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 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.

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: HUBBENDON, Margaret S. Benson

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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. We want to hear from you!

The late change review process has been streamlined as well: Darren Scartissi (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.