

Submitting Retroactive Changes to Central Payroll

To add time, or move hours from one fund to another:

The Unit Time Administrators (UTA) can correct employee's time up to **SIX** pay periods in the past. If you find you need to make changes farther back than that you will need Central Payroll to help.

- 1) Before submitting to Central Payroll
 - a) The Unit Time Administrator's (UTA) authorization and signature is required to process retros.
 - b) Provide the fund information for the \$100 per charge. The charge is per employee submitted on the form.
 - c) Verify that the accounts you are adding/moving time TO AND FROM are both on the employees list of permissible accounts for the relevant date ranges.
 - d) If you are moving/adding hours to an RC (grant) account, please send to the Contracts and Grants department at awards@cga.msu.edu **INSTEAD** of submitting to Central Payroll. CGA will sign the form and send it to Payroll. There is no need for you to send the form to Payroll.
- 2) Submitting retros to Central Payroll
 - a) Central Payroll requires the Cost or Labor Distribution Reports.
 - b) Please use the newly revised "Retroactive Corrections Form."
 - i) Note the person ID# and personnel assignment # (Perner) are often different. Submitting both ensures accuracy.
 - ii) Enter what actually happened - what needs to be changed - in the yellow highlighted row. If you add time, leave this row as zeroes.
 - iii) Enter the change needed in the white rows. If moving/adding time to more than one account, use as many of the white correction rows as you need. The gray row will do the math for you.
 - iv) Copy as many pay periods down as needed, on just the first worksheet, updating dates.
 - v) In box 6, enter the total salary (paid) amount from the labor distribution report
 - vi) In box 7, enter the FICA and Medicare total fringe amount from the labor distribution report
 - vii) In box 8, enter the any fringe amounts from the labor distribution report if addition to FICA and Medicare.
 - c) For non-RCA impacted accounts, submit the form directly to Central Payroll at CTLR.Payroll@ctlr.msu.edu
 - d) Response times vary, based on Central Payroll workload. In an urgent situation requiring pay ASAP, consider an off-cycle reimbursement request, found on the MSU payroll site.