


# Student Employment Retroactive Account Adjustment Process

## Carbondale Campus End User Business Processes

### PROCESS – Student Employment Retroactive Account Adjustment Process

**Process:** Follow this process to request the transfer of student employment wage expenditures for an individual student employee from one budget purpose to another.

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

**Actions:**

Responsible Party	Action
Department	1. Determines the need to request a transfer of student employment wage expenditures <b>for an individual student employee</b> from one budget purpose to another. The department completes the <a href="#">Retroactive Account Adjustment</a> form. Obtains fiscal officers signature(s). Makes one copy of the form(s) for departmental records. Submits the form to Student Employment Services in the Financial Aid Office.
Student Employment Service/Financial Aid Office	2. Determines that beginning and ending dates on the form are for only one academic disbursement period. Determines if the adjustment contains state or FWS funds, if so determines that the adjustment is for the current fiscal year or that we are still in the adjustment period for the applicable fiscal year. If the adjustment contains FWS funds determines that the “to” account has enough remaining FWS funds to accept the transfer. If the form has been completed incorrectly, the form will be returned to the department. If correct, FAO will approve and forward the form to Central Payroll for processing.
Central Payroll	3. Determines that the “from” account on the form did incur the expenditures for the applicable payroll period(s) for the applicable student. Determines that the expenditures are for an entire payroll period(s). If the form has been completed incorrectly, the form will be returned to the department. If correct will process the RAA.
End of Process	

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

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.

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

**Form**

**Source**

*Retroactive Account Adjustment form*

 [RAA form](#)

Departments should keep a copy of the completed form. A copy will not be returned from Student Employment Services after processing.