

College of Engineering
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Director

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Good Afternoon Everyone:

Regarding the email I sent everyone this morning about the Out of Compliance Justification Form, it will apply also to Release Time. If you submit RT 120 days outside of the intended time frame, then you must submit it along with the Out of Compliance Justification Form. **If we do not receive it along with the RT form we will NOT approve/process the RT.**

An example of this would be when RT is for the period of August 16- September 30 and we receive it in February to process.

Thanking you in advance.

Pat

Date: Thursday, July 03, 2008 8:40 AM -0400

Subject: **Change to Out of Compliance Policy & Reminder**

Effective July 1st any payroll redistribution that is 120 days or more past the date that the transaction posted will require an Out of Compliance Justification Form to be completed and submitted to the Office of Contracts for approval. In the past the policy was 120 days after the end of the academic period for monthly employees. This is no longer the case. It is 120 days for all employees. The PRR has been changed and submitted to the Provost Office for approval and posting to the internet.

We are in the process of doing the final testing of Phase II of the new TEARS System. Due to delays encountered throughout the project, the training plans have had to be changed. A group training session will be scheduled later this month. I will send more details as soon as I have them.

REMINDER: The time sheet is the effort report for biweekly employees being paid from an SL-5 project . It is imperative that the employee complete and sign a time sheet after each pay period. The time sheet must include the account code / project ID to be valid. A link to the preferred time sheet is below.

http://www.fis.ncsu.edu/hr/forms/hrim/timesheet_tempemp.doc

On a final note, the Redistribution/TEARS position is still vacant. It was posted again yesterday and I sincerely hope to have the position filled in the very near future. In the interim please continue to contact me by phone or email.

Hope everyone has a great holiday!

Thanks,
Danny Humphrey
Assistant Director, Systems and Compliance