OFFICE OF THE CONTROLLER

Grants Administration
Payroll Accounting Training

February 2024

UNIVERSITY OF
South Carolina

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Account Funding Change eForm

Updating Payroll Expenses Using the Account Change eForm

Submit Account Change eForms, ensure charges begin and end appropriately
- Will need to be updated for next year of funding if its set-up on another project

To be compliant with Uniform Guidance, errors should be identified and corrected in a timely manner (**within 90 days**)
- Be sure to review frequently vs. the end of the grant - otherwise expense may have to be covered by E or A fund.

Making timely and correct payroll accounting changes:
- strengthens internal controls
- provides for more accurate time and effort reporting
- accurate sponsor invoicing
- assists with grant close out and final reporting

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Account Funding Change eForm

- The Account Change eForm is used to update/correct payroll accounting expenses in a timely matter.

- The eForm can be found in PeopleSoft HCM, **hcm.ps.sc.edu**.

Use the following navigation:

Employee Self Service – My Homepage/My Workplace – ePAF Homepage

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Timely Submission of Account Funding Change eForms

- You can make funding changes up until the day after the previous pay date as outlined on the Payroll Schedule for Lag Employees.

- Submitting eForms timely reduces the number of retro funding changes needed for lag employees.

| Payroll Period	Checks Distributed	Current End Date	Lag & Hourly End Date	Actions due to HR	Actions due from HR to Payroll
January 15, 2023	1/13/2023	1/15/2023	12/31/2022	Refer to HR website	1/5/2023, 5 p.m.
January 31, 2023	1/31/2023	1/31/2023	1/15/2023	Refer to HR website	1/23/2023, 5 p.m.
February 15, 2023	2/15/2023	2/15/2023	1/31/2023	Refer to HR website	2/7/2023, 5 p.m.
February 28, 2023	2/28/2023	2/28/2023	2/15/2023	Refer to HR website	2/20/2023, 5 p.m.
March 15, 2023	3/15/2023	3/15/2023			3/7/2023, 5 p.m.
March 31, 2023	3/31/20			Refer to HR website	3/23/2023, 5 p.m.
April 15, 2023	4	/2023	3/31/2023	Refer to HR website	4/6/2023, 5 p.m.
April 30, 2023	4/28/2023	4/30/2023	4/15/2023	Refer to HR website	4/20/2023, 5 p.m.

Submit Account Funding Change form for 4/31/24 payroll by 4/16/24 (the day after the previous payroll period date).

Example: To ensure a funding change for the 7/31/23 paycheck, the eForm must be submitted by 7/16/23.

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Demonstration

- Completing an Account Funding Change eForm in PeopleSoft HCM.

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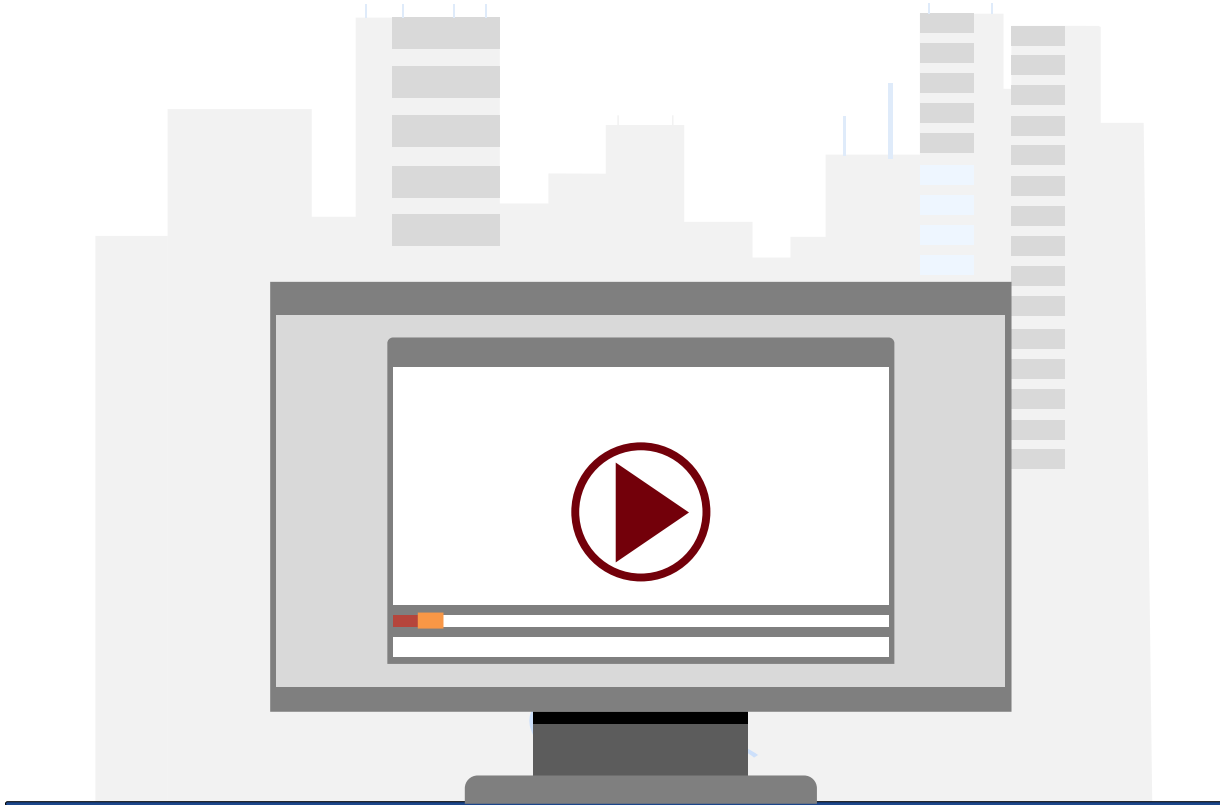
Account Change eForm Key Take-Aways

- Some employees may have more than one record return, indicating they have a primary and secondary job here at the university. Be sure to click the **Related Action Menu** button on the job requiring the account funding change.
- The **Pay Period Effective Date Lookup** will only show the current Payroll and future dated Payrolls. If you attempt to enter a date for a past Payroll(s) you will receive an error message.
- Always double-check the **Chartstring** information populated in the **New Distribution** section. Specifically, ensure there is a **Combination Code** at the end of the chartstring. This indicates the string is valid.

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Payroll Retro Funding Change and Cost Transfer Forms

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Payroll Retro Funding Change Form

- Used to adjust or correct items originally processed in Payroll/HCM system.

- All requests must include back-up that shows where the salary expense was originally charged.

- The Cost Transfer Justification Form must be included for all requests including the USCSP PC Business Unit.

- If moving payroll for more than one check date, they must be broken out separately.

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Payroll Retro Funding Change Form

PAYROLL RETRO FUNDING CHANGE

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TO BE COMPLETED BY THE DEPARTMENT		
USC ID:	NAME (Last, First):	PAY GROUP:

JUSTIFICATION/NOTES (Cost Transfer Justification Form must be completed and attached if a USCSP project is part of the transaction):

PAYCHECK DATE: | | Has this paycheck date previously been moved via a Retro Funding Change Journal Entry? | YES ☐ NO ☐

CURRENT DISTRIBUTION									
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
								TOTAL RETRO FUNDING CHANGE	$ 0.00

SIGNATURES	
Initiated by: Date:	Approved by: Date:
Printed Name:	Printed Name:

CONTROLLER'S OFFFICE USE ONLY	
Grants & Funds Management :	Date:

- Please make sure you are using the current form.
- Use the **original paycheck date**.
- Be sure to enter the **correct** funding chart strings and corresponding combo codes.

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Cost Transfer

The following three prerequisites are considered when determining if a a cost transfer may be allowable:

- The cost transfer must provide a direct benefit to the Sponsored Project being charged.
- The cost transfer must comply with both the University's policies and sponsor's terms and conditions.
- The cost transfer must be fully documented.

Other factors, such as timing may affect allowability.

Cost Transfer – Allowable Examples

The following is a list of examples that illustrate circumstances in which a cost transfer may be allowable:

- The cost transfer will occur within 90 days of original expense.
- To reallocate effort based on actual effort expended.
- To move pre-award costs to the appropriate project in accordance with Uniform Guidance.
- To correctly allocate costs benefiting more than one project.
- To remove unallowable charges.
- To remove out-of-period charges.

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Cost Transfer – Not Allowable Examples

Certain cost transfers onto sponsored awards **are not** allowable under any circumstances.

Such as:

- To correct deficiencies caused by overruns or other funding considerations.
- To avoid restrictions imposed by the law or by terms of the Sponsored Project.
- To "park" expenses which will subsequently be transferred elsewhere, including to competing or non-competing continuations of the same project for which the notice of award or new project has not been received.
- To transfer costs (spending-down) to a sponsored project merely because there are unexpended funds available which would otherwise be returnable to the sponsor.

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Cost Transfer Justification Form

- A cost transfer should be processed **within 90 days** following the end of the month in which the original charge was initially recorded.

- **Required** if moving expenses on or off a sponsored award.

- Be sure to answer all three questions.

- PI **must sign** the form.

- Form can be found on the Controller's Office website.

Payroll Retro Funding Change Process

- The Controller's Office reviews forms received.

- If approved, a JE will be uploaded and post to the GL with an RPAYxxxxxx journal entry.

- Expect **3-5 business days** before you can view the change in HCM Distribution.

- Will show as pink lines within HCM Distribution once posted.

1920-7 : RPAY000042	UG82		C12	06/30/2019	RPAY000042	01/10/2020	A00000034158	MC000-180000-F1000-301-10009070-	(2,063.66)	-21.87%	(155.55)	(297.73)	(0.02)	(0.24)	(61.04)	(1.04)	(515.62)	24.99%	(2,579.28)
1920-1 : PAY0081351	UG82		C12	07/15/2019	8000080700	07/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	(619.11)	-6.56%	(46.69)	(135.02)	(0.02)	(0.11)	(26.16)	(0.43)	(208.43)	33.67%	(827.54)
1920-7 : RPAY000042	UG82		C12	07/15/2019	RPAY000042	01/10/2020	A00000034158	MC000-180000-F1000-301-10009070-	2,063.66	21.87%	155.56	450.09	0.03	0.36	87.21	1.47	694.72	33.66%	2,758.38

- Please remember to submit any corrections for USCSP within **90 days** of the pay date otherwise the charges will not be allowed to transfer to another grant and will be moved to a departmental account.

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Demonstration

- Completing a Payroll Retro Funding Change and a Cost Transfer Justification Form.
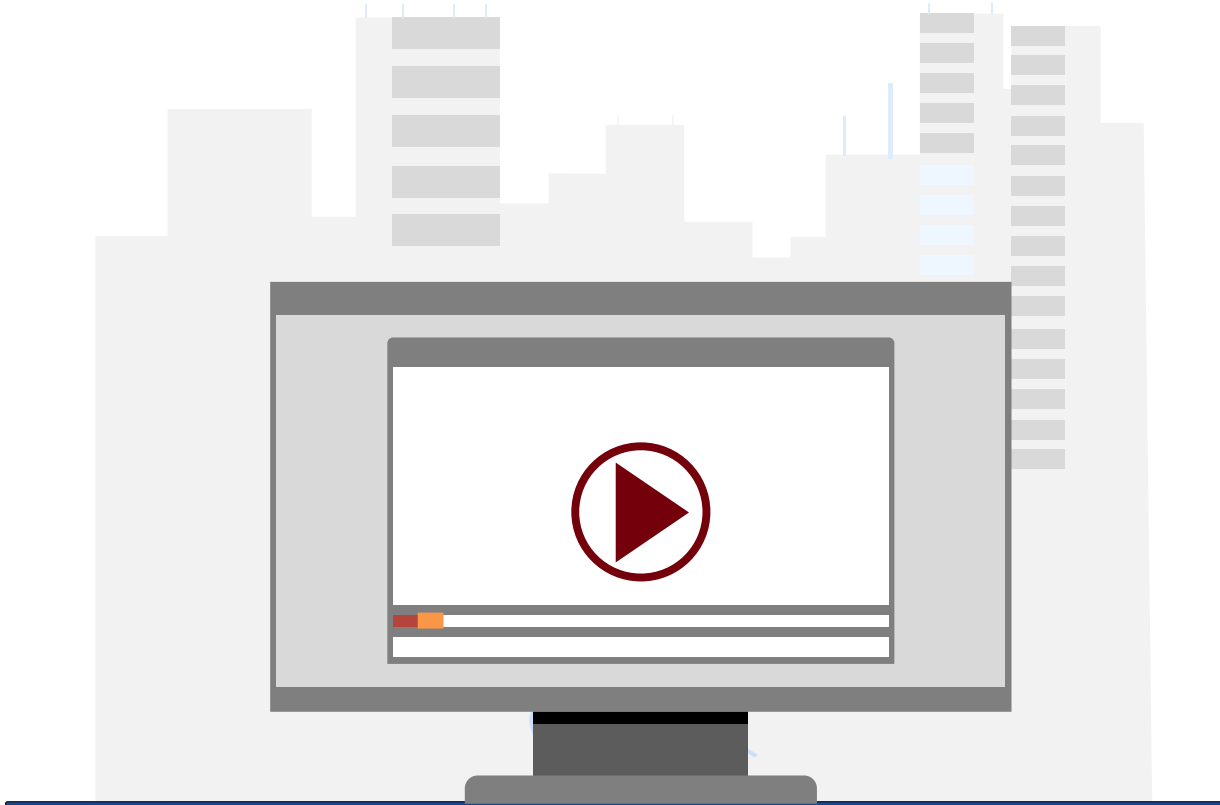
Tracking USCSP Funding End Dates

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How can Identify Employees Needing Funding Changes?

For USCSP projects, those on the project team (business manager and principal investigator) are sent system-generated **notices 90 days and 30 days before a project ends**.

There are two queries available to help identify all grant funding sources and end dates to help track expiring or inactive grants. You can run these before each payroll, allowing sufficient time to take corrective measure when a grant has expired or is inactive.

The queries are:

- SC_PY_FUND_BYPROJ_DATE

- SC_PY_FUNDING _BYPROJ

To access these queries, navigate to **Main Menu > Reporting Tools > Query > Query Viewer** in *__HCM PeopleSoft__* and enter the query name, listed above, in the Query Name field.

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Navigation: Main Menu > Reporting Tools > Query > Query Viewer

Role: Business Manager Query Reports and Finance Initiator

Query Name: SC_PY_FUND_BYPROJ_DATE

Description: Project Funding Query BY DATE

SC_PY_FUND_BYPROJ_DATE - Project Funding Query by date

Project [ ]
Fiscal Year (required) 2023
PC Bus Unit (required) USCSP 🔍
Funding End Date <= 03/31/2024 📅
[View Results]

Row	Name	First Name	Last	ID	Empl Record	Job Eff Date	Sequence	Dept ID	Position	Pay Status	Action	Group	Type	Empl Class	Planned Exit	Auto End Job	Year	Eff Date	Sequence	Earn Code	Seq Nbr	Combo Code	Project	PC Bus Unit	Funding End Date	Distributed
1					1	01/08/2024	0	155901		A	REH	I12	S	STU	05/15/2024	Y	2023	05/16/2023	0		1	A00000052745	10009478	USCSP	03/31/2024	Y
2					0	08/29/2023	1	112000		A	DTA	C12	S	FTE	06/30/2026	N	2023	04/16/2023	0		1	A00000086168	10012034	USCSP	06/30/2023	Y
3					0	10/01/2023	0	100025		A	DTA	P12	S	RGP	09/30/2028	Y	2023	12/16/2022	0		1	A00000000466	10008839	USCSP	09/29/2023	Y
4					1	01/01/2024	1	155301		A	DTA	I12	S	STU	05/15/2024	Y	2023	05/16/2023	0		1	A00000082179	10011763	USCSP	08/15/2023	Y
5					1	08/16/2023	2	135700		A	DTA	T12	S	STU	05/15/2024	Y	2023	08/16/2022	0		1	A00000051825	10009426	USCSP	07/31/2023	Y
6					0	01/02/2024	0	159000		A	PAY	P12	S	RGP	01/31/2025	Y	2023	06/13/2023	0		1	A00000061883	10010152	USCSP	02/28/2024	Y
7					0	12/01/2023	0	115011		A	HIR	P12	S	RGP	11/30/2024	Y	2023	05/01/2023	0		1	A00000093376	10012660	USCSP	10/31/2023	Y
8					2	09/01/2023	0	115300		A	REH	HRL	H	TSF	08/15/2024	Y	2023	12/16/2022	0		1	A00000088435	10012229	USCSP	07/31/2023	Y
9					0	06/16/2023	0	155301		A	PAY	P09	S	FTE		N	2023	03/16/2023	0		1	A00000082152	10011763	USCSP	08/15/2023	Y
10					0	07/01/2023	0	181900		A	PAY	C12	S	RGP	06/30/2025	Y	2023	06/16/2023	0		1	A00000086795	10012084	USCSP	06/30/2023	Y
11					0	07/01/2023	0	181900		A	PAY	C12	S	RGP	06/30/2025	Y	2023	06/16/2023	0		1	A00000086798	10012085	USCSP	06/30/2023	Y
12					0	07/01/2023	0	181900		A	PAY	C12	S	RGP	06/30/2025	Y	2023	06/16/2023	0		1	A00000088319	10012217	USCSP	06/30/2023	Y
13					0	07/01/2023	0	181900		A	PAY	C12	S	RGP	06/30/2025	Y	2023	06/16/2023	0		1	A00000088456	10012222	USCSP	06/30/2023	Y
14					0	07/01/2023	0	181900		A	PAY	C12	S	RGP	06/30/2025	Y	2023	06/16/2023	0		1	A00000089702	10012360	USCSP	06/30/2023	Y
15					0	07/01/2023	0	181900		A	PAY	C12	S	RGP	06/30/2025	Y	2023	06/16/2023	0		1	A00000093553	10012678	USCSP	12/31/2023	Y
16					0	07/06/2023	0	115011		A	DTA	P12	S	RGP	08/15/2024	Y	2023	06/16/2023	0		1	A00000091023	10012497	USCSP	09/30/2023	Y
17					0	07/06/2023	0	115011		A	DTA	P12	S	RGP	08/15/2024	Y	2023	06/16/2023	0		1	A00000093376	10012660	USCSP	10/31/2023	Y
18					0	07/06/2023	0	115011		A	DTA	P12	S	RGP	08/15/2024	Y	2023	06/16/2023	0		1	A00000097696	10012851	USCSP	02/28/2024	Y
19					0	08/16/2023	3	159000		A	DTA	C09	S	FTE		N	2023	02/01/2023	0		1	A00000093020	10012628	USCSP	12/31/2023	Y
20					0	10/01/2023	0	152200		A	PAY	P12	S	RGP	09/30/2024	Y	2023	11/01/2022	0		1	A00000091455	10012238	USCSP	09/30/2023	Y
21					1	08/28/2023	0	159000		A	POS	P12	S	RGP	12/31/2024	Y	2023	04/01/2023	0		1	A00000093047	10012628	USCSP	12/31/2023	Y
22					1	07/01/2023	0	185000		A	PAY	P12	S	RGP	12/31/2025	Y	2023	07/01/2022	1		1	A00000082576	10011789	USCSP	06/30/2023	Y
23					0	07/01/2023	0	135800		A	PAY	P12	S	RGP	12/31/2024	Y	2023	05/16/2023	0		1	A00000097254	10012813	USCSP	03/31/2024	Y
24					0	07/01/2023	0	135800		A	PAY	P12	S	RGP	12/31/2024	Y	2023	05/16/2023	0		1	A00000097265	10012810	USCSP	03/31/2024	Y
25					2	02/01/2024	0	115016		A	DTA	P12	S	RGP	02/28/2025	Y	2023	06/16/2023	0		1	A00000069504	10010772	USCSP	06/30/2023	Y

Employees Paid on a Lag

For **employees paid on a lag**, the expense will be allowed to post to the project if the wages were <u>earned</u> during the project period. For example:

- A project has an end date of 1/31/24 – employees paid current will only be allowed to post earnings to the project through the 1/31/24 payroll, but lag employees will be allowed to post earnings to the project through the 2/15/24 payroll.

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New Year of Funding Expected

If you are expecting a new year of funding for an award:

- Request a risk account from the SAM Office.

- No-cost extensions or risk accounts need to be requested 60-90 days in advance of the project ending in order to get approved and set up on time.

- If they are not requested and set up on time, you will need to move these employees to your department's A or E funds.

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Demonstration

- Identify grant funding sources and end dates using queries in PeopleSoft HCM.

Resources & Contacts

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Where to Find Resources

For a list of Grant Administration tasks, you may be responsible for within your college/department, visit our Grant Administration page.

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SEARCH SC.EDU

Office of the Controller

- Office of the Controller
- General Accounting
- Grants and Funds Management
- Compliance and Tax Management
- Payroll Department
- Operational Management and Reporting
- External Financial Reporting and Transparency
- **Resource and Training Toolbox**
  - Business Manager
  - Grant Administration
  - Principal Investigator
  - Policies & Procedures
  - Forms
  - Newsletters
  - PeopleSoft Finance Training Schedule
  - Listservs
  - Social Media
- Contact Us

Grant Administration

Grant Administration of Sponsored Awards supports academic and administrative business units to include personnel management, fiscal operations, and coordination with multiple governing areas to ensure compliance with Uniform Guidance and grant awards. Understands and executes the various stages of the grant lifecycle including pre-award review, grant progress monitoring, and award closure in coordination with the Principal Investigators.

Below is a list of Grant Administration tasks you may be responsible for within your college/department. Sections include links to training resources that support each task.

Note: Each year the Controller's Office provides refresher trainings starting the month of February thru the end of April. Registration links for all scheduled trainings are sent to our BIZMANAGER listserv end of January, provided in our monthly newsletter, and in a prior week reminder email. On demand training can be found in the sections below.

Expand all

- **Account Funding Change** ⊕
- **Close Out Matrix** ⊕
- **Cost Share** ⊕
- **Cost Transfers** ⊕
- **Indirect Cost (IDC)** ⊕
- **Introduction to Grants Management** ⊕
- **Milestone Notifications** ⊕
- **Monitoring Awards** ⊕

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Where to Find Resources

For a list of tasks, a Principal Investigator may be responsible for as the administrator of a research grant, visit our Principal Investigator page.

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SEARCH SC.EDU

Office of the Controller

- Office of the Controller
- General Accounting
- Grants and Funds Management
- Compliance and Tax Management
- Payroll Department
- Operational Management and Reporting
- External Financial Reporting and Transparency
- Resource and Training Toolbox
  - Business Manager
  - Grant Administration
  - Principal Investigator
  - Policies & Procedures
  - Forms
  - Newsletters
  - PeopleSoft Finance Training Schedule
  - Listservs
  - Social Media
- Contact Us

Principal Investigator

A *Principal Investigator* or *PI* is the individual responsible for the preparation, conduct, and administration of a research grant.

Below is a list of tasks a Principal Investigator may be responsible for as the administrator of a research grant. Sections include links to training resources that support each task.

Note: Each year the Controller's Office provides refresher trainings starting the month of February thru the end of April. Registration links for all scheduled trainings are sent to our PROJECTPI listserv end of January and in a prior week reminder email. On demand training can be found in the sections below.

Expand all

- Close Out Matrix ⊕
- Cost Share ⊕
- Cost Transfers ⊕
- Introduction to Grant Management ⊕
- Milestone Notifications ⊕
- Monitoring Awards ⊕
- No Cost Extensions ⊕
- Procurement ⊕
- Project Team ⊕
- Retro Funding Change ⊕
- Risk Accounts ⊕
- Salary Allocations ⊕
- Sponsored Award Roles and Responsibilities ⊕
- Subrecipients ⊕
- Time and Effort Reporting ⊕
- Workflow ⊕

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Contacts

10012779

Next-Generation Ammonia System Integration Utilizi   **University at Buffalo, SUNY**   CON0006798   07/25/2022-07/24/2024
    R1344198 DE-AR0001479   [23.9 months]

Operating Unit	Department	Fund	Class
CL040 **ENGINEERING - COMPUTING**	155100 **CHEMICAL ENGINEERING RESEARCH**	F1000 **FEDERAL GRANT**	202 **INDIVIDUAL AND PROJECT RSRCH**

PROJECT TEAM

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If you have any questions regarding expenses or invoicing, please contact your Grant Administrator (**APPRV_1**).

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Our Grant Administration Team

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Questions