

Retroactive Account Adjustment (RAA) Reference Sheet

Payroll Office – Revised September 2006

RAA process: The ability to adjust past payroll expense charges by removing the charge from one or more AFF (account) combinations, and applying the charge to one or more AFF (account) combinations. The adjustment can involve employee gross pay, employee overtime or employer contributions such as Medicare, Social Security, SURS, Health, Life, and Dental. This transaction is for costing purposes only, and does not affect the employee's pay, SOE, balances, W-2 process, tax deposits, etc.....

Account Ranges and Charges

Employer FICA: Consists of the employer share of two separate and reportable components - 1) Old-Age, Survivors, and Disability Insurance (OASDI) - (*Note: also referred to as Social Security*) and 2) Medicare - (*Note: sometimes referred to as Hospital Insurance Tax or HI Tax*). FICA = Social Security (6.2%) + Medicare (1.45%)

Overhead Recovery Accounts (OH) - AIS accounts in which the fund segment is > or = to x050000 and < or = to x059999. Charged employer health, life, and dental.

Grants and Contracts Accounts - AIS accounts in which the fund segment is > or = to x200000 and < or = to x699999. Charged employer health, life, dental, SURS, medicare and social security.

Restricted Fund Accounts - AIS accounts in which the fund segment is > or = to x160000 and < or = to x199999. Charged employer health, life, dental, SURS, medicare and social security.

State Accounts – AIS accounts in which the 2nd, 3rd, and 4th position of the Fund segment is equal to 010. For example: 0010000, 1010000, 2010000, 50100000. Charged employer health, life, dental, SURS, medicare and social security (see special Vice Chancellor's State Accounts for FICA charges).

Local Accounts – AIS accounts that are not OH recovery, not grant or restricted, and not state. No employer charges, as covered by the state accounts.

Object Codes Used on the RAA E-form to distinguish salary and employer charges.

Salary: 4101 - Salaries-Regular Positions-all accounts
4102 - Salaries-Overtime Pay-all accounts

ER FICA: 5410 - Employer Contributions to Medicare-State-Faculty/Staff
5415 - Employer Contributions to Social Security-State-Faculty/Staff
5637 - Employer Contributions to Medicare-Grant/Restricted-Faculty/Staff
5639 - Employer Contributions to Social Security-Grant/Restricted-Faculty/Staff

ER Fringe Benefits: 5645 - Employer Contributions to Dental Insurance-Grant/Restricted-OH Recovery
5647 - Employer Contributions to Health Insurance- Grant/Restricted-OH Recovery
5649 - Employer Contributions to Life Insurance- Grant/Restricted-OH Recovery
5670 - Employer Contributions to Retirement(SURS)-Grant/Restricted

Allowed Adjustments

Employee Gross and OT between any accounts.

ER Medicare and Social Security as follows:

State/Local (non-grant/restr) to State if change VC areas
State to Grant/restr
Grant/restr to State
Grant/restr to Grant/restr

ER SURS for Grant/restr to Grant/restr.

ER Health, Life, Dental for Grants/restr and (OH), as follows:

Grant/restr to Grant/restr.
OH to OH
OH to Grant/restr
Grant/restricted to OH

Adjustments not allowed in AIS/HRMS (for grant & restricted accounts only, contact Grant & Contract Accounting, 536-2351)

SURS: Grant/restr to State, and vice versa.

H, L, D: Grant/restr & OH to State/Local (non-OH, non-grant/rest), and vice versa.