



Settlement Action List (EXAMPLE)

Ticket Settlement Number: _____

Employee Name: _____

Personnel Number: _____

Retroactive period: _____

I. Actions

List dates, transactions, reason codes, etc.

II. Time Entry

Provide a spreadsheet of time types, dates, and hours.

III. Quota or Accrual Changes

Explain vacation, sick, holiday adjustments or; list hours expected.

IV. Requested Payouts

List payouts requested on IT416, e.g. vacation, sick leave, holiday comp. payouts.

V. Other Transaction Changes

Provide any benefits or longevity requirements, etc.

VI. Retirement Adjustment

Request BEST to calculate based on 6% rate, or reference an attached NC Treasurer letter.

VII. Other Employment

Employment outside of the State, which should be deducted.

VIII. Garnishments

Examples are Unemployment Compensation, Attorney Fees, etc.

IX. Payments

Detail of salary changes should be reflected on PD-14.

X. Contact/Approver at Agency

Agency contact for settlement inquiry and approval – provide name, phone number, email address.