Payroll RFA Submission Process and Examples

Payroll Office
May 2017
What is a payroll retroactive funding adjustment?

• An RFA is a process to correct the payroll funding source for one or more pay periods for a specific position.

• Essentially, Payroll forces the HR/Pay system to completely back out each paycheck for the employee for every pay period involved. The salary and fringe is then redistributed using the new funding entered on the PAF.

• RFAs are not part of a regular business process and should be avoided if possible.
When could an RFA be necessary?

An RFA could be needed for many reasons. Common ones are listed below.

» Provisional grant numbers were not applied for in a timely fashion
» An employee spent a higher percentage of time on a project than expected
» A student exhausted federal work study fund award
» Funding changes were submitted late by the department or other staff
» Notification from budgeteers that charges are hitting a closed project
Questions to Ask

Is an RFA the best way to fix the problem?

– Will moving this salary/fringe truly represent the effort for the project?
  • Example – An employee was never on the project so yes, moving the charges would be appropriate and correctly represent the effort.

– Can other expenses be moved via journal voucher or budget transfer?
  • Example – Salary and fringe has been charged to the project the employee expended effort upon. Perhaps moving the charges for retirement party supplies is a better choice.

– Should this transaction be handled as a budget transfer?
  • Example – Cost center 2800000’s 099 funds were charged for Bill’s salary, but he actually performed work for 8100000. The budget office can handle this movement of charges.
Other Questions to Ask

• How many pay periods are involved?
• Are any of the periods partial?
  – Common when dealing with project start and end dates
  – Also very common at the beginning and end of the academic year
• What type and how many employees are involved?
  – Salaried, hourly, temp, faculty, etc.
• Could someone have already started an RFA?
• Has funding been submitted to stop future RFAs?
Important Payroll Terms

• On-cycle
  – Refers to normal biweekly payroll process
  – DEMIS vouchers V7002XXX

• Off-cycle
  – Refers to supplemental or adjustment payroll cycle
  – DEMIS vouchers V7003XXX

• RFA
  – DEMIS vouchers V7004XXX, V7005XXX, and V7006XXX

• Pay Group – Located in Job Data
  – Indicates if the EE is exempt, hourly, 10 day, and/or 14 day
  – Hourly & 10 day schedule – CUN & STN
  – Exempt & 10 day schedule – CUX, LTX & SRX
  – Exempt & 14 day schedule – LCT, LFC & STX

• Additional Pay
  – Cell Phone Stipend – paid on-cycle
  – Cash Award – paid supplemental
  – Overload – paid supplemental
  – Benefit/Other Adjustments
How to submit an RFA?

Non-Pool (Position) and Pool Funded RFAs are submitted through different processes effective March 17\textsuperscript{th} 2017. Each unique process will be outlined in examples throughout this presentation.
What needs to be submitted with all RFAs?

DEMIS gross & fringe or Accounting Line Report

– Movement statement
– Beginning totals pivot table
– Ending charges table

<table>
<thead>
<tr>
<th>FY</th>
<th>Position Nbr</th>
<th>Chartfield String</th>
<th>Voucher</th>
<th>Emplid &amp; Rec No.</th>
<th>Departm ent</th>
<th>Pool ID</th>
<th>True Pay End Date</th>
<th>DeptID</th>
<th>Fund</th>
<th>Project</th>
<th>Chrtfld 3</th>
<th>Chrtfld 2</th>
<th>Off Cyc</th>
<th>Total Gross Wages</th>
<th>Total Fringe</th>
<th>Total Grss/Fng</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>00000000</td>
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<td>V7002099</td>
<td>XXXXXXX-0</td>
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<td></td>
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</table>

Move $968.62 salary from 2420000-709 to 2420000-700

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<tr>
<th>Row Labels</th>
<th>Wages</th>
<th>Fringe</th>
<th>Total</th>
</tr>
</thead>
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<tr>
<td>2420000-700</td>
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<td>443.37</td>
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<td>2420000-709</td>
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<tr>
<td>Grand Total</td>
<td>1291.50</td>
<td>120.49</td>
<td>1411.99</td>
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</table>
How to insert Pivot Table – 1 of 4

- Select INSERT Tab
- Click Pivot Table
How to insert Pivot Table – 2 of 4

- Select a table or range
- Table/Range select entire range (Do not include the row for sum total)
How to insert Pivot Table – 3 of 4

- Choose Existing Worksheet

- Location: Click anywhere on the spreadsheet you would like to insert pivot table

- Click Ok
How to insert Pivot Table – 4 of 4

- Drag Combo Code or Chartfield String to Rows
- Drag Total Gross, Total Fringe and Total G/F to Values
What else might need to be submitted?

• A signed Payroll Cost Transfer Form must be submitted if any projects or KUOR funds are involved.
Documentation

• Budget reports
• Notes from finance or research staff
• Agreements or other documents directly related to funding
• Emails

Note: No attached documents should contain information about other personnel and/or their salary/fringe costs
Print the email to Adobe PDF. Skip this step if already working with a PDF file.

A box will pop up so the file can be named and a location selected for saving. Once named and the location selected, click Save. A progress window will pop up showing the status. Then the PDF will open.
Select Tools - Redact
After the tool opens, Select Mark for Redaction – Text & Images

If it’s the first time using the tool, this warning will pop up. If the warning is not needed for the future, click the Don’t show again box.

Click OK
A small box will appear on the end of the cursor.

Highlight/select the information for removal by dragging the cursor across it.

The selection will outline in red once the cursor has been released.

Select Apply

The warning to the right will appear. Click OK
The message to the right will appear next. Click Yes or No as appropriate.

Yes will result in a new window opening (see far right image) showing the results of the search. The information can be permanently removed by clicking the remove button.

If the remove button is clicked, the warning message to the right will appear. Click OK if appropriate.
Redacting only the name & ID or blocking the entire piece of information is acceptable. Once all redacting is complete, Save As PDF with a new file name. Include Redacted in the name.

Open the original PDF to complete the same actions as many times as necessary to separate the documentation for each employee.
RFA Approval Process

• RFAs go through an approval process outlined below based on funding source and timing.
  – Involves dean funding, it will be approved at the Dean’s Office.
  – Involves KUOR funds, it will be approved by the KUOR PAS teams and/or Financial services.
  – If the RFA effective date is more than 45 days from the current pay period and involves
    • Non-grant funding. It will be approved by the Comptroller.
    • Grant funding. It will be approved by the Assistant Vice Chancellor.
    • Non-grant KUOR funding. It will be approved by the Chief Financial Officer of KUCR.
When should an RFA not be used?

• An RFA should not be used if the employee was paid on the wrong position.
  – If the employee is assigned to the wrong position, a PAF should be completed to transfer the employee (choose Position Data Update workflow – job action code Transfer). HR appointment staff will route the appropriate adjustments to Payroll for processing.
  – If the employee with multiple positions logged hours on the wrong position, the employee’s time sheet should be corrected. Once the corrections have been approved by the supervisor, the corrections will load through time and labor to Payroll for adjustment.

• An RFA should not be used to transfer charges from one cost center to another cost center on the same fund or between 099/003 funds.
  – Example: moving charges from 2800000-099 to 2800000-003
  – These should be handled via budget transfer. If a budget transfer is not possible, please note the contact with the budget office in the comments to avoid duplicate efforts.
RFAs will not be processed:

• For student non work-study funding to work-study funding (fund 709)
• For only employer fringe cost such as GTA/GRA student insurance
• For specific dollar amounts
• For moving charges from same department/fund to different cost center
• For fringes only*
How can an RFA be avoided?

• Monitor the DEMIS reports each pay period
• Monitor the end date for projects
• Request provisional funding
• Use a budget transfer to move the charges
• Move charges other than payroll to correct the expenditure if appropriate*
Important things to check before hitting the submit button

• Are the effective dates correct and matching?
• Are the employee ID and position number correct?
• Are the approval boxes checked correctly for routing?
• Are the supporting documents attached?
• Are the funding rows correct?
  – Is the pool ID listed if needed?
  – Are the funding designators (PI and/or CS) included?
Pool Funded RFA process

PAF, Department Budget Table (DBT), DEMIS Gross & Fringe, and Pool Funded RFA examples
How is an RFA submitted?

- RFAs are submitted via Personnel Action Form (PAF) through the HR website or myKU.

Be sure to select **Retro-Active Fund Rqst** as the Personnel Action Workflow.
Office of Research funded box

- If the RFA involves a grant or any KUOR non-grant funds, the Office of Research Funded box **must** be checked to properly route the PAF for approvals.
  - Funds 908, 918, 928, 938, or 958 KUOR sponsored projects
  - 717-718 UKANS sponsored projects
  - 9XX KUOR fund (start-up, matching, facilities & administration, and major project planning grant)
  - 2301XXX-099 GRF (General Research Fund)
  - 2302XXX-099 NFGRF (New Faculty General Research Fund)
  - Any cost share involving a sponsored project

Failure to properly route a PAF can result in a significant delay of processing.
Dean Funding approval box

This box should be checked for any RFAs which involve funds that need approval by the Dean’s Office for one of the University Schools. After checking the box, a dropdown list becomes available to select the proper school for routing.

- School of Architecture
- School of Business
- College of Liberal Arts & Sciences
- School of Education
- School of Engineering
- School of Journalism
- School of Law
- Libraries
- Life Span Institute
- School of Music
- School of Pharmacy
- School of Social Welfare
Only the comp rate and frequency are required fields for this section. Any comments entered will be read.
• Only the job title and schedule must be completed for this section. The standard hours and FTE will update based on the schedule. For RFA processing, the most important part are any comments related to the funding change and standard hours for mid-pay period funding changes.
RFA submission - Funding

This is the most important section of the PAF when requesting an RFA

- The effective date of the first funding row should match the effective date of the PAF
- The funding row should include 100% of the funding for each pay period.
- The pool ID must be included if the position is pool funded
- Use the comments box to describe the expected transaction as shown
- Add as many funding rows as needed throughout the RFA period.
- There should be a funding row for every funding row in the department budget table (DBT)
- Include a funding row to demonstrate how the funding should appear the day after the RFA period ends.
View All – allows viewing of all DBT rows for position on the same page. This can be confusing if there are multiple effective rows.

Include History button should be selected
### Department Budget Table USA

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

- **Find an Existing Value**
- **Add a New Value**

#### Search Criteria

- **Set ID:** UKANNS
- **Department:** 2177000
- **Fiscal Year:** 2017
- **Budget Level:**

#### Department Budget Table USA Details

- **Dept Budget Date:**
- **Dept Budget Defaults:**
- **Dept Budget Earnings:**
- **Dept Budget Deductions:**
- **Dept Budget Taxes:**

<table>
<thead>
<tr>
<th>Set ID</th>
<th>Department</th>
<th>Communication Studies</th>
<th>Fiscal Year</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Begin Date</td>
<td>05/05/2016</td>
<td>Offset Group</td>
<td>UNIV</td>
<td></td>
</tr>
<tr>
<td>Budget End Date</td>
<td>05/17/2017</td>
<td>Budget Cap</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Default Funding Source Option: Actual

- **Level:**
  - Department
  - Position Pool
  - Jobcode
  - Position
  - Appointment

- **Position Pool ID:** U03
- **Jobcode:** 104050 7562375628-C340569X
- **Effective Date:** 02/01/2016
- **Status:** Active
- **Date Entered:** 05/27/2016

#### Budget Level Cap

- **Currency:** USD
- **Funding End Date:**
- **Fiscal Year Budget Amount:**
- **Distribution %:**

#### Earnings Distribution

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Sequence Number</th>
<th>Combination Code</th>
<th>Combination Code Description</th>
<th>Exclusion Fringe Group</th>
<th>Redirect Combo Code</th>
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<td></td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>2177000-008FED0075628</td>
<td>2177000-008FED0075628</td>
<td>ChartField Details</td>
<td></td>
</tr>
</tbody>
</table>
The default for the DBT is earnings, deductions, and taxes have identical funding.

Some positions and pools have overrides to charge deductions and/or taxes to a different funding source than the earnings. This is always the case with federal work study pools as shown here.
How to obtain DEMIS gross & fringe report

Log into the DEMIS portal using your KU User ID and password

http://financial-management-systems.ku.edu/
Running DEMIS Gross & Fringe Report

Click on the HREO/Payroll Tab

Select the gross & fringe for the appropriate fiscal year
How to obtain DEMIS gross & fringe report

By default, every voucher is selected for reports. This is the best choice to ensure all transactions are caught.
Running DEMIS gross & fringe report – Cont’d

The first section is the Restrict Analysis section. Scroll down to Employee ID and Position Number. Enter both to restrict your report results.
Running DEMIS gross & fringe report – Cont’d

The next section is called Report Breaks.

Make the 3 selections shown.
Running DEMIS gross & fringe report – Cont’d

The next section is Report Options.

Select the additional extract columns shown.
Running DEMIS gross & fringe report – Cont’d

The last section is Output Options.

Select Excel data file

Click the Run button
A new tab will appear briefly on your browser. Then a box similar to this one should appear. Click the OK button.
## Payroll DEMIS Shortcut

<table>
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<tr>
<th>FY 2013/2014</th>
<th>FY 2015/2016/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REPORT BREAKS</strong></td>
<td><strong>REPORT BREAKS</strong></td>
</tr>
<tr>
<td>ACCOUNT CODE</td>
<td>CHARTFIELD STRING</td>
</tr>
<tr>
<td>VOUCHER</td>
<td>VOUCHER</td>
</tr>
<tr>
<td>CHARTFIELD 2</td>
<td>CHARTFIELD 2</td>
</tr>
<tr>
<td><strong>DEMIS ADDITIONAL EXTRACT COLUMNS</strong></td>
<td><strong>DEMIS ADDITIONAL EXTRACT COLUMNS</strong></td>
</tr>
<tr>
<td>EE ID &amp; RECORD NUMBER</td>
<td>EE ID &amp; RECORD NUMBER</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>DEPARTMENT</td>
</tr>
<tr>
<td>POSITION NUMBER</td>
<td>POSITION NUMBER</td>
</tr>
<tr>
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<td>POOL ID</td>
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<tr>
<td>TRUE PAY END DATE</td>
<td>TRUE PAY END DATE</td>
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<tr>
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<td><strong>EXCEL RFA MACROS</strong></td>
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<td><strong>Shortcut</strong></td>
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<td>Ctrl + d</td>
<td>DEMIS report</td>
</tr>
<tr>
<td>Ctrl + r</td>
<td>Redistribution query</td>
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</table>
### DEMIS Report Results

The resulting spreadsheet should look like this one. Note: I have removed the EE ID & position number for privacy purposes.

<table>
<thead>
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<th></th>
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<th>PositionN</th>
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<th>True Pay</th>
<th>DeptID</th>
<th>Fund</th>
<th>Project</th>
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<th>Total Prim</th>
<th>Total Gross/Fin</th>
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</table>
## DEMIS Report Formatting

### Recommended Formatting

- Auto-fit the columns
- Cut and Insert Chrtfld 2 column to the immediate left of Chrtfld 3 column
- Sort Data by True Pay End Date Oldest to Newest
- Format Total columns to Number, Accounting, or Currency

<table>
<thead>
<tr>
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<th>Position Nbr</th>
<th>Chartfield String</th>
<th>Voucher</th>
<th>Empid &amp; Rec No.</th>
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<th>DeptID</th>
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<th>Project</th>
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<th>Chrtfld 3</th>
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<th>Total Fringe</th>
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## Final Gross & Fringe Report

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<th>Department</th>
<th>Pool ID</th>
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<th>Chrtfld 3</th>
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<th>Total Fringe</th>
<th>Total Grss/Fng</th>
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</table>

Note: For privacy, the employee ID and position number have been removed.

### Movement Statement(s)

- Move $334.69 salary from 1510001-709 to 1510001-003

### Beginning Charges Table

<table>
<thead>
<tr>
<th>Row Labels</th>
<th>Sum of Total Gross Wages</th>
<th>Sum of Total Fringe</th>
<th>Sum of Total Grss/Fng</th>
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<td>Grand Total</td>
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</table>

### Ending Charges Table

<table>
<thead>
<tr>
<th>Row Labels</th>
<th>Sum of Total Gross Wages</th>
<th>Sum of Total Fringe</th>
<th>Sum of Total Grss/Fng</th>
</tr>
</thead>
<tbody>
<tr>
<td>1510001-003</td>
<td>446.26</td>
<td>7.31</td>
<td>453.57</td>
</tr>
<tr>
<td>1510001-709</td>
<td>446.26</td>
<td>7.31</td>
<td>453.57</td>
</tr>
</tbody>
</table>
Pool Funded RFA – Example 1

- Employee ID- Z0002037869
- Position - 12121212
- RFA Period – 06/19/16-07/30/16
- Original Funding
  - Pool 286 (2330252-906)
- RFA Funding
  - Pool 319 (2330250-908KAN0076498)
- Post RFA Funding
  - Pool 319 (2330250-908KAN0076498)
**Pool Funded RFA – Example 1**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
<th>P</th>
<th>Q</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY</td>
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<td>EmpId &amp; Rec No.</td>
<td>Department</td>
<td>Pool ID</td>
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<td>Project</td>
<td>Chrtfld 2</td>
<td>Chrtfld 3</td>
<td>Off Cyc</td>
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<td>Total Fringe</td>
<td>Total Grss/Fng</td>
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Move $2640.00 salary and $246.28 fringe from 2330252-906 to 2330250-908-KAN0076498

<table>
<thead>
<tr>
<th>Row Labels</th>
<th>Sum of Total Gross Wages</th>
<th>Sum of Total Fringe</th>
<th>Sum of Total Grss/Fng</th>
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DEMIS gross & fringe with movement statement, beginning charges table, and ending charges table.
Pool Funded RFA – Example 1

Note: Attached payroll cost transfer form is signed by the preparer and department head due to the age of the transaction.
Pool Funded RFA – Example 1

PAF includes:
1. A funding row effective on the first day of the RFA period
2. A funding row for the day after the RFA period to confirm keyed funding is correct.

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<th>CF2</th>
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<th>Distribution %</th>
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</table>

Total % 100.000

Pool ID 319
Comments
Please move $2640.00 salary & $245.28 fringe from 2330252-906 (POOL ID #2868) to 2330250-908KAN076498 (POOL ID #319).

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Total % 100.000

Pool ID 319
Comments
Confirming post RFA funding already keyed
Pool Funded RFA – Example 2

• Employee Id – Z0005698432
• Position – 45450000
• RFA Period – 09/25/16-10/22/16
• Original Funding
  – Pool W77 (2269000-709)
• RFA Funding
  – Pool S01 (2269000-099)
• Post RFA Funding
  – Pool S01 (2269000-099)
### Pool Funded RFA – Example 2

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<td>Departmen t</td>
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<td>Total Fringe</td>
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Move $204.00 salary from 22690000-709 to 22690000-099

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DEMIS gross & fringe with movement statement, beginning charges table, and ending charges table
Pool Funded RFA – Example 2

PAF includes:
1. A funding row effective on the first day of the RFA period
2. A funding row for the day after the RFA period to confirm keyed funding is correct.
Note: This RFA does not have charges moving to or from Research funds so a Payroll cost transfer form identifying the reason for the change in funding is not necessary; however, the reason for the RFA must still be established. Any RFA submitted without a reason on the PAF or supporting documents will be returned.

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<td>+</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total % 100.000</td>
</tr>
</tbody>
</table>

11/21/2016: This student was set up with FWS funds but she does not have a FWS award. This RFA PAF is to correct those pay cycles affected.
RFA for PPE 10/8/16 and PPE 10/22/16 to move $272.00 salary and $4.45 fringe for a total of $276.45 from 2269000-709 W77 to 2269000-099 S01. Excel sheet attached for your reference.
Pool Funded RFA – Example 3

• Employee Id – Z8097600332
• Position – 88434051
• RFA Period – 07/01/16-07/30/16
• Original Funding
  – Pool 041 (2334000-958INS0074882)
• RFA Funding
  – Pool 044 (2334000-908IND0075245)
• Post RFA Funding
  – Pool 044 (2334000-908IND0075245)
For an RFA involving a mid-period change on an hourly employee, it’s important to verify the hours worked during the RFA period.

Often this will involve reaching out to an HR member of the SSC or potentially HR/Pay if the employee has terminated employment with the department or KU.

The necessary information is:
1. Total number of hours worked in the pay period
2. Total number of hours worked on the days within the RFA period
3. If any of the hours are overtime hours

The HR SSC member should not share the type of hours beyond worked or overtime. Type of hours is protected by privacy restrictions.
Pool Funded RFA – Example 3

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
| 1 | FY | Position | Chartfield String | Voucher | Empid & Rec No. | Department | Pool ID | True Pay End Date | DeptID | Fund | Project | Chrtfld 2 | Chrtfld 3 | Off Cyc | Total Gross Wages | Total Fringe | Total Grss/Fng |
| 2 | 2017 | 88434051 | 2234000-958-INS0074882 | V700209B | Z8097500332-0 | 2234000 | 41 | 7/2/2016 | 2234000 | 958 | INS0074882 | N | 621.00 | 57.92 | 678.92 |
| 3 | 2017 | 88434051 | 2234000-958-INS0074882 | V7003347 | Z8097500332-0 | 2234000 | 41 | 7/2/2016 | 2234000 | 958 | INS0074882 | Y | 27.00 | 2.51 | 29.51 |
| 4 | 2017 | 88434051 | 2234000-958-INS0074882 | V7003352 | Z8097500332-0 | 2234000 | 41 | 7/2/2016 | 2234000 | 958 | INS0074882 | Y | 66.00 | 6.17 | 72.17 |
| 5 | 2017 | 88434051 | 2234000-958-INS0074882 | V700209B | Z8097500332-0 | 2234000 | 41 | 7/2/2016 | 2234000 | 958 | INS0074882 | N | 621.00 | 57.92 | 678.92 |
| 6 | 2017 | 88434051 | 2234000-958-INS0074882 | V700209B | Z8097500332-0 | 2234000 | 41 | 7/2/2016 | 2234000 | 958 | INS0074882 | N | 621.00 | 57.92 | 678.92 |
| 7 | 2017 | 88434051 | 2234000-958-INS0074882 | V700209B | Z8097500332-0 | 2234000 | 41 | 7/2/2016 | 2234000 | 958 | INS0074882 | N | 621.00 | 57.92 | 678.92 |
| 8 | 2017 | 88434051 | 2234000-958-INS0074882 | V700209B | Z8097500332-0 | 2234000 | 41 | 7/2/2016 | 2234000 | 958 | INS0074882 | N | 621.00 | 57.92 | 678.92 |
| 9 | 2017 | 88434051 | 2234000-958-INS0074882 | V700209B | Z8097500332-0 | 2234000 | 41 | 7/2/2016 | 2234000 | 958 | INS0074882 | N | 621.00 | 57.92 | 678.92 |
| 10 | 2017 | 88434051 | 2234000-958-INS0074882 | V700209B | Z8097500332-0 | 2234000 | 41 | 7/2/2016 | 2234000 | 958 | INS0074882 | N | 621.00 | 57.92 | 678.92 |
| 11 | 2017 | 88434051 | 2234000-958-INS0074882 | V700209B | Z8097500332-0 | 2234000 | 41 | 7/2/2016 | 2234000 | 958 | INS0074882 | N | 621.00 | 57.92 | 678.92 |
| 12 | 2017 | 88434051 | 2234000-958-INS0074882 | V700209B | Z8097500332-0 | 2234000 | 41 | 7/2/2016 | 2234000 | 958 | INS0074882 | N | 621.00 | 57.92 | 678.92 |
| 13 | 2017 | 88434051 | 2234000-958-INS0074882 | V700209B | Z8097500332-0 | 2234000 | 41 | 7/2/2016 | 2234000 | 958 | INS0074882 | N | 621.00 | 57.92 | 678.92 |
| 14 | 2017 | 88434051 | 2234000-958-INS0074882 | V700209B | Z8097500332-0 | 2234000 | 41 | 7/2/2016 | 2234000 | 958 | INS0074882 | N | 621.00 | 57.92 | 678.92 |
| 15 | 2017 | 88434051 | 2234000-958-INS0074882 | V700209B | Z8097500332-0 | 2234000 | 41 | 7/2/2016 | 2234000 | 958 | INS0074882 | N | 621.00 | 57.92 | 678.92 |
| 16 | 2017 | 88434051 | 2234000-958-INS0074882 | V700209B | Z8097500332-0 | 2234000 | 41 | 7/2/2016 | 2234000 | 958 | INS0074882 | N | 621.00 | 57.92 | 678.92 |
| 17 | 2017 | 88434051 | 2234000-958-INS0074882 | V700209B | Z8097500332-0 | 2234000 | 41 | 7/2/2016 | 2234000 | 958 | INS0074882 | N | 621.00 | 57.92 | 678.92 |
| 18 | 2017 | 88434051 | 2234000-958-INS0074882 | V700209B | Z8097500332-0 | 2234000 | 41 | 7/2/2016 | 2234000 | 958 | INS0074882 | N | 621.00 | 57.92 | 678.92 |
| 19 | 2017 | 88434051 | 2234000-958-INS0074882 | V700209B | Z8097500332-0 | 2234000 | 41 | 7/2/2016 | 2234000 | 958 | INS0074882 | N | 621.00 | 57.92 | 678.92 |

DEMIS gross & fringe with movement statement, beginning charges table, and ending charges table
Pool Funded RFA – Example 3

Post Award Services Payroll Cost Transfer Form

Date of Preparation: 9/13/16 Dept. ID# 2236000 Dept./Unit Name Mechanical Engineering

For all cost transfers complete questions 1 – 5 below:

#1. Describe in detail why this transfer is being requested.
Student hourly conducted work for project IN00075354 on and after 07/01/16, however the position was not updated to reflect the correct project funding and she continued to accrue gross wages in the amount of $645.00 on closed project INS0074882.

#2. State the reason for moving salary and/or fringe to another project or cost center.
Student hourly conducted work for project IN00075354 on and after 07/01/16, however the position was not updated to reflect the correct project funding and she continued to accrue gross wages in the amount of $645.00 on closed project INS0074882.

#3. How did the error occur?
Miscommunication with HR.

#4. If more than 90 days have passed since the expense posted, explain the delay. (Dent head signature required).
Submitted within 90 days, obtained preemptive Department Head signature.

#5. Describe what internal controls have been put into place to ensure the integrity of future payroll appointments.
Work with HR to ensure positions that are continuing on different project funding sources are updated before the start date.

List the dates for the charges that need to be moved: Start Date: 7/01/16 End Date: 7/30/16


Attach a detailed DEMIS Excel gross/fringe report including all applicable pay periods with the following report breaks:
* Account Code
* Department
* Employee ID, Name, Record Number
* Fund
* Offcycle Flag

On the DEMIS gross/fringe report, summarize the total amount of salary and/or fringe that needs to be moved from one source to another. (See the sample provided on page 2).

I hereby certify that these expenditures were incurred for the goals, objectives and benefit of the agency/org named and are appropriate and necessary to the performance of the project. In the event of a subsequent audit disallowance of this cost transfer for any reason, the Principal Investigator/Author/ed signee agree to be responsible for handling this expense in a manner consistent with RGS/KUCR policy.

Preparer’s Signature 9/13/16 Date

Department Head Signature 9/13/16 Date

Note: Attached payroll cost transfer form is signed by the preparer and department head due to the age of the transaction.
Pool Funded RFA – Example 3

PAF includes:
1. A funding row effective on the first day of the RFA period
2. A funding row for the day after the RFA period to confirm keyed funding is correct.
Non-Pool (Position) Funded RFA Process

ePAF, Accounting Line Report, DBT Report and Non-Pool (Position) Funded RFA examples
Position funded RFA- Example 1

• Employee Id -0000000
• Position – 00004539
• RFA Period – 06/19/16-07/31/16
• Original Funding
  – 60% 2330252-906 // 40% 2330259-907
• RFA Funding
  – 60% 2330250-908KAN0076498 // 40% 2330259-907
• Post RFA Funding
  – 100% 2330250-908KAN0076498
Enter the actual RFA period begin and end dates in the boxes

Enter the position number if known or click the magnifying glass to search by name, EE ID, department, or department name

Click Generate Reports

If the result is not as expected or something needs changed, click the Reset button to clear all of the fields

*Note: Submitter cannot complete generate reports for self*
A pop-up should appear as shown below. The transaction ID is important and follows the RFA through the entire process.

Click Save Reports
Export the accounting line report to Excel using the icon shown below. This exported excel version will become the working accounting line file.

This report replaces DEMIS gross & fringe.
• Beginning Charges Pivot Table (totals of each funding source prior to the RFA being processed)
• Ending Charges Table  (totals of each funding source at the end of the RFA transaction)
• Movement Statement (statement with gross & fringe amounts moving from X to Y)
To start ePAF RFA transaction, search for the transaction. 

*Recommend searching by position number or employee ID to avoid multiple people submitting RFAs for the same employee/position.*

Select the correct transaction from the list

*Note: Transactions will be deleted after 14 days unless an ePAF RFA transaction is started. This helps limit the list and prevents erroneous transactions from remaining forever.*

Note: Selecting a transaction related to your employee ID will result in an error message. “You cannot submit an RFA request for your own record”
ePAF RFA Transaction 2 of 9

Transaction page defaults:
• DBT row effective date first day of RFA period
• Post RFA funding row effective day after last day of RFA period
• Earnings distribution percentages equal to deduction & tax distribution percentages unless override button is checked
• Department ID

Extract Data
• Saved by/on displays information from the original accounting line and DBT reports
• Last changed by/on displays information related to the last time the transaction was saved
• Row 1 effective date should always match the first day of the RFA period.
• Department can be changed if the position moved from one department to another during the RFA period.
• Click the + button to add additional effective dated funding rows to the ePAF.
• Click the – button to remove extra effective dated funding rows from the ePAF.
• Click the override box to add funding overrides for deductions and/or taxes.
Select the **ChartField Details** hyperlink

Select the **Search** button
Enter one or more ChartFields in the search boxes
Click Search
Click the Select button next to the appropriate GL combo code
Type the earning distribution percentage(s) in the **Distribution %** box(es)

Click the + button to add additional distribution rows

Repeat **ChartField Details** and adding distribution rows as necessary
Continue adding effective date funding rows as needed

Reminder – There must be a row for every row shown on the DBT report within the RFA period. Our example only has one row so we are finished with DBT changes for this RFA.
Complete the Post RFA Funding section

Click **Save**

Note: you can click save multiple times and return to the transaction at any time. It will remain available for 14 days after the last save.
Click **Validate**

Validate checks transaction for common errors. Some of these errors will be shown the following slides.

**Transfer Request to ImageNow** button becomes available after the transaction has been saved and validated. You can choose to select the transfer or come back at a later time to complete the RFA.

**Delete Transaction** can be chosen at any time to completely delete the transaction from HR/Pay.

*Note: A box will pop up. Click OK to confirm deletion.*
ePAF RFA Transaction Warning & Error Messages

This error pops up during validate if there is not a row with an effective date matching the first day of the RFA period.

Note: This is an error message and must be corrected.

If an effective date falling outside the RFA period is entered, this message will appear as soon as you hit enter, select the date on the calendar, or tab out of the box.

Note: The transaction page can be saved and submitted with an incorrect date. This is only a warning message.
This error pops up during validate if there is a missing distribution percentage for a combination code.

*Note: This is an error message and must be corrected.*

This error pops up during validate if the distribution percentages do not total 100% for each effective date funding row.

*Note: This is an error message and must be corrected.*

This error appears during validate if a combination code is missing from a distribution row.

*Note: This is an error message and must be corrected.*
This error pops up if the ChartField Details hyperlink is chosen without an effective date being entered. [Reason: The combo codes shown in the search will only be those effective as of the date entered.]

Note: This is an error message and must be corrected.

This error pops up during validate if a project is ending prior to the next effective date on the RFA.

Note: This is a warning message.

This error appears if the user attempts to validate prior to saving.

Note: This is an error message and must be corrected.
ePAF RFA Transaction Other Messages

• “Delete current/selected rows from this page? The delete will occur when the transaction is saved”
  • Appears when the user clicks the - to remove Chartfield rows
  • This is a warning message only.

• “Do you want to save your changes? Click Yes to go back and save, or No to discard your changes”
  • Appears when the user closes the RFA transaction page without saving
  • This is a message requiring the user to choose

• “Chartfield X is not active as of budget period end y”
  • Appears when the combo code chosen is not effective for the entire period between effective dated rows on ePAF. Similar to the project error on the previous slide.
  • This is a warning message only.
If the user is trying to RFA to a funding source that has not been set up, the user can simply click the **Request a New Combo Code** button to go directly to the funding setup request form. A new tab will open so the user does not lose progress on the ePAF as long as the user saves the ePAF prior to timing out of HR/Pay.

If the user changes the effective date after chart string information has been added, any distribution rows entered for that specific effective date will be automatically cleared out. No other effective dated rows will be affected.
ePAF RFA Transaction to ImageNow

Back to our original scenario: Example 1      RFA for position 00004539      RFA period 06/19/16-07/30/16

The ePAF has been saved and validated in HR/Pay.

Click **Transfer Request to ImageNow**

A new tab will open
Enter KU Online ID and Password
Click **KU Login**
The top section of the ePAF in ImageNow auto-fills from HR/Pay.

No changes can be made to this data.

Notes:
If anything is incorrect in this section, the entire transaction will need to be restarted from the accounting line/DBT inquiry step.

The extract saved information displays when the accounting line report was initially run.
Route To Research is clicked as a default. Unclick if Research funds were not originally involved in the expense and no Research funds are being used in the correction.

Route To Dean is a dropdown selection. Select the appropriate Dean as needed for the RFA.

Add/Done to add comments. 
Note: comments are time/date stamped and include the name of the commenter.

RFA Summary is a mandatory field. This is the place to add information related to entire RFA such as the movement statement.

Copy buttons are used to copy the location of the PDF versions of the accounting line and DBT reports which must be attached to the ePAF prior to submission.
Done must be clicked to enter the comments into the comments section. Hitting Enter or clicking the cursor outside the box will not work.

This section now contains an RFA summary and comments.
Effective Date Summary is the only editable field in this section. This is not a mandatory field. Some users completing RFAs with multiple effective dated rows choose to add comments for each section.

Note: Any errors in department budget change fields cannot be corrected from this step.
ePAF RFA in ImageNow 5 of 5

Submitter Info auto-fills based on the user KU log-in.

Submit routes the form to the appropriate starting point in workflow.

Reset will clear the form back to the original data which fed over from HR/Pay.

Print allows the ePAF to be printed.

Attachments allows the user to add attachments to the form. The next page has detailed instructions for attaching.
Click Attachments.

Click the Add button. A file upload box window will appear.

Paste (Ctrl+V or right click for menu) in the File name box. Click Open.

Manage Attachments should now show the accounting line. Click OK and repeat with Dept Budget report.
ePAF RFA in ImageNow Attachments

For other documents or to attach the saved reports without using the Copy button, click **Attachment** to use the file upload box to locate and attach the necessary file(s). After attaching file(s), click **OK** to save attachment(s) or **Cancel** to cancel changes.
As a reminder to users, the ePAF lists which attachments **must** be submitted with an ePAF RFA depending on whether the Research button is checked.

**Route to Research box checked**

For Research RFAs, at least 4 attachments are required: Accounting Line, Department Budget Table, Working Accounting Line, and Payroll Cost Transfer.

**Route to Research box unchecked**

At least 3 attachments are required: Accounting Line, Department Budget Table, and Working Accounting Line.

The ePAF form has an attachment counter to allow the user to confirm the number of attachments prior to submission.
ePAF RFA in ImageNow Messages

Thank you for completing the HR Non-Pool RFA Form.

This message appears when the form has been successfully submitted by the user.

Error

- Requirements Missing:
- A required field is incomplete. Enter a value for all listed fields.
- RFA Summary is Required

This error message will appear if the **Submit** button is clicked and the RFA summary has not been completed.
• **User** submits the ePAF.

• **Dean’s Office** is the first stop for approvals on an ePAF if one of the Professional Schools has been selected from the dropdown.

• **KU Office of Research** is the next stop for ePAF RFAs if the box remains checked at submission. There are several levels of approvals at this stop depending the type of money involved and the time elapsed since the initial charge occurred.

• **Payroll Office** is the last stop for ePAF RFAs. Here, too, there are a few queues depending on the specific situation.

*Note: Any queue can route back to the SSC for corrections or additional information as illustrated by the red arrows.*
ePAF RFA Route Back Email

Sample email for ePAF RFA routed back to the SSC for corrections/clarification

Note: Sent to submitter and SSC Manager of submitter’s department
These errors will likely require the transaction to be reactivated (discussed later) or may require the process start over at the accounting line/DBT inquiry page.

**Note:** **PCTF (RFAJF)** stands for Payroll Cost Transfer Form (Retroactive Funding Adjustment Justification Form)

These errors will likely require the transaction to be reactivated (discussed later) or may require the process start over at the accounting line/DBT inquiry page.

These may require reactivation or may be correctable in ImageNow depending on the specifics.
The **RFA Reason** dropdown selection is available only to KU Office of Research personnel.
RFA ePAF Reactivation

If an ePAF RFA is returned for corrections which are not possible within ImageNow, **SSC Managers** have the option to reactive the transaction.

Common reasons for reactivations
- Combo code effective date
- Cost share error(s)
- Missing PI in CF3
- Effective date error(s)
- Missing deduction or tax override(s)
- Distribution percentage error(s)

Transactions can be searched for using any of the criteria. Transaction number is the recommended method to ensure the correct one is selected.
Once the correct transaction is showing, click **Reactivate Transaction**. The button will grey out once the transaction has been reactivated.

Only SSC managers and certain central office personnel have security to perform this transaction.

Users will need to make a request of the appropriate SSC manager in the form of a conversation and/or email to determine if reactivation is possible and the best solution to correct the transaction.

**Note:** Users should refer to the appropriate SSC policy as each SSC has the authority to set the specific guidelines and procedures for reactivation.
Reactivated RFA ePAF

Return the EPAF RFA Transaction page

Search by the transaction number

Page now includes **Reactivated by** and **Reactivated On** information.

ChartField Details, distribution boxes, department ID, and effective dates fields are now open for editing.

Complete transaction as instructed for initial RFA ePAF to include validation of any changes

**Transfer Request to ImageNow** when all changes are completed
Reactivated RFA ePAF in ImageNow

Corrected ePAF
• Complete ImageNow form as instructed previously including attachments and RFA Summary

Incorrect ePAF
• SSC Manager will route the incorrect ImageNow form to Not Processed
• SSC Manager and Submitter will receive emails indicating a form has been routed to Not Processed

Note: Users and SSC Managers should refer to the appropriate SSC policy as each SSC has the authority to set the specific guidelines and procedures for how and when incorrect ePAFs are routed to Not Processed.
Sample email for RFA processed by Payroll.

- Sent only to Submitter
- Lists Payroll Voucher
- Flattened ePAF attached
- Link to Form in ImageNow

The email is from RFA Submitter@ku.edu and is titled "Non-Pool RFA Form Processed in HRPay System." It contains information about an RFA form processed for an Employee Name with details like Transaction Type, Position Number, Department ID, and Voucher/JV Number. The email includes a link to the form and a note that it is for internal use only. It also provides contact information for technical assistance.

Thank you.
Sample email for RFA handled by Journal Voucher at Office of Research

- Sent only to Submitter
- Lists Journal Voucher
- Flattened ePAF attached

---

A Non-Pool RFA was reviewed for **Employee Name**

**End Status: Journal Voucher**
**Position Number: 00000267**
**Department ID: 1520000**
**Voucher/JV Number: 228491**

This form was processed **outside of the HRPAY System** via Journal Voucher. Details regarding the outcome of this transaction request are available by referring to the Comments when accessing the form via the attachment.

This is for Internal Use Only. Please do not reply to this email.

If you have questions about the decision that was made, please contact your post award team for more information.

For technical assistance, please contact the KU IT Customer Service Center at 785-864-8080 or itscs@ku.edu.

Thank you.
Sample email for RFA which is Not (being) Processed

- Sent to Submitter, SSC Manager, and Post Award Team
- Flattened ePAF attached
- Comments must be read to determine reason for not processing.
- This transaction **cannot** be reactivated in HR/Pay

**Note:** Similar emails will be sent when a form is routed to Not Processed by the SSC Manager after reactivation. It is up to the user to determine which Not Processed email is being received and whether action is necessary.
Sample email for RFA recommended to be handled as a Budget Transfer

- Sent to Submitter and SSC Manager
- Action is required to complete transaction as budget transfer
- flattened ePAF attached
- Comments must be read to determine reason
- Questions related to the decision should be directed to Mark Lohmeyer in the Budget Office as indicated in email body
- This transaction should not be reactivated in HR/Pay
Position funded RFA- Example 2

- Employee ID – 1111111
- Position -00001111
- RFA Period – 07/01/16-07/30/16
- Original Funding
  - 19% 2330252-906 // 81% 2330257-907
- RFA Funding
  - 19% 2330250-908KAN0076498 // 81% 2330257-907
- Post RFA Funding
  - 100% 2330250-908KAN0076705
Position funded RFA- Example 2

Accounting Line Report:

<table>
<thead>
<tr>
<th>FY</th>
<th>Position</th>
<th>Combo Code</th>
<th>Voucher</th>
<th>Empl ID</th>
<th>Name</th>
<th>HR Dept</th>
<th>Pool</th>
<th>True Pay End</th>
<th>Cost Center</th>
<th>Fund</th>
<th>Project</th>
<th>CPI</th>
<th>CF2</th>
<th>CF3</th>
<th>Off Cycle</th>
<th>Pay Group</th>
<th>Total Gross</th>
<th>Total Fringe</th>
<th>Total G/F</th>
<th>Fringe Ded</th>
<th>Fringe - Tax</th>
<th>Check Nbr</th>
<th>PP End Date</th>
<th>Pay Run</th>
<th>RFA Run</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td></td>
<td>2330250-908STE0075512</td>
<td>V7000298</td>
<td>1111111</td>
<td>Employee B</td>
<td>2331000</td>
<td>7/2/2016</td>
<td>2330250</td>
<td>908</td>
<td>STE0075512</td>
<td>N</td>
<td>CUN</td>
<td></td>
<td>Off Cycle</td>
<td>Pay Group</td>
<td>Total Gross</td>
<td>Total Fringe</td>
<td>Total G/F</td>
<td>Fringe Ded</td>
<td>Fringe - Tax</td>
<td>Check Nbr</td>
<td>PP End Date</td>
<td>Pay Run</td>
<td>RFA Run</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2330252-906</td>
<td>V7000298</td>
<td>1111111</td>
<td>Employee B</td>
<td>2331000</td>
<td>7/2/2016</td>
<td>2330252</td>
<td>906</td>
<td></td>
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<td>CUN</td>
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<td>V7000299</td>
<td>1111111</td>
<td>Employee B</td>
<td>2331000</td>
<td>7/16/2016</td>
<td>2330252</td>
<td>906</td>
<td></td>
<td>N</td>
<td>CUN</td>
<td></td>
<td>Off Cycle</td>
<td>Pay Group</td>
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<td>408.86</td>
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<td>7/16/2016</td>
<td>2330257</td>
<td>907</td>
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<td>CUN</td>
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<td></td>
</tr>
<tr>
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Move 690.58 salary and 164.06 fringe from 2330252-906 to 2330250-908-KAN0076498

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Ending Charges:

2330250-908STE0075512 | 295.96 | 86.33 | 382.29 |
2330252-908-KAN0076498 | 690.58 | 164.06 | 854.64 |
2330257-907 | 4205.77 | 1067.38 | 5273.15 |
Grand Total | 5192.31 | 1317.77 | 6510.08 |
Position funded RFA- Example 2

DBT Report:

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Hours confirmation:

Kara,

The employee worked the following hours for the PPE 07/02/2016:

- 06/20/2016 8 hrs
- 06/21/2016 8 hrs
- 06/22/2016 8 hrs
- 06/23/2016 8 hrs
- 06/24/2016 8 hrs
- 06/27/2016 8 hrs
- 06/28/2016 8 hrs
- 06/29/2016 8 hrs
- 06/30/2016 8 hrs
- 07/01/2016 8 hrs

Thanks,

Mobin
Position funded RFA - Example 2

**ePAF:**

**Department Budget Changes**

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**Earnings Distribution**

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<th>Fund</th>
<th>Project</th>
<th>CF1</th>
<th>CF2</th>
<th>CF3</th>
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<td>2330257</td>
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<td></td>
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</tr>
</tbody>
</table>

Provide a summary of the RFA transaction. Use Attachments to include emails or other lengthy relevant information. The Accounting Line, Department Budget Table and Working Accounting Line documents must be attached for all RFA ePAFs. In addition, a signed Payroll Cost Transfer Form must be attached for Research ePAFs.

**Effective Date Summary:**

- Department
- Override Deductions
- Override Taxes

**Post RFA Funding**

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Department</th>
<th>Override Deductions</th>
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<tr>
<td>07/31/2016</td>
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</table>
Position funded RFA - Example 3

- Employee Id – 222222
- Position – 00002222
- RFA Period – 11/08/15-04/23/16
- Original Funding
  - Eff 11/8/15
    - 8.6% 2510000-099KAN006797CS // 65.367% 2510000-099 // 8.233% 2510000-099KAN0074916CS // 17.8% 2510000-099KAN0075100CS
  - Eff 1/3/16
    - 9.22% 2510000-099KAN0075100CS // 9.22% 2510000-099KAN006977CS // 77.26% 2510000-099 // 4.3% 2510000-099KAN0074916CS
- RFA Funding
  - Eff 11/8/15
    - 91.4% 2510000-099 // 8.6% 2510000-099KAN0069797CS
  - Eff 1/3/16
    - 90.78% 2510000-099 // 9.22% 2510000-099KAN006797CS
- Post RFA Funding
  - 100% 2510000-099
### Position funded RFA- Example 3

#### Accounting Line Report pg 1:

| FY | Position | Combo Code | Voucher | Empl ID | Name | WH Dept | Role | True Pay End | Cost Center | Fund | Project | CFS | CFS | CFS CFT | Cycle | Pay Group | Total Gross | Total Fringe | Total G/L | Fringe Ded | Fringe Tax | Check Info | RP End Date | Pay Run  | BEA |
|---|----------|------------|---------|---------|-------|---------|-------|--------------|-------------|-------|----------|-----|-----|---------|-------|-----------|------------|-------------|-----------|-----------|----------|-----------|-----------|-----------|-------------|----------|
| 2016 | 02510000-099 | V700209L | 22232522 | Empoyee C | 2510000 | 11/11/2016 | 2510000 | 99 | KAU0089797 | CS | N | CUX | 1,600.46 | 39.90 | 1,990.36 | 370.51 | 123.4 | 1697753 | 11/11/2016 | FEL |
| 2016 | 02510000-099-DC | V700208L | 22232522 | Empoyee C | 2510000 | 12/3/2016 | 2510000 | 99 | KAU0089797 | CS | N | CUX | 1,600.46 | 299.80 | 1,990.27 | 370.40 | 123.4 | 1700511 | 12/3/2016 | FEL |
| 2016 | 02510000-099-DU | V700209L | 22232522 | Empoyee C | 2510000 | 12/3/2016 | 2510000 | 99 | KAU0089797 | CS | N | CUX | 217.74 | 39.43 | 251.01 | 12.43 | 17.02 | 1700511 | 12/3/2016 | FEL |
| 2016 | 02510000-099-DC | V700208L | 22232522 | Empoyee C | 2510000 | 12/3/2016 | 2510000 | 99 | KAU0089797 | CS | N | CUX | 1,600.46 | 299.80 | 1,990.27 | 370.40 | 123.4 | 1700511 | 12/3/2016 | FEL |
| 2016 | 02510000-099-DC | V700208L | 22232522 | Empoyee C | 2510000 | 12/3/2016 | 2510000 | 99 | KAU0089797 | CS | N | CUX | 217.74 | 39.43 | 251.01 | 12.43 | 17.02 | 1700511 | 12/3/2016 | FEL |
| 2016 | 02510000-099-DC | V700208L | 22232522 | Empoyee C | 2510000 | 12/3/2016 | 2510000 | 99 | KAU0089797 | CS | N | CUX | 1,600.46 | 299.80 | 1,990.27 | 370.40 | 123.4 | 1700511 | 12/3/2016 | FEL |
| 2016 | 02510000-099-DC | V700208L | 22232522 | Empoyee C | 2510000 | 12/3/2016 | 2510000 | 99 | KAU0089797 | CS | N | CUX | 217.74 | 39.43 | 251.01 | 12.43 | 17.02 | 1700511 | 12/3/2016 | FEL |
Position funded RFA- Example 3

Accounting Line Report pg 2:

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Move 3540.20 salary and 655.96 fringe from 251000-099-KANO075100-CS to 251000-099
Move 164.64 salary and 304.57 fringe from 251000-099-KANO074916-CS to 251000-099

KU THE UNIVERSITY OF KANSAS

Rock Chalk, JAYHAWK!
Position funded RFA- Example 3

DBT Report:

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Position funded RFA-Example 3

ePAF: Part 1

### Department Budget Changes for Non-Pool RFA

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#### Earnings Distribution

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<td>CF2</td>
<td>CF3</td>
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</table>

Provide a summary of the RFA transaction. Use Attachments to include emails or other lengthy relevant information. The Accounting Line, Department Budget Table and Working Accounting Line documents must be attached for all RFA ePAFs. In addition, a signed Payroll Cost Transfer Form must be attached for Research ePAFs.

### Effective Date Summary:

<table>
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<tr>
<th>Effective Date</th>
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KU THE UNIVERSITY OF KANSAS

Rock Chalk, JAYHAWK!
Position funded RFA-Example 3

ePAF: Part 2

Provide a summary of the RFA transaction. Use Attachments to include emails or other lengthy relevant information. The Accounting Line, Department Budget Table and Working Accounting Line documents must be attached for all RFA ePAFs. In addition, a signed Payroll Cost Transfer Form must be attached for Research ePAFs.

Effective Date Summary:

Post RFA Funding

<table>
<thead>
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Earnings Distribution

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Position funded RFA- Example 4

• Employee Id – 333333
• Position – 0000333
• RFA period – 08/28/16-09/24/16
• Original Funding
  – 2% 2330250-908KAN0076106 // 2% 2330255-907 // 24% 2330250-908KAN0074902 // 2% 2330256-907 // 70% 2330250-908-KAN0076498
• RFA Funding
  – 67% 2330457-718STE0076812PI // 33% 2330457-908KAN0077138
• Post RFA Funding
  – 66% 2330457-718STE0076812PI // 34% 2330250-908KAN0074902
Position funded RFA- Example 4

Accounting Line Report pg 1:

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Move 5890.84 salary and 900.26 fringe from various sources to 2330457-718-STE0076812-PI
Move 2901.46 salary and 443.41 fringe from various sources to 2330457-908-KAN0077138

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**Overload Not included in RFA**

**Overload**

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**Grand Total**

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**Ending Charges:**

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Rock Chalk, JAYHAWK!
Position funded RFA- Example 4

DBT Report:

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Position funded RFA-Example 4

ePAF:
RFA Contacts

• Payroll Office 864-4385 payrollrfa@ku.edu
  – Melissa Bissey 864-4016 mbissey@ku.edu
  – Mobin Faghan 864-4387 mfwt9@ku.edu

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