

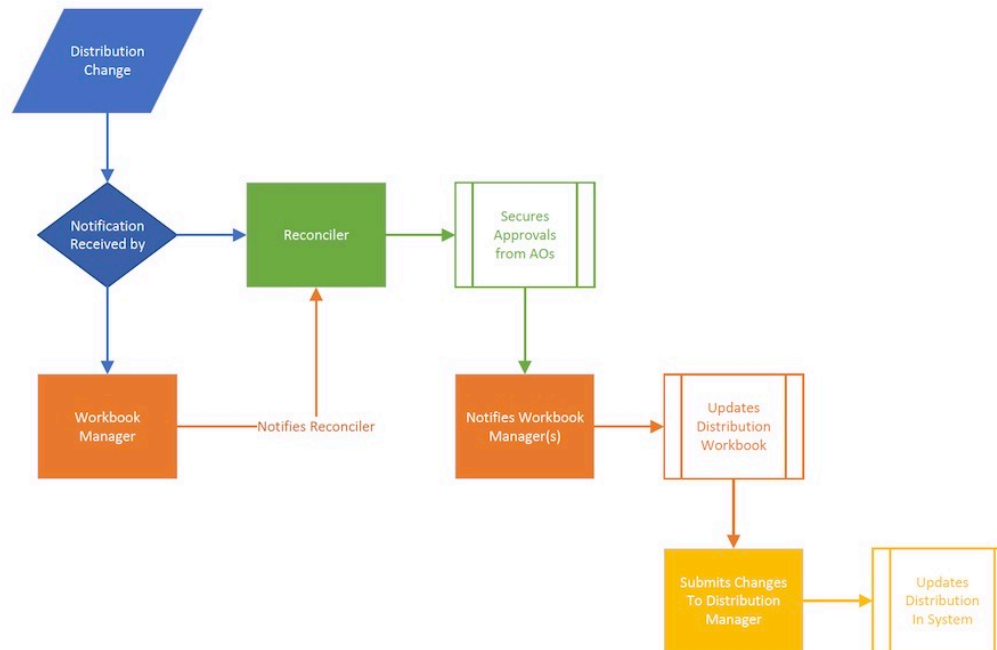


# CFS Payroll Distribution for Grant Managers

PRESENTED BY: JANET REYES, CONTRACTS & GRANTS MANAGER



# Pay Distribution Workflow



# Pay Distribution-determining what to submit:

- Pay distribution crosses many types of accounts and is a collaborative effort.
- When new projects are funded, the proposed budget is the starting point for assigning effort. The handoff meeting can help identify any changes since proposal submission. The grant manager should check with the PI for any changes before submitting pay distribution.
- For established projects, changes are typically communicated by the PI. The reconcilers should communicate with the submitter to ensure that the effort being added/removed is accounted for correctly.
- Per Department policy, permissions must be gathered before making changes if E&G is impacted +/- 5% or more by submitting an FTE change approval form (see ADAPT folder). Rate information can be obtained from the Payroll masterfiles or by running the query: U\_FILLED\_VACANT in GEMs.
- The submitter may not, in any circumstance, decide what account should be lowered or increased without receiving the appropriate PI and/or leadership approvals in advance.

# Combo Code Establishment



- Upon project set up in FAST, RFM will request that combo codes are established in GEMs. Separate combo codes are set up for costshare.
- Combo Codes are the mechanism to place people onto a project's payroll.
- Combo Codes are found by either query or table lookup:
  - Query in GEMs: COMBINATION\_CODE\_LOOK\_UP
  - Payroll/Budget section in GEMs: Combination Code Table



# Things to watch for when submitting your pay distribution entries:

- Some employees may have multiple records, including “Appointment” and a “Position” records
- Some employees have multiple active record numbers. Each requires a separate distribution
- The RSA check screen refers to the budget level for OPS as “Appointment” and Position as “Salaried/Fringe”
- Distributions do not have to start at the beginning of a pay period
- RSA checks only check against the most recent pay distribution
- RSA checks include leave payouts even though the charges will not hit the project
- **The cost of an inaccurate distribution entry is a RET**

# RSA checks

Reconcilers and submitters should run RSA checks as soon as they are available (sign up for GEMs listserv) for Failed, Warning, and Passed to identify additional changes that may be needed and verify payroll is hitting the chartfields that are expected.

Further investigation may be necessary for Failed and Warning entries.

Be sure to look for all entries. In the image below, it will say 1 of 3, for example, if more entries are hidden.

Search Filters

Pay Period: 0401 | Department: 0-5830-006 | Salaried/Fringe: OPS | Status: Failed | Calculate RSA

RSA By Chartfields

OU	Department	Fund	Product	Chartfield 1	Project/Grant	Total Payroll
						\$0.00
						RSA
						\$0.000

Message: Status: RSA \$0.000

Detail Records

Department	Position	Empl ID	Empl Record	Name	Dist %	Payroll Charge	Pay Distribution
			0		0.000		Pay Distribution

# Pay Distribution Form

Name:		Total Salary		YTD Savings:	0	Remaining Projectec	0		
ID:		9 Month, 12 Month, Summer	12 Month	Dept #:	125700	Dept #:			
Record #:		PP Amount:	\$0.00	Initiative:	0	Project ID:			
Position #:		Rate % covered:		Fund #:	10000	Fund #:			
FTE:		Rate \$ Covered:	\$0.00	Product	0	Product			
Sal Plan:		Amount remaining to cover:	\$0.00	Project Name:	E&G	Project Name:			
Supervisor		Biweekly Amt to Cover incl. Stipends	\$0.00	Combo Code:		Combo Code:			
Stipend 1	\$	Stipend 2	\$	F&B Contact:	Amanda Carpenter	F&B Contact:			
				F&B Email:	acarpen3@	F&B Email:			
Proration	Pay Period	Biweekly Amount to Cover	Pay Start Date	Pay End Date	Effective Date if different from PP Start	Distribution %	Salary Expensed	Distribution %	Salary Expensed
FORMULA ROW DRAG DOWN FOR ACTUALS --->>>									
50%	2301	\$0.00	07/01/22	07/07/22		0.00%	\$ -	0.00%	\$ -
100%	2302	\$0.00	07/08/22	07/21/22			\$ -		\$ -
100%	2303	\$0.00	07/22/22	08/04/22			\$ -		\$ -
100%	2304	\$0.00	08/05/22	08/18/22			\$ -		\$ -
100%	2305	\$0.00	08/19/22	09/01/22			\$ -		\$ -
100%	2306	\$0.00	09/02/22	09/15/22			\$ -		\$ -
100%	2307	\$0.00	09/16/22	09/29/22			\$ -		\$ -
100%	2308	\$0.00	09/30/22	10/13/22			\$ -		\$ -
100%	2309	\$0.00	10/14/22	10/27/22			\$ -		\$ -
100%	2310	\$0.00	10/28/22	11/10/22			\$ -		\$ -
100%	2311	\$0.00	11/11/22	11/24/22			\$ -		\$ -
100%	2312	\$0.00	11/25/22	12/08/22			\$ -		\$ -
100%	2313	\$0.00	12/09/22	12/22/22			\$ -		\$ -
100%	2314	\$0.00	12/23/22	01/05/23			\$ -		\$ -
100%	2315	\$0.00	01/06/23	01/19/23			\$ -		\$ -
100%	2316	\$0.00	01/20/23	02/02/23			\$ -		\$ -
100%	2317	\$0.00	02/03/23	02/16/23			\$ -		\$ -
100%	2318	\$0.00	02/17/23	03/02/23			\$ -		\$ -
100%	2319	\$0.00	03/03/23	03/16/23			\$ -		\$ -
100%	2320	\$0.00	03/17/23	03/30/23			\$ -		\$ -
100%	2321	\$0.00	03/31/23	04/13/23			\$ -		\$ -
100%	2322	\$0.00	04/14/23	04/27/23			\$ -		\$ -
100%	2323	\$0.00	04/28/23	05/11/23			\$ -		\$ -
100%	2324	\$0.00	05/12/23	05/25/23			\$ -		\$ -
100%	2325	\$0.00	05/26/23	06/08/23			\$ -		\$ -
100%	2326	\$0.00	06/09/23	06/22/23			\$ -		\$ -
60%	2401	\$0.00	06/23/23	06/30/23			\$ -		\$ -
AMT TO COVER TO DATE:		-				TOTAL TO DATE:	-	TOTAL TO DATE:	-
REMAINING TO COVER:		-				PROJECTED:	-	PROJECTED:	-
TOTAL TO COVER:		-				TOTAL PROJECTED:	-	TOTAL PROJECTED:	-

- Verify the employee ID/Record # for OPS submissions
- Verify the position # for salaried submissions
- Each pay period, review the salary for accuracy
- Select the appropriate appointment type (9 month, 12 month, summer)
- Verify the rate % upon form set up.
- Input any stipends in the appropriate spot
- Update by projecting effort as far into the fiscal year as possible
- Save the file in CFS Payroll with all tabs open.
- Save the file for just your submission tabs to your pay distribution folder and submit

# Troubleshooting RSA Checks

## Exceeds budget tolerance:

1. Check if the project is on parent or child (Run T\_GM\_KK\_ENDDT ) in FAST

If on parent lock, review Finance Mart to see if other categories can cover the cost. Balances in subcontracts, tuition, and participant payments should not be used. Below is an example of a project being on child lock, meaning there must be sufficient funds in salary/fringe to cover payroll, or the project will fail.

Contract/Project (like use %)

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

Row	Project	Project Activity	Budget Acct Level	Budget Acct Series	Commit Cntrl Option	Budget Controlled By
1	5830154000	BUDGET	LEVEL_4	83xxx	Track with Budget	Parent

2. You must do a budget transfer before payroll can book if on child lock. Your best option is to remove payroll until the budget transfer is complete. When payroll fails, the charges hit the department default account and RETs must be done to move the expenses to the appropriate chartfield.



# Troubleshooting RSA Checks

## Passed KK End date:

1. If there is a pending document in DSR/RFM, such as an underwrite, no cost extension, or GBR, you can request an override by emailing [override@usf.edu](mailto:override@usf.edu).
2. If there is no pending documentation, you must remove the personnel from the project. If you don't remove, the project will fail the budget check, and RETS must be done.

# Submission of Pay Distribution entries

- Pay distribution forms should be in alphabetical order by division
- Forms should be submitted by 5 pm to the lead pay distribution processor (Janet) and the backup (Maricel) the day before the University deadline per the Payroll Processing Calendar on HR's website. Typically this is the Tuesday before payday. However, you should check the calendar for accelerated pay periods. Wednesday (the day of the deadline) entries should be reserved for emergency last-minute changes only.
- Any accountants reconciling projects where changes have been made should be copied on the submission email so that they can adjust their projections accordingly.
- Each row must equal 100% regardless of the FTE of the employee.
- Files should be named Pay Period # then division. Example: PP2318\_FCIC1, PP2318\_FCIC2, etc.
- The submitter will receive an email once their pay distributions have been entered. The submitter should rerun RSA checks to make sure that pay distribution reflects what they want to see.



# Questions

QUESTIONS REGARDING THE PAY DISTRIBUTION PROCESS OR THE ENTRY OF PAY DISTRIBUTIONS SHOULD BE ADDRESSED TO JANET REYES (LEAD) OR MARICEL HERNANDEZ (BACKUP)

LIST OF GRANT MANAGERS AND PAY DISTRIBUTION SUBMITTERS CAN BE FOUND HERE:  
[HTTPS://WWW.USF.EDU/CBCS/CFS/ABOUT-US/FACULTY-STAFF/CONTACTS.ASPX](https://www.usf.edu/cbcs/cfs/about-us/faculty-staff/contacts.aspx)