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

<table>
<thead>
<tr>
<th>LABOR OBJECT CODE</th>
<th>DESCRIPTION</th>
<th>PAY TYPE</th>
<th>BASE PAY PAID ON</th>
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<td>SPONSORED ACCOUNTS</td>
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<td>AND COMBINATION OF SPONSORED AND NON SPONSORED ACCOUNTS</td>
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**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
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
THIS FORM IS USED TO TRANSFER SALARY
FOR THE FOLLOWING:

NON BASE PAY

OVERTIME

OVERLOAD
Federal mandate

Must be signed by faculty member

Must be returned within 45 days of receipt
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
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

NIH Guide for Grants & Contracts
http://grants1.nih.gov

NIH Grants Policies
http://grants2.nih.gov/grants/policy