Charging Faculty Salaries to Sponsored Program Accounts with Automated Accruals

Jennifer Pelletier, Manager of Data and Effort Reporting
July 2016
Agenda

• Review current process
• High-level overview of automated accruals
• New process for PAs effective 8/23/16
  – Changes need to be made before Core-CT go live
  – New UConn Salary Calculator

Note: the process in Core-CT will be discussed at a future training
Current Process – Faculty on Grants

• Use the SPS Salary Calculator to determine the percentage to enter on the PA
  – The % of Activity on the PA is higher than the effort performed during the period
  – The SPS Salary Calculator effectively adds the accrual entry so that grants do not need to be charged in the Summer
  – This results in a case where ONLY the sponsored program accounts are accrued
Changes are coming!

• Core-CT scheduled to go live 9/26
• PA form will be replaced by electronic SmartHR form
• Accruals will be posted automatically with the regular pay
  – Manual adjustment to retroactively post accruals back to 8/23/16

• New instructions for 9 & 10 month Faculty on grants for PAs effective 8/23/16
Automated Accruals Overview

• Accrual expenses post throughout the Academic Year for 9 & 10 month faculty
  – Equal to difference between pay check amount and salary earned in pay period
  – Post to the same accounts at same distribution as listed on Payroll Authorization (PA)

• All regular payroll (5111) posting in the summer is reversed
  – The total reversal is equivalent to the total amount accrued during the Academic Year
Effort Reporting Academic Calendar

- Academic Year 2015-2016

<table>
<thead>
<tr>
<th>Semester</th>
<th>Start</th>
<th>End</th>
<th>Pay Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015</td>
<td>8/21/2015</td>
<td>1/7/2016</td>
<td>10</td>
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<tr>
<td>Spring 2016</td>
<td>1/8/2016</td>
<td>5/19/2016</td>
<td>9.5</td>
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<tr>
<td>Summer 2016</td>
<td>5/21/2016</td>
<td>8/18/2016</td>
<td>6.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8/22/2016</td>
<td>6.7</td>
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- The end of AY15-16 is being aligned with the official start of AY16-17
- Pay for 8/19 & 8/22 will be included in the Summer 2016 Effort Report
Effort Reporting Academic Calendar

• Academic Year 2016-2017

<table>
<thead>
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<th>Semester</th>
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<th>End</th>
<th>Pay Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2016</td>
<td>8/23/2016</td>
<td>1/6/2017*</td>
<td>9.9</td>
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<tr>
<td>Spring 2017</td>
<td>1/7/2017*</td>
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<tr>
<td>Summer 2018</td>
<td>5/23/2017</td>
<td>8/22/2017</td>
<td>6.6</td>
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</table>

* Beginning in AY16-17, the break between Fall & Spring semesters will be aligned with the Graduate Assistant Payroll Processing Deadlines

http://payroll.uconn.edu/PY/for_departments/graduate.html
New Instructions

• Complete PA using the effort worked (%) for **ALL employees**

• Automated accruals will post for 9 & 10 month faculty only
  – Shifting salary paid in Summer months to Academic Year when the work is performed

• Attach the new UConn Salary Calculator with PAs for 9 & 10 month faculty – **effective immediately**
  – Do not use the old SPS Salary Calculator!
UConn Salary Calculator: Tips

• Complete one calculator per Payroll Authorization (fill in all blue fields)
• Green columns provide values which can be directly entered into the Payroll Authorization form
• Funding effective dates on the calculator must be within selected Academic Year (not including Summer)
  – A PA needs to be in place through the summer so the end date on the PA can be blank or reflect a date in the summer
  – No charges will remain on the accounts for salary in the summer
UConn Salary Calculator: Tips

• For bottom section, choose to calculate based on Percent Effort OR Dollar Amount for the identified time period
  – The first account line determines the method for the calculations
• The Dollar Amount method may be particularly useful for Course Buyout, Salary Cap or other salary limitations
• **Note:** Payroll Authorization funding allocation is still percentage based
• Click on **Reset Form Data** button in the top right to clear the Calculator and reset the formulas
### UConn Salary Calculator

#### Academic Year 2016-17
- **Pay/Earnings Start Date:**
- **Earnings End Date:**
- **Pay End Date:**

**Employee Name:**

**Employee/Payroll ID:**

**Academic Year:** 2016-17

**Months in Appointment:**

**Pay Period:** Full Year

**Employee Type:** Faculty

**Full-Time Appointment Salary:**

**Funding Effective Date:**

**Funding End Date:**

**# of Pay Periods:** -

<table>
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<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Full Time Salary #</th>
<th>% of time</th>
<th>Actual (Paid) Salary</th>
<th>Months of Service per year</th>
<th>Actual Earned Salary</th>
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</thead>
</table>

#### Please enter % Effort or Goal $ Amounts to continue

<table>
<thead>
<tr>
<th>KFS Account</th>
<th>CHOOSE ONE</th>
<th>% Effort</th>
<th>Amount</th>
<th>Actual Pay Expense</th>
<th>Accrual Entries (If applicable)</th>
<th>Total Salary Expense</th>
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<td>Total</td>
<td>Biweekly</td>
<td>Total</td>
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**Comments:**

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Questions?