

Key

Points

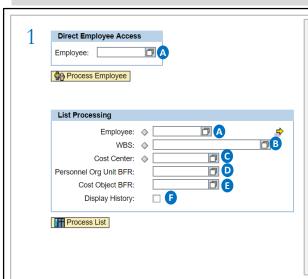
Payroll Cost Share Funding Source

The Payroll Cost Share Funding Source tool is used for entering and displaying the default funding source for all payroll cost share, including the Department of Health and Human Services (DHHS) Salary Cap. Additional QRGs are available for the Other Payroll Cost Share tool, the Payroll Cost Share Report and the Payroll Cost Share Change Report.

The employee's Institutional Base Salary (IBS) in the month the payment is made is used to determine if cost share is necessary for the DHHS Salary Cap. It is critical that employee work schedules are accurate to ensure a correct calculation.

- Tool allows for separate funding sources for base and supplemental (Campus summer supplement) pay.
- If cost share is required, but a specific cost share funding source is not provided, the position default cost object is used.
- Supplements for employees at a zero rate of pay do not calculate. Necessary cost share should be manually calculated and entered into the Other Payroll Cost Share tool.
- Summer supplements are determined based on June's IBS. The summer supplement amount delivered in July/August is based on June IBS, but SAP's cost share calculation for the DHHS Salary Cap is based on July and August as this is the payment month.
- Cost share posts via an SAP job that runs nightly on the day of a payroll run, whether monthly, biweekly, or due to a
- The tool has open security. Users only need the Grants Management tab to access any employee.

Accessible via Duke@Work → Grants Management → Effort and Payroll Tools and Reports → Payroll Cost Share Funding Source



Funding Source List

- Pull an individual employee via DUID or search by
- В. Pulls all employees who listed the WBSE entered as a funding source.
- Pulls all employees who listed the Cost Center entered as a funding source.
- Pulls all employees who are owned by the entered BFR who have entries detailing funding source.
- Pulls list of employees who are using a WBSE or Cost Center owned by the entered BFR as their funding
- Displays history based on search criteria entered.
- Direct Employee Access returns one employee while List Processing returns all employees based on criteria
- Changes cannot be made in the Display History view.
- If no list returns, no employees have cost share funding based on the search criteria entered.

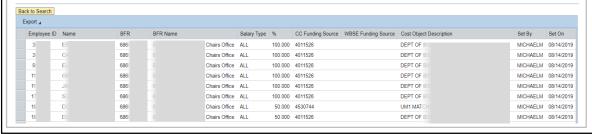
Process Employee

Process List



For list display, see all employees who have cost share based on search criteria. Detail information includes salary type, percentage, funding source, and information on when cost share was set. Click on a name to select an employee.

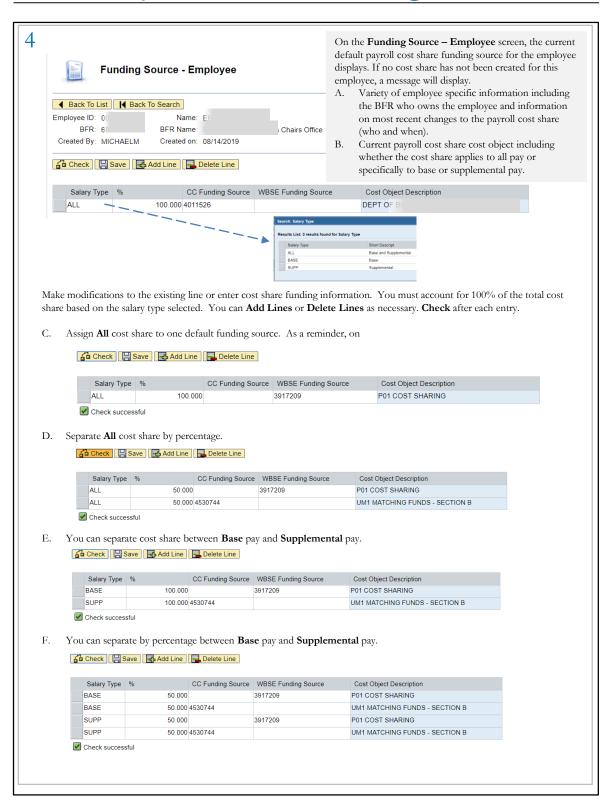
Enter data and select the appropriate process button.



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5 Select **Save** to save changes. Once payroll cost share funding is established, salary will be distributed in alignment with funding source as long as the employee is active with each payroll run. No action is necessary unless the cost object and/or percentage associated with the salary type needs to be changed.

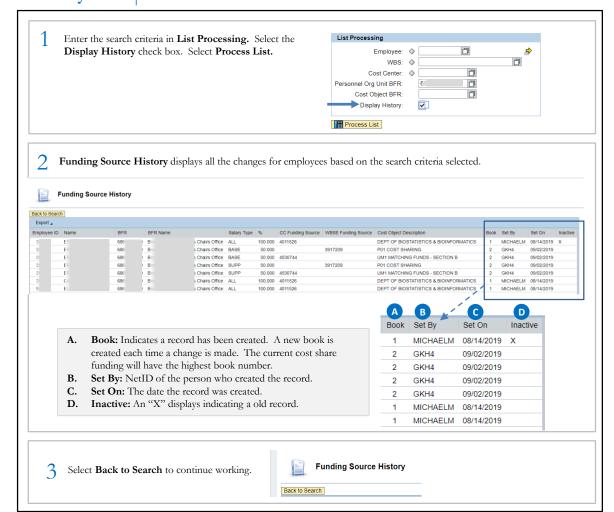


Select Back to List to work with other employees or Back to Search to begin a new search.



Viewing History

A history of all changes can be viewed through **List Processing** using the available search criteria. It is important to note that changes cannot be made when viewing history.



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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





Other Payroll Cost Share

Resources

GAP 200.140 - Cost Sharing on Sponsor Projects	Provides Duke institutional guidance on payroll cost share.
Cost Share Calculation Worksheet	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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