Frequently asked questions regarding P&M PDR Account Administration.

1. What is my PDR coding?

   A 26-digit unique GL code that is assigned to each eligible employee to enable submission of PDR claims through the U of Guelph Expense Claim System (ECS).

2. How much is my PDR balance?

   The PDR balance is in FRS. If you have access to FRS, please go to Actual, Summary, Project. Use Fund 101 and the relevant project code. Click RUN. FRS will show the PDR balance.

   If you do not have FRS access, please connect with your department's Financial Lead to check FRS on your behalf.

3. I checked the HR webpage, and I cannot see any information relating to my PDR balance.

   PDR balances will only appear in FRS, and not on HR website.

4. Who assigns the PDR coding?

   The Budget Team is responsible to assign the unique project code and will forward the PDR coding to the Department's Financial or Administration Lead. They are responsible to disburse the PDR code to the respective employees.

5. Please confirm the amount of PDR allocation made by the employee.

   Refer to FRS to check PDR allocation. Go to Actual, Summary, Project. Key in the Fund, Unit, and Project number exactly as per the PDR code. The allocation is under the Budget heading.

6. When is the PDR expiring?
   Please refer to the PDR policy specified by Human Resources.
   Link: PDR policy for P&M group
   Generally, it is a 2-year rule and follows the calendar year. If the PDR allocation was made in 2020, it will expire on December 31, 2021.

7. How much is going to be forfeited?
   The unspent PDR portion will be forfeited if not spent by the expiry date.

8. Why is my PDR in negative balance or my PDR balance is lower than expected?
   A negative PDR balances denotes overspending. However, there could have been an error where your PDR account was wrongly charged for someone else's PDR claim. Please reach out to your Department's Financial Lead to investigate. If they are unable to resolve the issue, please connect with the Budget Team for help.

9. The employee made an allocation for PDR, but it does not appear in FRS.

   There will be a lag of time before the Budget Team receives the allocation list from HR for new employees who joined during the calendar year. The Budget team will only set up a PDR account based on HR's authorization. Once the PDR account is created and the allocation made, the information will be available in FRS.

10. How long does it take for a new employee to get the PDR code?

    Roughly about 2 months after making the allocation to PDR from Flex Credits.

11. Should I use my department or unit number in the PDR claim?

    No. Please use the Unit code as specified in the PDR coding.

12. What object code should I use to submit my PDR claim?

    Please seek advice from your department's Financial Lead or Administrator.

13. What happens to the PDR when the employee resigns?

    The unspent PDR balance will be returned to the University

14. What happens to the PDR when an employee moves to a different department?

    Please inform the Budget team of the change. The Budget team will move the PDR balance to the new department if it is a permanent move. If it is a secondment, the PDR account remains with the home department.

15. Are you going to provide the remaining PDR balances for all employees in the department? If not, who does?

    The Budget Team will send out a list in February each year for all P&M employees who made an allocation for PDR from their Flex-Credits. Employees are expected to keep track of their own PDR balances.

16. What happens when the employee has overspent, and the PDR balance is in negative?

    The department is responsible to cover the overspent amount or take necessary steps to get the employee to reimburse the overspent amount.