

# Office of Contracts and Grants

## Payroll Redistributions

Payroll Redistributions are subject to both Federal and State regulations regarding timeliness and supporting documentation. Retroactive Payroll Adjustments affecting Contract or Grant projects (Subledger 5) must be prepared on a timely basis, but no later than 90 days (3 months) after the payroll charge. Please reference Policy and Procedure Regulation 10.05.8. ([http://www.ncsu.edu/policies/research/contracts\\_grants/REG10.05.8.php](http://www.ncsu.edu/policies/research/contracts_grants/REG10.05.8.php))

For retroactive payroll adjustments that are more than 90 days after the applicable timeframe, please complete this form for each employee and either fax (515-4693) or mail to (Campus Box 7214) the Office of Contracts and Grants. When processing redistributions for temporary employees please remember to attach a copy of each payroll redistribution to this form. **Generic explanations/reasons are not acceptable.** If you have any questions, please contact the Office of Contracts and Grants Payroll Reallocations Helpdesk at 513-7222.

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### PAYROLL REDISTRIBUTION INFORMATION

List Payroll Id's Impacted:	
Provide Employee Name:	
Provide PeopleSoft Employee Id:	
List Redistribution Number(s):	
List Ledger 5 account(s) Impacted	

Preparer's Name \_\_\_\_\_ Phone Ext \_\_\_\_\_

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

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### 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):

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date