Overview/Description

The purpose of Express Direct Retros (EDR) is to reallocate funding that has been distributed by GL. EDRs pull information from the PERS_SERV_BOR table and is the solution provided to perform redistributions instead of the PeopleSoft delivered Direct Retro process.

Prerequisite(s)

- Must have Position, Employee ID, and/or Combo Code.
- Any new chartfield ( combo code, department ID, etc.) must be set up prior to redistribution.

Instructions

1. Enter a Retro Distribution Request.

Navigation

Manager Self Service > Retro Distribution Request tile.

Prerequisite

Users must have at least one of the following security roles:

- **BOR CA RETRO ADMIN** (Change Accounting Date and Combo Code)
- **BOR CA RETRO ACCTDT** (Change GL Account and Combo Code)
- **BOR CA RETRO PROCESSING** (Change Only Combo Code)
- **BOR EXPRESS DIRECT RETRO** (Used Only for BOR Managers who need to create Express Direct Retros. This role works in combination with the first two roles for the ability to change various fields).

1.1. Add a new EDR Request by Amount.

- **Company** should default based on user security.
- Select **Retro Option** (“Earnings only”, “Fringe Only”).
- Enter **Position** or **Empl ID**.

  **Note:** Either Position, EMPLID, or Combo Code are required. At least one other field is recommended to narrow search. The results may be too large with just the Combo Code.
d. Click **Search**.

e. Current distribution details will display below the search criteria. All pending transactions for this user will display at the bottom of the page in **Search - Existing**.

**Note:** You may click the **Details** and **Search Keys** tabs to display combo code description, chartfield details, position title, and name.

f. Select the checkbox(es) for the items in the search results you wish to perform a retro distribution.

**Notes:**
- Only select the distribution(s) you want to change.
• If there is an EDR pending approval for the same position/employee, pay end date, and check number, this will display as a locked transaction in the search results and will not be selectable.

g. Click Next.

Notes:
• Once you click Next, a transaction ID is assigned, and the lock is engaged.
• The EDR transaction lock is specific to the employee, paycheck and retro option. Additional transactions can be created for the same employee if the paycheck selected is not involved in any existing, pending transaction. The EDR transaction lock is separate from the Encumbrance Lock that is part of payroll and encumbrance processing.

h. Search criteria for this retro will be displayed at the top of the screen along with the Department ID and Department Name for the selected employee or position.

i. The selected distributions are displayed under Current Distribution.

j. The current combo code defaults into the New Distribution.

Notes:
• If you have security role BOR CA RETRO ACCTDT, you will notice the accounting date is editable.
• If you have security role BOR CA RETRO ADMIN, you will notice the GL account is editable.
• If you have security role BOR CA RETRO PROCESSING, you will notice neither the accounting date nor GL account are editable.
• The BOR EXPRESS DIRECT RETRO security role is for users with the BOR Manager Role who also need the ability to create EDRs. This role works in combination with the first two roles to permit access to edit fields as necessary.

k. You may change the chartfield distribution by clicking Chartfield Details and selecting a new combo code. If you do not know the combo code, but know any of the chartfields, click Search.

l. Click Clear to clear the defaulted combo code.
m. Input any known chartfield and click **Search**. The combo codes that match your criteria will display.

n. Select the desired combo code, Click **Ok**.

**Notes:**
- The distribution by amount must not exceed the original check amount.
- The **Chartfields Detail** button must be clicked regardless if you are changing the combo code for the distribution row. The example below shows just the amount changing. This will result in no accounting entries unless you click **Chartfield Details** on each row.

- For EDRs by amount, you only put the amount you want to move. There is no need to insert a new row unless you want to split fund the distribution row.
• You may split fund distributions by clicking the “+” to the right of the distribution row.
• Once you insert a row on an original distribution row, the entire amount of that distribution row must be accounted for.

You may redistribute a line to as many distributions as needed.
You may move less than the original distribution as long as no rows are inserted.
The Reset button will return the “New Distribution(s)” back to the original distributions.

You may add an attachment (optional).
Select a Cost Transfer Justification (required) and enter comments in the comments box (optional).
Note: It is NOT recommended to change the description field of the Cost Transfer Justification.
You may click Ad hoc Save to save the transaction and return to this retro distribution later.

Notes:
• If you enter comments and click Ad hoc Save, you will receive an error. For now, the workaround is to delete the comments and click Ad hoc Save.
• Entering comments is ok if you are ready to submit.
• The EDR update process will purge transactions that have only been saved based on the number of days in configuration. The user may return to the EDR transaction and submit any time before the number of days configured.
• If you have a “Saved Ad hoc” EDR transaction, the only place a user can review the transaction is by navigating to “Retro Distribution Request” and scroll to the bottom of the page.

1.2. Add a new EDR request by Percent

a. Company should default based on user security.
b. Select Retro Option (Earnings only or Fringe Only).
c. Select the Percent checkbox.
Note: The Percent checkbox will only display if your institution has elected to use the percent option. Remember, all rows of the paycheck must be selected for the percent option.

d. Enter Position or Empl ID.
   Note: Either Position, EMPLID, or Combo Code are required. At least one other field is recommended to narrow search. The results may be too large with just Combo Code.

e. Click Search.

f. Current distribution details will display below the search criteria. All pending transactions for this user will display at the bottom of the page in Search - Existing.
   Note: You may click the Combo Code Details and Search Keys tab to display combo code description, chartfield details, position title, and name.
g. Select the checkbox(es) for the items in the search results you wish to perform a retro distribution.

**Notes:**
- For EDRs by percent, all distribution rows of a paycheck must be selected.
- If there is an EDR pending approval for the same position/employee, pay end date, and check number, this will display as a locked transaction and will not be selectable.

h. Click **Next**.

**Notes:**
- Once you click **Next**, a transaction ID is assigned, and the lock is engaged.
- The EDR transaction lock is specific to the employee, paycheck and retro option. Additional transactions can be created for the same employee if the paycheck selected is not involved in any existing, pending transaction. The EDR transaction lock is separate from the Encumbrance Lock that is part of payroll and encumbrance processing.

i. Criteria for this retro will be displayed at the top of the screen along with the Department ID and Department Name for the selected employee or position.

j. The selected distributions are displayed under **Current Distribution**.

k. The current combo code defaults into the **New Distribution**.

**Notes:**
- If you have security role **BOR CA RETRO ACCTDT**, you will notice the accounting date is editable.
- If you have security role **BOR CA RETRO ADMIN**, you will notice the GL account is editable.
- If you have security role **BOR CA RETRO PROCESSING**, you will notice neither the accounting date nor GL account are editable.
- The **BOR EXPRESS DIRECT RETRO** security role is for users with the BOR Manager Role who also need the ability to create EDRs. This role works in combination with the first two roles to permit access to edit fields as necessary.

l. You may change the chartfield distribution by clicking **Chartfield Details** and selecting a new combo code. If you do not know the combo code, but know any of the chartfields, click **Search**.
m. Click **Clear** to clear the defaulted combo code.

n. Input any known chartfield and click **Search**. The combo codes that match your criteria will display.

o. Select the desired combo code, Click **Ok**.

**Notes:**
- All percentages must equal 100% across all distribution rows.
- If the new distribution is split 50/50 by percent, and the calculation has rounded up, the system will perform a validation by the line total and adjust rounding issues on the last distribution entered.
- You may split fund distributions by clicking the “+” to the right of the distribution row.
- The **Reset** button will return the “New Distribution(s)” back to the original distributions.

p. You may add an attachment (optional).

q. Select a **Cost Transfer Justification** (required) and enter **comments** in the comments box (optional).

**Note:** It is NOT recommended to change the description field of the Cost Transfer Justification.

q. You may click **Ad hoc Save** to save the transaction and return to this retro distribution later.
Notes:

- If you enter comments and click **Ad hoc Save**, you will receive an error. For now, the workaround is to delete the comments and click **Ad hoc Save**.
- Entering comments is ok if you are ready to submit.
- The EDR update process will purge transactions that have only been saved based on the number of days in configuration. The user may return to the EDR transaction and submit any time before the number of days configured.
- If you have a “Saved Ad hoc” EDR transaction, the only place a user can review the transaction is by navigating to “Retro Distribution Request” and scroll to the bottom of the page.

### 1.3. Cancelling an EDR

**Notes:**

- You may only cancel an EDR that has not been submitted (Saved only).
- Only the requestor can delete a transaction.
- The lock is released immediately.

a. When on the EDR transaction page, click **Cancel**.

b. The user will receive a warning to make sure this is the action you wanted.

c. Click **OK**.

Congratulations you have cancelled an EDR transaction!
1.4. Submit EDR Request

a. If the transaction is complete, click **Submit**.
b. You will receive a **Submit Confirmation** message, click **OK**.
c. You are taken back to the submitted transaction. You may click on the **Multiple Approvers** link at the bottom to review the approvers for this transaction.
d. Click the "+" to add ad hoc approvers or reviewers (optional).

**Notes:**
- The approver must have an approver role.
- The reviewer must have MSS access.
- Ad hoc approvers will not take the place of configured level approvers. It is an additional level approver.
- Ad hoc reviewers will only get a notification. They are not required to approve or process further.

Congratulations! You have submitted an Express Direct Retro (EDR).

2. Review a Retro Distribution

**Navigation**

In Manager Self Service (MSS), click the **Review/Approve EDR** tile.

2.1. Search Page

a. Click **Search** to display all your transactions.

**Notes:**
- This will display all transactions. You may narrow the search by completing one or more fields in the search criteria.
- Click on the transaction you wish to display.
- The **Return** button returns you to the previous screen. Currently, there is no "push back" to requestor functionality.
Congratulations! You have reviewed an EDR transaction.

3. Approve/Deny EDR Transactions

Navigation Options:
3.1. Manager Self Service > Review/Approve EDR Tile

3.2. Notification Flag

3.1. Approve EDR transactions via Review/Approve EDR Tile

Navigation

a. To view all pending transactions, Select Approval Status “Pending”.

b. All transactions with a “Pending” status will display.

Notes:

- All transactions displayed may not need your specific approval. This displays ALL pending transactions no matter the approver.
- Use the flag method to only see your transactions.

c. Click the transaction you wish to approve.
d. The approver may Approve or Deny the transaction, review attachments, and review the cost justification, comments, and chartfield details for the transaction.

Notes:
- If approved, the transaction status will change to Approved and will be ready to process to GL. The lock is released once the update process is successfully completed.
- If the transaction is denied, the transaction status will change to Denied. The transaction is ended, and the lock is released immediately. Once the update process is successfully completed, the transaction will no longer be on the BOR_RETDIST_LCK table.
- For denied transactions, comments are required.
- Approvers and Reviewers may see comments by clicking on the comments at the bottom of the page.
3.2. Review/Approve using the flag method in the upper, right corner.

a. Click the notification flag to display transactions that need your approval.

b. The transaction will display.

c. To review chartfields and combo code description by clicking Chartfield Details on the distribution row(s).

d. Scroll down to Approve or Deny the transaction.

e. Approver has the option to review details and approve or deny.

Notes:

- Ad hoc approvers will not take the place of configured level approvers. It is an additional level approver.
- Ad hoc reviewers will only get a notification. They are not required to approve or process further.
- When the approver clicks Chartfield Details, the chartfields are editable. However, no changes are saved. It will post to the chartfields originally submitted for approval.
- To advance to the next EDR awaiting approval in your worklist, click the Notification flag to select next transaction to approve.
- If approved, the transaction status will change to “Approved” and be ready to process to GL or workflow will send to the next approver. Once the transaction is approved by all approvers and the update process is successfully completed, the lock is released.
- If the transaction is denied, the transaction status will change to “Denied.” The transaction is ended, and the lock is released immediately. Once the update process is successfully completed, the transaction will no longer be on the BOR_RETDIST_LCK table.
- For denied transactions, comments are required.
- If for some reason a transaction is denied by mistake, the transaction must be created again.
- Once the update process is run for EDR transactions, institutions need to journal generate in financials using template PAYROLL_RD to produce journals to post for EDR transactions.

Congratulations! You have Approved or Denied an EDR Transaction.