

The logo for Connect CAROLINA, featuring the word "Connect" in a smaller font above "CAROLINA" in a larger, bold font. An orange swoosh underline is positioned below the text.

Connect  
CAROLINA



**HR/Payroll**

A large, light gray illustration of a classical building with a dome and several columns, serving as a background for the title.

# ENTERING A RETROACTIVE FUNDING SWAP

VERSION: 3/13/2015



---

# Entering a Retroactive Funding Swap

## Overview

Use this procedure to retroactively move a person's salary in a certain pay period to a different source or sources. You may need to do this for a variety of reasons, such as:

- a person's expended effort (via effort reporting) is different than the salary paid from a project.
- salary and fringe benefit expenses placed in suspense accounts need to be moved to the proper accounts.

This procedure is a short-term solution until a permanent solution is ready. Please note that if you've paid a person using grant funds that aren't approved by the sponsor, your department needs to cover those costs.

Departmental personnel who have access to the Funding Swap ePAR form in ConnectCarolina also have access to retroactively swap funds on an employee's salary. The following table shows the types of employees that you can do retro funding swaps for:

<b>Applicable to:</b>	<b>Not Applicable to:</b>
Permanent faculty and staff	Employees in any Chancellor's Office
Graduate students and post-docs with positions or appointments	Employees in the Provost's Office
Hourly temporary and student employees	Employees in the Athletics Department
	Employees in General Administration

## Approvals

Approvals for retroactive funding swaps mirror your department's approvals for the Funding Swap ePAR form, except the retroactive funding swaps do not go to the Budget Office for approval. There are three levels of approvals after the originator submits the request:

1. Level 1 approvers (usually departmental)
2. Level 2 approvers (usually Major Organizational Unit (MOU))
3. Level 3 approvers (The Office of Sponsored Research (OSR) if the salary adjustment involves a contract or grant)

If the request does not involve a contract or grant, the approval process is complete after the Level 2 approval.

Approvers receive an email notification (in a separate inbox from ConnectCarolina) that they have a request to approve. They can click on the link in the email, log in with their Onyen and password, and then review and approve or reject the submission. Approvers cannot edit a request; if changes are required they have to reject the request, and the originator has to correct it and resubmit it.

Each night, the system pushes each approved retro into ConnectCarolina, and can be seen in InfoPorte a day later. Budget-checking, encumbrance of new funds, and posting to the General Ledger (GL) occurs at this time.

In InfoPorte Finance, the retro looks like a payroll transaction, with a HR\_ PAYROLL transaction type. The transaction date is the original paycheck date (the date it was earned). The accounting date is the date you made the change.

## Tips

- The retro system is built outside of ConnectCarolina, so it looks a bit different. However, it works similarly to the Funding Swap ePAR form.
- You can do retros only for payrolls run in ConnectCarolina. This means it will not work on converted data, or for changes going forward. The following table shows you when to use the retro system.

If you need to do a retro on . . .	Then you . . .
a payroll run in ConnectCarolina	use the retro funding swap system
a payroll run in ConnectCarolina, AND you have already done a retro on the information	use the retro funding swap system
converted payroll information	use the Funding Swap ePAR form
converted payroll information, AND one of the following applies: <ul style="list-style-type: none"> <li>• You've already done a retro on that information</li> <li>• It's non-regular salary, such as longevity, overtime, fringe benefits (only), or shift differential</li> <li>• Charges incurred from paying lump sums</li> <li>• Charges on a vacant position</li> <li>• Charges for hourly employees who went to suspense due to low budget in the Department Budget Table</li> </ul>	put in a help ticket and attach the Request Form for Retroactive Journal Entries (which you can find on <a href="http://ccinfo.unc.edu">ccinfo.unc.edu</a> )

- You cannot start a retro for a person and pay period if another retro has been initiated but not completed on that same person and pay period. Retros must be taken to completion.

- 
- If a retro has already been completed, you can perform another retro on top of it.
  - You cannot increase or decrease a person's total funding using this tool, because there has to be a net zero action to process the funding swap.
  - There is no limit to the lines of funding a person can have.
  - If you have any issues completing a retro, contact the Help Desk.

## Menu Path

Main Menu > HR WorkCenter > Funding Sources > Retro Funding Swap-Post 10/1

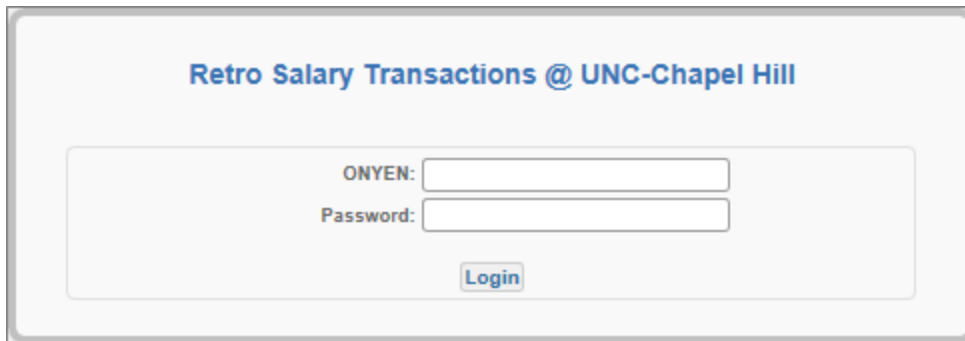
## Steps - Entering a Retroactive Funding Swap

Follow these steps:

1. Choose this menu option:

Main Menu > HR WorkCenter > Funding Sources > Retro Funding Swap-Post 10/1

Result: The Retro Salary Transactions system opens in a new window.



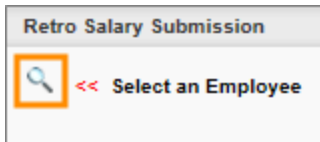
The screenshot shows a login interface for the 'Retro Salary Transactions @ UNC-Chapel Hill' system. The title is centered at the top in blue. Below the title is a white rectangular box containing two input fields. The first field is labeled 'ONYEN:' and the second is labeled 'Password:'. Below these fields is a blue button with the text 'Login' in white.

2. Enter your onyen and password.
3. Click on the **Login** button.
4. In the Retro Salary Menu section, click on the **Create Submission** link.



Result: The system displays the Retro Salary Submission section.

5. Click on the **Magnifying Glass** icon to select an employee.



Result: The system displays the Personnel Search dialog box.

6. Complete as many fields as possible to refine your search results:

In this field:	Do the following:
Last Name	If you know it, enter the last name of the person you are looking for.
First Name	If you know it, enter the first name of the person you are looking for.
PID	If you know it, enter the PID of the person you are looking for.
Department	Look up the department number of the person you are looking for.

7. Click on the **Search** button.

---

Result: The system displays a list of people matching your search criteria.

8. Click on the **Select** link next to the person you want to adjust funding for.

	First Name	Middle Name	Last Name	Department
<a href="#">Select</a>	Jon	Q	Doe	631300 - Howard W. Odum Institute for Research in Social Science
<a href="#">Select</a>	Jon	A	Doe	

View 1 - 2 of 2 Page 1 of 1

[Back to Search](#)

Result: The system shows the person's name and PID in the Retro Salary Submission section.

9. Choose the pay period you want to adjust in the Pay Period End Date field.

Note: Only pay periods that were processed in ConnectCarolina are eligible; that is, pay periods from October 2014 onward.

**Retro Salary Submission**

(777777777) [Reset Search](#)

Howard W. Odum Institute for Research in Social Science (631300)

**Pay Period End Date** Please Select a Check Date

Result: The system displays the list of sources that funded this person's salary for the pay period you chose.

Note: The amounts shown are earnings only, excluding clinical compensation pay. Associated taxes and deductions are updated behind the scenes.

10. Click on the **Make Adjustment** link for the source you want to remove money from.

The amounts reflect earnings only. Clinical compensation pay is excluded.

[Reset Search](#)

(777777777)  
Howard W. Odum Institute for Research in Social Science (631300)

Pay Period End Date: 01/31/2015

Account	Dept ID	Fund Code	Source	Program Code	Cost Code 1	Cost Code 2	Cost Code 3	Project ID	Original Amount	Adjustment
2 517120 Mobile Communications Stipend	631300 H W Odum Inst Res Social Sci	27110	14101						\$70.00	\$0.00 <a href="#">Make Adjustment</a>
8 511120 EPA Non Teach On Campus	631300 H W Odum Inst Res Social Sci	20110	12001					5055061	\$781.18	\$0.00 <a href="#">Make Adjustment</a>
14 511120 EPA Non Teach On Campus	637300 DICE Center	25210	49000					5037140	\$4,303.65	\$0.00 <a href="#">Make Adjustment</a>
20 511120 EPA Non Teach On Campus	637300 DICE Center	25210	49000					5037459	\$659.47	\$0.00 <a href="#">Make Adjustment</a>
26 511120 EPA Non Teach On Campus	370101 Sch of Inform and Libr Science	25236	49000	EA954				5055061	\$777.55	\$0.00 <a href="#">Make Adjustment</a>
36 511120 EPA Non Teach On Campus	631300 H W Odum Inst Res Social Sci	20110	12001						\$2,557.15	\$0.00 <a href="#">Make Adjustment</a>
<b>TOTAL</b>									\$9,149.00*	

\* Please note that total gross pay displayed for this period may not equal actual gross pay because of excluded clinical compensation pay

Result: The system displays the Adjustment Details dialog box, with the source you selected at the top of the box. Other salary source lines are below it.

**Adjustment Details**

Please select a reason for this adjustment:

Please enter an adjustment amount for this line item:

Account	Dept ID	Fund Code	Source	Program Code	Cost Code 1	Cost Code 2	Cost Code 3	Project ID	Original Amount	Adjustment
511120	637300	25210	49000					5037140	\$4,303.65	<input type="text"/>

Please enter the related adjustment amount for this line item:

Account	Dept ID	Fund Code	Source	Program Code	Cost Code 1	Cost Code 2	Cost Code 3	Project ID	Original Amount	Adjustment
511120	631300	20110	12001						\$2,557.15	<input type="text" value="0"/>
511120	631300	20110	12001					5055061	\$781.18	<input type="text" value="0"/>
511120	637300	25210	49000					5037140	\$4,303.65	<input type="text" value="0"/>
511120	637300	25210	49000					5037459	\$659.47	<input type="text" value="0"/>
511120	370101	25236	49000	EA954				5055061	\$777.55	<input type="text" value="0"/>
517120	631300	27110	14101						\$70.00	<input type="text" value="0"/>
<b>TOTAL</b>									\$9,149.00	<b>\$0.00</b>

[Add Line](#)

11. In the **Please select a reason for this adjustment**, choose the reason that explains why you needed to make this salary adjustment.

12. In the **Please enter an adjustment amount for this line item** section, type a negative amount to remove from the source you chose in the Adjustment field.

Note: The minus sign before the amount signifies that you are removing funds.



- 
13. In the **Please enter the related adjustment amount for this line item** section, distribute the amount you removed among the other sources, as necessary. The Total for the adjustments must equal zero.

Note: When you move the amount to other sources, the system calculates and moves the associated taxes and deductions automatically.

14. Choose one of the following options:

- If you want to add a new chartfield string to distribute money to, click on the **Add Line** link and complete the following fields:

In this field:	Do the following:
Account	Enter the account number.
Dept ID	Enter the department number.
Fund Code	Enter the fund number.
Source	Enter the source number.
Program Code	Enter the program code, if applicable.
Cost Code 1	Enter the first cost code number, if applicable.
Cost Code 2	Enter the second cost code number, if applicable.
Cost Code 3	Enter the third cost code number, if applicable.
Project ID	Enter the project number, if applicable.
Adjustment	Enter the amount you want to distribute to this chartfield string.

Note: You can add as many new chartfield lines as necessary; just keep clicking on the **Add Line** link to add new rows.

- If you have completed your distribution and the total adjustment amount equals zero, go to the next step.

Enter amount you want to remove from this source.

**Adjustment Details**

Please select a reason for this adjustment:

Please enter an adjustment amount for this line item:

Account	Dept ID	Fund Code	Source	Program Code	Cost Code 1	Cost Code 2	Cost Code 3	Project ID	Original Amount	Adjustment
511120	637300	25210	49000					5037140	\$4,303.65	-500

Please enter the related adjustment amount for this line item:

Account	Dept ID	Fund Code	Source	Program Code	Cost Code 1	Cost Code 2	Cost Code 3	Project ID	Original Amount	Adjustment
511120	631300	20110	12001						\$2,557.15	0
511120	631300	20110	12001					5055061	\$781.18	250
511120	637300	25210	49000					5037140	\$4,303.65	0
511120	637300	25210	49000					5037459	\$659.47	0
511120	370101	25238	49000	EA954				5055061	\$777.55	250
517120	631300	27110	14101						\$70.00	0
<b>TOTAL</b>									\$9,149.00	\$0.00

Click on the **Add Line** link if you want to add a new chartfield.

Distribute the amount you removed to the other sources.

The adjustment total must equal \$0.00.

Result: The system displays a new line for chartfield entry.

Please select a reason for this adjustment:

Please enter an adjustment amount for this line item:

Account	Dept ID	Fund Code	Source	Program Code	Cost Code 1	Cost Code 2	Cost Code 3	Project ID	Original Amount	Adjustment
511120	637300	25210	49000					5037140	\$4,303.65	-500

Please enter the related adjustment amount for this line item:

Account	Dept ID	Fund Code	Source	Program Code	Cost Code 1	Cost Code 2	Cost Code 3	Project ID	Original Amount	Adjustment
511120	631300	20110	12001						\$2,557.15	0
511120	631300	20110	12001					5055061	\$781.18	250
511120	637300	25210	49000					5037140	\$4,303.65	0
511120	637300	25210	49000					5037459	\$659.47	0
511120	370101	25238	49000	EA954				5055061	\$777.55	0
517120	631300	27110	14101						\$70.00	0
<b>TOTAL</b>									\$9,149.00	\$0.00

15. Click on the **Save** button.

Notes:

- The system budget checks the chartfield values you entered. The system won't fail for budget, but will give you an error message, if needed.

- If you entered a new chartfield string, the system validates the chartfield and funding amount when you save. If there is an error, correct the chartfield.

The screenshot shows a software window with a 'Save' button highlighted in orange. Below the button is a dropdown menu labeled 'activities'. A summary table is displayed with the following data:

Cost Code 2	Cost Code 3	Project ID	Original Amount	Adjustment
		5037140	\$4,303.65	-500

Below this is a larger table with the following columns: Code, Cost Code 2, Cost Code 3, Project ID, Original Amount, and Adjustment.

Code	Cost Code 2	Cost Code 3	Project ID	Original Amount	Adjustment
				\$2,557.15	0
			5055061	\$781.18	250
			5037140	\$4,303.65	0
			5037459	\$659.47	0
			5055061	\$777.55	0
				\$70.00	0
			505061		250
			<b>TOTAL</b>	<b>\$9,149.00</b>	<b>\$0.00</b>

Result: The system shows the proposed adjustments.

16. Enter your initials and any additional comments for the approvers in the Submission Note field.

Caution! Protect social security numbers, credit card information, and other sensitive data; be sure not to type them in the Your Comment, Description, or other free form text fields. Read the University's [Information Security policy](#) for more information.

17. Click on the **Submit for Approval** button.

(77777777)

Howard W. Odum Institute for Research in Social Science (631300)

Pay Period End Date: 01/31/2015

Created By: [Reena Patel](#) on 03/13/15

Status: Unsubmitted

Submission Note

RLP

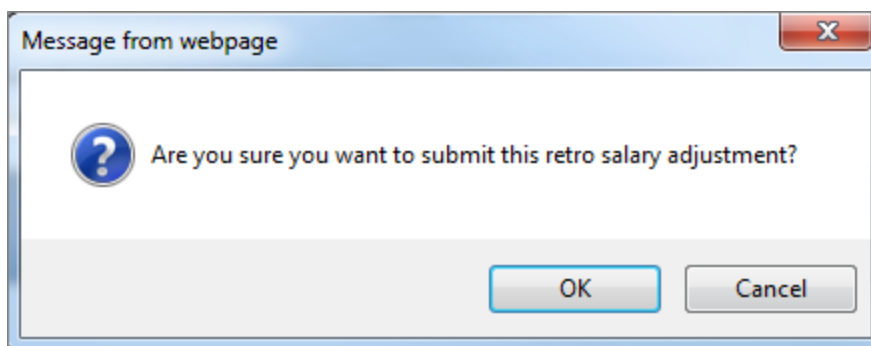
Details | Chartfield Breakdown | Submission Logs

Fund Code	Source	Account	Dept ID	Project ID	Program Code	Cost Code 1	Cost Code 2	Cost Code 3	Original Amount	Adjustment
1	20110	12001 511120 EPA Non Teach On Campus	631300 H W Odum Inst Res Social Sci						\$2,557.15	\$0.00 <a href="#">Make Adjustment</a>
2	20110	12001 511120 EPA Non Teach On Campus	631300 H W Odum Inst Res Social Sci	5055061 05/31/2016					\$781.18	\$250.00 <a href="#">Make Adjustment</a>
3	25210	49000 511120 EPA Non Teach On Campus	637300 DICE Center	5037140 08/31/2016					\$4,303.65	(\$500.00) <a href="#">Change Adjustment</a>
4	25210	49000 511120 EPA Non Teach On Campus	637300 DICE Center	5037459 10/31/2015					\$659.47	\$0.00 <a href="#">Make Adjustment</a>
5	25236	49000 511120 EPA Non Teach On Campus	370101 Sch of Inform and Libr Science	5055061 05/31/2016	EA054				\$777.55	\$0.00 <a href="#">Make Adjustment</a>
6	27110	14101 517120 Mobile Communications Stipend	631300 H W Odum Inst Res Social Sci						\$70.00	\$0.00 <a href="#">Make Adjustment</a>
7	25236	49000 517130 Car Allowance	370101	5055061					\$0.00	\$250.00 <a href="#">Make Adjustment</a>
<b>TOTAL</b>									\$9,149.00*	

\* Please note that total gross pay displayed for this period may not equal actual gross pay because of excluded clinical compensation pay

Result: The system displays a dialog box confirming that you want to submit the adjustments for approval.

18. Click **OK**.



Result: The system displays the routing information. Once the request is fully approved, the changes will go to ConnectCarolina overnight. The following night, they will be brought into InfoPorte.

Click on the **Show Adjustment** link for a line to see the details of the adjustment.

**Submission Ready For Routing**

(77777777)

Howard W. Odum Institute for Research in Social Science (631300)

Submission Note  
RLP

Pay Period End Date: 01/31/2015

Created By: [Reena Patel](#) on 03/13/15

Submit Date: 03/13/2015

Status: Submitted

[Details](#)
[Chartfield Breakdown](#)
[Routing Details](#)
[Submission Logs](#)

	Fund Code	Source	Account	Dept ID	Project ID	Program Code	Cost Code 1	Cost Code 2	Cost Code 3	Original Amount	Adjustment
1	20110	12001	511120 EPA Non Teach On Campus	631300 H W Odum Inst Res Social Sci						\$2,557.15	\$0.00
2	20110	12001	511120 EPA Non Teach On Campus	631300 H W Odum Inst Res Social Sci	5055061 05/31/2016					\$781.18	\$250.00
3	25210	49000	511120 EPA Non Teach On Campus	637300 DICE Center	5037140 08/31/2016					\$4,303.65	(\$500.00) <a href="#">Show Adjustment</a>
4	25210	49000	511120 EPA Non Teach On Campus	637300 DICE Center	5037459 10/31/2015					\$659.47	\$0.00
5	25236	49000	511120 EPA Non Teach On Campus	370101 Sch of Inform and Libr Science	5055061 05/31/2016	EA954				\$777.55	\$0.00
6	27110	14101	517120 Mobile Communications Stipend	631300 H W Odum Inst Res Social Sci						\$70.00	\$0.00
7	25236	49000	517130 Car Allowance	370101	5055061					\$0.00	\$250.00
<b>TOTAL</b>										\$9,149.00*	

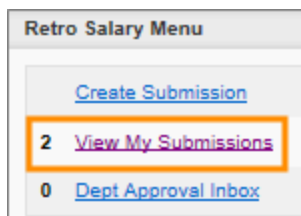
\* Please note that total gross pay displayed for this period may not equal actual gross pay because of excluded clinical compensation pay

[Delete Submission](#)

## Viewing Your Retro Salary Submissions

To view all of your submissions:

1. In the Retro Salary Menu section, click on the **View My Submissions** link.



Result: The system displays the Submission Listing section with all the requests you have submitted or approved (if you are an approver).

2. Click on the Employee Name link for the submission you want to view.

Employee Name	Pay End Date
Mel Jones	02/28/2015
Jon	01/31/2015

View 1 - 2 of 2

Result: The system displays the submission details, as well as routing details and submission logs.

3. On the Details tab, view the submission form. You can click on the **Show Adjustment** link for a particular line to view the details of that adjustment.

Note: The Status field gives you a high-level overview of where the submission is in the Approvals process.

A status of:	Means:
Unsubmitted	The request has been started, but not submitted for approval.
Submitted	The request has been submitted for approval.
L1 Approved	The request has been approved at the first level.
L2 Approved	The request has been approved at the second level.
Approved	The request been approved by all levels, including OSR, if necessary.
Reopened	The request was rejected at some level and had to be reopened and corrected.
Completed	The request was approved at all levels, and has been transmitted to ConnectCarolina.

4. Click on the **Routing Details** tab to see where the submission is in the Approvals process.

Click on the **Show Adjustment** link for a line to see the details of the adjustment.

(77777777)

Howard W. Odum Institute for Research in Social Science (631300)

Submission Note  
RLP

Pay Period End Date: 01/31/2015

Created By: [Reena Patel](#) on 03/13/15

Submit Date: 03/13/2015

Status: Submitted

[Details](#)
[Chartfield Breakdown](#)
[Routing Details](#)
[Submission Logs](#)

	Fund Code	Source	Account	Dept ID	Project ID	Program Code	Cost Code 1	Cost Code 2	Cost Code 3	Original Amount	Adjustment
1	20110	12001	511120 EPA Non Teach On Campus	631300 H W Odum Inst Res Social Sci						\$2,557.15	\$0.00
2	20110	12001	511120 EPA Non Teach On Campus	631300 H W Odum Inst Res Social Sci	5055061 05/31/2016					\$781.18	\$250.00
3	25210	49000	511120 EPA Non Teach On Campus	637300 DICE Center	5037140 08/31/2016					\$4,303.65	(\$500.00) <a href="#">Show Adjustment</a>
4	25210	49000	511120 EPA Non Teach On Campus	637300 DICE Center	5037459 10/31/2015					\$659.47	\$0.00
5	25236	49000	511120 EPA Non Teach On Campus	370101 Sch of Inform and Libr Science	5055061 05/31/2016	EA954				\$777.55	\$0.00
6	27110	14101	517120 Mobile Communications Stipend	631300 H W Odum Inst Res Social Sci						\$70.00	\$0.00
7	25236	49000	517130 Car Allowance	370101	5055061					\$0.00	\$250.00
<b>TOTAL</b>										\$9,149.00*	

\* Please note that total gross pay displayed for this period may not equal actual gross pay because of excluded clinical compensation pay

[Delete Submission](#)

Click on the **Delete Submission** button if you want to withdraw this request.

Result: The system shows the Routing Details tab.

5. Review the Approving Decision column for each level to see if the submission has been approved yet or not.

(777777777)

Submission Note  
RLP

Howard W. Odum Institute for Research in Social Science (631300)

Pay Period End Date: 01/31/2015

Created By: [Reena Patel](#) on 03/13/15

Submit Date: 03/13/2015

Status: Submitted

Details

Chartfield Breakdown

Routing Details

Submission Logs

Department(s) that must approve this submission

Level	Department	Approving Person(s)	Approving Decision
1	Howard W. Odum Institute for Research in Social Science	<a href="#">David Culp</a> , <a href="#">Melinda Walden</a> , <a href="#">Taylor Libby</a> , <a href="#">Joann Gustafson</a> , <a href="#">Jordan Todd</a> , <a href="#">Donna Brooks</a> , <a href="#">Richard Silc</a> , <a href="#">Latisha Johnson</a> , <a href="#">Amy Bradfield</a>	Not yet approved
1	Data Intensive Cyber Environments (DICE)	<a href="#">Beth Crutchfield</a> , <a href="#">Kristi Rhodes</a> , <a href="#">John Gallagher</a> , <a href="#">Margie Wesley</a>	Not yet approved
2	Office of the Vice Chancellor for Research	<a href="#">David Culp</a> , <a href="#">Taylor Libby</a> , <a href="#">Joann Gustafson</a> , <a href="#">Jordan Todd</a> , <a href="#">Latisha Johnson</a> , <a href="#">Amy Bradfield</a>	Not yet approved
2	School of Information and Library Science	<a href="#">Gary Marchionini</a> , <a href="#">Tammy Cox</a>	Not yet approved
3	Office of Sponsored Research	<a href="#">Phyllis Daugherty</a> , <a href="#">Jackie Tresch</a> , <a href="#">Beverly Whitfield</a> , <a href="#">Becky Hinshaw</a> , <a href="#">Kay Hendricks</a> , <a href="#">Rhonda Webster</a> , <a href="#">Bridgid Poole</a> , <a href="#">Melissa Jones</a> , <a href="#">Rachael Sitcheran</a> , <a href="#">Liz Moore</a> , <a href="#">Chris Lawless</a> , <a href="#">Denise Lindley</a> , <a href="#">A. Hobgood</a> , <a href="#">Tracey Lemming</a> , <a href="#">Laurie Henry</a> , <a href="#">Sharon Brooks</a>	Not yet approved

[Delete Submission](#)