

AnSRS4u: Project Payroll

A guide on how to successfully charge effort to a sponsored project

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BUSH SCHOOL OF GOVERNMENT & PUBLIC SERVICE : CHANCE SPENCER

Overview

SRS Research 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 research administrator for approval.

The research 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**

2 items ☰ ☒ 📄 🗃

*Start Date	End Date	Costing Allocation Details			
		Use Costing Worktag Defaults	Required with no Default (Must have Costing Override)	Worktags	*Distribution Percent
09/01/2024	12/31/2024			TAMUS Cost Center: 28-523350-00002 (BMEN) 52.5% Idc - Continuous Metabolite a	100.00%
					Total: 100.00%

Example: No End Date Listed

▼ **New Costing Allocations**

4 items 🔍 📄 📊 🗃️

*Start Date	End Date	Costing Allocation Attachments	Costing Allocation Details			
			Use Costing Worktag Defaults	Required with no Default (Must have Costing Override)	Worktags	*Distribution Percent
09/15/2024		1			TAMUS Cost Center: 28-522570-00001 (BMEN) Molecular and Cellular Imaging of B	100.00%
						Total: 100.00%
09/01/2024		1			TAMUS Cost Center: 28-517370-00001 (BMEN) Bmen - Quantum Coherence and Quantu	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

9 items

Costing Allocation Details

*Start Date	End Date	Use Costing Worktag Defaults	Required with no Default (Must have Costing Override)	Worktags	*Distribution Percent
02/01/2025	07/31/2025			TAMUS Cost Center: 23-400000-02060 (2060) Project Zero-Physiology	8.33%
				TAMUS Cost Center: 23-123150-10012 (2060) Som Faculty Salary Support-Gregory	91.67%
					Total: 100.00%
09/01/2024	01/31/2025			TAMUS Cost Center: 28-527800-00003 (MDPH) MdpH - 52.5% Idc - Osteoinductive N	8.33%
				TAMUS Cost Center: 23-123150-10012 (2060) Som Faculty Salary Support-Gregory	91.67%
					Total: 100.00%
07/01/2024	08/31/2024			TAMUS Cost Center: 23-182001-00016 (2020) Irm-C Gregory Salary Savings	7.69%
				TAMUS Cost Center: 23-123150-10012 (2060) Som Faculty Salary Support-Gregory	92.31%
					Total: 100.00%

Example: Multiple Accounts

▼ **New Costing Allocations**

6 items ☰ ☒ 📄 🗃

Costing Allocation Details					
*Start Date	End Date	Use Costing Worktag Defaults	Required with no Default (Must have Costing Override)	Worktags	*Distribution Percent
01/01/2025				TAMUS Cost Center: 28-277728-00000 (MSEN) Payroll Clearing - Msen	90.54%
				TAMUS Cost Center: 28-120002-00000 (VICE) Fy25 State Mandated Increase	9.46%
					Total: 100.00%
09/01/2024	12/31/2024			TAMUS Cost Center: 28-120002-00000 (VICE) Fy25 State Mandated Increase	9.46%
				TAMUS Cost Center: 28-523420-00004 (MSEN) Shamberger - 51.5% Idc - Reconfigur	90.54%
					Total: 100.00%

Screen: ___ Account: 522570 00001 Fiscal Year: 2025

Thru Month: 9_ September FY/PY/IN to Date: IN Calc CM IDC: N

Resp Person: Bottom Line Exclusion: 0.00

Department: BMEN Flag: D F B C Z G ABR Net Dir BBA: 102999.58

Map Code: 50000 N N Y N N N 803 Unprotected Available: 102999.58

Obj	Description	Budget	Actual	Encumbrances	Available
0001	Revenue Pool				
****	Total Revenue				
1101	Salaries & Wages Poo	69228	885	27212	41131
1900	Benefits Pool	16761	101	2876	13784
5000	Other Expense Pool	3044	2699		344
5900	Tuition & Scholarshi	47741			47741
8000	Capital Outlay Pool	80537		80537	
***	Total Direct Expense	217310	3685	110625	103000
9600	Indirect Cost Pool	45851	1898		43953
****	Total Expenses	263161	5583	110625	146952
*	Account Total	263161	5583	110625	146952

Account balance shown in
FAMIS

Account balance
shown in Canopy

Account: 52257000001 MOLECULAR AND CELLULAR IMAGING OF B Dept: BMEN Biomedical Engineering Freeze: No SRS: Yes
 Responsible Person: [Redacted] Sub-Dept: Delete: No

Select an account: [List is empty] or type in an account number: 52257000001 or type in a bank number: []

Thru Month: Sep Year Type: IN SL Display: Summary by Budget Pool

Submit Reset

SL ACCOUNT SUMMARY (TOTAL ITEMS: 9)

Object Code	Description	C	P	Budget	CM Actual	Actual	Encumbrance	Available
+ 0001	Revenue Pool			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
+ 1101	Salaries & Wages Poo			\$69,228.45	\$0.00	\$885.42	\$27,212.32	\$41,130.71
+ 1900	Benefits Pool			\$16,760.51	\$0.00	\$100.79	\$2,876.05	\$13,783.67
+ 5000	Other Expense Pool			\$3,043.53	\$0.00	\$2,699.09	\$0.00	\$344.44
+ 5900	Tuition & Scholarshi			\$47,740.76	\$0.00	\$0.00	\$0.00	\$47,740.76
+ 8000	Capital Outlay Pool			\$80,537.00	\$0.00	\$0.00	\$80,537.00	\$0.00
***	Total Direct Expense			\$217,310.25	\$0.00	\$3,685.30	\$110,625.37	\$102,999.58
+ 9600	Indirect Cost Pool			\$45,850.55	\$0.00	\$1,897.93	\$0.00	\$43,952.62
****	Total Expenses			\$263,160.80	\$0.00	\$5,583.23	\$110,625.37	\$146,952.20

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Payroll Encumbrances

```

F2321 Make selection to proceed to screen 758
757 Payroll Encumbrances by Account                                09/16/24 11:51
                                MOLECULAR AND CELLULAR IMAGING OF B      FY 2025 CC 28
Screen: ___ S/W Acct: 28 522570 00001 FY: 2025 Thru Month: 9_ September
                                Include: All SA's: N Only Pin: _____ Completed: N
                                Current      Bud/
                                Occupant     Wage Salary/Wage Longevity      Benefit      C
-----
- 00001 E162671                                B           8750.00           913.33
- 00001 E168398                                B           8809.53           919.53
- 00001 E95603                                 B            843.26           123.66
- 00001 E95747                                 B           8809.53           919.53
  
```

Account: 52257000001 MOLECULAR AND CELLULAR IMAGING OF B Dept: BMEN Biomedical Engineering Freeze: No SRS: Yes
 Responsible Person: Yakovlev, Vladislav V Sub-Dept: Delete: No

Account Number: Include ALL Support Accounts: Enc Type:
 Pin: Thru Month: Include Completed:







PAYROLL ENCUMBRANCE (TOTAL ITEMS: 4)







Campus	Account	SRS	Pin	Name	Bud/Wage	Salary/Wage	Longevity	Benefit	Enc Type	Transactions
28	522570-00001	Y	E162671		B	\$8,750.00	\$0.00	\$913.33	BASEPAY	Transactions
28	522570-00001	Y	E168398		B	\$8,809.53	\$0.00	\$919.53	BASEPAY	Transactions
28	522570-00001	Y	E95603		B	\$843.26	\$0.00	\$123.66	BASEPAY	Transactions
28	522570-00001	Y	E95747		B	\$8,809.53	\$0.00	\$919.53	BASEPAY	Transactions
Grand Total						\$27,212.32	\$0.00	\$2,876.05		

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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		
Pre-Publication Approval / Prohibition by Sponsor and / or > 90 day delay of publication		03-Sep-2024	08-May-2025	Active	2023-RDP-014	View		

Project Compliance								
Action ▾	View ▾	Format ▾					 Detach	 Wrap
Compliance Item	Additional Data	Status Date	Expiration Date	Status	Authorization Number	Approvals		
Sponsor Restrictions on Participation of Non-US Persons	As Per TEES Cpmpliance	05-Jan-2024	20-Aug-2025	Active	2023-028	View		

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

Salary Compliance Review

Compliance Line

Action View + X [Excel icon] [Eye icon] [Printer icon] [Detach icon]

Category	Number of People	Start Date	End Date	Amount	Check Amount	General Criteria
Principal Investigator(s)	1	07-Feb-2024	08-May-2025	0.00	<input type="checkbox"/>	RDP in place
Undergraduate Student(s)	1	07-Feb-2024	08-May-2025	0.00	<input type="checkbox"/>	RDP in place
Graduate Student(s)	3	07-Feb-2024	08-May-2025	0.00	<input type="checkbox"/>	RDP in place

If restrictions exist, the Research 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: ⚡ Routing Action:

PAYROLL COST TRANSFER REQUEST

Document ID:	CTAH7J1	DOC FY:	2025	DOC Status:	Closed (CL)
Name:	██████████ Last, First	UIN:	123-45-6789 PAYROLL	Pay Period End Date:	08/31/2024
Position:	H02591	Title:	PROFESSOR		
Route Document:	ECT23CTAH7J1  (Routing Document Report)			Route Status:	FYA/FRA Rt (FY)
Description:	PAYROLL CORRECTION FOR ██████████				
Justification Code:	INADVERTENTLY CHGD TO WRONG ACCT (WA)				
Created By:	Corn, Angela R (09/12/2024)				
Last Update By:	Corn, Angela R (09/12/2024)				
Attachments:	-				

Example: PCT Review

ORIGINAL PAYROLL RECORD (TOTAL ITEMS: 3)							
Campus Code	Account	Acct Description	Obj	AcctAnalysis	Salary/Wages Amt	Benefit Amt	Hrs/Pct
23	123075-15000	SOM FACULTY SALARY SUPPORT-LEIBOWIT	1410	0001	\$0.00	\$947.09	0.00 %
23	123075-24921	CS -PI HUSTON 02-424921	1410	0001	\$0.00	\$64.08	0.00 %
28	529050-00002	MPIM - DEVELOPMENT OF A HIGH-THROUG	1410	5012	\$0.00	\$164.61	0.00 %
Grand Total:					\$0.00		

prev 1 next Page: 1 of 1 Go Page size: 3 Change (Showing page 1 of 1, items 1-3) Total items: 3

PAYROLL CHANGE DETAILS (TOTAL ITEMS: 2)																			
Name	Seq Nbr	Pay Cycle	Cycle Date	CC	Account	Acct Description	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	Details
Name	1	X	09/12/2024	28	529050-00002	MPIM - DEVELOPMENT OF A HIGH-THROUGH			5012	0.00%	(\$164.61)	0024080	0.00	\$0.00	(\$164.61)	IP	08/01/2024	08/31/2024	Details
	1	X	09/12/2024	23	244090-00011	AUGUST FRINGE BENEFIT CORRECTIONS	N		5010	0.00%	\$164.61	0024080	0.00	\$0.00	\$164.61	IP	08/01/2024	08/31/2024	Details

prev 1 next Page: 1 of 1 Go Page size: 2 Change (Showing page 1 of 1, items 1-2) Total items: 2

F2321 Make selection to proceed to screen 758

757 Payroll Encumbrances by Account

09/16/24 13:20

51.5% IDC - INTERCELLULAR INTERACTI

FY 2025 CC 28

Screen: ___ S/W Acct: 0 3 0 z FY: 2025 Thru Month: 9_ September

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

Current Bud/

S SAacct PIN Occupant Wage Salary/Wage Longevity Benefit C

00002 E09300 0 3 0 z B 1757.99 324.07 Y

Example: PCT over 90 Days

Main Menu ▾ **Routing** ▾ Document

Inbox Enroute Outbox Document Global Queue User Profile

Document: ⚡ Routing Action:

PAYROLL COST TRANSFER REQUEST

Document ID: [CTAH7DK](#) DOC FY: 2025 DOC Status: Closed (CL)

Name: Last, First UIN: 123-456-7899 PAYROLL Pay Period End Date: 05/31/2024

Position: [E09300](#) Title: PROFESSOR

Route Document: ECT02CTAH7DK 📄 (Routing Document Report) Route Status: FYA/FRA Rt (FY)


Description: HAN MAY 2024

Justification Code: AWAITING SPONSORED PROJECT SETUP (SP)

Created By: Lopez, Tamara A (09/11/2024)

Last Update By: Lopez, Tamara A (09/13/2024)

Attachments:

	Name	Added Date	Added By	Deleted Date	Deleted By
	Justification	9/11/2024 11:56:12 AM	Lopez, Tamara A	9/13/2024 3:09:12 PM	Lopez, Tamara A
	Justification	9/13/2024 3:09:23 PM	Lopez, Tamara A		

Justification Form

This form can be found at:

<https://srs.tamu.edu/resources/srs-forms/>

The most recently updated form should always be utilized.

Texas A&M System Sponsored Research Services Cost Transfer Request Justification

Name/Vendor:
DCR Original Posting Date/Year of Charge:
PCT Original Posting Month/Year of Charge:

1. Why was the expense originally charged to the account from which it is now being transferred?

2. Why should this charge be transferred to the proposed receiving account?

3. If the cost transfer request is greater 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.

APPROVED:

<div style="border: 1px solid red; height: 30px; width: 100%;"></div>	<div style="border: 1px solid black; width: 100%;"></div>	<div style="border: 1px solid black; width: 100%;"></div>
REQUIRED: Principal Investigator Signature (NO Delegate)	Printed Name	Date
<div style="border: 1px solid red; height: 30px; width: 100%;"></div>	<div style="border: 1px solid black; width: 100%;"></div>	<div style="border: 1px solid black; width: 100%;"></div>
REQUIRED: Department Head/Supervisor (Or Delegate)	Printed Name	Date

Supporting documentation for this transfer must be uploaded to the routed document in Canopy.

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.

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 Research 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

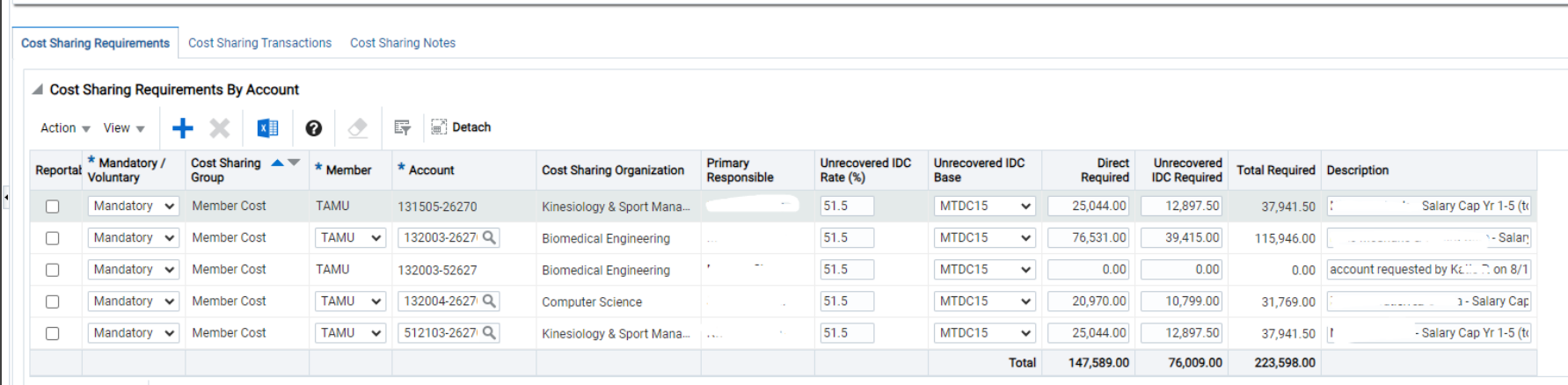
- Example: Using one sponsored project as a placeholder for another sponsored project while waiting on funding to be received.

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.



The screenshot displays a software interface for managing cost sharing requirements. At the top, there are tabs for 'Cost Sharing Requirements', 'Cost Sharing Transactions', and 'Cost Sharing Notes'. Below the tabs is a section titled 'Cost Sharing Requirements By Account' with various action and view icons. The main part of the interface is a table with the following columns: Reportal, Mandatory / Voluntary, Cost Sharing Group, Member, Account, Cost Sharing Organization, Primary Responsible, Unrecovered IDC Rate (%), Unrecovered IDC Base, Direct Required, Unrecovered IDC Required, Total Required, and Description. The table contains five rows of data, each representing a different cost sharing account. The 'Total' row at the bottom shows a total direct required amount of 147,589.00, a total unrecovered IDC required of 76,009.00, and a total required amount of 223,598.00.

Reportal	* Mandatory / Voluntary	Cost Sharing Group	* Member	* Account	Cost Sharing Organization	Primary Responsible	Unrecovered IDC Rate (%)	Unrecovered IDC Base	Direct Required	Unrecovered IDC Required	Total Required	Description	
<input type="checkbox"/>	Mandatory	Member Cost	TAMU	131505-26270	Kinesiology & Sport Mana...		51.5	MTDC15	25,044.00	12,897.50	37,941.50	Salary Cap Yr 1-5 (tr	
<input type="checkbox"/>	Mandatory	Member Cost	TAMU	132003-2627	Biomedical Engineering		51.5	MTDC15	76,531.00	39,415.00	115,946.00	Salary	
<input type="checkbox"/>	Mandatory	Member Cost	TAMU	132003-52627	Biomedical Engineering		51.5	MTDC15	0.00	0.00	0.00	account requested by K... on 8/1	
<input type="checkbox"/>	Mandatory	Member Cost	TAMU	132004-2627	Computer Science		51.5	MTDC15	20,970.00	10,799.00	31,769.00	Salary Cap	
<input type="checkbox"/>	Mandatory	Member Cost	TAMU	512103-2627	Kinesiology & Sport Mana...		51.5	MTDC15	25,044.00	12,897.50	37,941.50	Salary Cap Yr 1-5 (tr	
									Total	147,589.00	76,009.00	223,598.00	

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

Requested Pay Period

Monthly Rate (not the pro-rated amount)

No. of Months to Charge Sponsored Project Account

Total % Per Month to Charge on Costing Allocation or PCT (Project + Cost Share)

\$0.00 Full Salary Amount Requested

Monthly Salary Cap Restrictions (See Information Below)

\$0.00 Amount Charged to Sponsored Project Account

\$0.00 Amount Charged to Non-Sponsored Account (Cost Share)

0.00% % Effort to Be Charged to the Sponsored Project Account

0.00% % Effort to Be Charged to the Non-Sponsored Account (Cost Share)

SPONSOR INFORMATION

CIADM Salary Cap

Projects beginning on or before 12/23/2011 can use this amount.

ANNUALLY

\$179,700.00

\$199,700.00

MONTHLY

\$14,975.00

\$16,641.67

CPRIT Salary Cap

\$200,000.00

\$16,666.67

HRSA / DHHS / CDC / NIH Salary Cap

The value to use is determined by the effective date issued on the most recent notice of award.

October 1, 2012 - January 11, 2014

\$179,700.00

\$14,975.00

January 12, 2014 - January 10, 2015

\$181,500.00

\$15,125.00

January 11, 2015 - January 9, 2016

\$183,300.00

\$15,275.00

January 10, 2016 - January 7, 2017

\$185,100.00

\$15,425.00

January 8, 2017 - January 6, 2018

\$187,000.00

\$15,583.33

January 7, 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 - January 2, 2021

\$197,300.00

\$16,441.67

January 3, 2021 - January 1, 2022

\$199,300.00

\$16,608.33

January 2, 2022 - January 1, 2023

\$203,700.00

\$16,975.00

January 2, 2023 - January 1, 2024

\$212,100.00

\$17,675.00

January 2, 2024 - current

\$221,900.00

\$18,491.67

USAID Salary Cap \$170,400 (Contracts Only)

\$170,400.00

\$14,200.00

Salary Cap

In this example, the PI is requesting to charge 69.15% working effort toward the CPRIT sponsored project. The PI's monthly FTE salary is \$25,899.27, which exceeds the CPRIT salary cap.

SALARY CAP CALCULATOR		
Enter information in blue sections.		
[REDACTED]	Employee Name	
28-413693-00001	Sponsored Project Account	
May-24	Requested Pay Period	
\$25,899.27	Monthly Rate (not the pro-rated amount)	
\$16,666.67	Monthly Salary Cap Restrictions (See Information Below)	
1	No. of Months to Charge Sponsored Project Account	
69.15%	Total % Per Month to Charge on Costing Allocation or PCT (Project + Cost Share)	
\$17,909.35	Full Salary Amount Requested	
\$11,525.00	Amount Charged to Sponsored Project Account	
\$6,384.34	Amount Charged to Non-Sponsored Account (Cost Share)	
44.50%	% Effort to Be Charged to the Sponsored Project Account	28-413693-00001
24.65%	% Effort to Be Charged to the Non-Sponsored Account (Cost Share)	02-132003-13693

CPRIT Salary Cap	\$200,000.00	\$16,666.67
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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 research 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 Research Administrator for any project specific questions

Thank you for joining us!
Any questions?