

Payroll Cost Share Change Report

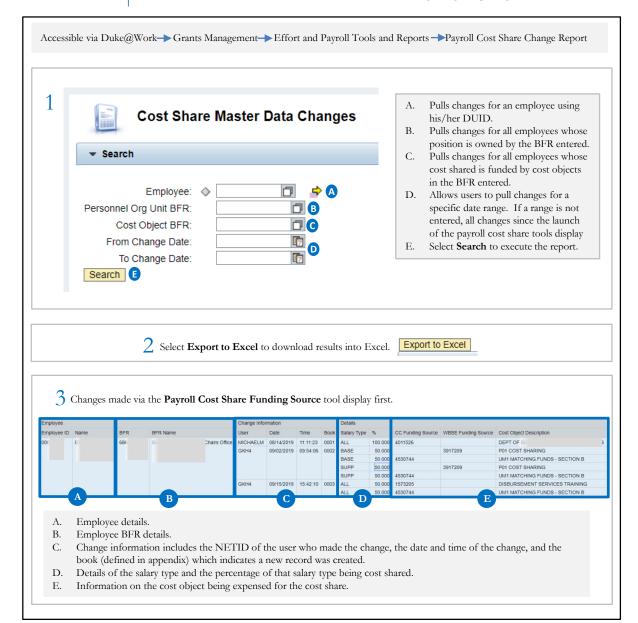
The Payroll Cost Share Change report details changes made via the Payroll Cost Share Funding Source tool or the Other Payroll Cost Share Tool. Additional QRGs are available for the Payroll Cost Share Funding tool, the Other Payroll Cost Share tool and the Payroll Cost Share Report.

Report includes results from both the Payroll Cost Share Funding Source and the Other Payroll Cost

Report most often used by Business Managers and other business office personnel.

Key Points

- Recommend use:
 - · Run by Personnel/Cost Object BFR prior a payroll run to ensure cost share posting to cost objects in the BFR is expected.
 - Run by DUID to confirm a change was made to a specific employee.
 - Allows business units to monitor users who are making changes impacting the business unit.



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Other Cost Share Changes display lower on the page. Change information is similar in this section of the report with the additions highlighted. P01 COST SHARING POST-AWARD ADMINISTRATION P01 COST SHARING В The Effort WBSE is the project with the effort that is being cost shared. A. В. The fiscal period range when the cost share was effective and the percentage of the effort on the Effort WBSE that is being cost shared. C. Override cost objects and corresponding description to which cost share will be charged. If the field is blank, no override cost object is being used.

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Appendix – Additional Guidance & Resources

For guidance beyond this document, please view the videos below and consult the resources. For assistance please contact the Office of Post Award Administration at PostAwardAdmin@duke.edu.

Payroll Cost Share Online Learning



Payroll Cost Share Funding Source



Other Payroll Cost Share

Resources

GAP 200.140 – Cost Sharing on Sponsor Projects	Provides Duke institutional guidance on payroll cost share.
Payroll Cost Share Calculator	Provides guidance for calculating payroll cost share.
Department of Health and Human Services Salary Cap	Provides current and historic information on the DHHS Salary Cap.

Key Definition

Explanation of book: Each entry of a combination of cost share data in either tool is stored as a "book" of data. For the **Payroll Cost Share Funding Source** tool, a book is based on the All, Base or Supplemental entries for an individual (DUID). For the **Other Cost Share** tool, a book is based on the combination of an individual (DUID), a project (WBSE) and an effective period (FY/FP range). For both tools, each time changes are made to these combinations, a new book is created and the previous book is deactivated. All changes will always be stored, and using reports or the **History** view in the tools will display the current and all inactive "books" of data.

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