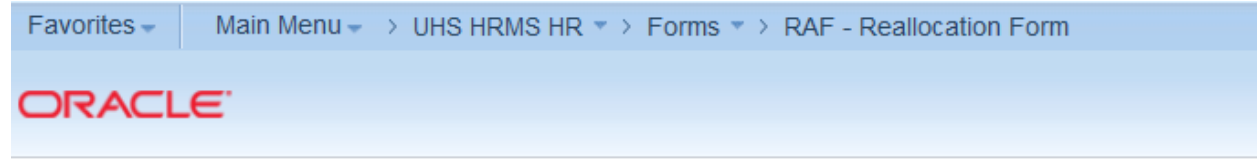


Payroll Reallocation Processing consist of two parts- Entering the details and printing the reallocation form.

### Step 1: Enter the Details

Navigation: Main Menu ->UHS HRMS HR->Forms-> RAF- Reallocation Form



### 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 Criteria

Search by: Reallocation Form ID ▼ begins with

Include History

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

- 1) Click on Add New Value, then click Add

### RAF - Reallocation Form

[Find an Existing Value](#) [Add a New Value](#)

Reallocation Form ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

- 2) Enter the paycheck number you want to reallocate, all relevant sections will populate, you have to enter the position number and/or account along with the amount to be debited.

**Reallocation Form**

Payroll Reallocation Form

Realloc ID: NEW  
 Paycheck Number:   
 Empl ID:  Business Unit:   
 Name:  Department:   
 Pay Run ID:  Pay End Date:

Dept Contact Emplid:  Kurian,Deepu

Personalize   Find									
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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**TOTALS**

Justification:

Prepared by:

Name Title Phone Date

Signature 1

Signature 2

Signature 3

Signature 4

Emplid Name Title Date

Please notate a detailed justification for the reallocation and click save. Once you hit save button, the reallocation ID will be created. Note down the Reallocation form ID and we can proceed to Step 2

**Step 2: Print the reallocation form**

Navigation: Main Menu ->UHS HRMS HR->Forms-> RAF- Reallocation Form Print

- 1) Create a Run Control ID if you are running the report for first time or search for the Run control ID used before
- 2) Enter the Reallocation ID in the RAF Form Print Page, click save and the run the report to generate the form

Uhs Rc Pay Prt

Run Control ID:                  RAFPRINT    Report Manager                  Process Monitor                  **Run**

Reallocation Form ID:  🔍

**Save**    Return to Search    Previous in List    Next in List    Notify    Add    Update/Display

Click Report Manager or Process Monitor to access the form (PDF file). A sample payroll reallocation form looks as follows

# University of Houston System Payroll Reallocation Form

RAF ID: 71730

Name/Emplid: Dorsey, Kevin #0149186

Pay Per End Dt: 9/23/2003

Pay Run: B54

Bus Unit: HR784

Dept: D0016

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		
01005876	00784-14397	6264394	Regular	26.00	26.00	0.00	00030347	00784-13378		
01005876	00784-14397	6264394	OASDI/ER	1.61	1.61	0.00	00030347	00784-10601		
01005876	00784-14397	6264394	MED/ER	0.38	0.38	0.00	00030347	00784-10601		
				27.99	27.99	0.00				

**Justification** Reallocating Non-College Work study position from D0016 to D0004.

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

Dorsey, Kevin / 7/25/2011

Employee: \_\_\_\_\_  
Employee Signature

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 available.

Supervisor: \_\_\_\_\_  
Name / Title Date

**Approvals:**  
Dept. Head: \_\_\_\_\_  
Pearson, Elaine May / DBA III Date

OCG (Ledger 5): \_\_\_\_\_  
Name / Title Date

Fiscal Officer  
(all other accounts): \_\_\_\_\_  
Heng, Preston Wesley / Bud Ana II Date

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