

# Student Employment Retroactive Account Adjustment Form

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## Carbondale Campus End User Instructions Form – Student Employment Retroactive Account Adjustments

### Use:

To request a change in the account in which student employment wages were previously charged. Please ensure that the request meets the following conditions, if not, your request may be denied.

- The request is being made to correct an error in the account from which a student was paid.
- The request is being made within 90 days of the error occurring. If the request contains either state or FWS funds, the request is also being made no later than 30 days prior to the end of the fiscal year in which the expenditure was incurred. If the request contains grant funds, the request is also being made within 30 days of the ending date of the grant.
- The request is to correct a budget purpose, not a departmental activity code.
- The request is for an individual student. If the request is for more than one student, a separate form must be completed for each student.
- The request is to move the earnings for an entire payroll period. If the request is for multiple payroll periods, all of the payroll periods must be for the same disbursement period. (Academic disbursement periods are listed on the FAO web site, [www.siu.edu/~fao](http://www.siu.edu/~fao).) If multiple academic periods are involved, a separate form must be completed for each academic period.
- If the request is for a student who was paid FWS, both the FWS portion and the institutional match portion are included and the account, which is accepting the transfer, has enough FWS budget to cover the transfer.
- The request is for a student who is still currently employed in the position in which the error occurred.

Student Employment Services will review, approve and forward to Central Payroll for processing. In some situations, a department may be requested to provide clarification on why a retroactive account adjustment is being requested.

### **Access:**

Obtain necessary form(s). Electronic forms are available through the eforms website [eforms <http://eforms.siu.edu/siuforms/info/fao1007.php>](http://eforms.siu.edu/siuforms/info/fao1007.php)

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**Instructions:** Complete the form using the following instructions. Unless otherwise noted all fields should be completed.

## General Information Section:

*Name* The last, first and middle name of the student employee.

*Assignment Number* The applicable assignment number of the student employee.

*Department (Organization)*  
The name of the employing department.

*Job* Select, from the dropdown list, the job in which the student employee is employed on this assignment from the drop down list.

## Account Adjustment Section:

### *Payroll Period Dates*

*Beginning* The beginning date of the first payroll period that is being adjusted. (Date Format DD Mmm YYYY)

*Ending* The ending date of the last payroll period that is being adjusted. (Date Format DD Mmm YYYY)

## From Account Section:

*AIS Fund* The AIS fund value of the Accounting Flexfield (AFF) from which the expenditures are being moved.

*AIS Unit* The AIS unit value of the AFF from which the expenditures are being moved.

*AIS Budget Purpose* The AIS budget purpose value of the AFF from which the expenditures are being moved.

*AIS Dept Activity 1* Optional, the AIS department activity 1 value of the AFF from which the expenditures are being moved. If no value is provided, the default value of '00000' will be assigned.

*AIS Dept Activity 2* Optional, the AIS department activity 2 value of the AFF from which the expenditures are being moved. If no value is provided, the default value of '00000' will be assigned.

*AIS Function* The AIS function value of the AFF from which the expenditures are being moved.

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<i>AIS Natural Account</i>	Select, from the dropdown list, the AIS natural account value of the AFF from which the expenditures are being moved.
<i>Object</i>	The AIS object code value of the AFF from which the expenditures are being moved.
<i>Source of Funds</i>	Leave Blank.
<i>Funding Fiscal Year</i>	The fiscal year in which the expenditures were incurred. (Do not provide a value of YY.)
<i>Inst Activity</i>	Leave Blank.
<i>Future Use</i>	Leave Blank.
<i>Amount</i>	The amount of the expenditures that are being moved from this AFF. This amount should be entered as a negative number.

## To Account Section:

<i>AIS Fund</i>	The AIS fund value of the Accounting Flexfield (AFF) to which the expenditures are being moved.
<i>AIS Unit</i>	The AIS unit value of the AFF to which the expenditures are being moved.
<i>AIS Budget Purpose</i>	The AIS budget purpose value of the AFF to which the expenditures are being moved.
<i>AIS Dept Activity 1</i>	Optional, the AIS department activity 1 value of the AFF to which the expenditures are being moved. If no value is provided, the default value of '00000' will be assigned.
<i>AIS Dept Activity 2</i>	Optional, the AIS department activity 2 value of the AFF to which the expenditures are being moved. If no value is provided, the default value of '00000' will be assigned.
<i>AIS Function</i>	The AIS function value of the AFF to which the expenditures are being moved.
<i>AIS Natural Account</i>	The AIS natural account value of the AFF to which the expenditures are being moved.
<i>Object</i>	The AIS object code value of the AFF to which the expenditures are being moved.
<i>Source of Funds</i>	Leave Blank.

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*Funding Fiscal Year* The fiscal year in which the expenditures were incurred. (Do not provide a value of YY.)

*Inst Activity* Leave Blank.

*Future Use* Leave Blank.Funding

*Amount* The amount of the expenditures that are being moved from this account. This amount should be entered as a positive number.

## Signature Section:

*Fiscal Officer Signature* Signature of Fiscal Officer and date signed. (Date Format DD Mmm YYYY)

*Completed By (if other than Fiscal Officer)*  
Name of the individual who completed the form if other than the Fiscal Officer.

*Phone Number* Phone number of the individual who completed the form.

*E-mail Address* E-mail address of the individual who completed the form.

## Payroll and/or FAO Use Only Section:

Leave this section blank.

### **Special Notes:**

All RAAs must be received by HR Payroll within 90 days after the effective pay period ending date (additional EOFY rules apply). Student Employment RAAs should be submitted two weeks in advance of the HR Payroll deadline.

RAAs received in HR Payroll after the 90-day cutoff date will be returned to the department.

Fund, unit, budget purpose, department activity 1, department activity 2, function, natural account and object are all segments of the AIS accounting flexfield. HRMS does not automatically generate these segments based on the budget purpose. The preparer must supply all of the required segments. Department activity 1 and department activity 2 are the only two segments that are optional. If no value is provided, the default value of '00000' will be assigned. The funding fiscal year should be the actual fiscal year in which the original charges were incurred. The values for SOF (source of funds), institutional activity and future use will be defaulted.

If more than seven from or to account lines are needed for an adjustment, attach an additional form. Enter the same beginning and ending payroll period dates in each box.

If more than one academic disbursement period needs to be adjusted you will

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need to complete an additional form.

For each form submitted the sum of all from and to amounts must equal zero.

If the *Student Employment Unpaid Hours* form contains accounts in which there are different fiscal officers, the signatures of all fiscal officers are required.

The hiring department should maintain a copy of the completed *Student Employment Retroactive Account Adjustment* form.

**Routing:**

Print this form, acquire the appropriate signature(s), and either mail, transit, hand carry or Fax: Student Employment Services, Financial Aid Office, MC 4702. FAX number 453-4606.