

# 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.

## Key Points

- Report includes results from both the Payroll Cost Share Funding Source and the Other Payroll Cost Share tools.
- Report most often used by Business Managers and other business office personnel.
- 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.



Accessible via Duke@Work → Grants Management → Effort and Payroll Tools and Reports → Payroll Cost Share Change Report


1





### Cost Share Master Data Changes


▼ Search

Employee:    A

Personnel Org Unit BFR:   B

Cost Object BFR:   C

From Change Date:   D

To Change Date:   D

E

- Pulls changes for an employee using his/her DUID.
- Pulls changes for all employees whose position is owned by the BFR entered.
- Pulls changes for all employees whose cost shared is funded by cost objects in the BFR entered.
- Allows users to pull changes for a specific date range. If a range is not entered, all changes since the launch of the payroll cost share tools display.
- Select **Search** to execute the report.

2 Select **Export to Excel** to download results into Excel.

3

Changes made via the **Payroll Cost Share Funding Source** tool display first.

Employee		BFR		Change Information				Details		CC Funding Source		WBSE Funding Source	Cost Object Description
Employee ID	Name	BFR	BFR Name	User	Date	Time	Book	Salary Type	%				
000	E	68	B	MICHAELM	08/14/2019	11:11:23	0001	ALL	100.000	4011526			DEPT OF B
				GKH4	09/02/2019	09:54:06	0002	BASE	50.000		3917209		P01 COST SHARING
								BASE	50.000	4530744			UM1 MATCHING FUNDS - SECTION B
								SUJPP	50.000		3917209		P01 COST SHARING
								SUJPP	50.000	4530744			UM1 MATCHING FUNDS - SECTION B
				GKH4	09/15/2019	15:42:10	0003	ALL	50.000	1573205			DISBURSEMENT SERVICES TRAINING
								ALL	50.000	4530744			UM1 MATCHING FUNDS - SECTION B

- Employee details.
- Employee BFR details.
- Change information includes the NETID of the user who made the change, the date and time of the change, and the book (defined in appendix) which indicates a new record was created.
- Details of the salary type and the percentage of that salary type being cost shared.
- Information on the cost object being expended for the cost share.

# Payroll Cost Share Change Report

**4 Other Cost Share Changes** display lower on the page. Change information is similar in this section of the report with the additions highlighted.

Other Cost Share Changes															
Employee Effort WBSE						Change Information					Details				
Effort WBSE	Effort WBSE Name	Employee ID	Name	BFR	BFR Name	User	Date	Time	Book	From FYFP	To FYFP	%	Override CC	WBSE Override	Cost Object Description
2036901	SU01EB020957-03	000	E			MICHAELM	08/14/2019	11:15:59	0001	202002	999912	10.000			
	SU01EB020957-03					GKH4	09/02/2019	20:47:08	0002	202003	202010	25.000			
	SU01EB020957-03					GKH4	09/02/2019	21:01:18	0003	202003	202010	25.000			
	SU01EB020957-03									202011	999912	10.000	1573180		P01 COST SHARING
	SU01EB020957-03					GKH4	09/15/2019	12:30:26	0004	202003	202010	25.000	3917209		POST-AWARD ADMINISTRATION
	SU01EB020957-03									202011	202011	10.000	3917209		P01 COST SHARING
	SU01EB020957-03									202011	202011	10.000	1573180		POST-AWARD ADMINISTRATION
	SU01EB020957-03									202012	999912	10.000	1573205		DISBURSEMENT SERVICES TRAINING
2037907	5R18P0005292-05 PARENT	000	E			MICHAELM	08/14/2019	11:16:00	0001	202002	999912	10.000			
A031412	SUL1TR002563-02 SUB #16-PA031396	000	E							202002	999912	10.000			

- The Effort WBSE is the project with the effort that is being cost shared.
- 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.
- 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.

# Payroll Cost Share Change Report

## 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](mailto:PostAwardAdmin@duke.edu).

### Payroll Cost Share Online Learning



[Payroll Cost Share Funding Source](#)



[Other Payroll Cost Share](#)

### Resources

<a href="#">GAP 200.140 – Cost Sharing on Sponsor Projects</a>	Provides Duke institutional guidance on payroll cost share.
Payroll Cost Share Calculator	Provides guidance for calculating payroll cost share.
<a href="#">Department of Health and Human Services Salary Cap</a>	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.