

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

The screenshot displays the Oracle PeopleSoft Main Menu. The 'Main Menu' dropdown is open, showing a search bar and a list of folders. The 'Department Self Service' folder is highlighted in yellow. A sub-menu is open for 'Department Self Service', listing various options. The 'eForms Home Page' option is highlighted in yellow. The background shows the Oracle logo, a date of 'Tue, Sep 1, 2015', and a sidebar with various HR services like 'Web Clock', 'Absence Request', 'eTermination', 'W2 Print', 'Time Report', 'Personal Information', and 'Benefits'.

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.

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

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

Electronic Forms (eForms) Home Page

-  **[My Worklist](#)**
Work the items that have been routed to you.
-  **[Start a New eForm](#)** 
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.
-  **[View an eForm](#)**
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 ▾ > eForms Home Page

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

Start a New electronic Form (eForm)

 **Personnel Action Request (ePAR)**
Use this form to submit a request to hire, edit existing job data, change employment status or add additional pay for an employee.
[Personnel Action Request \(ePAR\)](#)

 **Position Request (ePRF)**
Use this form to submit a request to create a new position; reclassify an existing position; change department, FTE, or funding on a position; or inactivate a position.
Position Request (ePRF)

 **Reallocation (eRAF)**
Use this form to submit a request to reallocate funding on a payroll transaction.
[Reallocation \(eRAF\)](#)

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.

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

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Add a Reallocation Form (RAF)

Step 0 of 5: RAF Search ⓘ

Search a Paycheck

Existing PayCheck Search

Paycheck #:

Pay End Date ⓘ

Empl ID

Name

Last Name

Empl Rcd #

Dept ID: 🔍

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

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

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

Add a Reallocation Form (RAF)

Step 1 of 5: RAF Search

Search a Paycheck

Existing PayCheck Search

Paycheck #: ←

Pay End Date:

Empl ID:

Name:

Last Name:

Empl Rcd #:

Dept ID:

Paycheck Result Personalize | Find | View All | | First 1 of 1 Last

Paycheck Number	Pay End Dt	Emplid	Name	Last Name	Empl Rcd #	Dept ID
3418558	2015-09-25	0140944	Moore,Demi	Moore	0	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

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Add a Reallocation Form (RAF)

Step 1 of 5: Reallocation Information 

Make any changes below for reallocation

[eRAF Video Instruction](#)

Reallocation Information

eForm ID: 557913

Paycheck Information

Paycheck Number: 3418558 Pay Period End Date: 09/25/2015 Off Cycle ? Y
 Name: Moore,Demi Empl ID: 0140944

Payroll Funding Sources Find | View All First 1 of 1 Last

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

Account Code	Combination Code	Distribution %
1 00730-32314	2080-H0005-F0857-NA	100.00
Sum Distrib %:		0.00

*Reallocation Reason: Reallocate

Suspense - 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.

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.

Override - Use the Override option to move funds manually from the original cost center(s) to a new cost center. Funds distribution for earnings, taxes, and deduction associated to original suspense cost center.

- ❖ **Override - Please see Page 14**
- ❖ **Multiple Positions – Please see Page 19**

Multiple Account Codes equal to 100%

Favorites ▾ | Main Menu ▾ > Department Self Service ▾ > eForms Home Page

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Add a Reallocation Form (RAF)

Step 1 of 5: Reallocation Information

Make any changes below for reallocation

[eRAF Video Instruction](#)

Reallocation Information

eForm ID: 557914

Paycheck Information

Paycheck Number: 3418558 Pay Period End Date: 09/25/2015 Off Cycle ? Y
 Name: Moore, Demi Empl ID: 0140944

Payroll Funding Sources Find | View All First 1 of 1 Last

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

Account Code	Combination Code	Distribution %
1 00730-10188	2064-H0191-G0462-NA	30.00
2 00730-32314	2080-H0005-F0857-NA	70.00
Sum Distrib %:		100.00

Suspense - 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.

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.

Override - Use the Override option to move funds manually from the original cost center(s) to a new cost center. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center.

*Reallocation Reason:

Click Next to go to the next 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

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

Add a Reallocation Form (RAF)

Step 2 of 5: Earning Distribution

Earning Distribution

Reallocation Information

eForm ID: 557914

Paycheck Information

Paycheck Number: 3418558 Pay Period End Date: 09/25/2015 Off Cycle ? Y
 Name: Moore, Demi Empl ID: 0140944

Payroll Funding Sources Find | View All | First 1 of 1 | Last

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

Current Funding Sources ←

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	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 ←

Earnings								Personalize	Find	View All	First	1-4 of 4	Last
Earnings Codes	Earning Description	Fiscal Year	Period	Account Code	Combination Code	Account	Earnings						
1 020	Regular	2016	1	00730-10188	2064-H0191-G0462-NA	50192	480.00						
2 020	Regular	2016	1	00730-32314	2080-H0005-F0857-NA	50192	1120.00						
3 400	Long Pay	2016	1	00730-10188	2064-H0191-G0462-NA	50112	30.00						
4 400	Long Pay	2016	1	00730-32314	2080-H0005-F0857-NA	50112	70.00						

Total Distributed Earnings by Empl Rcd: 1700.00

Click Next to go to the next screen

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

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

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

Add a Reallocation Form (RAF)

Step 3 of 5: Deduction Distribution

Deduction Distribution

Reallocation Information

eForm ID: 557914

Paycheck Information

Paycheck Number: 3418558 **Pay Period End Date:** 09/25/2015 **Off Cycle ?:** Y

Name: Moore,Demi **Empl ID:** 0140944

Current Funding Sources ←

Deduction								Personalize	Find	View All	First	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 Sources ←

Deduction								Personalize	Find	View All	First	1-5 of 6	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	0.33						
2 BLBT	Basic Life/AD&D	2016	1	00730-32314	2080-H0005-F0857-NA	51104	0.78						
3 HSBT	Health Select	2016	1	00730-10188	2064-H0191-G0462-NA	51104	119.32						
4 HSBT	Health Select	2016	1	00730-32314	2080-H0005-F0857-NA	51104	278.40						
5 TRS	Teachers Retirement System	2016	1	00730-10188	2064-H0191-G0462-NA	51111	34.68						
Total Deduction:							514.43						

Click Next to go to the next screen

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

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

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Add a Reallocation Form (RAF)

Step 4 of 5: Tax Distribution

Tax Distribution

Reallocation Information

eForm ID: 557914

Paycheck Information

Paycheck Number: 3418558 Pay Period End Date: 09/25/2015 Off Cycle ? : Y

Name: Moore,Demi Empl ID: 0140944

Current Funding Sources

Tax	Tax Class	Tax Class Description	Fiscal Year	Period	Account Code	Combination Code	Account	Current Deduction
1	OASDI/ER	OASDI/Disability - ER	2016	1	00730-56882	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 Tax: 119.21

Proposed Funding Sources

Tax	Tax Class	Tax Class Description	Fiscal Year	Period	Account Code	Combination Code	Account	Current Deduction
1	OASDI/ER	OASDI/Disability - ER	2016	1	00730-10188	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

9. Finalize the eRAF form

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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 Information

eForm ID: 557914

Paycheck Information

Paycheck Number:	3418558	Pay Period End Date:	09/25/2015	Off Cycle ?:	Y
Name:	Moore,Demi	Empl ID:	0140944		

Attachments

*Description: Late Justification Add Document Refresh

View							
1	View					10/06/15 10:44:38AM	

Comments

Your Comment:

Comment History:

Click on Add document to attach file

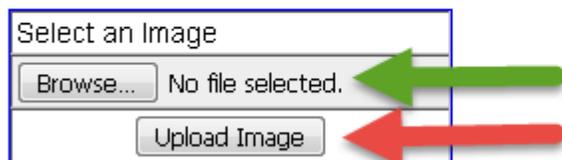
Attach document if needed. Pick the description first then add Document

Click Submit for the form to route to the next approver

Enter comment if needed

Upload file (attachment)**Instructions:**

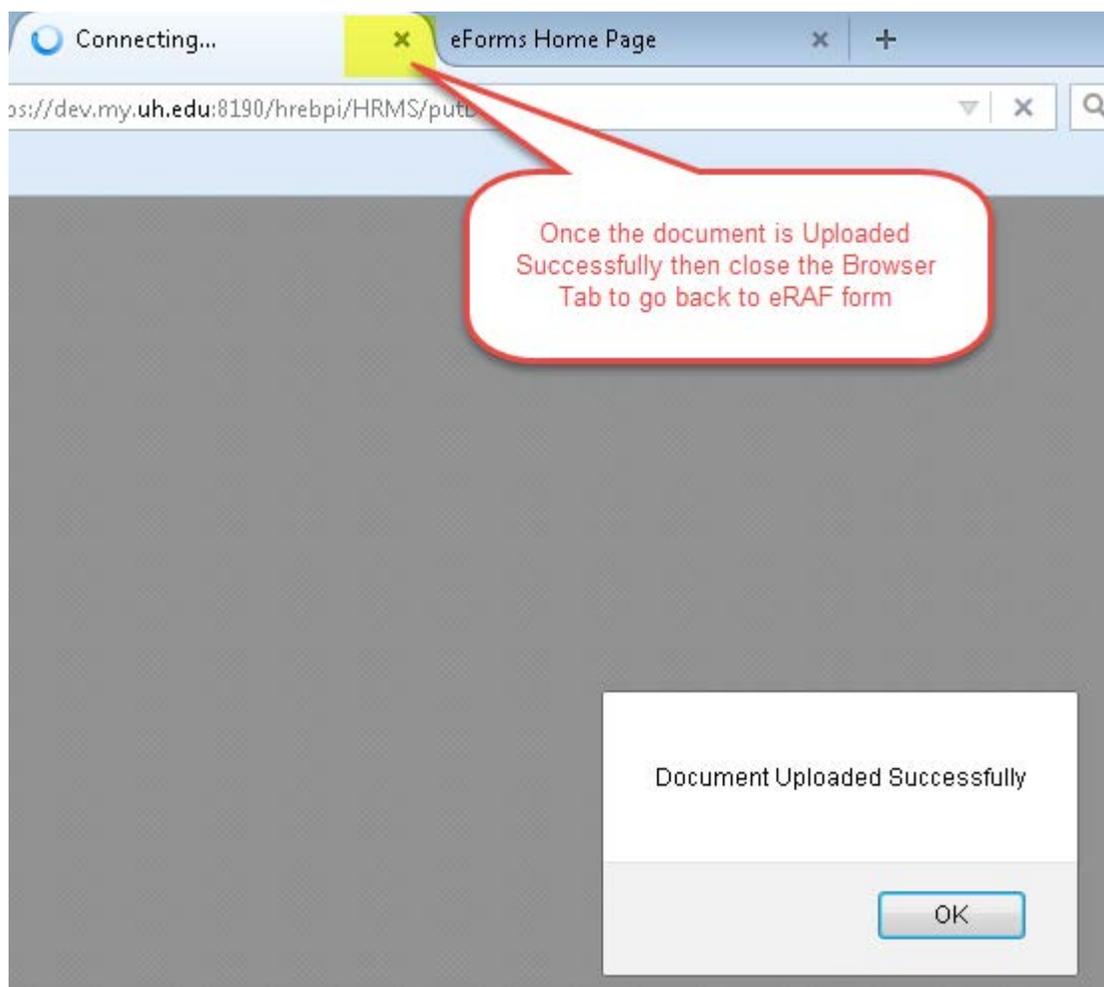
1. Select an image file for this transaction by clicking the **browse button** below.
2. Upload the selected file by clicking the **upload image button**.



Select an Image

Browse... No file selected.

Upload Image



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

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

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 Information
eForm ID: 557914

Paycheck Information
Paycheck Number: 3418558 Pay Period End Date: 09/25/2015 Off Cycle?: Y
Name: Moore, Demi Empl ID: 0140944

Attachments
*Description: Add Document Refresh

	View				
1	View	Late Justification	307988	1413954	10/06/15 10:55:19AM

Comments
Your Comment:
eRAF check number 3418558
Comment History:

<< Previous	Hold	Submit
-------------	------	--------

Click Refresh to view the attachment

Enter comment if needed

Click Submit - The form will be directed to the next approver

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

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

Add a Reallocation Form (RAF)

Step 5 of 5: Form Finalized



The form will now be forwarded to the appropriate Approver.

Reallocation Information			
Paycheck Information			
Paycheck Number:	3418558	Pay Period End Date:	09/25/2015
Name:	Moore,Demi	Off Cycle ?:	Y
		Empl ID:	0140944

Form Status

eForm ID: 557914

You have just SUBMITTED this form. This action passed the form to UHM Dept Business Admnstr for further processing.



[Go To Worklist](#)

[View This Form](#)

[Go To eForm Home Page](#)

Step-by-Step – eRAF – Override

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Add a Reallocation Form (RAF)

Step 1 of 5: Reallocation Information i

Make any changes below for reallocation

[eRAF Video Instruction](#)

Reallocation Information

eForm ID: 557917

Paycheck Information

Paycheck Number: 3418558 Pay Period End Date: 09/25/2015 Off Cycle ? Y
 Name: Moore,Demi Empl ID: 0140944

Payroll Funding Sources Find | View All First 1 of 1 Last

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 of 1

Account Code	Combination Code	Distribution %
1 00730-32314	2080-H0005-F0857-NA	100.00
Sum Distrib %:		100.00

Suspense - 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.

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.

Override - Use the Override option to move funds manually from the original cost center(s) to a new cost center. Funds distribution for earnings, taxes, and deduction associated to original suspense cost center.

*Reallocation Reason: Override

Enter Account Code

Distribution has to be 100%

<< Search Next >>

Earning

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Add a Reallocation Form (RAF)

Step 2 of 5: Earning Distribution

Earning Distribution

Reallocation Information eForm ID: 557917

Paycheck Information

Paycheck Number: 3418558 Pay Period End Date: 09/25/2015 Off Cycle ? Y
 Name: Moore,Demi Empl ID: 0140944

Payroll Funding Sources Find | View All First 1 of 1 Last

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

Current Funding Sources ←

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	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 ←

Earnings Codes	Earning Description	Fiscal Year	Period	Account Code	Combination Code	Account	Earnings		
1 020	Regular	2016	1	00730-32314	2080-H0005-F0857-NA	50192	1600.00	+	-
2 400	Long Pay	2016	1	00730-32314	2080-H0005-F0857-NA	50112	100.00	+	-
3								+	-

Total Distributed Earnings by Empl Rcd: 1700.00

Use "+" or "-" to add or delete the Earning Codes

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Add a Reallocation Form (RAF)

Step 2 of 5: Earning Distribution

Earning Distribution

Reallocation Information eForm ID: 557917

Paycheck Information

Paycheck Number: 3418558 Pay Period End Date: 09/25/2015 Off Cycle ? Y
 Name: Moore,Demi Empl ID: 0140944

Payroll Funding Sources Find | View All First 1 of 1 Last

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

Current Funding Sources ←

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	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 ←

Earnings Codes	Earning Description	Fiscal Year	Period	Account Code	Combination Code	Account	Earnings		
1 020	Regular	2016	1	00730-32314	2080-H0005-F0857-NA	50192	1000.00	+	-
2 400	Long Pay	2016	1	00730-32314	2080-H0005-F0857-NA	50112	100.00	+	-
3 020	Regular	2016	1	00730-56882	5013-H0125-B0001-G107566	50192	600.00	+	-

Total Distributed Earnings by Empl Rcd: 1700.00

Add Earning code and new Account code

Click Next to continue

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Deduction

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Add a Reallocation Form (RAF)

Step 3 of 5: Deduction Distribution

Deduction Distribution

Reallocation Information

eForm ID: 557917

Paycheck Information

Paycheck Number: 3418558 Pay Period End Date: 09/25/2015 Off Cycle?: Y
 Name: Moore,Demi Empl ID: 0140944

Current Funding Sources

Deduction		Personalize		Find		View All		First		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 Sources

Deduction		Personalize		Find		View All		First		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	00730-32314	2080-H0005-F0857-NA	51104	1.11	+	-				
2 HSBT	Health Select	2016	1	00730-32314	2080-H0005-F0857-NA	51104	397.72	+	-				
3 TRS	Teachers Retirement System	2016	1	00730-32314	2080-H0005-F0857-NA	51111	115.60	+	-				
Total Deduction:							514.43						

Use "+" or "-" to add or delete Deduction Codes

Click Next to continue

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Tax

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Add a Reallocation Form (RAF)

Step 4 of 5: Tax Distribution

Tax Distribution

Reallocation Information

eForm ID: 557917

Paycheck Information

Paycheck Number: 3418558 Pay Period End Date: 09/25/2015 Off Cycle?: Y

Name: Moore,Demi Empl ID: 0140944

Current Funding Sources

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 Tax: 119.21

Proposed Funding Sources

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	2080-H0005-F0857-NA	51109	96.61	+	-
2 Med/ER	FICA Med Hospital Ins / ER	2016	1	00730-32314	2080-H0005-F0857-NA	51109	22.60	+	-

Total Tax: 119.21

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Finalize Form

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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 Information

eForm ID: 557917

Paycheck Information

Paycheck Number:	3418558	Pay Period End Date:	09/25/2015	Off Cycle ?:	Y
Name:	Moore,Demi	Empl ID:	0140944		

Attachments

*Description Add Document Refresh

View					
1	View			10/09/15 10:21:31AM	-

Comments

Your Comment:
test - Override

Comment History:

Enter comment if needed

Attach document if needed. Pick the description first then add Document

Click Submit for the form to route to the next approver

<< Previous Hold Submit

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

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[eRAF Video Instruction](#)

Reallocation Information

eForm ID: 557908

Paycheck Information

Paycheck Number: 3418553 Pay Period End Date: 09/18/2015 Off Cycle ? Y

Name: Li,Jet Empl ID: 0889806

Payroll Funding Sources [Find](#) | [View 1](#) [First](#) | [1-2 of 2](#) | [Last](#)

Empl Rcd Nbr: 0 Position Number: 01009127

Business Unit: HR730 JobCode: 1020 Test Job Code

Department: H0125 Test Department Earnings End Date: 09/18/2015

Proposed Funding Sources

[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Calendar](#) [First](#) | [1 of 1](#) | [Last](#)

Account Code	Combination Code	Distribution %
1 00730-35646	2072-H0113-B3496-NA	100.00
Sum Distrib %:		100.00

Empl Rcd Nbr: 1 Position Number: 01007557

Business Unit: HR730 JobCode: 2090 Summer Research

Department: H0125 Test Department Earnings End Date: 09/18/2015

Proposed Funding Sources

[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Calendar](#) [First](#) | [1 of 1](#) | [Last](#)

Account Code	Combination Code	Distribution %
1 00730-56882	5013-H0125-B0001-G-107566	100.00
Sum Distrib %:		100.00

Suspend - Use the Suspend option to move funds from department suspend cost centers to a new cost center. Funds are moved for earnings, taxes, and deduction associated original suspend cost center.

Reallocation - Use the Reallocation option to move funds from original cost center(s) to a new cost centers. Funds are moved for earnings, taxes, and deduction associated original suspend cost center.

Override - Use the Override option to move funds manually from original cost center(s) to a new cost center. Funds distribution for earnings, taxes, and deduction associated original suspend cost center.

Reallocation Reason: Reallocate

Earning

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

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

Empl Rod Nbr: 0 Position Number: 01009127
 Business Unit: HR730 JobCode: 1020 Test Job Code
 Department: H0125 Test Department Earnings End Date 09/18/2015

Current Funding Sources 

Earnings								
Earnings Code	Earning Description	Fiscal Year	Period	Speed Type	Combination Code	Account	Earnings	
1 010	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	

Original Total Earn Distrib: 2969.23

Proposed Funding Sources 

Earnings								
Earnings Codes	Earning Description	Fiscal Year	Period	Speed Type	Combination Code	Account	Earnings	
1 010	Regular	2016	1	00730-35646	2072-H0113-B3496-NA	50140	2769.23	
2 400	Long Pay	2016	1	00730-35646	2072-H0113-B3496-NA	50112	200.00	

Total Distributed Earnings by Empl Rod: 2969.23

Empl Rod Nbr: 1 Position Number: 01007557
 Business Unit: HR730 JobCode: 2090 Summer Research
 Department: H0125 Test Department Earnings End Date 09/18/2015

Current Funding Sources 

Earnings								
Earnings Code	Earning Description	Fiscal Year	Period	Speed Type	Combination Code	Account	Earnings	
1 010	Regular	2016	1	00730-46826	5021-H0125-B0001-G098947	50162	1730.77	

Original Total Earn Distrib: 1730.77

Proposed Funding Sources 

Earnings								
Earnings Codes	Earning Description	Fiscal Year	Period	Speed Type	Combination Code	Account	Earnings	
1 010	Regular	2016	1	00730-56882	5013-H0125-B0001-G107566	50162	1730.77	

Total Distributed Earnings by Empl Rod: 1730.77

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Deduction

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

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

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

Reallocation Information

eForm ID: 557908

Paycheck Information

Paycheck Number: 3418553 Pay Period End Date: 09/18/2015 Off Cycle?: Y
 Name: Li,Jet Empl ID: 0889806

Current Funding Sources 

Deduction								Personalize	Find	View 5	First	1-6 of 6	Last
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	1.40						
2 BLBT	Basic Life/AD&D	2016	1	00730-45826	5021-H0125-B0001-G098947	51104	0.82						
3 HSBT	Health Select	2016	1	00730-19042-51104	1019-H0437-A0300-NA	51104	362.83						
4 HSBT	Health Select	2016	1	00730-45826	5021-H0125-B0001-G098947	51104	211.49						
5 ORPUHS	ORP UHS	2016	1	00730-19138-51110	1021-H0437-A0294-NA	51110	195.97						
6 ORPUHS	ORP UHS	2016	1	00730-45826	5021-H0125-B0001-G098947	51110	114.23						
Total Original Deduction:							886.74						

Proposed Funding Sources 

Deduction								Personalize	Find	View 5	First	1-6 of 6	Last
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	1.40						
2 BLBT	Basic Life/AD&D	2016	1	00730-56882	5013-H0125-B0001-G107566	51104	0.82						
3 HSBT	Health Select	2016	1	00730-35646	2072-H0113-B3496-NA	51104	362.83						
4 HSBT	Health Select	2016	1	00730-56882	5013-H0125-B0001-G107566	51104	211.49						
5 ORPUHS	ORP UHS	2016	1	00730-35646	2072-H0113-B3496-NA	51110	195.97						
6 ORPUHS	ORP UHS	2016	1	00730-56882	5013-H0125-B0001-G107566	51110	114.23						
Total Deduction:							886.74						

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Tax

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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.

Reallocation Information

eForm ID: 557908

Paycheck Information

Paycheck Number: 3418553 Pay Period End Date: 09/18/2015 Off Cycle?: Y
 Name: Li,Jet Empl ID: 0889806

Current Funding Sources ←

Tax								Personalize	Find	View All	First	1-4 of 4	Last
Tax Class	Tax Class Description	Fiscal Year	Period	Speed Type	Combination Code	Account	Current Deduction						
1 OASDI/ER	OASDI/Disability - ER	2016	1	00730-12123-51109	1022-H0437-A0296-NA	51109	183.90						
2 OASDI/ER	OASDI/Disability - ER	2016	1	00730-45826	5021-H0125-B0001-G098947	51109	107.19						
3 Med/ER	FICA Med Hospital Ins / ER	2016	1	00730-12123-51109	1022-H0437-A0296-NA	51109	43.01						
4 Med/ER	FICA Med Hospital Ins / ER	2016	1	00730-45826	5021-H0125-B0001-G098947	51109	25.07						
Total Original Tax:							359.17						

Proposed Funding Sources ←

Tax								Personalize	Find	View All	First	1-4 of 4	Last
Tax Class	Tax Class Description	Fiscal Year	Period	Speed Type	Combination Code	Account	Current Deduction						
1 OASDI/ER	OASDI/Disability - ER	2016	1	00730-35646	2072-H0113-B3496-NA	51109	183.90						
2 OASDI/ER	OASDI/Disability - ER	2016	1	00730-56882	5013-H0125-B0001-G107566	51109	107.19						
3 Med/ER	FICA Med Hospital Ins / ER	2016	1	00730-35646	2072-H0113-B3496-NA	51109	43.01						
4 Med/ER	FICA Med Hospital Ins / ER	2016	1	00730-56882	5013-H0125-B0001-G107566	51109	25.07						
Total Tax:							359.17						

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Attachment

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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.

Reallocation Information			
		eForm ID:	557908
Paycheck Information			
Paycheck Number:	3418553	Pay Period End Date:	09/18/2015
Name:	Li,Jet	Empl ID:	0889806

Attachments				
	View	Attachment	Size	Created
1	View	Late Justification	307988 1413954	10/02/15 1:15:42PM

Comments	
Comment History:	
<p>** Smith,Lynn ** Tue, Oct 6 15, 03:31:58 PM test</p> <hr/> <p>** Ha,Anh Van ** Fri, Oct 2 15, 01:16:11 PM Testing eRAF</p>	

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[Next >>](#)

[Return to Search](#)

View Reallocation (RAF)

Step 6 of 6: Form History

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

FormList Fields	
eForm ID: 557908	Workflow Form Status: Pending
Workflow Form Type: RAF	
Original Operator: 1413954 Ha,Anh Van	
Original DateTime: 10/02/2015 1:16:11PM	
Originator Bus Phone:	
Last Operator: 0126163 Smith,Lynn	
Last By Alternate Operator:	
Last DateTime: 10/06/2015 3:31:58PM	
Last Operator Bus Phone: 713/743-3802	
Next Approving RoleUser: 1413954 Ha,Anh Van	
Next Approving RoleName: Who can work this form?	

Transaction Log									
Personalize Find First Last									
ID	Seq	Date/Time	Form Name	User ID	User Name	Action	Workflow Form Status	Next Approving RoleUser	Next Approving RoleName
1	1	10/02/2015 1:16:11PM	GT_UHM_HC_INITIATOR_DEPT_BUD	1413954	Ha,Anh Van	Submit	Pending		
2	2	10/06/2015 3:31:58PM	GT_UHM_HC_COLLEGE/DIVISION	0126163	Smith,Lynn	Recycle	Pending		

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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

The screenshot displays the Oracle PeopleSoft Main Menu. The 'Main Menu' dropdown is open, showing a search bar and a list of folders. The 'Department Self Service' folder is highlighted in yellow. A sub-menu is open for 'Department Self Service', listing various options. The 'eForms Home Page' option is highlighted in yellow. The background shows the Oracle logo, a date of 'Tue, Sep 1, 2015', and a sidebar with various user tools like 'My Info (P.A.S.S.)', 'Web Clock', 'Absence Request', 'eTermination', 'W2 Print', 'Time Report', 'Personal Information', and 'Benefits'.

Step-by-Step – Edit eRAF

1. Edit eForm

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



Electronic Forms (eForms) Home Page



[My Worklist](#)

Work the items that have been routed to you.



[Start a New eForm](#)

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.



[View an eForm](#)

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 ▾ > eForms 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)

Use this link to change, resubmit 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 (eI-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

ORACLE 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 ▾	<input type="text"/>	
Workflow Form Type:	begins with ▾	RAF	
Workflow Form Status:	= ▾	<input type="text"/>	▾
Paycheck Number:	= ▾	<input type="text"/>	
Department:	begins with ▾	<input type="text"/>	
Original Operator:	begins with ▾	<input type="text"/>	
Original Date:	= ▾	<input type="text"/>	
Last Operator:	begins with ▾	<input type="text"/>	
Last Date:	= ▾	<input type="text"/>	

Case Sensitive



4. Enter eForm ID or Paycheck Number

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

ORACLE 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:	= ▾		
Last Operator:	begins with ▾		
Last Date:	= ▾		

 Case Sensitive

Click Search to pull the eRAF form

[Basic Search](#)

Search Results

View All First ◀ 1 of 1 ▶ Last

eForm ID	Workflow Form Status	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

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](#)

Reallocation Information

eForm ID: 557914

Paycheck Information

Paycheck Number: 3418558 **Pay Period End Date:** 09/25/2015 **Off Cycle ?** Y

Name: Moore,Demi **Empl ID:** 0140944

Payroll Funding Sources Find | View All First 1 of 1 Last

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 1-2 of 2 Last

	Account Code	Combination Code	Distribution %	
1	00730-10188	2064-H0191-G0462-NA	30.00	+ -
2	00730-32314	2080-H0005-F0857-NA	70.00	+ -
Sum Distrib %:			100.00	

Note: A green arrow points to the 100.00 sum distribution percentage.

Suspense - 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.

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.

Override - Use the Override option to move funds manually from the original cost center(s) to a new cost center. Funds for earnings, taxes, and deduction associated to original suspense cost center.

***Reallocation Reason:** Reallocate ▾

<< 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](#)

Reallocation Information

eForm ID: 557914

Paycheck Information

Paycheck Number: 3418558 Pay Period End Date: 09/25/2015 Off Cycle ? Y
 Name: Moore, Demi Empl ID: 0140944

Payroll Funding Sources Find | View All First 1 of 1 Last

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 [Grid Icon]			First 1-2 of 2 Last
Account Code	Combination Code		Distribution %
1 00730-10188	2064-H0191-G0462-NA	50.00	+ -
2 00730-32314	2080-H0005-F0857-NA	50.00	+ -
Sum Distrib %:			100.00

Suspense - 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.

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.

Override - Use the Override option to move funds manually from the original cost center(s) to a new cost center. Funds for earnings, taxes, and deduction associated to original suspense cost center.

*Reallocation Reason: Reallocate

<< 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](#)
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](#)

Reallocation Information

eForm ID: 557914

Paycheck Information

Paycheck Number: 3418558 **Pay Period End Date:** 09/25/2015 **Off Cycle ?** Y
Name: Moore,Demi **Empl ID:** 0140944

Payroll Funding Sources [Find](#) | [View All](#) First 1 of 1 Last

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 of 3 Last

	Account Code	Combination Code	Distribution %		
1	00730-10188	2064-H0191-G0462-NA	10.00		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
2	00730-32314	2080-H0005-F0857-NA	70.00		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
3	00730-54857	5013-H0213-H0002-F000122	20.00		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
Sum Distrib %:			100.00		

Suspense - 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.
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.
Override - Use the Override option to move funds manually from the original cost center(s) to a new cost center. Funds for earnings, taxes, and deduction associated to original suspense cost center.

***Reallocation Reason:**

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

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.

Reallocation Information

eForm ID: 557914

Paycheck Information

Paycheck Number: 3418558 **Pay Period End Date:** 09/25/2015 **Off Cycle ?** Y

Name: Moore, Demi **Empl ID:** 0140944

Payroll Funding Sources Find | View All | First 1 of 1 | Last

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

Current Funding Sources

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	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

Earnings Personalize | Find | **View All** | First 1-5 of 6 | Last

Earnings Codes	Earning Description	Fiscal Year	Period	Account Code	Combination Code	Account	Earnings
1 020	Regular	2016	1	00730-32314	2080-H0005-F0857-NA	50192	1120.00
2 020	Regular	2016	1	00730-10188	2064-H0191-G0462-NA	50192	160.00
3 020	Regular	2016	1	00730-54857	5013-H0213-H0002-F000122	50192	320.00
4 400	Long Pay	2016	1	00730-10188	2064-H0191-G0462-NA	50112	10.00
5 400	Long Pay	2016	1	00730-54857	5013-H0213-H0002-F000122	50112	20.00

Total Distributed Earnings by Empl Rcd: 1700.00

<< Previous Next >>

“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.

Reallocation Information

eForm ID: 557914

Paycheck Information

Paycheck Number: 3418558 **Pay Period End Date:** 09/25/2015 **Off Cycle ?** Y

Name: Moore,Demi **Empl ID:** 0140944

Payroll Funding Sources Find | View All | First 1 of 1 Last

Empl Rcd Hbr: 0 **Position Number:** 01003117

Business Unit: HR730 **JobCode:** T7L6 Test Job Code

Department: H0288 Test Department **Earnings End Date:** 09/25/2015

Current Funding Sources

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	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

Earnings									Personalize	Find	View 5	First	1-6 of 6	Last
Earnings Codes	Earning Description	Fiscal Year	Period	Account Code	Combination Code	Account	Earnings							
1 020	Regular	2016	1	00730-32314	2080-H0005-F0857-NA	50192	1120.00							
2 020	Regular	2016	1	00730-10188	2064-H0191-G0462-NA	50192	160.00							
3 020	Regular	2016	1	00730-54857	5013-H0213-H0002-F000122	50192	320.00							
4 400	Long Pay	2016	1	00730-10188	2064-H0191-G0462-NA	50112	10.00							
5 400	Long Pay	2016	1	00730-54857	5013-H0213-H0002-F000122	50112	20.00							
6 400	Long Pay	2016	1	00730-32314	2080-H0005-F0857-NA	50112	70.00							

Total Distributed Earnings by Empl Rcd: 1700.00 

Select Next to Review- Deduction and Tax Distribution

Deduction

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

Update Reallocation (RAF)

Step 3 of 6: Update Reallocation Deduction Distribution

Make the necessary updates to the Reallocation deduction distribution below.

Reallocation Information

eForm ID: 557914

Paycheck Information

Paycheck Number: 3418558 **Pay Period End Date:** 09/25/2015 **Off Cycle ?:** Y
Name: Moore, Demi **Empl ID:** 0140944

Current Funding Sources 

Deduction								Personalize	Find	View All	First	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 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	00730-54857	5013-H0213-H0002-F000122	51104	0.22					
2	BLBT	Basic Life/AD&D	2016	1	00730-32314	2080-H0005-F0857-NA	51104	0.78					
3	BLBT	Basic Life/AD&D	2016	1	00730-10188	2064-H0191-G0462-NA	51104	0.11					
4	HSBT	Health Select	2016	1	00730-54857	5013-H0213-H0002-F000122	51104	79.54					
5	HSBT	Health Select	2016	1	00730-32314	2080-H0005-F0857-NA	51104	278.40					
6	HSBT	Health Select	2016	1	00730-10188	2064-H0191-G0462-NA	51104	39.78					
7	TRS	Teachers Retirement System	2016	1	00730-54857	5013-H0213-H0002-F000122	51111	23.12					
8	TRS	Teachers Retirement System	2016	1	00730-32314	2080-H0005-F0857-NA	51111	80.92					
9	TRS	Teachers Retirement System	2016	1	00730-10188	2064-H0191-G0462-NA	51111	11.56					
Total Deduction:							514.43						

Tax

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

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.

Reallocation Information

eForm ID: 557914

Paycheck Information

Paycheck Number: 3418558 **Pay Period End Date:** 09/25/2015 **Off Cycle ?:** Y
Name: Moore,Demi **Empl ID:** 0140944

Current Funding Sources 

Tax									
Tax Class	Tax Class Description	Fiscal Year	Period	Account Code	Combination Code	Account	Current Deduction		
1 OASDI/ER	OASDI/Disability - ER	2016	1	00730-56882	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 Tax:							119.21		

Proposed Funding Sources 

Tax									
Tax Class	Tax Class Description	Fiscal Year	Period	Account Code	Combination Code	Account	Current Deduction		
1 OASDI/ER	OASDI/Disability - ER	2016	1	00730-10188	2064-H0191-G0462-NA	51109	9.66		
2 OASDI/ER	OASDI/Disability - ER	2016	1	00730-32314	2080-H0005-F0857-NA	51109	67.63		
3 OASDI/ER	OASDI/Disability - ER	2016	1	00730-54857	5013-H0213-H0002-F000122	51109	19.32		
4 Med/ER	FICA Med Hospital Ins / ER	2016	1	00730-10188	2064-H0191-G0462-NA	51109	2.26		
5 Med/ER	FICA Med Hospital Ins / ER	2016	1	00730-54857	5013-H0213-H0002-F000122	51109	4.52		
6 Med/ER	FICA Med Hospital Ins / ER	2016	1	00730-32314	2080-H0005-F0857-NA	51109	15.82		
Total Tax:							119.21		

<< 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

ORACLE 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.

Reallocation Information			
		eForm ID:	557914
Paycheck Information			
Paycheck Number:	3418558	Pay Period End Date:	09/25/2015
Name:	Moore,Demi	Empl ID:	0140944

Attachments						
*Description		<input type="text"/>	<input type="button" value="Add Document"/>		<input type="button" value="Refresh"/>	
<input type="button" value="View"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	<input type="button" value="View"/>	Late Justification	307988	1413954	10/06/15 10:55:19AM	<input type="button" value="[-]"/>

Comments	
Your Comment:	<input type="text" value="Change Account code"/>
Comment History:	<p>** Ha,Anh Van</p> <p>** Tue, Oct 6 15, 11:14:11 AM</p> <p>eRAF check number 3418558</p>

Hold Resubmit Withdraw

<< Previous

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

The form will now be forwarded to the appropriate Approver.

Reallocation Information			
Paycheck Information			
Paycheck Number:	3418558	Pay Period End Date:	09/25/2015
		Off Cycle ?:	Y
Name:	Moore,Demi	Empl ID:	0140944

Form Status	
eForm ID:	557914
You have just RESUBMITTED this form. This action passed the form to UHM Dept Business Admnstr for further processing.	

[Go To Worklist](#)

[View This Form](#)

[Go To eForm Home Page](#)

[Return To Search](#)

 [Return to 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.



Start a New eForm

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.



View an eForm

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.

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 (eI-9)

Use this link to view an eI-9 request.
[Employment Eligibility Verification \(eI-9\)](#)



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 Menu ▾ > Department Self Service ▾ > eForms Home Page

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

View 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 ▾	<input type="text"/>	
Workflow Form Type:	begins with ▾	RAF	
Workflow Form Status:	= ▾	<input type="text"/>	
Paycheck Number:	= ▾	<input type="text"/>	
Original Operator:	begins with ▾	<input type="text"/>	
Original Date:	= ▾	<input type="text"/>	
Last Operator:	begins with ▾	<input type="text"/>	
Last Date:	= ▾	<input type="text"/>	

Case Sensitive



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](#)

Reallocation Information		
		eForm ID: 557914
Paycheck Information		
Paycheck Number:	3418558	Pay Period End Date: 09/25/2015 Off Cycle ? Y
Name:	Moore,Demi	Empl ID: 0140944
Payroll Funding Sources Find View All First 1 of 1 Last		
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 of 3 Last		
Account Code	Combination Code	Distribution %
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
<p>Suspense - 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.</p> <p>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.</p> <p>Override- Use the Override option to move funds manually from the original cost center(s) to a new cost center. Funds for earnings, taxes, and deduction associated to original suspense cost center.</p>		
Reallocation Reason: Reallocate		

Select Next to Review- Earning, Deduction and Tax Distribution

Earning

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

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

Step 2 of 6: View Reallocation Earning

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

Reallocation Information eForm ID: 557914

Paycheck Information

Paycheck Number: 3418558 Pay Period End Date: 09/25/2015 Off Cycle ? Y
 Name: Moore,Demi Empl ID: 0140944

Payroll Funding Sources Find | View All | First 1 of 1 | Last

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

Current Funding Sources

Earnings Personalize | Find | View All | First 1-2 of 2 | Last

Earnings Code	Earning Description	Fiscal Year	Period	Speed Type	Combination Code	Account	Earnings
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

Original Total Earn Distrib: 1700.00

Proposed Funding Sources

Earnings Personalize | Find | View All | First 1-5 of 6 | Last

Earnings Codes	Earning Description	Fiscal Year	Period	Speed Type	Combination Code	Account	Earnings
1 020	Regular	2016	1	00730-10188	2064-H0191-G0462-NA	50192	160.00
2 020	Regular	2016	1	00730-54857	5013-H0213-H0002-F000122	50192	320.00
3 020	Regular	2016	1	00730-32314	2080-H0005-F0857-NA	50192	1120.00
4 400	Long Pay	2016	1	00730-32314	2080-H0005-F0857-NA	50112	70.00
5 400	Long Pay	2016	1	00730-10188	2064-H0191-G0462-NA	50112	10.00

Total Distributed Earnings by Empl Rcd: 1700.00

Select View all to view all Earning codes and Account Codes

<< Previous Next >>

Deduction

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

ORACLE 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.

Reallocation Information

eForm ID: 557914

Paycheck Information

Paycheck Number: 3418558 **Pay Period End Date:** 09/25/2015 **Off Cycle ?:** Y

Name: Moore,Demi **Empl ID:** 0140944

Current Funding Sources 

Deduction								Personalize	Find	View All	First	1-3 of 3	Last
Deduction Code	Deduction Description	Fiscal Year	Period	Speed Type	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 Original Deduction:							514.43						

Proposed Funding Sources 

Deduction								Personalize	Find	View 5	First	1-9 of 9	Last
Deduction Code	Deduction Description	Fiscal Year	Period	Speed Type	Combination Code	Account	Current Deduction						
1 BLBT	Basic Life/AD&D	2016	1	00730-10188	2064-H0191-G0462-NA	51104	0.11						
2 BLBT	Basic Life/AD&D	2016	1	00730-32314	2080-H0005-F0857-NA	51104	0.78						
3 BLBT	Basic Life/AD&D	2016	1	00730-54857	5013-H0213-H0002-F000122	51104	0.22						
4 HSBT	Health Select	2016	1	00730-10188	2064-H0191-G0462-NA	51104	39.78						
5 HSBT	Health Select	2016	1	00730-32314	2080-H0005-F0857-NA	51104	278.40						
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	11.56						
8 TRS	Teachers Retirement System	2016	1	00730-32314	2080-H0005-F0857-NA	51111	80.92						
9 TRS	Teachers Retirement System	2016	1	00730-54857	5013-H0213-H0002-F000122	51111	23.12						
Total Deduction:							514.43						

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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.

Reallocation Information

eForm ID: 557914

Paycheck Information

Paycheck Number: 3418558 Pay Period End Date: 09/25/2015 Off Cycle?: Y
 Name: Moore,Demi Empl ID: 0140944

Current Funding Sources

Tax		Personalize	Find	View All	First	1-2 of 2	Last
Tax Class	Tax Class Description	Fiscal Year	Period	Speed Type	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 Original Tax:							119.21

Proposed Funding Sources

Tax		Personalize	Find	View 5	First	1-6 of 6	Last
Tax Class	Tax Class Description	Fiscal Year	Period	Speed Type	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
3 OASDI/ER	OASDI/Disability - ER	2016	1	00730-32314	2080-H0005-F0857-NA	51109	67.63
4 Med/ER	FICA Med Hospital Ins / ER	2016	1	00730-32314	2080-H0005-F0857-NA	51109	15.82
5 Med/ER	FICA Med Hospital Ins / ER	2016	1	00730-10188	2064-H0191-G0462-NA	51109	2.26
6 Med/ER	FICA Med Hospital Ins / ER	2016	1	00730-54857	5013-H0213-H0002-F000122	51109	4.52
Total Tax:							119.21

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View Attachment and Comments

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.

Reallocation Information			
		eForm ID:	557914
Paycheck Information			
Paycheck Number:	3418558	Pay Period End Date:	09/25/2015
Name:	Moore,Demi	Empl ID:	0140944

Attachments				
	View			
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 PM
Change Account code	
** Ha,Anh Van	** Tue, Oct 6 15, 11:14:11 AM
eRAF check number 3418558	

Click on View to view the detail of the attachment

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[Return to Search](#)

Training Documentation

ERAF – Approve Form/ Approval Workflow

Date: 10/5/2015
 Drafted By: Anh Ha

Revision History

Date	Name	Comment

Overview

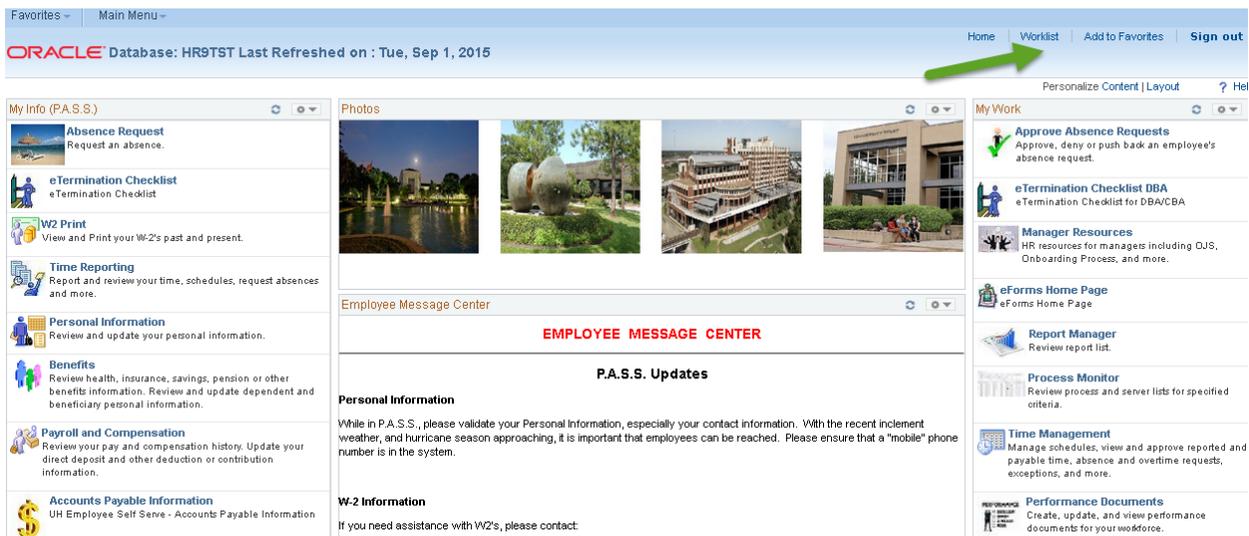
The electronic reallocation form (eRAF), allows users to enter a paycheck reallocation directly into PeopleSoft. Once submitted, the eRAF is routed through their department, college, and division for approval. If the paycheck is moving funds on, or off, a grant it will also route to DOR for approval.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



2. Select Reallocation: RAF : Employee Name

Favorites ▾ | Main Menu ▾ > Worklist ▾ > Worklist

ORACLE 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



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](#)

Reallocation Information

eForm ID: 557914

Paycheck Information

Paycheck Number: 3418558 **Pay Period End Date:** 09/25/2015 **Off Cycle ?** Y
Name: Moore, Demi **Empl ID:** 0140944

Payroll Funding Sources Find | View All | First 1 of 1 | Last

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

	Account Code		Combination Code	Distribution %	
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	

Suspense - 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.

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.

Override- Use the Override option to move funds manually from the original cost center(s) to a new cost center. Funds for earnings, taxes, and deduction associated to original suspense cost center.

***Reallocation Reason:** Reallocate

<< Search
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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)

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.

Reallocation Information

eForm ID: 557914

Paycheck Information

Paycheck Number: 3418558 **Pay Period End Date:** 09/25/2015 **Off Cycle ?** Y
Name: Moore,Demi **Empl ID:** 0140944

Payroll Funding Sources [Find](#) | [View All](#) First 1 of 1 Last

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

Current Funding Sources

Earnings [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Calendar](#) 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	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

Earnings [Personalize](#) | [Find](#) | [View 5](#) | [Print](#) | [Calendar](#) First 1-6 of 6 Last

Earnings Codes	Earning Description	Fiscal Year	Period	Account Code	Combination Code	Account	Earnings
1 020	Regular	2016	1	00730-10188	2064-H0191-G0462-NA	50192	160.00
2 020	Regular	2016	1	00730-54857	5013-H0213-H0002-F000122	50192	320.00
3 020	Regular	2016	1	00730-32314	2080-H0005-F0857-NA	50192	1120.00
4 400	Long Pay	2016	1	00730-32314	2080-H0005-F0857-NA	50112	70.00
5 400	Long Pay	2016	1	00730-10188	2064-H0191-G0462-NA	50112	10.00
6 400	Long Pay	2016	1	00730-54857	5013-H0213-H0002-F000122	50112	20.00

Total Distributed Earnings by Empl Rcd: 1700.00

Favorites > Main Menu > Worklist > Worklist

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

Evaluate Reallocation (RAF)

Step 3 of 6: Evaluate Reallocation Deduction 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 Recycle. If the form should not be executed, click Deny, which will stop processing of the form.

Reallocation Information

eForm ID: 557914

Paycheck Information

Paycheck Number: 3418558 Pay Period End Date: 09/25/2015 Off Cycle?: Y
 Name: Moore, Demi Empl ID: 0140944

Current Funding Sources

Deduction		Personalize		Find		View All		First		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	2016	1	00730-56882	5013-H0125-B0001-G107566	51111	115.60						
Total Deduction:							514.43						

Proposed Funding 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	0.11						
2 BLBT	Basic Life/AD&D	2016	1	00730-32314	2080-H0005-F0857-NA	51104	0.78						
3 BLBT	Basic Life/AD&D	2016	1	00730-54857	5013-H0213-H0002-F000122	51104	0.22						
4 HSBT	Health Select	2016	1	00730-10188	2064-H0191-G0462-NA	51104	39.78						
5 HSBT	Health Select	2016	1	00730-32314	2080-H0005-F0857-NA	51104	278.40						
6 HSBT	Health Select	2016	1	00730-54857	5013-H0213-H0002-F000122	51104	79.54						
7 TRS	Teachers Retirement System 2016	2016	1	00730-10188	2064-H0191-G0462-NA	51111	11.56						
8 TRS	Teachers Retirement System 2016	2016	1	00730-32314	2080-H0005-F0857-NA	51111	80.92						
9 TRS	Teachers Retirement System 2016	2016	1	00730-54857	5013-H0213-H0002-F000122	51111	23.12						
Total Deduction:							514.43						

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Favorites > Main Menu > Worklist > Worklist

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

Evaluate Reallocation (RAF)

Step 4 of 6: Evaluate Reallocation Tax 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.

Reallocation Information

eForm ID: 557914

Paycheck Information

Paycheck Number: 3418558 Pay Period End Date: 09/25/2015 Off Cycle?: Y

Name: Moore, Demi Empl ID: 0140944

Current Funding Sources

Tax	Tax Class	Tax Class Description	Fiscal Year	Period	Account Code	Combination Code	Account	Current Deduction
1	OASDI/ER	OASDI/Disability - ER	2016	1	00730-56882	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 Tax: 119.21

Proposed Funding Sources

Tax	Tax Class	Tax Class Description	Fiscal Year	Period	Account Code	Combination Code	Account	Current Deduction
1	OASDI/ER	OASDI/Disability - ER	2016	1	00730-10188	2064-H0191-G0462-NA	51109	9.66
2	OASDI/ER	OASDI/Disability - ER	2016	1	00730-54857	5013-H0213-H0002-F000122	51109	19.32
3	OASDI/ER	OASDI/Disability - ER	2016	1	00730-32314	2080-H0005-F0857-NA	51109	67.63
4	Med/ER	FICA Med Hospital Ins / ER	2016	1	00730-32314	2080-H0005-F0857-NA	51109	15.82
5	Med/ER	FICA Med Hospital Ins / ER	2016	1	00730-10188	2064-H0191-G0462-NA	51109	2.26
6	Med/ER	FICA Med Hospital Ins / ER	2016	1	00730-54857	5013-H0213-H0002-F000122	51109	4.52

Total Tax: 119.21

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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.

Reallocation Information

eForm ID: 557914

Paycheck Information

Paycheck Number:	3418558	Pay Period End Date:	09/25/2015
Name:	Moore,Demi	Empl ID:	0140944

Attachments

*Description Add Document Refresh

View	Description	307988	1413954	10/06/15 10:55:19AM	
1	View	Late Justification	307988	1413954	10/06/15 10:55:19AM

Click View to view attachment

Comments

Your Comment:

Enter Comment if needed

Comment History:

** Ha,Anh Van

** Tue, Oct 6 15, 12:13:18 PM

Change Account code

** Ha Anh Van

Favorites > Main Menu > Worklist > Worklist

ORACLE Database: HR9TST Last Refreshed on : Tue, 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 Number:	3418558	Pay Period End Date:	09/25/2015	Off Cycle ?:	Y
Name:	Moore,Demi	Empl ID:	0140944		

Form Status

eForm ID: 557914

You have just APPROVED this form. This action passed the form to UHM Coll/Div Business Admnstr for further processing.

[Go To Worklist](#)

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Deny

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View Reallocation (RAF)

Step 6 of 6: Form History

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

FormList Fields	
eForm ID: 557914	Workflow Form Status: Denied
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 Last										
1	1	10/06/2015 11:14:11AM	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	+ -
4	4	10/06/2015 2:44:58PM	GT_UHM_HC_DEPARTMENT	0149985	Craft,Natashia Lynette	Approve			Part Apprv	+ -
5	5	10/06/2015 3:09:17PM	GT_UHM_HC_COLLEGE/DIVISION	0587905	Glickman,James	Deny			Denied	+ -

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Recycle

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ORACLE Database: HR9TST Last Refreshed on : Tue, 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 Number:	3418553	Pay Period End Date:	09/18/2015
Name:	Li,Jet	Off Cycle ?:	Y
		Empl ID:	0889806

Form Status

eForm ID: 557908

You have just RECYCLED this form. This action passed the form to Ha,Anh Van for further processing.

[Go To Worklist](#)
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[Go To eForm Home Page](#)

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Message

Recycled -- routed to the originator, Ha,Anh Van. (24642,114)

The originator will have the option to either resubmit the form with any changes, or withdraw it.

OK

View Reallocation (RAF)
 Step 6 of 6: Form History

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

FormList Fields	
eForm ID: 557908	Workflow Form Status: Pending
Workflow Form Type: RAF	
Original Operator: 1413954 Ha,Anh Van	
Original DateTime: 10/02/2015 1:16:11PM	
Originator Bus Phone:	
Last Operator: 0126163 Smith,Lynn	
Last By Alternate Operator:	
Last DateTime: 10/06/2015 3:31:58PM	
Last Operator Bus Phone: 713/743-3802	
Next Approving RoleUser: 1413954 Ha,Anh Van	
Next Approving RoleName:	Who can work this form?

Transaction Log									
Personalize Find First Last									
ID	Seq	DateTime	FormName	Operator	Action	Status	Buttons		
1	1	10/02/2015 1:16:11PM	GT_UHM_HC_INITIATOR_DEPT_BUD	1413954 Ha,Anh Van	Submit	Pending	+ -		
2	2	10/06/2015 3:31:58PM	GT_UHM_HC_COLLEGE/DIVISION	0126163 Smith,Lynn	Recycle	Pending	+ -		

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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)

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	
eForm ID: 557905	Workflow Form Status: Executed
Workflow Form Type: RAF	
Original Operator: 1413954 Ha,Anh Van	Original DateTime: 10/02/2015 12:23:43PM
Originator Bus Phone:	
Last Operator: 0141058 McClain,Gretta R	Last By Alternate Operator:
Last DateTime: 10/02/2015 4:22:52PM	
Last Operator Bus Phone: 713/743-8729	
Next Approving RoleUser:	
Next Approving RoleName:	Who can work this form?

Transaction Log										
Personalize Find First Last										
1	1	10/02/2015 12:23:43PM	GT_UHM_HC_INITIATOR_DEPT_BUD	1413954	Ha,Anh Van	Submit			Pending	+ -
2	2	10/02/2015 4:17:31PM	GT_UHM_HC_DEPARTMENT	1372450	York,Sabrina Lynn	Approve			Part Apprv	+ -
3	3	10/02/2015 4:20:56PM	GT_UHM_HC_COLLEGE/DIVISION	0103454	Torres,Vanessa	Approve			Part Apprv	+ -
4	4	10/02/2015 4:22:52PM	GT_UHM_HC_PAYROLL_BUDGET	0141058	McClain,Gretta R	Authorize			Authorized	+ -
5	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)

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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	
eForm ID: 557900	Workflow Form Status: Executed
Workflow Form Type: RAF	
Original Operator: 1413954 Ha,Anh Van	
Original DateTime: 10/02/2015 10:12:55AM	
Originator Bus Phone:	
Last Operator: 0141058 McClain,Gretta R	
Last By Alternate Operator:	
Last DateTime: 10/02/2015 10:17:14AM	
Last Operator Bus Phone: 713/743-8729	
Next Approving RoleUser:	
Next Approving RoleName:	Who can work this form?

Transaction Log											
Personalize Find First Last											
ID	Seq	DateTime	FormName	Operator	RoleName	Action	Approval	Approval	Approval	Approval	
1	1	10/02/2015 10:12:55AM	GT_UHM_HC_INITIATOR_DEPT_BUD	1413954	Ha,Anh Van	Submit				Pending	+ -
2	2	10/02/2015 10:14:18AM	GT_UHM_HC_DEPARTMENT	0086497	Aikels,Carol J	Approve				Part Apprv	+ -
3	3	10/02/2015 10:15:30AM	GT_UHM_HC_COLLEGE/DIVISION	0084199	Garza,Linda Margarita	Approve				Part Apprv	+ -
4	4	10/02/2015 10:16:30AM	GT_UHM_HC_GRANTS	0162961	Torbor,DeSandra	Approve				Part Apprv	+ -
5	5	10/02/2015 10:17:14AM	GT_UHM_HC_PAYROLL_BUDGET	0141058	McClain,Gretta R	Authorize				Authorized	+ -
6	6	10/02/2015 10:21:44AM	SYSTEM	0141058	McClain,Gretta R	Execute				Executed	+ -