Payroll Activities
Accessing Retroactive Distribution of Funding Form

Overview:

Understanding the Retroactive Distribution of Funding Form

The Retroactive Distribution of Funding (RDF) Form must be used to make any correction or change to the funding source of an individual employee for a prior pay period. The RDF Form may not be used for any retroactive changes in compensation, employment period, full-time equivalency, position, or status. The RDF is required in order to make corrections to:

- Department charges in the event of a late personnel appointment
- Combination codes for erroneous time, leave, and account information entries
- Significant differences between an employee's effort reported on Personnel Activity Reporting System (PARS) and actual payroll charges

The RDF must be completed and submitted to Payroll Services within 30 days from the end of the month in which the error occurred. Should the correction result from the discovery of an effort error during the PARS verification process, then the correction must be submitted within 30 days of the PARS verification discovery. Corrections submitted beyond the 30-day deadline require a separate, typewritten detailed explanation and authorization from the appropriate Dean or Vice President.

Procedure

Scenario:
In this topic, you will learn how to access and use the retroactive distribution of funding form.

Key Information:
Controller's Office website - http://controller.vpfa.fsu.edu
Retroactive Distribution of Funding Form
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Navigate to the Controller's Office website at <a href="http://controller.vpfa.fsu.edu">http://controller.vpfa.fsu.edu</a>. Click the <strong>Forms</strong> link in the right-hand &quot;Useful Links&quot; column.</td>
</tr>
</tbody>
</table>

**Forms**
Step 2. Scroll down the "Controller Forms" page to the **Payroll** section.
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<td>3.</td>
<td>Click the <strong>Retroactive Distribution of Funding with Instructions</strong> link.</td>
</tr>
</tbody>
</table>

4. Click the **Open** button.

5. These instructions are useful when filling out the Retroactive Distribution of Funding form.
Step | Action
---|---
6. | Return to the Controllers website and click the **Retroactive Distribution of Funding Form Only** link.

You may also use the form found on page 2 of the instructions.

[Retroactive Distribution of Funding Form Only](http://www.controllers website)
### Step 7
Click the **Open** button.

![Open button](image)

### Step 8
The originating department completes the RDF Form to correct the prior period funding.

The following additional documentation is required:
- Payroll charges from the pay period(s) affected (OMNI OBI HR-GL Detail Report)
- A copy of the Personnel Action Form (PAF).

### Step 9
After entering the appropriate employee information, scroll down to enter funding details.

### Step 10
Enter the current funding details in the "Distribution Information" section of the form.

**NOTE:** For submissions involving sponsored projects, SRAS reviews the paperwork for authorized signatures, funding information, performance period, and allowability.

### Step 11
Enter the appropriate funding information into the "Funding Details" section indicating items to be changed.

### Step 12
Enter a description explaining the reason for the change into the "Distribution Justification" section.

### Step 13
Enter any additional information into the "Additional Information" section.
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<tr>
<td>14.</td>
<td>Once the form is completed, ensure the proper approvers sign below. Payroll will only process original forms with original signatures.</td>
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<tr>
<td>15.</td>
<td>Payroll Services will send an email confirming receipt of the document. The RDF will be processed on the next available oncycle pay period unless otherwise notified. Departments should immediately review RDP changes in OMNI to assure accuracy.</td>
</tr>
<tr>
<td>16.</td>
<td>Congratulations! You have completed this topic. <strong>End of Procedure.</strong></td>
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