Frequently Asked Questions

**EDRs**

**What do I do if I have a new hire?** You will need to contact HR to get a position number. Then you will process an EDR for that position to set up where you want it to be paid from. After that is completed you will process an ePAF. Finally you will need to process a budget revision to move funding into that department.

**What do I do if I need to change where someone is paid from?** Verify what the position is for that person and then process an EDR to change the department number that the position is paid from, an ePAF is not needed.

**What do I do if I need to change FTE or the amount someone is paid?** You will process an ePAF to change either of these. An EDR form is not needed.

**What do I do if I have more than one person in that position?** While you will need to do an ePAF for each person you will only need to do one EDR. The EDRs are position driven so regardless of the number of people you will only need to process one. Please note that everyone within a position must be paid from the same department number and account code at the same distribution %. They can have different FTEs and different pay amounts.

**What do I do if I have someone in a pool position that I need to pay from a different department?** Find an available position, either an existing one or a new one from HR, and process an EDR. Once that is done you will need to do an ePAF to move that person into that position and then you’ll need to do a budget revision to fund it.

**How do I change a person’s position number?** You will first need to do an ePAF to move that person to the new position. Then you will do an EDR for the new position to set up where you want that person paid from. Finally you will do a budget revision to move the funding.

**Do I need to do an EDR if the position is already paying from the department I want?** No, an EDR is to change where a position is paid from so as long as it is set up to pay from the correct department an EDR is not necessary even if you are moving a new person into that position.

**Is there an “ending date” for EDRs where it will switch back to its original distribution?** No, there are no end dates entered into the system. However an end date does need to be indicated in the comment box for all grant EDRs but that is just as a reference for Grants and Contracts when they are approving. A position will stay with the same distribution until another EDR is done to change that, even grants.
Where do I find the correct account code to use? All academic account codes can be found on the provost website by clicking on “Job Codes, Titles, and Account Codes” at: 
You can also find a list of job codes, job titles and their status as monthly, hourly or academic on the HR website:
http://hr.ou.edu/Managers-HR-Payroll-Coordinators/Processes-Policies/Payroll-Calendars-Actions

How do I know what effective date to use on the EDR? Effective date is the key to position distribution. For temporary/current changes, the current date will default into this field. Unless the funding is from a grant, it is important to use the beginning of a pay period for the effective date (the PAF will set the specific date for beginning of pay). Please see payroll for correct payroll dates. For a new position or one that has not yet been assigned a distribution, the user will need an effective date of the beginning of the fiscal year (07/01/XX).

What do I do if payroll has already run and someone was paid incorrectly? To correct the payroll that has already gone through you will need to fill out a PET (Payroll Expense Transfer) online and those will go through FS NOT the budget office. Then to correct all future pay you will fill out an EDR to correct where the position should have been paid from.

I did an EDR but the person is not showing up on my Extracts, what should I do? First check to make sure that an ePAF was done to put that person in that position. Then check to make sure that the EDR has the correct position on it and that the department code (i.e. ADBO) is correct. Also check to make sure that the EDR made it all the way through the approval process (see approval list).

Where can I go to check the current distribution for a position? You can find that on the budget website under ‘Earnings Distribution’. It is located on the left side of the page labeled ‘Daily Earning Distributions’. 
http://www.ou.edu/content/budget/earnings_distribution.html
This file has a 48 hour lag time from the time the EDR is approved until it is updated.

I am trying to change the account code on an EDR and the system is giving me an error message. How do I update the account code? To update the account code click ‘ok’ on the error message(s) and then click the minus sign on the line where the distribution is listed. This will clear out all the information. Re-enter the department number, account code needed and distribution percentage. The system should now allow you to submit.
Budget Revisions

The system keeps giving me an error message ‘central funds do not balance’, what does that mean? First check the amounts on each side of the revision to ensure they match. Second check that you are using the same fund code for both the increase and decrease side of the revision. The fund code can be seen by clicking on the question mark at the end of the line (Page 3 of our Instruction Manual). If the fund codes do not match a paper revision must be submitted.

How do I find the worksheet number for my BR if I forgot to write it down? You’ll find the worksheet number in several of our Budget Reports. Go to the OU Budget Menu>Budget Reports in our system. From there you can enter the information you do have, i.e. position number, department number or yourEMPLID. This will bring up the revision you entered and give you the worksheet number so that you can track its approval on the approval list. (Please note that Position Revision – xxx and Revision – xxx are both for BRs while Distribution Lookup –xxx is for EDRs.)

A budget revision hit my commitment v. budget report but I don’t know what it is for, how do I find out? You’ll find ALL budget revisions in our Budget Reports. Go to the OU Budget Menu>Budget Reports in our system. From there you can enter the BR number. This will bring up the revision and give you more information on what it was for and who entered it. (Please note that Position Revision – xxx and Revision – xxx are both for BRs while Distribution Lookup –xxx is for EDRs.) Paper revision will also appear on Laserfiche. For assistance with Laserfiche and gaining access please contact IT: imaginghelpdesk@ou.edu

How do I correct a mistake on a budget revision I entered? Please first check the approval list at OU Budget Menu > Approval List. If it is still pending email our office, budget@ou.edu, and request that we deny it. Once denied you may make corrections in OU Budget Menu > Edit Denied Worksheets. If it has been fully approved you will need to do another BR to reverse it.

Why is the fringe not being auto calculated on my BR? There are several account codes with varying fringe rates and those will not populate on the BR screen. Please see page 4 of our instruction manual for more detail.

What do I do if the fringe rate on the increase side is different than the fringe rate on the decrease side? Take the total amount on the increase side and divide it by 1.xx. Where xx equals the fringe rate for the decrease account code.
Example:

1995 is the total for the increase side (1500 revision amount + 495 fringe amount)

The fringe rate on the decrease side is .126 for a 602505 code. (12.6%)

1995/1.126 = 1772