# Charging Faculty Salaries to Sponsored Program Accounts with Automated Accruals

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# 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 <u>pay</u> check amount and salary <u>earned</u> 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

| Semester | Start | End | Pay Periods |
|---|---|---|---|
| Fall 2015 | 8/21/2015 | 1/7/2016 | 10 |
| Spring 2016 | 1/8/2016 | 5/19/2016 | 9.5 |
| Summer 2016 | 5/21/2016 | ~~8/18/2016~~ 8/22/2016 | ~~6.5~~ 6.7 |

  – 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

| Semester | Start | End | Pay Periods |
|---|---|---|---|
| Fall 2016 | 8/23/2016 | 1/6/2017* | 9.9 |
| Spring 2017 | 1/7/2017* | 5/22/2017 | 9.6 |
| Summer 2018 | 5/23/2017 | 8/22/2017 | 6.6 |

\* 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 <u>9 & 10 month faculty</u> – *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

*v. 1.0*

**Reset Form Data**

| | |
|---|---|
| Employee Name: | |
| Employee/Payroll ID: | |

| | | | |
|---|---|---|---|
| Academic Year: | 2016-17 | **Academic Year 2016-17** | |
| Months in Appointment: | | Pay/Earnings Start Date: | |
| Pay Period: | Full Year | Earnings End Date: | |
| Employee Type: | Faculty | Pay End Date: | |
| Full-Time Appointment Salary: | | | |
| Funding Effective Date: | | | |
| Funding End Date: | | | |
| # of Pay Periods: | - | | |

| Start Date | End Date | Full Time Salary # | % of time | Actual (Paid) Salary | Months of Service per year | Actual Earned Salary |
|---|---|---|---|---|---|---|
| | | | | | | |

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

| | | | To Enter on Payroll Authorization | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | **CHOOSE ONE** | | **% of Activity (Effort)** | **Actual Pay Expense** | | **Accrual Entries (if applicable)** | | **Total Salary Expense** | | |
| KFS Account | % Effort | Amount | | Biweekly | Total | Biweekly | Total | Biweekly | Total | Comments |
| | | | 0% | | | | | | | |
| | | | 0% | | | | | | | |
| | | | 0% | | | | | | | |
| | | | 0% | | | | | | | |

# Questions?