NC STATE UNIVERSITY

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 Stephanie Bledsoe, Assistant Director of Compliance (sfhender@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?   YES   NO

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: _____