

To: MOU Financial Leads  
Business Managers

From: Walter Miller, Labor Accounting Manager, Payroll Services

Subject: Retro Retirement Adjustment included in B06 and M03

The employer retirement contribution rate is set by the North Carolina State Treasurer’s Office and can be adjusted periodically. Effective July 1, 2016, the TSERS employer contribution rate increased from 15.32% to 16.12% and ORP employer disability and retiree health contribution rate reduced from 6.01% to 5.98%. This [announcement](#) occurred after Biweekly 26 (B26 payday July 8) and Summer Session 2 (S02 payday July 26) had processed, and therefore the new rate was not applied to those payroll cycles. Therefore, a one-time, employer-only retroactive adjustment is being included in B06 (payday Sept. 30) or M03 (payday Sept. 30) payroll for employees with a retirement contribution on B26 or S02. This adjustment will appear as an “Off Cycle” check. The view of the check in PAAT is illustrated below:

Favorites Main Menu HR/Payroll Menu Payroll Acct Adj. Tool (PAAT) Enter PAAT Transaction

Pay Periods

Date From Date-To

Pay Group	Off Cycle ?	Empl ID	Empl Record	Department	Status	Last Updated By	Pay Period End Date	Transaction ID
11 SPE	<input type="checkbox"/>	7xxxxxxxx	0	2xxxxx			08/21/2016	
12 SPE	<input type="checkbox"/>	7xxxxxxxx	0	2xxxxx			09/04/2016	
13 SPE	<input type="checkbox"/>	7xxxxxxxx	0	2xxxxx			09/18/2016	
14 SPE	<input checked="" type="checkbox"/>	7xxxxxxxx	0	2xxxxx			09/18/2016	

Regular Paycheck (points to rows 11-13)

Retro Retirement (points to row 14)

Off Cycle Indicator (points to checked checkbox in row 14)

Multiple Checks on same date (points to 09/18/2016 dates in rows 13 and 14)

For TSERS participants, the adjustment should appear in transaction data available in InfoPorte as a second smaller charge for account 515210 with an accounting date of 9/30/2016 and is illustrated below:

Bus Unit	Ledger	Fund	Source	Dept ID	Account	Amount	Recon Ready?	Reconciled	Acct Dt
UNCCH	F&A_EXP	27170	14101	xxxxxxx	515210	200.00	Y		9/30/2016
UNCCH	F&A_EXP	27170	14101	xxxxxxx	515210	7.92	Y		9/30/2016
<b>Acct Total</b>						207.92			

Regular Retirement (points to first row)

Retro Retirement (points to second row)

These charges will be distributed according to an employee’s current funding sources. If an employee is no longer at the University and funding sources are inactive, the charge will go to payroll suspense. For Summer Session 2 (S02) payments that were paid using the lump sum ePAR, the charge will not be

applied to the combo code used on the lump sum payment. A deduction and taxes only PAAT action can be initiated by a PAAT Advanced User to adjust the distribution sources.

If you have any questions about this or other Commitment Accounting matters, please email us at [CA\\_Payroll@unc.edu](mailto:CA_Payroll@unc.edu) or visit our new [Commitment Accounting website](#).