# *How To – Calculate and Complete a reallocation with an EBT*

How to pull an EBT report

In order to pull the EBT reports within HRIL (Human Resource Library), you will need Payroll Reporter access or HRIL only access. Please reach out to your HR Technician/Analyst if you do not have this access.

From CIS (https://portal.app.utah.edu/) go to HR Administrative Service and click on the Human Resources Info Library Tile (you may need to click on the show all button first)
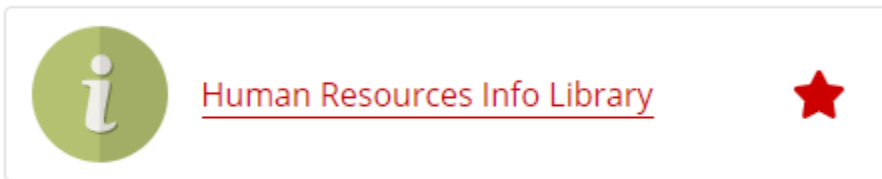
Once in HRIL (Human Resources Info Library), scroll down to the Payroll Repts folder.
Click on this folder to open. Scroll to the below reports.
You can select one of the following; EBT by EMPLID, EBT by Home DEPT, **or** EBT by HOME REPORTING DEPT
Each report will provide the Earnings, Benefits Deduction, and Taxes for the particular employee in question.
Enter the Timeframe, UID and Org then click on Get Results.
Once populated select: To Excel

If you cannot be set up with either the Payroll Reporter or HRIL role, you can reach out to Brandi.Wagner@utah.edu in Payroll with the employee UID# and the timeframe you need for the reallocation. She will provide a copy of the EBT report.

Once you have the EBT report in Excel, you will need to follow the steps below to complete the bottom portion of the Reallocation form

1. (Optional Step but makes the report a little cleaner to look at) Delete columns C, D, F, G, I, N, O, Q, S, T and U from the spreadsheet. Hold down the control button, select the columns, right click and choose delete. The remaining columns are pictured below
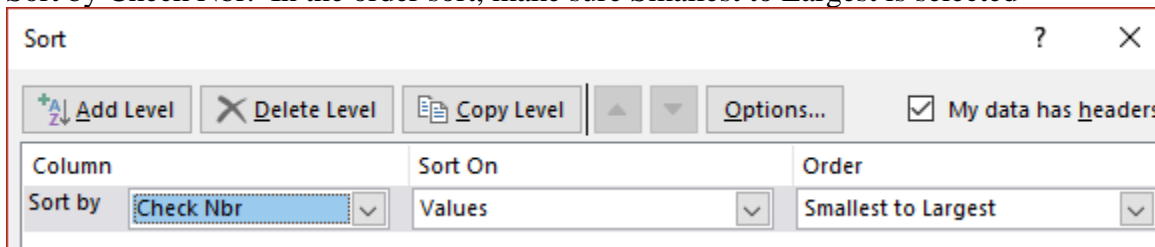
Earns, Bens, and Taxes by Empl									
Pay Period End	Group	Name	Check Nbr	ID	Empl Record	Type	Account Code	Code	Amount

2. Highlight all rows except the header row, by clicking on the row below the header and pressing ctrl, shift and the down arrow, click on "Sort & Filter" and select "Custom Sort"
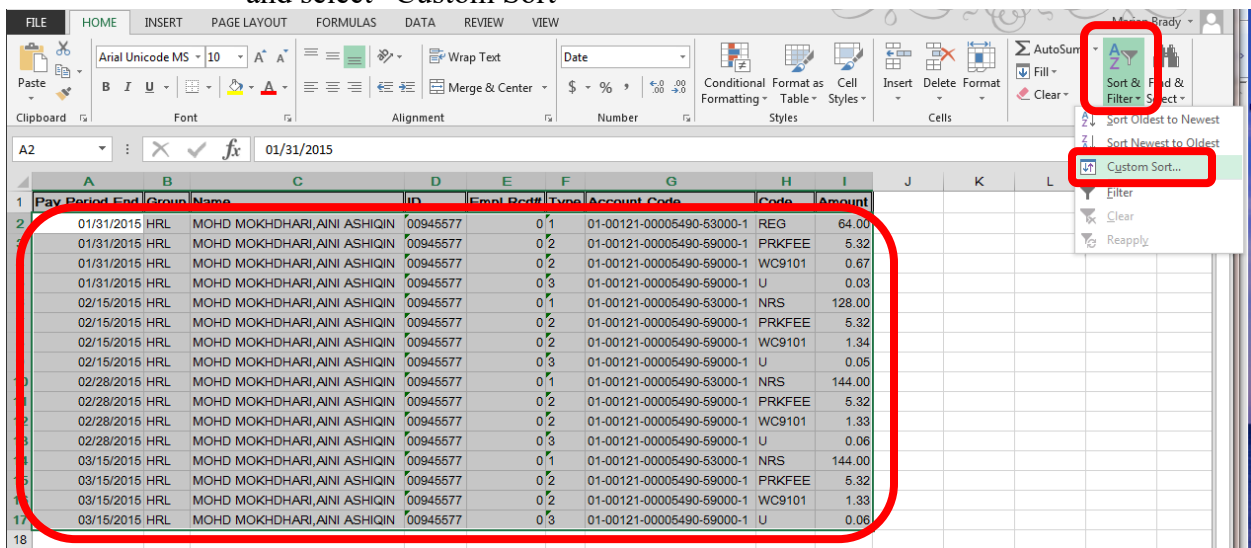
Sort by Check Nbr. In the order sort, make sure Smallest to Largest is selected
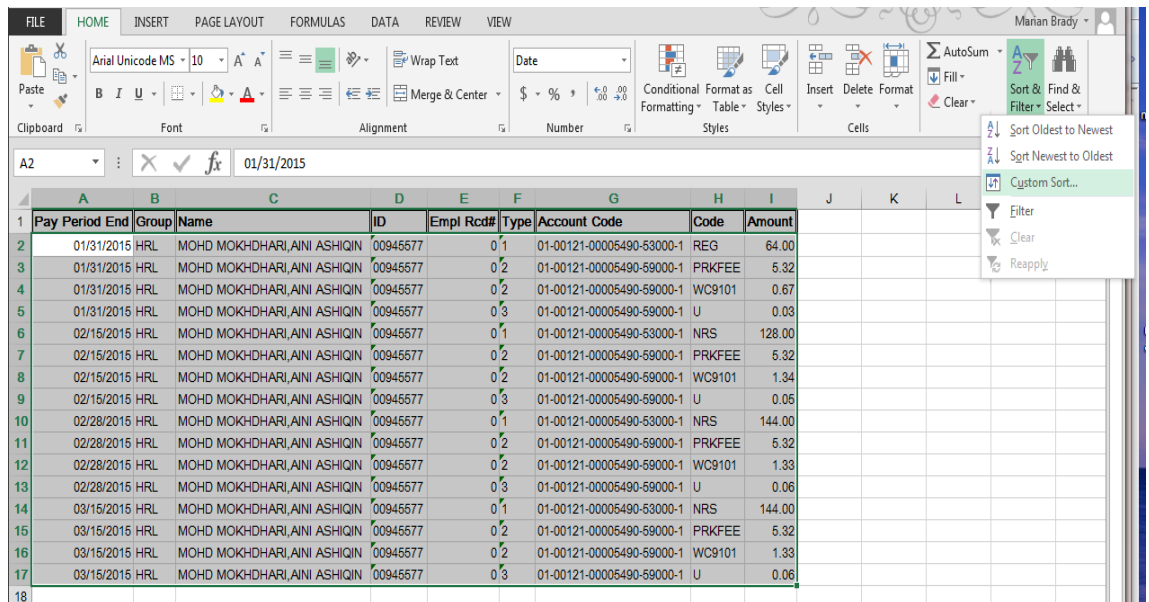

Click "OK"

Delete all rows that have a "75" in the Check Nbr column. These are amounts that have already been reallocated and should not be included in the totals.

Earns, Bens, and Taxes by Empl

Pay Period End	Group	Name	Check Nbr	ID	Empl Record	Type	Account Code	Code	Amount
08/15/2018	HRL	ANTELOF	75	00759305	0	1	01-01355-000234	HON	-67.84
08/15/2018	HRL	ANTELOF	75	00759305	1	1	01-01392-000220	HON	206.74
08/15/2018	HRL	ANTELOF	75	00759305	0	1	01-01392-000222	HON	67.84
08/15/2018	HRL	ANTELOF	75	00759305	1	1	01-01392-000232	HON	-206.74
08/15/2018	HRL	ANTELOF	75	00759305	1	1	01-01349-000247	REG	3108.55
08/15/2018	HRL	ANTELOF	75	00759305	1	1	01-01349-000247	REG	-46.19
08/15/2018	HRL	ANTELOF	75	00759305	0	1	01-01355-000234	REG	-610.54
08/15/2018	HRL	ANTELOF	75	00759305	1	1	01-01392-000220	REG	46.19
08/15/2018	HRL	ANTELOF	75	00759305	1	1	01-01392-000220	REG	1860.71

Now that you have all the pertinent information, you will sort the rest of the spreadsheet.

3. Highlight all rows except the header row, by clicking on the row below the header and pressing ctrl, shift and the down arrow, click on "Sort & Filter" and select "Custom Sort"

a. Click the "Add Level" button twice to get a total of three rows.
b. In the first "Sort by" box, select "Account Code" or the column letter
c. In the second box, select "Type" or the column letter
d. In the last box, select "Code" or the column letter
e. Click "OK"
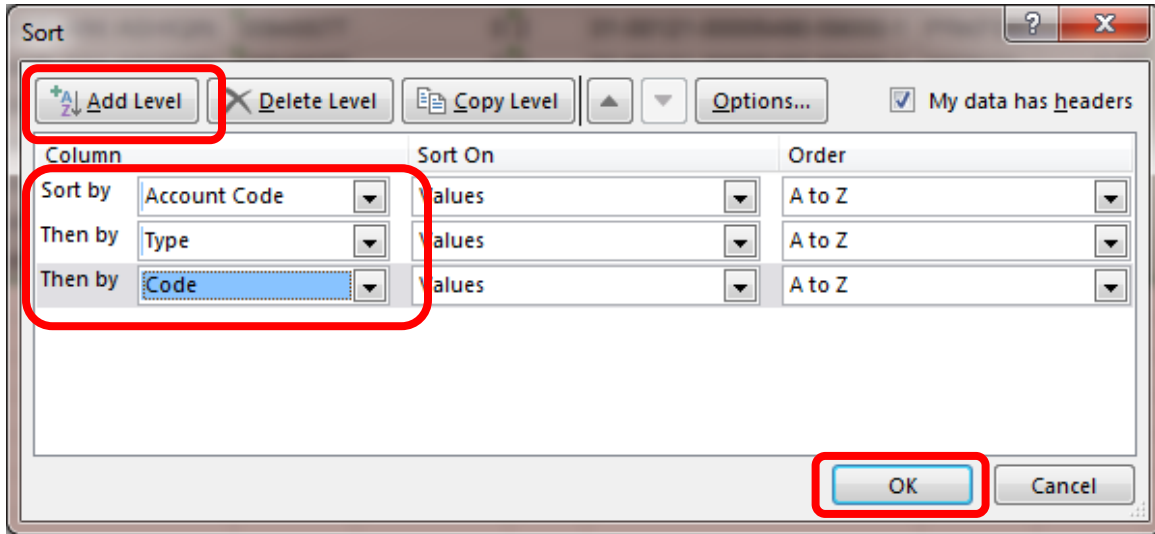
f. In the "Sort Warning" dialog box, make sure the radial button next to "Sort anything that looks like a number, as a number" and press ok
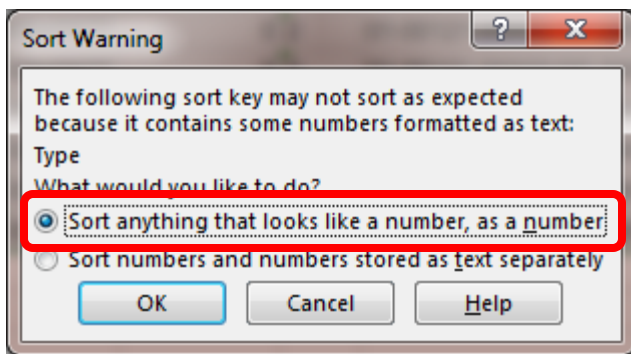
4. Delete any rows that **DO NOT** contain the org, activity and account from the information in the "From Chartfield" entered on the reallocation form. Highlight the rows to be deleted, right-click, then select "Delete"

5. Insert a couple of blank rows in between each separate number "Type" by highlighting the row below where you want to insert the new rows, right-click and select "Insert"

Note: Type 1 = Earnings, Type 2 = Benefits/Deductions, Type 3 = Taxes

Calculate the totals

Total the amount of Earnings. (Type 1)

g. In the cell below the last amount in the blank row you added, select AutoSum and highlight all of the Earnings amounts you are reallocating and press enter
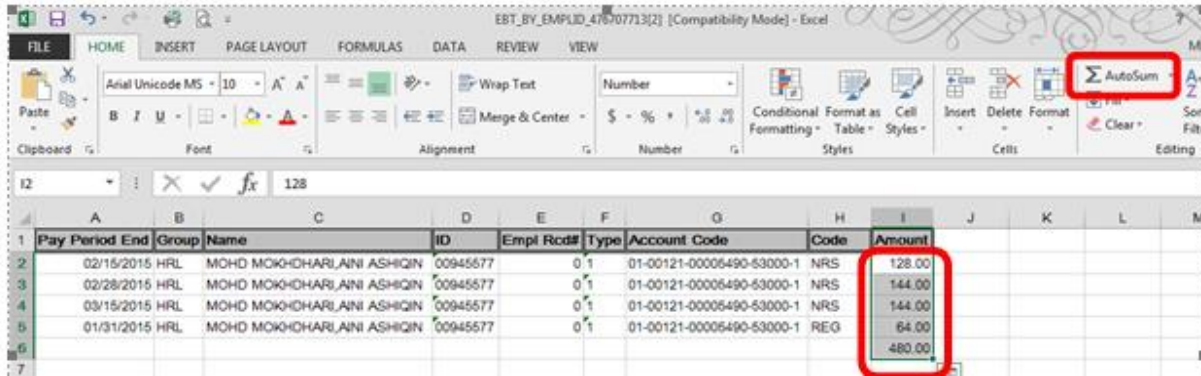
Repeat steps for Benefits/Deductions (type 2) and Taxes (type 3).

6. Total each individual "Code" in each of the Earnings, Benefits and Taxes areas.

7. Sum all individual Earnings Codes for the Total Earnings Amount. Sum all individual benefits and taxes together for the Total Ded and Tax amount.

Account Code	Code	Amount	
01-00410-00005836-53000-1	RAP	43.75	43.75
01-00410-00005836-53000-1	REG	1522.50	
01-00410-00005836-53000-1	REG	984.38	2506.88
01-00410-00005836-53000-1	SLN	560.00	560.00

8. If the total amounts of Earnings along with Deductions and Taxes added together on the spreadsheet match the total amounts that you need to reallocate you can complete the bottom portion of the reallocation form by entering each individual code and the amount in the designated area. Submit the form to Payroll

If the amounts on the spread sheet are more than the amounts being submitted on the top portion of the reallocation form then move on to step 9.
If the amounts on the spreadsheet are **less** than the amounts you want to reallocate, the reallocation can not be done. A reallocation can only be submitted for the amount that has been charged to the department and is posted on the Earnings report.

NOTE: The codes listed on the bottom of the form are not all inclusive. If an earnings or benefit code on the EBT spreadsheet is not listed on the form, add the specific code that is not listed in the earnings or benefits code column and the associated amount for that code in the amount column.

9. If the amounts on the spreadsheet are more than the amounts you want to reallocate you will need to calculate the amount to reallocate for each code Follow these steps to calculate the percentage you are reallocating.
   a. In the blank cell next to "Amount" column type a "+"
   b. Type in the amount you want reallocated
   c. Then type "/"
   d. Type in the total amount of **Earnings** from the spreadsheet
   e. Hit "Enter"
   f. This will give you the % (percentage) amount of each code you will be reallocating

10. In the cell next to the amount of the first earnings pay code calculate the % (percentage) amount to be moved by following these steps
    g. Type in a "+"
    h. Type in a $ sign and then the cell location (Column and Row) of the amount of the first earnings pay code. (Ex: I2)
    i. Type in "*"
    j. Type in a $ sign and then the cell location of the percentage. (Ex: +$I2*$J1)
    k. Enter

11. If there are more than one earnings codes, Right-click on the cell that was just created and select "Copy"

12. Right-click on the cell next to the amount for the next earnings pay code and select "Paste"

13. Repeat the "copy" and "paste" for all other Earnings pay codes

14. Round the amount to the nearest cent. Add the new percentage calculated amounts column by clicking on "AutoSum" at the top of the spreadsheet higlighting the amounts and press enter.

15. Make sure the new amount matches the "Total Earnings Transferred" amount from the reallocation form. (the amount you want to reallocate) if the amounts do not match you may need to adjust your rounding until it matches. Once it matches you are done with the earning codes and can move on to the deductions and taxes.

16. To calculate the percentage amount you are reallocating for Deducutions and Taxes

    l. In a blank cell above the 1st deduction code amount type in a "+"

    m. Type in the amount of deduction and taxes you want reallocated

    n. Then type "/"

    o. Type in the total combined amount of deductions and taxes from the spreadsheet

    p. Hit "Enter"

    q. This will give you the % (percentage) of each code you will be reallocating

17. Repeat above steps 10-15 for the deductions and taxes portion.

Once your amounts match the amounts to be reallocated, fill out the bottom portion of the reallocation from using the codes and amounts from your spreadhseet.

NOTE: The codes listed on the bottom of the form are not all inclusive. If an earnings or benefit code on the EBT spreadsheet is not listed on the form, add the specific code that is not listed in the earnings or benefits code column and the associated amount for that code in the amount column.

Once all information has been entered, submit the completed form to payroll for processing.