

RETROACTIVE SALARY TRANSFER (RST) JUSTIFICATION FORM

Name of Submitter

Date

1. Why should the salary be transferred to the proposed speedtype from the speedtype it was originally charged to? (Explain circumstances surrounding charging the incorrect account)

Late RST Section: If this RST is being submitted more than 90 days from the end of the effort certification period, please complete this section. *Payroll related cost transfers (RSTs) should be completed within 90 days from the end of their effort certification period. Late is considered any cost transfers beyond 90 days from this period.* [Emory Policy: Cost Transfers and Payroll Reallocations 2.125](#)

1. Why was the salary charged to the speedtype from which it is now being transferred? (Explain circumstances surrounding charging the incorrect account)

2. Why should the salary be transferred to the proposed speedtype?

3. Why is this RST being completed late? (Please provide extenuating circumstances for this late transfer)

4. What corrective action is being taken to prevent recurrences of this in the future?