ePAC Retroactive Distribution Changes (RDCs)

- RDCs can be processed in ePAC for all paygroups including students.
- RDCs transferring payroll expenditures to or from a sponsored project is considered a cost transfer by definition.
- The Cost Transfer Policy, [http://www.vanderbilt.edu/ocga/vupolicies/costtransfers/costtransfer.htm](http://www.vanderbilt.edu/ocga/vupolicies/costtransfers/costtransfer.htm), applies to RDCs. In the next year or so, this policy will be updated to address RDCs.
- Required supporting documentation for RDCs:
  - A detailed statement explaining the error. Acceptable in the cost transfer justification section or attachment.
  - Certification statement. Acceptable in cost transfer justification section or attachment
  - Corrected timesheets showing the effort certification statement signed by the employee or PI with current date. This documentation will not be required once e-Timesheet is rolled out to all departments.
  - A statement is required for transfers over 90 days from original charge. This statement must state why the transfer was not processed in a timely manner and what steps have been implemented to prevent the error from occurring in the future.
- Required documentation for salary transfers as prescribed by the policy is no longer needed because the information is in ePAC.
  - MD091 – Report of Transactions
  - Effort certification form

Key points
- Explanations must be detailed and located in the cost transfer justification section or attachment.
- Certification statement must be included in the cost transfer justification section or attachment.
- The number of RDCs can be reduced if EDCs are completed timely. The completion deadline for EDCs for exempt employees has been extended to later in the month (when payroll is confirmed). The deadline is no longer the 15th of the month.