

Richard Duckworth - Fwd: Closeout Process

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To: <rsc@lists.ncsu.edu>
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Subject: Fwd: Closeout Process

Greetings,

Please see immediate announcements from the Office of Contracts and Grants regarding the closeout and redistribution process.

CLOSEOUT PROCESS:

In order to include a redistribution as a reconciling item on a closeout you **MUST** include the **APPROVED** redistribution number and amount from the redistribution. Additionally, if you must enter a reconciling amount that will be transferred using a journal, the **journal number** must be included as well. This has always been C&G's policy, however now it must be enforced due to the high number of closeout/reporting revisions we are having to process due to reconciling items not posting as recorded in the reconciling items.

Also, closeouts must be received in Contracts and Grants by the due date. Due to increased review requirements (per A-133) for ALL reports prepared by the Office of Contracts and Grants, we must have adequate time to prepare and review all reports prior to submission.

REDISTRIBUTIONS:

Due to a system problem that is preventing the Office of Contracts and Grants from being able to delete over 90 day redistributions for some employees paid on the monthly payroll a new business process is being implemented. **Effective immediately**, Out of Compliance Justifications for redistributions processed that are over 90 days must be received in the Office of Contracts and Grants by 5:00 PM on the posted HR Lockout date for monthly payroll. The date is February 9th for 1R08. This is necessary to give enough time for review of the justification prior to the payroll actually being run and confirmed.

There is no guarantee Contracts and Grants will have time to review justifications received after the lockout date due to the increasingly large volume we receive. As a result of the system problem we have no alternative at this time but to delete all monthly redistributions over 90 days that have not been approved within the month in which they are entered into the HR System. Deleted redistributions will need to be re-entered if you wish to appeal a denial or if the justification is received late and is not able to be reviewed. This problem will be addressed in the HR upgrade. System coding changes are required that prevent the problem from being addressed prior to the upgrade. We apologize for any inconvenience this may cause.