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:

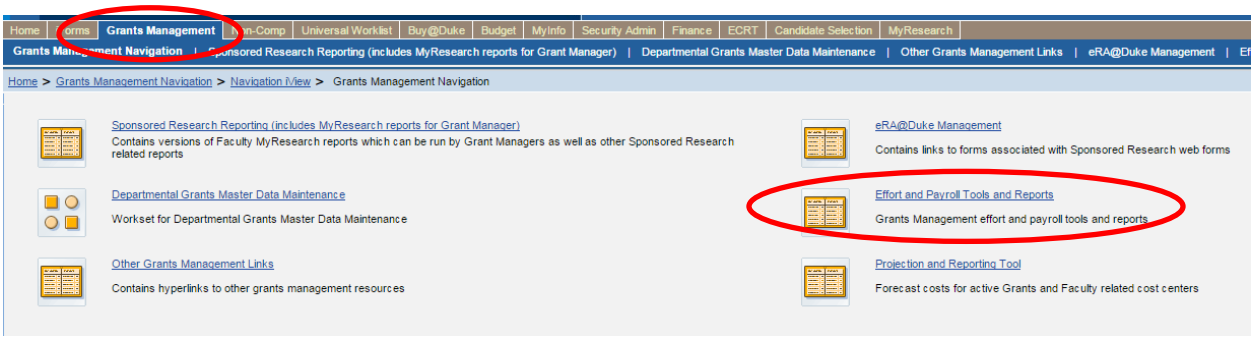
- Cost Distribution Change iForms are used to change the funding sources used to pay an exempt or non-exempt employee's salary. An employee's initial cost distribution change is established at the point of hire; therefore, the Cost Distribution Change iForm is used from the point of hire forward.
- The 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.)

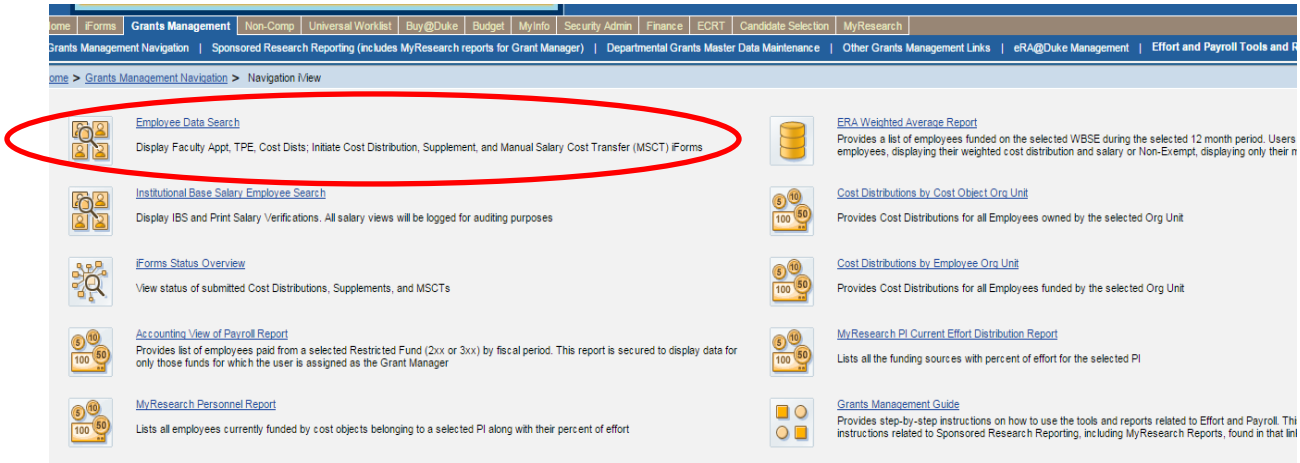
Retroactive cost distributions are allowed and require untimely justification in accordance with management center policies GAP 200.150 Cost Transfers on Federally Sponsored Projects [III. A. Payroll]. Cost distributions involving clerical and/or administrative effort must be expensed in accordance with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

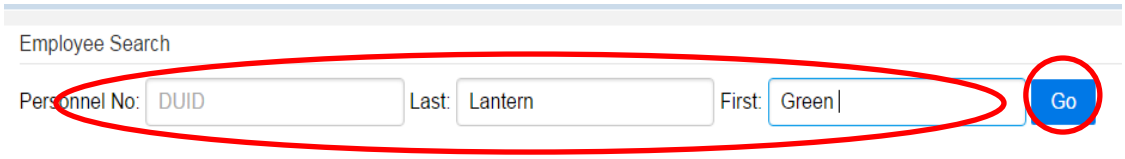


2. From “Effort and Payroll Tools and Reports”, select “Employee Data Search”.

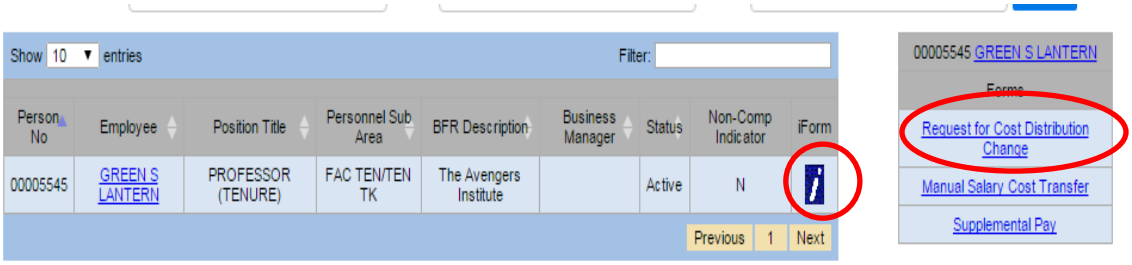


Request for Cost Distribution iForm (cont.)

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

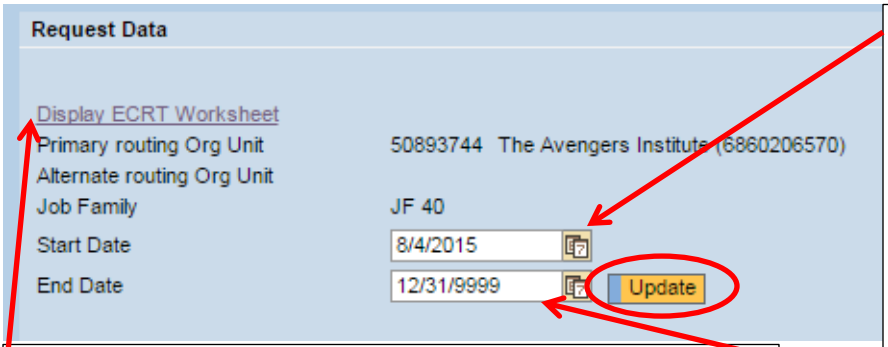
The Request for Cost Distribution iForms is broken into different sections and contains "Trays" that can be opened and additional information entered. This guide will focus on each section of the iForm.

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

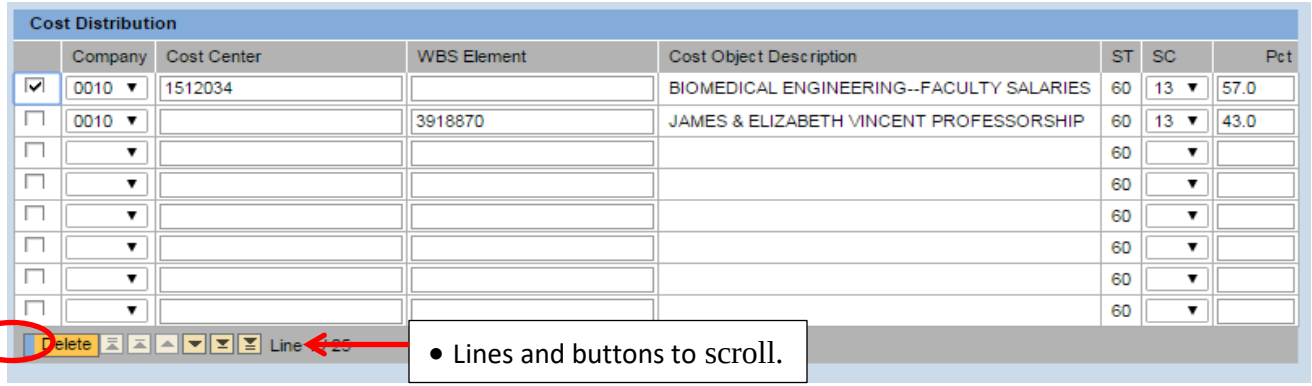
- The "Display ECRT Worksheet" is available to those users with ECRT access and can be helpful in the event that multiple retroactive Request for Cost Distribution Change iForms need to be submitted for the same employee.
- For more information, refer to the ECRT Guide.

- 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.



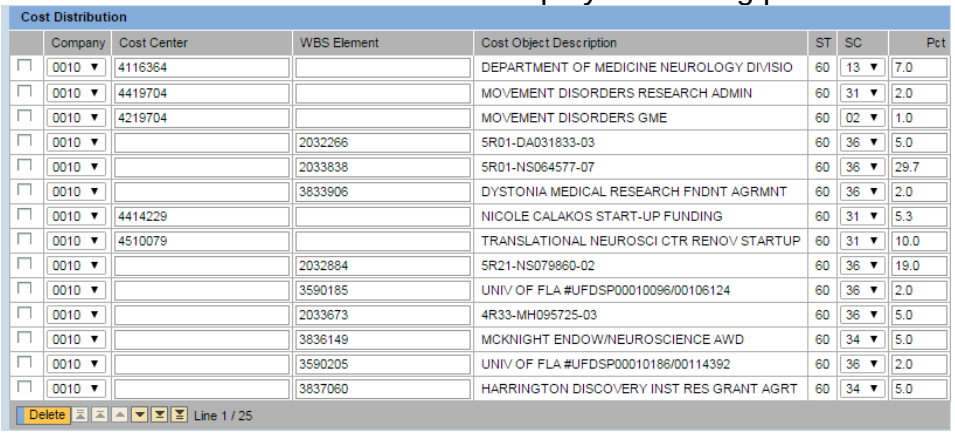
Cost Distribution

	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		

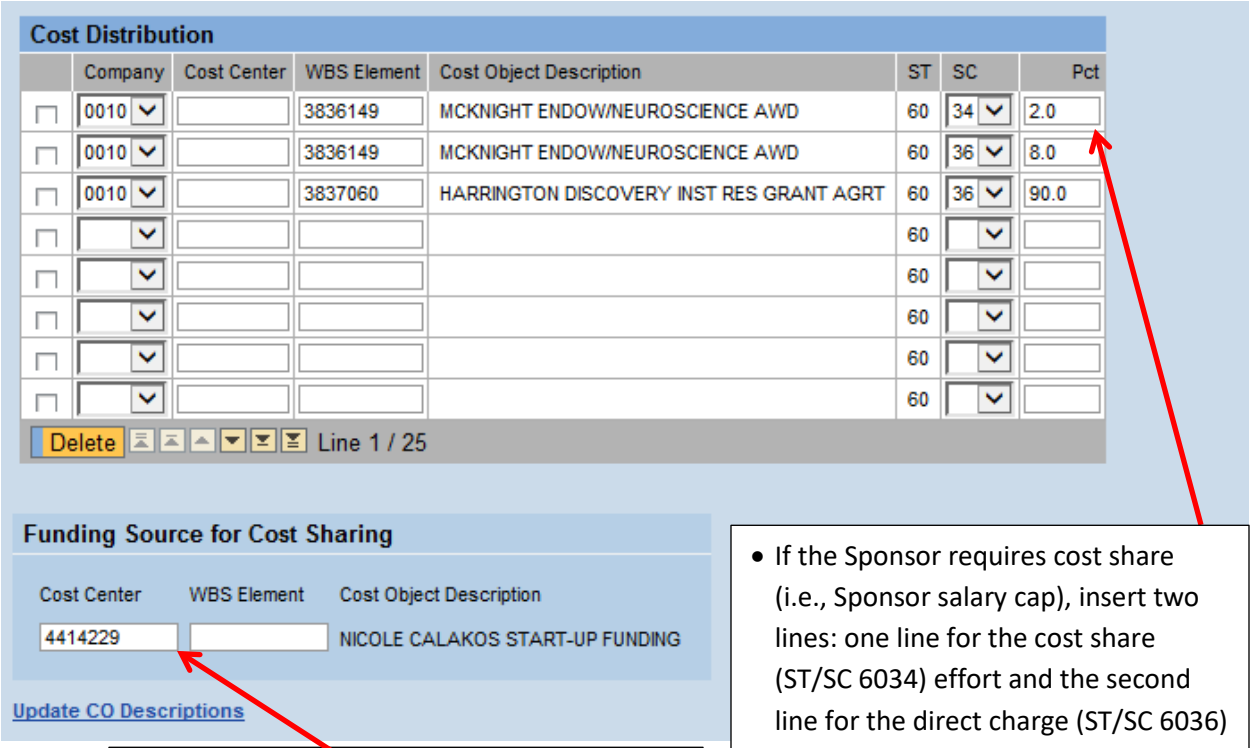
- Enter the company code associated with the cost object used on the line.
- Enter the cost object in the appropriate column.
- If multiple Service Type/Service Categories (G/L accounts) will be used for activity on the same cost object, enter a separate line for each service type/service category.

- 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

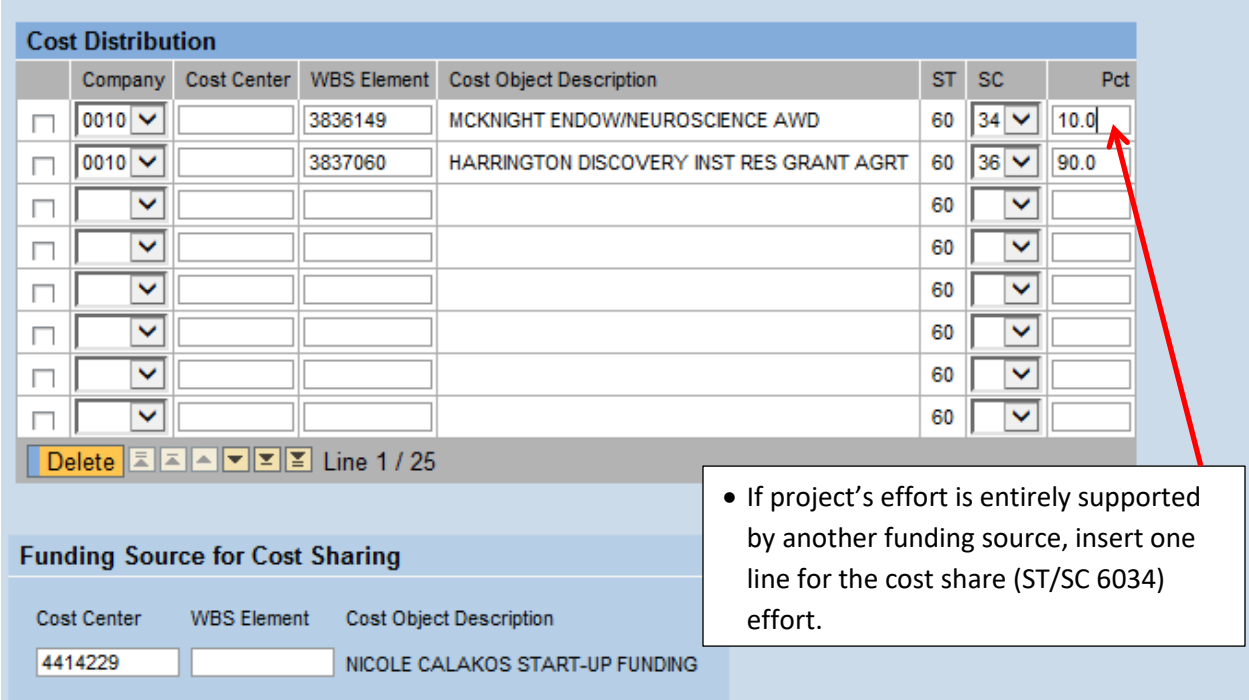
Update CO Descriptions

- 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.

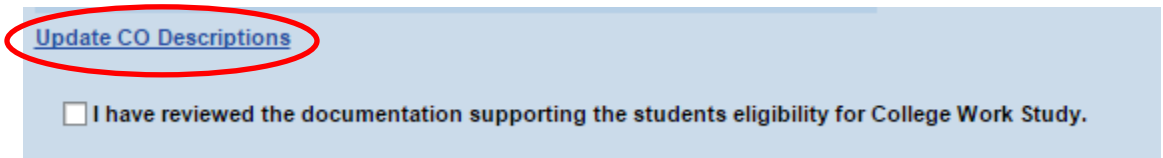
- Enter funding source to support cost share portion of effort. All lines with a cost share Service Type/Service Category will be charged to this funding source.

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).

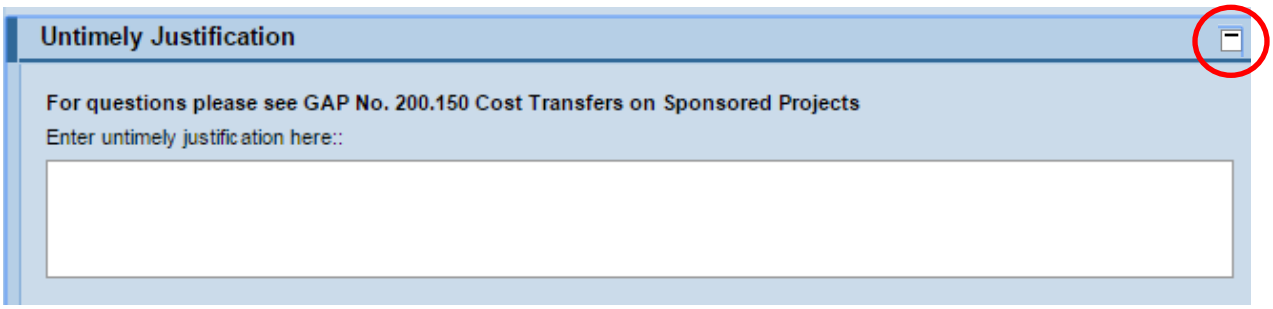


6. Select "Update CO Descriptions" to update the description text for all cost objects used in the iForm. In the event the Request for Cost Distribution Change iForm is being done to change student funding to work study funding, please confirm that work study paper work has been reviewed.

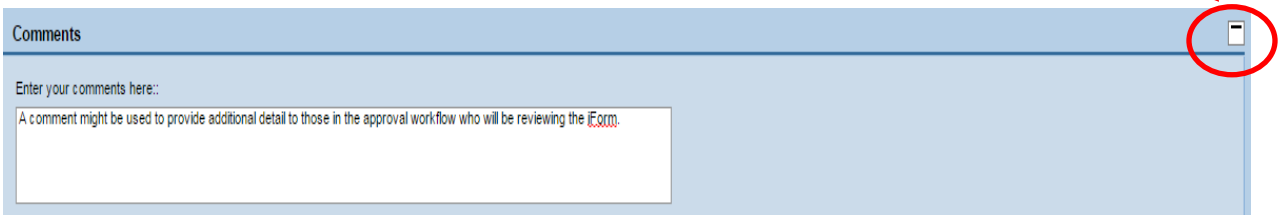


Request for Cost Distribution iForm (cont.)

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.



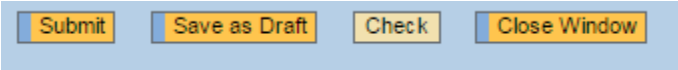
8. IForms initiators may choose to provide additional comments in the "Comments" section. Comments may be used to provide specific information to approvers or to provide more detail as to the context of the cost distribution changes. Open the tray on the right to display any comments. Please note that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



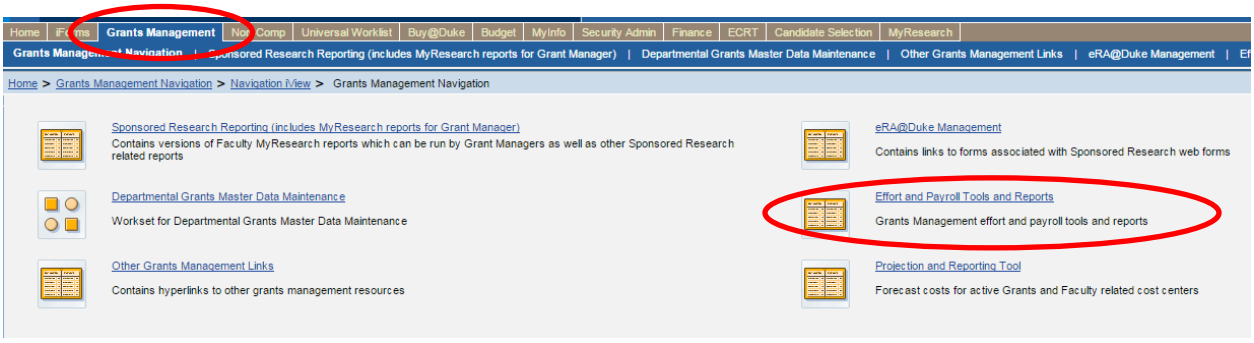
- "Submit" will release the iForm into workflow. Any error messages will display with a red button at the top of the form and will need to be corrected.
- "Save as Draft" will save the iForm for future use. IForm initiators must go to their Universal Worklist to find and continue work on saved iForms.

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

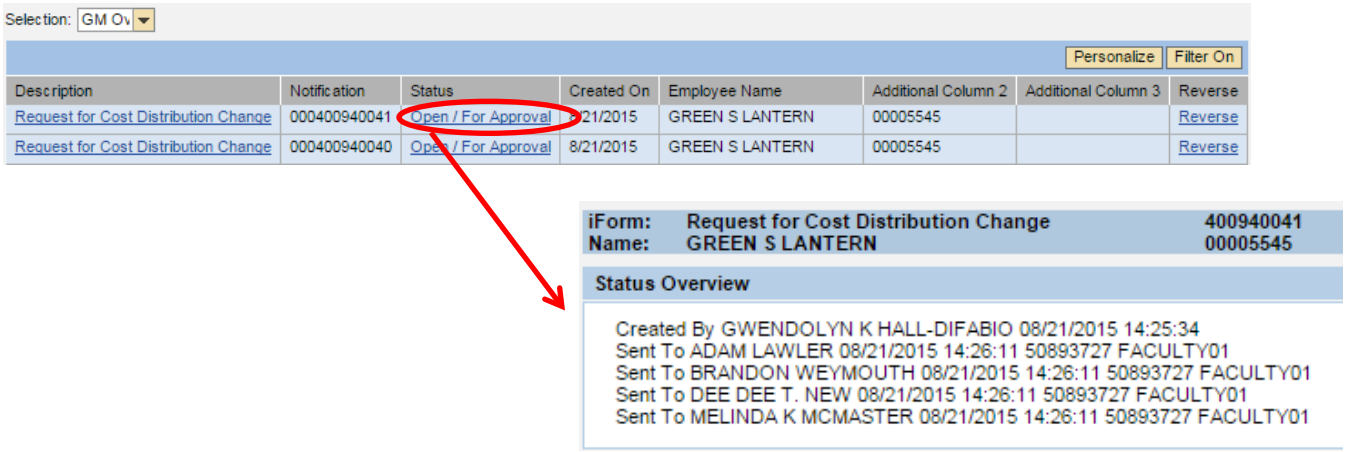
1. From “Grants Management”, select “Effort and Payroll Tools and Reports”.



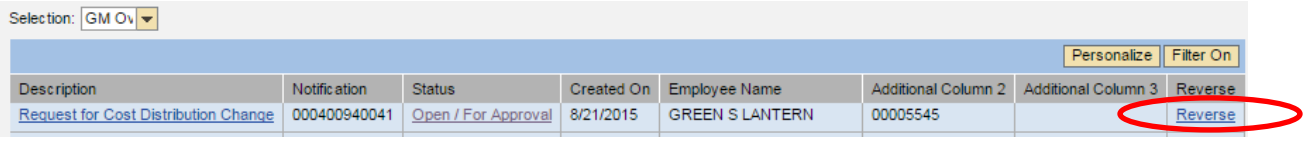
2. From “Effort and Payroll Tools and Reports”, select “iForms Status Overview”.

Request for Cost Distribution iForm (cont.)

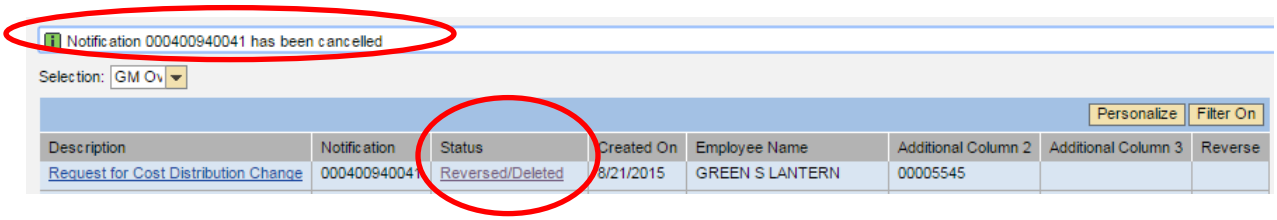
3. "IForms Overview" will show a list of all iForms the users had initiated and their status. Select the hyperlink in the "Status" column to see the approvers who currently have the iForm in their approval queue. Please note: the iForm has not been completed until the last action in the Status Overview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