



Retroactive Distribution Process

ND HEUG

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Retroactive Distributions

- A retroactive distribution is the process of correcting a payroll charge for salary, deductions, or taxes when the wrong funding source was used.
- A retroactive distribution **CAN NOT** be used to change amounts paid to employees.

Retroactive Distributions

- To determine what funding source was used for the original charge departments should use the Actuals Report or the Gross & Fringe Report.
- Departments should use the information on the report to fill out the retroactive distribution form.

Retroactive Distributions

- When filling out the form
 - Departments should not move salary without moving the corresponding deductions and taxes.
 - Only a few funds will not have deductions and taxes charged to them due to federal regulations. (Ex. Workstudy) In these cases fringes will be charged to another fund and if a retro needs to be done deductions and taxes will be corrected using the alternate fund.
 - Some employees do not have deductions and taxes charged so salaries can be moved without a corresponding deductions & taxes move.

Retroactive Distributions

- **Benefited Employees**
 - Salary is charged based on the funding that is set up on the Department Budget Table.
 - Overtime is charged to the default funding unless an override is done when it is entered.
 - Any time an override on funding is used on the HE Time Entry screen all hours entered there will be charged to this funding source.
 - Overloads, DCE, and Interim Responsibility Increases are charged to funding source indicated on the payroll form that is submitted.

Retroactive Distributions

- Part-Time Academic Staff
 - Part-Time Academic Staff are pool positions so all employees using the same position number must also be using the same funding source.
- Graduate Assistants
 - Graduate Assistants are set up using percentages and not budgets for most departments.

Retroactive Distributions

- Timeslip Employees
 - Timeslip employees are set up in pool positions.
 - Funding for the employees in these pool positions does not have to match because there is the option of entering a funding override on the HE Time Entry Screen.
 - Workstudy students need to have the earnings code of H14 and hours in the “Other Hours” column when their time is entered on the HE Time Entry Screen. If a funding override needs to be done for these employees another effective sequence must be entered and hours split 25% department and 75% workstudy.

Retroactive Distributions

- Summer Salary
 - Summer salary funding will have retirement (if applicable) and taxes charged in correspondence with the summer salary charge.
 - All contract employees still have most of their deductions (health insurance, EAP, etc.) paid for them during the period outside their contract dates. The charges for these deductions should follow the default funding for the employee because they are charged regardless of whether the employee has earned summer salary or not.

Retroactive Distributions Actuals Report

			North Dakota State University				Run date : Aug/25/2008 19:46			
			NDUS Actuals Report				Page 36 of 1967.			
Report ID:	NDUCA504									
Company:	NDS									
Business Unit:	NDSU1									
Pay Period End:	2008-07-31 00:00:00.000									
Department ID:	ALL									
DEPTID:	1100									
Project ID:	FAR0011769									
Fund Code:	43300									
Empl.ID	EmplRec.	Employee Name	Gross Amt.	Earning Code	Earn Acct	Earn Amt	Ded Acct	Ded Amt	Tax Acct	Tax Amt
0			1,055.04		516170	0.00	516170	0.00	516170	62.26
0					516055	0.00	516055	313.24	516055	0.00
0					516075	0.00	516075	0.14	516075	0.00
0					516015	0.00	516015	0.68	516015	0.00
0					516175	0.00	516175	91.60	516175	0.00
0				H01	511002	1,004.38	511002	0.00	511002	0.00
0					516080	0.00	516080	0.00	516080	14.56
0					516205	0.00	516205	0.00	516205	2.73
Total for Position No. 00018618 :						1,004.38		405.66		79.55

Retroactive Distributions Gross & Fringe Report

Report ID: HPCA012	PeopleSoft Gross & Fringe Detail Report	Page No. 1 Run Date 10/06/2008 Run Time 07:52:20									
Company NDS North Dakota State University Paygroup: NDB NDSU - Salaried											
Fiscal Year: 2009 Accounting Period: 2											
Department: NDSU1-1100 North Dakota Forest Service											
Funding Source: S433001100FAR0011769R Urban and Community Forestry-T											
Name	Position#	Check#	Total	Total	Hlth/Life/EAP	Retirement	Wkfc Safety	LT Disability	SUT	FICA Taxes	Total
Empl ID-Rcd# JobCode	Pool PayEndDt	Gross	Fringe								
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
██████████	331004	00020703 00288008	846.05	312.11	168.47	80.37	0.00	3.10	0.00	60.17	1158.16
██████████	431002	00018618 00287988	1004.38	485.21	314.06	91.60	0.00	0.00	2.73	76.82	1489.59
Funding Source (S433001100FAR0011769R) T			1850.43	797.32	482.53	171.97	0.00	3.10	2.73	136.99	2647.75
Department (NDSU1-1100) Total			1850.43	797.32	482.53	171.97	0.00	3.10	2.73	136.99	2647.75
Accounting Period (2009- 2) Total			1850.43	797.32	482.53	171.97	0.00	3.10	2.73	136.99	2647.75



Retroactive Distributions

- Retroactive Distribution form
 - Once received it is audited for accuracy. Information needed includes:
 - Funding
 - Pay Period beginning and ending dates
 - Employee name, Empl ID and Empl Rcd
 - Sent to Grant & Contract Accounting for approval if needed.
 - Due to end of fiscal year no retros involving appropriated funding can be done after the pay period ending June 30 (paid July 15).

Retroactive Distributions

Gross & Fringe Report – After Retro

Name		Position#	Check#	Total	Total	Hlth/Life/EAP	Retirement	Wkfc Safety	LT Disability	SUT	FICA Taxes	Total
Empl ID-Rcd#	JobCode	Pool	PayEndDt	Gross	Fringe							
[REDACTED]	331004	00020703	00288008 2008-07-31	-846.05	-312.11	-168.47	-80.37	0.00	-3.10	0.00	-60.17	-1158.16
[REDACTED]	431002	00018618	00287988 2008-07-31	-1004.38	-485.21	-314.06	-91.60	0.00	0.00	-2.73	-76.82	-1489.59
Funding Source (S433001100FAR0011769R) T				-1850.43	-797.32	-482.53	-171.97	0.00	-3.10	-2.73	-136.99	-2647.75
Department (NDSU1-1100) Total				-1850.43	-797.32	-482.53	-171.97	0.00	-3.10	-2.73	-136.99	-2647.75
Accounting Period (2009- 3) Total				-1850.43	-797.32	-482.53	-171.97	0.00	-3.10	-2.73	-136.99	-2647.75
Fiscal Year (2009) Total				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Paygroup (NDB) Total				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

PeopleSoft
Gross & Fringe Detail Report

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Run Date 10/06/2008
Run Time 07:52:20

Company NDS North Dakota State University
Paygroup: NDB NDSU - Salaried

Fiscal Year: 2009 Accounting Period: 3
Department: NDSU1-1100 North Dakota Forest Service
Funding Source: S433001100FAR0011769R Urban and Community Forestry-T