redistributions@ncsu.edu

A Basic, One-Sheet Primer for Best Practices When Using The redistributions@ncsu.edu Email

• **Redistributions:**
  o All initial inquiries or notifications related to Redistributions should be sent directly to redistributions@ncsu.edu.
  o All follow-up status inquiries related to the initial Redistributions inquiry or notification should still be sent directly to redistributions@ncsu.edu but with a carbon copy also sent to Susan Peaslee.
  o All additional follow-up status inquiries related the Redistributions follow-up inquiry or notification should still be sent directly to redistributions@ncsu.edu but with a carbon copy also sent to Susan Peaslee and Brad Priser.

• **TEARS:**
  o All initial inquiries regarding issues with information within an Effort Report should be sent to cnghelpdesk@ncsu.edu.
  o All follow-up status inquiries related to the initial Effort inquiry or notification should still be sent directly to cnghelpdesk@ncsu.edu but with a carbon copy also sent to redistributions@ncsu.edu.
    Note: if no Effort Report has been generated, please contact your college TEARS Coordinator.

• **Payroll Journals:**
  o All initial inquiries regarding a Fringe Benefit or HR Journal requiring C&G Approval can be sent to either cnghelpdesk@ncsu.edu or redistributions@ncsu.edu.
  o All follow-up status inquiries or notification request related to a Fringe Benefit or Payroll Journal requiring C&G Approval can still be sent directly to cnghelpdesk@ncsu.edu or redistributions@ncsu.edu but with a carbon copy also sent to Susan Peaslee or Brad Priser.

  **Note:** If either the inquiry or request requires urgent attention or RUSH processing, please include RUSH in the subject line of the request and send the message directly to redistributions@ncsu.edu.