ENTERING A RETROACTIVE FUNDING SWAP

VERSION: 3/23/2015
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:

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

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 accounting date for the retro is the date you made the change.

**Tips**

- 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:

<table>
<thead>
<tr>
<th>If you need to do a retro on . . .</th>
<th>Then you . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>a payroll run in ConnectCarolina</td>
<td>use the Salary Redistribution system</td>
</tr>
<tr>
<td>a payroll run in ConnectCarolina, AND you have already done a retro on the information</td>
<td>use the Salary Redistribution system</td>
</tr>
<tr>
<td>converted payroll information</td>
<td>use the Funding Swap ePAR form</td>
</tr>
<tr>
<td>converted payroll information, AND one of the following applies:</td>
<td>put in a help ticket and attach the Request Form for Retroactive Journal Entries (which you can find on ccinfo.unc.edu)</td>
</tr>
<tr>
<td>- You've already done a retro on that information</td>
<td></td>
</tr>
<tr>
<td>- It's non-regular salary, such as longevity, overtime, fringe benefits (only), or shift differential</td>
<td></td>
</tr>
<tr>
<td>- Charges incurred from paying lump sums</td>
<td></td>
</tr>
<tr>
<td>- Charges on a vacant position</td>
<td></td>
</tr>
<tr>
<td>employees in on of the following areas:</td>
<td>put in a help ticket</td>
</tr>
<tr>
<td>- a Chancellor's Office</td>
<td></td>
</tr>
<tr>
<td>- Provost's Office</td>
<td></td>
</tr>
<tr>
<td>- Athletics Department</td>
<td></td>
</tr>
<tr>
<td>- General Administration</td>
<td></td>
</tr>
<tr>
<td>only fringes, not earnings</td>
<td>put in a help ticket</td>
</tr>
</tbody>
</table>
• 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.

• Source codes for suspense accounts are:
  - 14101
  - 14102
  - 14103

• For guidance on making salary redistributions on contracts and grants (project numbers beginning with 3, 4, or 5), see https://research.unc.edu/offices/sponsored-research/resources/connectcarolina/

• 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 Salary Redistribution system opens in a new window.

2. Enter your onyen and password.

3. Click on the Login button.
4. In the Menu section, click on the Create Submission link.

Result: The system displays the Salary Redistribution 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:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>If you know it, enter the last name of the person you are looking for.</td>
</tr>
<tr>
<td>First Name</td>
<td>If you know it, enter the first name of the person you are looking for.</td>
</tr>
<tr>
<td>PID</td>
<td>If you know it, enter the PID of the person you are looking for.</td>
</tr>
<tr>
<td>Department</td>
<td>Look up the department number of the person you are looking for.</td>
</tr>
</tbody>
</table>
7. Click on the **Search** button.

![Personnel Search](image.png)

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.

![Personnel Search](image.png)

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.
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.

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.
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.

   Notes:
   
   - When you move the amount to other sources, the system calculates and moves the associated taxes and deductions automatically.
   
   - Enter positive amounts in this section.

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 the amount you want to remove from this source. Enter a negative amount (minus sign in front).

Adjustment Details

Click on the Add Line link if you want to add a new chartfield. Distribute the amount you removed to the other sources. Enter positive amounts. The adjustment total must equal $0.00.
Result: The system displays a new line for chartfield entry.

![Chartfield Entry Table]

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.
Result: The system shows the proposed adjustments.

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

Note: Refer to https://research.unc.edu/offices/sponsored-research/resources/connectcarolina/ for the type of information required in this 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.
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.
Viewing Your Retro Salary Submissions

To view all of your submissions:

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

   ![Menu Image]

   **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.
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.

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

4. Click on the **Routing Details** tab to see where the submission is in the Approvals process.
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.
<table>
<thead>
<tr>
<th>Level</th>
<th>Department</th>
<th>Approving Person(s)</th>
<th>Approving Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Howard W. Odum Institute for Research in Social Science</td>
<td>David Cupp, Melinda Welden, Taylor Libby, Jocinn Gustafson, Jordan Todd, Donna Brooks, Richard Silt, Laisha Johnson, Amy Bradfield</td>
<td>Not yet approved</td>
</tr>
<tr>
<td>1</td>
<td>Data Intensive Cyber Environments (DICE)</td>
<td>Beth Crutchfield, Kristi Rhodes, John Gallacher, Nancy Wesley</td>
<td>Not yet approved</td>
</tr>
<tr>
<td>2</td>
<td>Office of the Vice Chancellor for Research</td>
<td>David Cupp, Taylor Libby, Jocinn Gustafson, Jordan Todd, Laisha Johnson, Amy Bradfield</td>
<td>Not yet approved</td>
</tr>
<tr>
<td>2</td>
<td>School of Information and Library Science</td>
<td>Gary Marchionini, Tammy Cox</td>
<td>Not yet approved</td>
</tr>
</tbody>
</table>