

Before the Payroll posting process begins, a notification is sent out via listserv from the Payroll department advising departments to begin RSA checks. When you receive an RSA Budget check error (not the same as a payroll posting error), you need to take appropriate actions to ensure timely corrections are made, **if necessary**.

**NOTE:** RSA check is ran in GEMS, looks at the salary line only and does not take any of the variables below into consideration. If there is insufficient budget, you will want to work with your SRA to determine if a budget transfer is appropriate.

To help determine when you need to take action, you need to know if your project's Child budget is on Control. Start by running the **FAST** "Check the KK end date for Proj" public query: **U\_GM\_KK\_ENDDT**, using the first 8 digits of the project number with a % sign immediately following. The results are shown below:

**U\_GM\_KK\_ENDDT - Commit Cntrl End Date for Proj**

Contract/Project (like use %) 61231035%

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	Ledger Group	Project	Budget Acct Level	Budget Acct Series	Control Option	Commit Cntrl Begin Date	Commit Cntrl End Date	Proj Processing Status
1	CC_GM_PAR	6123103500	LEVEL_4	83xxx	Control	09/01/2005	09/30/2011	Inactive
2	CC_GM_CHD	6123103500	LEVEL_4	83xxx	Track with Budget	09/01/2005	09/30/2011	Inactive
3	CC_GM_PAR	6123103501	LEVEL_4	83xxx	Control	09/01/2005	11/30/2007	Inactive
4	CC_GM_CHD	6123103501	LEVEL_4	83xxx	Track with Budget	09/01/2005	11/30/2007	Inactive
5	CC_GM_PAR	6123103502	LEVEL_4	83xxx	Control	09/01/2005	09/30/2010	Inactive
6	CC_GM_CHD	6123103502	LEVEL_4	83xxx	Track with Budget	09/01/2005	09/30/2010	Inactive

**U\_GM\_KK\_ENDDT - Commit Cntrl End Date for Proj**

Contract/Project (like use %) 61191178%

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	Ledger Group	Project	Budget Acct Level	Budget Acct Series	Control Option	Commit Cntrl Begin Date	Commit Cntrl End Date	Proj Processing Status
1	CC_GM_PAR	6119117800	LEVEL_3	82xxx	Control	06/01/2009	05/31/2012	Inactive
2	CC_GM_CHD	6119117800	LEVEL_3	82xxx	Control	06/01/2009	05/31/2012	Inactive

- ❖ "Ledger Group" indicates whether the query results refer to the Parent (rollup) budget, or the Child (line item) budget. Child budgets are the 83000 (federal salary), 83100 (federal admin/clerical salary), 82100 (non-federal salary), 81510 (used only for older projects still in existence and will be rare) and 81000 (currently only used for non-federal clinical trial awards) lines in budgets overview. [See also "budget account series" column in the query]
- ❖ "Project" includes the prime award as well as any subprojects.
- ❖ "Budget Acct Level" indicates whether it is Federal (Level 4) or State/Local Government/Private (Level 3). In rare instances you may also see Level 2 (SAMAS Conversion). (Level 1) Private is used for non-federal clinical trials only.
- ❖ "KK (Commit Cntrl) Begin and End Dates" show the start and end of the project or subproject budget period.
- ❖ "Proj Processing Status" tells whether or not the project is Active or Inactive. RFM will inactivate projects that have ended only after all expenses have posted properly, all invoicing has occurred and all payments have been accounted for.
- ❖ The most important field for answering the RSA check question is the "Control Option". All Parent Budgets for projects (CC\_GM\_PAR) are on "Control" which means you can never overspend the total awarded budget. The Child Budget (CC\_GM\_CHD) may be on "Track w/BD" – Track with Budget or on "Control". **If it's on track with budget** when payroll **attempts** to post in FAST, the **total budget** on the project (*not just the budget on the salary line*) will be checked. As long as there is sufficient RSA in the overall project to cover the salary, it will post to the project. **If the CHILD is on control and you receive an RSA check error for "Exceeds Budget Tolerance", payroll will NOT post to the project unless sufficient budget is added to the salary budget line.**

### **WHEN TO SUBMIT AN OVERRIDE REQUEST**

After the above has been reviewed and it is determined that a BT (budget transfer) is allowable, you should submit the BT ASAP in order to attempt to have it posted before Payroll budget errors are generated. The BT must be submitted to [budgettransf@usf.edu](mailto:budgettransf@usf.edu) along with all

supporting documentation confirming allow-ability. You should also submit an override request to [override@usf.edu](mailto:override@usf.edu) requesting an override for the project. The override request must include the project number and pay period in the subject line; if the request is for a pending ServiceNow request (i.e. BT) then you should also provide that incident number. Your override request should be as detailed as possible in order to completely assess the project and the issues surrounding it, as this will aid in the override or default determination.

**YOU DO NOT NEED TO SUBMIT AN OVERRIDE REQUEST IF THE CHILD BUDGET ROW IS NOT ON CONTROL AND THERE IS SUFFICIENT OVERALL RSA** (SEE *NOTE ABOVE*).

ACCEPTABLE INSTANCES FOR SUBMITTING AN OVERRIDE REQUEST:

- ❖ Child budget row on control and a BT has been approved/submitted but not posted
- ❖ Additional funds received but not posted yet
- ❖ Underwrite approved/submitted but not posted yet
- ❖ NCE (no-cost ext.) approved/submitted but not posted yet

All instances will require back-up or confirmation email from your SRA to support the request.

If you need assistance regarding this, please contact your Transactions Team GFA.