Before the Payroll posting process begins, a notification is sent out via listserv from the Payroll department advising departments to begin RSA checks. When you receive an RSA Budget check error (not the same as a payroll posting error), you need to take appropriate actions to ensure timely corrections are made, if necessary.

**NOTE:** RSA check is ran in GEMS, looks at the salary line only and does not take any of the variables below into consideration. If there is insufficient budget, you will want to work with your SRA to determine if a budget transfer is appropriate.

To help determine when you need to take action, you need to know if your project’s Child budget is on Control. Start by running the **FAST** “Check the KK end date for Proj” public query: U_GM_KK_ENDDT, using the first 8 digits of the project number with a % sign immediately following. The results are shown below:
supporting documentation confirming allow-ability. You should also submit an override request to override@usf.edu requesting an override for the project. The override request must include the project number and pay period in the subject line; if the request is for a pending ServiceNow request (i.e. BT) then you should also provide that incident number. Your override request should be as detailed as possible in order to completely assess the project and the issues surrounding it, as this will aide in the override or default determination.

YOU DO NOT NEED TO SUBMIT AN OVERRIDE REQUEST IF THE CHILD BUDGET ROW IS NOT ON CONTROL AND THERE IS SUFFICIENT OVERALL RSA (SEE NOTE ABOVE).

ACCEPTABLE INSTANCES FOR SUBMITTING AN OVERRIDE REQUEST:

- Child budget row on control and a BT has been approved/submitted but not posted
- Additional funds received but not posted yet
- Underwrite approved/submitted but not posted yet
- NCE (no-cost ext.) approved/submitted but not posted yet

All instances will require back-up or confirmation email from your SRA to support the request.

If you need assistance regarding this, please contact your Transactions Team GFA.