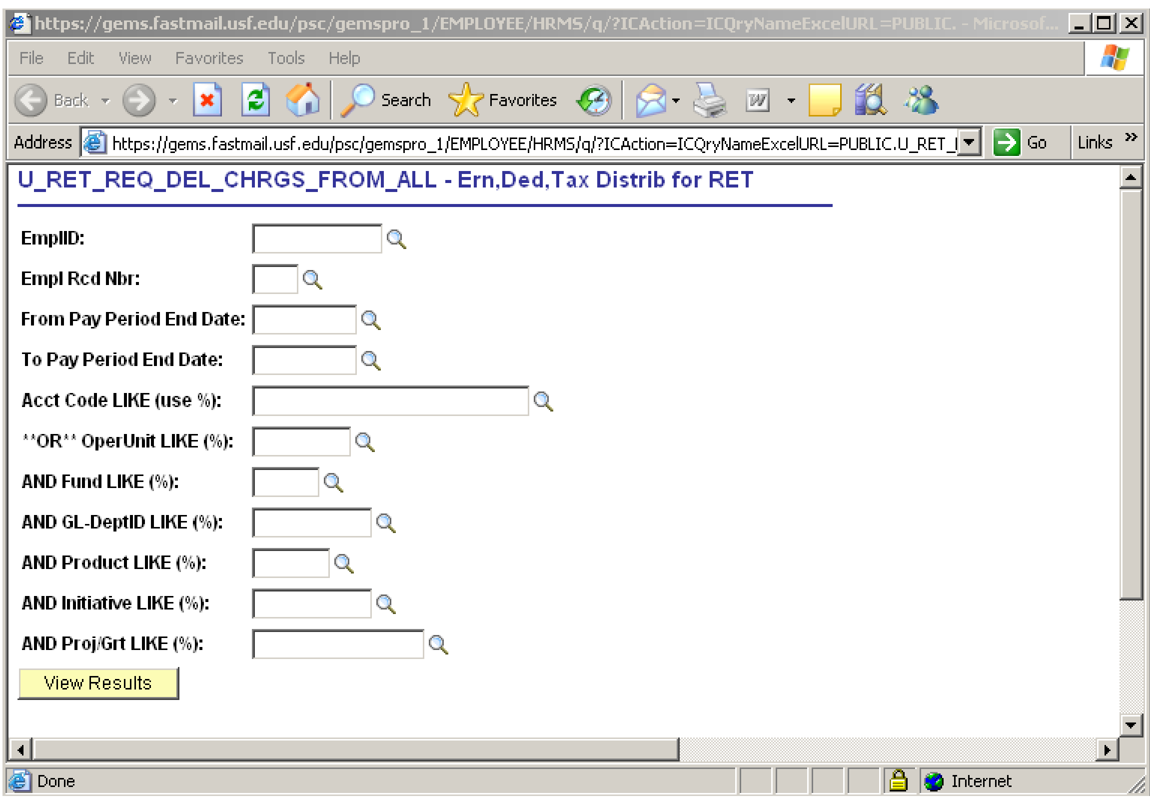
Open GEMS and navigate to the Query Manager as follows:

Reporting Tools > Query > Query Manager

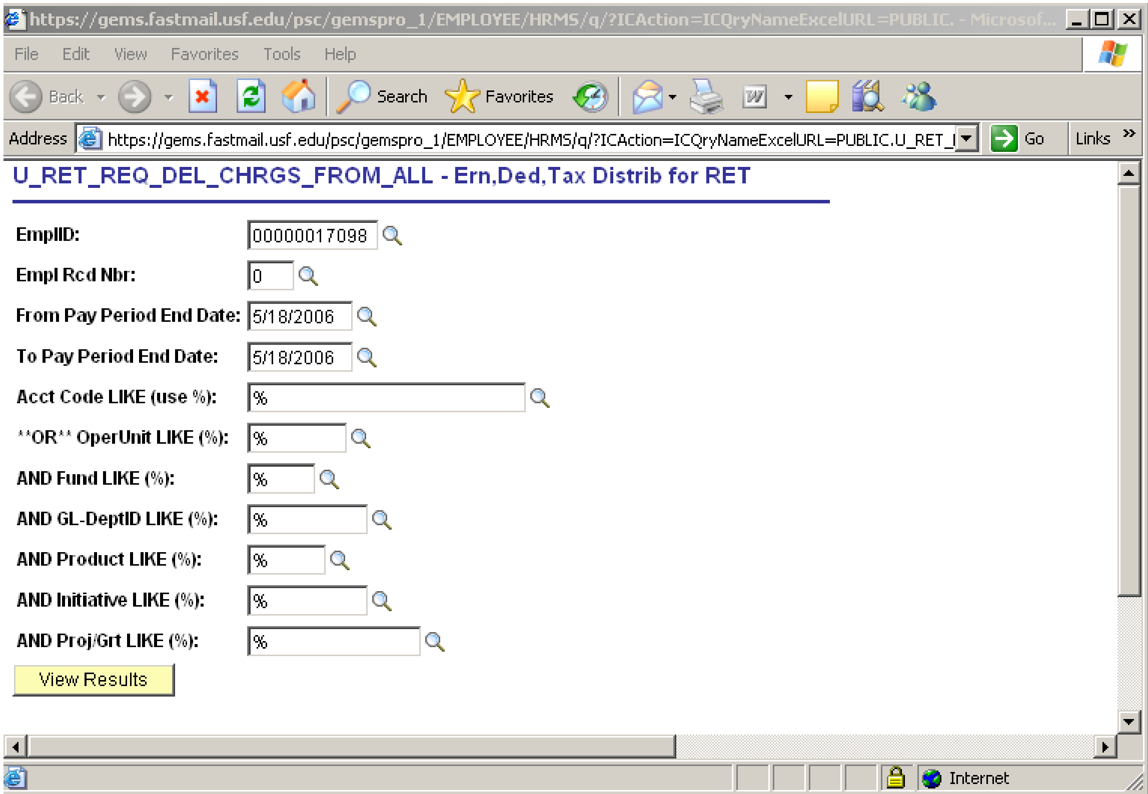
In the query manager in GEMS, search for the query U_RET_REQ_DEL_CHRGS_FROM and select Run to Excel beside the query to be run.



It will open the following page:

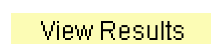


Enter the criteria for the transaction(s) you want to move for the emplid, empl rcd# and pay period range.

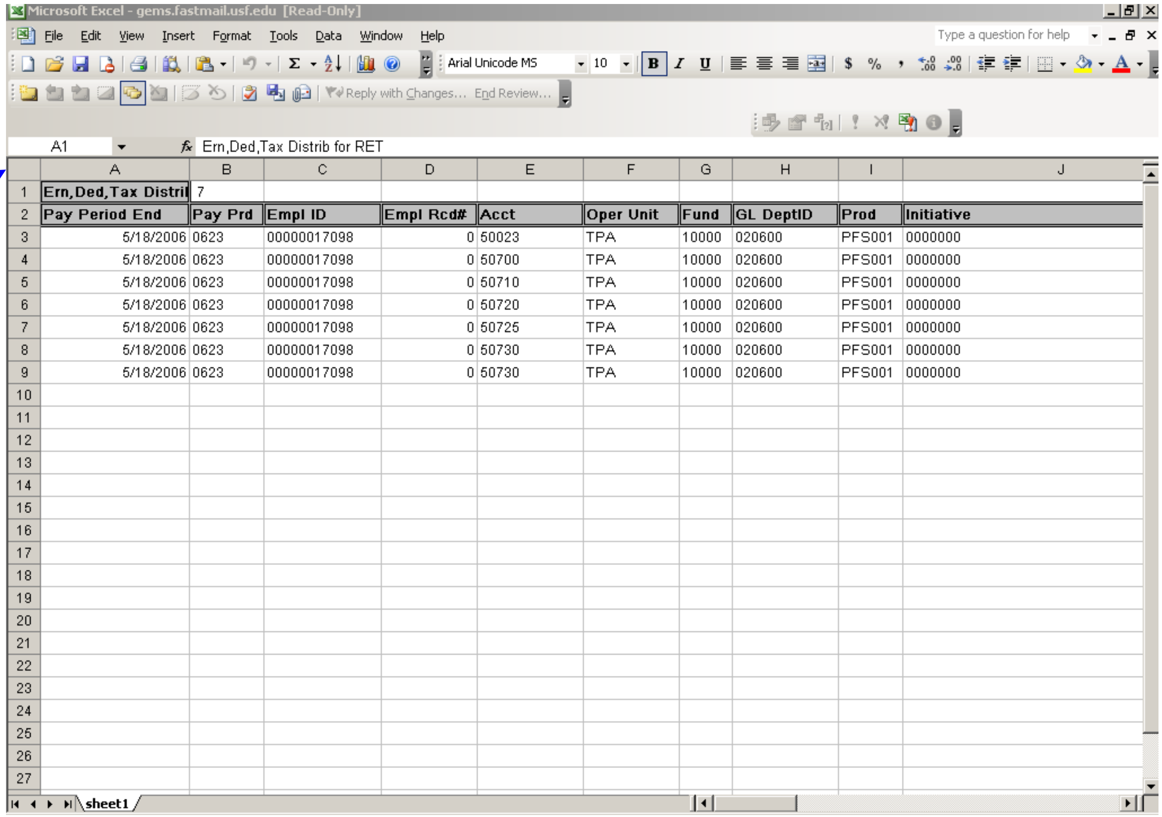


To ensure the RET request is for the appropriate account, enter a % sign for all fields below the end date (Acct code through ProjGrt) and it will return all data for the periods.

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. 

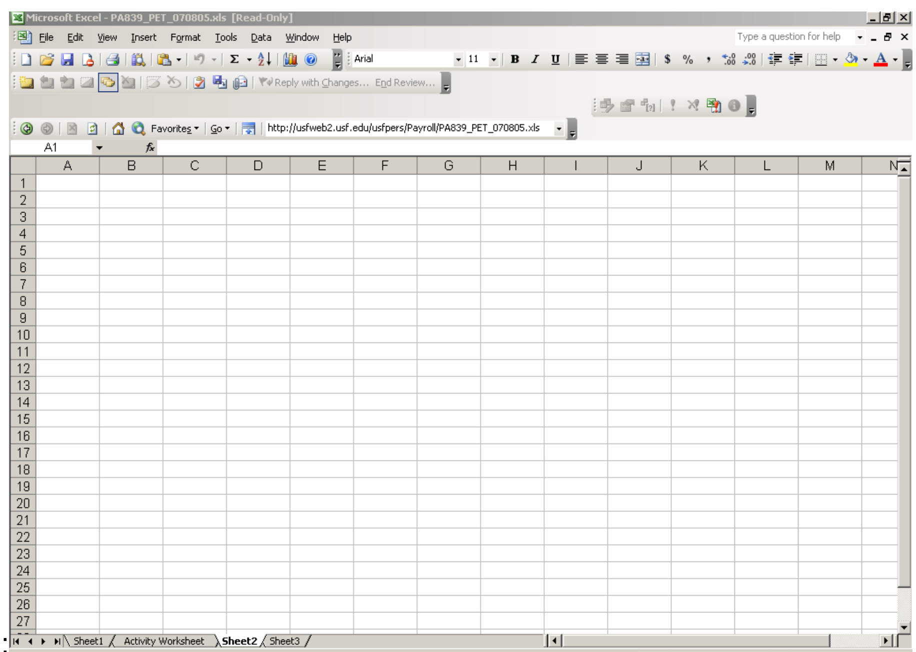
It should then open an excel spreadsheet with the data:



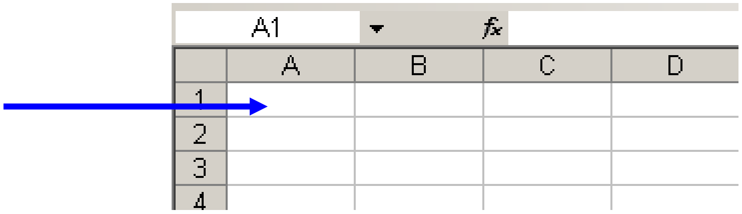
A	B	C	D	E	F	G	H	I	J
Ern,Ded,Tax Distril	7								
Pay Period End	Pay Prd	Empl ID	Empl Rcd#	Acct	Oper Unit	Fund	GL DeptID	Prod	Initiative
5/18/2006	0623	00000017098	0	50023	TPA	10000	020600	PFS001	0000000
5/18/2006	0623	00000017098	0	50700	TPA	10000	020600	PFS001	0000000
5/18/2006	0623	00000017098	0	50710	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).

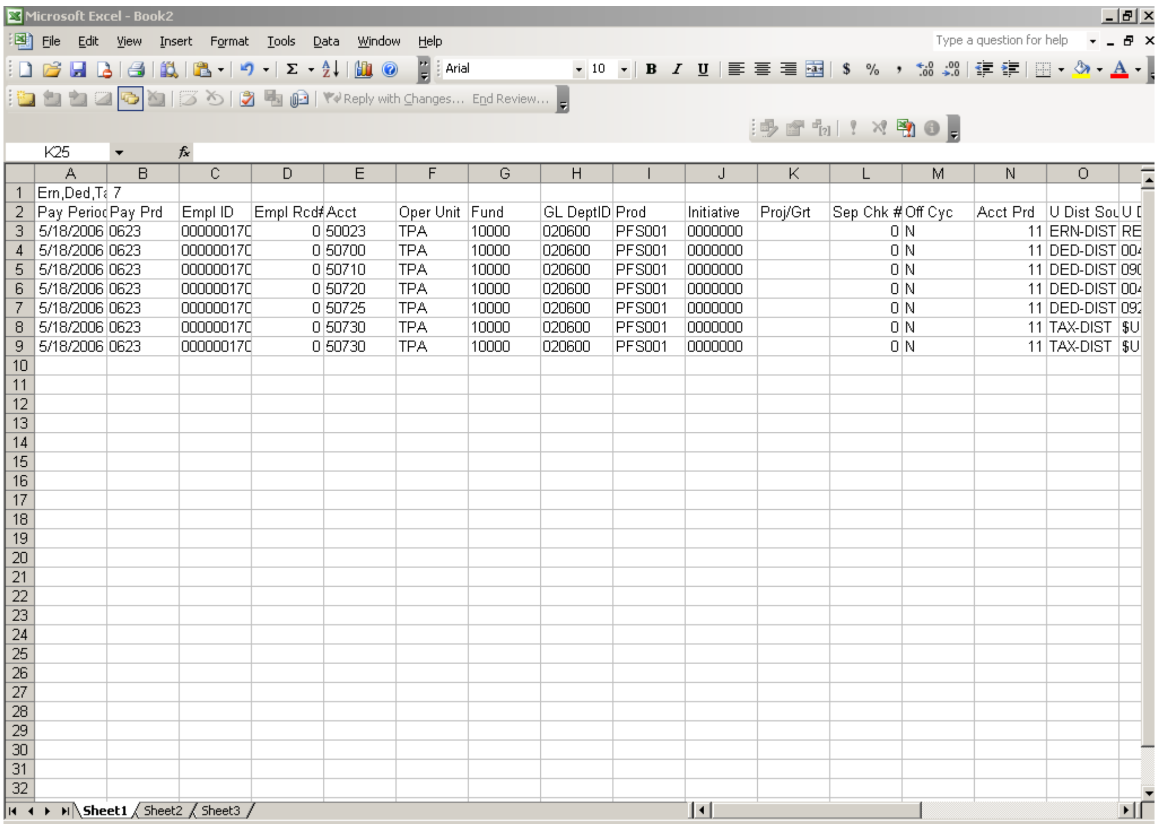
Open the RET Template and click on one of the blank worksheets



Click to select the first cell in the spreadsheet

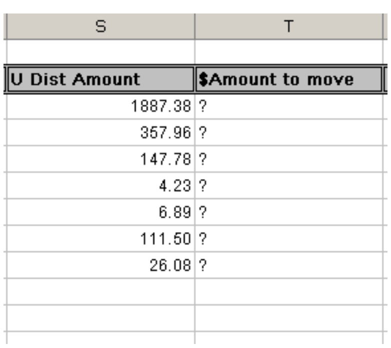


Paste the data in the worksheet.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Ern,Ded,Ta	7														
2	Pay Period	Pay Prd	Empl ID	Empl Rcd#	Acct	Oper Unit	Fund	GL DeptID	Prod	Initiative	Proj/Grt	Sep Chk #	Off Cyc	Acct Prd	U Dist Sou	U D
3	5/18/2006	0623	00000017C	0	50023	TPA	10000	020600	PFS001	0000000		0	N	11	ERN-DIST	RE
4	5/18/2006	0623	00000017C	0	50700	TPA	10000	020600	PFS001	0000000		0	N	11	DED-DIST	004
5	5/18/2006	0623	00000017C	0	50710	TPA	10000	020600	PFS001	0000000		0	N	11	DED-DIST	090
6	5/18/2006	0623	00000017C	0	50720	TPA	10000	020600	PFS001	0000000		0	N	11	DED-DIST	004
7	5/18/2006	0623	00000017C	0	50725	TPA	10000	020600	PFS001	0000000		0	N	11	DED-DIST	092
8	5/18/2006	0623	00000017C	0	50730	TPA	10000	020600	PFS001	0000000		0	N	11	TAX-DIST	$U
9	5/18/2006	0623	00000017C	0	50730	TPA	10000	020600	PFS001	0000000		0	N	11	TAX-DIST	$U

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.

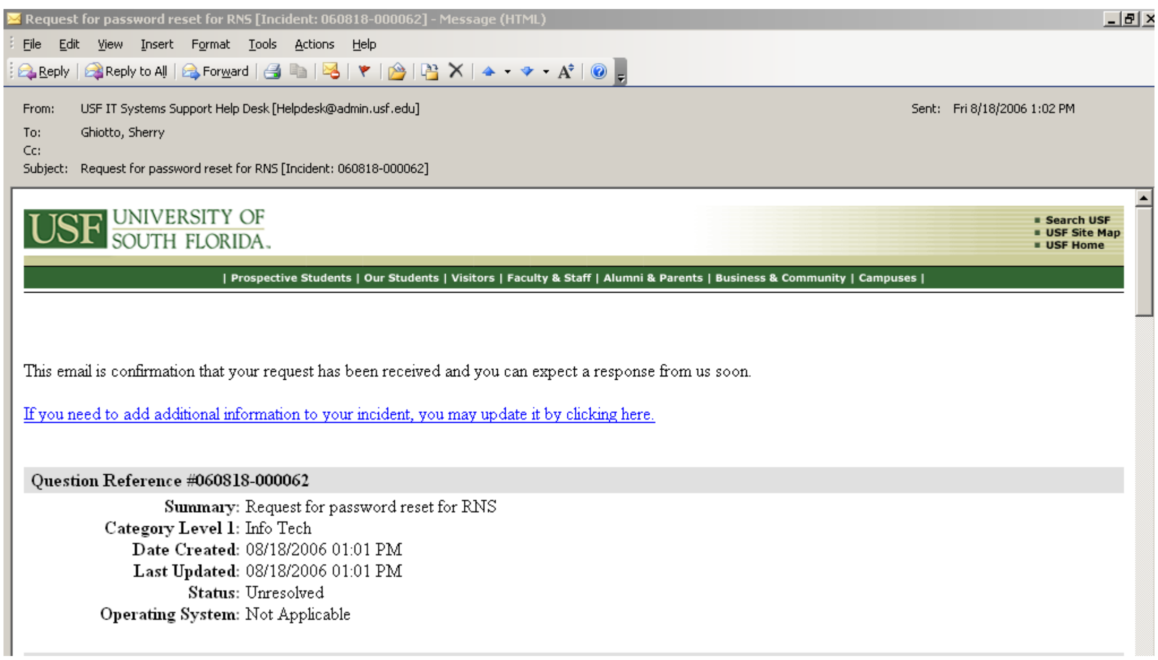
- ➢ **Non-grant related** RETs are to be submitted to University Payroll by email to: UPRRETNotify@admin.usf.edu

- ➢ **Grant-related** RETs are to be submitted to Research Financial Management (RFM) by email to: RFMRETNotify@admin.usf.edu.

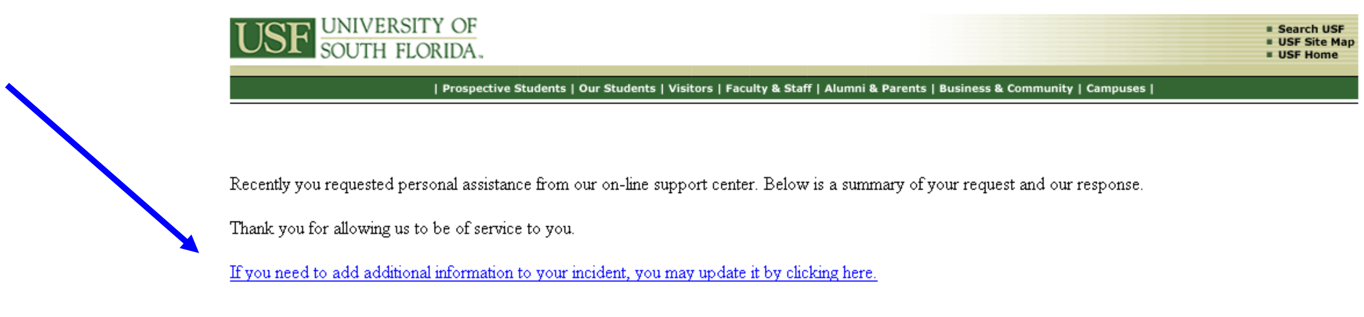
  Grant related RETs include all requests that involve deleting from or adding to funds 18300, 20000 – 24999 and 94000 – 95999

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.



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.

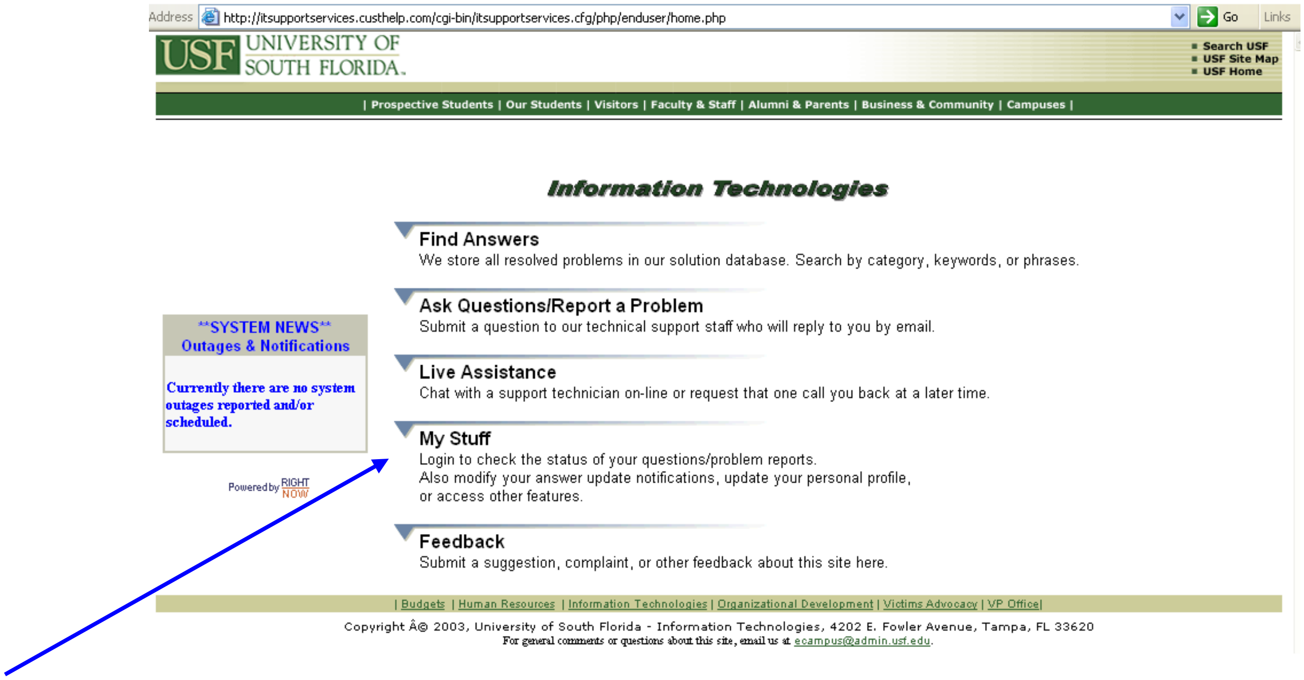
States of status in RNS:

- 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.

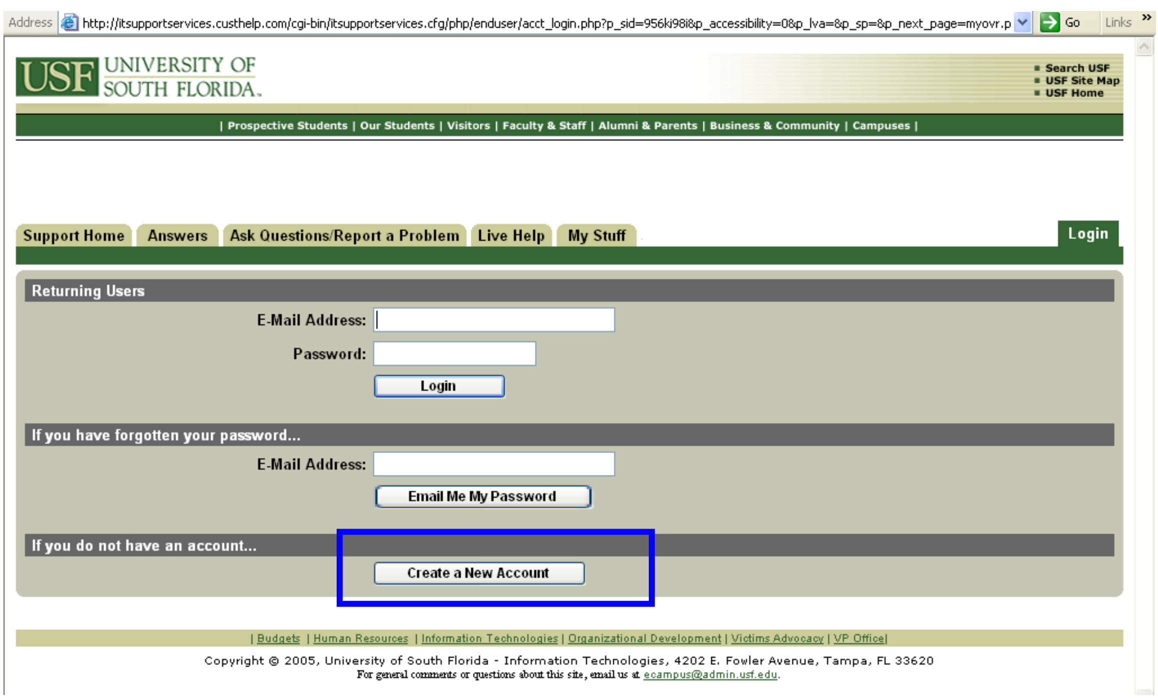
Searching the RNS system for the status of a RET

Open Internet Explorer and go to the following link:

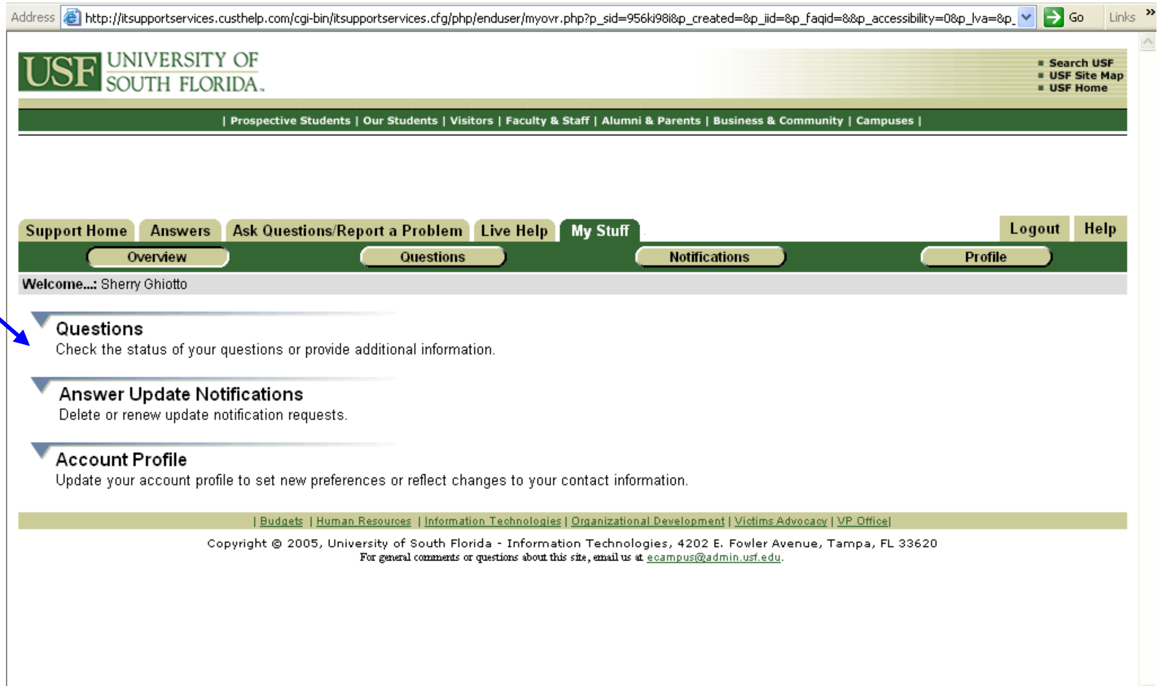
http://itsupportservices.custhelp.com



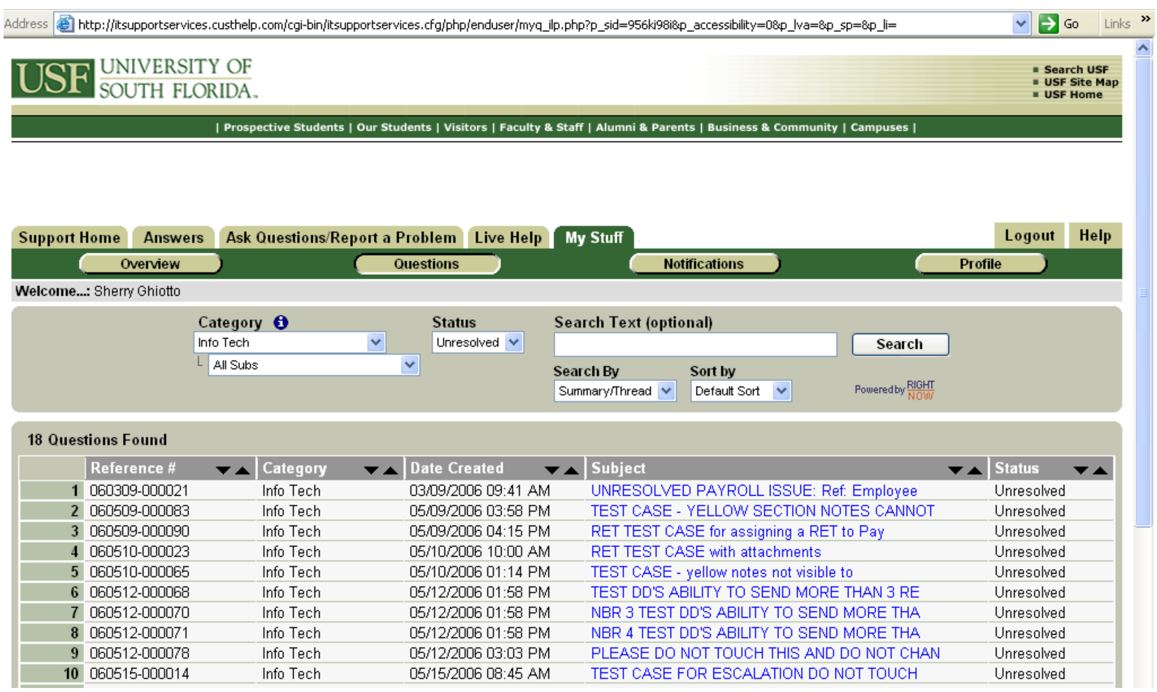
Click on the link to “My Stuff”. A new account may need to be created if you do not already have one. To create a new account, click on Create a New Account and simply fill in the required fields and it will setup a new account. The password will be one that you specify when you create the account for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



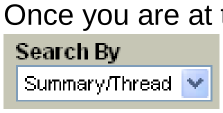
Once you are logged in, click on the link to “**Questions**”



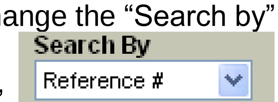
It will open up page with a list of your unresolved questions like this:



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



to select "Reference #".

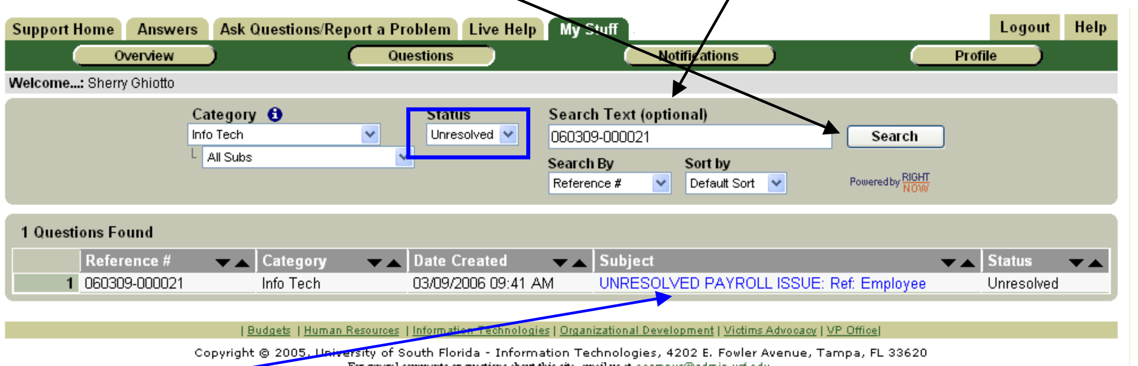


Enter the Question Reference # in the Search Text box 

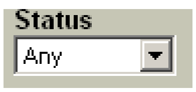
and click the "Search" 

button.

The Question Reference record should return in the search results.



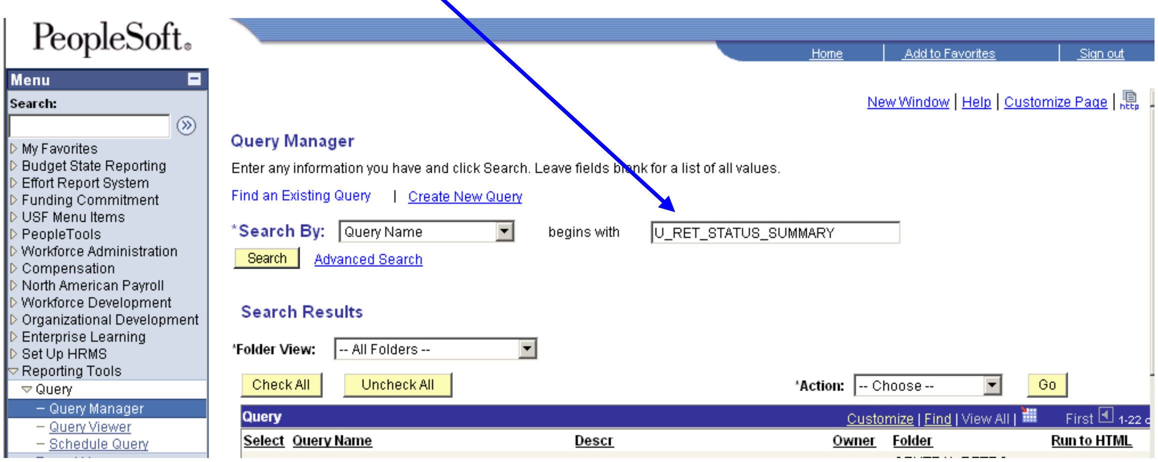
Click on the subject line of the record you wish to open/review. If your search returns no values found, you may need to change the status in the drop down box to a status other than Unresolved. You will be able to view the complete history and the current status.

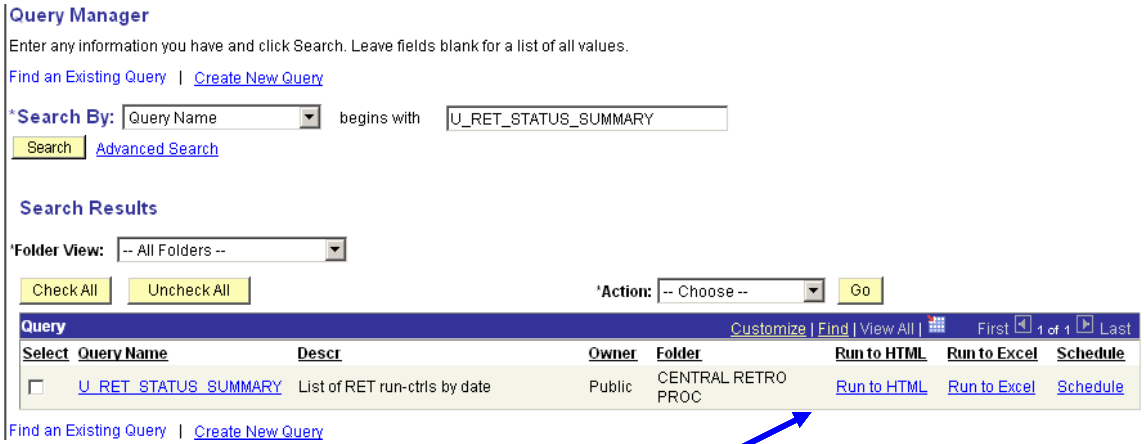


Searching the status in GEMS once the RET has been entered in GEMS

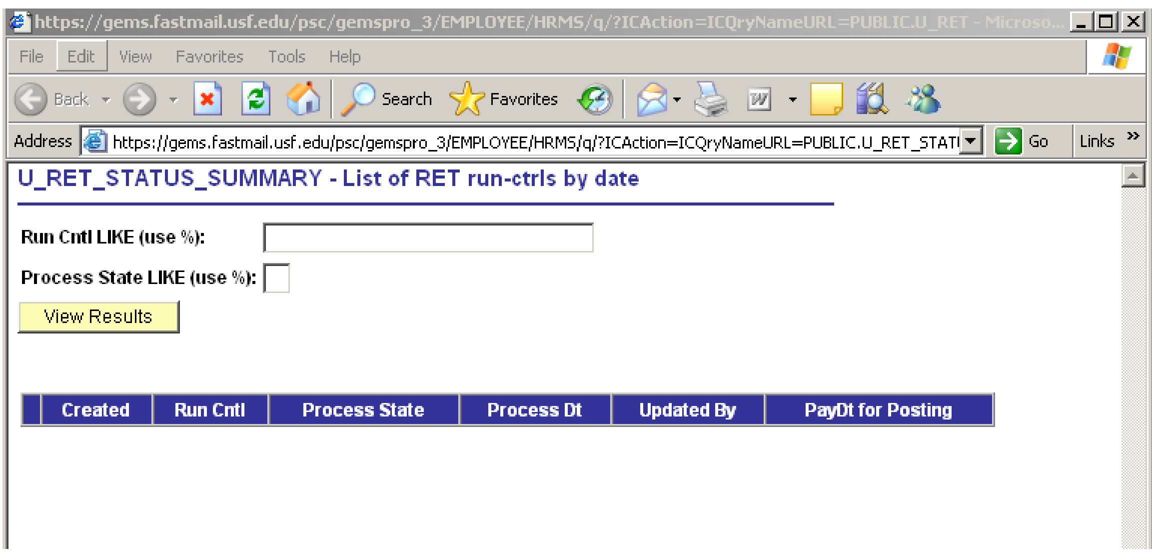
To check the status of a RET without reviewing the details of the transaction(s), the U_RET_STATUS_SUMMARY query will give a quick summary of the status.

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





Once you retrieve the query, click on the Run to HTML link:



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 Cntl LIKE (use %): 042505gmep

Process State LIKE (use %): %

View Results

No matching values were found.

	Created	Run Cntl	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 Cntl LIKE (use %): 042505gmep

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 Cntl	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:

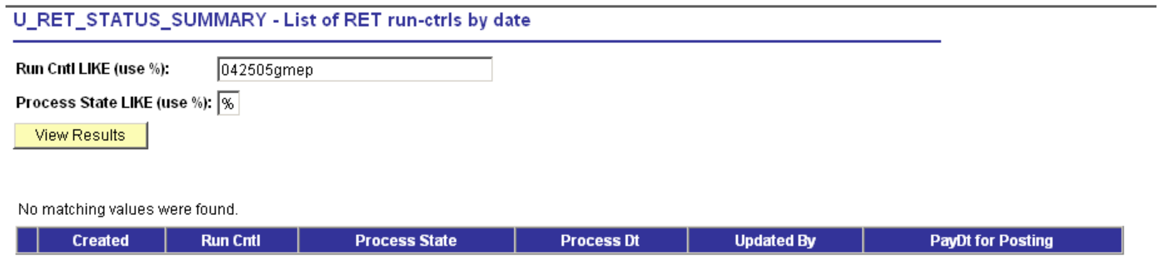
Initiated – entered into GEMS
Editing – in process
Deleted – deleted due to errors and may be re-entered in GEMS
Locked – locked for processing by Payroll
Passed Budget Checking – no GEMS processing errors; ready to proceed for posting
Failed Budget Checking – will be researched/re-submitted for processing
Complete – posted in FAST! And GEMS payroll actuals

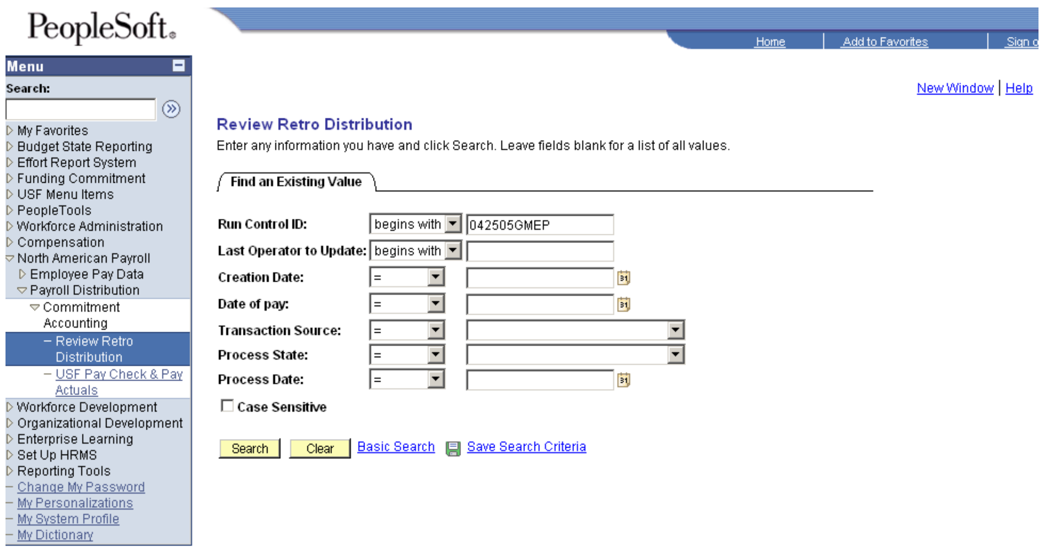
Reviewing RET transaction detail:

In GEMS, navigate to the following:

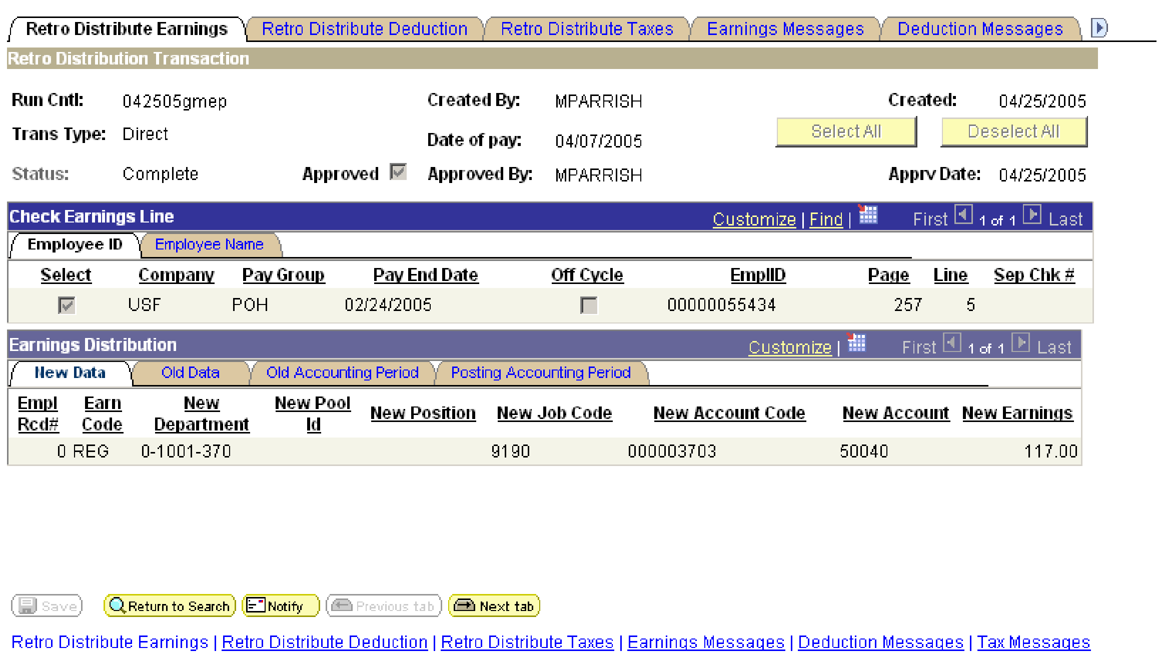
North American Payroll > Payroll Distribution > Commitment Accounting > Review Retro distribution and enter the run ctrl id of the RET and click the search button. Search

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).





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



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