Completing the Payroll Distribution/Retro Request Form (PDRR)

For any prior fiscal year Retros or Cross College Retros, you must complete the PDRR form and have it signed off on by the appropriate Dean/Director Processing Office. If this is a Cross College Retro, both the home and secondary Dean/Director or Dept Head must sign off.

The PDRR form is NOT completed in myUFL. You will access and complete the form from
http://www.fa.ufl.edu/forms-and-publications/forms/#payroll

1. Navigate to http://www.fa.ufl.edu/forms-and-publications/forms/#payroll and click on the **Payroll Distribution/Retro Request** link.

PAYROLL DISTRIBUTION / RETRO REQUEST
(only use for all PY changes/retros made to Distributions and for new/retros to CY Cross Colleges)

All BOLD items must be completed

Date:		Does this distribution impact a closed effort period?	
Employee Name:		Does this distribution impact a C&G project?	
Employee/UFID Number:			Cost Tranfer Form Here
Employee Record Number:			
Home Department ID:		C&G Approval	

ONLY put date ranges that need editing on the form, if not changing, do not include.
-- All Distribution/Retro requests must have sufficient budget

Line Action (pick from list)	Earnings Code	CHARTFIELD Information			Project End Date (mm/dd/yyyy)	Combination Code		Percent	Distribution Begin Date (mm/dd/yyyy)	Distribution End Date (mm/dd/yyyy)
		DEPT ID	FUND	PROJECT						

I CONFIRM that this Payroll Distribution Request supersedes any prior Payroll Distribution requests sent for processing.

Home Department
Contact Name: _____
Phone: _____
Email: _____

APPROVED _____
(Home Departm Dean/Director/Department Head (Signature)

_____
Dean/Director/Department Head (Typed)

Cross College Department
Contact Name: _____
Phone: _____
Email: _____

APPROVED _____
(Cross College D Dean/Director/Department Head (Signature)

_____
Dean/Director/Department Head (Typed)

CY Cross College will be processed by home dept college or VP area.
PY - If non- grant related - will be processed by the home dept college or VP area
PY - If grant related retro - email form to home dept college or VP area with the cost transfer form.

2. Enter **Date**, **Employee Name**, **Employee/UFID Number**, **Employee Record Number** and **Home Department ID**.
    Date – Enter today's date
    Employee Name – Enter the employee's primary name as indicated in Job Data
    Employee/UFID Number – Enter the employee's 8-digit UFID
    Employee Record Number – The Empl Rcd Number is the number associated with the job in your department
    Home Department ID – On the individual's Job Data you will also find his or her Home Department. It is labeled Department.

PAYROLL DISTRIBUTION / RET

(only use for all PY changes/retros made to Distributions and

All BOLD items must be comp

Date:	12/15/2018
Employee Name:	Albert A. Gator
Employee/UFID Number:	12345678
Employee Record Number:	0
Home Department ID:	99990100

out date ranges that need editing on the form, if not changing ,do not inc

3. If this Retro will affect Closed Effort Period, enter Yes. Otherwise, enter No

4. If this Retro will affect a grant project, enter Yes. Otherwise, enter No.

Does this distribution impact a closed effort period?	**NO**
Does this distribution impact a C&G project?	**YES**
	Cost Tranfer Form Here
C&G Approval	

NOTE: If affecting a C&G project (201/209 funds), the Cost Transfer Information Form must also be completed. You will see the link directly above the C&G Approval field.

5. Enter the type of Line Action that is occurring. Options are New, No Change, Decrease or Increase.
   NEW – When you are adding charges to a Combination Code that wasn't in the date range you are editing, the code is NEW to this date range. Select NEW.
   NO CHANGE – For a distribution where a percentage is going to change and a percentage within that date range that will not be changing, select NO CHANGE for the lines that will not be changed. Keep in mind, the distribution must equal 100 percent.
   DECREASE – When you are editing your percentage from say 65% and changing it to 35%, this is a decrease. Specifies a lower percentage value has been entered.
   INCREASE – When you are editing your percentage from say 25% and changing it to 45%, this is an increase. Specifies a greater percentage value has been entered.

Line Action (pick from list)	Earr Cc
NEW	
NO CHANGE	
DECREASE	
INCREASE	

6. If this distribution is for an Additional Pay, enter the appropriate Earnings Code in the Earnings Code field.

7. Enter the Home Dept ID, Fund, Project (if needed), Project End Date (if needed), Combination Code, Percentage, Distribution Begin and End date for each required line.

Line Action	Earnings	CHARTFIELD Information			Project End Date	Combination Code		Distribution Begin Date	Distribution End Date
(pick from list)	Code	DEPT ID	FUND	PROJECT	(mm/dd/yyyy)		Percent	(mm/dd/yyyy)	(mm/dd/yyyy)
NO CHANGE		99990100	201	ABCD0100	10/15/2019	000054321	20.000	2/9/2018	6/30/2018
DECREASE		99990100	209	DCBA0140	12/1/2019	000056789	70.000	2/9/2018	6/30/2018
NEW		99990100	211	BCDA0355	10/15/2019	0082369	10.000	2/9/2018	6/30/2018

NOTE: All entries must caculate to total of 100%!

8. Enter the Home Department Contact Name, Phone and Email at the bottom of the form.

Home Department
Contact Name: Ima Gator
Phone: 392-1234
Email: ima_gator@ufl.edu

9. Enter the name of the Home Dean/Director or Dept Head who is signing off on this distribution.

10. If this is a Cross College distribution, enter the name of the secondary Dean/Director or Dept Head who is signing off on this distribution.

11. Save and either print or email the form to the appropriate Dean/Director or Dept Head for signature. Instruct them to send it back to you. Once approved form has returned to you, submit it to the appropriate College Level/VP Area Processing Office.