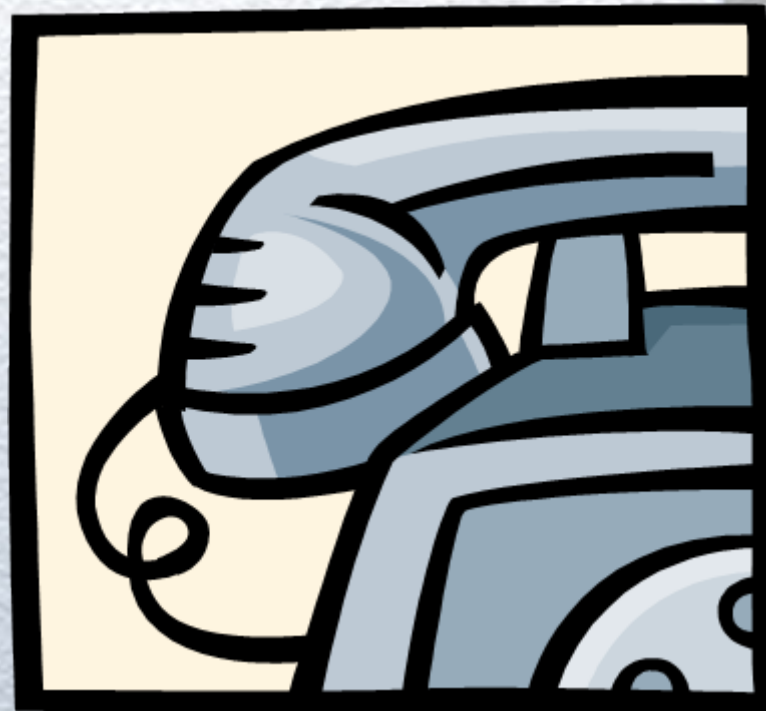


# **Salary Transfer Effort Reporting and Payroll Default Accounts**

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Sponsored Programs**

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# Objectives

- ★ Describe the university procedures regarding salary cost transfers.
- ★ Discuss the approval process for all cost transfers.
- ★ What effect late cost transfers have on:
  - Sponsored accounts.
  - Effort reporting.
  - Financial statement of the university.
- ★ Importance of clearing the payroll default accounts in a timely manner.

**UNIVERSITY OF MIAMI**  
**SALARY TRANSFER GUIDE**

LABOR OBJECT CODE	DESCRIPTION	PAY TYPE	BASE PAY PAID ON	BASE PAY PAID ON	OTHER PAY NON BASE Ie.,
			SPONSORED ACCOUNTS AND COMBINATION OF SPONSORED AND NON SPONSORED ACCOUNTS	NON SPONSORED ACCOUNTS	OVERTIME, INCENTIVE OVERLOAD, Etc.
1011/1061	FACULTY	MONTHLY	FEI	FEI	FA10
1013/1063	FACULTY PART TIME	MONTHLY	FEI	FEI	FA10
1021/1071	CLINICAL FACULTY	MONTHLY	FEI	FEI	FA10
1031/1081	RESEARCH & TRAIN ASSOC	MONTHLY	FEI	FEI	FA10
1033/1083	RESEARCH & TRAIN ASSOC PT	MONTHLY	FEI	FEI	FA10
1201/1261	PROF & ADMIN STAFF	MONTHLY	FEI	FA10	FA10
1203/1263	PROF & ADMIN STAFF PT	MONTHLY	FEI	FA10	FA10
1301/1361	NON EXEMPT STAFF	BIWEEKLY	FEI	FA10	FA10
1303/1363	NON EXEMPT STAFF PT	BIWEEKLY	FEI	FA10	FA10
1401/1461	MAINTENANCE STAFF	BIWEEKLY	FEI	FA10	FA10
1501/1551	GRAD STUDENT	MONTHLY	FEI	FA10	FA10
1521/1561	STUDENT WORK STUDY	BI WEEKLY	FEI	FA10	FA10
1531/1571	STUDENT NON WORK STUDY	BI WEEKLY	FEI	FA10	FA10
1531/1571	FELLOWSHIP	MONTHLY	FA10	FA10	FA10
1531/1571	TRAINEESHIP	MONTHLY	FA10	FA10	FA10

**ATTACH:**

(1) A COPY OF LABOR DISTRIBUTION OR SCREEN PRINTOUT OF "FRS" SCREEN 23 OR DMAS SCREEN PAY ID MUST SHOW AND "DHRS" PAY DISTRIBUTION SCREEN.

(2) AN EXPLANATION OF THE CHANGE SHOULD ACCOMPANY EACH REQUEST FOR TRANSFER.

(3) A LETTER OF JUSTIFICATION MUST ACCOMPANY REQUESTS OVER 90 DAYS FROM THE DATE OF OCCURRENCE.

(4) IF REQUEST IS DUE TO NOTICE OF LATE AWARD ATTACH A COPY OF THE AWARD.

# Salary Transfer Requirements

- ★ These requirements are for all campuses:
  1. Changes must be explained
  2. Supporting documentation must be attached
  3. Corrections should be initiated within 30 days from the date of occurrence.

# Salary Transfer Requirements

1. Letter of justification if over 90 days Mandatory for this type of request
2. Late award corrections must have copy of late award document showing dates
3. All signatures must be affixed and dated
4. Copy of account reconciliation for all ended accounts
5. Request must be submitted on the appropriate reallocation form

# FEI

- \* PRINTS MONTHLY
- \* CHANGE EFFORT IN MIDDLE SECTION OF DOCUMENT
- \* OBTAIN SIGNATURES

# FEI

- \* IF REQUEST IS OVER 90 DAYS IT WILL REQUIRE A LETTER OF JUSTIFICATION
- \* ATTACH SUPPORTING DOCUMENTATION
- \* REMEMBER TO CHANGE UPPER PORTION WITH EFFORT % CHANGES

# JUSTIFICATION



# JUSTIFICATION

- \* REASON REQUEST IS OVER 90 Day's FROM DATE OF OCCURRENCE
- \* WHAT PROCEDURE HAVE YOU PUT IN PLACE TO ELIMINATE LATE REQUESTS IN THE FUTURE
- \* LATE AWARD ATTACH COPY

# JUSTIFICATION

CLEARLY EXPLAIN THAT THE CHARGE IS DIRECTLY RELATED TO THE ACCOUNT TO BE CHARGED.

A STATEMENT THAT THE CHARGE IS NOT RELATED TO THE ACCOUNT.

# Insufficient Justification

- \* NEED TO CLEAR OVERDRAFT ON ACCOUNT
- \* NEED TO CLEAR DEFAULT ACCOUNT
- \* CLERICAL ERROR

# Insufficient Justification

- \* LACK OF STAFF
- \* FAILURE TO COORDINATE
- \* LACK OF COMMUNICATION  
BETWEEN DEPARTMENTS OR  
CAMPUSES

# Insufficient Justification

- \* FAILURE OF PI OR RESEARCH STAFF TO INFORM THE DEPARTMENT OF CHANGE IN EFFORT
- \* INADEQUATE JUSTIFICATION WILL BE RETURNED UNPROCESSED



# FA10 Form



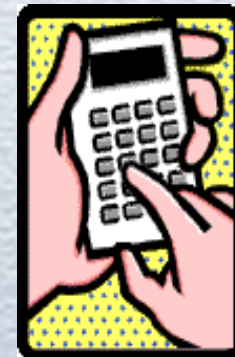
# FA-10

THIS FORM IS USED TO TRANSFER SALARY  
FOR THE FOLLOWING:

**NON BASE PAY**

**OVERTIME**

**OVERLOAD**



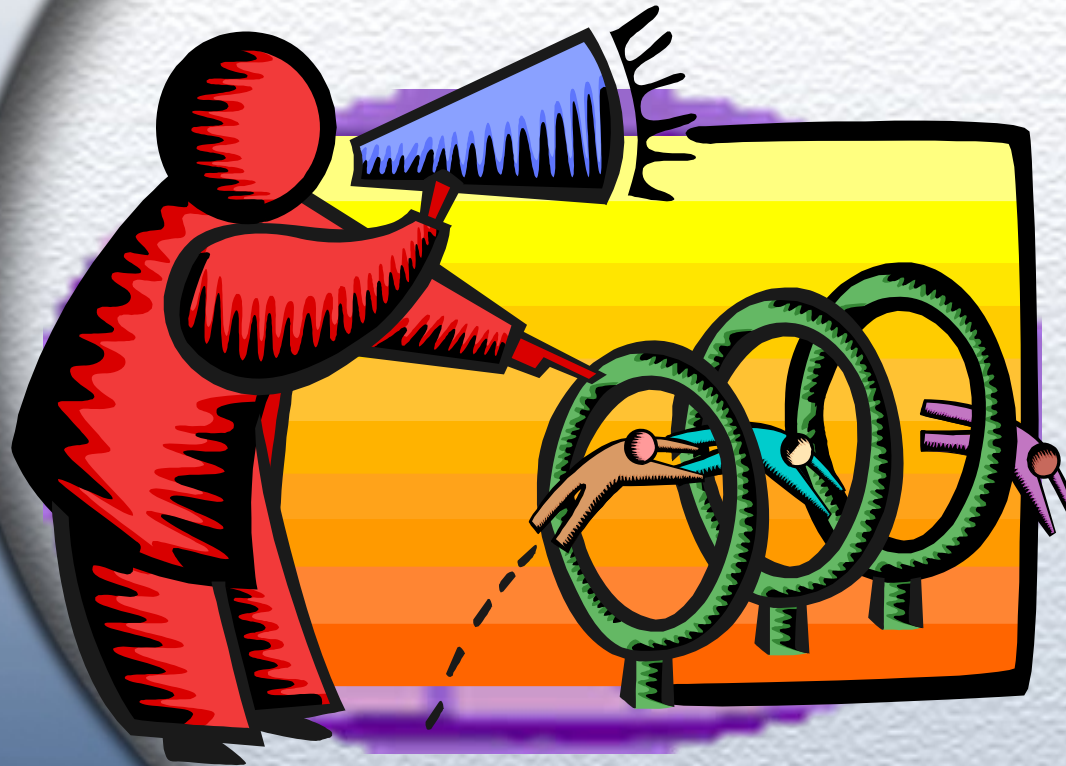
# TEC

- ★ Federal mandate
- ★ Must be signed by faculty member
- ★ Must be returned within 45 days of receipt

# TEC

- ★ If incorrect make changes
- ★ Department administrator must make correction or supply proof of correction
- ★ If request is over 90 days a letter of justification is required

# TEC Certification Form



[www.whitehouse.gov/OMB/circulars](http://www.whitehouse.gov/OMB/circulars)



- \* A110 Uniform Administration for grants.
- \* A21 Cost Principals
- \* A133 Audits of States, Local Govt. & Non-Profit Org.

# OTHER WEB SITES

National Institute of Health

[www.nih.gov](http://www.nih.gov)

NIH Guide for Grants & Contracts

<http://grants1.nih.gov>

NIH Grants Policies

<http://grants2.nih.gov/grants/policy>