

Payroll Reallocations

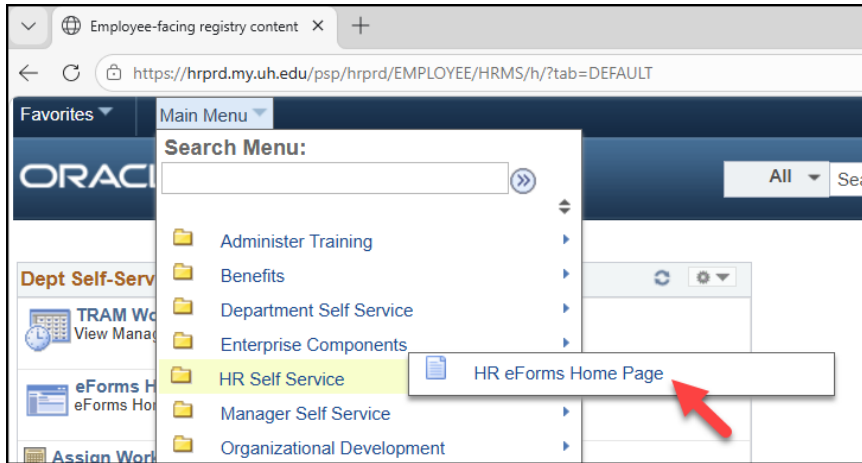
Overview

- Payroll reallocations allow users to reallocate salary and fringe benefits on paychecks to desired cost centers in PeopleSoft HRIS.
- The electronic reallocation form (eRAF) allows payroll reallocations to feed directly into PeopleSoft after being fully approved.
- One paycheck is allowed per eRAF. If multiple paychecks must be reallocated, multiple eRAFs must be submitted.
- Once the eRAF is submitted by the user, it is routed to the user's normal HRIS approval path, typically at the college and division level, and subsequently to the Budget Office for final approval and execution.
- If the eRAF contains a grant cost center, the Office of Research and Sponsored Programs (ORSP) will be included in the approval path, and to the Budget Office for final approval and execution.

- **Note:** The eRAF currently does **not** offer the ability to reallocate payroll from one position number to another position number.
 - To reallocate payroll from one position number to another position number, and the earnings cost center is changing, an eRAF can be submitted but the department must cite the position number to which the payroll should be moved to in the comments section. The Budget Office will manually enter this reallocation into PeopleSoft.
 - To reallocate payroll from one position number to another position number, and the earnings cost center is remaining the same, the department must fill out and submit the old Reallocation Form (RAF).

Step-by-Step – Create a new eRAF

1. Navigation Path: Main Menu > HR Self Service > HR eForms Home Page



2. Click the **Start a New eForm** link



3. Select the **Reallocation (eRAF)** link

Start a New electronic Form (eForm)



Personnel Action Request (ePAR)

Use this form to submit a request to hire, edit existing job data, change employment status or add additional pay for an employee.
Personnel Action Request (ePAR)



Position Request (ePRF)

Use this form to submit a request to create a new position; reclassify an existing position; change department, FTE, or funding on a position; or inactivate a position.
Position Request (ePRF)




Person of Interest (ePOI)

The ePOI page has been relocated. Please navigate to:
Main Menu > UHS HRMS eForms > UHS eForms Home Page > Start a New eForm.
Person of Interest (ePOI)



Reallocation (eRAF)

Use this form to submit a request to reallocate funding on a payroll transaction.
[Reallocation \(eRAF\)](#) 

4. Search for Paycheck


Enter the search criteria for the paycheck that needs to be processed.


Add a Reallocation Form (RAF)

Step 0 of 5: RAF Search


Search a Paycheck

Existing PayCheck Search

Paycheck #: 

Pay End Date 

Separate Check:

Empl ID 

Name

Last Name

Empl Rcd #

Dept ID: 


5. Enter Paycheck Number


Add a Reallocation Form (RAF)

Step 0 of 5: RAF Search

Search a Paycheck

Existing PayCheck Search

Paycheck #: 

Pay End Date: 


Separate Check:

Empl ID:

Name:

Last Name:

Empl Rcd #:

Dept ID: 

6. Click the link


Add a Reallocation Form (RAF)

Step 1 of 5: RAF Search

Search a Paycheck

Existing PayCheck Search

Paycheck #:

Pay End Date: 


Separate Check:



Empl ID:


Name:

Last Name:

Empl Rcd #:

Dept ID: 

Paycheck Result Personalize | Find | View All |  |  First **1 of 1** Last

Paycheck Number	Pay End Dt	Separate Check	Emplid	Name	Last Name	Empl Rcd #	Dept ID
12345678 	2022-03-31	0	0000000	Jose Altuve	Altuve	0	H-27

7. Enter Proposed Funding Sources

- Enter Account Code(s) and make sure the total distribution equals 100%.
- **(+)** and **(-)** is to add additional account code(s) and to delete the incorrect one.

8. Select Reallocation Reason:

- **Suspense:** This option should be used by the UHD Budget Office only.
- **Reallocation:** Use the Reallocation option to move payroll from the original cost center(s) to a new cost center(s). Earnings, deductions, and taxes tied to the original cost center(s) will transfer automatically.
- **Override:** Use this option to move funds from the original cost center(s) to a new cost center(s). This option allows you to manually edit amounts and add or remove cost centers as needed.

Add a Reallocation Form (RAF)

Step 1 of 5: Reallocation Information

Make any changes below for reallocation

[eRAF Video Instruction](#)

Reallocation Information

eForm ID: 1111111

Paycheck Information

Paycheck Number: 12345678

Pay Period End Date: 04/30/2026

Off Cycle ? N

Name: Jose Altuve

Empl ID: 00000000

Separate Check Nbr:

Payroll Funding Sources

Find | View All

First 1 of 1 Last

Empl Rcd Nbr: 0

Position Number: 02582415

Business Unit: HR784

JobCode: 2011 Second Base

Department: H-27 Houston Astros

Earnings End Date: 04/30/2026

Proposed Funding Sources

Personalize Find View All [Print] [Grid]			First	1 of 1	Last
Account Code	Combination Code	Distribution %			
1 00784-12345		100.00			
Sum Distrib %:		0.00			

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

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

*Reallocation Reason:

<< Search

Next >>

- If payroll needs to be reallocated to more than one cost center, use the “+” button to add the necessary cost center rows.
- The total distribution across all rows must always equal 100%.

Proposed Funding Sources

Personalize | Find | View All | [Print] [Refresh] First 1-2 of 2 Last

	Account Code	Combination Code	Distribution %	
1	00784-12345		50.00	+ -
2	00784-54321		50.00	+ -
Sum Distrib %:			100.00	

➤ After completing all required fields, click **Next** to continue to the next page.

9. Review the **Earnings** distribution under the **Current Funding Sources** and **Proposed Funding Sources** sections.

Add a Reallocation Form (RAF)

Step 2 of 5: Earning Distribution

Earning Distribution

Reallocation Information

eForm ID: 1111111

Paycheck Information

Paycheck Number: 12345678 Pay Period End Date: 04/30/2026 Off Cycle ? N
 Name: Jose Altuve Empl ID: 00000000 Separate Check Nbr:

Payroll Funding Sources Find | View All First 1 of 1 Last

Empl Rcd Nbr: 0 Position Number: 02582415
 Business Unit: HR784 JobCode: 2011 Second Base
 Department: H-27 Houston Astros Earnings End Date 04/30/2026

Current Funding Sources

Earnings Personalize | Find | View All | [Print] [Refresh] First 1-3 of 3 Last

Earnings Code	Earning Description	Fiscal Year	Period	Account Code	Combination Code	Account	Earnings
1 010	Regular	2026	8	00784-11111	2160-D0000-F1234-NA	50180	5368.51
2 180	Sick	2026	8	00784-11111	2160-D0000-F1234-NA	50180	381.49
3 400	Long Pay	2026	8	00784-11111	2160-D0000-F1234-NA	50112	40.00
Total Distributed Earnings by Empl Rcd:							5790.00

Proposed Funding Sources

Earnings Personalize | Find | View All | [Print] [Refresh] First 1-3 of 3 Last

Earnings Codes	Earning Description	Fiscal Year	Period	Account Code	Combination Code	Account	Earnings
1 010	Regular	2026	8	00784-12345	2160-D0027-F4321-NA	50180	5368.51
2 180	Sick	2026	8	00784-12345	2160-D0027-F4321-NA	50180	381.49
3 400	Long Pay	2026	8	00784-12345	2160-D0027-F4321-NA	50112	40.00
Total Distributed Earnings by Empl Rcd:							5790.00

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Note: The information on the Step 2 screen is read only.

PeopleSoft calculates the new earnings allocation amounts based on the distribution percentage entered on Step 1.

If you need to edit amounts on the system-calculated lines, you must select the **Override** reallocation reason.

➤ After completing the review, click **Next** to continue to the next page.

10. Review the **Deductions** distribution in the **Current Funding Sources** and **Proposed Funding Sources** sections.

Add a Reallocation Form (RAF)

Step 3 of 5: Deduction Distribution

Deduction Distribution

Reallocation Information

eForm ID: 1111111

Paycheck Information

Paycheck Number: 12345678

Pay Period End Date: 04/30/2026

Off Cycle ? N

Name: Jose Altuve

Empl ID: 00000000

Separate Check Nbr:

Payroll Funding Sources

Find | View All First 1 of 1 Last

Empl Rcd Nbr: 0

Position Number: 02582415

Business Unit: HR784

JobCode: 2011 Second Base

Department: H-27 Houston Astros

Earnings End Date 04/30/2026

Current Funding Sources

Deduction

Personalize | Find | View All | First 1-3 of 3 Last

	Deduction Code	Deduction Description	Fiscal Year	Period	Account Code	Combination Code	Account	Current Deduction
1	BLBT	Basic Life/AD&D	2026	8	00784-11111	2160-D0000-F1234-NA	51104	2.22
2	HSBT	Health Select	2026	8	00784-11111	2160-D0000-F1234-NA	51104	672.40
3	TRS	Teachers Retirement System	2026	8	00784-11111	2160-D0000-F1234-NA	51111	477.68

Total Original Deduction: 1152.30

Proposed Funding Sources

Deduction

Personalize | Find | View All | First 1-3 of 3 Last

	Deduction Code	Deduction Description	Fiscal Year	Accounting Period	Account Code	Combination Code	Account	Current Deduction
1	BLBT	Basic Life/AD&D	2026	8	00784-12345	2160-D0027-F4321-NA	51104	2.22
2	HSBT	Health Select	2026	8	00784-12345	2160-D0027-F4321-NA	51104	672.40
3	TRS	Teachers Retirement System	2026	8	00784-12345	2160-D0027-F4321-NA	51111	477.68

Total Deduction: 1152.30

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Next >>

➤ After completing the review, click **Next** to continue to the next page.

11. Review the **Taxes** distribution in the **Current Funding Sources** and **Proposed Funding Sources** sections.

Add a Reallocation Form (RAF)

Step 4 of 5: Tax Distribution

Tax Distribution

Reallocation Information

eForm ID: 1111111

Paycheck Information

Paycheck Number: 12345678

Pay Period End Date: 04/30/2026

Off Cycle ? N

Name: Jose Altuve

Empl ID: 0000000

Separate Check Nbr:

Payroll Funding Sources

Find | View All First 1 of 1 Last

Empl Rcd Nbr: 0

Position Number: 02582415

Business Unit: HR784

JobCode: 2011 Second Base

Department: H-27 Houston Astros

Earnings End Date 04/30/2026

Current Funding Sources

Tax		Personalize Find View All [Print] [Export]						First	1-2 of 2	Last
	Tax Class	Tax Class Description	Fiscal Year	Period	Account Code	Combination Code	Account	Current Deduction		
1	E	OASDI/ER	2026	8	00784-11111	2160-D0000-F1234-NA	51109	355.15		
2	Q	Med/ER	2026	8	00784-11111	2160-D0000-F1234-NA	51109	83.06		

Total Original Tax: 438.21

Proposed Funding Sources

Tax		Personalize Find View All [Print] [Export]						First	1-2 of 2	Last
	Tax Class	Tax Class Description	Fiscal Year	Period	Account Code	Combination Code	Account	Current Deduction		
1	E	OASDI/ER	2026	8	00784-12345	2160-D0027-F4321-NA	51109	355.15		
2	Q	Med/ER	2026	8	00784-12345	2160-D0027-F4321-NA	51109	83.06		

Total Tax: 438.21

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- After completing the review, click **Next** to continue to the next page.

12. Finalize the eRAF

- Attach all backup documentation supporting the reallocation. This should include the BOB pages showing the position number(s), the 1074s for all cost centers involved, the applicable ePRF(s), and any additional supporting emails or documentation that should be included.

- Add any comments or special instructions, if needed. This includes position changes, as the option to process them electronically through eRAFs is not yet available and must be entered manually.
- Once the review is complete, click **Submit**. The form will be routed to the next approver. A confirmation screen will display indicating the form has been finalized, along with the form number.

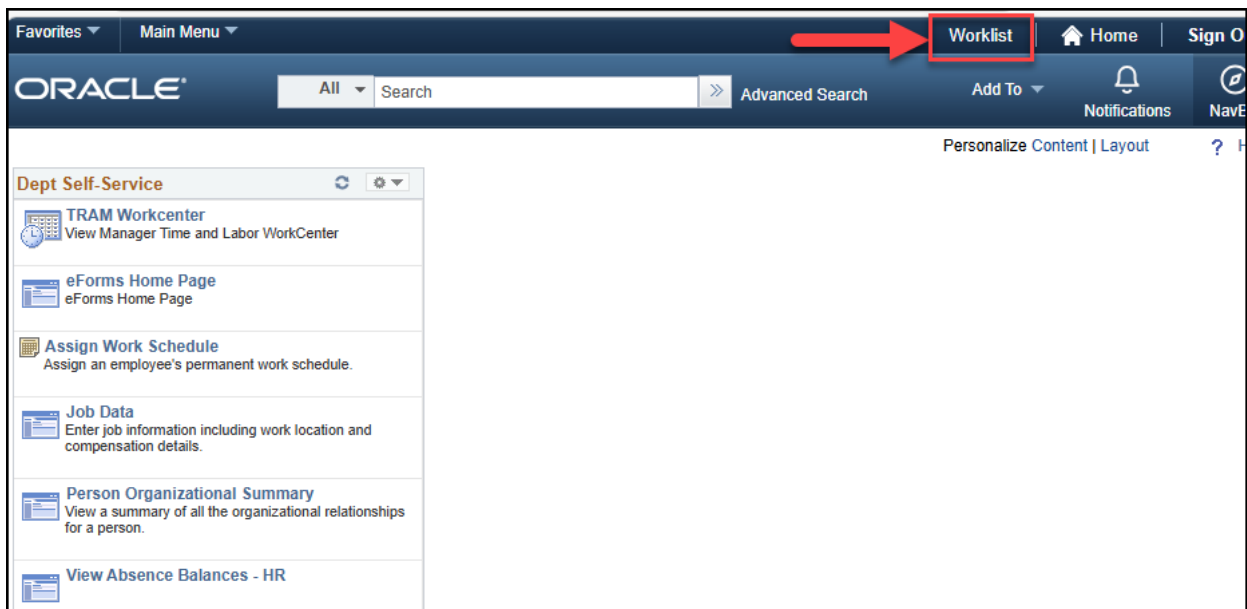
Multiple positions - eRAF

View eRAF

Edit eRAF

Approve eRAF

1. PeopleSoft Home Page – Click on the worklist



2. Select Reallocation: RAF: Employee Name


[Favorites](#) > [Main Menu](#) > [Worklist](#) > [My Worklist - Summary View](#)

ORACLE
All Search [Advanced Search](#)

Worklist
 Worklist for
[Detail View](#)

Worklist Filters

Worklist Items
1-18 of 18

From	Date From	Work Item	Worked By Activity	Priority	Link		
Joe Espada	04/28/2026	Evaluate Form	eForm Routing	<input type="text"/>	RAF Jose Altuve 	<input type="button" value="Mark Worked"/>	<input type="button" value="Reass"/>

3. Review Proposed Funding Sources and making necessary changes. See below:

- Enter Account Code(s) and make sure the total distribution equals 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.

Evaluate Reallocation (RAF)

Step 1 of 6: Evaluate Rellocation

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 Recycle. If the form should not be executed, click Deny, which will stop processing of the form.

[eRAF Video Instruction](#)

Reallocation Information

eForm ID: 1111111

Paycheck Information

Paycheck Number: Pay Period End Date: 03/10/2026 Off Cycle ? N
Name: Jose Altuve Empl ID: 00000000 Separate Check Nbr:

Payroll Funding Sources

Find | View All First 1 of 1 Last

Empl Rcd Nbr: 0 Position Number: 02582415
Business Unit: HR784 JobCode: 2011 Secon Base
Department: H-27 Houston Astros Earnings End Date: 03/10/2026

Proposed Funding Sources

Personalize | Find | View All | First 1 of 1 Last

Account Code	Combination Code	Distribution %	
1 00784-12345	2160-D0027-F4321-NA	100.00	+ -

Sum Distrib %: 100.00

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

Reallocation - Use the Reallocation option to move funds from the original cost center(s) to a new cost centers. 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.

*Reallocation Reason:

<< Search

Next >>

4. Evaluate Earnings, Deductions and Taxes Distribution

- Review and click **Next**.

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.

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 v

Reallocation Information

eForm ID: 1111111

Paycheck Information

Paycheck Number: 12345678 Pay Period End Date: 03/10/2026

Name: Jose Altuve Empl ID: 00000000

Attachments

*Description

View	Description	File size	Author	Created Date/Time
1 <input type="button" value="View"/>				04/29/26 9:01:17AM

Comments

Your Comment:

Comment History:

←

Errors

Multiple Positions

If you receive this error message, it means the account field has been left blank. When a paycheck includes multiple positions, you must open all records and complete the account fields for each position.

Please refer to the **“Multiple Positions”** section for additional guidance.

Message

Proposed account code can't be blank. (24649,6)

Proposed account code can't be blank.

OK