

AnSRS4u: Project Payroll

February 18, 2021

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College of Engineering: Amy Caldwell

Overview

- SRS Project Administrators are responsible for monitoring the project to guarantee that the correct payroll amounts are posted based on the salary information, available balances and terms of the research project.
- Payroll allocations are processed in Workday to distribute personnel effort and cost to each account, including research projects. This information is recorded per support account(s) and employee.

What is a Costing Allocation?

- A costing allocation is the mechanism in Workday that allows a person's time to be allocated for a time period to specific accounts.
- The information is recorded per support account(s) and employee(s) to enable SRS to provide detailed information to sponsors, auditors, principal investigators, departments and TAMUS Members.
- There is pre-set approval routing for each costing allocation within Workday that is set by each system member.

Review of a Costing Allocation in Workday

- All allocations with sponsored research accounts listed will route to the project administrator for approval.
- The project administrator will review the sponsored research accounts for allowability and compliance within their project requirements.
- Items to review
 - Period of Performance
 - Available budget
 - Project and Salary Compliance
 - Budget or Salary Restrictions
 - End date listed for sponsored research accounts

Example: Standard Costing Allocation

✓ New Costing Allocations

1 item

*Start Date	End Date				
		Use Costing Worktag Defaults	Required with no Default (Must have Costing Override)	Worktags	*Distribution Percent
01/01/2021	05/31/2021			TAMUS Cost Center: 28-510460-00010 (CHEN) 50% Idc- Hasa n-Synopsis-Synthesis O	100.00%
				Total:	100.00%

Example: No End Date Listed

New Costing Allocations					
1 item					
*Start Date	End Date	Use Costing Worktag Defaults	Required with no Default (Must have Costing Override)	Worktags	*Distribution Percent
01/16/2021				TAMUS Cost Center: 28-510460-00010 (CHEN) 50% Idc- Hasa n-Synopsis-Synthesis O	100.00%
				Total:	100.00%

When a sponsored research account is listed, an end date must be entered or the allocation will be sent back.

Example: Multiple Accounts

New Costing Allocations					
3 items					
*Start Date	End Date	Use Costing Worktag Defaults	Required with no Default (Must have Costing Override)	Worktags	*Distribution Percent
09/01/2021				TAMUS Cost Center: 28-277701-00000 (CHEN) Payroll Clearing - Chen	100.00%
					Total: 100.00%
01/01/2021	08/31/2021			TAMUS Cost Center: 28-513560-00006 (ENGY) 50% Idc - Tees: EL-Halwagi- Diamond	100.00%
					Total: 100.00%

Example: Multiple Accounts

*Start Date	End Date				
		Use Costing Worktag Defaults	Required with no Default (Must have Costing Override)	Worktags	*Distribution Percent
09/01/2021				TAMUS Cost Center: 02-239130-00000 (CPSC) Differential Tuition - Cpsc	50.00%
				TAMUS Cost Center: 28-516720-00001 (CPSC) Bioinformatics and Data Sharing Cor	50.00%
				Total:	100.00%
03/01/2021	05/31/2021			TAMUS Cost Center: 02-239130-00000 (CPSC) Differential Tuition - Cpsc	50.00%
				TAMUS Cost Center: 28-516720-00001 (CPSC) Bioinformatics and Data Sharing Cor	50.00%
				Total:	100.00%
01/01/2021	02/28/2021			TAMUS Cost Center: 02-239130-00000 (CPSC) Differential Tuition - Cpsc	100.00%
				Total:	100.00%

074 SA Summary By Budget Pool01/26/21 10:32
50% IDC- HASAN-SYNOPSIS-SYNTHESIS 0FY 2021 CC 28
Screen: ____ Account: 510460 00010 Fiscal Year: 2021
Thru Month: 1_ January FY/PY/IN to Date: IN Calc CM IDC: N
Resp Person: Bottom Line Exclusion: 0.00
Department: CHEN Flags: D F B C Z G ABR Net Dir BBA: 21957.15
Map Code: 50000 N N Y N N N 900 Unprotected Available: 21957.15
Obj C P Budget CM Actual Actual Encumbrances Available

0001

1100 89443.83 2300.00 64947.62 12595.24 11900.97
1900 16213.56 460.03 8366.57 2186.41 5660.58
1700
1801
4000 534.00 534.00
3000 30.30 30.30
6032 36092.00 31696.40 4395.60
6200
* Part 142313.69 2760.03 105574.89 14781.65 21957.15

Account balance
shown in FAMIS

Account balance
shown in Canopy

Main MenuFRSSAccountSummary

HELP?Send Feedback

SearchCrosswalkSubcode SearchMy AccountsAttributesSummaryOpen CommTransactionsPayroll ActualPayroll EncReportsVouchers

Account: 51046000010 50% IDC- HASAN-SYNOPSIS-SYNTHESIS ODept: CHEN Chemical EngineeringFreeze: No SRS: Yes
Responsible Person: Sub-Dept: Delete: No

Select an account: List is empty. or type in an account number: 51046000010 or type in a bank number:
Thru Month: Jan Year Type: IN SL Display: Summary by Budget Pool
SubmitReset

SL Account Summary (TOTAL ITEMS: 13)									
Object Code	Description	C	P	Budget	CM Actual	Actual	Encumbrance	Available	
0001	Revenue Pool			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1100	Salaries & Longevity			\$89,443.83	\$2,300.00	\$64,947.62	\$12,595.24	\$11,900.97	
1900	Benefits Pool			\$16,213.56	\$460.03	\$8,366.57	\$2,186.41	\$5,660.58	
1700	Wages Pool			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1801	Other Institutions S			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4000	Other Operating Expe			\$534.00	\$0.00	\$534.00	\$0.00	\$0.00	
3000	Travel Pool			\$30.30	\$0.00	\$30.30	\$0.00	\$0.00	
6032	Sponsored Projects-T			\$36,092.00	\$0.00	\$31,696.40	\$0.00	\$4,395.60	
6200	Other Expense Pool I			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
8000	Capital Outlay Pool			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
***	Total Direct Expense			\$142,313.69	\$2,760.03	\$105,574.89	\$14,781.65	\$21,957.15	

Payroll Encumbrances

F2321 Make selection to proceed to screen 758

757 Payroll Encumbrances by Account

01/26/21 10:09

50% IDC- HASAN-SYNOPSIS-SYNTHESIS 0

FY 2021 CC 28

Screen: ____ S/W Acct: 28 510460 00010 FY: 2021 Thru Month: 1_ January

Include: All SA's: N Only Pin: _____ Completed: N

S	SAcct	PIN	Current Occupant	Bud/ Wage	Salary/Wage	Longevity	Benefit	C
-	00010	E124452	Smith, John	B	1095.24		86.30	Y
-	00010	E74133	Doe, Jane	B	9200.00		1840.12	
-	00010	E99004	Flay, Bobby	B	2300.00		259.99	Y

Main Menu Payroll Payroll Inquiry Payroll Encumbrance

HELP ?

Payroll by Account Payroll by UIN Payroll Encumbrance Payroll Enc Trans

Account: 51046000010 50% IDC- HASAN-SYNOPSIS-SYNTHESIS 0 Dept: CHEN Chemical Engineering Freeze: No SRS: Yes
Responsible Person: Sub-Dept: Delete: No

Account Number: 51046000010 Include ALL Support Accounts: ☐ Enc Type: ALL

Pin: Thru Month: Jan Include Completed: ☐






Submit






PAYROLL ENCUMBRANCE (TOTAL ITEMS: 3)

Campus	Account	SRS	Pin	Name	Bud/Wage	Salary/Wage	Longevity	Benefit	Enc Type
28	510460-00010	Y	E124452	Smith, John	B	\$1,095.24	\$0.00	\$86.30	PCT
28	510460-00010	Y	E74133	Doe, Jane	B	\$9,200.00	\$0.00	\$1,840.12	BASEPAY
28	510460-00010	Y	E99004	Flay, Bobby	B	\$2,300.00	\$0.00	\$259.99	PCT
Grand Total						\$12,595.24	\$0.00	\$2,186.41	

Project Compliance Review

Examples of Project Compliance with required TCP (Technology Control Plan) or RDP (Restriction of Distribution or Publication).







Project Compliance						
Action ▾	View ▾	Format ▾	+	×		
				 Detach	 Wrap	
Compliance Item	Additional Data	Status Date	Expiration Date	Status	Authorization Number	Approvals
Export Control - Pre-publication Approval Required by Sponsor		05-Sep-2020	31-Aug-2021	Active	2019-RDP-028	View







Project Compliance						
Action ▾	View ▾	Format ▾	+	×		
				 Detach	 Wrap	
Compliance Item	Additional Data	Status Date	Expiration Date	Status	Authorization Number	Approvals
Export Control - Sponsor Restrictions on Participation of Non-US Persons	DOE 142.3A Change 2 (FN Restriction) incorporated	10-Nov-2020	31-Jan-2023	Active	2020-042	View

If an individual is not listed on approved document(s), please contact your Project Administrator or System Member Compliance Office.

Salary Compliance Review

Compliance Line

Action ▾ View ▾       Detach

Category	Number of People	Start Date	End Date	Amount	Check Amount	General Criteria
Undergraduate Student(s) ▾	<input type="text" value="1"/>	<input type="text" value="01-Sep-2020"/> 	<input type="text" value="31-Aug-2021"/> 	<input type="text" value="0.00"/>	<input type="checkbox"/>	RDP
Principal Investigator(s) ▾	<input type="text" value="2"/>	<input type="text" value="01-Sep-2020"/> 	<input type="text" value="31-Aug-2021"/> 	<input type="text" value="0.00"/>	<input type="checkbox"/>	RDP
Graduate Student(s) ▾	<input type="text" value="2"/>	<input type="text" value="01-Sep-2020"/> 	<input type="text" value="31-Aug-2021"/> 	<input type="text" value="0.00"/>	<input type="checkbox"/>	RDP

If restrictions exist, the Project Administrator will use the salary compliance screen to enter approved position categories and/or specific individuals, per support account.

What is a PCT (Payroll Cost Transfer)?

- A payroll cost transfer is initiated by the department in Canopy when the need arises to correct past payroll expenses that have already posted to an account.
- There is pre-set approval routing for each PCT within Canopy that is set by each system member.
- All corrections involving sponsored research accounts will route to the project administrator for approval.

Review of a Payroll Cost Transfer

- The project administrator will review the sponsored research accounts for allowability and compliance within their project requirements.
- Items to review
 - Period of Performance
 - Available budget
 - Project and Salary Compliance
 - Budget or Salary Restrictions

Example: PCT Request Detail

Main Menu ➤ Routing ➤ Document

Inbox

Enroute

Outbox

Document

Global Queue

User Profile

Document: ECT28CTADMYJ



Routing Action: Select an action...



Submit



PAYROLL COST TRANSFER REQUEST

Document ID: [CTADMYJ](#)

DOC FY: 2021


DOC Status: Closed (CL)

Name: Schrute, Dwight

UIN: 123-45-6789

PAYROLL

Pay Period End Date: 01/31/2021

Route Document: ECT28CTADMYJ  (Routing Document Report)

Route Status: FYA/FRA Rt (FY)

Description: SOURCE CHANGE

Justification Code: SOURCE CHANGE (SC)

Created By: Thomas, Tyisha L (01/24/2021)

Last Update By: Thomas, Tyisha L (01/24/2021)

Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
NO ATTACHMENTS FOUND				



Add Attachments

Example: PCT Review

ORIGINAL PAYROLL RECORD (TOTAL ITEMS: 1)

Campus Code	Account	Obj	AcctAnalysis	Salary/Wages Amt	Benefit Amt	Hrs/Pct
28	277701-00000	1325	5012	\$2,300.00	\$259.99	50.00 %
Grand Total:				\$2,300.00		

PAYROLL CHANGE DETAILS (TOTAL ITEMS: 2)

Name	Seq Nbr	Pay Cycle	Cycle Date	CC	Account	SRS	S/W Obj	AcctAnalysis	Pct Eft	Benefit Amt	Voucher	Hrs Worked	S/W/L Amt	S/W Charged Benefit Amt	Status	Pay Prd Beg Date	Pay Prd End Date	
Schrute, Dwight	1	X	01/24/2021	28	277701-00000	N	1325	5012	-50.00%	(\$259.99)	0021010	0.00	(\$2,300.00)	(\$259.99)	IP	01/01/2021	01/31/2021	Details
	2	X	01/24/2021	28	504067-00002	Y	1325	5012	50.00%	\$259.99	0021010	0.00	\$2,300.00	\$259.99	IP	01/01/2021	01/31/2021	Details

757 Payroll Encumbrances by Account01/26/21 10:45

48.5% - MODELING AND ANALYSIS OF THFY 2021 CC 28

Screen: ____ S/W Acct: 28 504067 00002 FY: 2021 Thru Month: 1_ January

Include: All SA's: N Only Pin: _____ Completed: N

Current Bud/

S	SAcct	PIN	Occupant	Wage	Salary/Wage	Longevity	Benefit	C
-	-	-	-	-	-	-	-	-
-	00002	E94713	Schrute, Dwight	B	2300.00		259.99	Y

Example: PCT over 90 Days

Main Menu ➤ **Routing** ➤ Document

Inbox


Enroute

Outbox


Document

Global Queue

User Profile

Document:  Routing Action:

Submit



PAYROLL COST TRANSFER REQUEST

Document ID: [CTADMP4](#)

DOC FY: 2021

DOC Status: Closed (CL)

Name:

Evans, Mike


UIN:

987-65-4321

PAYROLL

Pay Period End Date: 09/30/2020

Route Document:

ECT02CTADMP4  (Routing Document Report)

Route Status: FYA/FRA Rt (FY)


Description: CORRECT ACCOUNT

Justification Code: SOURCE CHANGE (SC)

Created By: Droddy, Mary E (01/21/2021)

Last Update By: Droddy, Mary E (01/21/2021)

Attachments:

	Name	Added Date	Added By	Deleted Date	Deleted By
	Justification	1/21/2021 2:14:05 PM	Droddy, Mary E		

Justification Form

This form can be found at:
<https://srs.tamu.edu/resources/srs-forms/>

Texas A&M System Sponsored Research Services		Revised 3/11/2015
Cost Transfer Request Justification		
Name/Vendor: <input type="text"/>		
Original Posting Month of the Charge(s): <input type="text"/>		
1. Why was the expense originally charged to the account from which it is now being transferred?		
<input type="text"/>		
2. Why should this charge be transferred to the proposed receiving account?		
<input type="text"/>		
3. If the cost transfer request is more than 90 days from the date of the original charge, explain the reason for the delay and what action is being taken to eliminate the need for future cost transfers of this type.		
<input type="text"/>		
<small>Question 4 only applicable if this is a payroll cost transfer.</small>		
4. Was the effort previously certified in TimeTraq or the Time and Effort system? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain what changed and why.		
<input type="text"/>		
APPROVED:		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal Investigator Signature (no delegates if over 90 days)	Printed Name	Date
Additional Signatures (if applicable):		
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Printed Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Printed Name	Date
Supporting documentation must be attached to this justification form including system member transfer forms for payroll transfers or invoices for non-payroll transfers.		

Justification Form Questions

- Why was the expense originally charged to the account from which it is now being transferred?
- Why should this charge be transferred to the proposed receiving account?
- If the cost transfer request is more than 90 days from the date of the original charge, explain the reason for the delay and what action is being taken to eliminate the need for future cost transfers of this type.
- Was the effort previously certified in TimeTraq or the Time and Effort system? If yes, explain what changed and why.

When is the Justification Form Needed?







- Transfer to sponsored project and OVER 90 days
- Transfer between two or more sponsored projects and OVER 90 days
- **Each system member follows different guidance for the below:**
 - Transfer between two sponsored projects and UNDER 90 days
 - Transfer to sponsored project and UNDER 90 days
 - Transfer after end date of the project
 - Transfer from sponsored project to non-sponsored account
- Please consult your Project Administrator for system member specific guidance to determine if the justification form is needed.

Unacceptable Reasons to Transfer Costs to a Sponsored Research Account

- Clear a deficit
- Use of unspent funds
- Insufficient oversight of the project
- Reasons of accessibility
 - Example: Using one sponsored project as a placeholder for another sponsored project while waiting on funding to be received.

Salary Cap

- If an individual's (usually senior personnel) FTE salary is greater than the established salary cap (for sponsors such as NIH, CIADM, CPRIT and USAID), the difference in their salary must be cost shared.
- When effort is allocated to a sponsored project, the corresponding departmental cost share account established for the salary cap must also be listed.
- The salary cap calculator worksheet can be used to calculate the correct percentage of working effort versus charging effort.

▲ Cost Sharing									
Action ▾ View ▾		      Detach							
* Type	Member	* Organization	Account ▲ ▾	Source Description	* Direct Amount	* Indirect Amount	Total	Start Date	End Date
Salaries/Fri ▾	TAMU	Biomedical Engine 🔍	13200313690 🔍	Year 1- PI Salary Cap	23,502.00	0.00	23,502.00	01-Jun-2020 📅	31-May-2021 📅

Salary Cap Calculator

This form can be found at:
<https://srs.tamu.edu/resources/srs-forms/>

SALARY CAP CALCULATOR			
Enter information in blue sections.			
	EMPLOYEE NAME		
	SPONSORED PROJECT/ACCOUNT NO.		
	PAY PERIOD TO CHARGE		
	FTE Monthly Rate (Listed Under Rate Info on EPA/Costing Allocation)		
	No. of Months to Charge Sponsored Project/Account		
	% Per Month to Charge to Account Per Proposed Budget (This is the TOTAL WORKING EFFORT.)		
\$0.00	Full Salary Amount Requested		
	Monthly Salary Cap Restrictions (See Information Below.)		
\$0.00	Net Charges Allowable on Sponsored Project/Account		
\$0.00	Amount Required For Non-Sponsored Project Funding (Cost Share)		
0.00%	% Required To Be Paid By a Departmental Account (Cost Share)		
0.00%	Charging Effort to the Project		

		ANNUALLY	MONTHLY
CIADM Salary Cap		\$179,700.00	\$14,975.00
(Projects beginning on or before 12/23/2011 can use this amount.)		\$199,700.00	\$16,641.67
CPRIT Salary Cap		\$200,000.00	\$16,666.67
HRSA/ DHHS / CDC / NIH Salary Cap - (Payroll Charges Incurred During the Award Period)			
FY 2014 Awards:			
October 1, 2013 - January 11, 2014		\$179,700.00	\$14,975.00
January 12, 2014 - September 30, 2014		\$181,500.00	\$15,125.00
FY 2015 Awards:			
October 1, 2014 - January 10, 2015		\$181,500.00	\$15,125.00
January 11, 2015 - September 20, 2015		\$183,300.00	\$15,275.00
FY 2016 Awards:			
October 1, 2015 - January 9, 2016		\$183,300.00	\$15,275.00
January 10, 2016 - September 30, 2016		\$185,100.00	\$15,425.00
FY 2017 Awards:			
October 1, 2016 - January 7, 2017		\$185,100.00	\$15,425.00
January 8, 2017 - September 30, 2017		\$187,000.00	\$15,583.33
FY 2018 Awards:			
January 7, 2018 - September 30, 2018		\$189,600.00	\$15,800.00
FY 2019 Awards:			
October 1, 2018 - January 5, 2019		\$189,600.00	\$15,800.00
January 6, 2019- January 4, 2020		\$192,300.00	\$16,025.00
January 5, 2020- Current		\$197,300.00	\$16,441.67
USAID Salary Cap \$170,400 (Contracts Only)		\$170,400.00	\$14,200.00

Salary Cap

- In this example, the PI is requesting to charge 25% working effort toward the CPRIT sponsored project. The PI's monthly FTE salary is \$22,600, which exceeds the CPRIT salary cap.
- Please contact your Project Administrator for assistance in completing this form.

SALARY CAP CALCULATOR			
Enter information in blue sections.			
PI	EMPLOYEE NAME		
28-413690	SPONSORED PROJECT/ACCOUNT NO.		
10/31/2020	PAY PERIOD TO CHARGE		
\$22,600.00	FTE Monthly Rate (Listed Under Rate Info on EPA/Costing Allocation)		
1	No. of Months to Charge Sponsored Project/Account		
25.00%	% Per Month to Charge to Account Per Proposed Budget (This is the TOTAL WORKING EFFORT.)		
\$5,650.00	Full Salary Amount Requested		
\$16,666.67	Monthly Salary Cap Restrictions (See Information Below.)		
\$4,166.67	Net Charges Allowable on Sponsored Project/Account		
\$1,483.33	Amount Required For Non-Sponsored Project Funding (Cost Share)		
6.56%	% Required To Be Paid By a Departmental Account (Cost Share)		
18.44%	Charging Effort to the Project		
		ANNUALLY	MONTHLY
CIADM Salary Cap		\$179,700.00	\$14,975.00
(Projects beginning on or before 12/23/2011 can use this amount.)		\$199,700.00	\$16,641.67
CPRIT Salary Cap		\$200,000.00	\$16,666.67

Participant Support Costs

- Participant Support Costs (PSC) is defined in Uniform Guidance as direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.
- Unless specifically budgeted in the proposal or approved by the sponsor, stipends cannot be paid as salary/wages to the participant.
- As funds budgeted for PSC may not be transferred to other categories without prior sponsor approval, separate support accounts are established for these funds.

Departmental Responsibilities

- Departmental payroll contacts/processors gather information from PIs regarding support for employees.
- Along with HR, department payroll processors request the hiring of new employees.
- Payroll processors enter costing allocations in Workday.
 - Time periods: by semester or by performance dates.
 - All SRS accounts require end dates for costing allocations.
 - Processors should check account end dates.

Departmental Responsibilities

- Departments are responsible for entering tuition payments for graduate assistants in Compass (TWAPMTS).
 - Payroll and tuition sources should match for sponsored projects.
 - Tuition payments may need to be pro-rated according to account end dates.
- Departments assist with tracking cost sharing requirements for sponsored projects.
 - Annual amounts should be entered or checked at the start of each fiscal year or when accounts are established.
 - SRS can provide cost sharing reports to departments.
- Departments provide payroll and expenditure reports to PIs.
 - PIs may receive financial reports from business administrators.
 - Business staff may provide assistance with Maestro navigation.

Departmental Responsibilities

- Departments assist with Time & Effort certifications, corrections and clarifications.
- Departmental payroll processors create and submit PCTs when needed.
- Payroll processors assist with the creation of cost transfer justification forms and assist with obtaining required signatures.
- Payroll processors request the addition of employees to TCP/RDP by contacting the system member compliance office or the project administrator.

Departmental Responsibilities

- Business staff assist PIs with creating expenditure plans for sponsored projects.
 - Reduce probability of deficits
 - Plan for complete utilization of funds
- Business staff maintain faculty salary plans for combining academic or local salary support with sponsored salary support.
 - [SAP 15.01.04.M01.01](#) Time and Effort Reporting, section 4.3, requires that sponsored funding be allocated per effort by month.
- Business staff request budget revisions from the project administrator when needed per PI request.

Helpful Reminders

- End dates are required on Costing Allocations involving sponsored research accounts
- Ensure only approved personnel on RDP/TCP are being paid
- Encumbrances for Costing Allocations will post the day after the final approval
- Costing Allocations for non-budgeted hourly employees will not encumber
- Contact your Project Administrator for any project specific questions

Thanks and Gig 'em!