

# 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.

## Key Points


- 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 MSCT.
- 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

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### Direct Employee Access

Employee:   **A**

 Process Employee

### List Processing

Employee:   **A**  
 WBS:   **B**  
 Cost Center:   **C**  
 Personnel Org Unit BFR:   **D**  
 Cost Object BFR:   **E**  
 Display History: ☐ **F**

 Process List


- Pull an individual employee via DUID or search by name.
- 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 source.
- Displays history based on search criteria entered.


#### Notes:

- Direct Employee Access returns one employee while List Processing returns all employees based on criteria entered.
- 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.

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Enter data and select the appropriate process button.

 Process Employee

 Process List


3

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.



### Funding Source List

[Back to Search](#)

Export 

Employee ID	Name	BFR	BFR Name	Salary Type	%	CC Funding Source	WBSE Funding Source	Cost Object Description	Set By	Set On
3	EF	686	E	Chairs Office	ALL	100.000	4011526	DEPT OF BIC	MICHAELM	08/14/2019
3	CA	686	E	Chairs Office	ALL	100.000	4011526	DEPT OF BIC	MICHAELM	08/14/2019
9	EL	686	E	Chairs Office	ALL	100.000	4011526	DEPT OF BIC	MICHAELM	08/14/2019
11	GR	686	E	Chairs Office	ALL	100.000	4011526	DEPT OF BIC	MICHAELM	08/14/2019
11	JA	686	E	Chairs Office	ALL	100.000	4011526	DEPT OF BIC	MICHAELM	08/14/2019
17	SU	686	E	Chairs Office	ALL	100.000	4011526	DEPT OF BIC	MICHAELM	08/14/2019
16	DO	686	E	Chairs Office	ALL	50.000	4530744	UM1 MATCH	MICHAELM	08/14/2019
16	DO	686	E	Chairs Office	ALL	50.000	4011526	DEPT OF BIC	MICHAELM	08/14/2019

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## Funding Source - Employee

[Back To List](#) [Back To Search](#)  
 Employee ID: 00000000 Name: EF  
 BFR: 68000000 BFR Name: : Chairs Office  
 Created By: MICHAELM Created on: 08/14/2019  
[Check](#) [Save](#) [Add Line](#) [Delete Line](#)

Salary Type	%	CC Funding Source	WBSE Funding Source	Cost Object Description
ALL	100.000	4011526		DEPT OF BI

Search: Salary Type

Results List: 3 results found for Salary Type

Salary Type	Short Description
ALL	Base and Supplemental
BASE	Base
SUPP	Supplemental

Make modifications to the existing line or enter cost share funding information. You must account for 100% of the total cost share based on the salary type selected. You can **Add Lines** or **Delete Lines** as necessary. **Check** after each entry.

C. Assign **All** cost share to one default funding source. As a reminder, on

[Check](#) [Save](#) [Add Line](#) [Delete Line](#)

Salary Type	%	CC Funding Source	WBSE Funding Source	Cost Object Description
ALL	100.000		3917209	P01 COST SHARING

Check successful

D. Separate **All** cost share by percentage.

[Check](#) [Save](#) [Add Line](#) [Delete Line](#)

Salary Type	%	CC Funding Source	WBSE Funding Source	Cost Object Description
ALL	50.000		3917209	P01 COST SHARING
ALL	50.000	4530744		UM1 MATCHING FUNDS - SECTION B

Check successful

E. You can separate cost share between **Base** pay and **Supplemental** pay.

[Check](#) [Save](#) [Add Line](#) [Delete Line](#)

Salary Type	%	CC Funding Source	WBSE Funding Source	Cost Object Description
BASE	100.000		3917209	P01 COST SHARING
SUPP	100.000	4530744		UM1 MATCHING FUNDS - SECTION B

Check successful

F. You can separate by percentage between **Base** pay and **Supplemental** pay.

[Check](#) [Save](#) [Add Line](#) [Delete Line](#)

Salary Type	%	CC Funding Source	WBSE Funding Source	Cost Object Description
BASE	50.000		3917209	P01 COST SHARING
BASE	50.000	4530744		UM1 MATCHING FUNDS - SECTION B
SUPP	50.000		3917209	P01 COST SHARING
SUPP	50.000	4530744		UM1 MATCHING FUNDS - SECTION B

Check successful

# Payroll Cost Share Funding Source

- 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.

Check Save Add Line Delete Line

Salary Type	%	CC Funding Source	WBSE Fundin
BASE	50.000		3917209
BASE	50.000	4530744	
SUPP	50.000		3917209
SUPP	50.000	4530744	

☒ Data was saved

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



## Funding Source - Employee

Back To List Back To 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.

- 1 Enter the search criteria in **List Processing**. Select the **Display History** check box. Select **Process List**.

**List Processing**

Employee:

WBS:

Cost Center:

Personnel Org Unit BFR:

Cost Object BFR:

Display History: ☒

- 2 **Funding Source History** displays all the changes for employees based on the search criteria selected.



## Funding Source History

Back to Search Export

Employee ID	Name	BFR	BFR Name	Salary Type	%	CC Funding Source	WBSE Funding Source	Cost Object Description	Book	Set By	Set On	Inactive
0	ER	686	Bi	Chairs Office	ALL	100.000	4011526	DEPT OF BIOSTATISTICS & BIOINFORMATICS	1	MICHAELM	08/14/2019	X
0	ER	686	Bi	Chairs Office	BASE	50.000		P01 COST SHARING	2	GKH4	09/02/2019	
0	ER	686	Bi	Chairs Office	BASE	50.000	4530744	UM1 MATCHING FUNDS - SECTION B	2	GKH4	09/02/2019	
0	ER	686	Bi	Chairs Office	SUPP	50.000		P01 COST SHARING	2	GKH4	09/02/2019	
0	ER	686	Bi	Chairs Office	SUPP	50.000	4530744	UM1 MATCHING FUNDS - SECTION B	2	GKH4	09/02/2019	
0	CA	686	Bi	Chairs Office	ALL	100.000	4011526	DEPT OF BIOSTATISTICS & BIOINFORMATICS	1	MICHAELM	08/14/2019	
0	ES	686	Bi	Chairs Office	ALL	100.000	4011526	DEPT OF BIOSTATISTICS & BIOINFORMATICS	1	MICHAELM	08/14/2019	

- A. **Book:** Indicates a record has been created. A new book is created each time a change is made. The current cost share funding will have the highest book number.
- B. **Set By:** NetID of the person who created the record.
- C. **Set On:** The date the record was created.
- D. **Inactive:** An "X" displays indicating a old record.

Book	Set By	Set On	Inactive
1	MICHAELM	08/14/2019	X
2	GKH4	09/02/2019	
2	GKH4	09/02/2019	
2	GKH4	09/02/2019	
1	MICHAELM	08/14/2019	
1	MICHAELM	08/14/2019	

- 3 Select **Back to Search** to continue working.



## Funding Source History

Back to Search

# Payroll Cost Share Funding Source

## 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.
Cost Share Calculation Worksheet	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.