
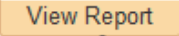


## eAPF/Overtime Retro Form User Guide

*\*A Retro is revising the combo code and/or chartstring only. This is not a change to the total pay amount.\**

- Make a PDF copy of the eAPF (see note below to print eAPF) or a copy of the original OT form that was submitted with the incorrect combo code and chartstring.
  - In PeopleSoft HCM navigate to Manager Self Service>HR Business Manager Work Center>Additional Pay Inquiry/Approve and search by name, employee ID or request ID for the appropriate eAPF and press . Review to ensure you have located the correct eAPF and press . A PDF will be displayed which can be printed.
- On the top of the form indicate, “Revision Only to Combo Code”
- Cross out the incorrect combo code and/or chartstring and below write in the correct code and chartstring

**Note:** *If you are also changing how the effort was distributed (ex. originally set up with two combo codes and the pay is 50% each and you want to change it to 60% and 40%), you need to calculate the amount associated with the percentage change. This would not be changing the total pay amount.*
- Re-sign and date the OT form, and for the eAPF the date and signature is required for the individual requesting the revision (this is usually the preparer).
- At the bottom of the form or in the body of the email (when you scan and PDF to [retro@uvm.edu](mailto:retro@uvm.edu)) add a brief synopsis of why requesting the revision.
- Scan the revised form and PDF it to [retro@uvm.edu](mailto:retro@uvm.edu) (if this is sent anywhere else the employee may be paid again; please help us prevent overpayments).

### Sponsored Project Involved

Do all the above, except for the brief synopsis, instead complete a [Cost Transfer form](#)

*Cost Transfer Form Rules:*

- If 90 days or less, answer questions 1 and 2 only. Two signatures will be required to sign the form (Prepared by + one more).
- If greater than 90 days, complete all four questions. The PI will have to sign & print on their designated lines and then one additional signature is needed.
- To calculate the 90 days or less we look at the signature/date of the last person to sign the Add'l Pay/OT or Cost Transfer form. Then we compare it to the oldest accounting date - the pay period end date of when the first payment occurred that you are revising. Example: revising Add'l Pay that was paid out from 6/15/16-8/31/16. Revised paperwork was all signed by 10/3/16. 10/3/16-6/15/16=110 days (90+).
- Easiest: Use [Cost Accounting's cost transfer calculator \(Excel\)](#)
- To figure out when something was paid it is best to run the query `uv_pay_ern_dist` (you may include this query if you are so inclined).

Updated 6/19/19