

# Late Payroll Change Quick Card

**To Access** the new web-based late change request form and related help features, please go to <https://nimbus-1.mit.edu/vpfforms/latechangeform.jsp>. You will need Java and either Firefox (preferred) or Internet Explorer in order to access the form.

**If Your Authorizations Do Not Work** as expected, contact [computing-help@mit.edu](mailto:computing-help@mit.edu) and the appropriate authorizations will be added.

**The New Form** is laid out much like the one you already know, with the added benefit of **auto-populated fields** and a **drop-down menu** that speed data entry, helping to detect errors and provide guidance to assure efficient resolution of your request.

**Request for Late Change to Salary Allocation**  
Request ID:  Status:  Last Changed:

**MIT** Massachusetts Institute of Technology  
[late\\_change@mit.edu](mailto:late_change@mit.edu)

**Request Submitter:**

Name	MIT ID	Email Address	Phone	Dept Name	Date Submitted
Justin M. Wade	993703253	JUSTIN@CSAIL.MIT.EDU	6172532915	Comp Sci & Artificial I	

**Transfer Request:**

MIT ID	Person	CO#	CO Name	GL#	Begin Date	End Date	Amount	Percent

**Explanation:**

**Primary Reason:** Late sponsor approval  
Please provide date that the new account became active.

**Additional Information:**  
(Additional circumstances and/or supporting text from relevant correspondence)

"I confirm that the employee(s) herein worked on the cost object(s) to which their effort is being transferred for the period(s) listed above."

**Action buttons** allow you to save, close, submit or print your request at any time in the preparation process. **By saving**, you retain access to make additional changes to the request before clicking submit. Put your request in the review queue by **clicking submit** when you have filled out the form.

**To make it easier to monitor your requests**, the new web form has an **in-box feature** that enables you to see all of your requests and to track their progress through the system.

# Late Payroll Change Quick Card

Request for Late Change to Salary Allocation

For: Submitter MSBENSON Margaret S. Benson

MIT Massachusetts Institute of Technology  
late\_change@mit.edu

New Search About When to use the form?

Submitted 11/27/2008 to 2/26/2009, status: All, CO: , name contains:

Req ID	Last Upd	Status	Submitter	Submitted	CO	Person Name	Reviewer	Approver	Disp. Date
19	2/25/2009	Approved	MSBENSON	2/11/2009	1659200	David M. Barber	DARRENJS	GEMMONS	2/25/2009
20	2/25/2009	Approved	MSBENSON	2/11/2009	1680600	Thomas W. Komola	DARRENJS	GEMMONS	2/25/2009
21	2/25/2009	Approved	MSBENSON	2/11/2009	1659200	Daniel L. Michaud	DARRENJS	GEMMONS	2/25/2009
35	2/26/2009	Approved	MSBENSON	2/19/2009	1659200	Daniel Whynot	DARRENJS	GEMMONS	2/26/2009

**To Start a new form**, click the new button.

**To open an existing form**, double click on the form ID number. Requests are available for you to update until they are submitted.

**Review your prior requests** by request ID or status.

**Should you encounter any problems** with the new tools, please send your feedback to [late\\_change@mit.edu](mailto:late_change@mit.edu). We want to hear from you!

**The late change review process** has been streamlined as well: **Darren Scartissi** ([darrenjs@mit.edu](mailto:darrenjs@mit.edu)) is the new point person for all reviews and preparation of approval recommendations for the Controller. To assure uninterrupted attention to the late change process, Darren will be supported by designated colleagues.

**Policy Update:** The cut-off date for your direct access to make salary distribution changes through eSDS is now aligned with the quarterly certification deadline. We hope that the added time to make changes (30 days more than the current deadline allows) will make it easier to get feedback from the certifiers in your department before the eSDS cut-off, further reducing the need for late change requests.