

## Payroll Distribution/Retro Request (PDRR)

1. Fill in and complete the top of the PDRR form. Be sure to cross check and update these values each time you complete a PDRR.

- Enter date
- Enter complete employee name
- Enter employee UFID number.
  - **Be sure that the UFID matches the employee name**
- Enter employee record number
- Enter home department ID number
  - **Remember we can only process employees within our college**
- Answer the C&G Approval questions on the top right of the form

2. Completing the distribution

- Line action: Enter one of the following:
  - **New** – use this line action when the you are entering a new combo code line to the distribution
  - **No change** – use this line action when you list a combo code line that is already in use and the percentage will not change
  - **Increase** – use this line action when you list a combo code line that is already in use and the percentage will increase **to a specific amount not by a specific amount?**
  - **Decrease** – use this line action when you list a combo code line that is already in use and the percentage will decrease **to a specific amount not by a specific amount?**
- Earnings Code – only use this field for additional pay items (LSP, WDA, FUS, etc) otherwise leave blank

Complete the following fields of the line distribution in sequence by date range:

- Department ID
- Fund
- Project
- Project End Date
  - **Be sure the end date is not prior to the distribution date**
- Combination code
  - **Make sure numbers are not transposed**
- Percent
- Distribution Begin Date **Should reflect what is in PeopleSoft**
- Distribution End Date **Should reflect what is in PeopleSoft**

3. Distribution Format

- Each line entered should have a “line action” (new, increase, or decrease)
- Only use “increase” when you are increasing a distribution line that already exists
- Use “new” when you are adding a new line to the distribution that does not currently exist, do not use “increase”
- **Be sure to double check your line actions. If the line action is “no change”, the percentage should match what is currently listed in the PeopleSoft distribution before any changes are made and does not have to be included on the PDRR Form**
- **When entering an “increase” or “decrease” the percentage entered should be the new percentage amount. Do not enter how much you are decreasing or increasing.**
- ALL (new, increase, or decrease) lines for the distribution should be entered for each date range being updated. **If the line will be reduced to 0%, you will still enter the line as “decrease” and enter zero for the percentage.**
- **Each date range should be entered separately. Date ranges should match what is currently in PeopleSoft. Make sure you’ve entered the correct year. This often is missed when transitioning years.**

*Line Action* (pick from list)

Line Action (pick from list)	Earnings Code	CHARTFIELD Information			Project End Date (mm/dd/yyyy)	Combination Code	Percent	Distribution Begin Date (mm/dd/yyyy)	Distribution End Date (mm/dd/yyyy)
		DEPT ID	FUND	PROJECT					
INCREASE		33010000	143			0057347	70.000	1/1/2019	1/31/2019
DECREASE		36010000	201	00116021	6/30/2020	000090699	-	1/1/2019	1/31/2019
NEW		36010000	201	00116474	8/31/2019	000091671	20.000	1/1/2019	1/31/2019
NO CHANGE		36010000	201	P0084935	10/30/2019	00010708	10.000	1/1/2019	1/31/2019

4. Enter department information at the bottom of the form and obtain approval signatures.

5. Cost Transfer Form

- Answer all questions listed on form
- **Be sure to answer #4 and #5. These questions are often left blank. Select one option for question #5. The system does not allow multiple choices.**
- Obtain proper signatures

6. Sending PDRR’s to Dean’s Office

- Send retro’s and cross college distribution updates **via email** to Amy Rankin [akrankin@php.ufl.edu](mailto:akrankin@php.ufl.edu) and Shantell Hadley [Shantell.hadley@ufl.edu](mailto:Shantell.hadley@ufl.edu)
- **CC Kim Rovanseck on ALL PDRR’s sent to the Dean’s Office [krovan@ufl.edu](mailto:krovan@ufl.edu)**
- **Be sure to attach a cost transfer form when needed**
- **Send cross college PDRR’s for new hires to your Dean’s Office HR contact**