


Faculty/Staff Retroactive Account Adjustment (RAA Process)

Carbondale Campus End User Business Processes

PROCESS – Faculty/Staff Retroactive Account Adjustment (RAA) Process

Process: Follow this process to request the **transfer** of Employee Salary and/or Employer Fringe Benefit Expenditures, for an individual employee, *from* one or more budget purpose(s) *to* one or more other budget purpose(s).

Access: Obtain necessary form(s). Electronic forms are available through the eforms website  <http://eforms.siu.edu/>

Actions: **For Faculty/Staff and Student Employees**

Responsible Party	Action
Department	1. Determines the need to request a transfer of employee salary and/or employer fringe benefit expenditures, for an individual employee, from one or more budget purposes to one or more other budget purpose(s). The department completes the Retroactive Account Adjustment (RAA) form . Obtains signature(s) as required within the department's area of operation/reporting. Makes a copy of the form(s) for departmental records, attaches a copy of the original Assignment Costing form previously sent to HR Data Control, and submits the forms to the HR-Payroll, Miles Hall – Mailcode 6520.
Payroll Office	2. Determines that the “from” account(s) on the form did incur the expenditures for the applicable effective date range given, for the applicable employee. If the form has been completed incorrectly, the form will be returned to the department. If correct, Payroll will process the RAA as soon as possible on a subsequent payroll run.
Department	3. Reviews and verifies the adjustment was completed on the appropriate, future <i>Fiscal Officer Certification</i> report that is sent to the FO listed for the budget purpose(s) in question.
End of Process	

Special Notes:

All RAAs must be received by HR Payroll within 90 days from the pay date. RAAs received after the 90 day cutoff date will be returned to the department.

This document is intended as an overview to assist the end user in easily identifying the basic steps in processing a [Retroactive Account Adjustment \(RAA\)](#) form for the purposes stated above.

A list of the documentation required to process retroactive account adjustments for the purposes stated above follows.

Form

AIS HRMS Faculty/Staff Retroactive Account Adjustment (RAA) **form**
Copy of the original Assignment Costing form

Source

 **[RAA Form](#)**
Requesting Department

Departments should keep a copy of the completed RAA form. A copy will not be returned from the Payroll Office after processing.