

## How to move Payroll and Fringe on Sponsored Projects

Below is a grid showing when Historical Salary Adjustments are processed and when a JE to move payroll and fringe is necessary. This procedure is applicable to both salary charged directly to the sponsored project and salary that is cost shared.

If a final sponsor invoice/report has already been submitted, please work with the SFR accountant before processing any documents.

<b>Debit</b>	<b>Credit</b>	<b>Effort Certified?</b>	<b>Cross FY?</b>	<b>Allowed Time Frame</b>	<b>Doc Type</b>	<b>Entered By</b>	<b>Comments</b>
Sponsored Account	Non Sponsored	No	No	Pay periods within the effort period and before the HSA cutoff date	HSA	Academic Department	
Sponsored Account	Sponsored Account	No	No	Pay periods within the effort period and before the HSA cutoff date	HSA	Academic Department	
Non Sponsored	Sponsored Accounts	No	No	Pay periods within the effort period and before the HSA cutoff date	HSA	Academic Department	
Sponsored Account	Non Sponsored	No	Yes	Pay periods within the effort period and before the HSA cutoff date	HSA	Academic Department	
Sponsored Account	Sponsored Account	No	Yes	Pay periods within the effort period and before the HSA cutoff date	HSA	Academic Department	
Non Sponsored	Sponsored Accounts	No	Yes	Pay periods within the effort period and before the HSA cutoff date	HSA	Academic Department	
Sponsored Account	Non Sponsored	Yes	No	Pay periods within the last 12 calendar months	HSA	Academic Department	Approval from the Effort Reporting unit in SPA required
Sponsored Account	Sponsored Account	Yes	No	Pay periods within the last 12 calendar months	HSA	Academic Department	Approval from the Effort Reporting unit in SPA required
Non Sponsored	Sponsored Account	Yes	No	Pay periods within the last 12 calendar months	HSA	Academic Department	Approval from the Effort Reporting unit in SPA required
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Non Sponsored	Sponsored Account	Yes	Yes	Pay periods within the last 12 calendar months	HSA	Academic Department	Approval from the Effort Reporting unit in SPA required
Sponsored Account	Non Sponsored	Yes	Yes	Pay periods that are not within the last 12 calendar months	JE	Academic Department	Approval from the Effort Reporting unit in SPA required. Use account codes for prior year transactions. For prior year include a value in Chart field 1 representing the year the charges were incurred ((YR000020XX).
Sponsored Account	Sponsored Account	Yes	Yes	Pay periods that are not within the last 12 calendar months	JE	Academic Department	Approval from the Effort Reporting unit in SPA required. Use account codes for prior year transactions. For prior year include a value in Chart field 1 representing the year the charges were incurred ((YR000020XX).
Non Sponsored	Sponsored Account	Yes	Yes	Pay periods that are not within the last 12 calendar months	JE	Academic Department	Approval from the Effort Reporting unit in SPA required. Use account codes for prior year transactions. For prior year include a value in Chart field 1 representing the year the charges were incurred ((YR000020XX).

When Preparing the JE to move salary and fringe;

1. Remove the salary & fringe using the appropriate expense account codes. (In PS we do not use transfer codes for prior fiscal year transactions.) NOTE: Salary and Fringe should be processed on the same document and unlike HSAs, fringe must be manually calculated. Analysis type for cost share is CPY and for sponsored direct is PAY.

2. The JE justification should include name, original payroll dates, project number, job class and explanatory comments and note approval from effort certification office if required/received.
  - **Why we use JE to move payroll and fringe?** PeopleSoft HR does not allow Historical Salary Adjustments (HSA) after one year from the original transaction. We know that salary adjustments outside of the HSA timeframe occasionally need to happen.