# PAYROLL REALLOCATIONS in Dynamic Forms

**Payroll Services**
payroll@sfasu.edu

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Timer allows 45 minutes before timing out

Timer ⓘ Hide
42 minutes

\* = required field
Some content may be updated based on selection

### STEPHEN F. AUSTIN STATE UNIVERSITY
NACOGDOCHES, TEXAS

Payroll Office
payroll@sfasu.edu

## Payroll Reallocations

Payroll reallocations are needed to correct labor distributions for the following: incorrect EPAFs, Grant funds reclass, incorrect position/job clock-ins, etc.

Payroll reallocation requests will no longer be accepted via email and will only be accepted via this form.

\*\*An EPAF correction must be submitted to HR to correct an error in labor distributions.

\*\*Reallocation requests must be submitted by the 15th of the month to be in effect for the upcoming payroll. Requests received later than the 15th will be processed after the 1st of the month.

\*\*Payroll reallocations are only allowed for the current month, and/or up to 2 prior months, and cannot cross fiscal years.

Prefilled Requestor data

### Requestor Info

| | | | |
|---|---|---|---|
| Requestor Name: * | Suzy Smith | Department: * | English |
| Phone: * | | Email: * | Suzy.Smith@sfasu.edu |

### Justification and Documentation for Request

\*\*Attach SSB export and other supporting documentation

A detailed justification for the request is required, and should be specific and descriptive.
*

| | | | |
|---|---|---|---|
| Attach the SSB Payroll Expense Detail export report, and any other documentation that supports this request * | 📎 Attach File | 📎 Attach File | 📎 Attach File |

### Employee Reallocation Info

Form is submitted for 1 employee and 1 position #

Select MN Monthly or SM Semi-Monthly

Enter the information below for the employee's Position # that requires payroll reallocation.
*Begin and End Year should be entered as the same year (yyyy), unless reallocation months cross calendar years. (Dec - Jan)

| CID# | Last Name | First Name | Position # | Suffix | *Begin Year | *End Year | Payroll ID |
|---|---|---|---|---|---|---|---|
| | | | | | | | -- Choose -- ▾ |

**\*\*SSB Payroll Expense Detail** access is required to view this information in SSB.  Access may be requested on a Banner Access Request Form.  Department Head approval is required.

Image below depicts the query type in SSB that is granted with SSB Payroll Expense Detail access.

**Budget Queries**

💬 To create a new query choose a query type and select Create Query. To re

**Create a New Query**
**Type**          Budget Status by Account      ⌄
                  **Budget Status by Account**
                  Budget Status by Organizational Hierarchy
**Retrieve Existing Query** Budget Quick Query
**Saved Query**   Payroll Expense Detail

**Payroll Number (Pay Periods)**

Monthly or Semi-Monthly Payroll Numbers will appear based on Payroll ID selection above.

Will **ALL** the selected Payroll Numbers (pay periods) be changed to the **SAME** FOAP?          \* -Choose- ⌄

Does this request include a reallocation TO or FROM a **GRANT** fund (20xxxx - 26xxxx) ?          \* -Choose- ⌄

> Make appropriate selections here

**Payroll Numbers (pay periods) to be Reallocated**

> Check the box(es) for Monthly Payroll Numbers (periods) to be reallocated

**Monthly Payroll Numbers** (pay periods)

Select up to 3 **Monthly** Payroll Numbers to reallocate (current and/or up to 2 prior months only)

| Month | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Payroll # | 1 ☐ | 2 ☐ | 3 ☐ | 4 ☐ | 5 ☐ | 6 ☐ | 7 ☐ | 8 ☐ | 9 ☐ | 10 ☐ | 11 ☐ | 12 ☐ |

**OR**

> Check the box(es) for Semi-Monthly Payroll Numbers (periods) to be reallocated

**Semi - Monthly Payroll Numbers** (pay periods)

Select up to 6 **Semi-Monthly** Payroll Numbers to reallocate (current and/or up to 2 prior months only)

| Month Dates | Jan 1 - 15 | Jan 16 - 31 | Feb 1 - 15 | Feb 16 - 29 | Mar 1 - 15 | Mar 16 - 31 | Apr 1 - 15 | Apr 16 - 30 | May 1 - 15 | May 16 - 31 | Jun 1 - 15 | Jun 16 - 30 |
|-------------|-----------|------------|-----------|------------|-----------|------------|-----------|------------|-----------|------------|-----------|------------|
| Payroll # | 1 ☐ | 2 ☐ | 3 ☐ | 4 ☐ | 5 ☐ | 6 ☐ | 7 ☐ | 8 ☐ | 9 ☐ | 10 ☐ | 11 ☐ | 12 ☐ |

| Month Dates | Jul 1 - 15 | Jul 16 - 31 | Aug 1 - 15 | Aug 16 - 31 | Sep 1 - 15 | Sep 16 - 30 | Oct 1 - 15 | Oct 16 - 31 | Nov 1 - 15 | Nov 16 - 30 | Dec 1 - 15 | Dec 16 - 31 |
|-------------|-----------|------------|-----------|------------|-----------|------------|-----------|------------|-----------|------------|-----------|------------|
| Payroll # | 13 ☐ | 14 ☐ | 15 ☐ | 16 ☐ | 17 ☐ | 18 ☐ | 19 ☐ | 20 ☐ | 21 ☐ | 22 ☐ | 23 ☐ | 24 ☐ |

## Accounting Entries

One of the following will display, depending on the answer to the SAME FOAP question.

### Reallocation Entries

Payroll Numbers (pay periods) allowed for reallocation:
- Current and/or 2 prior months
- 3 Monthly
- 6 Semi-Monthly

All information (excluding Hours) must be entered for each row of entry

Enter information below ONLY for the amount(s) to be reallocated.

**Pay Period Info to be Reallocated**  Move **FROM**  Move **ALL TO**

| Payroll # | Hours | Amount | Fund | Org | Acct | Prog | Fund | Org | Acct | Prog |
|-----------|-------|--------|------|-----|------|------|------|-----|------|------|
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Enter information only for the Amount(s) to be reallocated

Total Amount to be Reallocated  * $ 0.00

**OR**

Enter information only for the Amount(s) to be reallocated

**Pay Period Info to be Reallocated**  Move **FROM**  Move **TO**

| Payroll # | Hours | Amount | Fund | Org | Acct | Prog | Fund | Org | Acct | Prog |
|-----------|-------|--------|------|-----|------|------|------|-----|------|------|
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Total Amount to be Reallocated  * $ 0.00

## Certify, Sign, and Submit

### Requestor Authorization

* ☐ I certify that I am authorized to submit this request to reallocate labor distributions, and the information detailed in this request are true and accurate.

*

(click to sign)

Requester Signature          Date

Progress may be saved if form is not complete

Submit Form when all information has been entered, and all required documentation has been attached

Save Progress    Submit Form

## Approvals

Payroll Reallocations require approval by the requestor's *Department Head for non-grant requests. Reallocations involving grants require approval by ORSP, Fund Manager, and Chair/Dean.

All requests are also approved by the division budget analyst, the Budget Office, and the Office of Financial Reporting.

(*Run WebFocus report **fpr0085 ORG Hierarchy Reporting Structure** in Finance - General for the current list of department heads)

See example further below of email that will be sent to Department Heads, Fund Manager, or Chair/Dean.

**Return for Revision:** Once the form has been reviewed, Return for Revision may be selected instead of Submit, if needed.  Returning a form will clear the form of any other signatures after the participant the form is returned to.

**Form information may only be revised by the requestor**

An email will pop-up that must be completed with information from the form being returned.
- **To**:  Select the participant (requestor or previous approver) to return the form to
    - **Only the form owner (requestor) can revise information on a form**
- **Subject**: (blank) add Returned for Correction - Employee Name
- **Body:** (blank) add reason for return, expected correction, and contact information

# Emails

See test email examples of submitted and completed form, and email of forms returned for revision.

## Submitted

**Payroll Reallocation submitted - Sam Wilson**

← Reply  ← Reply All  → Forward  ···

**Payroll_forms@sfasu.edu**
To   Michael Johnson

Thu 8/22/2024 1:53 PM

Michael Johnson,

Thank you for submitting the Payroll Reallocation request for Sam Wilson.

The form will be electronically routed for review, approvals and signatures. Banner will be updated if all information is correct. Incorrect or incomplete information may result in the form being returned for revision, which will result in processing delays.

You will be notified after this process has been completed.

## Request Complete

**Payroll Reallocation - Suzy Smith - complete**

← Reply  ← Reply All  → Forward  ···

**Payroll_forms@sfasu.edu**
To   Michael Johnson

Fri 8/23/2024 2:58 PM

Michael Johnson,

The Payroll Reallocation request has been approved and entered in Banner for the following employee.

Suzy Smith      12345678

Amount reallocated:   $ 600.00

Contact the Payroll Office if you have any questions or concerns.

> **This links to the User Portal where completed forms may be viewed in View History**

Please visit your Dynamic Forms home page by clicking here.

## Returned for Correction

**Returned – Add additional documentation**

**Payroll_forms@sfasu.edu**
To ✓ Michael Johnson

> **Reviewer returning the form for correction MUST include detailed information, including Subject, text body, and who returned the form.**

Please add Payroll Expense Detail export as backup documentation for the Sam Wilson request.
Thank you,
Payroll Office

Click here to complete your section of the form.

**Subject:** Payroll Reallocation – Approval Needed – Suzy Smith

Title and information will be respective of approval role for the request

You are the Department Head for a Payroll Reallocation request that was created from within your department. Please review this request by clicking the link below. The request may be approved or returned for correction.
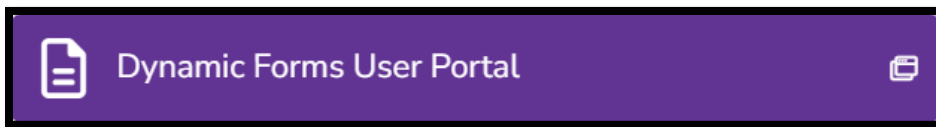
**Requested by:** Michael Johnson
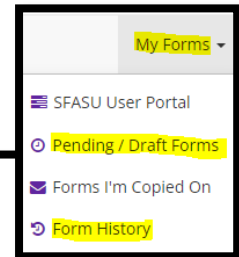
**Reallocation for:** Suzy Smith

Click here to complete your section of the form.

## Dynamic Forms User Portal

Located in mySFA – Finance – Budget & Finance

Dynamic Forms User Portal

Click here

My Forms ▾

▪ SFASU User Portal
⊘ Pending / Draft Forms
✉ Forms I'm Copied On
↺ Form History

**STEPHEN F. AUSTIN STATE UNIVERSITY**
THE UNIVERSITY OF TEXAS SYSTEM
NACOGDOCHES, TEXAS

2 locations for Form History (completed forms) and Pending/Draft forms (forms in progress)

My Forms ▾

### SFASU User Portal

**Assigned To Me** 0

Search assigned forms...

No assigned forms.

|◄ ◄ 0 ► ►|

Forms awaiting your action will be displayed here.

**Other Forms** 0

Search other forms...

**Finance**
**Accounts Payable**
   Purchase Voucher
**Payroll Services**
   Payroll Reallocations

Select a form to begin a request. New forms coming soon!

**Verification**

You have no Verification tasks that require action.

**Pending Action** 0

No pending forms.

View Forms History

Pending Forms (forms in progress)

Form History (completed forms)