



College of Engineering Retro 90 Information Sheet
90 Day Retro Action Workflow

Instructions: Departments/Units should complete this 90 Day Retro Information Sheet and attach all supporting documentation including all salary distribution change forms (SDC) and submit documents in **ONE** PDF file to Gerardo Granillo, Assistant Director of Compliance (gjgranil@ncsu.edu) with a CC to Patrick Hayes, Director of Research Administration, in the College of Engineering Research Office (phayes@ncsu.edu). All SDC forms must be accurately completed based on the employee’s current distribution setup. Make sure to include multiple SDC forms if there are multiple effective dates that occur in distribution setup.

Preparer’s Name:
Dept. OUC:
Phone:

Required Information

List of Payroll IDs impacted:

Employee Name:

Employee ID:

Redistribution Number(s):

Ledger-5 Project(s) impacted:

***Will this redistribution be listed as a reconciling item on a Closeout?**

NOTE: Remember to make any required adjustments to the effort reports if justification is approved.

JUSTIFICATION

Explain the reason for the change and provide a detailed reason for the delay in processing this change (The justification will automatically be denied if it appears that the purpose of the redistribution is to spend out the budget balance remaining at the end of the project). **The justification should be technical in nature and should address two questions 1) Why is this action taking place? and 2) What is being done so it does not happen again?** Attach additional supporting documentation if needed.:

Business Officer Signature: _____ Date: _____

Dean’s Signature: _____ Date: _____