**College of Engineering Retro 90 Information Sheet**

[**90 Day Retro Action Workflow**](https://docs.google.com/drawings/d/1gDl4XxnIfJOylAsC5SfOyZHqT98LQsO7VfnqeDQ5U6Y/edit)

**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 Patrick Hayes, Director of Research Administration, in the College of Engineering Research Office ([phayes@ncsu.edu](mailto: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:** Click or tap here to enter text.

**Dept. OUC:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Required Information**

**List of** [**Payroll IDs**](https://controller.ofa.ncsu.edu/payroll-and-employment-tax/for-departments/) **impacted:** Click or tap here to enter text.

**Employee Name:** Click or tap here to enter text.

**Employee ID:** Click or tap here to enter text.

**Redistribution Number(s):** Click or tap here to enter text.

**Ledger-5 Project(s) impacted:** Click or tap here to enter text.

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

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_