Employee Data Search and iForms Status Overview Links

The Employee Data Search and the iForms Status Overview links are two options available under the Effort and Payroll Tools and Reports web page in the Grants Management tab. The Employee Data Search option allows you to search for an employee and create iForms for that employee, such as cost distribution changes. The iForms Status Overview allows you to display and track the status of any iForms.

Each topic in this section of the guide will provide steps on how to use both these options and is organized by the type of iForm.

Request for Cost Distribution Change iForm

Request for Cost Distribution Change iForm

Overview

Using the Grant Management tab available through Duke@Work, Grant Managers have the ability to change the cost distribution for employees across Duke. The following guidance applies when completing the Request for Cost Distribution Change (also referenced as Cost Distribution) iForm for employees:

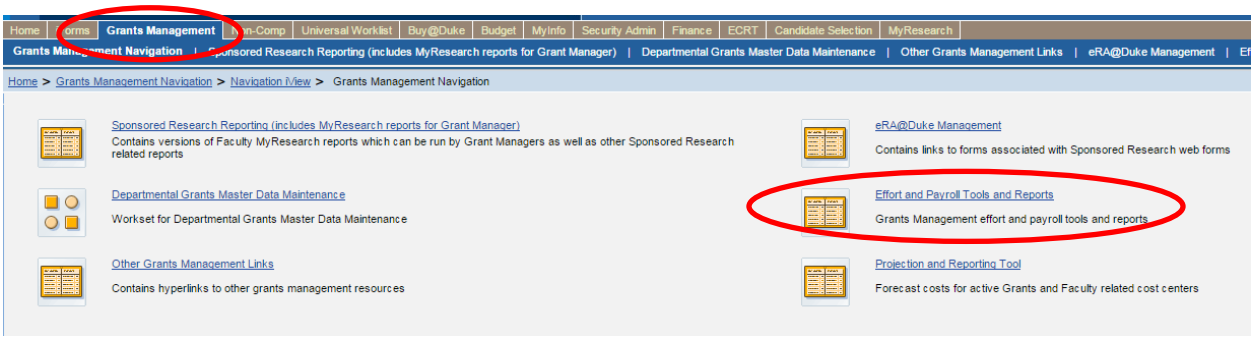
- Cost Distribution Change iForms are used to change the funding sources used to pay an exempt or non-exempt employee's salary. An employee's initial cost distribution change is established at the point of hire; therefore, the Cost Distribution Change iForm is used from the point of hire forward.
- The iForm changes the percentage of an employee's salary paid on a particular cost object (cost center or WBS element) and/or general ledger account (service type/service category).
- For employee's being paid on WBS elements funded from sponsored research, an employee's cost distribution is directly linked to an employee's effort on an individual project.
- Cost Distribution Change iForms must account for 100% of an employee's base salary. Users will receive an error message if the distribution percentage is greater than or less than 100%. Additionally, the distribution percentage on a cost object must equal at least 1% (although the 1% can be spread across multiple general ledger accounts).
- While the iForm may be fully approved and loaded into SAP, the changes reflected by the iForm will not post in SAP until the payroll is run for the pay period in which the iForm is submitted. The operational process means:
    - Salary is not moved real time between the cost objects included in the iForm.
    - While cost distribution changes may be retroactive, debits and credits are not posted retroactively, but are posted in the fiscal period in which the iForm is approved posts. For example, a Request for Cost Distribution Change iForm may be processed for a monthly employee in September that includes changes for July and August. The debits and credits created by this change will post during the September payroll run which is in fiscal period 3.
- Only one cost distribution can be active at a time. A cost distribution must be fully approved, but not necessarily posted in SAP, before a new cost distribution can be initiated. It is important to consider this when planning for payroll deadlines.

Request for Cost Distribution iForm (cont.)

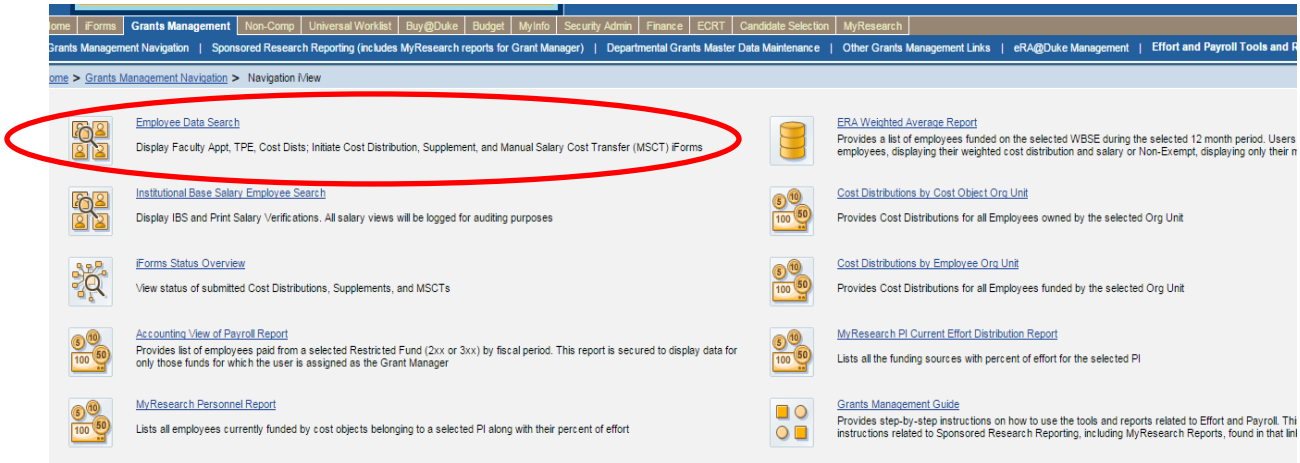
Retroactive cost distributions are allowed and require untimely justification in accordance with management center policies GAP 200.150 Cost Transfers on Federally Sponsored Projects [III. A. Payroll]. Cost distributions involving clerical and/or administrative effort must be expensed in accordance with GAP 200.360 Charging Clerical and/or Administrative Expenses to Federally Funded Projects

Opening the Request for Cost Distribution iForm

1. From “Grants Management”, select “Effort and Payroll Tools and Reports”.

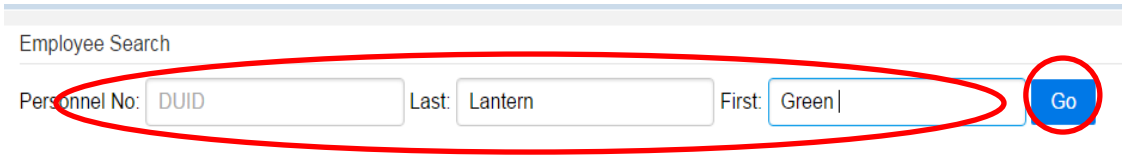


2. From “Effort and Payroll Tools and Reports”, select “Employee Data Search”.

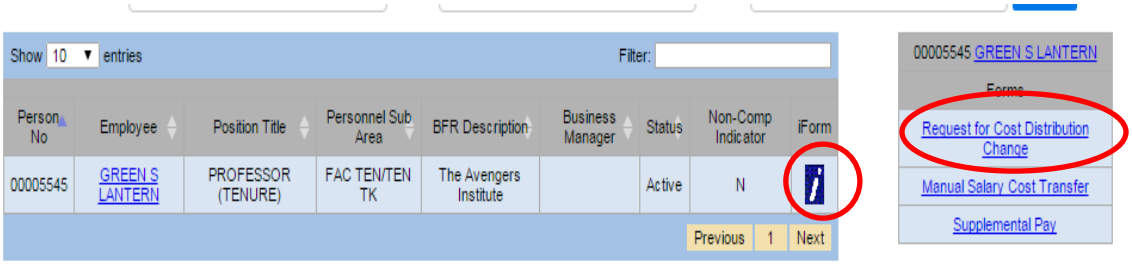


Request for Cost Distribution iForm (cont.)

3. Enter the Duke Unique ID (DUID) or the name of the employee. Select “Go” or enter on your keyboard.



4. Employee personnel data will return. Select the “iForms Icon” to display a list of iForms available to the user based upon their role and relationship to the individual. Select the “Request for Cost Distribution Change” link to open the iForm.



Request for Cost Distribution iForm (cont.)

Completing the Request for Cost Distribution iForm

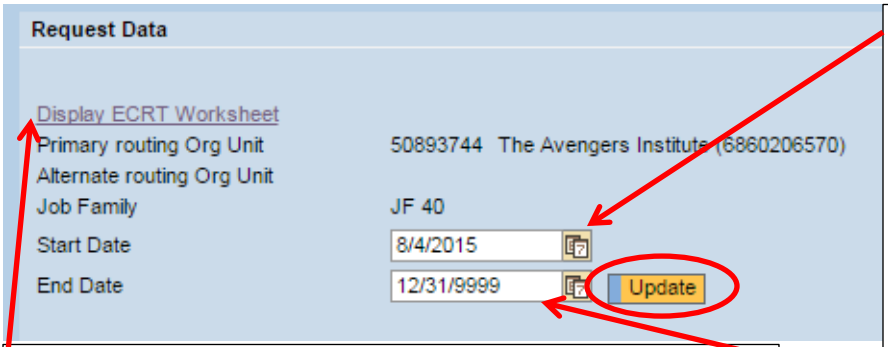
The Request for Cost Distribution iForms is broken into different sections and contains "Trays" that can be opened and additional information entered. This guide will focus on each section of the iForm.

1. Review "Header Data" information related to the employee's primary position. Information in this section is needed to determine the appropriate Service Type/Service Category (or G/L account).

Header Data

Employee	GREEN S LANTERN	00005545	Employee Status	Active	
Organizational Assignment	The Avengers Institute	50893744	Payroll Area	MONTHLY	UM
Organizational Key	BUSINESS SERVICES	DDL3	Job Code	PROFESSOR (TENURE)	00001541

2. "Request Data" provides a link to display the ECRT Worksheet and the Primary Routing Org Unit and the Secondary Routing Org Unit (if applicable). Enter the start and end date of the requested cost distribution change. Select "Update" to display cost distribution as of the start and end date entered.



Request Data

Display ECRT Worksheet

Primary routing Org Unit	50893744 The Avengers Institute (6860206570)
Alternate routing Org Unit	
Job Family	JF 40
Start Date	8/4/2015
End Date	12/31/9999 Update

- The "Display ECRT Worksheet" is available to those users with ECRT access and can be helpful in the event that multiple retroactive Request for Cost Distribution Change iForms need to be submitted for the same employee.
- For more information, refer to the ECRT Guide.

- Start dates can be retroactive.
- Using the infinity end date – 12/31/9999 – causes the cost distribution to be effective until a subsequent Cost Distribution is entered. Best practice is to use the infinity end date when creating requests to change cost distributions.
- Providing a specific end date, causes the change to be effective for the period defined. Without additional action, the cost distribution will revert to the cost distribution in effect prior to the iForm submission.

Request for Cost Distribution iForm (cont.)

3. Review the cost distribution displayed. If lines need to be deleted, place a "check" in the square at the beginning of the line and select "Delete" prior to entering new cost distribution information. Additionally, notice an employee may have up to 25 different cost objects used to fund his/her salary. It may be necessary to scroll down to see the entire cost distribution.

- "Check" to indicate a line to delete.
- "Delete" will remove the line.

Cost Distribution

	Company	Cost Center	WBS Element	Cost Object Description	ST	SC	Pct
☑	0010	1512034		BIOMEDICAL ENGINEERING--FACULTY SALARIES	60	13	57.0
☐	0010		3918870	JAMES & ELIZABETH VINCENT PROFESSORSHIP	60	13	43.0
☐					60		
☐					60		
☐					60		
☐					60		
☐					60		
☐					60		

Delete Line 1 / 25

- Lines and buttons to scroll.

As a reference, below is a view of a cost distribution where an employee is being paid from more cost objects.

Cost Distribution

	Company	Cost Center	WBS Element	Cost Object Description	ST	SC	Pct
☐	0010	4116364		DEPARTMENT OF MEDICINE NEUROLOGY DIVISIO	60	13	7.0
☐	0010	4419704		MOVEMENT DISORDERS RESEARCH ADMIN	60	31	2.0
☐	0010	4219704		MOVEMENT DISORDERS GME	60	02	1.0
☐	0010		2032266	5R01-DA031833-03	60	36	5.0
☐	0010		2033838	5R01-NS064577-07	60	36	29.7
☐	0010		3833906	DYSTONIA MEDICAL RESEARCH FNDNT AGRMNT	60	36	2.0
☐	0010	4414229		NICOLE CALAKOS START-UP FUNDING	60	31	5.3
☐	0010	4510079		TRANSLATIONAL NEUROSCI CTR RENOV STARTUP	60	31	10.0
☐	0010		2032884	5R21-NS079860-02	60	36	19.0
☐	0010		3590185	UNIV OF FLA #UFDSP00010096/00106124	60	36	2.0
☐	0010		2033673	4R33-MH095725-03	60	36	5.0
☐	0010		3836149	MCKNIGHT ENDOW/NEUROSCIENCE AWD	60	34	5.0
☐	0010		3590205	UNIV OF FLA #UFDSP00010186/00114392	60	36	2.0
☐	0010		3837060	HARRINGTON DISCOVERY INST RES GRANT AGRT	60	34	5.0

Delete Line 1 / 25

Request for Cost Distribution iForm (cont.)

4. After deleting lines (if necessary), enter the correct cost distribution for the time period defined by the start and end dates. Remember: the cost distribution entered must cover 100% of the employee's salary. Users will receive an error message if the distribution percentage is less than or greater than 100%.

Cost Distribution

	Company	Cost Center	WBS Element	Cost Object Description	ST	SC	Pct
☐	0010		3918870	JAMES & ELIZABETH VINCENT PROFESSORSHIP	60	13	43.0
☐	0010	4510079		TRANSLATIONAL NEUROSCI CTR RENOV STARTUP	60	13	3.5
☐	0010		2032266	5R01-DA031833-03	60	36	50.5
☐	0010		3836149	MCKNIGHT ENDOW/NEUROSCIENCE AWD	60	36	2.5
☐					60		
☐					60		

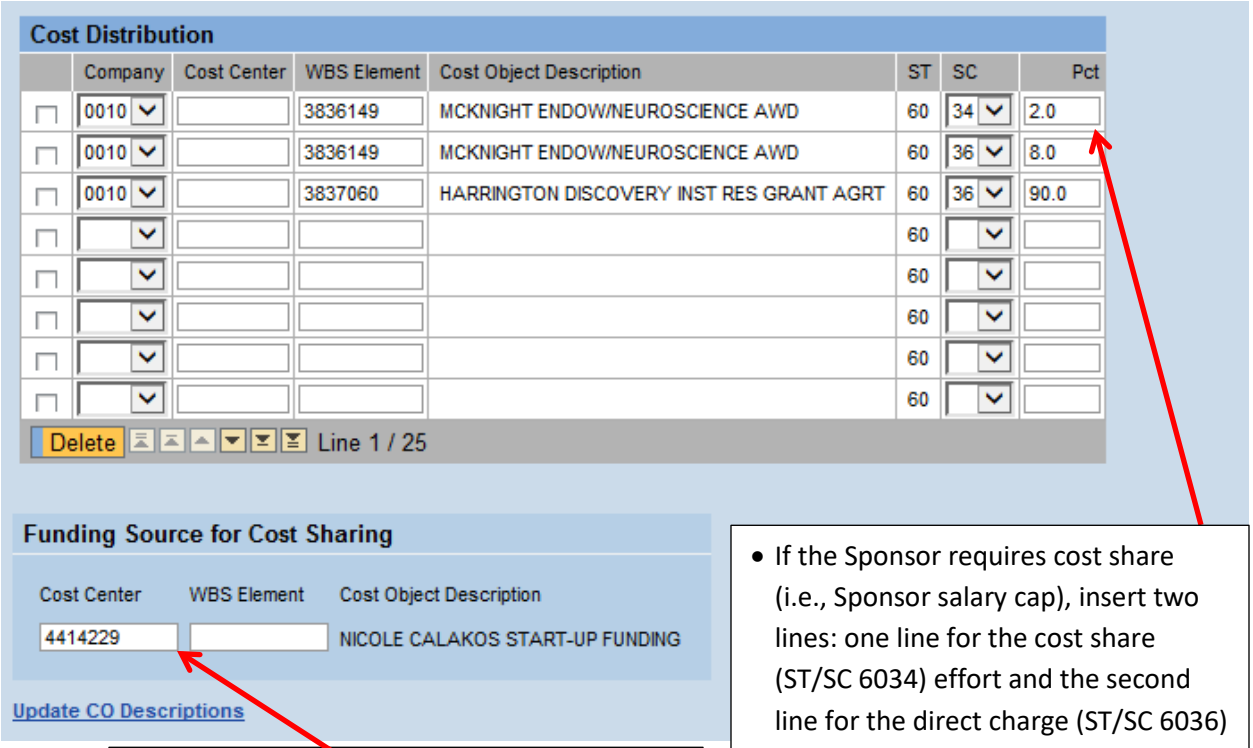
- Enter the company code associated with the cost object used on the line.
- Enter the cost object in the appropriate column.
- If multiple Service Type/Service Categories (G/L accounts) will be used for activity on the same cost object, enter a separate line for each service type/service category.

- The cost object description will display once the form is "checked" or once the "Update "CO Descriptions" link is selected.
- Select the appropriate Service Type/Service Category based on:
  - The employee's position title or payroll area.
  - Job description on specified cost object.
  - Funding Source (see G/L Account – Payroll Expenses).
  - In the event, cost sharing applies, use the appropriate cost sharing Service Type/Service Category – 6003, 6004, 6033, and 6034. If one of these is used, a cost sharing funding source must be provided.

- Enter the appropriate distribution percentage of each cost object/ G/L account combination.

Request for Cost Distribution iForm (cont.)

5. If cost sharing is required, enter the cost object that will fund the associated effort. If cost sharing is not necessary, leave “Funding Source for Cost Sharing” blank and continue completing the iForm. Please note: The cost sharing Service Type/Service Category is only used for the portion of effort that is not directly charged to the project.



Cost Distribution

	Company	Cost Center	WBS Element	Cost Object Description	ST	SC	Pct
	0010		3836149	MCKNIGHT ENDOW/NEUROSCIENCE AWD	60	34	2.0
	0010		3836149	MCKNIGHT ENDOW/NEUROSCIENCE AWD	60	36	8.0
	0010		3837060	HARRINGTON DISCOVERY INST RES GRANT AGRT	60	36	90.0
					60		
					60		
					60		
					60		
					60		

Delete Line 1 / 25

Funding Source for Cost Sharing

Cost Center	WBS Element	Cost Object Description
4414229		NICOLE CALAKOS START-UP FUNDING

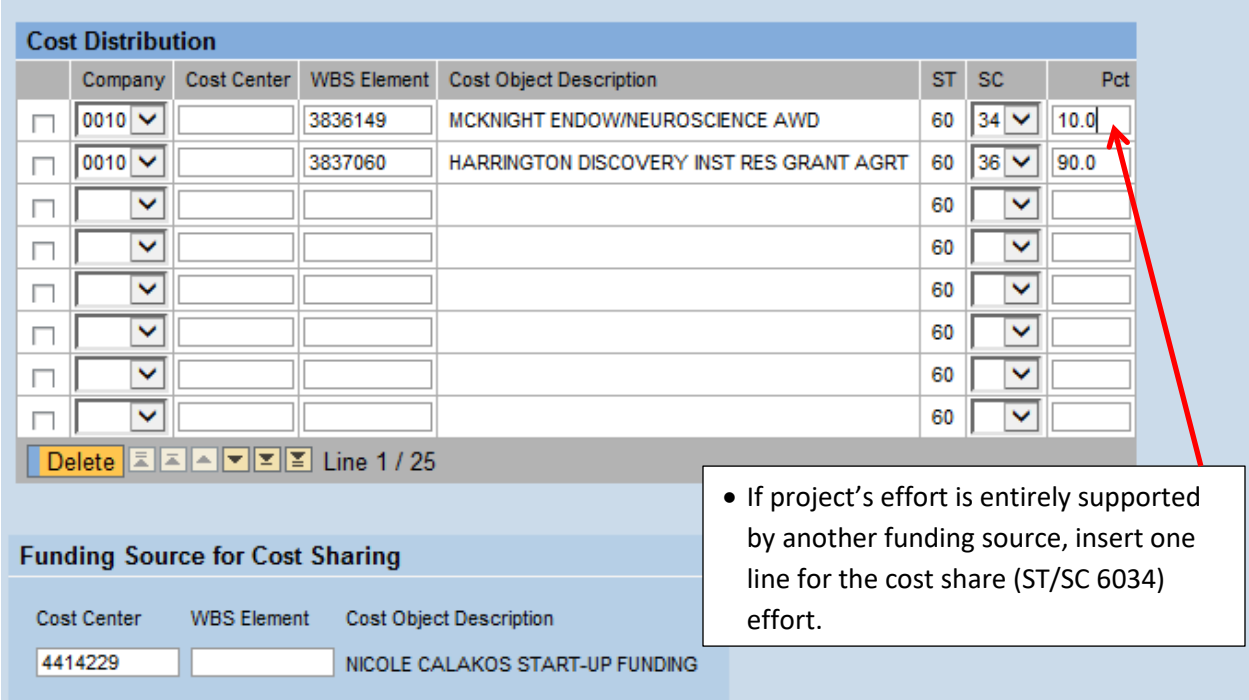
Update CO Descriptions

- If the Sponsor requires cost share (i.e., Sponsor salary cap), insert two lines: one line for the cost share (ST/SC 6034) effort and the second line for the direct charge (ST/SC 6036) effort.
- Note: Both lines are associated with the project WBS element.

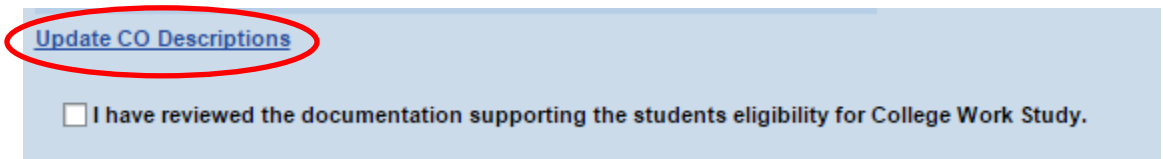
- Enter funding source to support cost share portion of effort. All lines with a cost share Service Type/Service Category will be charged to this funding source.

Request for Cost Distribution iForm (cont.)

If the project's effort is entirely supported by another funding source, one line should be used to capture the activity (WBSE is project and source will be supporting all of the associated effort, one line).

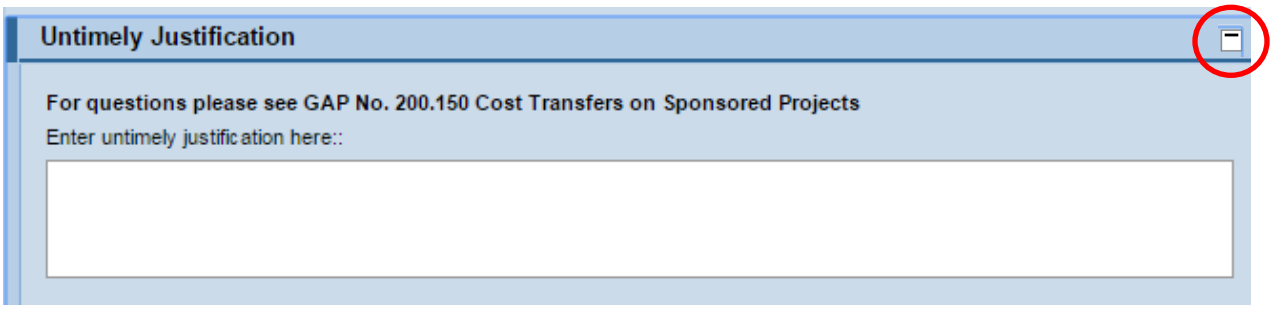


6. Select "Update CO Descriptions" to update the description text for all cost objects used in the iForm. In the event the Request for Cost Distribution Change iForm is being done to change student funding to work study funding, please confirm that work study paper work has been reviewed.

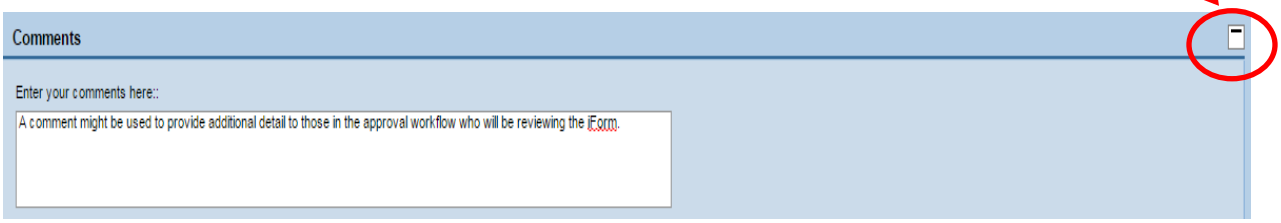


Request for Cost Distribution iForm (cont.)

7. Request for Cost Distribution Change iForms are considered untimely in accordance with GAP 200.150 Cost Transfers on Federally Sponsored Projects. Review this gap thoroughly for guidance on what is considered untimely, what is allowed, and documentation requirements for the "Untimely Justification" section of the iForm. This is a free text field and comments cannot be modified once submitted. Users can paste information into the field from a source document.



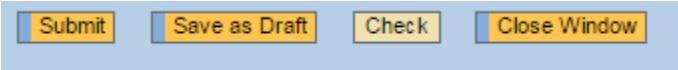
8. IForms initiators may choose to provide additional comments in the "Comments" section. Comments may be used to provide specific information to approvers or to provide more detail as to the context of the cost distribution changes. Open the tray on the right to display any comments. Please note that comments become permanent record.



9. "Status Overview" will be populated once the iForm enters workflow. When initiated, it indicates that the form has not been sent.

Request for Cost Distribution iForm (cont.)

10. Select the appropriate action button.



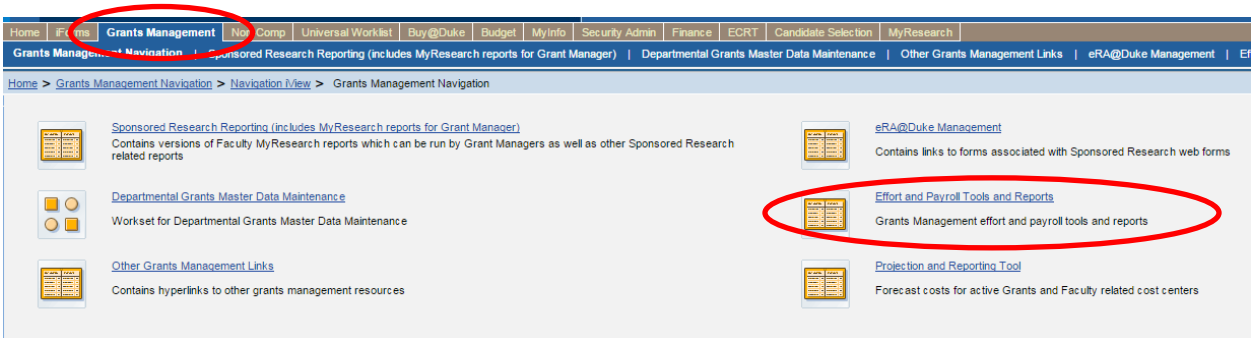
- "Submit" will release the iForm into workflow. Any error messages will display with a red button at the top of the form and will need to be corrected.
- "Save as Draft" will save the iForm for future use. IForm initiators must go to their Universal Worklist to find and continue work on saved iForms.

11. "Check" will validate the iForm information. It will generate error and warning messages. It will also confirm if information is consistent in the iForm. Warning and error message are important alerts and should be corrected or considered carefully. It is recommended that you "Check" an iForm prior to submission. "Close Window" will close the iForm. Unless "Save as Draft" was previously selected, no information is saved.

Request for Cost Distribution iForm (cont.)

Tracking the Status of the Request for Cost Distribution iForm

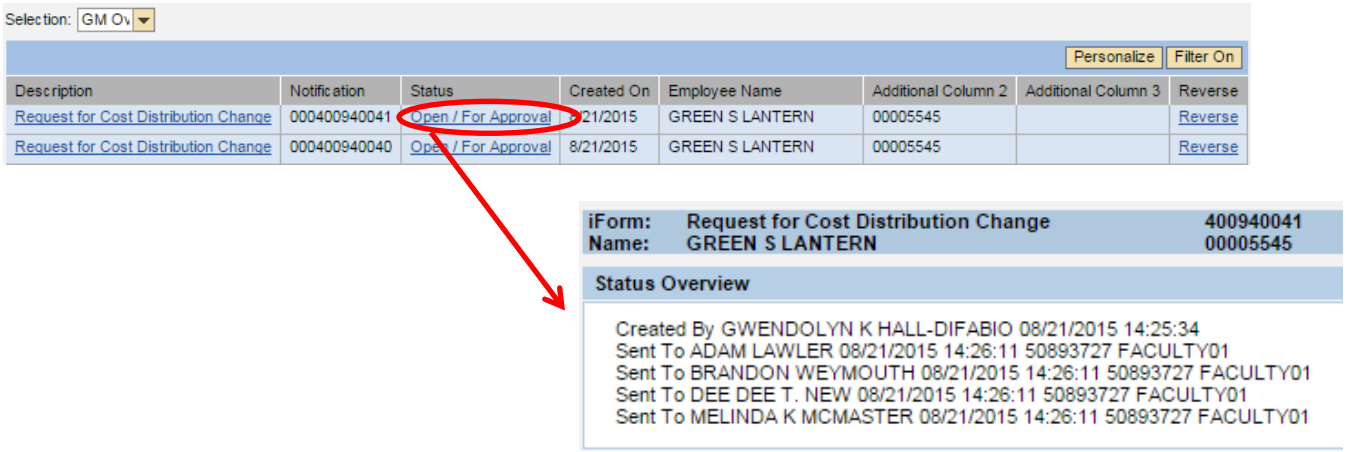
1. From “Grants Management”, select “Effort and Payroll Tools and Reports”.



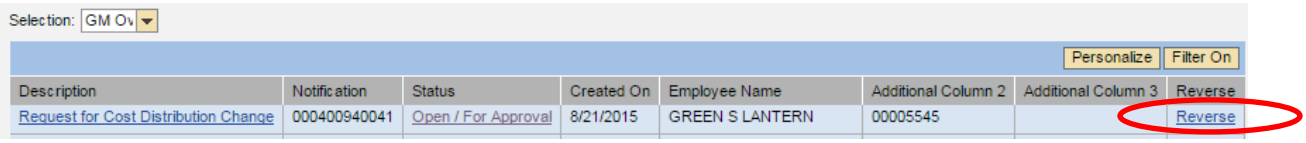
2. From “Effort and Payroll Tools and Reports”, select “iForms Status Overview”.

Request for Cost Distribution iForm (cont.)

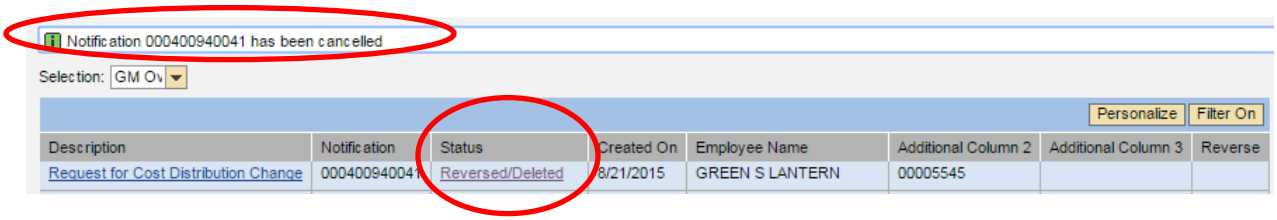
3. "IForms Overview" will show a list of all iForms the users had initiated and their status. Select the hyperlink in the "Status" column to see the approvers who currently have the iForm in their approval queue. Please note: the iForm has not been completed until the last action in the Status Overview indicates "Processed On" with a date and time stamp.



4. In the event there is an error in the iForm, select "Reverse" to pull the iForm out of workflow and return it to the initiator prior to the iForm interfacing with SAP. Please note: If an iForm is reversed, it removes all approvals and will need to be approved by all approvers a second time.



Once the iForm is reversed, the user receives a message indicating the iForm can be canceled and the status is changed to "Reversed/Deleted".



Request for Cost Distribution iForm (cont.)

Related Guidance and Resources

Institutional Policies:

- GAP 200.150 Cost Transfers on Federally Sponsored Projects
- GAP 200.360, Charging Clerical and/or Administrative Expenses to Federally Funded Projects
- GAP 200.171, Cross Organizational Unit Payroll Management on Sponsored Projects
- GAP 200.172, Payroll Access for Effort Management on Sponsored Projects

Payroll Schedules and Deadlines for iForm Transactions:

- Monthly Payroll Schedule for Payroll Representatives
- Biweekly Payroll Schedule for Payroll Representatives

General Ledger Account Definitions:

- Payroll Expenses

Manual Salary Cost Transfer (MSCT) iForm

Manual Salary Cost Transfer (MSCT) iForm

Overview

Using the Grant Management tab available through Duke@Work, Grant Managers have the ability to complete Manual Salary Cost Transfer (MSCT) iForms.

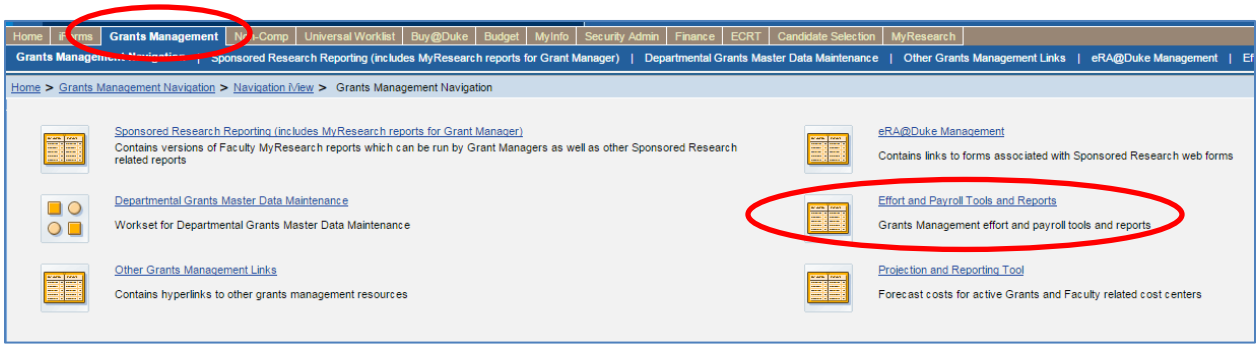
The following guidance applies when completing MSCT iForms:

- A MSCT iForm is used when salary dollars should be moved from one cost object and/or general ledger (service type/service category) account and system constraints prevent a Cost Distribution iForm from being used. Data accuracy is critical! Validate that the cost object and general ledger account for salary expenses are being moved to or from is appropriate to prevent and over or under correction.
- A Company 10 cost object must be included on one side of the transaction in order for the MSCT iForm to be used.
- MSCT iForms move dollar amounts. It does not move percentages.
- After the MSCT iForm has been approved, a journal entry will automatically be processed to move and post the salary dollars and associated fringe benefits. This transfer can be seen by running the Payroll Activity Detail Report (ZH333) or Accounting View of Payroll (ZH223) in SAP or the Accounting View of Payroll found under the Grant Management Tab on the Effort and Payroll Tools and Report page.
- The reason code used for the MSCT iForm invokes specific data validation depending on the reason code used.
- Retroactive MSCT iForms are allowed and require untimely justification in accordance with management center policies and GAP 200.150 Cost Transfers on Federally Sponsored Projects [III. A. Payroll]. MSCT iForms involving clerical and/or administrative effort must be expensed in accordance with GAP 200.360 Charging Clerical and/or Administrative Expenses to Federally Funded Projects.
- MSCT iForms route based upon the following workflow rules:
    - Routes based on the owning organizational unit of the position.
    - If untimely greater than 90 days, Management Center is notified.
    - If untimely greater than 180 days, Management Center approves.
    - If cost sharing occurs, Office of Sponsored Programs (OSP) is notified.
    - If “Special Conditions” or “Transfer of Non-effort Related Salary” reason codes are used, OSP approves.

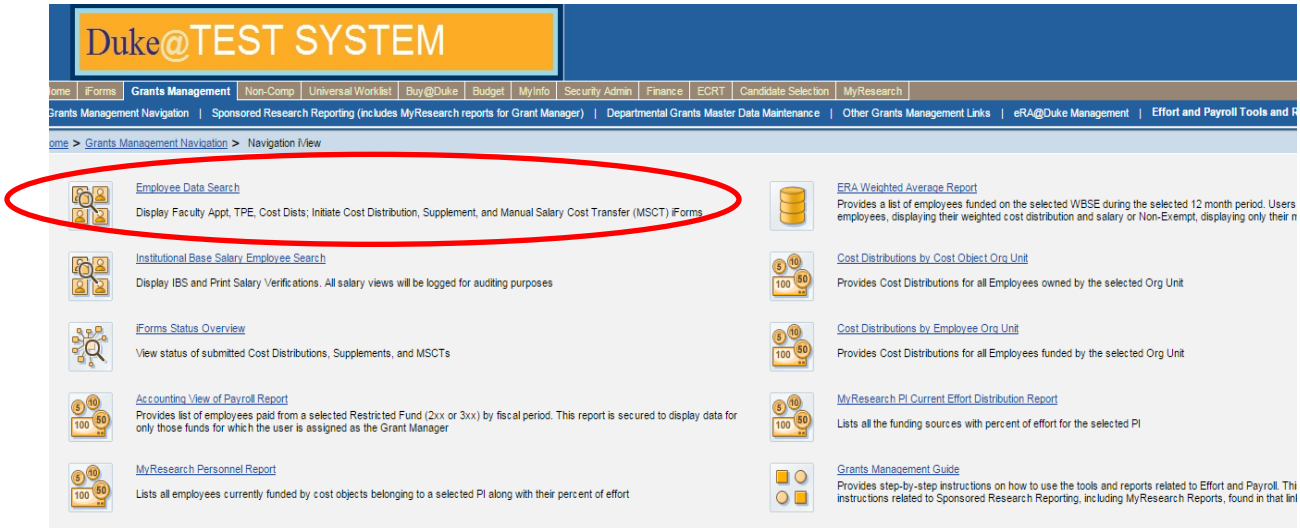
Manual Salary Cost Transfer iForm (cont.)

Opening the Manual Salary Cost Transfer iForm

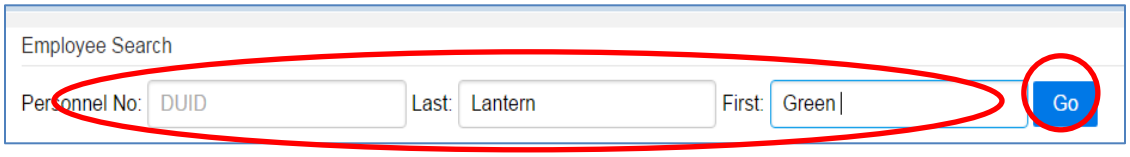
1. From “Grants Management”, select “Effort and Payroll Tools and Reports”.



2. From “Effort and Payroll Tools and Reports”, select “Employee Data Search”.

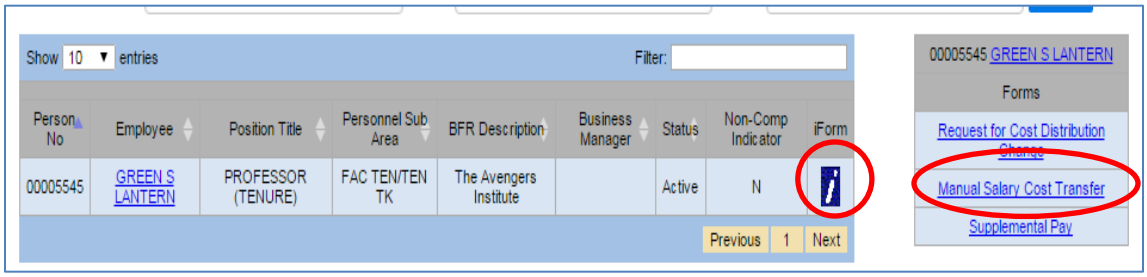


3. Enter the Duke Unique ID (DUID) or the name of the employee. Select “Go” or enter on your keyboard.



Manual Salary Cost Transfer iForm (cont.)

4. Employee personnel data will return. Select the “iForms Icon” to display a list of iForms available to the user based upon their role and relationship to the individual. Select the “Manual Salary Cost Transfer” link to open the iForm.



Manual Salary Cost Transfer iForm (cont.)

Completing the Manual Salary Cost Transfer iForm

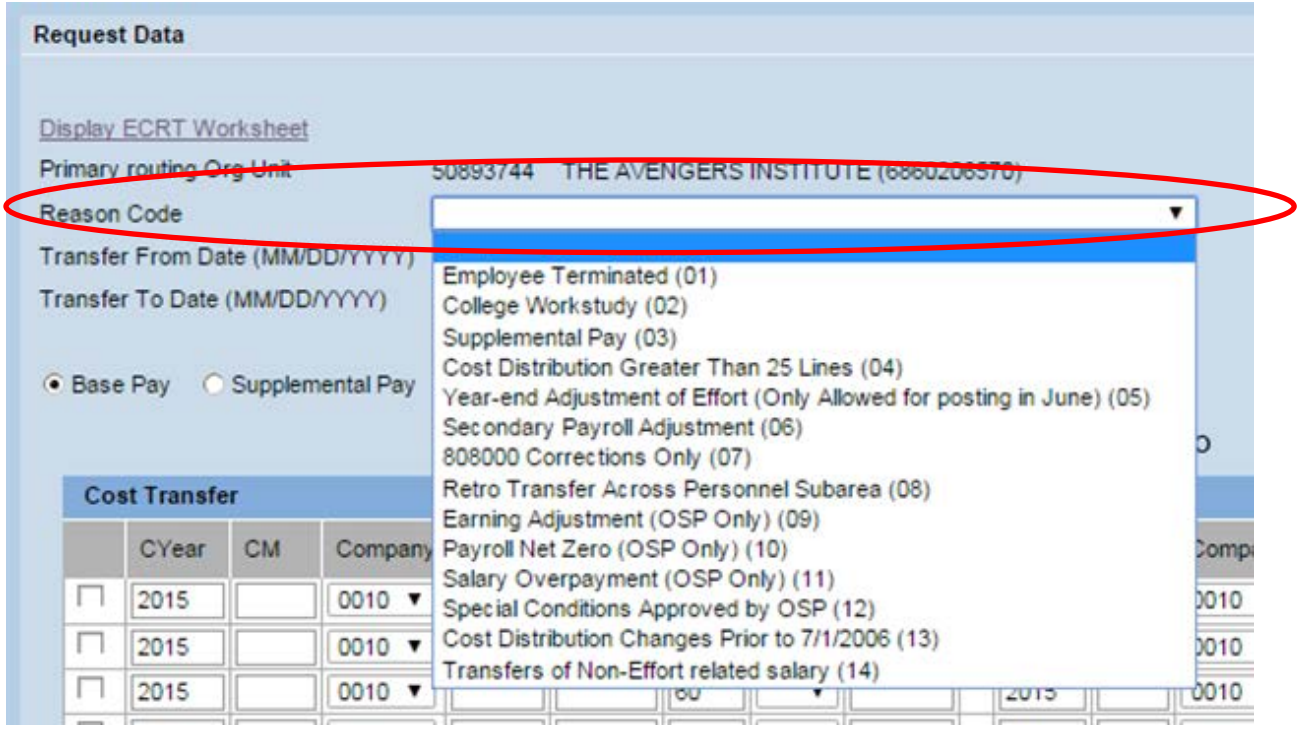
The MSCT iForm is broken into different sections and contains "Trays" that can be opened and additional information entered. This guide will focus on each section of the iForm.

1. Review "Header Data" information related to the employee's primary position. Information in this section is needed to determine the appropriate Service Type/Service Category (or G/L account).

Header Data

Employee	GREEN S LANTERN	00005545	Employee Status	Active	
Organizational Assignment	The Avengers Institute	50893744	Payroll Area	MONTHLY	UM
Organizational Key	BUSINESS SERVICES	DDL3	Job Code	PROFESSOR (TENURE)	00001541

2. "Request Data" provides a link to display the ECRT Worksheet and the Primary Routing Org Unit). Select the appropriate "Reason Code" for the MSCT iForm from the drop-down menu based on the business reason for the transaction. Please note: Several of the reason codes can only be used by OSP or only during specific times of the year.



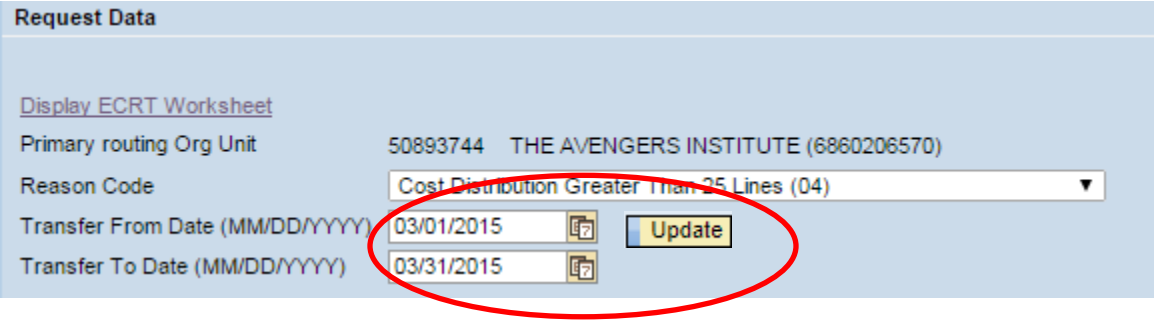
Manual Salary Cost Transfer iForm (cont.)

The chart below describes the reason codes and programmed rules that validate code usage.

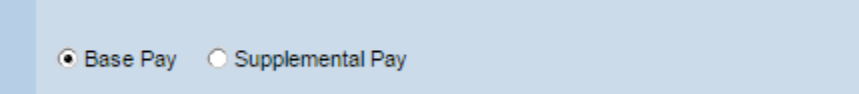
Reason Code # and Description	Validation Rules
1. Employee Terminated	Only valid if an employee has status of terminated. Since cost distribution iForms are not allowed for terminated employees, MSCT must be used.
2. College Work Study	Only valid if work study STSC codes are used.
3. Supplement Pay	Only valid if supplemental pay exists for the Calendar Year and Calendar Month being transferred **From (the Calendar Year and Month should correspond to the month the salary posted to the General Ledger).**
4. Cost distribution greater than 25 lines	Only valid if Cost Distribution iForm limitation of 25 lines prohibits full distribution. iForm routes to OSP
5. Year-end adjustment of effort (only allowed for posting in fiscal month June)	Only valid during Fiscal Year-End (after June 15 of each year through the close of period 13).
6. Secondary payroll adjustment	Only valid for Bi-Weekly employees. Validates that secondary position exits.
7. 808000 corrections only	Only valid to correct the Funding Source for Cost Sharing. This is the only time fringe benefit amounts are included. Only 8080 STSC code is valid. Does not display in Payroll Report ZH333.
8. Retro transfer across Payroll Subareas	Only valid when Payroll Subarea is changed
9. Earning Adjustment (OSP Only)	Restricted for use only by OSP employees. Does not display in Payroll Report ZH333.
10. Payroll Net Zero (OSP only)	Restricted for use only by OSP employees.
11. Salary Overpayment (OSP only)	Restricted for use only by OSP employees.
12. Special Conditions approved by OSP	Valid only if the reason for the MSCT iForm does not fall into one of the above categories. Submitters are required to document the reason for selecting this Reason Code. Prior OSP approval is required prior to using this Reason Code and the iForm will route to OSP for approval.
13. Cost Distribution Changes Prior to 7/1/06	Valid only for changes impacting periods prior to 7/1/06.
14. Transfers to Non-Effort related Salary	Valid only for salary payments that are NOT related to effort, such as relocation expenses. The iForm will route to OSP.

Manual Salary Cost Transfer iForm (cont.)

3. After selecting the “Reason Code”, select the “Transfer From Date” and the “Transfer To Date” in which the salary dollars are being moved. This date should correspond to the pay period dollars are being transferred. Select “Update” to ensure the appropriate funding and G/L account information is pulled into the iForm.

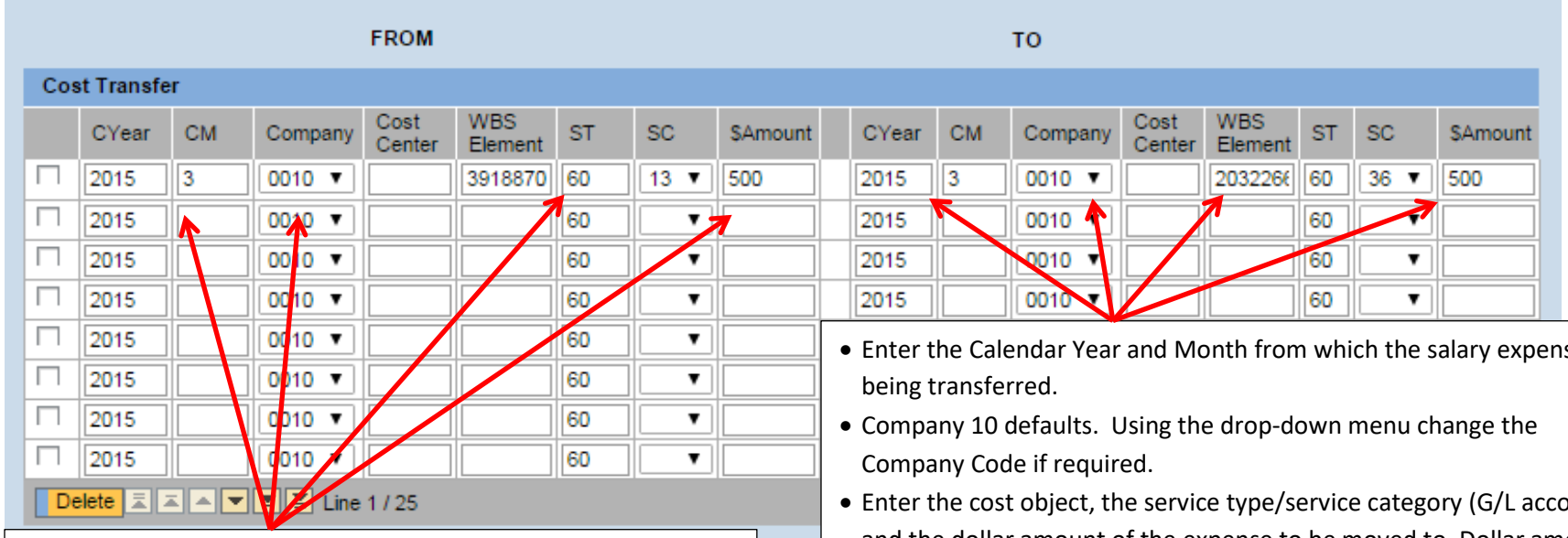


4. Indicate if the money being transferred represents base pay of supplemental pay as appropriate.



Manual Salary Cost Transfer iForm (cont.)

5. Enter the appropriate information to describe how the cost object the salary needs to be moved from to the cost object the salary needs to be moved to. It is important to ensure that, with the exception of cost object and service type/service category, the information on the "From" side of the Cost Transfer and the information on the "To" side match. Please note: Expenses on the "From" side of the cost transfer must have been expensed to the cost object/STSC (G/L account) combination entered in order for salary dollars to be moved.

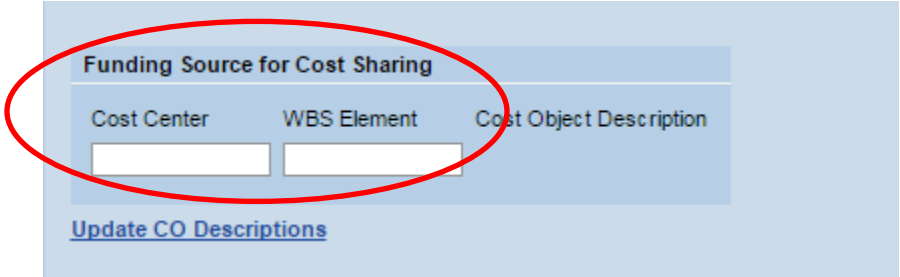


- Enter the Calendar Year and Month from which the expense is being transferred.
- Company 10 defaults. Using the drop-down menu change the Company Code if required.
- Enter the cost object, the service type/service category, and the dollar amount of the salary expense to be moved.

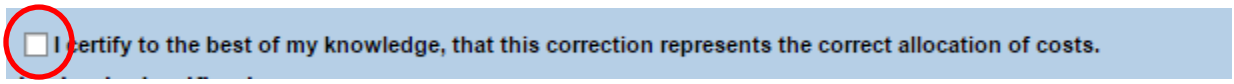
- Enter the Calendar Year and Month from which the salary expense is being transferred.
- Company 10 defaults. Using the drop-down menu change the Company Code if required.
- Enter the cost object, the service type/service category (G/L account), and the dollar amount of the expense to be moved to. Dollar amounts on both sides of the cost transfer should be the same.
  - Funding Source (see G/L Account – Payroll Expenses).
  - In the event cost sharing applies, use the appropriate cost sharing Service Type/Service Category – 6003, 6004, 6033, and 6034. If one of these is used, a cost sharing funding source must be provided.

Manual Salary Cost Transfer iForm (cont.)

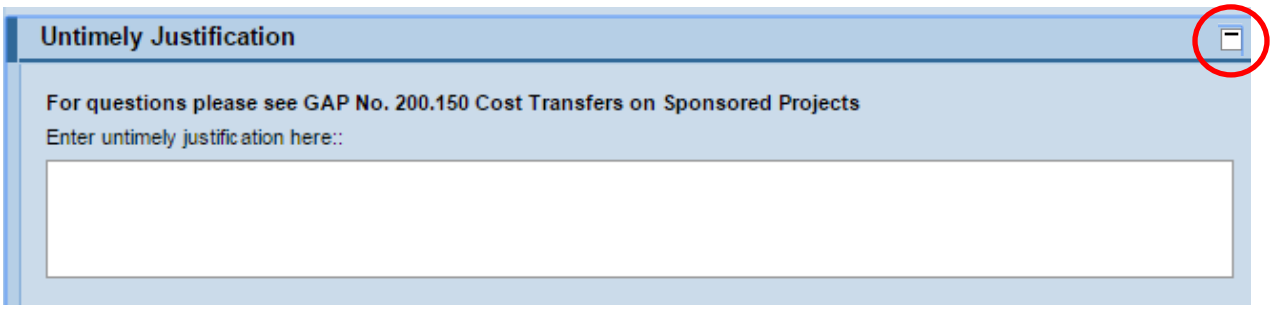
6. If cost sharing is required, enter the cost object that will fund the associated effort. Select “Update CO Descriptions” to update the description of the cost object used for cost sharing. If cost sharing is not necessary, leave “Funding Source for Cost Sharing” blank and continue completing the iForm.



7. Select the radio button to certify the transfers of the payroll expenses as outlined above.

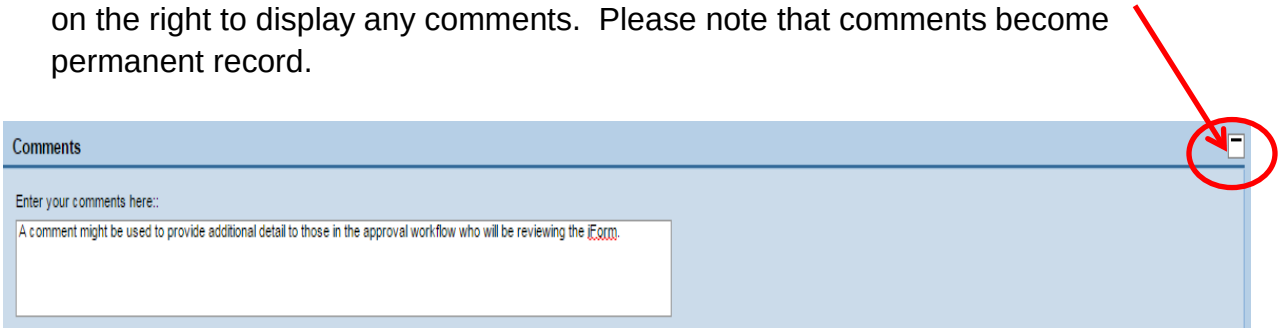


8. Manual Salary Cost Transfer iForms are considered untimely in accordance with GAP 200.150 Cost Transfers on Federally Sponsored Projects. Review this gap thoroughly for guidance on what is considered untimely, what is allowed, and documentation requirements for the “Untimely Justification” section of the iForm. This is a free text field and comments cannot be modified once submitted. Users can paste information into the field from a source document.



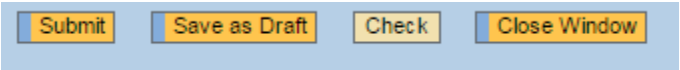
Manual Salary Cost Transfer iForm (cont.)

9. IForms initiators may choose to provide additional comments in the "Comments" section. Comments may be used to provide specific information to approvers or to provide more detail as to the context of the cost distribution changes. Open the tray on the right to display any comments. Please note that comments become permanent record.



10. "Status Overview" will be populated once the iForm enters workflow. When initiated, it indicates that the form has not been sent.

11. Select the appropriate action button.

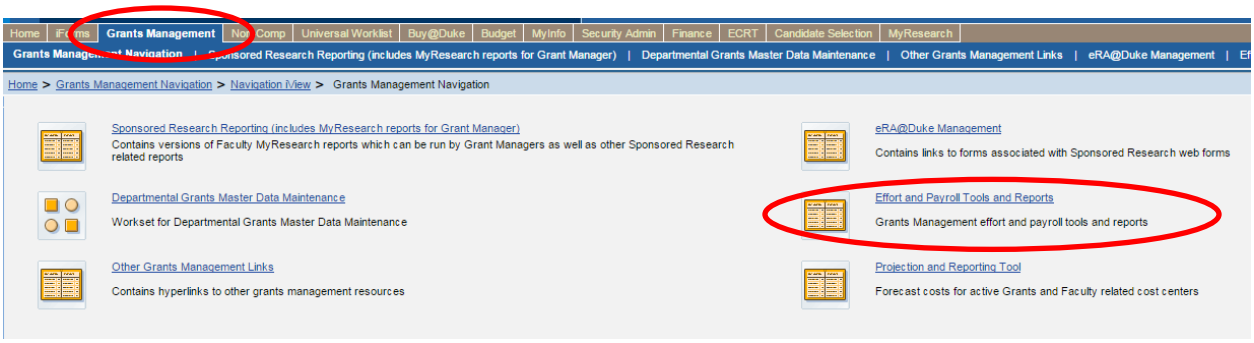


- "Submit" will release the iForm into workflow. Any error messages will display with a red button at the top of the form and will need to be corrected.
- "Save as Draft" will save the iForm for future use. IForm initiators must go to their Universal Worklist to find and continue work on saved iForms.
- "Check" will validate the iForm information. It will generate error and warning messages. It will also confirm if information is consistent in the iForm. Warning and error message are important alerts and should be corrected or considered carefully. It is recommended that you "Check" an iForm prior to submission.
- "Close Window" will close the iForm. Unless "Save as Draft" was previously selected, no information is saved.

Manual Salary Cost Transfer iForm (cont.)

Tracking the Status of the Manual Salary Cost Transfer iForm

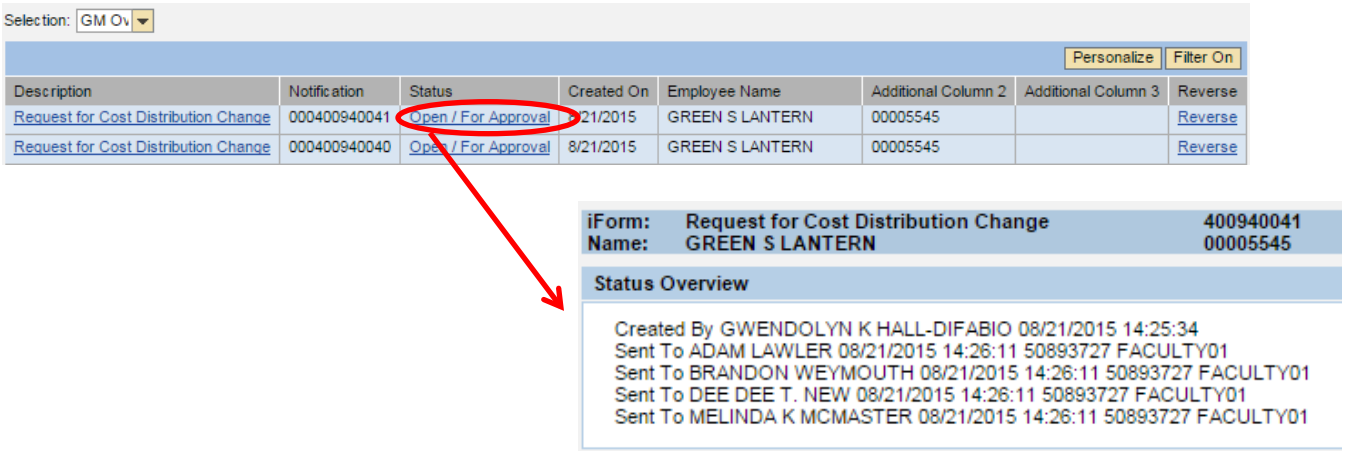
1. From “Grants Management”, select “Effort and Payroll Tools and Reports”.



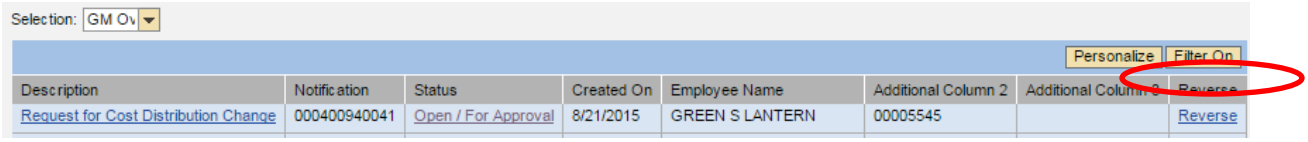
2. From “Effort and Payroll Tools and Reports”, select “iForms Status Overview”.

Manual Salary Cost Transfer iForm (cont.)

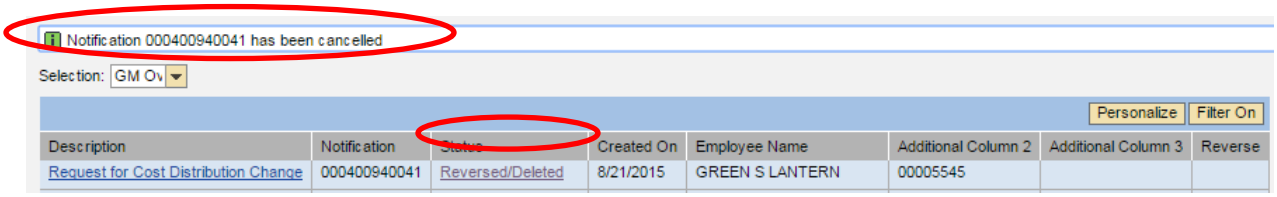
3. "IForms Overview" will show a list of all iForms the users had initiated and their status. Select the hyperlink in the "Status" column to see the approvers who currently have the iForm in their approval queue. Please note: the iForm has not been completed until the last action in the Status Overview indicates "Processed On" with a date and time stamp.



4. In the event there is an error in the iForm, select "Reverse" to pull the iForm out of workflow and return it to the initiator prior to the iForm interfacing with SAP. Please note: If an iForm is reversed, it removes all approvals and will need to be approved by all approvers a second time.



Once the iForm is revered, the user receives a message indicating the iForm can be canceled and the status is changed to "Reversed/Deleted".



Manual Salary Cost Transfer iForm (cont.)

Related Guidance and Resources

Institutional Policies:

- GAP 200.150 Cost Transfers on Federally Sponsored Projects
- GAP 200.360, Charging Clerical and/or Administrative Expenses to Federally Funded Projects
- GAP 200.171, Cross Organizational Unit Payroll Management on Sponsored Projects
- GAP 200.172, Payroll Access for Effort Management on Sponsored Projects

Payroll Schedules and Deadlines for iForm Transactions:

- Monthly Payroll Schedule for Payroll Representatives
- Biweekly Payroll Schedule for Payroll Representatives

General Ledger Account Definitions:

- Payroll Expenses

Issuing Supplement Pay for Exempt Employees

Supplemental Pay iForm

Overview

Using the Grant Management tab available through Duke@Work, Grant Managers have the ability to create iForms for supplemental payments for exempt employees across Duke University. The following guidelines apply when issuing supplemental payments:

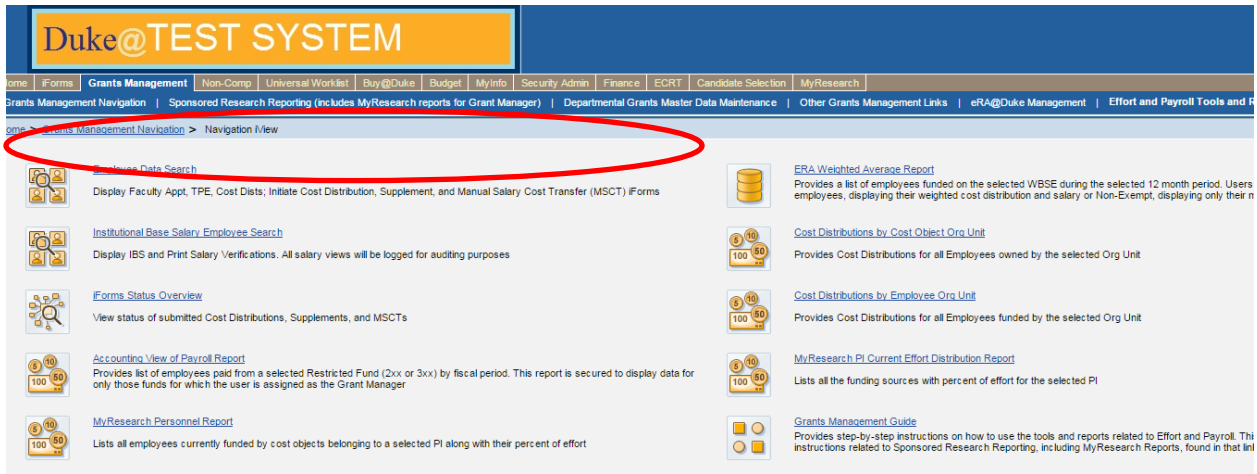
- Supplemental pay is issued to exempt employees for work performed in addition to those responsibilities associated with their primary position or for bonus payments due for performance or contractual obligations.
    - This includes supplemental pay for faculty with nine-, ten-, or eleven-month appointments for additional assignments and/or research completed outside the individual's appointment (i.e., federally supported summer supplements).
- The Supplemental Pay iForm can only be used for exempt employees.
- Supplemental pay should be issued in the same month or the month after the work was performed. Supplemental pay should not be made in advance.
- Supplemental Pay iForms cannot be posted retroactively. IForms received after the monthly payroll deadlines, will be returned to the department and dates must be changed prior to resubmission.
- Once a Supplemental Pay iForm has completed all approval steps and has processed to payroll, it cannot be deleted or changed. A paper form will be required to delete the supplement and a new Supplemental Pay iForm created. Work directly with the department payroll representative for assistance.
    - *Please note: Management centers may have separate supplemental pay policies. The management center policy should be used in addition to GAP 101.6, Supplemental Payments To Exempt Employees.*

Supplemental Pay iForm (cont.)

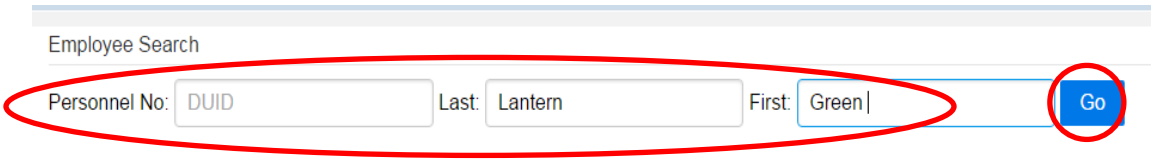
Opening the Request for Cost Distribution iForm

1. From “Grants Management”, select “Effort and Payroll Tools and Reports”.

2. From “Effort and Payroll Tools and Reports”, select “Employee Data Search”.

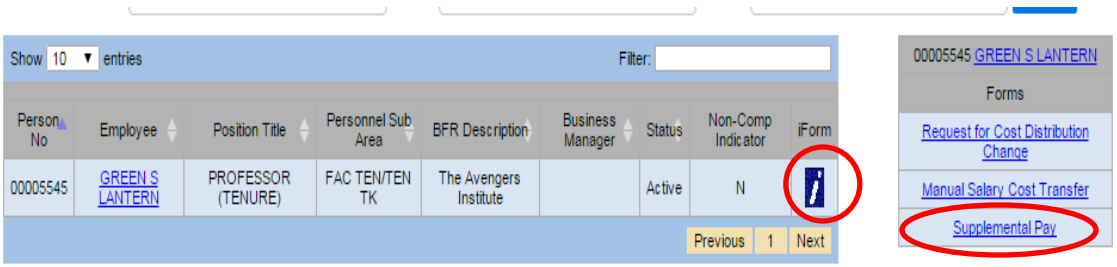


3. Enter the Duke Unique ID (DUID) or the name of the employee. Select “Go” or enter on your keyboard. Employee information will return. Select the iForm icon to display a list of iForms to create on the left.



Supplemental Pay iForm (cont.)

4. Employee personnel data will return. Select the “iForms Icon” to display a list of iForms available to the user based upon their role and relationship to the individual. Select the “Supplemental Pay” link to open the iForm.



Supplemental Pay iForm (cont.)

Completing the Supplemental Pay iForm

The Supplemental Pay iForm is broken into different sections and contains “Trays” that can be opened and additional information entered. This guide will focus on each section of the iForm.

1. Review “Header Data” information related to the employee’s primary position.

Header Data

Employee	GREEN S LANTERN	00005545	Employee Status	Active	
Organizational Assignment	The Avengers Institute	50893744	Payroll Area	MONTHLY	UM
Organizational Key	BUSINESS SERVICES	DDL3	Job Code	PROFESSOR (TENURE)	00001541

2. “Request Data” will display the Primary Routing Org Unit and the Secondary Routing Org Unit (if applicable). Using the drop down, select the most appropriate “Reason for Payment”.

Request Data

Primary routing Org Unit	50893744 The Avengers Institute (6860206570)
Alternate routing Org Unit	
Reason for Payment	1/9th ANNUAL RATE-SUMMER PYMT (05)

- A variety of “Reasons for Payment” is available. Make sure to use the scroll bar to see the entire list.

STANDBY/BEEPER COVERAGE (01)
HONORARIUM (02)
CLINICAL LEAD RESPONSIBILITIES (03)
PEDIATRIC RAPID RESPONSE TEAM (04)
1/9th ANNUAL RATE-SUMMER PYMT (05)
INCENTIVE PAYMENT (06)
DICTATION OF DISCHARGE SUMMARY (07)
DUTY BEYOND ROUTINE JOB DUTY (08)
TUTORING (09)
MUSICAL PERFORMANCES (10)
RESEARCH WORK - SPECIAL PROJ. (11)
ADMIN SUPP FOR FIELD EDUCATION (12)
STANDARD. PATIENT - SCHOOL MED (13)
RELOCATION EXPENSES (14)
TUITION - EMPLOYEE (15)
TUITION - CHILD (16)
TUITION - SPOUSE (17)
ADVERTISING SALES (18)
BONUS (19)
SEVERANCE AGREEMENT (20)
NURSE RECRUITMENT FEE (21)
NON-CLINICAL DUTIES BJR (DUHS) (22)
INSTRUCTOR/COURSE FACILITATOR (23)
ACTORS/PERFORMERS (24)
CONTRACT WORK - RETIREE (25)
CONTRACT WORK BYND PRIMARY JOB (26)
CLINICAL CERTIFICATIONS (27)
MOBILE DEVICE (28)
TEACHING - EXECUTIVE EDUCATION (29)

Supplemental Pay iForm (cont.)

3. Complete the Supplements section providing all necessary details surrounding the payment.

Supplements

	Start Month	End Month	Number of Payments	Service Begin date	Service End date	Company	Cost Center	WBS Element	Cost Object Description	ST	SC	Amount
☐	AUG-2015		1	07/01/2015	07/31/2015	0010		3918870		60	13	1500.00
☐	AUG-2015		1	07/01/2015	07/31/2015	0010	1512034			60	13	500.00
☐										60		
☐										60		

- Use the drop down to select the month when the start month of the payment.
- The "End Month" will populate with a date for the approver based on the number of payments issued.
- "Number of Payments" indicates the number of months the employee will receive the supplemental pay.

- Enter the dates when the work began and ended. These dates DO NOT impact payment, but provide detail to support the payment.

- Enter funding information about the payment including Company Code, Cost Objective, and Service Type/Service Category (G/L Account).
- Select the appropriate Service Type/Service Category based on:
  - The employee's position title (faculty) or payroll area (monthly staff)
  - Job description on specified cost object
  - Funding Source (see G/L Account – Payroll Expenses)
- Supplemental pay cannot be split-funded. In the event supplemental pay needs to be paid from different cost objects, the total payment should be broken down based on the amount being paid from each cost object and a separate supplement line entered.

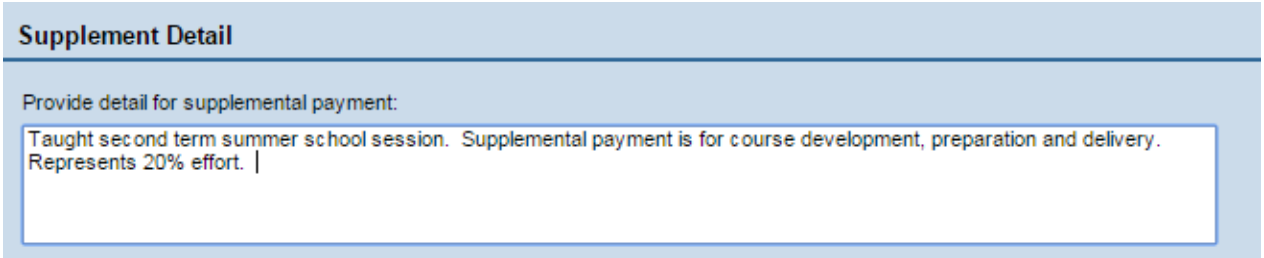
- Enter the dollar amount for each payment.

Update CO Descriptions

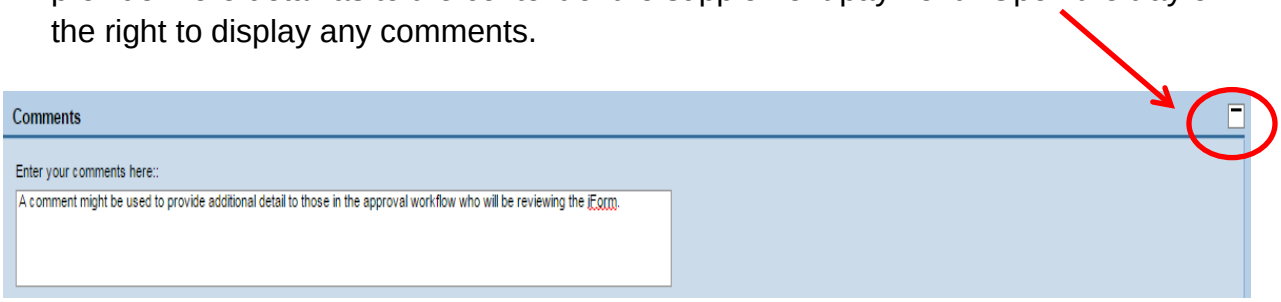
- Select "Update CO Descriptions" to update the description text for all cost objects used in the iForm.

Supplemental Pay iForm (cont.)

4. Provide a detailed explanation supporting the reason for the payment in "Supplemental Details". Ensure details include any specifics necessary based upon the funding source and school/department requirements. For summer supplements, it is helpful to include the equivalent % effort for associated payroll costs. Field is free text and the comments cannot be modified once submitted. Users can paste information into the field from a source document.



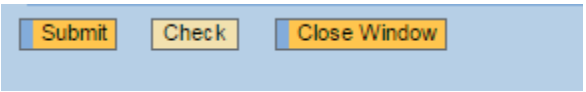
5. IForms initiators may choose to provide additional comments in the "Comments" section. Comments may be used to provide specific information to approvers or to provide more detail as to the context of the supplement payment. Open the tray on the right to display any comments.



6. "Status Overview" will be populated once the iForm enters workflow. When initiated, it indicates that the form as not been sent.

Supplemental Pay iForm (cont.)

7. Select the appropriate action button.



- “Submit” will release the iForm into workflow. Any error messages will display with a red button at the top of the form and will need to be corrected.
- “Check” will validate the iForm information. It will generate error and warning messages. It will also confirm if information is consistent in the iForm. It is recommended that you “Check” and iForm prior to submission.
- “Close Window” will close the iForm. No information is saved.

Supplemental Pay iForm (cont.)

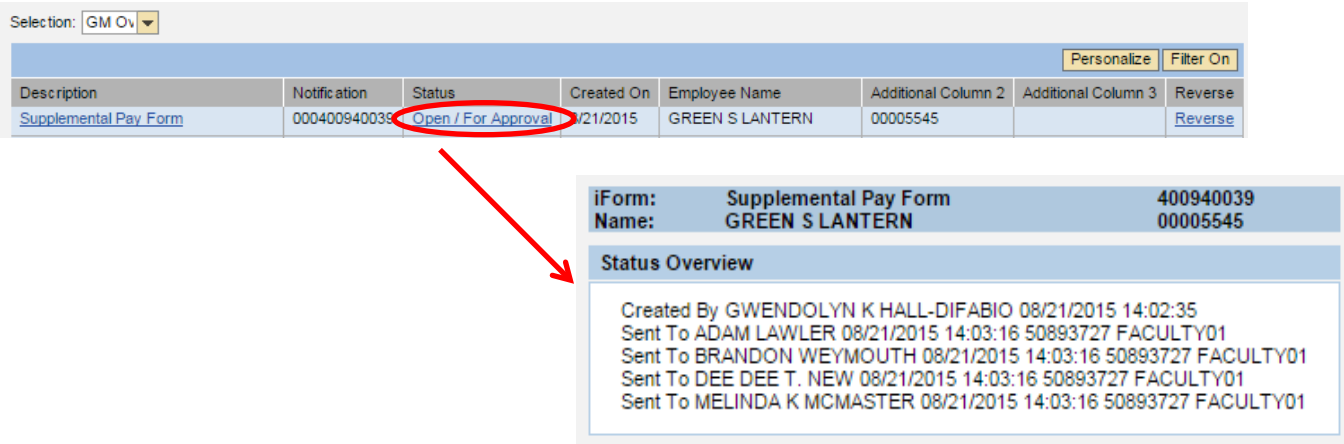
Tracking the Status of the Supplemental Pay iForm

1. From “Grants Management”, select “Effort and Payroll Tools and Reports”.

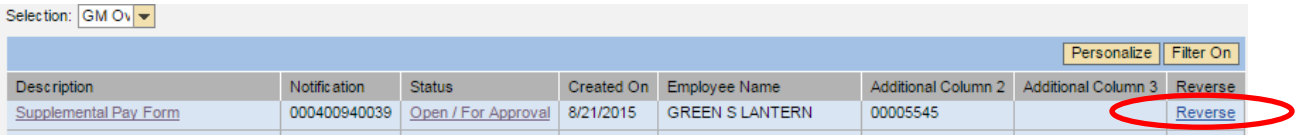
2. From “Effort and Payroll Tools and Reports”, select “iForms Status Overview”.

Supplemental Pay iForm (cont.)

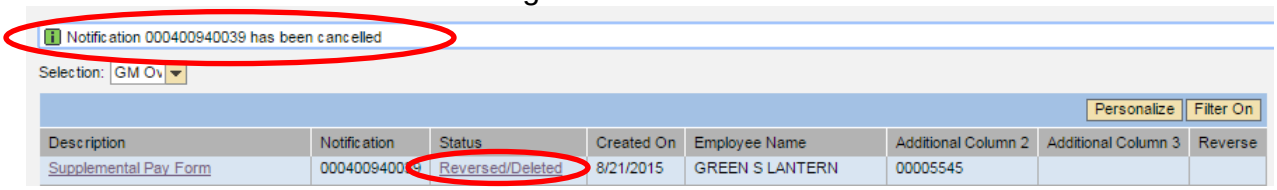
3. "IForms Overview" will show a list of all iForms the users had initiated and their status. Select the hyperlink in the "Status" column to see the approvers who currently have the iForm in their approval que. Please note: the iForm has not been completed until the last action in the Status Overview indicates "Processed On" with a date and time stamp.



4. In the event there is an error in the iForm, select "Reverse" to pull the iForm out of workflow and return it to the initiator prior to the iForm interfacing with SAP. Please note: If an iForm is reversed, it removes all approvals and will need to be approved by all approvers a second time.



Once the iForm is revered, the user receives a message indicating the iForm can be canceled and the status is changed to "Reversed/Deleted".



Supplemental Pay iForm (cont.)

Related Guidance and Resources

Institutional Policies:

- GAP 101.6, Supplemental Payments To Exempt Employees
    - *Please note: Management centers may have separate supplemental pay policies. The management center policy should be used to supplement this procedure.*
- GAP 200.171, Cross Organizational Unit Payroll Management on Sponsored Projects
- GAP 200.172, Payroll Access for Effort Management on Sponsored Projects

Payroll Schedules and Deadlines for iForm Transactions:

- Monthly Payroll Deadlines for Department Payroll Representatives

General Ledger Account Definitions:

- Payroll Expenses

Faculty Handbook:

- Faculty Compensation Guidance

Viewing Cost Distribution Detail

Viewing the Cost Distribution Detail

Overview

Using the Grant Management tab available through Duke@Work, Grant Managers have the ability to view the cost distribution detail for employees across Duke.

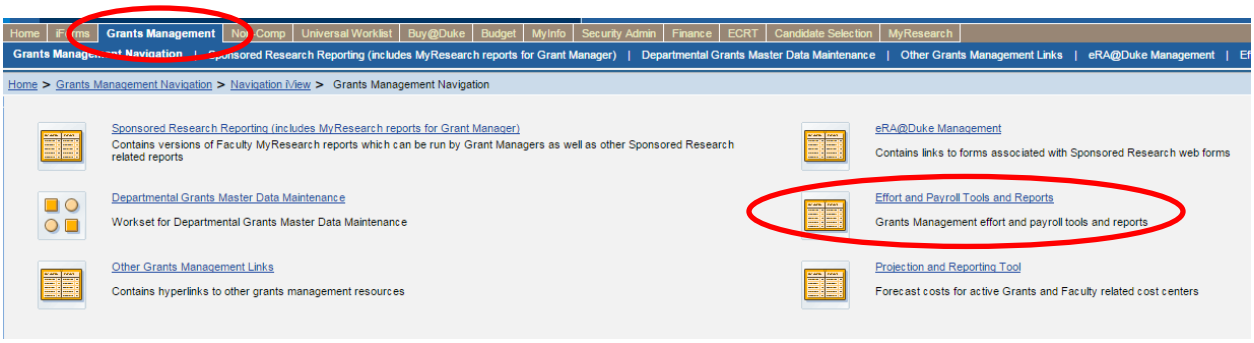
The following guidance applies when using the Cost Distribution Detail View:

- The Cost Distribution View includes the information outlined below. Information will display for faculty and/or staff as indicated.
    - Current primary and secondary appointments recorded in dFac – Faculty Only
    - Education as recorded in dFac – Faculty Only
    - Total Professional Effort – Faculty Only
    - Cost distribution as of today's date – Faculty and Staff
    - Past, current, and future cost distributions which includes cost distribution information back to SAP go-live date in 2002 and information for all current and future dated cost distribution iForms that have been fully approved – Faculty and Staff
- The Cost Distribution View is an excellent tool to review prior to completing a Request for Cost Distribution Change iForm as it provides important information necessary to prepare prior to starting the iForm.

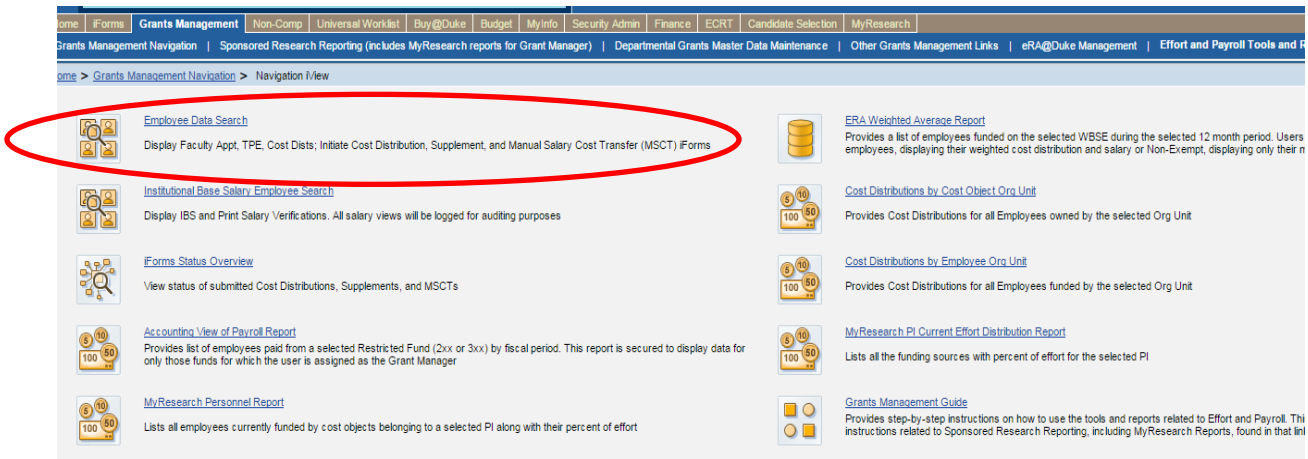
Viewing Cost Distribution Detail (cont.)

Accessing the Cost Distribution Detail

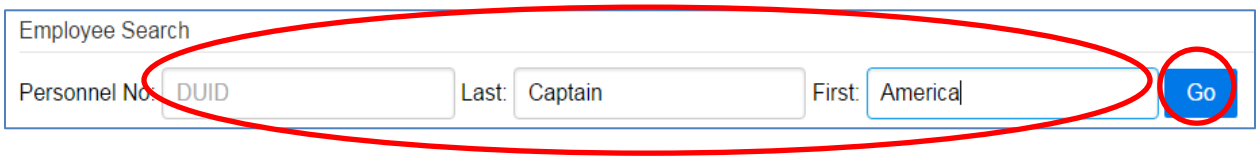
1. From “Grants Management”, select “Effort and Payroll Tools and Reports”.



2. From “Effort and Payroll Tools and Reports”, select “Employee Data Search”.



3. Enter the Duke Unique ID (DUID) or the name of the employee. Select “Go” or enter on your keyboard.



Viewing Cost Distribution Detail (cont.)

4. Employee personnel data will return. Select the hyperlink associated with the employee's name to review the Cost Distribution Detail.

Show 10 entries Filter:

Person No	Employee	Position Title	Personnel Sub Area	BFR Description	Business Manager	Status	Non-Comp Indicator	iForm
00373914	CAPTAIN AMERICA	CAPTAIN	FAC TEN/T TK-CL	The Avengers Institute		Active	N	

Previous 1 Next

Cost Distribution Detail

Name: CAPTAIN AMERICA BFR Description: THE AVENGERS INSTITUTE

Appointments

Type of Appointment	BFR Description	Appointment Title	Job Title	Appointment Term
Primary	CENTER FOR SUPER HEROES	Associate Professor of the Avengers	ASSOC PROFESSOR	11 months paid over 12 months
Membership	CENTER FOR SUPER HEROES	Faculty Network Member in the Center for ...		

Education

Degree	Institution	Graduation Year
Doctor of Medicine	Stanford University	1996
Doctor of Philosophy	Stanford University	1995

Total Professional Effort

Start Date	End Date	PDC	University	VA	Total
07/01/2014	06/30/2015	19.00	81.00	0.00	100.00
07/01/2013	06/30/2014	19.00	81.00	0.00	100.00
07/01/2012	06/30/2013	18.80	81.20	0.00	100.00
07/01/2012	06/30/2013	19.00	81.00	0.00	100.00

Cost Distribution - Current

Begin Date	End Date	Cost Center	WBS	Cost Object Description	ST	SC	PCT
03/01/2015	12/31/9999	4116364		DEPARTMENT OF MEDICINE NEUROLOGY DIVISIO	60	13	7.00
03/01/2015	12/31/9999	4419704		MOVEMENT DISORDERS RESEARCH ADMIN	60	31	2.00
03/01/2015	12/31/9999	4219704		MOVEMENT DISORDERS GME	60	02	1.00
03/01/2015	12/31/9999		2032266	5R01-DA031833-03	60	36	5.00
03/01/2015	12/31/9999		2033838	5R01-NS064577-07	60	36	29.70
03/01/2015	12/31/9999		3833906	DYSTONIA MEDICAL RESEARCH FNDNT AGRMNT	60	36	2.00
03/01/2015	12/31/9999	4414229		NICOLE CALAKOS START-UP FUNDING	60	31	5.30
03/01/2015	12/31/9999	4510079		TRANSLATIONAL NEUROSCI CTR RENOV STARTUP	60	31	10.00
03/01/2015	12/31/9999		2032884	5R21-NS079860-02	60	36	19.00
03/01/2015	12/31/9999		3590185	UNIV OF FLA #UFDSP00010096/00106124	60	36	2.00
03/01/2015	12/31/9999		2033673	4R33-MH095725-03	60	36	5.00
03/01/2015	12/31/9999		3836149	MCKNIGHT ENDOW/NEUROSCIENCE AWD	60	34	5.00
03/01/2015	12/31/9999		3590205	UNIV OF FLA #UFDSP00010186/00114392	60	36	2.00
03/01/2015	12/31/9999		3837060	HARRINGTON DISCOVERY INST RES GRANT AGRT	60	34	5.00

Cost Distribution - All (Past, Current, Future)

Begin Date	End Date	Cost Center	WBS	Cost Object Description	ST	SC	PCT
08/01/2005	06/30/2006	4414229		NICOLE CALAKOS START-UP FUNDING	60	13	45.00
08/01/2005	06/30/2006		3028230	7K08-NS-041344-05	60	36	55.00
07/01/2006	07/31/2006	4414229		NICOLE CALAKOS START-UP FUNDING	60	13	100.00
08/01/2006	06/30/2007		3028167	5K02-NS-054840-05	60	13	60.80
08/01/2006	06/30/2007		3933213	GSK RESEARCH FUND	60	36	25.00
08/01/2006	06/30/2007		3028167	5K02-NS-054840-05	60	34	14.20
07/01/2007	07/31/2007		3028167	5K02-NS-054840-05	60	13	60.80
07/01/2007	07/31/2007		3028167	5K02-NS-054840-05	60	34	18.20
07/01/2007	07/31/2007		3827425	RUTH K. BROAD FELLOWSHIP GRANT	60	36	1.00
07/01/2007	07/31/2007		3835774	2007 NARSAD YOUNG INVEST AWARD	60	36	5.00
07/01/2007	07/31/2007		3837828	THE KLINGENSTEIN RES FELLOWSHIP AWARD	60	36	4.80
07/01/2007	07/31/2007	4419005		NEUROLOGY RESEARCH ADMINISTRATION	60	01	2.00
07/01/2007	07/31/2007	4419021		NEUROLOGY UNFUNDED RESEARCH	60	37	8.20
08/01/2007	03/31/2008		3028167	5K02-NS-054840-05	60	13	60.80
08/01/2007	03/31/2008		3028167	5K02-NS-054840-05	60	34	18.20
08/01/2007	03/31/2008		3827425	RUTH K. BROAD FELLOWSHIP GRANT	60	36	1.00
08/01/2007	03/31/2008		3835774	2007 NARSAD YOUNG INVEST AWARD	60	36	5.00
08/01/2007	03/31/2008		3837828	THE KLINGENSTEIN RES FELLOWSHIP AWARD	60	36	4.80
08/01/2007	03/31/2008	4419005		NEUROLOGY RESEARCH ADMINISTRATION	60	01	2.00
08/01/2007	03/31/2008	4419021		NEUROLOGY UNFUNDED RESEARCH	60	37	8.20
04/01/2008	06/30/2008		3028167	5K02-NS-054840-05	60	13	60.80
04/01/2008	06/30/2008		3028167	5K02-NS-054840-05	60	34	18.20
04/01/2008	06/30/2008		3827425	RUTH K. BROAD FELLOWSHIP GRANT	60	36	1.00
04/01/2008	06/30/2008		3835774	2007 NARSAD YOUNG INVEST AWARD	60	36	5.00
04/01/2008	06/30/2008		3837828	THE KLINGENSTEIN RES FELLOWSHIP AWARD	60	36	4.80

- Only the trays that have information will be automatically opened.
- Appointments, Education, and Total Professional Effort will never contain data for staff.
- Total Professional Effort will not display data for faculty if the faculty member's effort is 100% on university activities with no PDC and/or VA activities.

Viewing Cost Distribution Detail (cont.)

Understanding the Cost Distribution Detail

This section will discuss each tray of the Cost Distribution Detail.

5. The employee's name and owning BFR displays. The first tray, "Appointments" provides information on primary and secondary appointments held by the employee as recorded in dFac. Please note: This tray will be empty for staff.

Cost Distribution Detail

Name: CAPTAIN AMERICA

BFR Description: THE AVENGERS INSTITUTE

Appointments

Type of Appointment	BFR Description	Appointment Title	Job Title	Appointment Term
Primary	CENTER FOR SUPER HEROES	Associate Professor of the Avengers	ASSOC PROFESSOR	11 months paid over 12 months
Membership	CENTER FOR SUPER HEROES	Faculty Network Member in the Center for ...		

6. The second tray, "Education", displays information on the employee's education as recorded in dFac. Please note: This tray will be empty for staff.

Education

Degree	Institution	Graduation Year
Doctor of Medicine	Stanford University	1996
Doctor of Philosophy	Stanford University	1995

Viewing Cost Distribution Detail (cont.)

7. The third tray, “Total Professional Effort”, displays TPE recorded in ECRT for faculty members whose effort includes activity for the Private Diagnostic Clinics (PDC) and/or the Veteran’s Administration Hospital (VA). Please note: This tray will be empty for staff and for faculty whose effort is spent 100% on university activities. Since this information is pulled from ECRT, it is critical that changes to TPE be recorded accurately in ECRT when the change occurs. Contact the employee’s effort coordinator or primary department if more information is needed.

Total Professional Effort

Start Date	End Date	PDC	University	VA	Total
07/01/2014	06/30/2015	19.00	81.00	0.00	100.00
07/01/2013	06/30/2014	19.00	81.00	0.00	100.00
07/01/2012	06/30/2013	18.80	81.20	0.00	100.00
07/01/2012	06/30/2013	19.00	81.00	0.00	100.00

8. The fourth tray, “Cost Distribution Current”, displays the cost distribution for the employee for the current date. This includes the start and end dates for the cost distribution, the cost object used, the services type/service category (general ledger account) being expensed, and the percentage of effort being associated with the cost object/general ledger account combination.

Cost Distribution - Current

Begin Date	End Date	Cost Center	WBS	Cost Object Description	ST	SC	PCT
03/01/2015	12/31/9999	4116364		DEPARTMENT OF MEDICINE NEUROLOGY DIVISIO	60	13	7.00
03/01/2015	12/31/9999	4419704		MOVEMENT DISORDERS RESEARCH ADMIN	60	31	2.00
03/01/2015	12/31/9999	4219704		MOVEMENT DISORDERS GME	60	02	1.00
03/01/2015	12/31/9999		2032266	5R01-DA031833-03	60	36	5.00
03/01/2015	12/31/9999		2033838	5R01-NS064577-07	60	36	29.70
03/01/2015	12/31/9999		3833906	DYSTONIA MEDICAL RESEARCH FNDNT AGRMNT	60	36	2.00
03/01/2015	12/31/9999	4414229		NICOLE CALAKOS START-UP FUNDING	60	31	5.30
03/01/2015	12/31/9999	4510079		TRANSLATIONAL NEUROSCI CTR RENOV STARTUP	60	31	10.00
03/01/2015	12/31/9999		2032884	5R21-NS079860-02	60	36	19.00
03/01/2015	12/31/9999		3590185	UNIV OF FLA #UFDSP00010096/00106124	60	36	2.00
03/01/2015	12/31/9999		2033673	4R33-MH095725-03	60	36	5.00
03/01/2015	12/31/9999		3836149	MCKNIGHT ENDOW/NEUROSCIENCE AWD	60	34	5.00
03/01/2015	12/31/9999		3590205	UNIV OF FLA #UFDSP00010186/00114392	60	36	2.00
03/01/2015	12/31/9999		3837060	HARRINGTON DISCOVERY INST RES GRANT AGRT	60	34	5.00

Viewing Cost Distribution Detail (cont.)

9. The fifth tray, “Cost Distribution – All (Past, Current, Future)” display comprehensive view of an employee’s cost distribution. It includes cost distribution dating to 2002 and includes any future dated cost distribution iForms that have been fully approved. This includes the start and end dates for the cost distribution, the cost object used, the services type/service category (general ledger account) being expensed, and the percentage of effort being associated with the cost object/general ledger account combination. This is a great resource to use when preparing a Request for a Cost Distribution Change iForm.

Cost Distribution - All (Past, Current, Future)

Begin Date	End Date	Cost Center	WBS	Cost Object Description	ST	SC	PCT
01/01/2015	02/28/2015		2032266	5R01-DA031833-03	60	36	5.00
01/01/2015	02/28/2015		2033838	5R01-NS064577-07	60	36	34.00
01/01/2015	02/28/2015		3833906	DYSTONIA MEDICAL RESEARCH FNDNT AGRMNT	60	36	1.00
01/01/2015	02/28/2015	4414229		NICOLE CALAKOS START-UP FUNDING	60	31	10.00
01/01/2015	02/28/2015	4510079		TRANSLATIONAL NEUROSCI CTR RENOV STARTUP	60	31	10.00
01/01/2015	02/28/2015		2032884	5R21-NS079860-02	60	36	19.00
01/01/2015	02/28/2015		3590185	UNIV OF FLA #UFDSP00010096/00106124	60	36	1.50
01/01/2015	02/28/2015		2033673	4R33-MH095725-03	60	36	5.00
01/01/2015	02/28/2015		3836149	MCKNIGHT ENDOW/NEUROSCIENCE AWD	60	34	2.00
01/01/2015	02/28/2015		3590205	UNIV OF FLA #UFDSP00010186/00114392	60	36	1.50
01/01/2015	02/28/2015		3837060	HARRINGTON DISCOVERY INST RES GRANT AGRT	60	34	1.00
03/01/2015	12/31/9999	4116364		DEPARTMENT OF MEDICINE NEUROLOGY DIVISIO	60	13	7.00
03/01/2015	12/31/9999	4419704		MOVEMENT DISORDERS RESEARCH ADMIN	60	31	2.00
03/01/2015	12/31/9999	4219704		MOVEMENT DISORDERS GME	60	02	1.00
03/01/2015	12/31/9999		2032266	5R01-DA031833-03	60	36	5.00
03/01/2015	12/31/9999		2033838	5R01-NS064577-07	60	36	29.70
03/01/2015	12/31/9999		3833906	DYSTONIA MEDICAL RESEARCH FNDNT AGRMNT	60	36	2.00
03/01/2015	12/31/9999	4414229		NICOLE CALAKOS START-UP FUNDING	60	31	5.30
03/01/2015	12/31/9999	4510079		TRANSLATIONAL NEUROSCI CTR RENOV STARTUP	60	31	10.00
03/01/2015	12/31/9999		2032884	5R21-NS079860-02	60	36	19.00
03/01/2015	12/31/9999		3590185	UNIV OF FLA #UFDSP00010096/00106124	60	36	2.00
03/01/2015	12/31/9999		2033673	4R33-MH095725-03	60	36	5.00
03/01/2015	12/31/9999		3836149	MCKNIGHT ENDOW/NEUROSCIENCE AWD	60	34	5.00
03/01/2015	12/31/9999		3590205	UNIV OF FLA #UFDSP00010186/00114392	60	36	2.00
03/01/2015	12/31/9999		3837060	HARRINGTON DISCOVERY INST RES GRANT AGRT	60	34	5.00

- Remember to scroll up or down the page to view all cost distributions.

Viewing Cost Distribution Detail (cont.)

In the example below, a Request for Cost Distribution Change iForm was submitted with a start date of 08/04/2015 and an end date of 9/30/2015. This iForm ended the cost distribution which began 03/01/2015 as of 08/03/2015. Because the Request for Cost Distribution Change iForm defined a specific end date, the cost distribution reverted back to the cost distribution in place prior to the iForm being approved; therefore there is a cost distribution that begins 10/1/2015. Essentially, SAP allowed a record to be "inserted" for the period 8/4/2015 – 9/30/2015 and the information before and after that record insertion are the same. For this reason, it is important to be cautious when using end dates.

- Cost distribution ended by 8/4/2015-9/30/2015 iForm.
- Cost distribution specifically defined in the 8/4/2015-9/30/2015 iForm. This is the "inserted" record.
- Cost distribution effective as of the end date defined in the iForm. Aligns with the distribution from 3/1/2015 – 8/3/2015.

Cost Distribution - All (Past, Current, Future)

Begin Date	End Date	Cost Center	WBS	Cost Object Description	ST	SC	PCT
03/01/2015	08/03/2015		2033838	5R01-NS064577-07	60	36	29.70
03/01/2015	08/03/2015		3833906	DYSTONIA MEDICAL RESEARCH FNDNT AGRMNT	60	36	2.00
03/01/2015	08/03/2015	4414229		NICOLE CALAKOS START-UP FUNDING	60	31	5.30
03/01/2015	08/03/2015	4510079		TRANSLATIONAL NEUROSCI CTR RENOV STARTUP	60	31	10.00
03/01/2015	08/03/2015		2032884	5R21-NS079860-02	60	36	19.00
03/01/2015	08/03/2015		3590185	UNIV OF FLA #UFDSP00010096/00106124	60	36	2.00
03/01/2015	08/03/2015		2033673	4R33-MH095725-03	60	36	5.00
03/01/2015	08/03/2015		3836149	MCKNIGHT ENDOW/NEUROSCIENCE AWD	60	34	5.00
03/01/2015	08/03/2015		3590205	UNIV OF FLA #UFDSP00010186/00114392	60	36	2.00
03/01/2015	08/03/2015		3837060	HARRINGTON DISCOVERY INST RES GRANT AGRT	60	34	5.00
08/04/2015	09/30/2015	4116364		DEPARTMENT OF MEDICINE NEUROLOGY DIVISIO	60	13	12.00
08/04/2015	09/30/2015	4419704		MOVEMENT DISORDERS RESEARCH ADMIN	60	31	2.00
08/04/2015	09/30/2015	4219704		MOVEMENT DISORDERS GME	60	02	1.00
08/04/2015	09/30/2015		2032266	5R01-DA031833-03	60	36	5.00
08/04/2015	09/30/2015		2033838	5R01-NS064577-07	60	36	34.70
08/04/2015	09/30/2015		3833906	DYSTONIA MEDICAL RESEARCH FNDNT AGRMNT	60	36	7.00
08/04/2015	09/30/2015	4510079		TRANSLATIONAL NEUROSCI CTR RENOV STARTUP	60	31	10.00
08/04/2015	09/30/2015		2032884	5R21-NS079860-02	60	36	19.00
08/04/2015	09/30/2015		3590185	UNIV OF FLA #UFDSP00010096/00106124	60	36	2.00
08/04/2015	09/30/2015		3590205	UNIV OF FLA #UFDSP00010186/00114392	60	36	7.30
10/01/2015	12/31/9999	4116364		DEPARTMENT OF MEDICINE NEUROLOGY DIVISIO	60	13	7.00
10/01/2015	12/31/9999	4419704		MOVEMENT DISORDERS RESEARCH ADMIN	60	31	2.00
10/01/2015	12/31/9999	4219704		MOVEMENT DISORDERS GME	60	02	1.00
10/01/2015	12/31/9999		2032266	5R01-DA031833-03	60	36	5.00
10/01/2015	12/31/9999		2033838	5R01-NS064577-07	60	36	29.70

Viewing Cost Distribution Detail (cont.)

Related Guidance and Resources

Institutional Policies:

- GAP 200.150 Cost Transfers on Federally Sponsored Projects
- GAP 200.171, Cross Organizational Unit Payroll Management on Sponsored Projects
- GAP 200.172, Payroll Access for Effort Management on Sponsored Projects
- GAP 200.360, Charging Clerical and/or Administrative Expenses to Federally Funded Projects

General Ledger Account Definitions:

- Payroll Expenses