

Find RAF – Reallocation Action Form

Navigation: **UHS HRMS HR > Forms > RAF – Reallocation Action Form**

“Find an Existing Value” allows users to search for RAF forms that were created and saved in the system.

PeopleSoft

Home | Add to Favorites | Sign out

New Window | Help

Menu

- Compensation
- Curriculum Management
- Enterprise Components
- Enterprise Learning
- Manager Self Service
- Organizational Development
- Payroll for North America
- Records and Enrollment
- Self Service
- Student Admissions
- Student Financials
- Student Recruiting
- Tree Manager
- UH CB Reporting
- UHCL Custom
- UHS Custom
- UHS HRMS BENEFITS
- UHS HRMS BUDGET
- UHS HRMS HR
 - Forms
 - PAR - Personnel Action Request
 - PRF - Position Request Form
 - RAF - Reallocation Form**
 - PAR - Employee Form Print
 - PAR - Job Form Print
 - PRF - Position Request Print
 - RAF - Reallocation Form Print
 - Printer Default Setup

RAF - Reallocation Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search by: Reallocation Form ID begins with

Include History

Search | Advanced Search

Find an Existing Value | Add a New Value

Click on arrow to get drop menu of search options

Search by

Select the Search criteria. Available options include:

Reallocation Form ID

EmpID

Name

Reallocation Form ID

Transaction Date

User ID

Reallocation Form ID = System generated number of RAF ID created and saved.

EmpID = Employee’s identification number

Transaction Date = Date RAF was prepared and saved in the system

User ID = PeopleSoft user identification – Login ID (individual that created/prepared RAF)

Begins with/=

Enter appropriate data into field.

Search

Click on **Search**

Create RAF - Reallocation Action Form

Navigation: **UHS HRMS HR > Forms > RAF – Reallocation Action Form**

“Add a New Value” allows users to create a new Reallocation Action form. A RAF ID number is system generated once the RAF form has been created and saved.

Add a New Value

Click on [Add a New Value](#) link or tab to create a new RAF.

Add

Click on Add

Note: When creating a new RAF, the RAF ID field should not be changed from “NEW.” System will issue number once the PRF form is saved.

PeopleSoft.

Home | Add to Favorites | Sign out

New Window | Help | Customize Page |

Menu

- ▾ Campus Community
- ▾ Compensation
- ▾ Curriculum Management
- ▾ Enterprise Components
- ▾ Enterprise Learning
- ▾ Manager Self Service
- ▾ Organizational Development
- ▾ Payroll for North America
- ▾ Records and Enrollment
- ▾ Self Service
- ▾ Student Admissions
- ▾ Student Financials
- ▾ Student Recruiting
- ▾ Tree Manager
- ▾ UH CB Reporting
- ▾ UHCL Custom
- ▾ UHS Custom
- ▾ UHS HRMS BENEFITS
- ▾ UHS HRMS BUDGET
- ▾ UHS HRMS HR
 - ▾ Forms
 - PAR - Personnel Action Request
 - PRF - Position Request Form
 - RAF - Reallocation Form
 - PAR - Employee Form Print
 - PAR - Job Form Print
 - PRF - Position Request Print
 - RAF - Reallocation Form Print
 - Printer Default Setup
 - ▾ Phone Dir
 - ▾ Process
 - ▾ Reports
 - ▾ Use
 - ▾ UHS HRMS PAYROLL
 - ▾ UHS HRMS POSITIONS
 - ▾ Workforce Administration
 - ▾ Workforce Development
 - ▾ PeopleTools
 - ▾ Benefits
 - ▾ Financial Aid
 - ▾ Set Up HRMS
 - ▾ Set Up SACR
 - ▾ Reporting Tools
 - Change My Password
 - My System Profile

Reallocation Form

Payroll Reallocation Form

Realloc ID: NEW [PRINT THE RAF FORM](#)

Paycheck Number: 9999999

EmpID: Business Unit:

Name: Department:

Pay Run ID: Pay End Date:

Dept Contact Emplid: 0106008 Ponzio, Carla 713/743-4275

DEBIT POSITION NBR	DEBIT ACCOUNT CODE	CHECK#	SHORT DESCR	GROSS LABOR DOLLARS	GROSS LABOR DOLLARS REALLOCATE	DIFF AMOUNT LEFT ON ORIG ACCT	CREDIT POSITION NBR	CREDIT ACCOUNT CODE
1								

TOTALS [Re-Order](#)

Justification:

Prepared by: Ponzio, Carla PS Dir 713/743-4275 11/29/2006

Signature 1

Signature 2

Signature 3

Signature 4

Emplid Name Title Date

[PRINT THE RAF FORM](#)

[Save](#) [Notify](#) [Add](#) [Update/Display](#) [Include H](#)

Reallocation form will appear as shown above.

Paycheck Number

Type the check number to be reallocated and press **Enter** key.

PeopleSoft. Home | Add to Favorites | Sign out

Save form and system will assign ID #.

Click on this link to print form only. Save before printing.

Menu

- ▷ Campus Community
- ▷ Compensation
- ▷ Curriculum Management
- ▷ Enterprise Components
- ▷ Enterprise Learning
- ▷ Manager Self Service
- ▷ Organizational Development
- ▷ Payroll North America
- ▷ Records and Enrollment
- ▷ Self Service
- ▷ Student Admissions
- ▷ Student Financials
- ▷ Student Recruiting
- ▷ Tree Manager
- ▷ UH CB Reporting
- ▷ UHCL Custom
- ▷ UHS Custom
- ▷ UHS HRMS BENEFITS
- ▷ UHS HRMS BUDGET
- ▷ UHS HRMS HR
 - ▷ Forms
 - PAR - Personnel Action Request
 - PRF - Position Request Form
 - **RAF - Reallocation Form**
 - PAR - Employee Form Print
 - PAR - Job Form Print
 - PRF - Position Request Print
 - RAF - Reallocation Form Print
 - Printer Default Setup
 - ▷ Phone Dir
 - ▷ Process
 - ▷ Reports
 - ▷ Use
- ▷ UHS HRMS PAYROLL
- ▷ UHS HRMS POSITIONS
- ▷ Workforce Administration
- ▷ Workforce Development
- ▷ PeopleTools
- ▷ Benefits
- ▷ Financial Aid
- ▷ Set Up HRMS
- ▷ Set Up SACR
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Reallocation Form

Payroll Reallocation

Realloc ID: NEW [PRINT THE RAF FORM](#)

Paycheck Number: 9999999

EmplID: 9999999 Business Unit: HR730

Name: Employee's Name Department: H0156

Pay Run ID: M31 Pay End Date: 03/31/2004

Dept Contact EmplID: 0106008 Ponzio, Carla 713/743-4275

DEBIT POSITION NBR	DEBIT ACCOUNT CODE	CHECK#	SHORT DESCR	GROSS LABOR DOLLARS	GROSS LABOR DOLLARS REALLOCATE	DIFF AMOUNT LEFT ON ORIG ACCT	CREDIT POSITION NBR	CREDIT ACCOUNT CODE
1			6338303 Regular	3650.00		3650.00	00400219	00730-31399-50104
2			6338303 Blbt	2.23		2.23	00400219	00730-12913-51104
3			6338303 HS/BT	298.04		298.04	00400219	00730-12913-51104
4			6338303 TRS	219.00		219.00	00400219	00730-19036-51111
5			6338303 OASD/IER	222.57		222.57	00400219	00730-19036-51109
6			6338303 MED/IER	52.05		52.05	00400219	00730-19036-51109
TOTALS				4443.89		4443.89		

Justification:

Prepared by: Ponzio, Carla PS Dir 713/743-4275 11/29/2006

Signature 1, 2, 3, 4

Emplid, Name, Title, Date

Re-Order

The Reallocation form will then be populated as shown above.

Debit Position NBR	Enter debit position number where expenditures will be reallocated.
Debit Account Code	Enter debit account code where expenditures will be reallocated.
Gross Labor Dollars Reallocate	Enter Dollars to be reallocated.
+	Click on + to add a row.
-	Click on - to delete row.
Justification	Type in reason/description justifying reallocation.
Signature	Enter employee id number of the individual(s) authorized/required to sign. Name and title will automatically populate based on Emplid.
Date	Click on ☺ to select appropriate date.
PRINT THE RAF FORM	Click on link to print form on default printer. Save before printing.
Save Button	Click on Save to save form. System will assign a Realloc. ID number to form once saved. Be sure to save form after completion and before printing.
Notify	Click on Notify to send email to appropriate personnel.
Add	Click on Add to create a new RAF.
Include History	Click on Include History to update RAF page

Print RAF - Reallocation Action Form

Navigation: **UHS HRMS HR > Forms > RAF – Reallocation Form Print**

The Reallocation Form Print link in the menu allows end-users to print existing or newly created PAR forms that have been saved. Forms are printed in PDF format. Adobe Acrobat Reader is required in order to fully utilize this feature.

Run Control ID	Enter Run Control ID in field.*
Search	Click on Search

**Note: Click on [Add a New Value](#) link to create a Control ID if one does not exist.*

Reallocation Form ID	Enter Reallocation form identification number. System generated number.
Run	Click Run to start the process

Server Name is PSNT

Process Type determines Server Name

Type is Web

Format is PDF

Server Name*	Enter PSNT in field or click on and select from drop down menu.
Type	Enter Web or click on and select from drop down menu.
Format	Enter PDF or click on and select from drop down menu.
OK	Click OK button

**Note: A Server Name must be selected when printing reports. The Process Type determines which server to use. There are two types, (1) Crystal Report, and (2) SQR Report. For SQR reports use PSUNX and Crystal reports use PSNT. Click on next to field(s) and make selection from drop down menu.*

Process Instance number

Process Instance Number	This number identifies RAF form
Process Monitor	Click on Process Monitor link.

The screenshot shows the PeopleSoft interface for viewing process requests. The 'View Process Request For' section includes fields for User ID (UHSPARTT), Server (PSNT), and a Refresh button. Below is a table of process instances:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1072217		Crystal	UPAY097P	UHSPARTT	11/21/2006 12:30:27PM PST	Success	Posted	Details
<input type="checkbox"/>	1072170		Crystal	UPOS008P	UHSPARTT	11/20/2006 3:59:08PM PST	Success	Posted	Details
<input type="checkbox"/>	1072161		Crystal	UPER055P	UHSPARTT	11/20/2006 2:32:52PM PST	Success	Posted	Details
<input type="checkbox"/>	1072158		Crystal	UPER056P	UHSPARTT	11/20/2006 1:56:23PM PST	Success	Posted	Details

Callouts in the image point to the Refresh button, the Instance number (1072217), the Run Status (Success), and the Details link.

User ID	Your user id should be in this field. User id match PS login id.
Server	Enter PSNT in field or click on and select from drop down menu.
Refresh	Click on Refresh button to refresh screen. Click this button until Run Status shows Success.
Details	Click on Details link to view the report/form after Success appears in Run Status column.

The screenshot shows the 'Process Detail' view for instance 1072217. It displays process information such as Name (UPAY097P), Run Status (Success), and Distribution Status (Posted). A 'View Log/Trace' link is highlighted with a callout box.

View Log/Trace	Click on link to get RAF form.
---------------------------------------	--------------------------------

View Log/Trace

Report

Report ID: 31361 **Process Instance:** 1072217 [Message Log](#)
Name: UPAY097P **Process Type:** Crystal
Run Status: Success

Filename link

UPAY097P

Distribution Details

Distribution Node: PSNT **Expiration Date:** 12/21/2006

File List

Name	File Size (bytes)	Datetime Created
Message Log	0	11/21/2006 12:33:25.000000PM PST
UPAY097P_1072217.PDF	52,048	11/21/2006 12:33:25.000000PM PST
PeopleSoft Trace File	623	11/21/2006 12:33:25.000000PM PST

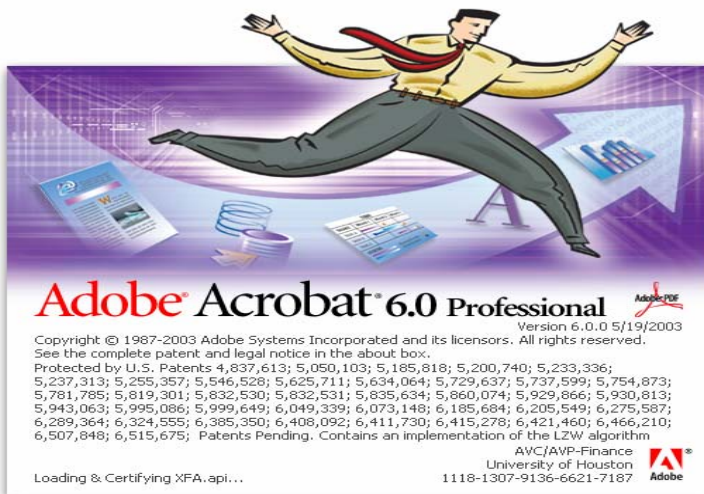
Distribute To

Distribution ID Type	*Distribution ID
User	UHSPARTT

UPAY097P 1072217.PDF

This is the filename. Click on this link to view/print RAF form. File can only be saved in PDF format.

Note: Notice that the Process Instance number is part of filename.



Adobe Acrobat Reader

The Adobe Acrobat page will appear as shown. The Reallocation form (RAF) will appear immediately afterward.

Note: Adobe Acrobat Reader must be on computer.

Address: http://columba.fast.uh.edu:8510/psreports/sa89tst/31361/UPAY097P_1072217.PDF

Google C Go 325 blocked ABC Check AutoLink AutoFill Send to Settings WE

Save a Copy Print Email Search Review & Comment Sign

Select Text 114%

University of Houston System Payroll Reallocation Form

RAF ID: 10028
Name/Emplid: Teng,Haiyan #0091842
Pay Per End Dt: 2/28/2005
Pay Run: M022805

Bus Unit: HR730
Dept: H0246
Dept Contact: _____ **Ext:** _____

DEBIT				CREDIT				
POSITION	PS ACCT CODE	CHECK #	SHORT DESCR	GROSS LABOR DOLLARS	GROSS LABOR DOLLARS REALLOCATE	DIFF AMOUNT LEFT ON ORIG ACCT	POSITION	PS ACCT CODE
00106632	00730-35421-50105	6478847	Regular	1,250.00	1,250.00	0.00	00106632	00730-32023-50105
00106632	00730-35421-50105	6478847	INS	150.00	150.00	0.00	00106632	00730-32023-50105
				1,400.00	1,400.00	0.00		

Justification: Reallocate to proper year LACSI grant receiving benefit from G088617 to G090430

Certification: I certify that the percentages of activity, as indicated, are correct representations to the best of my knowledge and belief.

Employee: _____
 Employee Signature Van Akin-Patten,Jennifer R / 10/31/2005
 Prep By:

I certify that the percentages of activity, as indicated, are correct representations to the best of my knowledge and belief. I further certify that 1) I have firsthand knowledge of the work activities of the employee and have sufficient technical knowledge to identify the employee's efforts to specific activities and projects, or 2) that previous to my signature this certification has been signed by the employee, and 3) that costs are allowable and adequate funds are

Supervisor: _____
 Johnsson,Lennart / Professor Date

Approvals:

Dept. Head: _____
 Honeyman,Robert Trevor / Ao Dir Res Date

OCG (Ledger 5): _____
 Morris,Judv J / Res Adm Date

Send: original Payroll
 copy OCG (Ledger 5)
 copy Personnel
 copy Dept.
 copy Originator

11 x 8.5 in

Reallocation Form

As shown above the Reallocation Form page appears.

Note: User can view, print and/or save this form. Form can only be saved in PDF format.