Retroactive Distribution Form Instructions (DocuSign version)

A Retroactive Distribution form is used to correct payroll funding information for a prior pay period. The form should be submitted for only one pay period at a time. If multiple pay periods need to be corrected then multiple forms will need to be submitted.

Routing Screen:

PowerForm Signer Information - Complete the routing fields based on the employee type (ex. Grad, PTA, hourly, benefitted). If grant funding is being corrected a Grant & Contract Officer will been to be included as well. All forms will automatically route to the Budget/Ag Budget Office.

Enter Employee Name/PP End Date/Your Name and YOUR Email – Enter the Last Name of the employee the retro is being completed for, the PP End Date of the retro and the Last Name of the employee initiating the form. This will allow the email subject line to read "Retro Distribution form for Doe/1/31/19/Ketterling". In the '*Your Email'* field enter the address of the employee initiating the retro. This will allow the initiator to receive notification when the form has been completed.

Examples of routing based on employee type:
Hourly - Department > Dean (if applicable) > Grants and Contracts (if applicable)
Grad - Department > Dean (if applicable) > Grants and Contracts (if applicable)
PTA - Department > Dean > Provost > Grants and Contracts (if applicable)
Benefitted - Department > Dean > Provost/VP > Grants and Contracts (if applicable)

Retroactive Distribution form fields:

Employee Information – Enter Employee Last Name, Employee First Name, Employee ID, Empl Rcd, Pay Period Begin Date and Pay Period End Date for the pay period the correction is being completed for.

Position Information – Enter Dept ID, Dept Name, Position Number and Job Code.

Transaction Information – Select the Type of Transaction from the drop down. Deductions and Taxes should follow Earnings so selections for changing only Deductions, only Taxes or only Deductions & Taxes will be rarely used.

Attachment (required) – Attach a copy of the Actuals Report for the employee for the pay period referenced in the Pay Period Begin & End Date fields. Instructions on how to run the report can be found on the Budget Office website using the link below.

Current – Enter the current funding information and amounts that need to be changed. Amounts should reflect the entire amount posted to a funding source for an employee.

New – Enter the new funding information and amounts that should be used for the employee. If funding is being split between sources the amounts should equal the total posted to the original funding source and the Difference line should be $0.

Explanation of Change – Required for all forms at initiator level. Explain why the change is needed.

Additional Resources:

NDU_GM81 – Query located in the Finance module that will help identify the Grants & Contracts Officer for routing.
Retro Calculator Tool – Link located within the Retroactive Distribution form.
Actuals Job Aid - https://www.ndsu.edu/fileadmin/budget/docs/NDSU_HE_Actuals_Report_Job_Aid.pdf