# **Training Documentation**

ERAF – Form Creation	
Date:	10/5/2015
Drafted By:	Anh Ha

#### **Revision History**

Date	Name	Comment

# **Overview**

The electronic reallocation form (eRAF), allows users to enter a paycheck reallocation directly into PeopleSoft. Once submitted, the eRAF is routed through their department, college, and division for approval. If the paycheck is moving funds on, or off, a grant it will also route to DOR for approval. Final approval is routed to General Accounting.

#### Navigation Path: Department Self Service > eForms Home Page



# Step-by-Step - Create a new eRAF

#### 1. Start a New eForm

Navigate to the eForms Home Page and click the Start a New eForm link.



#### 2. Select Reallocation (eRAF)

Select the Reallocation (eRAF) link.



#### 3. Search for Paycheck

Enter the search criteria for the paycheck that needs to be processed. If you enter Employee ID, also enter a Pay End Date to narrow down your search results. Click the Search button.

RACLE	atabase: HR9TST Last Refreshed on : Tue, Sep 1, 2015
dd a Reallo	cation Form (RAF)
tep 0 of 5: RAF	Search 0
arch a Paycheck	
Paycheck #: Pay End Date	
Empl ID	
Name	
Last Name	
Empl Rcd #	
Dept ID:	Q

**Please note**: You cannot submit a reallocation for a paycheck that is currently pending approval. You must wait until the first reallocation is complete to reallocate the check again.

4. Enter Paycheck Number



# Add a Reallocation Form (RAF)

Step 1 of 5: RAF Search	6

Search a Paycheck

Existing PayCheck Se	earch					
Paycheck #:	β41855					
Pay End Date	31					
Empl ID						
Name						
Last Name						
Empl Rcd #						
Dept ID:	C	2				
Search	Clear		Cancel			
Paycheck Result			<u>Pe</u>	ersonalize   Find   \	/iew All   🗖   🛗	First 🚺 1 of 1 🚺
Paycheck Number	Pay End Dt	Emplid	Name	Last Name	Empl Rcd #	<u>Dept ID</u>
3418558	2015-09-25	0140944	<u>Moore,Demi</u>	Moore	<u>0</u>	H0288

#### 5. Enter Proposed Funding Sources

- Enter Account Code(s) and distribution has to be equal to 100%
- (+) and (-) is to add additional account code(s) and to delete the incorrect one
- Select Reallocation Reason : Reallocation, Suspense or Override

#### Single Account Code equal to 100%

Favorites 👻	Main Menu 🔻	> Department Self Service = > eForms Home Page
	_E Database	: HR9TST Last Refreshed on : Tue, Sep 1, 2015

0

#### Add a Reallocation Form (RAF)

Step 1 of 5: Reallocation Information

Make any changes below for reallocation

#### eRAF Video Instruction

allocation inform	nation					
			eForm ID:	557913		
aycheck Inform	ation					
aycheck Numbe	r:	3418558	Pay Period End Date:	09/25/2015	Off Cycle ?	Y
ame:	Moore,	Demi	Empl ID:	0140944		
Payroll Funding	Sources			Fin	d   View All	First 💶 1 of 1 🕨 Last
Empl Rcd Nbr:	0		Position Nu	mber: 01003113	7	
Business Unit:	HR730		JobCode:	T7L6	Test Job Code	
Department:	H0288	Test Department	Earnings En	d Date: 09/25/	2015	
Proposed Fur	nding Sourc	es				
			-			
Account	t Code	Combinat	tion Code	/iew All   📟   📖 Dis	First 💷 1	of 1 🖾 Last
1 00730-	32314 1	2080-но	005-F0857-NA		100.00	+ -
			Sum	Distrib %:	0.00	
uspense - Use t	the Suspens	se option to move funds t	from the deparment susp	pense cost cente	rs to a new cost	center. Funds are
noved for earning	gs,taxes,ar	id deduction associated	to original suspense cos	st center.		Foundation of the second
eallocation - Us or earnings taxe	e the Reallo si and dedu	cation option to move tu ction associated to joridi	nds from the ioriginal cos inal suspense cost cente	r center(s) to a n r	ew cost centers.	. Funds are moved
verride - Lise the	e Override o	ntion to move funds man	mail ocception occertains	 hist center(s) to a	new cost center	Funds distribution
or earnings, taxe	s, and dedu	ction associated to origi	inal suspense cost cente	r.		
2.1	•			_		

- Aultinle Desitions Diago and Dag
- Multiple Positions Please see Page 19

# Multiple Account Codes equal to 100%

Favorites 🕶	Main Menu - > Department Self Service -> eForms Home Page
	E Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015

Add a Reallocation Form (RAP	=)
Step 1 of 5: Reallocation Information	0

Make any changes below for reallocation

#### eRAF Video Instruction

eallocation Info	rmation						
			eForm ID:	557914			
Paycheck Inforn	nation						
Paycheck Numb	er:	3418558	Pay Period E	nd Date: 09/25/201	5 Off Cycle ?	Y	
lame:	Moore,	Demi	Empl ID:	0140944			
Payroll Funding	g Sources				Find   View All	First 📧 1 of 1	🕨 Last
Empl Rcd Nbr:	0		Positio	n Number: 0100	3117		
Business Unit:	HR730		JobC	ode: T7L6	Test Job Code		
Department:	H0288	Test Departme	nt Earni	ngs End Date: 09	)/25/2015		
Proposed F	unding Sou	rces					
Accour 1 00730- 2 00730-	nt Code 10188 32314	20 20 20	Personalize   F mbination Code 64-H0191-G0462-NA 80-H0005-F0857-NA	nd   View All   🔛	Distribution %	+ -	
				Sum Distrib %:	100.00		
Suspense - Use moved for earning Reallocation - Us for earnings, taxe	the Suspens gs, taxes, ar se the Reallo es, and dedu	se option to move ad deduction asso cation option to m ction associated t	funds from the deparment ociated to original suspen ove funds from the origin to original suspense cost	nt suspense cost c se cost center. nal cost center(s) to center.	enters to a new cos ) a new cost center:	t center. Funds a s. Funds are mo∖	are ved
Override- Use th	e Override o	ption to move fun	ds manually from the orig Fur	jinal cost center(s) ids	to a new cost cente	er. distributi	ion
for earnings, taxe	es, and dedu	ction associated t	to original suspense cost	center.			
*Reallocation Re	eason: Rea	llocate 🧲			Click Nex the nex	kt to go to t screen	
				<< Search	Next >>		

 If original or proposed funding is associated to an expired grant, the eRAF cannot be submitted. Please contact DOR to reactive grant for reallocation. Once active, the form can be submitted.

### 6. Review the Current Funding Sources and Proposed Funding Sources - Earning Distribution

Favorites 🕶	Main Menu + > Department Self Service +> eForms Home Page	
ORACL	LE Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015	

Add a Reallocation Form (RAF)

Step 2 of 5: Earning Distribution

Earning Distribution

aycheck lumber:       3418558       Pay Period End Date:       09/25/2015       Off Cycle ? Y         Name:       Moore,Demi       Empl ID:       0140944         ayroll Funding Sources       Find   View All       First I o         mpl Rcd Nbr:       0       Position Number:       01003117         usiness Unit:       HR730       JobCode:       T7L6       Test Job Code         epartment:       H0288       Test Department       Earnings End Date       09/25/2015         Current Funding Sources       Personalize   Find   View All   II       First III -2 of 2       III         Earnings Code       Earning Description       Fiscal Year       Period       Account Code       Combination Code       Account       Earning:         1020       Regular       2016       1       00730-56882       5013-H0125-B0001-G107566       50192       1         2 400       Long Pay       2016       1       00730-56882       5013-H0125-B0001-G107566       50112       1         Proposed Funding Sources       Total Distributed Earnings by Empl Rcd:       1700.00       Image IIII       Image IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	
wheek Number:         341858         Pay Period End Date:         09/25/2015         Off Cycle ? Y           Name:         Moore, Demi         Empl ID:         0140944           ayroll Funding Sources         Find   View AII         First I o           mpl Rcd Nbr:         0         Position Number:         01003117           usiness Unit:         HR730         JobCode:         TL6         Test Job Code           apartment:         H028         Test Department         Earnings End Date         09/25/2015           Current Funding Sources         Personalize   Find   View AII   III         First III - 2 of 2         IIII           Earnings         Personalize   Find   View AII   IIII         First III - 2 of 2         IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	
Name: Moore, Demi Empl ID: 0.140944     ayroll Funding Sources Find   View All First I     npl Red Nbr: 0 Position Number: 01003117   usiness Unit: HR730 JobCode: T7L6 Test Job Code   apartment: H0288 Test Department Earnings End Date 09/25/2015     Current Funding Sources Personalize   Find   View All [2] III First III-2 of 2   Earnings Personalize   Find   View All [2] IIII First III-2 of 2   Earnings Code Earning Description Fiscal Year Period   Account Code Combination Code Account Earning:   1 020 Regular 2016 1 00730-56882 5013-10125-B0001-G107566   2 400 Long Pay 2016 1 00730-56882 5013-10125-B0001-G107566   Proposed Funding Sources Total Distributed Earnings by Empl Red: 1700.00   Proposed Funding Code: Earning Code:   Earnings Code: Earning Description Fiscal Year Period   1 020 Regular 2016 1 00730-10188 2064-H0191-G0462-NA   2 020 Regular 2016 1 00730-32314 2080-H0005-F0857-NA   2 020 <td></td>	
ayroll Funding Sources       Find   View All       First       I o         mpl Rcd Nbr:       0       Position Number:       01003117         usiness Unit:       HR730       Job Code:       T7L6       Test Job Code         epartment:       H0288       Test Department       Earnings End Date       09/25/2015         Current Funding Sources         Earnings       Personalize   Find   View All   (2)   2)       First       1-2 of 2         Earnings Code       Earning Description       Fiscal Year       Period       Account       Combination       Code       Account       Earning:         1 000       Regular       2016       1       00730-56882       5013-H0125-B0001-G107566       50192       16         2 400       Long Pay       2016       1       00730-56882       5013-H0125-B0001-G107566       50112       1         Total Distributed Earnings by Empl Rcd:       1700.00         Personalize   Find   View All   (2)   20       First    1-4 of 4         Earnings Code       Earning Description       Fiscal Year       Period       Account Code       Combination Code       Account Earning         1 200       Regular       2016       00730-10188       2064-H0191-Code2-NA       501	
npl Rcd Nbr:       0       Position Number:       01003117         isiness Unit:       HR730       JobCode:       T7L6       Test Job Code         spartment:       H0288       Test Department       Earnings End Date       09/25/2015         Current Funding Sources       Personalize   Find   View All   20   20   20   20   20   20   20	if 1 🗈 L
Job Code:       T7L6       Test Job Code         apartment:       H0268       Test Department       Earnings End Date       09/25/2015         Current Funding Sources       Personalize   Find   View All   2   2   2   2   2   2   2   2   2	
Earnings         Personalize         Find         Yiew All	
Earnings       Personalize       Find       View All       Image Line back       Output Date       Output Date <th< td=""><td></td></th<>	
Current Funding Sources         Personalize   Find   View All   2   1 First 1 1-2 of 2           Earnings       Personalize   Find   View All   2   1 First 1 1-2 of 2           1 020       Regular       2016       1       00730-56862       5013-H0125-B0001-G107566       50192       16         2 400       Long Pay       2016       1       00730-56882       5013-H0125-B0001-G107566       50112       1         Total Distributed Earnings by Empl Rcd:       1700.00         Personalize   Find   View All   2   1 First 1 1-4 of 4         Earnings Codes       Personalize   Find   View All   2   1 First 1 1-4 of 4         Earnings Codes       Earning Description Fiscal Year       Period Account Code       Combination Code       Account Earning         Personalize   Find   View All   2   1 First 1 1-4 of 4         Earnings Codes       First 1 1-4 of 4         Earnings Codes       First 1 1-4 of 4         Earnings Codes       Period Account Code       Combination Code       Account Earning         1 020       Regular       2016       1       00730-32314       2080-H0005-F0857-NA       501192       2         2	
Earnings         Personalize   Find   View All            Image: Source in the image: Source i	
Earnings         Personalize   Find   View All   A   B   B   First II 1-2 of 2           Earnings Code         Earning Description         Fiscal Year         Period         Account Code         Combination Code         Account         Earning:           1 020         Regular         2016         1         00730-56882         5013-H0125-B0001-G107566         50192         14           2 400         Long Pay         2016         1         00730-56882         5013-H0125-B0001-G107566         50112         1	
Earnings Code         Earning Description         Fiscal Year         Period         Account Code         Combination Code         Account         Earning;           1 020         Regular         2016         1         00730-56882         5013-H0125-B0001-G107566         50192         14           2 400         Long Pay         2016         1         00730-56882         5013-H0125-B0001-G107566         50112         4           Total Distributed Earnings by Empl Rcd:         1700.00	Last
1 020       Regular       2016       1       00730-56882       5013-H0125-B0001-G107566       50192       14         2 400       Long Pay       2016       1       00730-56882       5013-H0125-B0001-G107566       50112       1         Total Distributed Earnings by Empl Rcd:       1700.00         Personalize   Find   View All   27   18       First ■ 1-4 of 4         Earnings Codes       Earning Description       Fiscal Year       Period       Account Code       Combination Code       Account       Earning         1 020       Regular       2016       1       00730-10188       2064-H0191-G0462-NA       50192       2         2 020       Regular       2016       1       00730-32314       2080-H0005-F0857-NA       50192         3 400       Long Pay       2016       1       00730-32314       2080-H0005-F0857-NA       50112         4 400       Long Pay       2016       1       00730-32314       2080-H0005-F0857-NA       50112	s
2 400         Long Pay         2016         1         00730-56882         5013-H0125-B0001-G107566         50112           Total Distributed Earnings by Empl Rcd:         1700.00           Proposed Funding Sources           Personalize   Find   View All   [27] [28]         First [1-4 of 4]           Earnings         Personalize   Find   View All   [27] [28]         First [1-4 of 4]           Earnings Codes         Earning Description         Fiscal Year         Period         Account Code         Combination Code         Account         Earning           1 020         Regular         2016         1         00730-32314         2064-H0191-G0462-NA         50192           2 020         Regular         2016         1         00730-10188         2064-H0191-G0462-NA         50112           3 400         Long Pay         2016         1         00730-32314         2080-H0005-F0857-NA         50112           4 400         Long Pay         2016         1         00730-32314         2080-H0005-F0857-NA         50112	500.00
Total Distributed Earnings by Empl Rcd: 1700.00           Proposed Funding Sources           Personalize   Find   View All @ 1 First 1 -4 of 4           Earnings Codes         Earning Description Fiscal Year         Period         Account Code         Combination Code         Account Earning           1         020         Regular         2016         1         00730-10188         2064-H0191-G0462-NA         50192           2         020         Regular         2016         1         00730-32314         2060-H0005-F0857-NA         50112           3         400         Long Pay         2016         1         00730-32314         2064-H0191-G0462-NA         50112           4         400         Long Pay         2016         1         00730-32314         2080-H0005-F0857-NA         50112	100.00
Total Distributed Earnings by Empl Red: 1700.00         Proposed Funding Sources         Find Sources         Personalize   Find   View All   20   10	
Personalize   Find   View All   Image: Personalize	
Earnings         Personalize         Find         View All         Image: Find         First         Image: Find         Find         Find         First         Imag	
Earnings         Earning Description         Fiscal Year         Period         Account Code         Combination Code         Account         Earning           1         020         Regular         2016         1         00730-10188         2064-H0191-G0462-NA         50192           2         020         Regular         2016         1         00730-10188         2064-H0191-G0462-NA         50192           3         400         Long Pay         2016         1         00730-10188         2064-H0191-G0462-NA         50112           4         400         Long Pay         2016         1         00730-32314         2080-H0005-F0857-NA         50112	
Earning Codes         Earning Description         Fiscal Year         Period         Account Code         Combination Code         Account         Earning           1         020         Regular         2016         1         00730-10188         2064-H0191-G0462-NA         50192           2         020         Regular         2016         1         00730-32314         2080-H0005-F0857-NA         50192           3         400         Long Pay         2016         1         00730-32314         2064-H0191-G0462-NA         50112           4         400         Long Pay         2016         1         00730-32314         2080-H0005-F0857-NA         50112	🗈 Last
1         020         Regular         2016         1         00730-10188         2064-H0191-G0462-NA         50192           2         020         Regular         2016         1         00730-32314         2080-H0005-F0857-NA         50192           3         400         Long Pay         2016         1         00730-10188         2064-H0191-G0462-NA         50112           4         400         Long Pay         2016         1         00730-32314         2080-H0005-F0857-NA         50112	igs
2 020         Regular         2016         1         00730-32314         2080-H0005-F0857-NA         50192           3 400         Long Pay         2016         1         00730-10188         2064-H0191-G0462-NA         50112           4 400         Long Pay         2016         1         00730-32314         2080-H0005-F0857-NA         50112	480.0
3 400         Long Pay         2016         1         00730-10188         2064-H0191-G0462-NA         50112           4 400         Long Pay         2016         1         00730-32314         2080-H0005-F0857-NA         50112	1120.0
4 400 Long Pay 2016 1 00730-32314 2080-H0005-F0857-NA 50112	30.0
	70.0
Total Distributed Earnings by Empl Rcd: 1700.00	
Click Next to ac	to the

Note: Notice that the information on this page is read only. System calculates the new distribution amount based on percentage entered on step 1.

If you need to edit individual transactions, you must use the override – see page 14.

# 7. Review the Current Funding Sources and Proposed Funding Sources - Deduction Distribution

dd a Reallocatio	n Form (RAF)						
ep 3 of 5: Deduction	Distribution			0			
uction Distribution							
eallocation Informatio	n						
		eForm	ID:	557914			
aycheck Information							
ycheck Number:	3418558	Pay Per	iod End D	late: 09/25/2015	Off Cycle ?: Y		
ame:	Moore,Demi	Empl I	D:	0140944			
Current Funding So	ources 🧹						
Deduction					Develope I Find I View All		1 a - 4 a D 1 4
Deduction Code	Reduction Rescription	Fiscal Year	Period	Account Code	Combination Code	Account	1-3 of 3 Last
1 BLBT	Basic Life/AD&D	2016	1	00730-56882	5013-H0125-B0001-G10756	6 51104	1.1
2 HSBT	Health Select	2016	1	00730-56882	5013-H0125-B0001-G10756	6 51104	397.72
3 TRS	Teachers Retirement System	2016	1	00730-56882	5013-H0125-B0001-G10756	6 51111	115.60
					Total Deduction: 514.43	3	
Proposed Funding	Sources						
Deduction	-				Personalize Find View Al	🛛 🖾 🛛 First	📧 1-5 of 6 🕩 La:
Deduction Code	Deduction Description	Fiscal Year	Period	Account Code	Combination Code	Account	Current Deduction
1 BLBT	Basic Life/AD&D	2016	1	00730-10188	2064-H0191-G0462-NA	51104	† 0
2 BLBT	Basic Life/AD&D	2016	1	00730-32314	2080-H0005-F0857-NA	51104	4 0
3 HSBT	Health Select	2016	1	00730-10188	2064-H0191-G0462-NA	51104	i 119
4 HSBT	Health Select	2016	1	00730-32314	2080-H0005-F0857-NA	51104	¥ 278
5 TRS	Teachers Retirement System	2016	1	00730-10188	2064-H0191-G0462-NA	51111	34
					Total Doductions 544.40		

8

8. Review the Current Funding Sources and Proposed Funding Sources - Tax Distribution

ites 👻 🛛 Main	i Menu → Department Self	f Service 🖘 eF	<sup>c</sup> orms Ho	ime Page			
	atabase: HR9TST Last F	Refreshed o	on : Tue	, Sep 1, 2015			
d a Realloca	tion Form (RAF)						
) 4 of 5: Tax Dis	stribution			0			
stribution							
llocation Inform	ation						
		eForm	ID:	557914			
ycheck Informat	ion						
check Number:	3418558	Pay Per	iod End D	ate: 09/25/2015	Off Cycle ?: Y		
me:	Moore Demi	Empl I	D:	0140944			
		•					
Current Funding	g Sources						
Тах					Personalize   Find   View All   💷   🗎	🛛 🛛 First 🗖	1-2 of 2 🕨 Last
Tax Class	Tax Class Description	Fiscal Year	Period	Account Code	Combination Code	Account	Current Deduction
1 OASDI/ER	OASDI/Disability - ER	2016	1	00730-56882	5013-H0125-B0001-G107566	51109	96.61
2 Med/ER	FICA Med Hospital Ins / ER	2016	1	00730-56882	5013-H0125-B0001-G107566	51109	22.60
					Total Tay: 140.04		
					10001100. (113.2)		
Proposed Fund	ing Sources						
Тах					Personalize   Find   View All   💷	📒 First	🖪 1-4 of 4 🕨 Last
Tax Class	Tax Class Description	Fiscal Year	Period	Account Code	Combination Code	Account	Current Deduction
1 OASDI/ER	OASDI/Disability - ER	2016	1	00730-10188	2064-H0191-G0462-NA	51109	28.98
2 OASDI/ER	OASDI/Disability - ER	2016	1	00730-32314	2080-H0005-F0857-NA	51109	67.63
3 Med/ER	FICA Med Hospital Ins / ER	2016	1	00730-32314	2080-H0005-F0857-NA	51109	15.82
4 Med/ER	FICA Med Hospital Ins / ER	2016	1	00730-10188	2064-H0191-G0462-NA	51109	6.78
					Total Tax: 119.21	Click Next	to go to the
						next :	screen
						ingAt i	
				<< Previo	ous Next >>		

#### 9. Finalize the eRAF form

Favorites 🛩	Main Menu 👻	> Department Self Service -> eForms Home Page	
	E Database	: HR9TST Last Refreshed on : Tue, Sep 1, 2015	

### Add a Reallocation Form (RAF)



Enter any relevant information requested where indicated and/or comments in the "Your Comment" field to be included with this form



# Upload file (attachment)

#### Instructions:

1. Select an image file for this transaction by clicking the **browse button** below.

2. Upload the selected file by clicking the upload image button.



dev.n	ny. <b>uh.e</b> o	<b>du</b> :8190	/hrebp	i/HRM:	S/put	1	-	-				▼ :	×
						On Succ T	ice the cessful ab to	docur ly ther go bac	ment is 1 close k to eF	Upload the Bro AF for	ded owser m		
						-							
								Docu	ment U	ploaded	d Succ	essfull	v
									10000000000				
											(	ж	
													J
							1	_	_	_	_	_	_



### Add a Reallocation Form (RAF)

Step 5 of 5: Finalize Form

Enter any relevant information requested where indicated and/or comments in the "Your Comment" field to be included with this form

Reallocation Info	rmation			
Developed lafeet		eForm ID:	557914	
Paycheck Inform Payche Numbe Name:	mation ck 3418558 er: Moore,Demi	Pay Period End Date: 09 Empl ID: 01	0/25/2015 <b>Off Cycle</b> 40944	Click Refresh to view
Attachments		- Add Document		Rafrash
View 1 View	Late Justification	307988 1413954 10/06/1	5 10:55:19AM	
Comments				
Your Comment: <u>eRAF</u> check numbe	r 3418558	Enter comment if		Click Submit - Th
Comment History	e.	eeded <	lold Submit	form will be directe to the next approve



View This Form

Go To eForm Home Page

# Step-by-Step – eRAF – Override

Favorites 
Main Menu 
HR Self Service 
HR eForms Home Page

#### ORACLE Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015

# Add a Reallocation Form (RAF)

Step 1 of 5: Reallocation Information
or of recurrent and the second s

Make any changes below for reallocation

#### eRAF Video Instruction

Reallocation Informati	ion				
		eForm ID:	557917		
Paycheck Information	on				
Paycheck Number:	3418558	Pay Period End Date	e: 09/25/2015	Off Cycle ?	Y
Name:	Moore,Demi	Empl ID:	0140944		
Payroll Funding So	urces		Fir	nd   View All I	First 💶 1 of 1 🕨 Last
Empl Rcd Nbr:	0	Position N	umber: 0100311	7	
Business Unit:	HR730	JobCode:	T7L6	Test Job Code	
Department:	H0288 Test Depa	artment Earnings E	nd Date: 09/25/	/2015	
Account C 1 00730-32	enter Account	Code Personalize   Find   Combination Code 2080-H0005-F0857-NA Sur	View All   🔄   🛗 Di n Distrib %:	First 1 1 0 stribution % 100.00 100.00	be 100%
Suspense - Use the moved for earnings,	Suspense option to r taxes, and deduction	nove funds from the deparment sus associated to original suspense co	pense cost cente ost center.	ers to a new cost c	enter. Funds are
Reallocation - Use the for earnings, taxes, a	ne Reallocation option and deduction associa	n to move funds from the original co ated to original suspense cost cent	st center(s) to a n er.	ew cost centers. F	Funds are moved
Override - Use the O for earnings, taxes, a	verride option to move and deduction associ	funds manually from the original o ated to original suspense cost cent	ost center(s) to a er.	new cost center. F	Funds distribution
*Reallocation Reas	on: Override	T			
			<< Search	Next >>	

#### Earning

worites - Main Mei	nu <del>▼</del> → HR Self Se	ervice 🔻 > HF	eForms	Home Page			
DRACLE Data	base: HR9TST	Last Refre	shed o	n : Tue, Sep	1, 2015		
dd a Reallocatio	on Form (RAF	)					
ten 2 of 5: Earning D	istribution	,			0		
ming Distribution	Stributon						
eallocation Information							
			eForm I	D: 55	7917		
aycheck Information							
Paycheck Number:	3418558		Pay Pe	riod End Date: 0	9/25/2015 Off Cycle ? Y		
Name:	Moore.Demi		Empl ID	. 0	140944		
Pavroll Funding Source	es					Find   View All	First 🔳 1 of 1 🕨 Last
5							
mpl Rcd Nbr: 0			Position	Number: 01003	3117		
Business Unit: HR7	30		JobCod	e: T7L6	Test Job Code		
Department: H02	88 Test Depa	artment	Earning	s End Date 09	9/25/2015		
0 15 7 0							
Current Funding Soc	lices						
Earnings					Personalize   Find   View All   💷   🛗	First 💶 1-	2 of 2 🗈 Last
Earnings Code	Earning Description	Fiscal Year	Period	Account Code	Combination Code	Account	Earnings
1 020	Regular	2016	1	00730-56882	5013-H0125-B0001-G107566	50192	2 1600.00
2 400	Long Pay	2016	1	00730-56882	5013-H0125-B0001-G107566	50112	2 100.00
					Total Distributed Farnings by Empl Rcd:	1700.00	
							Use "+" or "-" to add or delete the Earning Codes
Proposed Funding S	ources						
Earnings					Personalize   Find   View /	AII   🖾   🛗	First 1-3 of 3 Last
Earnings Codes	Earning Descriptio	n Fiscal Year	Period	Account Code	Combination Code	Account	Earnings
1 020	Regular	2016	1	00730-32314	Q 2080-H0005-F0857-NA	5019	1600.00 + -
2 400	Long Pay	2016	1	00730-32314	Q 2080-H0005-F0857-NA	5011	2 100.00 + -
3	2				Q		E -
					Total Distributed Earnings by Empl Rcd:	1700.00	
					<< Previous Next >>		
		onvico – NHI	2 eForms	Home Page			

ORACLE Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015

#### Add a Reallocation Form (RAF)

Step 2 of 5: Earning Distribution	0
Earning Distribution	

		eForm I	D: 55	7917			
check Information							
aycheck Number:	3418558	Pay Pe	eriod End Date: 0	9/25/2015 Off Cycle ? Y			
Name: Moore,	Demi	Empl I	<b>):</b> 0	140944			
yroll Funding Sources					Find   View All	First 🖪 1 of	1 🗈 La
npl Rcd Nbr: 0		Positio	n Number: 01003	3117			
		lobCod	Ie: T71.6	Test Job Code			
A Revision And A Revi		500000		Test Job Code			
partment: H0288	Test Department	Earning	Is End Date 09	0/25/2015			
Current Funding Sources							
current r unung cources							
Earnings				Personalize   Find   View All   💷   🛗	First 💶 1-2 o	f 2 🗈 Last	
Earnings Code Earnin	g Description Fiscal	Year Period	Account Code	Combination Code	Account Ea	urnings	
1 020 Regu	lar 2016	1	00730-56882	5013-H0125-B0001-G107566	50192	1600.00	
2 400 Long	Pay 2016	1	00730-56882	5013-H0125-B0001-G107566	50112	100.00	
				Total Distributed Earnings by Empl Rcd:	1700.00		
Proposed Funding Sources							
Proposed Funding Sources							
Earnings				Personalize   Find   View	All   🖓   🛗 👘 Fil	st 🔳 1-3 of 3	Last
Earnings Codes Earn	ing Description Fiscal	l Year Period	Account Code	Combination Code	Account E	arnings	
1 020 Q Reg	ular 2016	1	00730-32314	Q 2080-H0005-F0857-NA	50192	1000.00	+ -
2 400 Q Long	Pay 2016	1	00730-32314	Q 2080-H0005-F0857-NA	50112	100.00	+ -
3 020 Q Reg	ular 2016	1	00730-56882	Q 5013-H0125-B0001-G107566	50192	600.00	+ -
	Add Earning			Total Distributed Earnings by Empl Rcd:	1700.00		
	ode and new						

# **Deduction**

Favorites 👻	Main Menu - > HR Self Service - > HR eForms Home Page
	➡ Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015

#### Add a Reallocation Form (RAF)

|--|--|

Deduction Distribution

allocation Information							
		eForm	ID:	557917			
aycheck Information							
avela als Number	2440550	Day Da	nind Find F	Data: 00/05/0045	Off Cuolo 2t V		
aycheck Number:	3418008	Pay Pe	enoa Ena L	Jate: 09/25/2015	On cycle 7. Y		
lame:	Moore,Demi	Empl II	D:	0140944			
Current Funding Sou	rces						
Deduction					Personalize   Find   View All   🗗	) 🛗 🛛 🖬 First 🔳 1-3 of	3 🕨 Last
Deduction Code	Deduction Description	Fiscal Year	Period	Account Code	Combination Code	Account Curren	t Deduction
1 BLBT	Basic Life/AD&D	2016	1	00730-56882	5013-H0125-B0001-G10756	6 51104	1.11
2 HSBT	Health Select	2016	1	00730-56882	5013-H0125-B0001-G10756	6 51104	397.72
3 TRS	Teachers Retirement System	2016	1	00730-56882	5013-H0125-B0001-G10756	6 51111	115.60
					Total Deduction: 514.43	Use "+"	or "-" to add or
Proposed Funding So						delete De	eduction Codes
Deduction					Personalize   Find   V	'iew All   🖾   🛗 🛛 Firs	t 🖪 1-3 03 🕨 La
Deduction Code	Deduction Description	Fiscal Year	Period	Account Code	Combination Code	Account Curren	nt Deduction
1 BLBT	Basic Life/AD&D	2016	1	00730-32314	Q 2080-H0005-F0857-NA	51104	1.11 主
2 HSBT	Health Select	2016	1	00730-32314	Q 2080-H0005-F0857-NA	51104	397.72 +
3 TRS Q	Teachers Retirement System	2016	1	00730-32314	Q 2080-H0005-F0857-NA	51111	115.60 🛨
					Total Deduction: 514.43		
					C	ick Next	
					to	continue	
				<< Previ	ous Next >>		

to continue

#### Tax Favorites - Main Menu - HR Self Service - HR eForms Home Page ORACLE Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015 Add a Reallocation Form (RAF) 0 Step 4 of 5: Tax Distribution Tax Distribution Reallocation Information eForm ID: 557917 Paycheck Information Pay Period End Date: 09/25/2015 Off Cycle ?: Y Paycheck Number: 3418558 Name: Moore,Demi Empl ID: 0140944 Current Funding Sources Personalize | Find | View All | 🖾 | 🛗 👘 First 💶 1-2 of 2 🕨 Last Tax Account Current Deduction Tax Class Combination Code Tax Class Description Fiscal Year Period Account Code 1 OASDI/ER OASDI/Disability - ER 2016 1 00730-56882 5013-H0125-B0001-G107566 51109 96.61 2 Med/ER FICA Med Hospital Ins / ER 2016 1 00730-56882 5013-H0125-B0001-G107566 51109 22.60 Use "+" or "-" to add or delete Tax Codes Total Tax: 119.21 Proposed Funding Sources Personalize | Find | View All | 🗖 | 🛗 First 💶 1-2 012 Last Tax Tax Class **Tax Class Description** Fiscal Year Period Account Code Combination Code Account Current Deduction 1 OASDI/ER - OASDI/Disability - ER 2016 1 00730-32314 Q 2080-H0005-F0857-NA 51109 96.61 🛨 💻 Q 2080-H0005-F0857-NA 22.60 🛨 💻 2 Med/ER - FICA Med Hospital Ins / ER 2016 1 51109 00730-32314 Total Tax: 119.21 Click Next

<< Previous Next >> 🧹

#### **Finalize Form**

Favorites 
Main Menu 
HR Self Service 
HR eForms Home Page
CRACLE Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015

# Add a Reallocation Form (RAF)



Enter any relevant information requested where indicated and/or comments in the "Your Comment" field to be included with this form



# Step-by-Step – eRAF – Multiple Positions

User needs to populate all of the employee records with the account codes and each of the record have to equal to 100%. Account code(s) need to be in the same BU for each record e.i - 00730 on the current funding then the proposed funding needs to be 00730 same as 00784

Favorites 🔻	Main Menu = > HR Self Service = > HR eForms Home Page
	E Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015

eRAF Video Instruction

allocation Inform	ation									
				eForm ID:		557908				
aycheck Informa	ation									
aycheck Numbe	r:	3418553		Pay Period B	End Date:	09/18/2015	Off Cyc	le? Y		
ame:	Li,Jet			Empl ID:		0889806				
Payroll Funding S	Sources					Find	View 1	First 🔳	1-2 of 2	🕑 Last
Empl Rod Nbr:	0			Posit	ion Numb	er: 010091;	27			
Business Unit:	HR730			Job	Code:	1020	Test Job	Code		
Department:	H0125	Test Departm	nent	Earr	nings End	l Date: 09/18	3/2015			
Proposed Fun	iding Sour	ces								
			Р	ersonalize   F	ind   Viev	v All I 🖾 I 🕌	First	1 of 1	🕑 Last	1
Accor	unt Code		Combina	tion Code			Distrib	oution %		
1 0073	0-35646		2072-H0	113-B3496-N/	A.				100.00	
						Sum Distrib	%: 100	.00		
Department: Proposed Fun	H0125	Test Departm	nent	Earr	nings End	l Date: 09/18	3/2015			
	-				a dhaon		A	4 4 4 4	N	-
Accor	unt Code		Combina	tion Code	mul vieo		Distrib	oution %	Last	
1 0073	0-56882		5013-H0	125-B0001-G	107566				100.00	
						Sum Distrib	%: 100	.00		
Suspense - Uso the moved for earn to Reallocation - U th for earnings, ta to Override- Use t the for earnings, ta to	e the Susp nings, taxe Use the Re exes, and o the Overri exes, and o	ense option to s, and deductio allocation optio deduction assoc de option to mo deduction assoc	move fund n association to move iated orig ve funds m iated orig	Is from depa Fund ed original su e funds from o F inal suspense nanually from inal suspense	rment sus spense co cunds cost cent original c Funds cost cent	pense cost c st center. st center(s) t er. cost center(s) er.	enters to a o a new co: to a new c	new cost st centers. ost center	center. are dist	are moved
Reallocation Rea	ason: Re.	allocate								

siness Unit: partment:			Position	Number: 01009127					
partment:	iness Unit: HR730 JobCode: 1020 Test Job Code								
	H0125 Test Dep	artment	Earnin	gs End Date 09/18/2	015				
Current Fundin	g Sources 🧹 💳								
Earnings					Personalize   Find   View All	쥐 🛗 🛛 Firs	t 📧 1-2 of 2 📧 Last		
Earnings	Earning Description	Fiscal Year	Period	Speed Type	Combination Code	Account	Earnings		
1 0 1 0	Regular	2016	1	00730-19185	1026-H0125-A0627-NA	50140	2769.23		
2 400	Long Pay	2016	1	00730-18935-50112	1026-H0437-A0282-NA	50112	200.00		
		C	)riginal 1	otal Earn Di <i>s</i> trib:	2969.23				
roposed Fund	ling Sources								
Earnings					Personalize   Find   View All	@  <b>]</b>	First 📧 1-2 of 2 📧 Last		
Earnings Codes	Earning Description	Fiscal Year	Period	Speed Type	Combination Code	Account	Earnings		
							2780.22		
1 0 1 0	Regular	2016	1	00730-35646	2072-H0113-B3496-NA	5014	2708.23		
1 010 2 400 pl Rod Nbr:	Regular Long Pay	2016 2016 Tr	1 1 otal Distr Position	00730-35646 00730-35646 ibuted Earnings by E Number: 01007557	2072-H0113-B3496-NA 2072-H0113-B3496-NA impl Rod: 2969.23	5014	2 200.00		
1 010 2 400 ppl Rod Nbr: siness Unit: partment:	Regular Long Pay 1 HR730 H0125 Test Dec	2016 2016 Te	1 1 otal Distr Position JobCoo Earnin	00730-35646 00730-35646 ibuted Earnings by E Number: 01007557 de: 2090 as End Date 09/18/2	2072-H0113-B3496-NA 2072-H0113-B3496-NA impl Rod: 2969.23 Summer Research	50112	2 200.00		
1 010 2 400 pl Rod Nbr: siness Unit: partment: Current Fundin	Regular Long Pay 1 HR730 H0125 Test Dep g Sources	2016 2016 Tr	1 1 Dital Distr Position JobCoo Earning	00730-35646 00730-35646 ibuted Earnings by E Number: 01007567 de: 2090 gs End Date 09/18/2	2072-H0113-B3496-NA 2072-H0113-B3496-NA impl Rod: 2969.23 Summer Research :015	50112	2 200.00		
1 010 2 400 Apl Rod Nbr: siness Unit: partment: Current Fundin Earnings	Regular Long Pay 1 HR730 H0125 Test Dep g Sources	2016 2016 Tr artment	1 1 Dotal Distr Position JobCoo Earning	00730-35848 00730-35848 ibuted Earnings by E Number: 01007567 de: 2090 gs End Date 09/18/2	2072-H0113-B3496-NA 2072-H0113-B3496-NA impl Rod: 2969.23 Summer Research :015 Personalize   Find   View All	50114 50112	irst 1 of 1 Last		
1 010 2 400 pl Rod Nbr: siness Unit: partment: Current Funding Earnings Earnings	Regular Long Pay	2016 2016 Tr Partment	1 btal Distr Position JobCoo Earning	00730-35646 00730-35646 ibuted Earnings by E Number: 01007567 de: 2090 gs End Date 09/18/2 Speed Type	2072-H0113-B3496-NA 2072-H0113-B3496-NA impl Rod: 2969.23 Summer Research 015 Personalize   Find   View All Combination Code	50114 50112	irst 1 of 1 Last Earnings		
1 010 2 400 spl Rod Nbr: siness Unit: partment: Current Funding Earnings Code 1 010	Regular Long Pay	2016 2016 Tr artment Fiscal Year 2016	1 1 Position JobCoo Earning Period	00730-35848 00730-35848 ibuted Earnings by E Number: 01007557 de: 2090 gs End Date 09/18/2 Speed Type 00730-46826	2072-H0113-B3496-NA 2072-H0113-B3496-NA impl Rod: 2969.23 Summer Research :015 Personalize   Find   View All Combination Code 5021-H0125-B0001-G098947	50114 50112	irst 1 of 1 Last Earnings 1730.77		
1 010 2 400 apl Rod Nbr: siness Unit: partment: Current Fundin Earnings Earnings Code 1 010	Regular Long Pay	2016 2016 Tr artment Fiscal Year 2016	1 1 Dotal Distr Position JobCoc Earning Period	00730-35848 00730-35848 ibuted Earnings by E Number: 01007557 de: 2090 gs End Date 09/18/2 Speed Type 00730-45828	2072-H0113-B3496-NA 2072-H0113-B3496-NA impl Rod: 2969.23 Summer Research 015 Personalize   Find   View All Combination Code 5021-H0125-B0001-6098947	50114 50112	irst 1 of 1 Last Earnings 1730.77		
1 010 2 400 pl Rod Nbr: siness Unit: partment: Current Funding Earnings Code 1 010	Regular Long Pay 1 HR730 H0125 Test Dep g Sources Earning Description Regular	2016 2016 Tr artment Fiscal Year 2016	1 1 Position JobCoo Earning Period 1	00730-35848 00730-35848 ibuted Earnings by E Number: 01007567 de: 2090 gs End Date 09/18/2 Speed Type 00730-45828 idal Earn Distrib:	2072-H0113-B3496-NA 2072-H0113-B3496-NA :mpl Rod: 2969.23 Summer Research :015 Personalize   Find   View All Combination Code 5021-H0125-B0001-6098947	50114 50113	irst 1 of 1 Last Earnings 1730.77		
1 010 2 400 ppl Rod Nbr: siness Unit: partment: Current Fundin, Earnings Earnings Code 1 010	Regular Long Pay	2016 2016 Tr artment Fiscal Year 2016	1 1 Dotal Distriction JobCoo Earning Period 1	00730-35848 00730-35848 ibuted Earnings by E Number: 01007557 de: 2090 gs End Date 09/18/2 Speed Type 00730-45826 otal Earn Distrib:	2072-H0113-B3496-NA 2072-H0113-B3496-NA impl Rod: 2969.23 Summer Research 015 Personalize   Find   View All Combination Code 5021-H0125-B0001-6098947 1730.77	50114 50113	irst 1 of 1 Last Earnings 1730.77		
1 010 2 400 ppl Rod Nbr: siness Unit: partment: Current Funding Earnings Code 1 010 roposed Fund	Regular Long Pay	2016 2016 Tr artment Fiscal Year 2016	1 1 Dotal Distriction Job Cool Earning Period 1	00730-35848 00730-35848 ibuted Earnings by E Number: 01007557 de: 2090 gs End Date 09/18/2 Speed Type 00730-45828 otal Earn Distrib:	2072-H0113-B3496-NA 2072-H0113-B3496-NA impl Rod: 2969.23 Summer Research 2015 Personalize   Find   View All Combination Code 5021-H0125-B0001-6098947 1730.77 Personalize   Find   View A	50114 50113	irst 1 of 1 Last Earnings 1730.77		
1 010 2 400 pl Red Nbr: siness Unit: partment: current Funding Earnings Earnings Code 1 010 roposed Fund Earnings Earnings Earnings	Regular Long Pay	2016 2016 Tk artment 2016 2016	1 1 Position JobCoo Earning Period 1 Priginal 1 Period	00730-35848 00730-35848 ibuted Earnings by E Number: 01007557 Je: 2090 gs End Date 09/18/2 Speed Type 00730-46826 otal Earn Distrib:	2072-H0113-B3496-NA 2072-H0113-B3496-NA 2072-H0113-B3496-NA 2969.23 Summer Research 015 Personalize   Find   View All Combination Code 5021-H0125-B0001-G098947 1730.77 Personalize   Find   View /	60144 50112 50112 Account 50162	irst 1 of 1 Last Earnings 1730.77		

# **Earning**

# **Deduction**

Favorites 👻	Main Menu -> Department Self Service -> eForms Home Page	
ORACL	_€ Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015	Hor

This page displays the RAF reallocation Deduction that was entered on the form.

		eFor	m ID:	557908			
check Informatio	n						
check Number:	3418553	Pay	Period End	l Date: 09/18/2015 Off	Cycle ?: Y		
ne:	Li,Jet	Emp	I ID:	0889806			
urrent Funding S	Gources						
Deduction					Personalize   Find   View 5   🗖   🛗	First 【	1-6 of 6 🕨 Las
Deduction Code	Deduction Description	Fiscal Year	Period	Speed Type	Combination Code	Account	Current Deduction
1 BLBT	Basic Life/AD&D	2016	1	00730-19042-51104	1019-H0437-A0300-NA	51104	1.
2 BLBT	Basic Life/AD&D	2016	1	00730-45826	5021-H0125-B0001-G098947	51104	0.
3 HSBT	Health Select	2016	1	00730-19042-51104	1019-H0437-A0300-NA	51104	362.
4 HSBT	Health Select	2016	1	00730-45826	5021-H0125-B0001-G098947	51104	211.
5 ORPUHS	ORP UHS	2016	1	00730-19138-51110	1021-H0437-A0294-NA	51110	195.
6 ORPUHS	ORP UHS	2016	1	00730-45826	5021-H0125-B0001-G098947	51110	114.
				Total Original I	Deduction: 886.74		
roposed Funding	3 Sources						
Deduction					Personalize   Find   View 5   💷   뛢	First 🔳	1-6 of 6 🕨 Las
Deduction Code	Deduction Description	Fiscal Year	Period	Speed Type	Combination Code	Account	Current Deduction
1 BLBT	Basic Life/AD&D	2016	1	00730-35646	2072-H0113-B3496-NA	51104	1.
2 BLBT	Basic Life/AD&D	2016	1	00730-56882	5013-H0125-B0001-G107566	51104	0.
3 HSBT	Health Select	2016	1	00730-35646	2072-H0113-B3496-NA	51104	362.
4 HSBT	Health Select	2016	1	00730-56882	5013-H0125-B0001-G107566	51104	211.
	ORP UHS	2016	1	00730-35646	2072-H0113-B3496-NA	51110	195.
5 ORPUHS							
5 ORPUHS 6 ORPUHS	ORP UHS	2016	1	00730-56882	5013-H0125-B0001-G107566	51110	114.

<< Previous Next >>

s 👻 👘 Main N	1enu 👻 🚿 Department Self Se	ervice 🔻 > eFi	orms Hom	e Page			
	tabase: HR9TST Last R	Refreshed o	on : Tue	, Sep 1, 2015			Hom
				, , ,			
v Reallocat	ion (RAF)						
4 of 6: View R	eallocation Tax			0			
ge displays the f	RAF reallocation Tax that was en	tered on the fo	rm.				
cation Informat	on						
cation monnat	011	oForm	ID:	557000			
check Informatio	n	erum	ID:	22/308			
check Number:	3418553	Pav Pr	ariod End f	)ate: 09/18/2015 Off CV	cle?: Y		
		i dy i d					
ne:	Li,Jet	Empli	D:	0889806			
ne:	Li,Jet	Empli	D:	0889806			
n <b>e:</b> urrent Funding	Li,Jet	Empli	D:	0889806			
ne: urrent Funding Tax	Li,Jet	Empl	D:	0889806	Personalize   Find   View All   🖉   🚟	First 🖪	1-4 of 4 🕨 Last
urrent Funding Tax Tax Class	Li,Jet Sources Tax Class Description	Empl I Fiscal Year	D: Period	0889806 Speed Type	Personalize   Find   View All   🖾   🚟 Combination Code	First	1-4 of 4 Current Deduction
ne: urrent Funding Tax Tax Class 1 OASDI/ER	Li,Jet Sources Tax Class Description OASDI/Disability - ER	Empl I Fiscal Year 2016	D: Period	0889806 <b>Speed Type</b> 00730-12123-51109	Personalize   Find   View All   🖾   🚟 Combination Code 1022-H0437-A0296-NA	First Account	1-4 of 4 Current Deduction 183.90
Tax Class 1 OASDI/ER 2 OASDI/ER	Li,Jet Sources Tax Class Description OASDI/Disability - ER OASDI/Disability - ER	Empl II Fiscal Year 2016 2016	D: Period 1 1	0889806 <b>Speed Type</b> 00730-12123-51109 00730-45826	Personalize   Find   View All   🖉   🚟 Combination Code 1022-H0437-A0296-NA 5021-H0125-B0001-G098947	First 4 Account 51109 51109	1-4 of 4 Current Deduction 183.90 107.19
Tax Class 1 OASDI/ER 2 OASDI/ER 3 Med/ER	Li,Jet Sources Tax Class Description OASDI/Disability - ER OASDI/Disability - ER FICA Med Hospital Ins / ER	Empl I Empl I 2016 2016 2016 2016	D: Period 1 1 1	0889806 Speed Type 00730-12123-51109 00730-45826 00730-12123-51109	Personalize   Find   View All   🖓   🛗 Combination Code 1022-H0437-A0296-NA 5021-H0125-B0001-G098947 1022-H0437-A0296-NA	First Account 51109 51109 51109 51109	1-4 of 4 East Current Deduction 183.90 107.19 43.01
Tax Class 1 OASDI/ER 2 OASDI/ER 3 Med/ER 4 Med/ER	Li,Jet Sources Tax Class Description OASDI/Disability - ER OASDI/Disability - ER FICA Med Hospital Ins / ER FICA Med Hospital Ins / ER	Empl II Empl I 2016 2016 2016 2016 2016	Period 1 1 1 1 1 1	0889806 <b>Speed Type</b> 00730-12123-51109 00730-45826 00730-12123-51109 00730-45826	Personalize   Find   View All   🖉   🚟 Combination Code 1022-H0437-A0296-NA 5021-H0125-B0001-G098947 1022-H0437-A0296-NA 5021-H0125-B0001-G098947	First Account 51109 51109 51109 51109	1-4 of 4 Last Current Deduction 183.90 107.19 43.01 25.07
ne: urret Funding Tax Class 1 OASDI/ER 2 OASDI/ER 3 Med/ER 4 Med/ER	Li,Jet Sources Tax Class Description OASDI/Disability - ER OASDI/Disability - ER FICA Med Hospital Ins / ER FICA Med Hospital Ins / ER	Empl I Fiscal Year 2016 2016 2016 2016	Period 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0889806 Speed Type 00730-12123-51109 00730-45826 00730-45826 Total Origina	Personalize   Find   View All   💷   🖮 Combination Code 1022-H0437-A0296-NA 5021-H0125-B0001-G098947 1022-H0437-A0296-NA 5021-H0125-B0001-G098947 al Tax: 359.17	First 4 Account 51109 51109 51109	1-4 of 4 Last Current Deduction 183.90 107.19 43.01 25.07
ne: urrent Funding Tax Class 1 OASDI/ER 2 OASDI/ER 3 Med/ER 4 Med/ER 4 med/ER	Li,Jet Sources Tax Class Description OASDI/Disability - ER OASDI/Disability - ER FICA Med Hospital Ins / ER FICA Med Hospital Ins / ER g Sources	Empl I Fiscal Year 2016 2016 2016 2016 2016	Period 1 1 1 1 1 1 1	0889806 Speed Type 00730-12123-51109 00730-45826 00730-12123-51109 00730-45826 Total Origina	Personalize   Find   View All   🖓   🛅 Combination Code 1022-H0437-A0296-NA 5021-H0125-B0001-G098947 1022-H0437-A0296-NA 5021-H0125-B0001-G098947 al Tax: 359.17	First 4 Account 51109 51109 51109	1-4 of 4 Last Current Deduction 183.90 107.19 43.01 25.07
ne: Tax Class 1 OASDI/ER 2 OASDI/ER 3 Med/ER 4 Med/ER troposed Fundin Tax	Li,Jet Sources Tax Class Description OASDI/Disability - ER OASDI/Disability - ER FICA Med Hospital Ins / ER FICA Med Hospital Ins / ER g Sources g Sources	Empl I Empl I 2016 2016 2016 2016 2016	Period 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0889806 Speed Type 00730-12123-51109 00730-45826 00730-12123-51109 00730-45826 Total Origina	Personalize   Find   View All   2   1 2   2   2   2   2   2   2   2	First 4 Account 51109 51109 51109 51109 51109	1-4 of 4 Last Current Deduction 183.90 107.19 43.01 25.07
ne:	Li,Jet Sources Tax Class Description OASDI/Disability - ER OASDI/Disability - ER FICA Med Hospital Ins / ER FICA Med Hospital Ins / ER g Sources Tax Class Description	Empl I Fiscal Year 2016 2016 2016 2016 2016	Period 11 1 1 1 1 1 Period 2 Period 2 P	0889806 Speed Type 00730-12123-51109 00730-45826 00730-45826 Total Origina Speed Type	Personalize   Find   View All            Image: Combination Code           1022-H0437-A0296-NA         5021-H0125-B0001-G098947           1022-H0437-A0296-NA         5021-H0125-B0001-G098947           1022-H0437-A0296-NA         5021-H0125-B0001-G098947           al Tax:         359.17	First 4 Account 51109 51109 51109 51109 First 4 Account	1-4 of 4 Last Current Deduction 183.90 107.19 43.01 25.07 1-4 of 4 Last Current Deduction
ne:	Li,Jet Sources Tax Class Description OASDI/Disability - ER FICA Med Hospital Ins / ER FICA Med Hospital Ins / ER g Sources Tax Class Description OASDI/Disability - ER	Empl I Empl I 2016 20	Period         1           1         1           1         1	0889806 Speed Type 00730-12123-51109 00730-45826 00730-45826 00730-45826 Total Origina Speed Type 00730-35646	Personalize   Find   View All          Image: Combination Code         1022-H0437-A0296-NA         5021-H0125-B0001-G098947         1022-H0437-A0296-NA         5021-H0125-B0001-G098947         al Tax:       359.17	First 4 Account 51109 51109 51109 51109 51109 First 4 Account 5110	1-4 of 4 ▲ Last Current Deduction 183.90 107.19 43.01 25.07 1-4 of 4 ▲ Last Current Deduction 9 183.9
ne:	I ax Class Description     OASDI/Disability - ER     OASDI/Disability - ER     FICA Med Hospital Ins / ER     FICA Med Hospital Ins / ER     g Sources      Tax Class Description     OASDI/Disability - ER     OASDI/Disability - ER     OASDI/Disability - ER	Empl I Empl I 2016 2016 2016 2016 2016 2016 2016 Z016 Z016 Z016 Z016	Period	Speed Type           00730-12123-51109           00730-45826           00730-12123-51109           00730-45826           00730-45826           00730-45826           00730-36826           00730-36846           00730-366482	Personalize   Find   View All            >           Combination Code         1022-H0437-A0296-NA           5021-H0125-B0001-G098947         1022-H0437-A0296-NA           5021-H0125-B0001-G098947         3021-H0125-B0001-G098947           al Tax:         359.17           Combination Code           2072-H0113-B3496-NA           S0001-G008947           2072-H0113-B3496-NA           S0001-G017566	First 4 Account 51109 51109 51109 51109 51109 51100 51100 51100	1-4 of 4 ▲ Last Current Deduction 183.90 107.15 43.01 25.07 1-4 of 4 ▲ Last Current Deduction 9 183.9 9 107.15
ne:	I Jet     I	Empl I Empl I 2016 2016 2016 2016 2016 2016 2016 2016	Period         1           1         1           1         1           1         1	Speed Type           00730-12123-51109           00730-12123-51109           00730-45826           00730-12123-51109           00730-45826           00730-45826           00730-35646           00730-35646           00730-35646           00730-35646           00730-35646	Personalize   Find   View All   ☑   ☑           Combination Code           1022-H0437-A0296-NA           5021-H0125-B0001-G098947           1022-H0437-A0296-NA           5021-H0125-B0001-G098947           al Tax:         359.17           Image: Second Seco	First Account 51109 51109 51109 51109 51109 51100 51100 51100 51100 51100	1-4 of 4 ▲ Last Current Deduction 183.90 107.19 43.01 25.07 1-4 of 4 ▲ Last Current Deduction 9 183.9 9 107.1 9 43.0

<< Previous Next >>

#### **Attachment**

Favorites - Main Menu - > Department Self Service - > eForms Home Page

ORACLE Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015

# **View Reallocation (RAF)**

Step 5 of 6: View RAF Message/Attachment/Comments

This page displays the RAF reallocation that was entered on the form and associated comments.

		eForm ID:	557908
Paycheck Information			
Paycheck Number:	3418553	Pay Period End Date	<b>:</b> 09/18/2015
Name:	Li,Jet	Empl ID:	0889806
ttaabmanta			
Ruachmenus			
View description	He size Author	Created Date/Time	
1 View Late Justification	307988 1413954	10/02/15 1:15:42PM	
Comments			]
Comments Comment History <del>.</del>			J
Comments Comment History:	-		]
Comments Comment History: ** Smith,Lynn ** Tue, Oct 6 15, 03:31:58 Ph	- v1		]
Comments Comment History: ** Smith,Lynn ** Tue, Oct 6 15, 03:31:58 Ph test	- vi	ss Previous	
Comments Comment History: ** Smith,Lynn ** Tue, Oct 6 15, 03:31:58 Ph test ** Ha,Anh Van ** Fri. Oct 2 15, 01:16:11 PM	- M -	< Previous	Next >>
Comments Comment History: ** Smith,Lynn ** Tue, Oct 6 15, 03:31:58 Ph test ** Ha,Anh Van ** Fri, Oct 2 15, 01:16:11 PM Testing eRAF	- M -	< Previous	Next ≻>
Comments Comment History: ** Smith,Lynn ** Tue, Oct 6 15, 03:31:58 Pt test ** Ha,Anh Van ** Fri, Oct 2 15, 01:16:11 PM Testing eRAF	- v1 -	< Previous	Next >>

Favorites 👻 🛛 Main Menu 👻	> Department Self S	Service 🔻 > eFo	rms Home P	age					
		Refreshed o	n : Tuel Si	en 1. 2015					Home
	c. Theorem East	rten earlea o	ii . iuc, o	op 1, 2010					
View Reallocation	(RAF)								
Step 6 of 6: Form Histor	γ								
This page displays the workflow	w transaction history th	at was processei	d on the form.						
FormList Fields									
eForm ID:	557908 Wol	rkflow Form	Pending						
Workflow Form Type:	RAF	<b>.</b>							
Original Operator:	1413954 Ha,An	h Van							
Original DateTime:	10/02/2015 1:16:11P	M							
Originator Bus Phone:									
Last Operator:	0126163 Smith.	Lvnn							
Last By Alternate Operator:		· ·							
Last DateTime:	10/06/2015 3:31:58P	м							
Last Operator Bus Phone:	713/743-3802								
Next Approving RoleUser:	1413954 Ha,An	h Van							
Next Approving RoleName:		A STATE	Who can work	this form?					
Transaction Log									
						Devereelin	- 1 5- 4 1 <b>2</b> 1 <b>1</b>		
						Personali.			
10/02/2015								form Status	
1 1:16:11PM	GT_UHM_HC_INITIAT	OR_DEPT_BUD	1413954	Ha,Anh Van	Submit			Pending	± –
2 2 10/06/2015 3:31:58PM	GT_UHM_HC_COLLE	EGE/DIVISION	0126163	Smith,Lynn	Recycle			Pending	+ -

<< Previous Next >>

# **Training Documentation**

ERAF – Edit and View Form						
Date:	10/5/2015					
Drafted By:	Anh Ha					

#### **Revision History**

Date	Name	Comment

# **Overview**

The electronic reallocation form (eRAF), allows users to enter a paycheck reallocation directly into PeopleSoft. Once submitted, the eRAF is routed through their department, college, and division for approval. If the paycheck is moving funds on, or off, a grant it will also route to DOR for approval. Final approval is routed to General Accounting.

#### Navigation Path: Department Self Service > eForms Home Page



# Step-by-Step - Edit eRAF

#### 1. Edit eForm

Navigate to the eForms Home Page - Select Resubmit, Change, or Withdraw an eForm

Favorites - Main Menu - > Department Self Service -> eForms Home Page

# Electronic Forms (eForms) Home Page

_	_
•-	1-
	ā
	5

My Worklist Work the items that have been routed to you.



<u>Start a New eForm</u>

Start a new eForm, which will then be routed to the appropriate approvers.



#### Resubmit, Change, or Withdraw an eForm

Make changes to an eForm that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.

	- Balan	
	-	
τ	Contraction of the	
١		
9		

#### <u>View an eForm</u>

View a recently submitted eForm, including workflow history and form status. eForms submitted in the last month are listed here. This is a read-only view.



#### Look Up an Archived eForm

Review an archived eForm. eForms submitted more than a month ago will be listed here. This is a read-only view.

#### 2. Select Reallocation (eRAF)

#### Select the Reallocation (eRAF) link.

Favorites - Main Menu - Department Self Service - Forms Home Page

ORACLE Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015

# Resubmit, Change, or Withdraw an electronic Form (eForm)



#### Personnel Action Request (ePAR)

Use this link to change, resubmit or withdraw an ePAR request. Personnel Action Request (ePAR)



#### Position Request (ePRF)

<u>Use this link to change, r</u>esubmit or withdraw an ePRF request. Position Request (ePRF)



#### Person of Interest (ePOI)

Use this link to change, resubmit or withdraw an ePOI request. Person of Interest (ePOI)



#### Employment Eligibility Verification (el-9)

Use this link to fill out Section 3 of an existing I-9 Form for reverification of work authorization. Employment Eligibility Verification (eI-9)



#### Reallocation (eRAF)

Use this link to change, resubmit or withdraw an eRAF request. Reallocation (eRAF)

Return to Electronic Forms (eForms) Home Page

#### 3. Search eForm

Enter the search criteria – by Form ID or by Paycheck number, etc. to pull the eRAF form

Favorites + Main Menu + > Department Self Service +> eForms Home Page

#### **Update eRAF Form**

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

eForm ID:	begins with 👻	
Workflow Form Type:	begins with 👻 RAF	
Workflow Form Status:	= 🖌	
Paycheck Number:	= 🗸	
Department:	begins with 👻	
Original Operator:	begins with 👻	
Original Date:	= 👻	31
Last Operator:	begins with 👻	
Last Date:	= 🗸	31
Case Sensitive		

### 4. Enter eForm ID or Paycheck Number

Favorites -	Main Menu 👻	> Department Self Service 🖘 eForms Home Page	
	🗲 Database	: HR9TST Last Refreshed on : Tue, Sep 1, 2015	

#### **Update eRAF Form**

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

Find an Existing Value		
🗢 Search Criteria		
eForm ID:	begins with 👻	557914
Workflow Form Type:	begins with 📼	RAF
Workflow Form Status:	= 🚽	
Paycheck Number:	= 🗸	3418558
Department:	begins with 👻	
Original Operator:	begins with 👻	
Original Date:	= 🖵	je j
Last Operator:	begins with 🖕	
Last Date:	= 🗸	(F)
Case Sensitive	Click Sear	rch to pull the eRAF form
Search Clear	Basic Search	Save Search Criteria
Search Results		
View All		First 📷 1 of 1 📷 Last

eForm ID	Workflow Form Statu	s Paycheck Number	Department	Original Operator	Original Date	Last Operator	Last Date
557914	Pending	3418558	H0288	1413954	10/06/2015	1413954	10/06/2015

#### 5. Edit Proposed Funding Sources

- Account Code(s) and distribution has to be equal to 100%
- (+) and (-) is to add additional account code(s) and to delete the incorrect one
- Select Reallocation Reason : Reallocation, Suspense or Override

#### **Submitted Funding Sources**

Favorites - Main Menu - > Department Self Service -> eForms Home Page

#### Update Reallocation (RAF)

Step 1 of 6: Update Reallocation

Make the necessary updates to the Reallocation Information below.

#### **eRAF Video Instruction**

			еFогп	ID:	557914		
Paycheck Inform	nation						
Paycheck Numb	er: 34	18558	Pay Perio	od End Date:	09/25/2015	Off Cycle ? Y	
Name:	Moore,Dem	i	Empl ID:		0140944		
Payroll Funding	Sources					Find View All First 🗹	1 of 1 🗈 Las
Empl Red Nbr	0		Br	eition Numb	er: 010031	117	
Business Unit:	0 HR730		FC	IohCode:	T71.6	Test Job Code	
Department:	назее т	act Donor	tmont I	arninge End	Date: 00/2	50045	
Dopartmont	110200 1	ssi Depar		urningo Enu	<b>Date:</b> 03/2	20/2010	_
Proposed Fu	unding Source:	6					
			Personaliz	e   Find   Viev	v All   🖾   Ì	📕 🛛 First 📧 1-2 of 2 🕨 La	ast
Accoun	t Code		Combination Code			Distribution %	
1 00730-	10188	Q	2064-H0191-G0462-NA			30.00 💽 🚺	3
2 00730-	32314	Q	2080-H0005-F0857-NA			70.00 🛨 [	3
				Sum D	istrib %:	100.00	
						100.00	
Suspense - Use moved for earning	the Suspense op gs, taxes, and de	tion to mo duction a	ove funds from the depa issociated to original su	arment suspen spense cost c	se cost cer enter.	nters to a new cost center. Fu	nds are
Reallocation - Us	e the Reallocatio	n option t	o move funds from the	original cost c	enter(s) to a	a new cost centers. Funds ar	e moved
for earnings, taxe	es, and deduction	n associat	ed to original suspense	cost center.			
Override- Use the	e Override optior	to move	funds manually from the	original cost Funds	center(s) to	) a new cost center. dist	tribution
for earnings, taxe	es, and deduction	n associat	ed to original suspense	cost center.			
*Reallocation Re	ason: Realloca	te	-				
				<<	Search	Next >>	

#### Change Funding Source %

Favorites - Main Menu - > Department Self Service -> eForms Home Page

#### ORACLE Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015

#### Update Reallocation (RAF)

Step 1 of 6: Update Reallocation

Make the necessary updates to the Reallocation Information below.

#### **eRAF Video Instruction**

eallocation Infor	mation							
				eForm ID:	557914			
Paycheck Inform	nation							
Paycheck Numb	er:	3418558	F	Pay Period End D	ate: 09/25/2015	Off Cycle ?	r v	
Name:	Moore,De	emi	E	impl ID:	0140944			
Payroll Funding	Sources					Find   View All	First 📧 1 of 1	🗈 Last
Empl Rcd Nbr: Business Unit:	0 HR730			Position N JobCode	umber: 010031 : T7L6	17 Test Job Code		
Department:	H0288	Test Depai	rtment	Earnings	End Date: 09/2	5/2015		
Proposed Fu	unding Sourc	es						
			Р	ersonalize   Find	View All   💷   🕯	📕 🔤 First 🚺 1-3	2 of 2 🕑 Last	
Accoun	t Code		Combination C	ode		Distribution %		
1 00730-	10188	Q	2064-H0191-G	0462-NA		50.00	+ -	
2 00730-	32314	Q	2080-H0005-F	0857-NA		50.00	÷ =	
				Su	m Distrib %:	100.00		
Suspense - Use f moved for earning Reallocation - Us for earnings, taxe	the Suspense gs, taxes, and se the Realloca	option to m deduction a tion option	ove funds from t associated to o to move funds fr ted to original s	the deparment su riginal suspense co rom the original co uspense cost cent	spense cost cen ost center. ost center(s) to a er.	ters to a new cos new cost center:	t center. Funds ar s. Funds are mov	re ed
Override- Use the	e Override opti	on to move	funds manually	from the original	cost center(s) to	a new cost cente	er. distributio	חו
for earnings, taxe	s, and deduct	ion associa	ted to original s	Funds uspense cost cent	er.			
*Reallocation Re	ason: Reallo	cate		•				
					<< Search	Next >>		

🔍 Return to Search

#### Add additional Account Code(s)

Once edits are complete, click Next

Favorites - Main Menu - > Department Self Service -> eForms Home Page

#### Update Reallocation (RAF)

Make the necessary updates to the Reallocation Information below.

#### eRAF Video Instruction

eForm ID:       557914         Paycheck Humber:       3418558       Pay Period End Date:       09/25/2015       Off Cycle ? Y         Hame:       Moore,Demi       Empl ID:       0140944         Paycoll Funding Sources       Find   View AII       First I 1 of 1 I La         Empl Red Nbr:       0       Position Number:       01003117         Business Unit:       HR730       JobCode:       T7L6       Test Job Code         Department:       H0288       Test Department       Earnings End Date:       09/25/2015         Proposed Funding Sources       Personalize   Find   View AII   I I I I I I I I I I I I I I I I I	eallocatio	on Information						
Paycheck Number:       3418558       Pay Period End Date:       09/25/2015       Off Cycle ? Y         Iame:       Moore,Demi       Empl ID:       0140944         Payroll Funding Sources       Find   View All       First < 1 of 1        La         Empl Rcd Nbr:       0       Position Number:       01003117         Business Unit:       HR730       JobCode:       T/L6       Test Job Code         Department:       H0288       Test Department       Earnings End Date:       09/25/2015         Proposed Funding Sources       Personalize   Find   View All [ 20]       First        1-3 of 3        Last         Account Code       Combination Code       Distribution %       100.00       Image:       100730-10188       2064-H0191-G0462-NA       10.00       Image:       100.00       Image:       Sum Distrib %:       100.00       Image:       100.00       Image:       Image:       100.00       Image:       Imag					eForm ID:	557914		
Paycheck Number:       3418558       Pay Period End Date:       09/25/2015       Off Cycle ? Y         Iame:       Moore,Demi       Empl ID:       0140944         Paycoll Funding Sources       Find   View All       First I of 1 I La         Empl Red Nbr:       0       Position Number:       01003117         Business Unit:       HR730       JobCode:       TL6       Test Job Code         Department:       H0288       Test Department       Earnings End Date:       09/25/2015         Proposed Funding Sources       Image: Combination Code       Distribution %       Image: Combination Code       Image: Combination Code         1       00730-10188       Q 2064-H0191-G0462-NA       Image: Combination Code       Image: Com	Paycheck	Information						
Image:       Moore,Demi       Empl ID:       0140944         Payroll Funding Sources       Find   View All       First I of 1 I La         Empl Red Nbr:       0       Position Number:       01003117         Business Unit:       HR730       JobCode:       TLS       Test Job Code         Department:       H0288       Test Department       Earnings End Date:       09/25/2015         Proposed Funding Sources       Personalize   Find   View All   I   First I 1-3 of 3   Last       I as a start of the s	aycheck	Number:	3418558		Pay Period End	Date: 09/25/2015	Off Cycle ?	Y
Payroll Funding Sources       Find   View All       First < 1 of 1       La         Empl Rcd Nbr:       0       Position Number:       01003117         Business Unit:       HR730       JobCode:       T7L6       Test Job Code         Department:       H0288       Test Department       Earnings End Date:       09/25/2015         Proposed Funding Sources       Personalize   Find   View All   20   10000 + 100000 + 10000 + 10000 + 10000 + 10000 + 100000 + 10000 + 100000 + 10000 + 100000 + 100000 + 100000 + 100000 + 100000 + 100000 + 100000 + 100000 + 100000 + 100000 + 100000 + 100000 + 100000 + 100000 + 1000000 + 100000 + 100000 + 100000 + 1000000 + 1000000 + 1000000 + 1000000 + 10000000 + 100000000	lame:	Moore,	Demi		Empl ID:	0140944		
Empl Red Nbr:       0       Position Number:       01003117         Business Unit:       HR730       JobCode:       TL6       Test Job Code         Department:       H0288       Test Department       Earnings End Date:       09/25/2015         Proposed Funding Sources         Proposed Funding Sources       Personalize   Find   View All   P   First   1-3 of 3   Last         1       00730-10188       2064-H0191-G0462-NA       10.00   + -         2       00730-32314       2080-H0005-F0857-NA       70.00   + -       -         3       00730-54857       5013-H0213-H0002-F000122       20.00   + -       -         Sum Distrib %:       100.00       -       -       -         Response - Use the Suspense option to move funds from the deparment suspense cost centers to a new cost center. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center(s) to a new cost centers. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center(s) to a new cost centers. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center(s) to a new cost center. Minds are moved for earnings, taxes, and deduction associated to original suspense cost center(s) to a new cost center.       Minds in the funds         Reallocation - Use the Override option to move funds manually from the original cost center(s) to a new cost center. Minds are moved for earnings, taxes, and deduction associated to original	Payroll Fu	unding Sources					Find   View All	First 📧 1 of 1 🗈 L
Business unit:       HR/30       JobCode:       17L6       Test Job Code         Department:       H0288       Test Department       Earnings End Date:       09/25/2015         Proposed Funding Sources       Personalize   Find   View All   Image: First Imag	Empl Rod	iNbr: 0			Position	Number: 0100311	7	
Department:       H0288       Test Department       Earnings End Date:       09/25/2015         Proposed Funding Sources       Personalize   Find   View All   2   # First 1-3 of 3   Last         Account Code       Combination Code       Distribution %         1       00730-10188       2064-H0191-G0462-NA       Distribution %         2       00730-32314       2080-H0005-F0857-NA       70.00       Image: Comparison of the comparison	Business	S UNIC: HR73U			JODCOG	ie: 1716	lest Job Code	
Proposed Funding Sources           Personalize         Find         View All         First         1-3 of 3         Last           Account Code         Combination Code         Distribution %         1         0.00         •         •           1         00730-10188         2064-H0191-G0462-NA         1         0.00         •	Departm	ent: H0288	Test Depa	rtment	Earning	s End Date: 09/25	5/2015	
Personalize       Find       View All       First       1-3 of 3       Last         Account Code       Distribution %       1       00730-10188       2064-H0191-G0462-NA       10.00       •       •         2       00730-32314       2080-H0005-F0857-NA       10.00       •<	Propo	sed Funding Sou	rces					
Account Code Combination Code Distribution % 1 00730-10188 2064-H0191-G0462-NA Distribution % 2 00730-32314 2080-H0005-F0857-NA T0.00 + • 3 00730-54857 5013-H0213-H0002-F000122 20.00 + • Sum Distrib %: 100.00 • • Sum Distrib %: 100.00 • • • • • • • • • • • • •					Personalize   Find	I View All I 💷 I 🕌	Eirst 🚺 1-3	of 3 🕑 Last
1       00730-10188       2       2064-H0191-G0462-NA       10.00       Image: Control of the c		Account Code		Combinati	on Code	[	)istribution %	
2       00730-32314       2080-H0005-F0857-NA       70.00       Image: Control of the con	1	00730-10188	٩,	2064-H019	91-G0462-NA		o.oo  🔶	+ -
3 00730-54857 5013-H0213-H0002-F000122 20.00 Sum Distrib %: 100.00 uspense - Use the Suspense option to move funds from the department suspense cost centers to a new cost center. Funds are noved for earnings, taxes, and deduction associated to original suspense cost center. reallocation - Use the Reallocation option to move funds from the original cost center(s) to a new cost centers. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center. reallocation - Use the Reallocation option to move funds from the original cost center(s) to a new cost centers. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center. reperride- Use the Override option to move funds manually from the original cost center(s) to a new cost center. distribution Funds for earnings, taxes, and deduction associated to original suspense cost center.	2	00730-32314	Q	2080-H000	)5-F0857-NA		70.00	+ -
Sum Distrib %:       100,00         Suppense - Use the Suspense option to move funds from the department suspense cost centers to a new cost center. Funds are noved for earnings, taxes, and deduction associated to original suspense cost center.       Image: Cost center (s) to a new cost centers. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center.         Image: Cost center of the Cost center.       Image: Cost center (s) to a new cost center.         Image: Cost center of the Cost center.       Image: Cost center (s) to a new cost center.         Image: Cost center of the Cost center.       Image: Cost center (s) to a new cost center.         Image: Cost center of the Cost center of the Cost center of the Cost center of the Cost center.       Image: Cost center (s) to a new cost center.         Image: Cost center of the Cost center of the Cost center of the Cost center.       Image: Cost center (s) to a new cost center.         Image: Cost center of the Cost center of the Cost center of the Cost center of the Cost center.       Image: Cost center of the C	3	00730-54857	Q	5013-H021	3-H0002-F000122		20.00	<b>H</b>
Guspense - Use the Suspense option to move funds from the department suspense cost centers to a new cost center. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center.         teallocation - Use the Reallocation option to move funds from the original cost center(s) to a new cost centers. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center.         teallocation - Use the Reallocation option to move funds from the original cost center(s) to a new cost centers. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center.         the override option to move funds manually from the original cost center(s) to a new cost center.         the override option to move funds manually from the original cost center(s) to a new cost center.         the override option to move funds manually from the original cost center(s) to a new cost center.         the override option to move funds manually from the original cost center(s) to a new cost center.         the override option to move funds manually from the original cost center(s) to a new cost center.					5	Gum Distrib %:	100.00	
or carrings, taxes, and deduction desociated to "original subpense cost conter.	uspense noved for <b>ceallocatio</b> for earning <b>verride</b> - for earning	<ul> <li>Use the Suspense arnings, taxes, an</li> <li>use the Reallogs, taxes, and dedugs, taxes, and taxes,</li></ul>	e option to m d deduction cation option ction associa ption to move ction associa	nove funds fr associated to to move fund ated to origin tunds manu ated to origin	om the deparment s o original suspense ds from the original nal suspense cost ce ally from the origina Funds nal suspense cost ce	uspense cost cent cost center. cost center(s) to a nter. Il cost center(s) to a nter.	ers to a new cost new cost centers a new cost center	: center. Funds are :. Funds are moved r. distribution

<< Search

Next >>

6. Review the Current Funding Sources and Proposed Funding Sources - Earnings Distribution Click View All to see all of the Earnings and Account Codes

Favorites - Main Menu - > Department Self Service -> eForms Home Page

Update Reallocation (RAF)

Step 2 of 6: Update Reallocation Earning Distribution

Make the necessary updates to the Reallocation earning distribution below.

			eForm	D: 5:	57914		
check Information							
/check Number:	3418558		Pay Peri	iod End Date: 0	09/25/2015 Off Cycle ? Y		
lame:	vloore,Demi		Empl ID	<b>i:</b> (	0140944		
yroll Funding Sourc	es				Fin	d View All First	📧 1 of 1 🗈 Le
npl Red Nbr: 0		I	Position	Number: 0100	3117		
siness Unit: HR73	30		JobCod	le: T7L6	Test Job Code		
partment: H028	8 Test Depart	ment	Earning	s End Date 0	9/25/2015		
Current Funding So	urces						
Earnings					Personalize   Find   View All   💷	📔 🛛 First 🗹 1-2 d	nf 2 🕑 Last
Earnings Code	Earning Description	Fiscal Year	Period	Account Code	Combination Code	Account E	arnings
1 020	Regular	2016	1	00730-56882	5013-H0125-B0001-G107566	50192	1600.00
2 400	Long Pay	2016	1	00730-56882	5013-H0125-B0001-G107566	50112	100.00
					Total Distributed Farnings by Empl Ded	4700.00	
Proposed Funding	Sources				Total Distributed Earnings by Empl Rcd:	: 1700.00	↓
Proposed Funding	Sources				Total Distributed Earnings by Empl Rcd:	: 1700.00	
Proposed Funding Earnings Earnings Codes	Sources	Fiscal Year	Period	Account Code	Total Distributed Earnings by Empl Rcd: Personalize   Find   View All   127 Combination Code	: 1700.00	5 of 6 D Last
Proposed Funding Earnings Earnings Codes 1 020	Sources Earning Description Regular	Fiscal Year 2016	Period	Account Code 00730-32314	Total Distributed Earnings by Empl Rcd: Personalize   Find   View All   Combination Code 2080-H0005-F0857-NA	: 1700.00	5 of 6 D Last Earnings 1120.0
Proposed Funding Earnings Earnings Codes 1 020 2 020	Sources Earning Description Regular Regular	Fiscal Year 2016 2016	Period 1 1	Account Code 00730-32314 00730-10188	Total Distributed Earnings by Empl Rcd: Personalize   Find   View All   Combination Code 2080-H0005-F0857-NA 2064-H0191-G0462-NA	: 1700.00	5 of 6 E Last Earnings 1120.0 160.0
Proposed Funding Earnings 1 020 2 020 3 020	Sources Earning Description Regular Regular Regular	Fiscal Year 2016 2016 2016	Period 1 1 1	Account Code 00730-32314 00730-10188 00730-54857	Total Distributed Earnings by Empl Rcd: Personalize   Find   View All   Combination Code 2080-H0005-F0857-NA 2064-H0191-G0462-NA 5013-H0213-H0002-F000122	: 1700.00 ■ 1 ■ First ■ 1- Account 50192 50192 50192	5 of 6 D Last Earnings 1120.0 160.0 320.0
Proposed Funding Earnings 1 020 2 020 3 020 4 400	Sources Earning Description Regular Regular Regular Long Pay	Fiscal Year 2016 2016 2016 2016	Period 1 1 1 1	Account Code 00730-32314 00730-10188 00730-54857 00730-10188	Total Distributed Earnings by Empl Rcd: Personalize   Find   View All   42 Combination Code 2080-H0005-F0857-NA 2064-H0191-G0462-NA 5013-H0213-H0002-F000122 2064-H0191-G0462-NA	: 1700.00 ■ 1 Account 50192 50192 50192 50192 50192 50192	5 of 6 D Last Earnings 1120.0 160.0 320.0 10.0
Proposed Funding Earnings Codes 1 020 2 020 3 020 4 400 5 400	Sources Earning Description Regular Regular Regular Long Pay Long Pay	Fiscal Year 2016 2016 2016 2016 2016 2016 2016	Period 1 1 1 1 1 1	Account Code 00730-32314 00730-10188 00730-54857 00730-10188 00730-54857	Total Distributed Earnings by Empl Rcd: Personalize   Find   View All   <sup>[27</sup> Combination Code 2080-H0005-F0857-NA 2064-H0191-G0462-NA 5013-H0213-H0002-F000122 2064-H0191-G0462-NA 5013-H0213-H0002-F000122	: 1700.00 ► First 1- Account 50192 50192 50192 50112	5 of 6 Last Earnings 1120.0 160.0 320.0 10.0 20.0
Proposed Funding Earnings D 20 2 020 3 020 4 400 5 400	Sources Earning Description Regular Regular Regular Long Pay Long Pay	Fiscal Year 2016 2016 2016 2016 2016 2016	Period 1 1 1 1 1 1	Account Code 00730-32314 00730-10188 00730-54857 00730-10188 00730-54857	Total Distributed Earnings by Empl Rcd: Personalize   Find   View All   Combination Code 2080-H0005-F0857-NA 2064-H0191-G0462-NA 5013-H0213-H0002-F000122 2064-H0191-G0462-NA 5013-H0213-H0002-F000122 Total Distributed Earnings by Empl Rcd	: 1700.00 First	5 of 6 Last Earnings 1120.0 160.0 320.0 10.0 20.0

#### "View All" Screen

Favorites - Main Menu - > Department Self Service -> eForms Home Page

ORACLE' Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015

Update Reallocation (RAF)

Step 2 of 6: Update Reallocation Earning Distribution

Make the necessary updates to the Reallocation earning distribution below.

scaron mornatio									
			eForm	ID:	557914				
heck Information									
heck Number:	3418558		Pay Peri	iod End Date:	09/25/2015	5 Off Cycle ? Y			
ime:	Moore,Demi		Empl IC	):	0140944				
roll Funding Sourc	es						Find   View	/ All First	💶 1 of 1 🕨
ol Red Nbr: 0			Position	Number: 010	003117				
iness Unit: HR7:	30		JobCod	le: T71	 16 Te	est Job Code			
ertment: H000	29 Toot Doport	mont	Earning	e End Date	00/05/0015				
artificitic Hozo	o lest Depari	Intern	Larining	S LIIU Dato	09/20/2010	)			
urrent Funding Sc	urces								
								_	_
Earnings					F	Personalize   Find   View All	2	First 🖪 1-2 o	f 2 🗈 Last
Earnings Code	Earning Description	Fiscal Year	Period	Account Code	2	Combination Code	1	Account Ea	arnings
1 020	Regular	2016	1	00730-56882		5013-H0125-B0001-G1075	66	50192	1600.00
2 400	Long Pay	2016	1	00730-56882		5013-H0125-B0001-G1075	66	50112	100.00
					Total Dia	tributed Earnings by Emp	l Dodu da	100.00	
					Total Dis	stributed Earnings by Emp	<b>il Rod:</b> 17	700.00	-
roposed Funding	Sources				Total Dis	stributed Earnings by Emp	<mark>il Rod:</mark> 17	700.00	-
roposed Funding Earnings	Sources				Total Dis	stributed Earnings by Emp	l <b>Rcd:</b> 17	700.00	6 of 6 🕑 La
roposed Funding Earnings Earnings Codes	Sources	Fiscal Year	Period	Account Cod	Total Dis	stributed Earnings by Emp Personalize   Find   View Combination Code	l <b>Rcd:</b> 17	700.00 First 🔍 1-0 Account t	6 of 6 La Earnings
roposed Funding Earnings Earnings Codes 1 020	Sources Earning Description Regular	Fiscal Year 2016	Period 1	Account Cod 00730-32314	Total Dis	Personalize   Find   View Combination Code 2080-H0005-F0857-NA	o <b>l Red:</b> 17	First 1- Account 1 50192	6 of 6 La Earnings 1120
roposed Funding Earnings Earnings Codes 1 020 2 020	Sources Earning Description Regular Regular	Fiscal Year 2016 2016	Period 1	Account Cod 00730-32314 00730-10188	Total Dis	Personalize   Find   View Combination Code 2080-H0005-F0857-NA 2064-H0191-G0462-NA	l Red: 17 / S   ☞   ⅲ	200.00 First ▲ 1-4 Account 1 50192 50192	6 of 6 D La Earnings 112( 16(
roposed Funding Earnings Earnings Codes 1 020 2 020 3 020	Sources Earning Description Regular Regular Regular	Fiscal Year 2016 2016 2016	Period 1 1	Account Cod 00730-32314 00730-10188 00730-54857	Total Dis	Personalize   Find   View Combination Code 2080-H0005-F0857-NA 2064-H0191-G0462-NA 5013-H0213-H0002-F0001	<b>I Red:</b> 17	700.00	6 of 6 Lt Earnings 1120 160 320
roposed Funding Earnings Earnings Codes 1 020 2 020 3 020 4 400	Sources Earning Description Regular Regular Regular Long Pay	Fiscal Year 2016 2016 2016 2016 2016	Period 1 1 1 1	Account Cod 00730-32314 00730-10188 00730-54857 00730-10188	Total Dis	Personalize   Find   View Combination Code 2080-H0005-F0857-NA 2064-H0191-G0462-NA 5013-H0213-H0002-F0001 2064-H0191-G0462-NA	<b>I Rcd:</b> 17	700.00	6 of 6 La Earnings 1120 160 320 10
roposed Funding Earnings Codes 1 020 2 020 3 020 4 400 5 400	Sources Earning Description Regular Regular Regular Long Pay Long Pay	Fiscal Year 2016 2016 2016 2016 2016 2016	Period 1 1 1 1 1	Account Cod 00730-32314 00730-10186 00730-54857 00730-10186 00730-54857	Total Dis	Personalize   Find   View Combination Code 2080-H0005-F0857-NA 2064-H0191-G0462-NA 5013-H0213-H0002-F0001 2064-H0191-G0462-NA 5013-H0213-H0002-F0001	22 22	700.00	6 of 6 Lts Earnings 1120 160 320 10

#### Select Next to Review- Deduction and Tax Distribution

### **Deduction**

Favorites - Main Menu - > Department Self Service -> eForms Home Page

Update Reallocation (RAF)

Step 3 of 6: Update Reallocation Deduction Distribution

Make the necessary updates to the Reallocation deduction distribution below.

		еFогп	n ID:	557914			
heck Information							
ieck Number:	3418558	Pay Per	iod End C	late: 09/25/2015	Off Cycle ?: Y		
e:	Moore,Demi	Empl I	D:	0140944			
urrent Funding So	urces						
Deduction					Personalize   Find   View All   💷	📜 🛛 First 🗖	🛙 1-3 of 3 🕨 Li
Deduction Code	Deduction Description	Fiscal Year	Period	Account Code	Combination Code	Account	Current Deduct
1 BLBT	Basic Life/AD&D	2016	1	00730-56882	5013-H0125-B0001-G107566	51104	
2 HSBT	Health Select	2016	1	00730-56882	5013-H0125-B0001-G107566	51104	39
3 TRS	Teachers Retirement System	2016	1	00730-56882	5013-H0125-B0001-G107566	51111	11
					Total Deductions		
					Total Deduction: 514.43		
ongeod Funding 9					Total Deduction: 514,43		
oposed Funding S	Sources	1			Total Deduction: 514.43		
roposed Funding S Deduction	Bources	1			Personalize   Find   View 5	🛗 🛛 First	🖪 1-9 of 9 🕨
oposed Funding S Deduction Deduction Code	Bources	Fiscal Year	Period	Account Code	Personalize   Find   View S	🛗 First Account	1-9 of 9
roposed Funding S Deduction Deduction Code 1 BLBT	Deduction Description Basic Life/AD&D	Fiscal Year 2016	Period 1	Account Code 00730-54857	Personalize   Find   View 5   2 Combination Code 5013-H0213-H0002-F000122	Account 51104	1-9 of 9
roposed Funding S Deduction Deduction Code 1 BLBT 2 BLBT	Deduction Description Basic Life/AD&D Basic Life/AD&D	Fiscal Year 2016 2016	Period 1 1	Account Code 00730-54857 00730-32314	Personalize         Find         View 5         I           Combination         Code         5013-H0213-H0002-F000122         2080-H0005-F0857-NA	Account 51104	1-9 of 9
Deduction Deduction Code 1 BLBT 2 BLBT 3 BLBT	Deduction Description Basic Life/AD&D Basic Life/AD&D Basic Life/AD&D Basic Life/AD&D	Fiscal Year 2016 2016 2016	Period 1 1 1	Account Code 00730-54857 00730-32314 00730-10188	Personalize         Find         View 5         I           Combination         Code         5013-H0213-H0002-F000122         2080-H0005-F0857-NA         2064-H0191-G0462-NA	Contemporation (Contemporation) (Contemp	Current Deduc
Deduction Deduction Code 1 BLBT 2 BLBT 3 BLBT 4 HSBT	Deduction Description Basic Life/AD&D Basic Life/AD&D Basic Life/AD&D Health Select	Fiscal Year 2016 2016 2016 2016 2016	Period 1 1 1 1	Account Code 00730-54857 00730-32314 00730-10188 00730-54857	Personalize         Find         View 5         I           Combination Code         5013-H0213-H0002-F000122         2080-H0005-F0857-NA         2064-H0191-G0462-NA           2064-H0191-G0462-NA         5013-H0213-H0002-F000122         2080-H0005-F0857-NA	Account 51104 51104 51104 51104	Lig of 9 Current Deduc
Deduction Deduction Code 1 BLBT 2 BLBT 3 BLBT 4 HSBT 5 HSBT	Bources Deduction Description Basic Life/AD&D Basic Life/AD&D Basic Life/AD&D Health Select Health Select	Fiscal Year 2016 2016 2016 2016 2016 2016	Period 1 1 1 1 1 1 1	Account Code 00730-54857 00730-32314 00730-10188 00730-54857 00730-32314	Personalize         Find         View 5         I           Combination Code         5013-H0213-H0002-F000122         2080-H0005-F0857-NA         2064-H0191-G0462-NA           2064-H0191-G0462-NA         5013-H0213-H0002-F000122         2080-H0005-F0857-NA	First Account 51104 51104 51104 51104 51104 51104	Lurrent Deduc
Deduction Deduction Code 1 BLBT 2 BLBT 3 BLBT 4 HSBT 5 HSBT 6 HSBT	Deduction Description Basic Life/AD&D Basic Life/AD&D Basic Life/AD&D Health Select Health Select Health Select	Fiscal Year 2016 2016 2016 2016 2016 2016 2016	Period 1 1 1 1 1 1 1	Account Code 00730-54857 00730-32314 00730-10188 00730-54857 00730-32314 00730-32314	Personalize         Find         View 5         I           Combination Code         5013-H0213-H0002-F000122         2080-H0005-F0857-NA         2064-H0191-G0462-NA           2064-H0191-G0462-NA         5013-H0213-H0002-F000122         2080-H0005-F0857-NA           2060-H0005-F0857-NA         2064-H0191-G0462-NA         5013-H0213-H0002-F000122	First Account 51104 51104 51104 51104 51104 51104 51104	Lurrent Deduc
Deduction Code 1 BLBT 2 BLBT 3 BLBT 4 HSBT 5 HSBT 6 HSBT 7 TRS	Bources Deduction Description Basic Life/AD&D Basic Life/AD&D Basic Life/AD&D Health Select Health Select Health Select Teachers Retirement System	Fiscal Year 2016 2016 2016 2016 2016 2016 2016 2016	Period 1 1 1 1 1 1 1 1 1	Account Code 00730-54857 00730-32314 00730-10188 00730-54857 00730-32314 00730-32314 00730-10188 00730-10188	Personalize         Find         View 5          Image: Find         View 5          View 5          View 5          View 5	First Account 51104 51104 51104 51104 51104 51104 51104 51111	Lurrent Deduc
Deduction Code 1 BLBT 2 BLBT 3 BLBT 4 HSBT 5 HSBT 6 HSBT 7 TRS 8 TRS	Bources Deduction Description Basic Life/AD&D Basic Life/AD&D Basic Life/AD&D Health Select Health Select Health Select Teachers Retirement System Teachers Retirement System	Fiscal Year 2016 2016 2016 2016 2016 2016 2016 2016	Period 1 1 1 1 1 1 1 1 1 1	Account Code 00730-54857 00730-32314 00730-10188 00730-54857 00730-32314 00730-10188 00730-10188 00730-54857 00730-32314	Personalize         Find         View 5         I           Combination Code         5013-H0213-H0002-F000122         2080-H0005-F0857-NA         2064-H0191-G0462-NA           2064-H0191-G0462-NA         5013-H0213-H0002-F000122         2080-H0005-F0857-NA           2064-H0191-G0462-NA         5013-H0213-H0002-F000122         2080-H0005-F0857-NA           2064-H0191-G0462-NA         5013-H0213-H0002-F000122         2080-H0005-F0857-NA	First Account 51104 51104 51104 51104 51104 51104 51104 51111 51111	Lurrent Deduc
Deduction Code 1 BLBT 2 BLBT 3 BLBT 4 HSBT 5 HSBT 6 HSBT 7 TRS 8 TRS 9 TRS	Bources Deduction Description Basic Life/AD&D Basic Life/AD&D Basic Life/AD&D Health Select Health Select Health Select Teachers Retirement System Teachers Retirement System Teachers Retirement System	Fiscal Year 2016 2016 2016 2016 2016 2016 2016 2016	Period 1 1 1 1 1 1 1 1 1 1 1 1	Account Code 00730-54857 00730-32314 00730-10188 00730-54857 00730-32314 00730-10188 00730-54857 00730-32314 00730-32314	Personalize         Find         View 5         I           Combination Code         5013-H0213-H0002-F000122         2080-H0005-F0857-NA         2064-H0191-G0462-NA           2064-H0191-G0462-NA         5013-H0213-H0002-F000122         2080-H0005-F0857-NA         2064-H0191-G0462-NA           5013-H0213-H0002-F000122         2080-H0005-F0857-NA         2064-H0191-G0462-NA         5013-H0213-H0002-F000122           2080-H0005-F0857-NA         2064-H0191-G0462-NA         5013-H0213-H0002-F000122         2080-H0005-F0857-NA	First Account 51104 51104 51104 51104 51104 51104 51111 51111 51111	Lugor 9 2 Current Deduc

<< Previous Next >>

#### <u>Tax</u>

ORACLE Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015

Update Reallocation (RAF)

Step 4 of 6: Update Reallocation Tax Distribution

Make the necessary updates to the Reallocation tax distribution below.

		eForm	ID:	557914				
check Informati	on							
heck Number:	3418558	Pay Per	iod End D	Jate: 09/25/2015 Of	f Cycle ?: Y			
ne:	Moore,Demi	Empl I	D:	0140944				
urrent Funding	Sources							
Тах					Personalize   Find   View /	AH   🖾   🛗	First 🗹	1-2 of 2 🕨 Last
Tax Class	Tax Class Description	Fiscal Year	Period	Account Code	Combination Code		Account (	Current Deduction
1 OASDI/ER	OASDI/Disability - ER	2016	1	00730-56882	5013-H0125-B0001-G107	566	51109	96.61
O Marel/CD	FICA Med Hospital Ips / FR	2016	1	00730-56882	5013-H0125-B0001-G107	566	51109	22.60
2 Web/ck	TICA wear tospitarins 7 Etc	2010		1	Total Tax: 119.21			
2 medick	ng Sources	2010	·		Total Tax: 119.21			
2 medick Proposed Fundi Tax	ng Sources	2010			Total Tax: 119.21 Personalize   Find   Vie	w 5   🗖   🖥	F <mark>irst</mark>	💶 1-6 of 6 🕨 Last
Proposed Fundi Tax Tax Class	ng Sources	Fiscal Year	Period	Account Code	Total Tax: 119.21 Personalize   Find   Vie Combination Code	w 5   🗖   🖥	F <mark>irst</mark>	▲ 1-6 of 6 💌 Last Current Deduction
Proposed Fundi Tax Tax Class 1 OASD/ER	ng Sources	Fiscal Year 2016	Period 1	Account Code 00730-10188	Total Tax: 119.21 Personalize   Find   Vie Combination Code 2064-H0191-G0462-NA	w 5   🖓   🗎	First Account 51109	1-6 of 6 D Last Current Deduction 9.66
Proposed Fundi Tax Tax Class 1 OASD/ER 2 OASD/ER	ng Sources	Fiscal Year 2016 2016	Period 1	Account Code 00730-10188 00730-32314	Total Tax: 119.21 Personalize   Find   Vie Combination Code 2064-H0191-G0462-NA 2080-H0005-F0857-NA	w 5   🖓   🗎	Account 51109	1-6 of 6 Last Current Deduction 9.66 67.63
roposed Fundi Tax Tax Class 1 OASD/ER 2 OASD/ER 3 OASD/ER	Tax Class Description OASDI/Disability - ER OASDI/Disability - ER	Fiscal Year 2016 2016 2016	Period 1 1 1	Account Code 00730-10188 00730-32314 00730-54857	Total Tax:         119.21           Personalize         Find         Vie           Combination         Code         2064-H0191-G0462-NA           2080-H0005-F0857-NA         5013-H0213-H0002-F0002	w 5   🖓   🖥 0122	Account 51109 51109 51109	1-6 of 6 Last Current Deduction 9.66 67.63 19.32
Tax Class 1 OASD/ER 2 OASD/ER 3 OASD/ER 4 Med/ER	Tax Class Description OASDI/Disability - ER OASDI/Disability - ER FICA Med Hospital Ins / ER	Fiscal Year 2016 2016 2016 2016 2016	Period 1 1 1 1 1	Account Code 00730-10188 00730-32314 00730-54857 00730-10188	Total Tax:         119.21           Personalize         Find           Combination Code         2064-H0191-G0462-NA           2080-H0005-F0857-NA         5013-H0213-H0002-F000           2064-H0191-G0462-NA         2064-H0191-G0462-NA	w 5   🗗   🖥 1122	<ul> <li>First</li> <li>Account</li> <li>51109</li> <li>51109</li> <li>51109</li> <li>51109</li> </ul>	1 1-6 of 6 2 Last Current Deduction 9.66 67.63 19.33 2.26
2 WebJER Tax Class 1 OASDIÆR 2 OASDIÆR 3 OASDIÆR 4 MedJER 5 MedJER	Tax Class Description OASDI/Disability - ER OASDI/Disability - ER OASDI/Disability - ER FICA Med Hospital Ins / ER FICA Med Hospital Ins / ER	Fiscal Year 2016 2016 2016 2016 2016 2016	Period 1 1 1 1 1 1 1 1 1	Account Code 00730-10188 00730-32314 00730-324857 00730-10188 00730-54857	Total Tax:         119.21           Personalize   Find   Vie           Combination Code           2054-H0191-G0462-NA           2080-H0005-F0857-NA           5013-H0213-H0002-F000           2064-H0191-G0462-NA           5013-H0213-H0002-F000           2061-H0191-G0462-NA	w <b>5</b>   <b>2</b>   <b>1</b>	First Account 51109 51109 51109 51109 51109 51109 51109	1 1-6 of 6 2 Last Current Deduction 9.6( 67.6) 19.3 2.2( 4.5)
2 WebJER Tax Tax Class 1 OASD/ER 2 OASD/ER 3 OASD/ER 4 Med/ER 5 Med/ER 6 Med/ER	ng Sources Tax Class Description OASDI/Disability - ER OASDI/Disability - ER FICA Med Hospital Ins / ER FICA Med Hospital Ins / ER FICA Med Hospital Ins / ER	Fiscal Year 2016 2016 2016 2016 2016 2016 2016 2016	Period 1 1 1 1 1 1 1 1 1 1	Account Code 00730-10188 00730-32314 00730-54857 00730-54857 00730-54857 00730-32314	Total Tax:         119.21           Personalize   Find   Vie           Combination Code           2054-H0191-G0462-NA           2050-H0005-F0857-NA           5013-H0213-H0002-F000           2064-H0191-G0462-NA           5013-H0213-H0002-F000           2064-H0191-G0462-NA           5013-H0213-H0002-F000           2080-H0005-F0857-NA	₩ <b>5</b> ] <b>2</b>   <b>1</b> 1122 1122	Count 51109 51109 51109 51109 51109 51109 51109 51109 51109	▲ 1-6 of 6 2 Last Current Deduction 9.66 67.63 19.33 2.26 4.52 15.82

<< Previous Next >>

#### 7. Finalize the eRAF form

Select – Hold - put the form on HOLD

**Resubmit** - The form will be sent to the next approver with any changes and/or comments you may have made

Withdraw – End the form process

Favorites 👻	Main Menu 👻	> Department Self Service = > eForms Home Page	
	Database	: HR9TST Last Refreshed on : Tue, Sep 1, 2015	

Update Reallocation (RAF)

Step 5 of 6: Finalize Form

Enter any relevant information requested where indicated and/or comments in the "Your Comment" field to be included with this form.

0

Reallocation Informati	ion				
		eFo	orm ID:	557914	
Paycheck Informatio	n				
Paycheck Number:	3418558	Pay	Period End Dat	te: 09/25/2015	
Name:	Moore,Demi	Em	pl ID:	0140944	
Attachments					
*Description		✓ Ad	d Document		Refresh
View La	te Justification	307988 1413954	10/06/15	10:55:19AM 😑	
Comments					
Your Comment: Change Account code		<b>*</b>	•	,	
Comment History:		Ho	old Resubr	nit Withdraw	
eRAF check number 3418	3558		Previous		
Return to Search					

Favorites 🚽 👘 Main Menu 🔹 > Department Self Service 🖘 eForms Home Page

ORACLE Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015

# Update Reallocation (RAF)

Step 6 of 6: Form Finalized

Return to Search

0

The form will now be forwarded to the appropriate Approver.

Reallocat	tion Inform	ation							
Payche	ck Informa	ntion							
	Paycheck Number:		3418558	Pay Per	iod End Date:	09/25/2015	Off C	ycle ?:	Y
Name:		Moore,D	emi	Empl	D:	0140944			
<b>F O</b>									
Form Sta	tus								
eForm ID:		557914							
You have to UHM D	just <mark>RESUE</mark> ent Busine	BMITTED Iss Admi	this form. Astr for fu	. This action passe other processing.	d the form				
Go To Wor	klist								
View This	Form								
Go To eFo	rm Home Pa	ge							
Return 1	ſo Search	]							

# Step-by-Step - View eRAF

#### 1. View eForm

Navigate to the eForms Home Page - Select View an eForm



### Electronic Forms (eForms) Home Page



My Worklist

Work the items that have been routed to you.



#### <u>Start a New eForm</u>

Start a new eForm, which will then be routed to the appropriate approvers.



#### Resubmit, Change, or Withdraw an eForm

Make changes to an eForm that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.



#### <u>View an eForm</u>

View a recently submittee eForm, including workflow history and form status. eForms submitted in the last month are listed here. This is a read-only view.



#### Look Up an Archived eForm

Review an archived eForm. eForms submitted more than a month ago will be listed here. This is a read-only view.

#### 1. Select Reallocation (eRAF)

Select the Reallocation (eRAF) link

Favorites - Main Menu - Department Self Service - eForms Home Page

ORACLE Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015

View an electronic Form (eForm)



Personnel Action Request (ePAR) Use this link to view an ePAR request. Personnel Action Request (ePAR)



Position Request (ePRF)

Use this link to view an ePRF request. Position Request (ePRF)



Person of Interest (ePOI) Use this link to view an ePOI request. Person of Interest (ePOI)



Employment Eligibility Verification (el-9)

Use this link to view an el-9 request. Employment Eligibility Verification (el-9)



Reallocation (eRAF) Use this link to view an eRAF request. Reallocation (eRAF)

Return to Electronic Forms (eForms) Home Page

Search eRAF by Form ID or Paycheck

Favorites - Main Me	enu 👻 🗇 Depai	tment Self Service 🖘	eForms Home Page
ORACLE <sup>®</sup> Data	base: HR9T	ST Last Refreshed	on : Tue, Sep 1, 2015
View eRAF Form Enter any information you h Find an Existing Value	ave and click Se	arch. Leave fields blank fo	r a list of all values.
E Rooreb Oritoria			
V Search Chiena			
eForm ID:	begins with 👻		
Workflow Form Type:	begins with 📼	RAF	
Workflow Form Status:	= 🚽		
Paycheck Number:	= 👻		
Original Operator:	begins with 👻		
Original Date:	= 🔻		31
Last Operator:	begins with 🛛 🛨		
Last Date:	= 🗸		F
Case Sensitive			

Search Clear Basic Search 📳 Save Search Criteria

#### View Reallocation (RAF)

Step 1 of 6: View Reallocation

This page displays the RAF reallocation that was entered on the form and associated comments.

#### eRAF Video Instruction

Paycheck Information         Paycheck Number:       3418558       Pay Period End Date:       09/25/2015       Off Cycle ?         Noore,Demi       Empl ID:       0140944         Payroll Funding Sources       Find   View All       F         Empl Rcd Nbr:       0       Position Number:       01003117         Business Unit:       HR730       JobCode:       T7L6       Test Job Code         Department:       H0288       Test Department       Earnings End Date:       09/25/2015         Proposed Funding Sources       Personalize   Find   View All   [2] ] Image:       First Image:       Image:         Proposed Funding Sources       Sum Distrib %:       100.00         Suspense       Sum Distrib %:       100.00	
Paycheck Number:       3418558       Pay Period End Date:       09/25/2015       Off Cycle ?         Iame:       Moore,Demi       Empl ID:       0140944         Payroll Funding Sources       Find   View All       F         Empl Red Nbr:       0       Position Number:       01003117         Business Unit:       HR730       DobCode:       T7L6       Test Job Code         Department:       H0288       Test Department       Earnings End Date:       09/25/2015         Proposed Funding Sources       Personalize   Find   View All   I   I   I   I   I   I   I   I   I	
Moore,Demi       Empl ID:       0140944         Payroll Funding Sources       Find   View All       F         Empl Red Nbr:       0       Position Number:       01003117         Business Unit:       HR730       JobCode:       T7L6       Test Job Code         Department:       H0288       Test Department       Earnings End Date:       09/25/2015         Proposed Funding Sources       Personalize   Find   View All   [20] ] [20] [20] [20] [20] [20] [20] [2	(
Payroll Funding Sources       Find   View All       F         Empl Rcd Nbr:       0       Position Number: 01003117         Business Unit:       HR730       JobCode:       T7L6       Test Job Code         Department:       H0288       Test Department       Earnings End Date:       09/25/2015         Proposed Funding Sources       Personalize   Find   View All   🖾   🔠 First 🖬 1-3 at Account Code       Combination Code       Distribution %         1       00730-10188       2064-H0191-G0462-NA       Distribution %       1         2       00730-32314       2080-H0005-F0857-NA       3       00730-54857       5013-H0213-H0002-F000122         Sum Distrib %: 100.00         Suspense - Use the Suspense option to move funds from the deparment suspense cost centers to a new comoved for earnings, taxes, and deduction associated to original suspense cost center.         Reallocation - Use the Reallocation option to move funds from the original cost center(s) to a new cost center for earnings, taxes, and deduction associated to original suspense cost center.	
Empl Rcd Nbr:       0       Position Number:       01003117         Business Unit:       HR730       JobCode:       T7L6       Test Job Code         Department:       H0288       Test Department       Earnings End Date:       09/25/2015         Proposed Funding Sources             First I 1-3 if          Account Code       Combination Code       Distribution 9          It 00730-10188        2064-H0191-G0462-NA          It 00730-32314        2080-H0005-F0857-NA          It 00.00          Suspense - Use the Suspense option to move funds from the department suspense cost centers to a new cost moved for earnings, taxes, and deduction associated to original suspense cost center.       It 00.00	irst 📧 1 of 1 🗈 La
Business Unit:       HR730       JobCode:       T7L6       Test Job Code         Department:       H0268       Test Department       Earnings End Date:       09/25/2015         Proposed Funding Sources       Personalize   Find   View All   Image: Pind   Vie	
Department:       H0288       Test Department       Earnings End Date:       09/25/2015         Proposed Funding Sources       Personalize   Find   View All   Image: Personalize   Personalize   Personalize   Personalize   Personalize   Find   View All   Image: Personalize   Pe	
Proposed Funding Sources         Personalize   Find   View All   Image: Pirst Pirst Image: Pirst Image: Pirst Image: Pirst Image: Pi	
Personalize   Find   View All [2] 1 First 1-3         Account Code       Combination Code       Distribution 9         1 00730-10188       2064-H0191-G0462-NA       Distribution 9         2 00730-32314       2080-H0005-F0857-NA       3         3 00730-54857       5013-H0213-H0002-F000122       100.00         Sum Distrib %: 100.00         Sum Distrib %: 100.00         Suspense - Use the Suspense option to move funds from the deparment suspense cost centers to a new commoved for earnings, taxes, and deduction associated to original suspense cost center.         Reallocation - Use the Reallocation option to move funds from the original cost center(s) to a new cost center for earnings, taxes, and deduction associated to original suspense cost center.	
Personalize   Find   View All [2]   III       First I 1-3         Account Code       Combination Code       Distribution 9         1       00730-10188       2064-H0191-G0462-NA       Distribution 9         2       00730-32314       2080-H0005-F0857-NA       00730-54857       013-H0213-H0002-F000122         Sum Distrib %: 100.00         Sum Distrib %: 100.00         Suspense - Use the Suspense option to move funds from the deparment suspense cost centers to a new commoved for earnings, taxes, and deduction associated to original suspense cost center.         Reallocation - Use the Reallocation option to move funds from the original cost center(s) to a new cost center for earnings, taxes, and deduction associated to original suspense cost center.	
Account Code       Combination Code       Distribution 9         1       00730-10188       2064-H0191-G0462-NA       2         2       00730-32314       2080-H0005-F0857-NA       3         3       00730-54857       5013-H0213-H0002-F000122       100.00         Sum Distrib %: 100.00         Suspense - Use the Suspense option to move funds from the department suspense cost centers to a new cost moved for earnings, taxes, and deduction associated to original suspense cost center.         Reallocation - Use the Reallocation option to move funds from the original cost center(s) to a new cost center for earnings, taxes, and deduction associated to original suspense cost center.	of 3 🗈 Last
1 00730-10188       2064-H0191-G0462-NA         2 00730-32314       2080-H0005-F0857-NA         3 00730-54857       5013-H0213-H0002-F000122         Sum Distrib %: 100.00         Sum Distrib %: 100.00         Suspense - Use the Suspense option to move funds from the deparment suspense cost centers to a new comoved for earnings, taxes, and deduction associated to original suspense cost center.         Reallocation - Use the Reallocation option to move funds from the original cost center(s) to a new cost center for earnings, taxes, and deduction associated to original suspense cost center.	o la
2 00730-32314       2080-H0005-F0857-NA         3 00730-54857       5013-H0213-H0002-F000122         Sum Distrib %: 100.00         Suspense - Use the Suspense option to move funds from the deparment suspense cost centers to a new colspan="2">mew colspan="2">mew colspan="2">mew colspan="2">Colspan="2"         Colspan="2">Colspan="2"         Colspan="2">Colspan="2"         Colspan="2"         Colspan="2"         Colspan="2"         Colspan="2"         Colspan="2"         Colspan="2"         Colspan="2"         Colspan="2"	10.00
3 00730-54857       5013-H0213-H0002-F000122         Sum Distrib %:       100.00         Suspense - Use the Suspense option to move funds from the department suspense cost centers to a new comoved for earnings, taxes, and deduction associated to original suspense cost center.       Reallocation - Use the Reallocation option to move funds from the original cost center(s) to a new cost center for earnings, taxes, and deduction associated to original suspense cost center.	70.00
Sum Distrib %:       100.00         Suspense - Use the Suspense option to move funds from the department suspense cost centers to a new commoved for earnings, taxes, and deduction associated to original suspense cost center.       Reallocation - Use the Reallocation option to move funds from the original cost center(s) to a new cost center for earnings, taxes, and deduction associated to original suspense cost center.	20.00
Suspense - Use the Suspense option to move funds from the department suspense cost centers to a new co moved for earnings, taxes, and deduction associated to original suspense cost center. Reallocation - Use the Reallocation option to move funds from the original cost center(s) to a new cost center for earnings, taxes, and deduction associated to original suspense cost center.	
<b>Reallocation</b> - Use the Reallocation option to move funds from the original cost center(s) to a new cost center for earnings, taxes, and deduction associated to original suspense cost center.	st center. Funds are
for earnings, taxes, and deduction associated to original suspense cost center.	's. Funds are move
Override- Use the Override option to move funds manually from the original cost center(s) to a new cost cent Funds	er. distribution
for earnings, taxes, and deduction associated to original suspense cost center.	
Reallocation Reason: Reallocate	

Select Next to Review- Earning, Deduction and Tax Distribution

# **Earning**

age displays the	RAF reallocation Earning	; that was entere					
age displays the	RAF reallocation Earning	g that was enter-	+	* - · · · · -			
			sa on the	torm.			
llocation Inforr	mation						
			eForm	ID: 557	914		
/check Informa	ation						
/check Numbe	er: 3418558		Pay Per	riod End Date: 09.	/25/2015 Off Cycle ? Y		
lame:	Moore.Demi		Empl I	<b>D:</b> 01/	40944		
vroll Funding (	Sources					Find View A	l First 🚺 1 of 1 🕨 Las
, ion i anang i	000,000						
npl Red Nbr:	0		Position	Number: 010031	17		
siness Unit:	HR730		JobCo	de: T7L6	Test Job Code		
partment:	H0288 Test Dep	partment	Earning	gs End Date 09/2	25/2015		
partment:	H0288 Test Dep	partment	Earning	gs End Date 09%	25/2015		
partment: Current Fundir	H0288 Test Dep ng Sources	partment	Earning	gs End Date 09%	25/2015		
partment: Current Fundir	H0288 Test Dep		Earnin	gs End Date 09/,	25/2015		
partment: Current Fundir Earnings	H0288 Test Dep		Earnin	gs End Date 09/,	25/2015 Personalize   Find   View A	II   💭   🔠 First 💶 1-2	of 2 🕨 Last
partment: Current Fundir Earnings Code	H0288 Test Dep ng Sources Earning Description	Fiscal Year	<b>Earnin</b>	<b>gs End Date</b> 09/,	25/2015 Personalize   Find   View A Combination Code	II   🖾   🔠 First 📧 1-2 Account Earnings	of 2 🗈 Last
Current Fundir Earnings Earnings Code 1 020	H0288 Test Dep ng Sources Earning Description Regular	Fiscal Year 2016	Earning Period	gs End Date 09/, Speed Type 00730-56882	Personalize   Find   View A Combination Code 5013-H0125-B0001-G107566	II   🖾   🚟 First 📧 1-2 Account Earnings 50192	of 2 🗈 Last 1600.00
Current Fundir Earnings Earnings Code 1 020 2 400	H0288 Test Dep ng Sources Earning Description Regular Long Pay	Fiscal Year 2016 2016	Earnin Period 1 1	gs End Date 09/ Speed Type 00730-56882 00730-56882	25/2015  Personalize   Find   View A Combination Code 5013-H0125-B0001-G107566 5013-H0125-B0001-G107566	II   🗷   👑 First 📧 1-2 Account Earnings 50192 50112	of 2 Last 1600.00 100.00
Current Fundir Earnings Code 1 020 2 400	H0288 Test Dep Ing Sources Earning Description Regular Long Pay	Fiscal Year 2016 2016	Earning Period 1 1	gs End Date 09/. Speed Type 00730-56882 00730-56882 otal Earp Distrib	25/2015  Personalize   Find   View A Combination Code 5013-H0125-B0001-G107566 5013-H0125-B0001-G107566	II I II II First II 1-2 Account Earnings 50192 50112 Select View all to view	of 2 Last 1600.00 100.00 w all Earning
Current Fundir Earnings Earnings Code 1 020 2 400	H0288 Test Dep Ing Sources Earning Description Regular Long Pay	Fiscal Year 2016 2016 0	Earning Period 1 1 riginal T	gs End Date 09/ Speed Type 00730-56882 00730-56882 0tal Earn Distrib:	25/2015  Personalize   Find   View A Combination Code 5013-H0125-B0001-G107566 5013-H0125-B0001-G107566 17700.00	II I II II First II 1-2 Account Earnings 50192 50112 Select View all to view codes and Accou	of 2 Last 1600.00 100.00 w all Earning nt Codes
Current Fundir Earnings Earnings Code 1 020 2 400 Proposed Fun	H0288 Test Dep Ing Sources Earning Description Regular Long Pay ding Sources	Fiscal Year 2016 2016 0	Earning Period 1 1 vriginal T	gs End Date 09/ Speed Type 00730-56882 00730-56882	25/2015  Personalize   Find   View A Combination Code 5013-H0125-B0001-G107566 5013-H0125-B0001-G107566 17700.00	II I II I	of 2 Last 1600.00 100.00 w all Earning nt Codes
Current Fundir Earnings Earnings Code 1 020 2 400 Proposed Fun	H0288 Test Dep ng Sources Earning Description Regular Long Pay ding Sources	Fiscal Year 2016 2016 0	Earnin Period 1 1 rriginal T	gs End Date 09/ Speed Type 00730-56882 00730-56882 iotal Earn Distrib:	25/2015  Personalize   Find   View A Combination Code 5013-H0125-B0001-G107566 5013-H0125-B0001-G107566 17700.00	II I II I	of 2 Last 1600.00 100.00 w all Earning nt Codes
Current Fundir Earnings Earnings Code 1 020 2 400 Proposed Fun Earnings	H0288 Test Dep Ing Sources Earning Description Regular Long Pay ding Sources	Fiscal Year 2016 2016 0	Earnin Period 1 1 rriginal T	gs End Date 09/ Speed Type 00730-56882 00730-56882 iotal Earn Distrib:	25/2015   Personalize   Find   View A  Combination Code  5013-H0125-B0001-G107566  5013-H0125-B0001-G107566  1700.00  Personalize   Find   View	II I II I	of 2 Last 1600.00 100.00 w all Earning nt Codes -5 of 6 Last
Current Fundir Earnings Earnings Code 1 020 2 400 Proposed Fun Earnings Earnings Earnings Earnings Earnings Codes	H0288 Test Dep Ing Sources Earning Description Regular Long Pay ding Sources Earning Description	Partment Fiscal Year 2016 2016 0 Fiscal Year	Earnine Period 1 1 rriginal T	gs End Date 09/. Speed Type 00730-56882 00730-56882 'otal Earn Distrib: Speed Type	25/2015   Personalize   Find   View A  Combination Code  5013-H0125-B0001-G107566  5013-H0125-B0001-G107566  1700.00  Personalize   Find   View Combination Code	II I II I	of 2 Last 1600.00 100.00 w all Earning nt Codes -5 of 6 Last s
Current Fundir Earnings Earnings Code 1 020 2 400 Proposed Fun Earnings Earnings Earnings Codes 1 020	H0288 Test Dep Ing Sources Earning Description Regular Long Pay ding Sources Earning Description Regular Regular	Partment Fiscal Year 2016 2016 Fiscal Year 2016	Earnine Period 1 1 rriginal T Period 1	gs End Date 09/ Speed Type 00730-56882 00730-56882 'otal Earn Distrib: Speed Type 00730-10188	25/2015   Personalize   Find   View A  Combination Code  5013-H0125-B0001-G107566  5013-H0125-B0001-G107566  1700.00  Personalize   Find   View  Combination Code  2064-H0191-G0462-NA	II I II III III IIII IIII IIIIIIIIIIII	of 2 Last 1600.00 100.00 w all Earning nt Codes -5 of 6 Last s 160.00
Partment: Current Fundir Earnings Code 1 020 2 400 Proposed Fun Earnings Earnings Earnings Codes 1 020 2 020	H0288 Test Dep Sources Earning Description Regular Long Pay	Partment Fiscal Year 2016 2016 Fiscal Year 2016 2016 2016 2016 2016 2016 2016 2016	Period 1 1 1 Period 1 1 1 Period 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ge End Date 09/. Speed Type 00730-56882 00730-56882 00730-56882 00730-01188 00730-54857	25/2015   Personalize   Find   View A  Combination Code  5013-H0125-B0001-G107566 5013-H0125-B0001-G107566  1700.00  Personalize   Find   View  Combination Code  2064-H0191-G0462-NA 5013-H0213-H0002-F000122	II   I   I   I   I   I   I   I   I   I	of 2 Last 1600.00 100.00 w all Earning nt Codes -5 of 6 Last = 160.00 320.00
Partment: Current Fundir Earnings Code 1 020 2 400 Proposed Fun Earnings Codes 1 020 2 020 3 020	H0288 Test Dep Sources Earning Description Regular Long Pay Comp Pay Earning Description Regular Regular Regular Regular	Partment Fiscal Year 2016 2016 2016 2016 2016 2016 2016	Earning Period 1 1 1 1 Period 1 1 1	gs End Date 09/ Speed Type 00730-56882 00730-56882 otal Earn Distrib: Speed Type 00730-10188 00730-54857 00730-32314	25/2015  Personalize   Find   View A Combination Code 5013-H0125-B0001-G107566 5013-H0125-B0001-G107566 17700.00  Personalize   Find   View Combination Code 2064-H0191-G0462-NA 5013-H0213-H0002-F000122 2080-H0005-F0857-NA	II I I I I I I I I I I I I I I I I I I	of 2 Last 1600.00 100.00 w all Earning nt Codes -5 of 6 Last 5 160.00 320.00 1120.00
Partment: Current Fundir Earnings Code 1 020 2 400 Proposed Fun Earnings Codes 1 020 2 020 3 020 4 400	H0288 Test Dep Is Sources Earning Description Regular Long Pay Earning Description Regular Regular Regular Long Pay	Partment Fiscal Year 2016 2016 2016 2016 2016 2016 2016 2016	Period 1 1 1 Priginal T Priginal T 1 1 1 1	gs End Date 09/ Speed Type 00730-56882 00730-56882 00730-56882 00730-56882 00730-56882 00730-56882 00730-56887 00730-32314 000000000000000000000000000000000000	25/2015   Personalize   Find   View A  Combination Code  5013-H0125-B0001-G107566  5013-H0125-B0001-G107566  1700.00  Personalize   Find   View  Combination Code  2064-H0191-G0462-NA  5013-H0213-H0002-F0007122 2080-H0005-F0857-NA  2080-H0005-F0857-NA	II       Image: Solid Stress in the second stress in	of 2 Last 1600.00 100.00 w all Earning nt Codes -5 of 6 Last s 160.00 320.00 1120.00 70.00

19

### **Deduction**

Favorites 👻	Main Menu 👻 🔿	Department Self Service => eForms Home Page
	E Database:	HR9TST Last Refreshed on : Tue, Sep 1, 2015

View Reallocation (RAF)

Step 3 of 6: View Reallocation Deduction

This page displays the RAF reallocation Deduction that was entered on the form.

		eFor	m ID:	557914				
check Informatio	on							
heck Number:	3418558	Pay P	eriod End	I Date: 09/25/2015	Off Cycle ?: Y			
ne:	Moore,Demi	Emp	I ID:	0140944				
Current Funding	Sources							
Deduction					Personalize	Find   View All   💷   🔠	First 🚺	1-3 of 3 🖹 La
Deduction Code	Deduction Description	Fiscal Year	Period	Speed Type	Combinati	on Code	Account	Current Deduction
1 BLBT	Basic Life/AD&D	2016	1	00730-56882	5013-H012	25-B0001-G107566	51104	1
	Heattle Coloct	2016	1	00730-56882	5013-H012	25-B0001-G107566	51104	397
2 HSBT	Health Select							
2 HSBT 3 TRS Proposed Fundir	Teachers Retirement System	2016	1	00730-56882 Total Origin	5013-H012	25-B0001-G107566 514.43	51111	115
2 HSBT 3 TRS Proposed Fundir Deduction	reachers Retirement System	2016	1	00730-56882 Total Origin	5013-H012 nal Deduction: Personalize	25-B0001-G107566 514.43   Find   View 5   🖉   🚟	51111 F <mark>irst </mark>	115 1-9 of 9 🕨 La
2 HSBT 3 TRS Proposed Fundin Deduction Code	Teachers Retirement System	2016 Fiscal Year	1 Period	00730-56882 Total Origin	5013-H012 aal Deduction: Personalize Combinatio	25-B0001-G107566 514.43   Find   View 5   🖉   🚟 on Code	51111	115 1-9 of 9 D La Current Deduction
2 HSBT 3 TRS Proposed Fundin Deduction Code 1 BLBT	Deduction Description Basic Life/AD&D	2016 Fiscal Year 2016	1 Period 1	00730-56882 Total Origin Speed Type 00730-10188	5013-H012 aal Deduction: Personalize Combinatio 2064-H015	25-B0001-G107566 514.43   Find   View 5   🖉   🚟 on Code 11-G0462-NA	51111 First Account 51104	115 1-9 of 9 D La Current Deduction
2 HSBT 3 TRS Proposed Fundin Deduction Code 1 BLBT 2 BLBT	Ing Sources Deduction Description Basic Life/AD&D Basic Life/AD&B Basic Life/A	2016 Fiscal Year 2016 2016	1 Period 1 1	00730-56882 Total Origin Speed Type 00730-10188 00730-32314	5013-H012 aal Deduction:  Personalize  Combinatio 2064-H015 2080-H000	25-B0001-G107566 514.43 Find   View 5   🔊   🔚 on Code 11-G0462-NA 15-F0857-NA	51111 First Account 51104 51104	115 1-9 of 9 La Current Deduction
2 HSBT 3 TRS Proposed Fundin Deduction Deduction Code 1 BLBT 2 BLBT 3 BLBT	Inealth Select Teachers Retirement System	2016 Fiscal Year 2016 2016 2016	1 Period 1 1 1	00730-56882 Total Origin Speed Type 00730-10188 00730-32314 00730-54857	5013-H012 al Deduction:  Personalize  Combinatio  2064-H019 2080-H000 5013-H021	25-B0001-G107566 514.43 Find   View 5   🔊   🖷 on Code 11-G0462-NA 15-F0857-NA 3-H0002-F000122	51111 First Account 51104 51104 51104	115 1-9 of 9 La Current Deduction
2 HSBT 3 TRS Proposed Fundin Deduction Code 1 BLBT 2 BLBT 3 BLBT 4 HSBT	Instant Select Teachers Retirement System	2016 Fiscal Year 2016 2016 2016 2016	1 Period 1 1 1 1	00730-56882 Total Origin Speed Type 00730-10188 00730-32314 00730-54857 00730-10188	5013-H012 aal Deduction: Personalize Combinatio 2064-H019 2080-H000 5013-H021 2064-H019	25-B0001-G107566 514.43 Find   View 5   ☑   ☱ on Code 11-G0462-NA 15-F0857-NA 3-H0002-F000122 11-G0462-NA	51111 First Account 51104 51104 51104 51104	115 1-9 of 9 La Current Deduction ( C 35
2 HSBT 3 TRS Proposed Fundin Deduction Code 1 BLBT 2 BLBT 3 BLBT 4 HSBT 5 HSBT	Instant Select Teachers Retirement System	2016 Fiscal Year 2016 2016 2016 2016 2016	1 Period 1 1 1 1 1 1	00730-56882  Total Origin  Speed Type  00730-10188  00730-32314  00730-54857  00730-10188  00730-32314	5013-H012 anal Deduction: Personalize Combinatio 2064-H015 2060-H000 5013-H021 2064-H015 2080-H000	25-B0001-G107566 514.43 Find   View 5   ☑   ☑ pn Code 11-G0462-NA 15-F0857-NA 3-H0002-F000122 11-G0462-NA 15-F0857-NA	51111 First Account 51104 51104 51104 51104	115 1-9 of 9 La Current Deduction ( 0 0 38 278
2 HSBT 3 TRS Proposed Fundin Deduction Code 1 BLBT 2 BLBT 3 BLBT 4 HSBT 5 HSBT 6 HSBT	Teachers Retirement System	2016 Fiscal Year 2016 2016 2016 2016 2016 2016 2016	1 Period 1 1 1 1 1 1 1 1 1	00730-56882  Total Origin  Speed Type  00730-10188  00730-32314  00730-54857  00730-10188  00730-32314  00730-32314  00730-54857	5013-H012 anal Deduction: Personalize Combinatio 2064-H015 2060-H000 5013-H021 2064-H015 2080-H000 5013-H021	25-B0001-G107566 514.43 Find   View 5   ☑   Ⅲ pn Code 11-G0462-NA 15-F0857-NA 3-H0002-F000122 11-G0462-NA 15-F0857-NA 3-H0002-F000122	51111 First Account 51104 51104 51104 51104 51104	115 1-9 of 9 La Current Deduction C C C C C C C C C C C C C
2 HSBT 3 TRS Proposed Fundin Deduction Code 1 BLBT 2 BLBT 3 BLBT 4 HSBT 5 HSBT 6 HSBT 7 TRS	Teachers Retirement System	2016 Fiscal Year 2016 2016 2016 2016 2016 2016 2016 2016	1 Period 1 1 1 1 1 1 1 1 1	00730-56882  Total Origin  Speed Type  00730-10188  00730-32314  00730-3231  00730-10188  00730-10188  00730-10188  00730-1018  007 00 00 00 00 00 00 00 00 00 00 00	5013-H012 anal Deduction:  Personalize  Combinatio  2064-H015  2080-H000  5013-H021  2064-H019  2080-H000  5013-H021  2064-H019	25-B0001-G107566 514.43 Find   View 5   2   3   3   3   3   3   3   3   3   3	51111 First Account 51104 51104 51104 51104 51104 51104 51104 511104	115 1-9 of 9 La Current Deduction 0 0 0 39 278 79 11
2 HSBT 3 TRS Proposed Fundin Deduction Code 1 BLBT 2 BLBT 3 BLBT 4 HSBT 5 HSBT 6 HSBT 7 TRS 8 TRS	Teachers Retirement System  Sources  Deduction Description  Basic Life/AD&D Basic Life/AD&D Basic Life/AD&D Health Select Health Select Health Select Teachers Retirement System Teachers Retirement System	2016 Fiscal Year 2016 2016 2016 2016 2016 2016 2016 2016	1 Period 1 1 1 1 1 1 1 1 1 1	00730-56882  Total Origin  Speed Type  00730-10188  00730-10188  00730-54857  00730-10188  00730-54857  00730-10188  00730-52314	5013-H012  al Deduction:  Personalize  Combinatio  2064-H019  2080-H000  5013-H021  2080-H000  5013-H021  2080-H000	25-B0001-G107566 514.43 Find   View 5   2   2   2   2   2   2   2   2   2	51111 First Account 51104 51104 51104 51104 51104 51104 51104 51104 51104 51104	115 1-9 of 9 La Current Deduction 0 0 0 0 0 0 0 0 0 0 0 0 0

<< Previous Next >>

#### Tax

Favorites - Main Menu - > Department Self Service -> eForms Home Page

#### ORACLE Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015

View Reallocation (RAF)

Step 4 of 6: View Reallocation Tax

This page displays the RAF reallocation Tax that was entered on the form.

		eForm	ID:	557914			
check Informati	on						
heck Number:	3418558	Pay Per	iod End D	Jate: 09/25/2015 Off	Cycle ?: Y		
me:	Moore,Demi	Empl II	D:	0140944			
Current Funding	Sources						
Тах					Personalize   Find   View All   💷   🛗	First 🔳 1	-2 of 2 🗈 Last
Tax Classe	Tax Class Description	Fiscal Year	Period	Speed Type	Combination Code	Account	Current Deduction
Idx Cidss							
1 OASDI/ER	OASDI/Disability - ER	2016	1	00730-56882	5013-H0125-B0001-G107566	51109	96.61
1 OASDI/ER 2 Med/ER	OASDI/Disability - ER FICA Med Hospital Ins / ER	2016 2016	1	00730-56882 00730-56882 Total Ori	5013-H0125-B0001-G107566 5013-H0125-B0001-G107566 ginal Tax: 119.21	51109 51109	96.61 22.60
1 OASDI/ER 2 Med/ER	OASDI/Disability - ER FICA Med Hospital Ins / ER	2016 2016	1	00730-56882 00730-56882 Total Ori	5013-H0125-B0001-G107566 5013-H0125-B0001-G107566 ginal Tax: 119.21	51109 51109	96.61 22.60
1 OASDI/ER 2 Med/ER Proposed Fundi	OASDI/Disability - ER FICA Med Hospital Ins / ER	2016 2016	1	00730-56882 00730-56882 Total Ori	5013-H0125-B0001-G107566 5013-H0125-B0001-G107566 ginal Tax: 119.21 Personalize   Find   View 5   🖓   🔠	51109 51109 First	96.61 22.60 1-6 of 6 🕨 Last
1 OASDI/ER 2 Med/ER Proposed Fundi Tax Tax Class	OASDI/Disability - ER FICA Med Hospital Ins / ER ng Sources	2016 2016 Fiscal Year	1 1 Period	00730-56882 00730-56882 Total Ori	5013-H0125-B0001-G107566 5013-H0125-B0001-G107566 ginal Tax: 119.21 Personalize   Find   View 5   🖓   🔠 Combination Code	51109 51109 First Account	96.61 22.60 1-6 of 6 Last Current Deduction
1 OASDI/ER 2 Med/ER Proposed Fundi Tax Tax Class 1 OASDI/ER	OASDI/Disability - ER FICA Med Hospital Ins / ER ng Sources Tax Class Description OASDI/Disability - ER	2016 2016 Fiscal Year 2016	1 1 Period 1	00730-56882 00730-56882 Total Ori Speed Type 00730-10188	5013-H0125-B0001-G107566         5013-H0125-B0001-G107566         ginal Tax:       119.21         Personalize   Find   View 5   🖓   🗃         Combination Code       2064-H0191-G0462-NA	51109 51109 First Account 51109	96.61 22.60 1-6 of 6 E Last Current Deduction 9.66
1 OASDI/ER 2 Med/ER Proposed Fundi Tax Tax Class 1 OASDI/ER 2 OASDI/ER	OASDI/Disability - ER FICA Med Hospital Ins / ER Ing Sources	2016 2016 Fiscal Year 2016 2016 2016	1 1 Period 1 1	00730-56882 00730-56882 Total Ori Speed Type 00730-10188 00730-54857	5013-H0125-B0001-G107566         5013-H0125-B0001-G107566         ginal Tax:       119.21         Personalize   Find   View 5   (27)   100         Combination Code       2064-H0191-G0462-NA         5013-H0213-H0002-F000122       5013-H0213-H0002-F000122	51109 51109 First Account 51109	96.61 22.60 1-6 of 6 M Last Current Deduction 9 9.66 3 19.32
1 OASDI/ER 2 Med/ER Proposed Fundi Tax Tax Class 1 OASDI/ER 2 OASDI/ER 3 OASDI/ER	OASDI/Disability - ER FICA Med Hospital Ins / ER Sources Tax Class Description OASDI/Disability - ER OASDI/Disability - ER	2016 2016 Fiscal Year 2016 2016 2016 2016	1 1 Period 1 1 1	00730-56882 00730-56882 Total Ori Speed Type 00730-10188 00730-54857 00730-32314	5013-H0125-B0001-G107566         5013-H0125-B0001-G107566         ginal Tax:       119.21         Combination Code         2064-H0191-G0462-NA         5013-H0123-H0002-F000122         2080-H0005-F0857-NA	51109 51109 First Account 51109 51109	96.61 22.60 1-6 of 6 💌 Last Current Deduction 9 9.66 9 19.32 9 67.63
Tax Class 1 OASDI/ER 2 Med/ER Proposed Fundi Tax Tax Class 1 OASDI/ER 2 OASDI/ER 3 OASDI/ER 4 Med/ER	OASDI/Disability - ER FICA Med Hospital Ins / ER Tax Class Description OASDI/Disability - ER OASDI/Disability - ER FICA Med Hospital Ins / ER	2016 2016 2016 Fiscal Year 2016 2016 2016 2016	1 1 Period 1 1 1 1 1	00730-56882 00730-56882 Total Ori Speed Type 00730-10188 00730-54857 00730-32314	5013-H0125-B0001-G107566         5013-H0125-B0001-G107566         ginal Tax:       119.21         Combination Code         2064-H0191-G0462-NA         5013-H0123-H0002-F000122         2080-H0005-F0857-NA         2080-H0005-F0857-NA	51109 51109 First Account 51109 51109 51109	96.61 22.60 1-6 of 6 Last Current Deduction 9 9.66 9 19.32 9 67.63 15.62
1 OASDI/ER 2 Med/ER Proposed Fundi Tax 1 OASDI/ER 2 OASDI/ER 3 OASDI/ER 3 OASDI/ER 4 Med/ER 5 Med/ER	OASDI/Disability - ER FICA Med Hospital Ins / ER Tax Class Description OASDI/Disability - ER OASDI/Disability - ER OASDI/Disability - ER FICA Med Hospital Ins / ER FICA Med Hospital Ins / ER	2016 2016 2016 Fiscal Year 2016 2016 2016 2016 2016	1 1 Period 1 1 1 1 1 1	00730-56882 00730-56862 Total Ori Speed Type 00730-10188 00730-54857 00730-32314 00730-32314 00730-32314	5013-H0125-B0001-G107566         5013-H0125-B0001-G107566         ginal Tax:       119.21         Personalize   Find   View 5   (2)   1000         Combination Code       2064-H0191-G0462-NA         5013-H0213-H0002-F000122       2080-H0005-F0857-NA         2080-H0005-F0857-NA       2064-H0191-G0462-NA         2064-H0191-G0462-NA       2064-H0191-G0462-NA	51109 51109 First Account 51100 51100 51100 51100 51100	96.61 22.60 1-6 of 6 Last Current Deduction 3 9.66 3 19.32 9 67.63 9 15.82 3 2.26

<< Previous Next >>

#### View Attachment and Comments

Favorites - Main Menu - > Department Self Service -> eForms Home Page

# View Reallocation (RAF)

Step 5 of 6: View RAF Message/Attachment/Comments

This page displays the RAF reallocation that was entered on the form and associated comments.

Reallocation Informatio	n		
		eForm ID:	557914
Paycheck Information	1		
Paycheck Number:	3418558	Pay Period End Date:	: 09/25/2015
Name:	Moore,Demi	Empl ID:	0140944
Attachments			
View Description			
1 View Late Justification	307988 1413954	10/06/15 10:55:19AM	
Comments Comment History: ** Ha,Anh Van ** Tue, Oct 6 15, 12:13:18 Change Account code ** Ha,Anh Van ** Tue, Oct 6 15, 11:14:11 eRAF check number 3418	Click on View to iew the detail of the attachment	< Previous N	vext >>
Return to Search			

# **Training Documentation**

ERAF – Approve Form/ Approval WorkFlow						
Date:	10/5/2015					
Drafted By:	Anh Ha					

#### **Revision History**

Date	Name	Comment

# **Overview**

The electronic reallocation form (eRAF), allows users to enter a paycheck reallocation directly into PeopleSoft. Once submitted, the eRAF is routed through their department, college, and division for approval. If the paycheck is moving funds on, or off, a grant it will also route to DOR for approval. Final approval is routed to General Accounting.

As approver, you will receive an email notification and a task in your worklist.

# Step-by-Step – Approve eRAF

#### 1. PeopleSoft Home Page

Select Worklist

Favorites - Main Menu -	ed on : Tue, Sep 1, 2015	Home   Worklist   Add to Favorites   Sign out
		Personalize Content   Layout ? He
My Info (P.A.S.S.)	Photos O 💿	<ul> <li>My Work</li> <li>O • •</li> </ul>
Absence Request Request an absence.		Approve Absence Requests Approve, deny or push back an employee's absence request.
eTermination Checklist eTermination Checklist		eTermination Checklist DBA eTermination Checklist for DBA/CBA
W2 Print View and Print your W-2's past and present.		Manager Resources Her resources for managers including OJS, Orker and Party and Party
Time Reporting		Chocarding Process, and more.
and more.	Employee Message Center C	eForms Home Page     eForms Home Page
Review and update your personal information.	EMPLOYEE MESSAGE CENTER	Report Manager Review report list.
Benefits Review health, insurance, savings, pension or other beneficiary personal information.	P.A.S.S. Updates Personal Information	Process Monitor Review process and server lists for specified criteria.
Payroll and Compensation Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.	While in P.A.S.S., please validate your Personal information, especially your contact information. With the recent inclement weather, and hurricane season approaching, it is important that employees can be reached. Please ensure that a "mobile" pho number is in the system.	Time Management Manage schedules, view and approve reported and payable time, absence and overtime requests, exceptions, and more.
Accounts Payable Information UH Employee Self Serve - Accounts Payable Information	W-2 Information If you need assistance with W2's, please contact:	Performance Documents Create, update, and view performance documents for your workforce.

# 2. Select Reallocation: RAF : Employee Name

Favorites + Main Menu + > Worklist + > Worklist							
DRACLE Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015							
Worklist							
Worklist for							
Detail View			Worklist Filters	Evaluate Form	🗸 🔝 Feed 🚽		
Worklist Items					Personalize   Find   View All   🖾   🛗 👘 First 💶 1-2 of 2 🕨 Last		
From	Date From	Work Item	Worked By Activity	Priority	Link		
	10/06/2015	Evaluate Form	eForm Routing		RAF: Demi Moore     Mark Worked     Reassign		

#### 3. Review Proposed Funding Sources and making necessary changes. See below:

Enter Account Code(s) and distribution has to be equal to 100%

(+) and (-) is to add additional account code(s) and to delete the incorrect one

Select Reallocation Reason: Reallocation, Suspense or Override

If No Changes click Next to Continue

Favorites - Main Menu - > Worklist - > Worklist

ORACLE Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015

Evaluate Reallocation (RAF)

Step 1 of 6: Evaluate Rellocation

Please review the form fields below. If the form meets your approval, click Approve. If you want the initiator to make changes and resubmit the form, enter an explanatory note and click Recycle. If the form should not be executed, click Deny, which will stop processing of the form.

#### eRAF Video Instruction

eallocation	n Information			
			eForm ID: 557914	
Paycheck	Information			
aycheck	Number:	3418558	Pay Period End Date: 09/25/2015	Off Cycle ? Y
Name:	Moore,	Demi	Empl ID: 0140944	
Payroll Fu	unding Sources		Fi	ind   View All 👘 First 📧 1 of 1 💌 Last
Empl Rcd	Nbr: 0		Position Number: 01003117	7
Business	Unit: HR730		JobCode: T7L6	Test Job Code
Departme	ent: H0288	Test Depa	tment Earnings End Date: 09/25/	/2015
Propos	sea Fanaing Soa	rces		
			Personalize   Find   View All   🖉   🔠	First 1 3 of 3 1 lest
A	Account Code		Combination Code Di	stribution %
1 0	00730-10188	Q	2064-H0191-G0462-NA	10.00 🛨 🖃
2 0	00730-32314	Q	2080-H0005-F0857-NA	70.00 🛨 💻
3 0	00730-54857	Q	5013-H0213-H0002-F000122	20.00 🛨 🗕
			Sum Distrib %:	100.00
Suspense	- Use the Suspens	e option to r	ove funds from the department suspense cost center	rs to a new cost center. Funds are
moved for (	earnings, taxes, an	d deduction	associated to original suspense cost center.	
Reallocatio	on - Use the Reallo	cation option	to move funds from the original cost center(s) to a n	iew cost centers. Funds are moved
for earning	s, taxes, and dedu	ction associa	ted to original suspense cost center.	
Override-	Use the Override o	ption to move	funds manually from the original cost center(s) to a	new cost center. distribution
for earning	s, taxes, and dedu	ction associa	ted to original suspense cost center.	
*Reallocat	ion Reason: Rea	llocate	-	
			<< Search	Next >>

3

#### 4. Evaluate Earning, Deduction and Tax Distribution

**Review and click Next** 

Favorites - Main Menu - > Worklist - > Worklist

ORACLE Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015

Evaluate Reallocation (RAF)

F

Step 2 of 6: Evaluate Rellocation Earning Distribution

Please review the form fields below. If the form meets your approval, click Approve. If you want the initiator to make changes and resubmit the form, enter an explanatory note and click Recycle. If the form should not be executed, click Deny, which will stop processing of the form.

check Informatio	on		eForm	D: 55	57914				
check Number:	3418558		Pag Peri	od End Date: 0	9/25/2015	Off Corcle ? V			
ame:	Moore Demi		Front II	l: 0.	140944				
roll Funding So	urces		Cimpin	. 0	140344		Find   View	/ All First	1 of 1
							1.1.011.001	1	
pl Rcd Nbr:	0		Position	Number: 01003	3117				
siness Unit: 🛛 🗃	R730		JobCoc	le: T7L6	Test Jo	o Code			
partment: H	0288 Test Depart	ment	Earning	s End Date 09	9/25/2015				
	_								
ourrent Funding	Sources								
Famings					Dereor	aliza   Find   View All	2	First 🚺 1 D	of 2 🚺 Lest
Earnings Coo	le Earning Description	Fiscal Year	Period	Account Code	Com	bination Code		Account E	Earnings
1 020	Regular	2016	1	00730-56882	501:	3-H0125-B0001-G10756	3	50192	1600.00
2 400	Long Pay	2016	1	00730-56882	501:	3-H0125-B0001-G10756	3	50112	100.00
					Total Distribu	ted Earnings by Empl	Red: 17	700.00	
								00.00	
roposed Fundir	ng Sources								
roposed Fundir	ng Sources				De	recondize   Find   View 4		Eiret 🚺 1	Rof R 🕅 Las
roposed Fundir Earnings	ng Sources	Fiscal Year	Period	Account Code	Pe	rsonalize   Find   View S	51212	First 1	-6 of 6 💌 Las
roposed Fundir Earnings Earnings Coo 1 020	ng Sources Les Earning Description Regular	Fiscal Year 2016	Period	Account Code 00730-10188	Per Cor 206	rsonalize   Find   View 6 nbination Code 4-H0191-G0462-NA	5 1 🖉 1 🗎	First 1 Account 50192	-6 of 6 🕨 La: Earnings 160
Froposed Fundir Earnings Earnings Coo 1 020 2 020	ng Sources les Earning Description Regular Regular	Fiscal Year 2016 2016	Period 1	Account Code 00730-10188 00730-54857	Per Cor 206 501	rsonalize   Find   View 6 nbination Code 4-H0191-G0462-NA 3-H0213-H0002-F00012	5   🖓   📜 2	First 1 Account 50192 50192	-6 of 6 🕨 La Earnings 160 320
Earnings Earnings Coo 1 020 2 020 3 020	Ig Sources Earning Description Regular Regular Regular	Fiscal Year 2016 2016 2016	Period 1 1	Account Code 00730-10188 00730-54857 00730-32314	Per Cor 206 501 208	rsonalize   Find   View 5 nbination Code 4-H0191-G0462-NA 3-H0213-H0002-F00012 0-H0005-F0857-NA	5   🖓   🕌 2	First 1 1 Account 50192 50192 50192	-6 of 6 La Earnings 160 320 1120
Earnings Earnings Coo 1 020 2 020 3 020 4 400	Ig Sources Earning Description Regular Regular Regular Long Pay	Fiscal Year 2016 2016 2016 2016	Period 1 1 1	Account Code 00730-10188 00730-32314 00730-32314	Pe Cor 206 501 208 208	rsonalize   Find   View 5 nbination Code 4-H0191-G0462-NA 3-H0213-H0002-F00012 0-H0005-F0857-NA 0-H0005-F0857-NA	2	First 1 Account 50192 50192 50192 50192	-6 of 6 La Earnings 160 320 1120 70
Froposed Fundir Earnings Coo 1 020 2 020 3 020 4 400 5 400	ng Sources Earning Description Regular Regular Regular Long Pay Long Pay	Fiscal Year 2016 2016 2016 2016 2016 2016	Period 1 1 1 1 1	Account Code 00730-10188 00730-32314 00730-32314 00730-32314 00730-10188	Pe 206 501 208 208 208 208	rsonalize   Find   View 5 nbination Code 4-H0191-G0462-NA 3-H0213-H0002-F00012 0-H0005-F0857-NA 0-H0005-F0857-NA 4-H0191-G0462-NA	2	First 1 1 Account 50192 50192 50192 50192 50192 50112	-6 of 6 La Earnings 160 320 1120 70 10

avorites 👻 👘 Main Mer	nu 🔹 > Worklist 🖘 Wor	klist					
		fue els est		0 an 4 0045			
	ase: HR9151 Last Re	rresned d	n : iue	, sep 1, 2015			
Evaluate Reallocat	ion (RAE)						
Step 3 of 6: Evaluate R	ellocation Dedution Distri	bution					
ease review the form fields ecycle. If the form should n	s below. If the form meets you ot be executed, click Deny, wi	r approval, cli nich will stop	ck Approv processing	e. If you want the i g of the form.	initiator to make changes and resubmit the f	orm, enter an	explanatory note and
Peollocation Information	1						
vealocation mormation	I	oForm	ID:	55704.4			
Paycheck Information		erorm	ID:	557914			
,							
Paycheck Number:	3418558	Pay Per	iod End D	ate: 09/25/2015	Off Cycle ?: Y		
Name:	Moore,Demi	Empl II	):	0140944			
Ourse at Europhics Ope							
Current Funding Sol							
Deduction					Personalize   Find   View All   💷   🍹	📕 🛛 🖉	1-3 of 3 🕨 Last
Deduction Code	Deduction Description	Fiscal Year	Period	Account Code	Combination Code	Account	Current Deduction
1 BLBT	Basic Life/AD&D	2016	1	00730-56882	5013-H0125-B0001-G107566	51104	1.11
2 HSBT	Health Select	2016	1	00730-56882	5013-H0125-B0001-G107566	51104	397.72
3 TRS	Teachers Retirement System	2016	1	00730-56882	5013-H0125-B0001-G107566	51111	115.60
					Total Deduction: 514.43		
Proposed Funding 8	Sources						
Deduction					Personalize   Find   View 5   💷	📜 First	📧 1-9 of 9 🕨 Last
Deduction Code	Deduction Description	Fiscal Year	Period	Account Code	Combination Code	Account	Current Deduction
1 BLBT	Basic Life/AD&D	2016	1	00730-10188	2064-H0191-G0462-NA	51104	0.1
2 BLBT	Basic Life/AD&D	2016	1	00730-32314	2080-H0005-F0857-NA	51104	0.70
3 BLBT	Basic Life/AD&D	2016	1	00730-54857	5013-H0213-H0002-F000122	51104	0.2
4 HSBT	Health Select	2016	1	00730-10188	2064-H0191-G0462-NA	51104	39.7
5 HSBT	Health Select	2016	1	00730-32314	2080-H0005-F0857-NA	51104	278.4
6 HSBT	Health Select	2016	1	00730-54857	5013-H0213-H0002-F000122	51104	79.54
7 TRS	Teachers Retirement System	2016	1	00730-10188	2064-H0191-G0462-NA	51111	11.5
8 TRS	Teachers Retirement System	2016	1	00730-32314	2080-H0005-F0857-NA	51111	80.9
9 TRS	Teachers Retirement System	2016	1	00730-54857	5013-H0213-H0002-F000122	51111	23.12
					Total Deduction: 514 43		

<< Previous Next >>

	lavase. HRJIJI LASU	terrestied o	n. iue	, aep 1, 2018			
uate Reallo	cation (RAF)						
of 6: Evaluat	e Rellocation Tax Distribut	ion					
eview the form	fields helow. If the form meets u	our approval, cli	ok Annrov	a If you want the initia	tor to make chapters and resubmit the form	enter en evn	lanatory note and clic
e. If the form sho	uld not be executed, click Deny,	which will stop	processin	g of the form.		onton an oxp	and only more and one
location Inform:	ation						
		eForm	ID:	557914			
ycheck Informat	ion						
check Number:	3418558	Pay Per	ind Fnd N	ate: 09/25/2015 0	ff Cvcle ?: Y		
	Marra Darai	Empli	n.	0440044			
me.	moore,benn	Linpin		0140344			
Current Funding	Sources						
Tox					Damara dina di Girad I visuo All 1 🕅 1 🚟	Tiret 4	4 2 4 2 1 4 2
Tax Tax Class	Tour Olanaa Daassiatiisa	Const Vers	Destant	Assessment Oracle	Personalize   Find   View All   6-2   6	First	1-2 of 2 🔤 Last
1 OASDIER	OASDI/Disability - FR	2016	Period 1	Account Lode	5013-H0125-B0001-Q107566	511.00	OF PACES
2 Med/ER	FICA Med Hospital Ins / ER	2016	1	00730-56882	5013-H0125-B0001-G107566	51109	22.60
				1			
					Total Tax: 119,21		
	-						
Proposed Fund	ing Sources						
Tax					Personalize   Find   View 5   💷	First	💶 1-6 of 6 🗈 Last
Tax Class	Tax Class Description	Fiscal Year	Period	Account Code	Combination Code	Account	Current Deduction
1 OASDI/ER	OASDI/Disability - ER	2016	1	00730-10188	2064-H0191-G0462-NA	51109	9.66
2 OASDI/ER	OASDI/Disability - ER	2016	1	00730-54857	5013-H0213-H0002-F000122	51109	19.32
	OASDI/Disability - ER	2016	1	00730-32314	2080-H0005-F0857-NA	51109	67.63
3 OASDI/ER	FICA Med Hospital Ips (ER	2016	1	00730-32314	2080-H0005-F0857-NA	51109	15.82
3 OASDI/ER 4 Med/ER	r fors mouthoopital ino 7 Er				2064 H0101 C0462 NB		
3 OASDI/ER 4 Med/ER 5 Med/ER	FICA Med Hospital Ins / ER	2016	1	00730-10188	2004-H0191-G0402-NA	51109	2.26

<< Previous Next >>

#### 5. Finalize Form

Select the following option:

**Approve** - The form will be sent on to the next approver for evaluation, or, if you are the final approver, the form will be loaded into the system. If you change anything on the form, please make note in the comments box.

Deny – Denying an action permanently ends form processing.

**Recycle** - Recycling a form sends it back to its originator for changes. When recycling, you should give directions in the Comments section that will help the originator make acceptable changes.

#### Approve



#### **Evaluate Reallocation (RAF)**

Step 5 of 6: Finalize Form

Make the necessary updates to the Position Request form below. Enter any relevant comments in the "Your Comment" field to be included with this form.





# **Evaluate Reallocation (RAF)**

#### Step 6 of 6: Evaluate Complete

The form will now be forwarded to the next approver, if any.

Reallocation Information								
	Payche	eck Informa	tion					
		Paycheck Number:		3418558	Pay Period End Date:	09/25/2015	Off Cycle ?:	Y
	Name:	Moore,Demi		)emi	Empl ID:	0140944		
	Form Status							
e	Form ID	ti i	557914					
,	You have just APPROVED this form. This action passed the form to							

UHM Coll/Div Business Admnstr for further processing.

Go To Worklist View This Form Go To eForm Home Page

Return To Search

#### Deny

Favorites + Main Menu + > HR Self Service +> HR eForms Home Page

ORACLE Database: HR9TST Last Refreshed on : Tue, Sep 1, 2015

#### View Reallocation (RAF)

Step 6 of 6: Form History

This page displays the workflow transaction history that was processed on the form.

#### FormList Fields Workflow Form Denied eForm ID: 557914 Status: Workflow Form Type: RAF Original Operator: 1413954 Ha,Anh Van Original DateTime: 10/06/2015 11:14:11AM Originator Bus Phone: Last Operator: 0587905 Glickman,James Last By Alternate Operator: Last DateTime: 10/06/2015 3:09:17PM Last Operator Bus Phone: 713/743-8731 Next Approving RoleUser: Next Approving RoleName: Who can work this form? Transaction Log

						Personalize	Find   🛺   🛗	🛛 First 🗹 1-5 of 3	լ 🕨 կ	Last
								Noridi da Roma da Santa		
1	1 10/06/2015 11:14:11.AM	GT_UHM_HC_INITIATOR_DEPT_BUD	1413954	Ha,Anh Van	Submit			Pending	•	
2	2 10/06/2015 12:13:18PM	GT_UHM_HC_INITIATOR_DEPT_BUD	1413954	Ha,Anh Van	Resubmit			Pending	•	
3	3 10/06/2015 2:10:31PM	GT_UHM_HC_INITIATOR_DEPT_BUD	1413954	Ha,Anh Van	Resubmit			Pending	+	Ξ
4	4 10/06/2015 2:44:58PM	GT_UHM_HC_DEPARTMENT	0149985	Craft,Natashia Lynette	Approve			Part Appr∨	+	=
5	5 10/06/2015 3:09:17PM	GT_UHM_HC_COLLEGE/DIVISION	0587905	Glickman,James	Deny			Denied	÷	

<< Previous	Next >>
-------------	---------

# <u>Recycle</u>

Favorites - Main Menu - > Worklist - > Worklist									
ORACLE' Database: HR9TST Last Refreshed on : T	ue, Sep 1, 2015								
Evaluate Reallocation (RAF) Step 6 of 6: Evaluate Complete The form will now be forwarded to the next approver, if any.									
Reallocation Information									
Paycheck Information           Paycheck         3418553         Pay Period End Date           Number:         Li,Jet         Empl ID:	: 09/18/2015 <b>Off Cycle ?:</b> Y 0889806								
Form Status									
eForm ID: 557908 You have just RECYCLED this form. This action passed the form to Ha,Anh Van for further processing.	Message								
Go To Worklist	Recycled routed to the originator, Ha,Anh Van. (24642,114)								
View This Form Go To eForm Home Page	The originator will have the option to either resubmit the form with any changes, or withdraw it.								
Return To Search	ОК								

		E	LECTRONIC	REALLC	CATION (	ERAF)	October	5, 2015		
quaritaa	Moin Morry	. 10/								
avorites 👻	main menu	<ul> <li>&gt; VVorklis</li> </ul>	xt ♥ > Worklist							
	E Databas	e: HR9TST	Γ Last Refreshed	on : Tue,	Sep 1, 2015					
View Re	allocation	(RAF)								
Step 6 of 6	: Form Histor	У								
his page disp	lays the workflow	w transaction k	history that was proces	sed on the fo	rm.					
ormList Fie	lds									
	eForm ID:	557908	Workflow Form Status:	Pending						
Workflo	ow Form Type:	RAF								
Orig	ginal Operator:	1413954	Ha,Anh Van							
Orig	jinal DateTime:	10/02/2015 1	(:16:11PM							
Urigina	OF BUS Phone:									
	Last Operator:	0126163	Smith,Lynn							
La	st By Alternate Operator:									
I	ast DateTime:	10/06/2015 3	3:31:58PM							
Last Operat	tor Bus Phone:	713/743-3802	2							
Next Appro	ving RoleUser:	1413954	Ha,Anh Van							
N	lext Approving RoleName:			Who can we	ork this form?					
ransaction	Log									
							Personalize	:   Find   📟   📖	First 🔤	
natanoo	10/02/2015								Horn Status	
1 1.	1:16:11PM	GT_UHM_HC	;_INITIATOR_DEPT_BUD	1413954	Ha,Anh Van	Submit			Pending	Ξ
2 2	10/06/2015	GT UHM HC	COLLEGE/DIVISION	0126163	Smith Lynn	Recycle			Pending	



# Approval Work Flow eRAF

1. If eRAF does not contain Grant Cost Center in Current and Proposed Funding Sources then the Approval Work Flow will not Route DOR (Dept of Research)

	o: UR9TST   act Refreched	on : Tue	Sep 1 2015					
	e. http://lasticenesiieu	on . rue	, aep 1, 2015					
/iew Reallocation	(RAF)	sed on the	form					
s page aleptays the months	with an action motory that was proces	socu on the	ionii.					
rmList Fields eForm ID:	557905 Workflow Form	Executed						
Workflow Form Type:	Status: RAF							
Original Operator: Original DateTime: Originator Bus Phone:	1413954 Ha,Anh Van 10/02/2015 12:23:43PM							
Last Operator: Last By Alternate Operator:	0141058 McClain,Gretta R							
Last DateTime: ast Operator Bus Phone:	10/02/2015 4:22:52PM 713/743-8729							
ext Approving RoleUser: Next Approving RoleName:		Who can '	work this form?					
insaction Log							_	_
					Personalize	Find   🕮   🗰	First 💶 1-5 o	
1 10/02/2015 12:23:43PM	GT_UHM_HC_INITIATOR_DEPT_BUD	1413954	Ha,Anh Van	Submit			Pending	<b>.</b>
2 10/02/2015 4:17:31PM	GT_UHM_HC_DEPARTMENT	1372450	York,Sabrina Lynn	Approve			Part Apprv	+
3 10/02/2015 4:20:56PM	GT_UHM_HC_COLLEGE/DIVISION	0103454	Torres,Vanessa	Approve			Part Apprv	÷.
4 10/02/2015 4:22:52PM	GT_UHM_HC_PAYROLL_BUDGET	0141058	McClain,Gretta R	Authorize			Authorized	+
5 10/02/2015 4:22:57PM	SYSTEM	0141058	McClain,Gretta R	Execute			Executed	•

2. If eRAF does contain Grant Cost Center in Current and Proposed Funding Sources then the Approval Work Flow will not Route DOR (Dept of Research)

