Agenda

• Mike Unplugged
• Procurement Presentation
• Effort Reporting Update
• New Salary Cap Calculator
• Reminders
• Adjourn
Mike Unplugged
Procurement Presentation
Effort Reporting Update
Effort Report Validations (Fall 2014 & Spring 2015)

• Kristin is currently working through validations on prior periods
• Some reports are being sent back through the process due to:
  – Cost transfers (new and adjustments)
  – Prorating adjustments
  – Validations
• Please process these adjustments as soon as possible and return the certify report to SPS
Summer 2015 Effort Report Update

• Deadline to release to faculty: Thursday 4/21
  – Please release ASAP if you haven’t already
• 54% of reports already returned to SPS!
• Deadline for report certification: Monday 5/23
  – Includes Final Dept Admin Review
  – Additional 30 day grace period to allow time for adjustments
  – ALL reports must be certified by 6/22
# Summer 2015 Report Timeline

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release to Department Admins</td>
<td>0</td>
<td>3/21/16</td>
</tr>
<tr>
<td>Department Admin Initial Review</td>
<td>1-30</td>
<td>3/22 – 4/21</td>
</tr>
<tr>
<td>Deadline to Release Reports to Faculty</td>
<td>30</td>
<td>4/21/16</td>
</tr>
<tr>
<td>Faculty Review &amp; Certification and Dept Admin Final Review</td>
<td>31-60</td>
<td>4/22 – 5/23</td>
</tr>
<tr>
<td>Deadline to Return Certified Reports to SPS (Published Due Date)</td>
<td>60</td>
<td>5/23/16</td>
</tr>
<tr>
<td>Grace Period for Adjustments</td>
<td>61-90</td>
<td>5/23 – 6/22</td>
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Fall 2015 Effort Report Review

• Thank you to all who have reviewed reports!
• Planned release date: Monday 5/16
  – Notification sent to Dept Admins the following day
  – Due date to return reports to SPS: Monday 7/18
• Please review early so all adjustments can be made and reports certified in a timely fashion
  – Review validation criteria before releasing reports to save time for you & your faculty later!
## Fall 2015 Report Timeline

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<td>Grace Period for Adjustments</td>
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<td>7/19 – 8/17</td>
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</table>
New HHS Salary Cap Calculator Process

• At receipt of new notice of award or continuation:
  – SPS works with dept to finalize budget (if necessary)
  – SPS completes HHS Salary Cap Calculator based on paid effort commitments in budget
  – Department uses information in HHS Salary Cap Calculator to complete SPS Salary Calculator/PA
  – Grant manager enters salary and salary cap effort commitments into ERC
New HHS Salary Cap Calculator

- Specific to one person for one project/account
- Required for anyone whose salary is over the HHS Salary Cap that is paid on an HHS project
- A new HHS Salary Cap Calculator will be needed whenever there is a salary increase or change in effort
- The HHS Salary Cap Calculator should align with the dates paid on the grant
  - In other words, there should be a break in dates on the HHS Salary Cap Calculator in the summer when no grant charges are allowed for 9/10 month faculty
HHS Salary Cap Calculator Instructions

1. Complete all BLUE fields.
2. If you are completing the form for Special Payroll, be certain to enter “Yes”
3. Pay Start and End Dates for Academic Year pay must be within the Academic Year (see the SPS Academic Calendar for reference)
HHS Salary Cap Calculator Instructions

4. Identify the level of effort for the time period indicated either by Percent Effort, Person Months or Dollar Amount

Choose one option:

Enter effort commitment (Percent Effort) for this time frame:

OR

Enter effort commitment (Person Months) for this time frame:

OR

Enter total amount to pay on grant in this time frame:
5. If you indicated “No” for Summer effort/Special Payroll, then you will see the Percentages to enter in the “% Effort” column on the SPS Salary Calculator.

6. If you indicated “Yes” for Special Payroll, then you will see the Dollar amounts to enter on the SPAR.

Percentages to enter in the ' % Effort ' column on the SPS Salary Calculator:

5. HHS Grant Effort (Account #: )
Non-Grant Effort (portion over salary cap):

Dollar amounts to enter on SPAR:

6. HHS Grant Salary (Account #: 5555555)
Non-Grant Salary (portion over salary cap):
ACADEMIC YEAR EFFORT EXAMPLE

Employee Name: Faculty Name
Award Number (or KFS Acct): 5555555

Months in Appointment: 9
Annual Base Salary: $200,000

Is this Summer effort or will this be paid via a SPAR (5231-Special Payroll)? No

NOTE: People paid only on Special Payroll should always answer Yes.

Annualized Salary: $266,667
Salary Cap in Effect: $185,100 OVER THE CAP

Pay Start Date: 8/21/2015
Pay End Date: 5/19/2016
# of Pay Periods: 19.50

Choose one option:

Enter effort commitment (Percent Effort) for this time frame: 10.00%
OR
Enter effort commitment (Person Months) for this time frame:
OR
Enter total amount to pay on grant in this time frame:

Percentages to enter in the '% Effort' column on the SPS Salary Calculator:

HHS Grant Effort (Account #: 5555555): 6.94%
Non-Grant Effort (portion over salary cap): 4.00%
NOTE: If you are charging only the over-the-cap salary to an account, identify that account as a Match Account on the SPS Salary Calculator.
SUMMER EFFORT EXAMPLE

Employee Name: [Faculty Name]
Award Number (or KFS Acct): 5555555

Months in Appointment: 9
Annual Base Salary: $200,000

Is this Summer effort or will this be paid via a SPAR (5231-Special Payroll)? Yes

NOTE: People paid only on Special Payroll should always answer Yes.

Annualized Salary: $266,667
Salary Cap in Effect: $185,100 OVER THE CAP

Pay Start Date: 5/20/2016
Pay End Date: 8/18/2016
# of Pay Periods: 6.50

Choose one option:

Enter effort commitment (Percent Effort) for this time frame: [ ]
OR
Enter effort commitment (Person Months) for this time frame: 1.00
OR
Enter total amount to pay on grant in this time frame: [ ]

Dollar amounts to enter on SPAR:

HHS Grant Salary (Account #: 5555555): $15425.00
Non-Grant Salary (portion over salary cap): $6797.22
Reminders

• Survey – coming soon

• FORMS-D
  – Applications due on or May 25, 2016

• Grad Tuition – Spring 2016
  – Reminder will be sent to the listserv
  – Please reference “Spring 2016 Tuition” in edoc description
Adjourn

• Questions?