



Express Direct Retros Quick Start

Working with Express Direct Retros in OneUSG Connect

This document provides a quick look at the steps that supervisors and/or approvers should follow when working with Express Direct Retros (EDRs) in OneUSG connect.

What are Express Direct Retros?

An Express Direct Retro is a method to redistribute payroll expenses that have already posted to the General Ledger. EDRs can be completed by employees with the System Manager role in OneUSG Connect.

As of December 2019, **backdated change position funding requests will no longer trigger a budget retro** to move past payroll expenditures.

- Instead, departments will submit an Express Direct Retro to move payroll expenditures that have already posted to the General Ledger.
- MSS Change Position Funding requests will only impact the distribution of current and future payroll expenditures.

Functionality of Express Direct Retros

With Express Direct Retro, the entire paycheck can be redistributed or just a portion of the paycheck.

Currently, Express Direct Retro transactions are broken down into **earnings** only and **fringe** only.

- To redistribute all expenditures on a paycheck will require two Express Direct Retro transactions – one for earnings and one for fringe.

Express Direct Retro (EDR) also allows the user to **move multiple paychecks** at once, per employee.

Express Direct Retro requests allow for payroll expenditures to be redistributed based on dollar amount OR percentage; however, UGA **ONLY** uses the amount method for Express Direct Retros.

- This is the default method in OneUSG Connect.

Submitting an Express Direct Retro

Express Direct Retros are submitted in the OneUSG Connect System via the **Retro Distribution Request** tile on the Manager Self Service page. For step-by-step instructions, see the [Submitting an Express Direct Retro Request](#) tutorial in the [OneSource Training Library](#).

There are **4 scenarios** in which you are NOT able to submit an EDR in OneUSG Connect and must submit an Express Retro Payroll Request instead:

- Payroll expenditures from a **prior fiscal year** transferring onto/off of a **restricted grant or project**
- Credit Amounts: Current fiscal year payroll expenditure credits that need to be transferred to a different combination code.
- Amounts paid out under retiree position R1800001: Current fiscal year vacation pay-out or other payroll expenses paid out under the retiree position number R1800001.
- Account Code Change: Current fiscal year payroll expenses that should be charged to a different payroll expense account code.



If you meet any of these scenarios, you will need to submit an Express Direct Retro Payroll Request to Commitment Accounting to process the retro on your behalf using a [TeamDynamix form](#).

All EDR transactions will require the user to choose a **Cost Transfer Justification**. In addition to the Cost Transfer Justification, the UGA Cost Transfer Justification Form should be completed and attached to EDR transactions that involve sponsored projects/awards if the transaction falls under the cost transfer policy.

Things to considerations before submitting an EDR:



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- Are the payroll expenses being moved onto/off of the appropriate combo codes?
- Is the dollar amount of payroll expenses being moved appropriately?
- If any part of the transaction involves a grant/project combo code, does the transaction fall under the University's cost transfer policy?

Approving or Denying an Express Direct Retro

Approvers have the following decision options:

- **Approve:** Moves the request forward in workflow
- **Deny:** Terminates the transaction, does **not** allow edits; requires comments, viewable by initiators; denials release the lock on the position.

Note: You cannot approve your own EDR transactions.

For step-by-step instructions, see the [Approving or Denying an Express Direct Retro](#) tutorial in the [OneSource Training Library](#).

EDR Queries

Query	Name	Description
BOR_CA_EDR_DATA_FOR_EDR	PSB Data for Retro	Provides detail information in which to perform EDRs
BOR_CA_EDR_APPR_NOT_PROCESSED	Approved but not processed	Provides a list of EDRs that are approved but did not process
BOR_CA_EDR_DENIED_LOCKED	Denied but still locked	Provides a list of denied transactions that are still locked
BOR_CA_EDR_LOCKS	Locked positions/emplid/checks	Displays transactions that are locked by EDR
BOR_CA_EDR_NOT_APPROVED	Not Denied but pending approval	Displays all pending approval transactions. This should be reviewed for aged EDR transactions.
BOR_CA_EDR_STATUS	Status Report for EDRs	Lists all EDRs and their statuses
BOR_CA_EDR_COMPARE	Compare Before & After EDR	Allows a user to see the before and after results of an EDR transaction
BOR_CA_EDR_LOOKUP_BY_JRNAL_ID	Look up EDR transaction by JE	Allows a user to enter a UGA Finance retro journal entry number and see the actual EDR transactions that are a part of the journal entry. In UGA Finance, retro journal entry numbers start with 'RD'.

Additional Information

- Training on submitting Express Direct Retros can be found in the OneSource Training Library (training.onesource.uga.edu) under OneUSG Connect Topics > Manager Self Service:
 - [MSS for System Managers](#)
 - [Approving MSS Transactions](#)
- Useful information and job aids can be found on the [Quick Reference Materials for Practitioners](#) page in the Training Library.
- If you have questions, please contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202 (option 2).