Processing Salary Cost Transfers via iForms

As part of processing the Effort Statements in the ECRT tool, a salary cost transfer (iForm) may be needed for a Certifier. From the Effort Statement in ECRT, use the Create Cost Transfer Worksheet link to process the iForm. The ECRT Worksheet is for retroactive changes only and cannot be used for prospective changes.

Note: Create Cost Transfer is only available in ECRT during the annual certification period. At other times, this process can be done for either the Prior or Current Fiscal Year (but still only retroactively) via the iForms tab in the Duke@Work portal.

Note: This tool can only change effort distributions for an entire month (or months); if the required effort change needs to be effective starting or ending during a month, this tool cannot be used and the change needs to be submitted as a Cost Distribution Change iForm via the Duke@Work portal.

To Create a Cost Transfer Worksheet

1. From the Certifier’s Effort Statement, select the Create Cost Transfer Worksheet.
In the resulting Cost Transfer Worksheet:

2. Verify that the appropriate Cost Transfer Worksheet Fiscal Year and name of person is displayed at the top.

3. Click in the outlined input boxes for the months and enter the new percentages for the Cost Object / G/L Accounts (percentages entered must total to 100.0% for each month).

Note: The Type column contains either the value of SAP or MAN to indicate the source of the data. The SAP indicates the data populated from the SAP Payroll system. The MAN indicates the department submitted a Manual Salary Cost Transfer (MSCT) iForm. If MAN displays, changes cannot be made through the Cost Transfer Worksheet and another MSCT iForm should be submitted.
Salary Cost Transfer via iForms (cont.)

4. To add another line to the spreadsheet for a Cost Object and G/L Account combination, follow these steps:
   • Click in the input field and enter a Cost Object (fund).
   • Review the list of Cost Object and G/L Account combinations that have been used in the past for salaries.
   • Choose the desired item from the list.
   • Select the Add GL Account button.

   Note: Only Cost Object and G/L Account combinations that have already had payroll charges may be added. If a Cost Object and G/L account combination has never had Payroll charges to any Duke employee, the combination cannot be added in ECRT and must be processed through iForms.

5. If applicable, complete the Funding Source for Cost Sharing (CC/WBS element) field.

   Note: This field must be completed if using the G/L Accounts 600300, 600400, 603300, 603400, 600700, 600800, or 600900 (i.e., Cost Sharing Service Categories 03, 04, 33, 34, 07, 08, or 09).

6. If applicable, select the check box to indicate that you have reviewed the documentation supporting the student’s eligibility for College Work Study.

7. If the salary cost transfer is considered “untimely” follow guidance provided in GAP: 200.150 and enter the reason in the Untimely Justification field.

8. Provide any necessary additional comments in the Comments field.

9. Once all changes are done, select the Submit Cost Distribution button at bottom of the form.

   Note: If preferred, use the Save All button to save the changes but not submit the form, or use the Go to Home Page or Close Window button to ignore the changes.
10. After the changes are submitted, review the updated display of the iForms Submission Summary found at the top of the Cost Transfer Worksheet with a list of all submitted iForms.

**Note:** The Cost Distribution form created from these steps will route simultaneously through the normal iForms approval process.

If there is an error with the Cost Distribution iForm, a draft will be saved in the iForms Universal Worklist, and the Effort Coordinator will need to make necessary corrections to the iForm and submit the iForm to restart the approval process.
Processing Payroll Reconciliation Tasks

After the close of the Certification Period, the Effort Coordinator or the Certifier may realize that the processed Effort Statements were certified and processed with incorrect data. **Only the Primary Effort Coordinator can perform this task.** The steps below cover the situation where payroll adjustment entries have been processed after the Effort Statement(s) were certified and processed.

**Note:** The status is in the Org Code Dashboard is now displayed as Certification Complete, Adjustment Pending.
To access the Payroll Adjustment via Manage Effort Tasks:

On the ECRT Home Page:

Note: As a reminder, the options listed are based on your security roles assigned in ECRT. Therefore, only the options available for the roles assigned will display.

1. To access the Payroll Adjustment, select the appropriate task from the Effort Task list.

Note: No email notifications are sent when the Payroll Adjustment task is created. Check the home page on at least a quarterly basis to see if there are payroll adjustments that need to be resolved.

Note: Effort Coordinators should process all Payroll Reconciliation Tasks at least monthly. Outstanding Payroll Reconciliation Tasks will be reviewed by the Effort Support Team in OSP.
Processing Payroll Reconciliation (cont.)

On the resulting Payroll Adjustment Reconciliation Page:

2. Scroll down to the Payroll Reconciliation Transaction Break Down for Period of Performance... section.

3. Notice the two views available via tabs for this section as listed below and detailed in the next steps:
   - View by Pay Period By GL Account.
   - View by GL Account By Pay Period.

4. The View by Pay Period By GL Account tab displays as the default. Use this display to see the columns of data sorted first by the Payroll Period, and then by Account (CC/WBSE/G/L Account), as shown in example above.
5. Select the **View by GL Account By Pay Period** tab to see the columns of data sorted first by Account (CC/WBSE/GL Account) and then Payroll Period as shown in example above.

6. Scroll down to the **Base Effort Statement Reconciliation Summary for Period of Performance**... section.

7. Review the data and select the **Post & Re-open** button. ECRT reviews the payroll adjustment and could determine that the statement does not require re-opening, thus a **Post Adjustment(s) without re-opening statement** button could display.
Note: By clicking on the View Effort Statement icon, the Effort Statement will display without the payroll adjustment.

Note: Opening the Base Effort Statement only impacts that statement. If applicable, the Supplemental Effort Statement and TPE Statement do not re-open. Contact ecrt-support@duke.edu for assistance with opening the TPE Statement.

8. Once the Post & Re-open button is used, note the following:

- ECRT automatically sends an email from the Effort Coordinator to the Certifier to inform the Certifier that their Effort Statement(s) has been opened and requires recertification.

- The Status field of both the Effort Statement(s) and the Org Code Dashboard changes to Not Certified, Re-Opened Due to Adjustment.

- The Certify button reappears at the bottom of the Certifier's Effort Statement(s).