Training Documentation

ERAF – Form Creation
Date: 10/5/2015
Drafted By: Anh Ha

Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Overview

The electronic reallocation form (eRAF), allows users to enter a paycheck reallocation directly into PeopleSoft. Once submitted, the eRAF is routed through their department, college, and division for approval. If the paycheck is moving funds on, or off, a grant it will also route to DOR for approval. Final approval is routed to General Accounting.

Navigation Path: Department Self Service > eForms Home Page
Step-by-Step – Create a new eRAF

1. **Start a New eForm**

Navigate to the eForms Home Page and click the Start a New eForm link.
2. Select Reallocation (eRAF)

Select the Reallocation (eRAF) link.

3. Search for Paycheck

Enter the search criteria for the paycheck that needs to be processed. If you enter Employee ID, also enter a Pay End Date to narrow down your search results. Click the Search button.
**Please note:** You cannot submit a reallocation for a paycheck that is currently pending approval. You must wait until the first reallocation is complete to reallocate the check again.

4. **Enter Paycheck Number**

Add a Reallocation Form (RAF)

**Step 1 of 5: RAF Search**

Search a Paycheck

**Existing PayCheck Search**

- **Paycheck #:** 3418558

**Paycheck Result**

- **Paycheck Number:** 3418558
- **Pay End Date:** 2015-09-25
- **Empid:** 0140944
- **Name:** Moore, Dell
- **Last Name:** Moore
- **Empl Rcd #:** 0
- **Dept ID:** H0788

[Database: HR9TST Last Refreshed on: Tue, Sep 1, 2015]
5. **Enter Proposed Funding Sources**

- Enter Account Code(s) and distribution has to be equal to 100%
- (+) and (-) is to add additional account code(s) and to delete the incorrect one
- Select Reallocation Reason: Reallocation, Suspense or Override

**Single Account Code equal to 100%**

---

**Add a Reallocation Form (RAF)**

**Step 1 of 5: Reallocation Information**

Make any changes below for reallocation

**eRAF Video Instruction:**

**Paycheck Information**

<table>
<thead>
<tr>
<th>Paycheck Number:</th>
<th>3418558</th>
<th>Pay Period End Date:</th>
<th>09/25/2015</th>
<th>Off Cycle?</th>
<th>Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Moore,Demi</td>
<td>Empl ID:</td>
<td>0140844</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payroll Funding Sources**

**Proposed Funding Sources**

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Combination Code</th>
<th>Distribution %</th>
</tr>
</thead>
<tbody>
<tr>
<td>00730-32314</td>
<td>2080-H0005-F0857-NA</td>
<td>100.00</td>
</tr>
</tbody>
</table>

**Sum Distrib %:** 0.00

**Suspense** - Use the Suspension option to move funds from the department suspense cost centers to a new cost center. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center.

**Reallocation** - Use the Reallocation option to move funds from the original cost center(s) to a new cost center(s). Funds are moved for earnings, taxes, and deduction associated to original suspense cost center.

**Override** - Use the Override option to move funds manually from the original cost center(s) to a new cost center. Funds distribution for earnings, taxes, and deduction associated to original suspense cost center.

- **Override - Please see Page 14**
- **Multiple Positions – Please see Page 19**
Multiple Account Codes equal to 100%

If original or proposed funding is associated to an expired grant, the eRAF cannot be submitted. Please contact DOR to reactive grant for reallocation. Once active, the form can be submitted.
6. Review the Current Funding Sources and Proposed Funding Sources - Earning Distribution

Note: Notice that the information on this page is read only. System calculates the new distribution amount based on percentage entered on step 1.

If you need to edit individual transactions, you must use the override – see page 14.
7. Review the Current Funding Sources and Proposed Funding Sources - Deduction Distribution

**Oracle Database: HRSTST Last Refreshed on: Tue, Sep 1, 2015**

Add a Reallocation Form (RAF)

Step 3 of 5: Deduction Distribution

### Reallocation Information
- **eForm ID:** [Image 92x39 to 123x77]

### Paycheck Information
- **Pay Period End Date:** 09/25/2015
- **Off Cycle?:** Y
- **Paycheck Number:** 3416558
- **Name:** Moore, Doe
- **Emp Id:** 0140944

#### Current Funding Sources
- **Deduction Code:** [Image 90x684 to 558x699]
- **Deduction Description:** [Image 90x684 to 558x699]
- **Fiscal Year:** [Image 90x684 to 558x699]
- **Period:** [Image 90x684 to 558x699]
- **Account Code:** [Image 90x684 to 558x699]
- **Combination Code:** [Image 90x684 to 558x699]
- **Account:** [Image 90x684 to 558x699]
- **Current Deduction:** [Image 90x684 to 558x699]

#### Proposed Funding Sources
- **Deduction Code:** [Image 90x684 to 558x699]
- **Deduction Description:** [Image 90x684 to 558x699]
- **Fiscal Year:** [Image 90x684 to 558x699]
- **Period:** [Image 90x684 to 558x699]
- **Account Code:** [Image 90x684 to 558x699]
- **Combination Code:** [Image 90x684 to 558x699]
- **Account:** [Image 90x684 to 558x699]
- **Current Deduction:** [Image 90x684 to 558x699]

**Total Deductions:** $514.43

Click Next to go to the next screen.
8. Review the Current Funding Sources and Proposed Funding Sources - Tax Distribution

Add a Reallocation Form (RAF)

Step 4 of 5: Tax Distribution

Current Funding Sources

<table>
<thead>
<tr>
<th>Tax</th>
<th>Tax Class Description</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account Code</th>
<th>Combination Code</th>
<th>Account</th>
<th>Current Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OASD/ER</td>
<td>2016</td>
<td>1</td>
<td>00730-10168</td>
<td>2084-10214-00482-NA</td>
<td>51109</td>
<td>20.83</td>
</tr>
<tr>
<td>2</td>
<td>OASD/ER</td>
<td>2016</td>
<td>1</td>
<td>00730-32814</td>
<td>2080-H0065-9857-NA</td>
<td>51109</td>
<td>67.83</td>
</tr>
<tr>
<td>3</td>
<td>NEAD/ER</td>
<td>2016</td>
<td>1</td>
<td>00730-32814</td>
<td>2080-H0065-9857-NA</td>
<td>51109</td>
<td>15.63</td>
</tr>
<tr>
<td>4</td>
<td>NEAD/ER</td>
<td>2016</td>
<td>1</td>
<td>00730-10168</td>
<td>2084-10214-00482-NA</td>
<td>51109</td>
<td>6.78</td>
</tr>
</tbody>
</table>

Total Tax: $119.21

Proposed Funding Sources

<table>
<thead>
<tr>
<th>Tax</th>
<th>Tax Class Description</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account Code</th>
<th>Combination Code</th>
<th>Account</th>
<th>Current Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OASD/ER</td>
<td>2016</td>
<td>1</td>
<td>00730-10168</td>
<td>2084-10214-00482-NA</td>
<td>51109</td>
<td>20.83</td>
</tr>
<tr>
<td>2</td>
<td>OASD/ER</td>
<td>2016</td>
<td>1</td>
<td>00730-32814</td>
<td>2080-H0065-9857-NA</td>
<td>51109</td>
<td>67.83</td>
</tr>
<tr>
<td>3</td>
<td>NEAD/ER</td>
<td>2016</td>
<td>1</td>
<td>00730-32814</td>
<td>2080-H0065-9857-NA</td>
<td>51109</td>
<td>15.63</td>
</tr>
<tr>
<td>4</td>
<td>NEAD/ER</td>
<td>2016</td>
<td>1</td>
<td>00730-10168</td>
<td>2084-10214-00482-NA</td>
<td>51109</td>
<td>6.78</td>
</tr>
</tbody>
</table>

Total Tax: $119.21

Click Next to go to the next screen.
9. Finalize the eRAF form

Add a Reallocation Form (RAF)

Step 5 of 5: Finalize Form

Enter any relevant information requested where indicated and/or comments in the “Your Comment” field to be included with this form.

- Click on Add document to attach file
- Attach document if needed. Pick the description first then add Document
- Click Submit for the form to route to the next approver
- Enter comment if needed
Upload file (attachment)

**Instructions:**
1. Select an image file for this transaction by clicking the **browse button** below.
2. Upload the selected file by clicking the **upload image button**.

Once the document is Uploaded Successfully then close the Browser Tab to go back to eRAF form.
Add a Reallocation Form (RAF)

Step 5 of 5: Finalize Form

Enter any relevant information requested where indicated and/or comments in the "Your Comment" field to be included with this form.

### Reallocations Information

<table>
<thead>
<tr>
<th>eform ID:</th>
<th>557314</th>
</tr>
</thead>
</table>

### Paycheck Information

- **Paycheck Number:** 3418558
- **Pay Period End Date:** 09/25/2015
- **Off Cycle:** Y
- **Name:** Moore Demi
- **Emp ID:** 0140844

### Attachments

<table>
<thead>
<tr>
<th>Description</th>
<th>Add Document</th>
<th>Refresh</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Justification</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Comments

- **Your Comment:** $RAF check number 3418558
- **Comment History:**
  - [Previous] [Hold] [Submit]

Click Submit - The form will be directed to the next approver.

Click Refresh to view the attachment.

Enter comment if needed.
Add a Reallocation Form (RAF)

**Step 5 of 5: Form Finalized**

The form will now be forwarded to the appropriate Approver.

### Reallocation Information

#### Paycheck Information

<table>
<thead>
<tr>
<th>Paycheck Number:</th>
<th>3418558</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Moore, Deni</td>
</tr>
<tr>
<td>Pay Period End Date:</td>
<td>09/25/2015</td>
</tr>
<tr>
<td>Off Cycle:</td>
<td>Y</td>
</tr>
<tr>
<td>Empl ID:</td>
<td>0140944</td>
</tr>
</tbody>
</table>

#### Form Status

**eForm ID:** 557914

You have just SUBMITTED this form. This action passed the form to UIM Dept Business Adminstr for further processing.

- Go To Worklist
- View This Form
- Go To eForm Home Page
Step-by-Step – eRAF – Override

Add a Reallocation Form (RAF)

Step 1 of 5: Reallocation Information

Make any changes below for reallocation

eRAF Video Instruction

Reallocation Information

eForm ID: 557917

Paycheck Information

Paycheck Number: 3418558  Pay Period End Date: 09/25/2015  Off Cycle? Y

Name: Moore, Demi  Empl ID: 0140944

Payroll Funding Sources

Distribution has to be 100%

Enter Account Code

Suspense - Use the Suspense option to move funds from the department suspense cost centers to a new cost center. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center.

Reallocation - Use the Reallocation option to move funds from the original cost center(s) to a new cost center(s). Funds are moved for earnings, taxes, and deduction associated to original suspense cost center.

Override - Use the Override option to move funds manually from the original cost center(s) to a new cost center. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center.

*Reallocation Reason: Override
**ELECTRONIC REALLOCATION (ERAF)**  
October 5, 2015

**Deduction**

---

**Add a Reallocation Form (RAF)**

**Step 3 of 5: Deduction Distribution**

**Deduction Distribution**

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**Reallocation Information**

- **eform ID:** 557917

**Paycheck Information**

- **Paycheck Number:** 3416556
- **Pay Period End Date:** 09/25/2015
- **Off Cycle:** Y

**Name:** Moore, Demi  
**Empl ID:** 0149344

---

### Current Funding Sources

<table>
<thead>
<tr>
<th>Deduction Code</th>
<th>Deduction Description</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account Code</th>
<th>Combination Code</th>
<th>Account</th>
<th>Current Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 BLST</td>
<td>Basic Life/AD&amp;D</td>
<td>2016</td>
<td>1</td>
<td>09730-56882</td>
<td>5613-H6125-B0001-0107586</td>
<td>51104</td>
<td>1.11</td>
</tr>
<tr>
<td>2 HSCT</td>
<td>Health Select</td>
<td>2016</td>
<td>1</td>
<td>09730-56882</td>
<td>5613-H6125-B0001-0107586</td>
<td>51104</td>
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<tr>
<td>3 TRS</td>
<td>Teachers Retirement System</td>
<td>2016</td>
<td>1</td>
<td>09730-56882</td>
<td>5613-H6125-B0001-0107586</td>
<td>51111</td>
<td>115.60</td>
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</table>

**Total Deduction:** $14.43

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### Proposed Funding Sources

<table>
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<th>Deduction Code</th>
<th>Deduction Description</th>
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<th>Period</th>
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<tbody>
<tr>
<td>1 BLST</td>
<td>Basic Life/AD&amp;D</td>
<td>2016</td>
<td>1</td>
<td>06730-32314</td>
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<tr>
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<td>Health Select</td>
<td>2016</td>
<td>1</td>
<td>06730-32314</td>
<td>2080-H0005-F0857-NA</td>
<td>51104</td>
<td>397.72</td>
</tr>
<tr>
<td>3 TRS</td>
<td>Teachers Retirement System</td>
<td>2016</td>
<td>1</td>
<td>06730-32314</td>
<td>2080-H0005-F0857-NA</td>
<td>51111</td>
<td>115.60</td>
</tr>
</tbody>
</table>

**Total Deduction:** $14.43

---

Use "+" or "-" to add or delete Deduction Codes

>>> Previous  Next >>>
**Tax**

Add a Reallocation Form (RAF)

Step 4 of 5: Tax Distribution

Reallocation Information
eform ID: 557917

Paycheck Information:
- Paycheck Number: 3418558
- Pay Period End Date: 09/25/2015
- Off Cycle: Y
- Name: Moore, Derris
- Emp ID: 0140544

**Current Funding Sources**

<table>
<thead>
<tr>
<th>Tax Class</th>
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<th>Fiscal Year</th>
<th>Period</th>
<th>Account Code</th>
<th>Account</th>
<th>Current Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OASDIER</td>
<td>2016</td>
<td>1</td>
<td>00730-56882</td>
<td>5013-H0125-B0001-C107566</td>
<td>51100</td>
</tr>
<tr>
<td>2</td>
<td>MedIER</td>
<td>2016</td>
<td>1</td>
<td>00730-55842</td>
<td>5013-H0125-B0001-C107566</td>
<td>51100</td>
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Total Tax: $119.21

**Proposed Funding Sources**

<table>
<thead>
<tr>
<th>Tax Class</th>
<th>Tax Class Description</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account Code</th>
<th>Account</th>
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<tbody>
<tr>
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<tr>
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<td>MedIER</td>
<td>2016</td>
<td>1</td>
<td>00730-32314</td>
<td>Q</td>
<td>2000-H0005-F0857-NA</td>
</tr>
</tbody>
</table>

Total Tax: $119.21

Use "+" or "-" to add or delete Tax Codes

Click Next to continue

<< Previous | Next >>
Finalize Form

Add a Reallocation Form (RAF)

Step 5 of 5: Finalize Form

Enter any relevant information requested where indicated and/or comments in the “Your Comment” field to be included with this form.

Enter comment if needed

Attach document if needed. Pick the description first then add Document

Click Submit for the form to route to the next approver
Step-by-Step – eRAF – Multiple Positions

User needs to populate all of the employee records with the account codes and each of the record have to equal to 100%. Account code(s) need to be in the same BU for each record e.i - 00730 on the current funding then the proposed funding needs to be 00730 same as 00784.
### Earning

**ORACLE Database:** HR9TST Last Refreshed on: Tue, Sep 1, 2015

#### Current Funding Sources

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Earnings Code</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>Speed Type</th>
<th>Combination Code</th>
<th>Account</th>
<th>Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 403</td>
<td>2 403</td>
<td>2016</td>
<td>1</td>
<td>Regular</td>
<td>00730-36585</td>
<td>50140</td>
<td>2750.23</td>
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<tr>
<td>1 010</td>
<td>1 010</td>
<td>2018</td>
<td>1</td>
<td>Regular</td>
<td>00730-36585</td>
<td>50140</td>
<td>2750.23</td>
</tr>
</tbody>
</table>

**Total Distributed Earnings by Empl Rd:** 2950.23

#### Proposed Funding Sources

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Earnings Code</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>Speed Type</th>
<th>Combination Code</th>
<th>Account</th>
<th>Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 403</td>
<td>2 403</td>
<td>2018</td>
<td>1</td>
<td>Regular</td>
<td>00730-36585</td>
<td>50140</td>
<td>200.00</td>
</tr>
</tbody>
</table>

**Total Distributed Earnings by Empl Rd:** 2950.23
This page displays the RAF reallocation Deduction that was entered on the form.
Tax

View Reallocation (RAF)

Step 4 of 6: View Reallocation Tax

This page displays the RAF reallocation tax that was entered on the form.

### Reallocation Information

- **eForm Id:** 557108

### Paycheck Information

- **Payroll Number:** 3419553
- **Pay Period End Date:** 09/18/2015
- **Off Cycle:** Y
- **Name:** Li, Jet
- **EmpId:** 0898608

#### Current Funding Sources

<table>
<thead>
<tr>
<th>Tax Class</th>
<th>Tax Class Description</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>Speed Type</th>
<th>Combination Code</th>
<th>Account</th>
<th>Current Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OASDI/Disability - ER</td>
<td>2016</td>
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<tr>
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**Total Original Tax:** 358.17

#### Proposed Funding Sources

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<th>Period</th>
<th>Speed Type</th>
<th>Combination Code</th>
<th>Account</th>
<th>Current Deduction</th>
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</thead>
<tbody>
<tr>
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<tr>
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<tr>
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<td>51109</td>
<td>25.07</td>
</tr>
</tbody>
</table>

**Total Tax:** 359.17
View Reallocation (RAF)

Step 5 of 6: View RAF Message/Attachment/Comments

This page displays the RAF reallocation that was entered on the form and associated comments.

Reallocation Information

Paycheck Information

<table>
<thead>
<tr>
<th>Paycheck Number</th>
<th>Pay Period End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3418553</td>
<td>09/18/2015</td>
</tr>
</tbody>
</table>

Name: Li, Jet

Empl ID: 0889806

Attentions

<table>
<thead>
<tr>
<th>View</th>
<th>Late</th>
<th>Justification</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Late</td>
<td>Justification</td>
<td>307998</td>
<td>10/02/15 1:15:42PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1413954</td>
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</table>

Comments

Comment History:

** Smith, Lynn
** Tue, Oct 6 15, 03:31:58 PM
test

** Ha, Anh Van
** Fri, Oct 2 15, 01:16:11 PM
Testing eRAF

Return to Search
View Reallocation (RAF)
Step 6 of 6: Form History

This page displays the workflow transaction history that was processed on the form.

<table>
<thead>
<tr>
<th>Form List Fields</th>
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<tbody>
<tr>
<td>eForm ID: 567598</td>
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<tr>
<td>Workflow Form Type: RAF</td>
</tr>
<tr>
<td>Workflow Form Status: Pending</td>
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- Original Operator: Hu, Anh Van
- Original Date/Time: 10/02/2015 11:11 AM
- Originator Bus Phone: 

- Last Operator: Smith, Lynn
- Last Date/Time: 10/06/2015 3:31 PM
- Last Operator Bus Phone: 713-743-3092

- Next Approving Role(s): Hu, Anh Van
- Next Approving Role Names: Who can work this form?

Transaction Log

<p>| | | | | | | | | | | | |</p>
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<tr>
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Training Documentation

ERAF – Edit and View Form

Date: 10/5/2015
Drafted By: Anh Ha

Revision History

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</table>

Overview

The electronic reallocation form (eRAF), allows users to enter a paycheck reallocation directly into PeopleSoft. Once submitted, the eRAF is routed through their department, college, and division for approval. If the paycheck is moving funds on, or off, a grant it will also route to DOR for approval. Final approval is routed to General Accounting.

Navigation Path: Department Self Service > eForms Home Page
Step-by-Step – Edit eRAF

1. **Edit eForm**

Navigate to the eForms Home Page - Select Resubmit, Change, or Withdraw an eForm

**Electronic Forms (eForms) Home Page**

- **My Worklist**: Work the items that have been routed to you.
- **Start a new eForm**: Start a new eForm, which will then be routed to the appropriate approvers.
- **Re-submit, Change, or Withdraw an eForm**: Make changes to an eForm that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.
- **View an eForm**: View a recently submitted eForm, including workflow history and form status. eForms submitted in the last month are listed here. This is a read-only view.
- **Look Up an Archived eForm**: Review an archived eForm. eForms submitted more than a month ago will be listed here. This is a read-only view.
2. Select Reallocation (eRAF)

Select the Reallocation (eRAF) link.

Resubmit, Change, or Withdraw an electronic Form (eForm)

Personnel Action Request (ePAR)
Use this link to change, resubmit or withdraw an ePAR request.
Personnel Action Request (ePAR)

Position Request (ePRF)
Use this link to change, resubmit or withdraw an ePRF request.
Position Request (ePRF)

Person of Interest (ePOI)
Use this link to change, resubmit or withdraw an ePOI request.
Person of Interest (ePOI)

Employment Eligibility Verification (el-9)
Use this link to fill out Section 3 of an existing I-9 Form for reverification of work authorization.
Employment Eligibility Verification (el-9)

Reallocation (eRAF)
Use this link to change, resubmit or withdraw an eRAF request.
Reallocation (eRAF)

Return to Electronic Forms (eForms) Home Page
3. **Search eForm**

Enter the search criteria – by Form ID or by Paycheck number, etc. to pull the eRAF form.

---

**Update eRAF Form**

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

- **Find an Existing Value**
- **Search Criteria**
  - **eForm ID:**
  - **Workflow Form Type:** begins with RAF
  - **Workflow Form Status:**
  - **Paycheck Number:**
  - **Department:**
  - **Original Operator:**
  - **Original Date:**
  - **Last Operator:**
  - **Last Date:**

- **[Case Sensitive]**

---

**Basic Search**

**Save Search Criteria**
4. Enter eForm ID or Paycheck Number

**Update eRAF Form**

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

Click Search to pull the eRAF form
5. **Edit Proposed Funding Sources**

- Account Code(s) and distribution has to be equal to 100%
- (+) and (-) is to add additional account code(s) and to delete the incorrect one
- Select Reallocation Reason: Reallocation, Suspense or Override

### Submitted Funding Sources

<table>
<thead>
<tr>
<th>Paycheck Information</th>
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<th></th>
<th></th>
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<tr>
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<td>Pay Period End Date:</td>
<td>09/25/2015</td>
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<td></td>
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<tr>
<td>Off Cycle?:</td>
<td>Y</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Enroll Rld Nbr:</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Business Unit:</td>
<td>HR730</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Department:</td>
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<td>Earnings End Date:</td>
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### Proposed Funding Sources

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<thead>
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<th>Distribution %</th>
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<tr>
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<tr>
<td>00730-32014</td>
<td>2080-H0005-F0657-NA</td>
<td>70.00</td>
<td>-</td>
</tr>
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</table>

**Sum Distr %**: 100.00

**Suspense**: Use the Suspense option to move funds from the department suspense cost centers to a new cost center. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center.

**Reallocation**: Use the Reallocation option to move funds from the original cost center(s) to a new cost center(s). Funds are moved for earnings, taxes, and deduction associated to original suspense cost center.

**Override**: Use the Override option to move funds manually from the original cost center(s) to a new cost center. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center.

*Reallocation Reason: Reallocate*
Change Funding Source %

Update Reallocation (RAF)
Step 1 of 8: Update Reallocation

Make the necessary updates to the Reallocation information below:

**eRAF Video Instruction**

<table>
<thead>
<tr>
<th>Reallocation Information</th>
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<tbody>
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<td>eForm ID: 557914</td>
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<table>
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<td>Pay Period End Date: 09/25/2015</td>
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<tr>
<td>Off Cycle: Y</td>
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<tr>
<td>Name: Moore, Desni</td>
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<tr>
<td>EmpID: 0140644</td>
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<table>
<thead>
<tr>
<th>Payroll Funding Sources</th>
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<tbody>
<tr>
<td>EmpID: 0140644</td>
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<tr>
<td>Business Unit: HR730</td>
</tr>
<tr>
<td>Job Code: T7L3 Test Job Code</td>
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<tr>
<td>Department: HR288 Test Department</td>
</tr>
<tr>
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<table>
<thead>
<tr>
<th>Proposed Funding Sources</th>
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<tbody>
<tr>
<td>Account Code: 00730-10188</td>
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<tr>
<td>Combination Code: 2015-H01-91-00482-NA</td>
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<tr>
<td>Distribution %: 50.00</td>
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<tr>
<td>Account Code: 00730-32514</td>
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<tr>
<td>Combination Code: 2020-H0005-F0557-NA</td>
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<tr>
<td>Distribution %: 50.00</td>
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</table>

**Suspense**: Use the Suspense option to move funds from the original suspense cost center(s) to a new cost center. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center.

**Reallocation**: Use the Reallocation option to move funds from the original cost center(s) to a new cost center(s). Funds are moved for earnings, taxes, and deduction associated to original suspense cost center(s).

**Override**: Use the Override option to move funds manually to a new cost center. Funds for earnings, taxes, and deduction associated to original suspense cost center(s) are moved.

*Reallocation Reason: Reallocate*
Add additional Account Code(s)

Once edits are complete, click Next

**ORACLE® Database: HR9TST Last Refreshed on : Tue, Sep 1, 2016**

**Update Reallocation (RAF)**

**Step 1 of 6: Update Reallocation**

Make the necessary updates to the Reallocation Information below.

**eRAF Video Instruction**

**Reallocation Information**

| eForm ID:         | 667914 |

**Paycheck Information**

| Paycheck Number: | 3416550 |
| Pay Cycle:       | 09/25/2015 |
| Off Cycle?       | Y |
| Name:            | Moore, Demi |
| EmpID:           | 0140944 |

**Payroll Funding Sources**

| Empl ID:       | 0 |
| Business Unit: | HR730 |
| Dept:          | 0200 |

**Proposed Funding Sources**

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<thead>
<tr>
<th>Account Code</th>
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<tbody>
<tr>
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<td>5013-H0231-3-H0900-F0000022</td>
<td>20.00</td>
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</tbody>
</table>

**Suspense** - Use the Suspense option to move funds from the department suspense cost center to a new cost center. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center.

**Reallocation** - Use the Reallocation option to move funds from the original cost center(s) to a new cost center(s). Funds are moved for earnings, taxes, and deduction associated to original suspense cost center.

**Override** - Use the Override option to move funds manually from the original cost center(s) to a new cost center. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center.

**Reallocation Reason:** Reallocate

[<< Search] [Next >>]
6. **Review the Current Funding Sources and Proposed Funding Sources - Earnings Distribution**

Click **View All** to see all of the Earnings and Account Codes.

---

**Update Reallocation (RAF)**

*Step 2 of 6: Update Reallocation Earning Distribution*

Make the necessary updates to the Reallocation earning distribution below.

---

**Reallocation Information**

- **eForm Id:** 507914

**Paycheck Information**

- **Paycheck Number:** 3418588
- **Pay Period End Date:** 09/25/2015
- **Off Cycle:** Y
- **Name:** Moore, Desi
- **Emp #:** 0143944

**Payroll Funding Sources**

- **Emp #:** 0
- **Position Number:** 0100317
- **Business Unit:** HR730
- **Job Code:** 176
- **Test Job Code:**
- **Department:** H0300
- **Test Department:**
- **Earnings End Date:** 09/25/2015

**Current Funding Sources**

<table>
<thead>
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<th>Earnings Description</th>
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<th>Period</th>
<th>Account Code</th>
<th>Combination Code</th>
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<th>Earnings</th>
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<tbody>
<tr>
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**Proposed Funding Sources**

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<th>Period</th>
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Total Distributed Earnings by Emp # 1700.00

---
“View All” Screen

Update Reallocation (RAF)

Step 2 of 3: Update Reallocation Earning Distribution

Make the necessary updates to the Reallocation earning distribution below.

Reallocation Information

eform ID: 557914

Paycheck Information

Paycheck Number: 3418558
Pay Period End Date: 09/05/2015
Off Cycle: Y

Name: Moore Dale
Empl ID: 0145944

Payroll Funding Sources

Empl Red Nbr: 1
Position Number: 01003417
Business Unit: HR7710
Job Code: 1716
Test Job Code
Department: H0080
Test Department
Earnings End Date: 09/05/2015

Current Funding Sources

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<tr>
<td>1 020</td>
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Total Distributed Earnings by Empl Red: 1700.00

Proposed Funding Sources

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<th>Fiscal Year</th>
<th>Period</th>
<th>Account Code</th>
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<td>3 020</td>
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<td>00730-54687</td>
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<td>00730-32014</td>
<td>2000-H0005-F0007-NA</td>
<td>50112</td>
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Total Distributed Earnings by Empl Red: 1700.00
Select Next to Review Deduction and Tax Distribution

Deduction

Update Reallocation (RAF)

Step 3 of 5: Update Reallocation Deduction Distribution

Make the necessary updates to the Reallocation deduction distribution below.

Reallocation Information

eForm ID: 557014

Paycheck Information

Paycheck Number: 3413553  Pay Period End Date: 09/25/2015  Off Cycle: Y

Name: Moore, Demi  EmpId: 0140944

Current Funding Sources

Deduction Code | Deduction Description | Fiscal Year | Period | Account Code | Combination Code | Account | Current Deduction
--- | --- | --- | --- | --- | --- | --- | ---
1 RUST | Basic Life/AD&D | 2015 | 1 | 00730-54157 | 5013-H0121-S0002-P001122 | $1104 | 0.22
2 RUST | Basic Life/AD&D | 2015 | 1 | 00730-32314 | 2085-H0005-F0087-NA | $1104 | 0.78
3 RUST | Basic Life/AD&D | 2015 | 1 | 00730-10186 | 2084-H0151-S0046-DNA | $1194 | 0.11
4 HSST | Health Select | 2016 | 1 | 00730-54157 | 5013-H0121-S0002-P001122 | $1104 | 7.84
5 HSST | Health Select | 2016 | 1 | 00730-32314 | 2085-H0005-F0087-NA | $1104 | 278.40
6 HSST | Health Select | 2016 | 1 | 00730-10186 | 2084-H0151-S0046-DNA | $1194 | 39.76
7 TRS | Teachers Retirement System | 2016 | 1 | 00730-54157 | 5013-H0121-S0002-P001122 | $1111 | 23.12
8 TRS | Teachers Retirement System | 2016 | 1 | 00730-32314 | 2085-H0005-F0087-NA | $1111 | 88.82
9 TRS | Teachers Retirement System | 2016 | 1 | 00730-10186 | 2084-H0151-S0046-DNA | $1111 | 11.56
Total Deduction: $1445

Proposed Funding Sources

Deduction Code | Deduction Description | Fiscal Year | Period | Account Code | Combination Code | Account | Current Deduction
--- | --- | --- | --- | --- | --- | --- | ---
1 RUST | Basic Life/AD&D | 2015 | 1 | 00730-54157 | 5013-H0121-S0002-P001122 | $1104 | 0.22
2 RUST | Basic Life/AD&D | 2015 | 1 | 00730-32314 | 2085-H0005-F0087-NA | $1104 | 0.78
3 RUST | Basic Life/AD&D | 2015 | 1 | 00730-10186 | 2084-H0151-S0046-DNA | $1194 | 0.11
4 HSST | Health Select | 2016 | 1 | 00730-54157 | 5013-H0121-S0002-P001122 | $1104 | 7.84
5 HSST | Health Select | 2016 | 1 | 00730-32314 | 2085-H0005-F0087-NA | $1104 | 278.40
6 HSST | Health Select | 2016 | 1 | 00730-10186 | 2084-H0151-S0046-DNA | $1194 | 39.76
7 TRS | Teachers Retirement System | 2016 | 1 | 00730-54157 | 5013-H0121-S0002-P001122 | $1111 | 23.12
8 TRS | Teachers Retirement System | 2016 | 1 | 00730-32314 | 2085-H0005-F0087-NA | $1111 | 88.82
9 TRS | Teachers Retirement System | 2016 | 1 | 00730-10186 | 2084-H0151-S0046-DNA | $1111 | 11.56
Total Deduction: $1445
Update Reallocation (RAF)

Step 4 of 5: Update Reallocation Tax Distribution

Make the necessary updates to the Reallocation tax distribution below.

### Reallocation Information

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### Paycheck Information

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<tr>
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#### Current Funding Sources

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<td>00730-00001</td>
<td>00730-00001-00730-00001</td>
<td>00730-00001-00730-00001-00730-00001</td>
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</tr>
<tr>
<td>2</td>
<td>Med/ER</td>
<td>2015</td>
<td>1</td>
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<td>00730-00001-00730-00001</td>
<td>00730-00001-00730-00001-00730-00001</td>
<td>511109</td>
</tr>
</tbody>
</table>

**Total Tax:** $115.67

#### Proposed Funding Sources

<table>
<thead>
<tr>
<th>Tax Class</th>
<th>Tax Class Description</th>
<th>Period</th>
<th>Period</th>
<th>Account Code</th>
<th>Combination Code</th>
<th>Account</th>
<th>Current Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OASDI(Disability) - ER</td>
<td>2015</td>
<td>1</td>
<td>00730-00001</td>
<td>00730-00001-00730-00001</td>
<td>00730-00001-00730-00001-00730-00001</td>
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<tr>
<td>2</td>
<td>Med/ER</td>
<td>2015</td>
<td>1</td>
<td>00730-00001</td>
<td>00730-00001-00730-00001</td>
<td>00730-00001-00730-00001-00730-00001</td>
<td>511109</td>
</tr>
<tr>
<td>3</td>
<td>Med/ER</td>
<td>2015</td>
<td>1</td>
<td>00730-00001</td>
<td>00730-00001-00730-00001</td>
<td>00730-00001-00730-00001-00730-00001</td>
<td>511109</td>
</tr>
<tr>
<td>4</td>
<td>Med/ER</td>
<td>2015</td>
<td>1</td>
<td>00730-00001</td>
<td>00730-00001-00730-00001</td>
<td>00730-00001-00730-00001-00730-00001</td>
<td>511109</td>
</tr>
<tr>
<td>5</td>
<td>Med/ER</td>
<td>2015</td>
<td>1</td>
<td>00730-00001</td>
<td>00730-00001-00730-00001</td>
<td>00730-00001-00730-00001-00730-00001</td>
<td>511109</td>
</tr>
</tbody>
</table>

**Total Tax:** $115.67

[Next]
7. **Finalize the eRAF form**

   Select – **Hold** - put the form on HOLD

   **Resubmit** - The form will be sent to the next approver with any changes and/or comments you may have made

   **Withdraw** – End the form process

---

**Update Reallocation (RAF)**

Step 5 of 6: Finalize Form

Enter any relevant information requested where indicated and/or comments in the "Your Comment" field to be included with this form.

---

**Reallocation Information**

| eForm ID: | 557314 |

**Paycheck Information**

| Paycheck Number: | 3418558 | Pay Period End Date: | 09/25/2015 |
| Name: | Moore, Deni | Empl ID: | 0140944 |

**Attachments**

*Description* | Add Document | Refresh

**Comments**

**Your Comment:**

Change Account code

**Comment History:**

** Ha Anh Von
** Tue, Oct 6, 16, 11:14:11 AM
eRAF check number 3418558

** Hold | Resubmit | Withdraw

<< Previous

Return to Search
Update Reallocation (RAF)

Step 6 of 6: Form Finalized

The form will now be forwarded to the appropriate Approver.

Reallocatiion Information

Paycheck Information

Paycheck Number: 3418558
Pay Period End Date: 09/25/2015
Off Cycle?: Y

Name: Moore, Deni
EmpID: 0140944

Form Status

eForm ID: 557914
You have just RESUBMITTED this form. This action passed the form to UHM Dept Business Adminstr for further processing.

Go To Worklist
View This Form
Go To eForm Home Page

Return To Search

Return to Search
Step-by-Step – View eRAF

1. **View eForm**

Navigate to the eForms Home Page - Select View an eForm

Electronic Forms (eForms) Home Page

- **My Worklist**
  Work the items that have been routed to you.

- **Start a New eForm**
  Start a new eForm, which will then be routed to the appropriate approvers.

- **Resubmit, Change, or Withdraw an eForm**
  Make changes to an eForm that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.

- **View an eForm**
  View a recently submitted eForm, including workflow history and form status. eForms submitted in the last month are listed here. This is a read-only view.

- **Look Up an Archived eForm**
  Review an archived eForm. eForms submitted more than a month ago will be listed here. This is a read-only view.
1. Select Reallocation (eRAF)

Select the Reallocation (eRAF) link

View an electronic Form (eForm)

Personnel Action Request (ePAR)
Use this link to view an ePAR request.
Personnel Action Request (ePAR)

Position Request (ePRF)
Use this link to view an ePRF request.
Position Request (ePRF)

Person of Interest (ePOI)
Use this link to view an ePOI request.
Person of Interest (ePOI)

Employment Eligibility Verification (el-9)
Use this link to view an el-9 request.
Employment Eligibility Verification (el-9)

Reallocation (eRAF)
Use this link to view an eRAF request.
Reallocation (eRAF)

Return to Electronic Forms (eForms) Home Page
Search eRAF by Form ID or Paycheck

View eRAF Form

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

Find an Existing Value

Search Criteria

eForm ID:  
Workflow Form Type:  
Workflow Form Status:  
Paycheck Number:  
Original Operator:  
Original Date:  
Last Operator:  
Last Date:  

Find an Existing Value

Search Criteria

Search  Clear  Basic Search  Save Search Criteria
View Reallocation (RAF)

Step 1 of 6: View Reallocation

This page displays the RAF reallocation that was entered on the form and associated comments.

**eRAF Video Instruction**

Reallocations Information

| eForm IB: | 557314 |

Paycheck Information

<table>
<thead>
<tr>
<th>Paycheck Number:</th>
<th>3413568</th>
<th>Pay Period End Date:</th>
<th>09/25/2015</th>
<th>Off Cycle?</th>
<th>Y</th>
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<tbody>
<tr>
<td>Name:</td>
<td>Moore, Demi</td>
<td>Emp ID:</td>
<td>0140044</td>
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</tr>
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</table>

Payroll Funding Sources

<table>
<thead>
<tr>
<th>Emp Reg Hrs:</th>
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<th>01000117</th>
</tr>
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<tbody>
<tr>
<td>Business Unit:</td>
<td>HR730</td>
<td>Job Code:</td>
<td>T7L8</td>
</tr>
<tr>
<td>Department:</td>
<td>HR288</td>
<td>Test Department</td>
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</tr>
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<td>09/25/2015</td>
<td></td>
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</table>

Proposed Funding Sources

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Combination Code</th>
<th>Distribution %</th>
</tr>
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<tbody>
<tr>
<td>1 00730-10188</td>
<td>2064-H0191-F0462-NA</td>
<td>10.00</td>
</tr>
<tr>
<td>2 00730-32314</td>
<td>2080-H0035-F0857-NA</td>
<td>70.00</td>
</tr>
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<td>3 00730-54057</td>
<td>5013-H0213-H00C2-F000122</td>
<td>20.00</td>
</tr>
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</table>

Sum Distrib %: 100.00

**Suspense** - Use the Suspense option to move funds from the department suspense cost centers to a new cost center. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center.

**Reallocation** - Use the Reallocation option to move funds from the original cost center(s) to a new cost center. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center.

**Override** - Use the Override option to move funds manually from the original cost center(s) to a new cost center. Funds are moved for earnings, taxes, and deduction associated to original suspense cost center.

Reallocations Reason: Reallocation

Select Next to Review - Earning, Deduction and Tax Distribution
### Earning

**EARNINGS**

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Earnings Description</th>
<th>Taxable Year</th>
<th>Period</th>
<th>Speed Type</th>
<th>Combination Code</th>
<th>Account</th>
<th>Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 000</td>
<td>Regular</td>
<td>2016</td>
<td>1</td>
<td>03730-04097</td>
<td>5613-H0125-G0001-01407568</td>
<td>50192</td>
<td>1800.00</td>
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<tr>
<td>2 400</td>
<td>LongPay</td>
<td>2016</td>
<td>1</td>
<td>03730-55982</td>
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<td>50192</td>
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**Proposed Funding Sources**

<table>
<thead>
<tr>
<th>Earnings Code</th>
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<th>Period</th>
<th>Speed Type</th>
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<th>Account</th>
<th>Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 000</td>
<td>Regular</td>
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<td>1</td>
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<td>2 000</td>
<td>Regular</td>
<td>2016</td>
<td>1</td>
<td>03730-55982</td>
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<td>3 000</td>
<td>Regular</td>
<td>2016</td>
<td>1</td>
<td>03730-52314</td>
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<tr>
<td>4 400</td>
<td>LongPay</td>
<td>2016</td>
<td>1</td>
<td>03730-52314</td>
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<tr>
<td>5 400</td>
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<td>03730-16406</td>
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Total Distributed Earnings for EmpId: 1792.00
**Deduction**

**Reallocation Information**

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<tbody>
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<tr>
<td>Pay Cycle:</td>
<td>Y</td>
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<tr>
<td>Name:</td>
<td>Moore/Perl</td>
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<tr>
<td>Emp ID:</td>
<td>0149044</td>
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**Current Funding Sources**

<table>
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<tr>
<th>Deduction Code</th>
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<th>Period</th>
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<th>Account</th>
<th>Current Deduction</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic Life/BADD</td>
<td>2016</td>
<td>1</td>
<td></td>
<td>3013-HF0135-B0001-3107558</td>
<td>51104</td>
<td>1.11</td>
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<tr>
<td>2</td>
<td>Health Select</td>
<td>2016</td>
<td>1</td>
<td></td>
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<td>3</td>
<td>Teachers Retirement</td>
<td>2016</td>
<td>1</td>
<td></td>
<td>3013-HF0135-B0001-3107558</td>
<td>51111</td>
<td>115.60</td>
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**Total Original Deduction:** $14.43

**Proposed Funding Sources**

<table>
<thead>
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<th>Speed Type</th>
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<th>Current Deduction</th>
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<tbody>
<tr>
<td>1</td>
<td>Basic Life/BADD</td>
<td>2016</td>
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<td>3</td>
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</table>

**Total Deduction:** $14.43
View Reallocation (RAF)

Step 4 of 8: View Reallocation Tax

This page displays the RAF reallocation tax that was entered on the form.

Reallocations Information

Paycheck Information

Paycheck Number: 3418588
Pay Period End Date: 09/25/2015
Off Cycle #: Y
Name: Moore, John
Emp ID: 0140994

Current Funding Sources

<table>
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<tr>
<th>Tax Class</th>
<th>Tax Class Description</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>Speed Type</th>
<th>Combination Code</th>
<th>Account</th>
<th>Current Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 OAED/ER</td>
<td>GAS&amp;D/Only-EH-ER</td>
<td>2016</td>
<td>1</td>
<td>00770-56999</td>
<td>591340120-00000-6117506</td>
<td>51106</td>
<td>96.61</td>
</tr>
<tr>
<td>2 Med/ER</td>
<td>FICA Med/Insurance/ER</td>
<td>2016</td>
<td>1</td>
<td>00770-56999</td>
<td>591340120-00000-6117506</td>
<td>51106</td>
<td>22.60</td>
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Total Original Tax: $119.21

Proposed Funding Sources

<table>
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<th>Period</th>
<th>Speed Type</th>
<th>Combination Code</th>
<th>Account</th>
<th>Current Deduction</th>
</tr>
</thead>
<tbody>
<tr>
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<td>GAS&amp;D/Only-EH-ER</td>
<td>2016</td>
<td>1</td>
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<tr>
<td>2 OAED/ER</td>
<td>GAS&amp;D/Only-EH-ER</td>
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<td>00730-56885</td>
<td>591340213-00000-6117506</td>
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<tr>
<td>3 OAED/ER</td>
<td>GAS&amp;D/Only-EH-ER</td>
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<td>5 Med/ER</td>
<td>FICA Med/Insurance/ER</td>
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<td>1</td>
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</table>

Total Tax: $119.21

ELECTRONIC REALLOCATION (ERA)
View Reallocation (RAF)

Step 5 of 6: View RAF Message/Attachment/Comments

This page displays the RAF reallocation that was entered on the form and associated comments.

**Reallocations Information**

- **eForm ID:** 557914

**Paycheck Information**

- **Paycheck Number:** 3418558
- **Pay Period End Date:** 09/25/2015
- **Name:** Moore, Demi
- **Empl ID:** 0140544

**Attachments**

1. **View** Late Justification 307986 1413854 10/06/15 10:55:19AM

**Comments**

- **Comment History:**
  - Ha.Anh Van
  - Tue, Oct 6 15, 12:13:18 PM
  - Change Account code
  - Ha.Anh Van
  - Tue, Oct 6 15, 11:14:11 AM
  - eRAF check number 3418558

Click on View to view the detail of the attachment.
Overview

The electronic reallocation form (eRAF), allows users to enter a paycheck reallocation directly into PeopleSoft. Once submitted, the eRAF is routed through their department, college, and division for approval. If the paycheck is moving funds on, or off, a grant it will also route to DOR for approval. Final approval is routed to General Accounting.

As approver, you will receive an email notification and a task in your worklist.

Step-by-Step – Approve eRAF

1. PeopleSoft Home Page

Select Worklist
2. Select Reallocation: RAF : Employee Name
3. **Review Proposed Funding Sources and making necessary changes.** See below:

Enter Account Code(s) and distribution has to be equal to 100%

(+) and (-) is to add additional account code(s) and to delete the incorrect one

Select Reallocation Reason: Reallocation, Suspense or Override

If No Changes click Next to Continue
4. Evaluate Earning, Deduction and Tax Distribution

Review and click Next.
Evaluate Reallocation (RAF)

Step 3 of 6: Evaluate Reallocation Deduction Distribution

Please review the form fields below. If the form meets your approval, click Approve. If you want the initiator to make changes and resubmit the form, enter an explanatory note and Recycle. If the form should not be executed, click Deny, which will stop processing of the form.

<table>
<thead>
<tr>
<th>Reallocation Information</th>
<th>eForm Id: 557914</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paycheck Information</td>
<td></td>
</tr>
<tr>
<td>Paycheck Number: 5418558</td>
<td></td>
</tr>
<tr>
<td>Name: Moore, Demi</td>
<td></td>
</tr>
<tr>
<td>EmpId: 0140944</td>
<td></td>
</tr>
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</table>

### Current Funding Sources

<table>
<thead>
<tr>
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<th>Deduction Description</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account Code</th>
<th>Combination Code</th>
<th>Account</th>
<th>Current Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 BLDT</td>
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<tr>
<td>2 HSOT</td>
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<td>2016</td>
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<td>00730-50002</td>
<td>50112-00125-B0001-010-07556</td>
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<td>3 TRS</td>
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Total Deduction: 514.43

### Proposed Funding Sources

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<th>Account Code</th>
<th>Combination Code</th>
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</thead>
<tbody>
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<td>51104</td>
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<td>2 BLDT</td>
<td>Basic Life/AD&amp;D</td>
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<td>4 HSOT</td>
<td>Health Select</td>
<td>2016</td>
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<td>2004-H01-9190452-NA</td>
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<td>7 TRS</td>
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<td>23.12</td>
</tr>
</tbody>
</table>

Total Deduction: 514.43
Evaluate Reallocation (RAF)

Step 4 of 6: Evaluate Reallocation Tax Distribution

Please review the form fields below. If the form meets your approval, click Approve. If you want the initiator to make changes and resubmit the form, enter an explanatory note and click Resubmit. If the form should not be processed, click Deny, which will stop processing of the form.

### Reallocaton Information
- **eForm Id:** 55714

### Paycheck Information
- **Paycheck Number:** 3415668
- **Pay Period End Date:** 09/02/2015
- **Off Cycle:** Y
- **Names:** Mike, Deal
- **Empl Id:** 0140644

#### Current Funding Sources

<table>
<thead>
<tr>
<th>Tax</th>
<th>Tax Class Description</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account Code</th>
<th>Combination Code</th>
<th>Account</th>
<th>Current Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OASDI/Disability - ER</td>
<td>2016</td>
<td>1</td>
<td>00736-10100</td>
<td>2894-10101-00462-NA</td>
<td>91100</td>
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<tr>
<td>2</td>
<td>FICA Med Hospital Ins</td>
<td>2010</td>
<td>1</td>
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<td>2613-10122-20001-0107266</td>
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</table>

**Total Tax:** 32.41

#### Proposed Funding Sources

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<th>Fiscal Year</th>
<th>Period</th>
<th>Account Code</th>
<th>Combination Code</th>
<th>Account</th>
<th>Current Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OASDI/Disability - ER</td>
<td>2016</td>
<td>1</td>
<td>00736-10100</td>
<td>2894-10101-00462-NA</td>
<td>91100</td>
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<td>2</td>
<td>OASDI/Disability - ER</td>
<td>2016</td>
<td>1</td>
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<tr>
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<td>2016</td>
<td>1</td>
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<tr>
<td>5</td>
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<td>6515-30013-50000 #30013</td>
<td>51100</td>
<td>4.53</td>
</tr>
</tbody>
</table>

**Total Tax:** 32.41
5. **Finalize Form**

Select the following option:

**Approve** - The form will be sent on to the next approver for evaluation, or, if you are the final approver, the form will be loaded into the system. If you change anything on the form, please make note in the comments box.

**Deny** – Denying an action permanently ends form processing.

**Recycle** - Recycling a form sends it back to its originator for changes. When recycling, you should give directions in the Comments section that will help the originator make acceptable changes.

---

**Approve**

- **Favorites**
- **Main Menu**
- **> Worklist**
- **> Worklist**

**ORACLE** Database: HRTST Test Last Refreshed on: Tue, Sep 1, 2015

---

**Evaluate Reallocation (RAF)**

**Step 5 of 6: Finalize Form**

Make the necessary updates to the Position Request form below. Enter any relevant comments in the “Your Comment” field to be included with this form.

---

**Reallocation Information**

- **eform ID:** 557914

**Paycheck Information**

- **Paycheck Number:** 3418558
- **Pay Period End Date:** 09/25/2016
- **Name:** Moore Dent
- **EmpId:** 0140944

**Attachments**

- **Description:**
- **Add Document**
- **Refresh**

**Comments**

- **Your Comment:** Dept Approval
- **Comment History:**
  - **Ma Anh Van**
  - **At Tue, Oct 6, 12:12:12 PM**
  - **Change Account to do**

---

- **Approve**
- **Deny**
- **Recycle**

- **<< Previous**
- **Hold**

---

**Click View to view attachment**

**Enter Comment if needed**
Evaluate Reallocation (RAF)

Step 6 of 6: Evaluate Complete

The form will now be forwarded to the next approver, if any.

Paycheck Information

Paycheck Number: 3418558
Pay Period End Date: 09/25/2015
Off Cycle?: Y
Name: Moore, Demi
Empl ID: 0140944

Form Status

eForm ID: 557914

You have just APPROVED this form. This action passed the form to UHM Coll/Div Business Adminstr for further processing.

Go To Worklist
View This Form
Go To eForm Home Page

Return To Search
Deny

View Reallocation (RAF)
Step 8 of 6: Form History

This page displays the workflow transaction history that was processed on the form.

Form List Fields

<table>
<thead>
<tr>
<th>Workflow Form Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAF</td>
<td>Denied</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Original Operator</th>
<th>Last Operator</th>
<th>Last By Alternate Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Huy Van</td>
<td>Ockerman, James</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Original Date/Time</th>
<th>Last Date/Time</th>
<th>Last Operator Due Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/06/2015 11:41:11 AM</td>
<td>10/06/2015 3:03:17 PM</td>
<td>7134745-0731</td>
</tr>
</tbody>
</table>

Host Approving Revisions:

<table>
<thead>
<tr>
<th>Host Approving Role/Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who can work this form?</td>
</tr>
</tbody>
</table>

Transaction Log

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Date/Time</th>
<th>Initiator/Department/Bud</th>
<th>Initiator/Department/Bud</th>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6/06/2015 11:14:11 AM</td>
<td>GT_LHM_HC_INITIATOR_DEPT_BUD Huy Van</td>
<td>Huy Van</td>
<td>Submit</td>
<td>Pending</td>
</tr>
<tr>
<td>2</td>
<td>6/06/2015 12:13:10 PM</td>
<td>GT_LHM_HC_INITIATOR_DEPT_BUD Huy Van</td>
<td>Huy Van</td>
<td>Resubmit</td>
<td>Pending</td>
</tr>
<tr>
<td>3</td>
<td>6/06/2015 2:12:05 PM</td>
<td>GT_LHM_HC_INITIATOR_DEPT_BUD Huy Van</td>
<td>Huy Van</td>
<td>Resubmit</td>
<td>Pending</td>
</tr>
<tr>
<td>4</td>
<td>6/06/2015 2:44:56 PM</td>
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<td>Approve</td>
<td>Pending</td>
</tr>
<tr>
<td>5</td>
<td>6/06/2015 3:00:17 PM</td>
<td>GT_LHM_HC_COLEGEDEPARTMENT Ockerman, Lynnette</td>
<td>Ockerman, Lynnette</td>
<td>Deny</td>
<td>Denied</td>
</tr>
</tbody>
</table>

<< Previous  Next >>
Recycle

Evaluate Reallocation (RAF)

Step 6 of 6: Evaluate Complete

The form will now be forwarded to the next approver, if any.

Paycheck Information

Paycheck Number: 3418553
Pay Period End Date: 08/15/2015
Name: LuCh
EmpId: 12169600

Form Status

You have just RECYCLED this form. This action passed the form to HaAnh Vun for further processing.

Message

Recycled -- routed to the originator, HaAnh Vun (24842,114)
The originator will have the option to either resubmit the form with any changes, or withdraw it.

Return To Search
View Reallocation (RAF)

Step 6 of 6: Form History

This page displays the workflow transaction history that was processed on the form.

Form List Fields

- eForm ID: 557908
- Workflow Form Type: RAF
- Workflow Form Status: Pending
- Original Operator: 1411354
- Original Date/Time: 10/02/2015 11:18:11 AM
- Original User Phone:

- Last Operator: 0126463
- Last By Alternate Operator: Smith, Lynn
- Last Date/Time: 10/06/2015 3:31:58 PM
- Last Operator User Phone: 7137623300
- Next Approving Role: 1411354
- Next Approving Role Name: Ha, Anh Van

Transaction Log

<table>
<thead>
<tr>
<th>#</th>
<th>Date/Time</th>
<th>Initiator DEPT/EUD</th>
<th>Action</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>10/02/2015</td>
<td>GT_UHM_HC_INITIATOR_DEPT_EUD 1411354</td>
<td>Submit</td>
<td>Pending</td>
</tr>
<tr>
<td>2</td>
<td>10/06/2015</td>
<td>GT_UHM_HC_COLLEGE/VISION 0126463</td>
<td>Recycle</td>
<td>Pending</td>
</tr>
</tbody>
</table>
Approval Work Flow eRAF

1. If eRAF does not contain Grant Cost Center in Current and Proposed Funding Sources then the Approval Work Flow will not Route DOR (Dept of Research)
2. If eRAF does contain Grant Cost Center in Current and Proposed Funding Sources then the Approval Work Flow will not Route DOR (Dept of Research)