

RF PAYROLL 101: FROM APPOINTMENT TO TERM



RF PAYROLL 101: OVERVIEW

FORM FORMATS

FORM WORKFLOW

RF COMMON TERMS

HR PAYROLL INPUT

SPS/NSG PAYROLL AUDIT

CONTACT INFORMATION



FORM FORMATS

- Paper Forms
- ePTF (Electronic Personnel Transaction Form)
- MSS (Manager Self Service)

Currently, there are two ways to submit payroll charges: paper forms and ePTFs.

Some departments submit paper forms while others submit electronic.

The following slides will show paper form submissions but the information shown also applies to what's needed for ePTFs.

If you would like instructions for submitting ePTFs, please reach out to Aleathea Rodriguez or Kaitlin Williams.

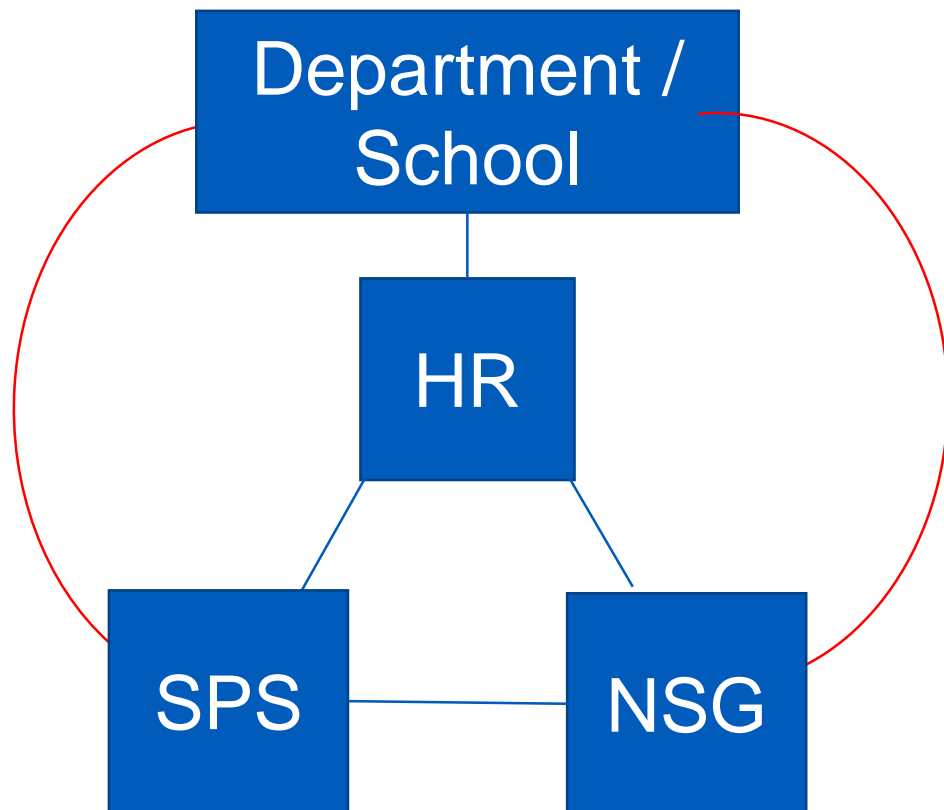
Eventually our campus will be using a new system known as Manager Self Service, MSS for short.

It existed for a short time but was pulled back due to some kinks that are being worked out.

In short, it will be a new way to process RF payroll transactions online using a form system modeled after the paper forms.

Our HR Directors are looking forward to the use of MSS in the future.

FORM WORKFLOW



A payroll form is prepared by a department and/or school and sent to Human Resources. HR manually inputs the information into our Oracle system.

Once completed, HR sends a copy to SPS and/or NSG depending on what accounts are listed on the form.

Both departments audit the forms and consult as needed.

Sometimes HR has to go back to the department for more information, or SPS and/or NSG question the department and/or HR.

Regardless of who's asking and answering questions, this is not an ideal workflow.

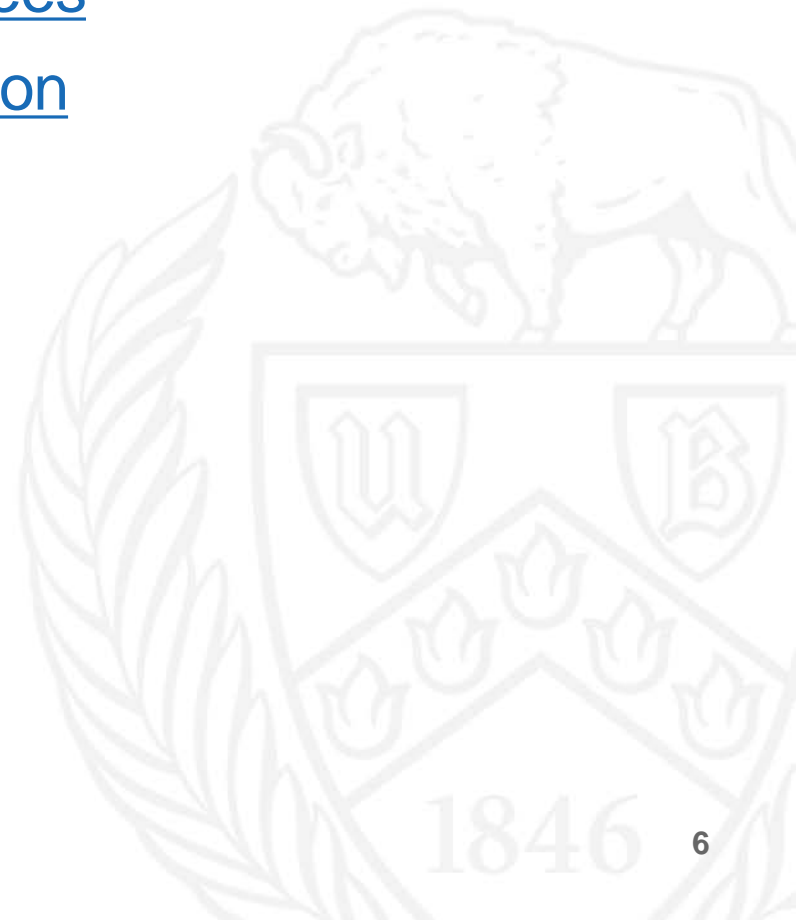
Ideally, a form would go from the department/school to HR, and then sent on to SPS and/or NSG.

RESEARCH FOUNDATION COMMON TERMS

- There are two different ways to display a RF account number
 - PTA(Project-Task-Award) = APT(Award-Project-Task)
- Expenditure Types: Reg, Summer, Grad, Undergrad; Post-Doc (effect. 7/1/19) Post-Doc (effect. 7/1/19)
- Fringe Rates
- Employee Classifications: Exempt vs. Non-Exempt
 - Exempt employees receive a salary and are excluded from receiving overtime.
 - Non-exempt employees can receive an hourly or biweekly wage and are eligible for overtime.
- Employee's Effort measured by FTE = Full-time Equivalent
- Employee's Charging Instructions: Labor Schedule = Labor Distribution = LD

HR PAYROLL

- [Necessary Forms for New Employees](#)
- [Timing of Timecard/Form Submission](#)
- [Assignment Form](#)
- [Change Form](#)
- [Termination Form](#)
- [Vacation Payouts](#)

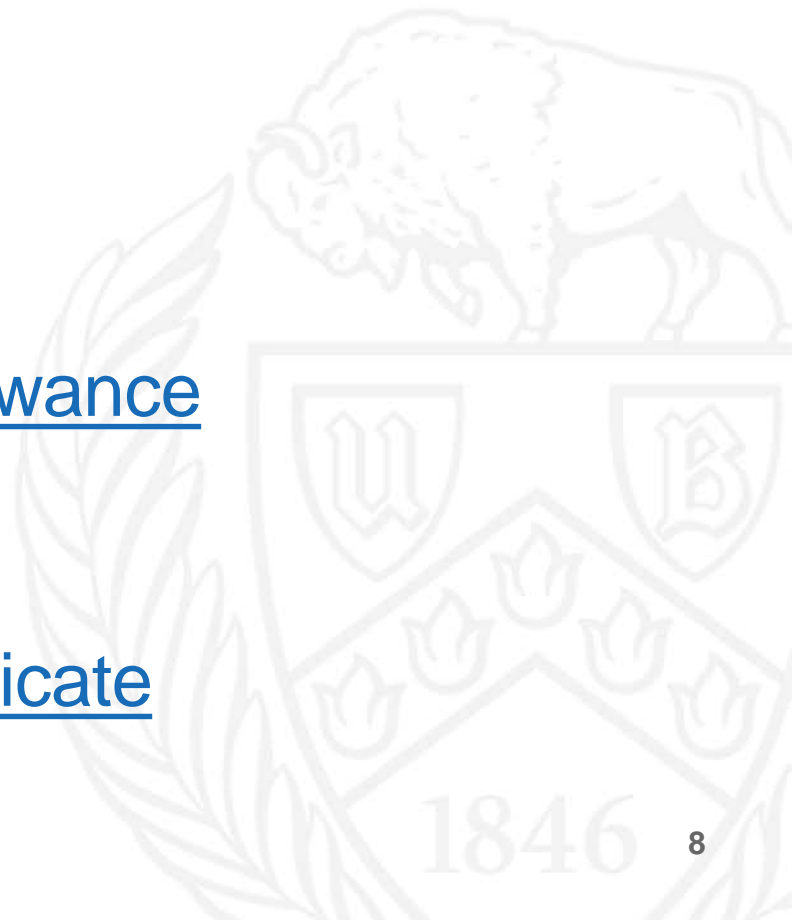


NECESSARY RF FORMS AND INFORMATION FOR NEW EMPLOYEES

1. RF Assignment Form
2. Employee Address Form
3. Handbook Acknowledgment for RF Employees
4. RF Employment Application
5. Disabled Individuals Self-Identification for RF
6. Disabled and Vietnam Era Veterans Self-Identification for RF
7. Copies of Employee's Identification

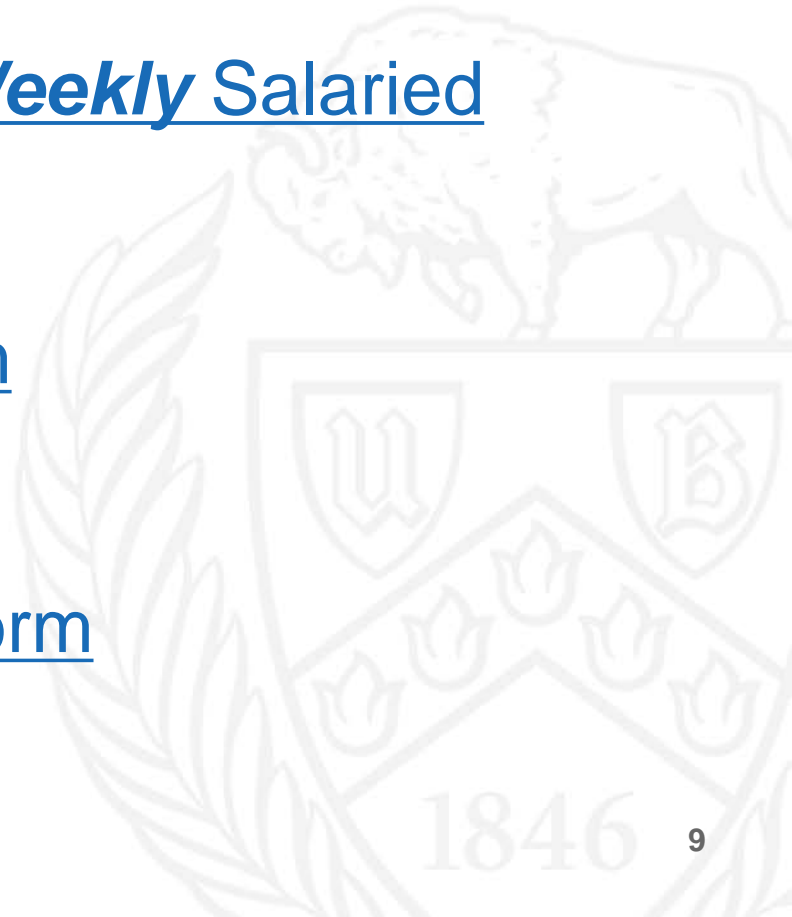
NECESSARY GOV'T & TAX FORMS FOR NEW EMPLOYEES

1. I-9 (Employment Eligibility Verification)
2. IT-2104 – New York State Employee's Withholding Allowance Certificate
3. W-4 – Federal Employee's Withholding Allowance Certificate



DUE DATES & FORM LINKS

- [Payroll Due Dates For *Hourly* Personnel](#)
- [Payroll Due Dates For *Bi-Weekly* Salaried Personnel](#)
- [Employee Assignment Form](#)
- [Employee Change Form](#)
- [Employment Termination Form](#)



DUE DATES: HOURLY PERSONNEL

PAYROLL PERIOD	HOURLY TIMESHEETS DUE IN PAYROLL	**HOURS TO BE PAID CAN BE RETROACTIVE WITHOUT JUSTIFICATION TO:	PAYCHECKS TO BE DISTRIBUTED:
06/09-06/22/18	Thursday 06/28/18	04/14/18	07/06/18
06/23-07/06/18	Friday 07/13/18	04/28/18	07/20/18
07/07-07/20/18	Friday 07/27/18	05/12/18	08/03/18
07/21-08/03/18	Friday 08/10/18	05/26/18	08/17/18
08/04-08/17/18	Friday 08/24/18	06/09/18	08/31/18
08/18-08/31/18	Friday 09/07/18	06/23/18	09/14/18
09/01-09/14/18	Friday 09/21/18	07/07/18	09/28/18
09/15-09/28/18	Friday 10/05/18	07/21/18	10/12/18
09/29-10/12/18	Friday 10/19/18	08/04/18	10/26/18
10/13-10/26/18	Friday 11/02/18	08/18/18	11/09/18
10/27-11/09/18	Friday 11/16/18	09/01/18	11/23/18
11/10-11/23/18	Friday 11/30/18	09/15/18	12/07/18
11/24-12/07/18	Friday 12/14/18	09/29/18	12/21/18
12/08-12/21/18	Thursday 12/27/18	10/13/18	01/04/19
12/22-01/04/19	Friday 01/11/19	10/27/18	01/18/19
01/05-01/18/19	Friday 01/25/19	11/10/18	02/01/19
01/19-02/01/19	Friday 02/08/19	11/24/18	02/15/19
02/02-02/15/19	Friday 02/22/19	12/08/18	03/01/19
02/16-03/01/19	Friday 03/08/19	12/22/18	03/15/19
03/02-03/15/19	Friday 03/22/19	01/05/19	03/29/19
03/16-03/29/19	Friday 04/05/19	01/19/19	04/12/19
03/30-04/12/19	Friday 04/19/19	02/02/19	04/26/19
04/13-04/26/19	Friday 05/03/19	02/16/19	05/10/19
04/27-05/10/19	Friday 05/17/19	03/02/19	05/24/19
05/11-05/24/19	Friday 05/31/19	03/16/19	06/07/19
05/25-06/07/19	Friday 06/14/19	03/30/19	06/21/19

Hourly employees are paid on a two week lag.

Timecards are due the previous payday for the following pay period, with a few exceptions highlighted.

It is important to keep these deadlines so people are paid in a timely manner.

**Appointments or salary increases which are effective prior to this date require a letter of explanation regarding the reasons for the late submission. These explanations should accompany the Assignment, Employee Change, Labor Distribution or Fellowship form so the appropriate approval may be obtained.

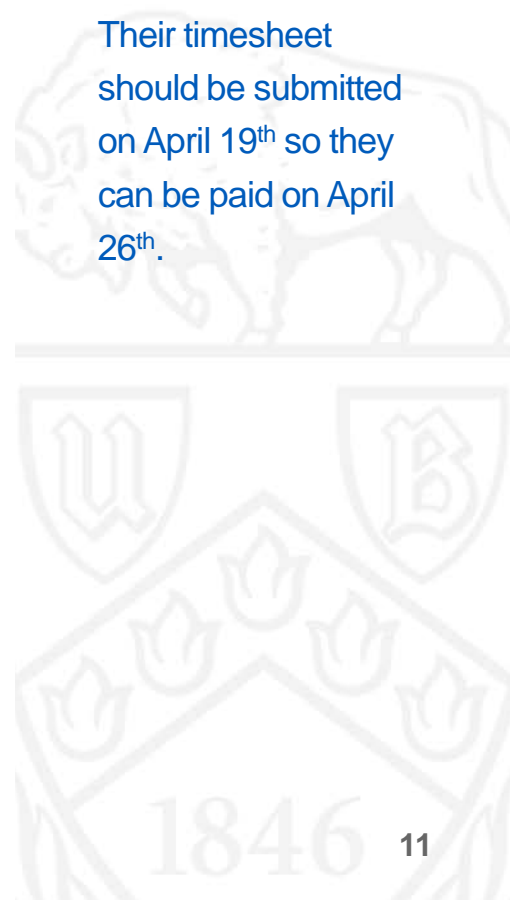
HOURLY PAY PERIOD EXAMPLE

PAYROLL PERIOD	HOURLY TIMESHEETS DUE IN PAYROLL		**HOURS TO BE PAID CAN BE RETROACTIVE WITHOUT JUSTIFICATION TO:	PAYCHECKS TO BE DISTRIBUTED:
03/16-03/29/19	Friday	04/05/19	01/19/19	04/12/19
03/30-04/12/19	Friday	04/19/19	02/02/19	04/26/19
04/13-04/26/19	Friday	05/03/19	02/16/19	05/10/19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 24	March 25	March 26	March 27	March 28	March 29	March 30
March 31	April 1	April 2	April 3	April 4	April 5	April 6
April 7	April 8	April 9	April 10	April 11	April 12	April 13
April 14	April 15	April 16	April 17	April 18	April 19 Due Date	April 20
April 21	April 22	April 23	April 24	April 25	April 26 Pay Day!	April 27
April 28	April 29	April 30	May 1	May 2	May 3	May 4

Pay Period (3/30-4/12)

Their timesheet should be submitted on April 19th so they can be paid on April 26th.



DUE DATES: BI-WEEKLY SALARIED

P **APPOINTMENT, EMPLOYEE CHANGE FORMS DUE IN RF HUMAN RESOURCE SERVICES & FELLOWSHIPS DUE IN SPS** ****APPTS. & SALARY INCREASES CAN BE RETROACTIVE WITHOUT JUSTIFICATION TO:**

PAYROLL PERIOD

06/23-07/06/18	Thursday	06/21/18	04/28/18
07/07-07/20/18	Thursday	07/05/18	05/12/18
07/21-08/03/18	Friday	07/20/18	05/26/18
08/04-08/17/18	Friday	08/03/18	06/09/18
08/18-08/31/18	Thursday	08/16/18	06/23/18
09/01-09/14/18	Friday	08/31/18	07/07/18
09/15-09/28/18	Friday	09/14/18	07/21/18
09/29-10/12/18	Friday	09/28/18	08/04/18
10/13-10/26/18	Friday	10/12/18	08/18/18
10/27-11/09/18	Friday	10/26/18	09/01/18
11/10-11/23/18	Wednesday	11/07/18	09/15/18
11/24-12/07/18	Friday	11/23/18	09/29/18
12/08-12/21/18	Thursday	12/06/18	10/13/18
12/22-01/04/19	Wednesday	12/19/18	10/27/18
01/05-01/18/19	Friday	01/04/19	11/10/18
01/19-02/01/19	Friday	01/18/19	11/24/18
02/02-02/15/19	Friday	02/01/19	12/08/18
02/16-03/01/19	Friday	02/15/19	12/22/18
03/02-03/15/19	Friday	03/01/19	01/05/19
03/16-03/29/19	Friday	03/15/19	01/19/19
03/30-04/12/19	Friday	03/29/19	02/02/19
04/13-04/26/19	Friday	04/12/18	02/16/19
04/27-05/10/19	Friday	04/26/19	03/02/19
05/11-05/24/19	Friday	05/10/19	03/16/19
05/25-06/07/19	Friday	05/24/19	03/30/19
06/08-06/21/19	Friday	06/07/19	04/13/19

Appointment and change forms for biweekly salaried personnel are due on the previous Friday pay day for the following pay period when the appointment or change takes place, with a few exceptions highlighted. Again, it is important to keep these deadlines so people are paid in a timely manner.

**Appointments or salary increases which are effective prior to this date require a letter of explanation regarding the reasons for the late submission. These explanations should accompany the Assignment, Employee Change, Labor Distribution or Fellowship form so the appropriate approval may be obtained.

BI-WEEKLY SALARIED PAY PERIOD

PAYROLL PERIOD

03/30-04/12/19
 04/13-04/26/19
 04/27-05/10/19

APPOINTMENT, EMPLOYEE CHANGE FORMS DUE IN RF HUMAN RESOURCE SERVICES & FELLOWSHIPS DUE IN SPS

Friday 03/29/19
 Friday 04/12/18
 Friday 04/26/19

****APPTS. & SALARY INCREASES CAN BE RETROACTIVE WITHOUT JUSTIFICATION TO:**

02/02/19
 02/16/19
 03/02/19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 24	March 25	March 26	March 27	March 28	March 29	March 30
March 31	April 1	April 2	April 3	April 4	April 5	April 6
April 7	April 8	April 9	April 10	April 11	April 12 <i>Forms Due</i>	April 13
April 14	April 15	April 16	April 17 <i>Pay Period (4/13-4/26)</i>	April 18	April 19	April 20
April 21	April 22	April 23	April 24	April 25	April 26 <i>Pay Day!</i>	April 27
April 28	April 29	April 30	May 1	May 2	May 3	May 4

A change form is submitted to switch an employee's effort from one award to another beginning Monday, April 15th. The form should be received in HR by April 12th at the latest so that the labor distribution for the April 13th to April 26th pay period will be updated.



EMPLOYEE ASSIGNMENT FORM

Supervisor Person #: 4321 - 1234 Regular Summer Extra Service
 Department: Sports and Exercise Studies PI/Contact Name: Sally Sunshine/Roger Dean Phone: 645-7777

Hire Date: Mar 28, 2019 Rehire? Yes No Prior Retirement Service Credit: Yes No If Yes: SUNY Accredited College / University or Research Organization

EMPLOYEE INFORMATION
 Dr. Ms. Mr. Miss Mrs. Last Name: Bull First Name: Victor Middle Initial: E Social Security #: 000-00-0000

Gender: Male Female Birth Date: 1/1/1997 Nationality: US Citizen Non-Citizen in US on VISA Non-Citizen Not in US Permanent Resident MAIL STOP (Check Delivery Drop): _____

Ethnic Origin: Alaskan Native Asian Caucasian Hispanic American Indian Black Pacific Islander Visa Type: J01 F01 H01 TN Other _____ Work Authorization Exp. Date: _____

Veteran Status: Not a Veteran Veteran Termination Date: _____

Education Level Reached: _____ Student Status: SUNY Undergrad SUNY Grad Degree Expected: _____ If Full-Time SUNY Student Date Degree Expected: _____

ASSIGNMENT

Payroll Title: Clerk I FTE: 0.5 Working Hours: 37 1/2 40 Assignment #: _____

Salary: (Check One) Annual \$ 20,000 (B/W \$769.23) Period Amount/Total _____ (B/W _____) Hourly Rate \$ _____

LABOR DISTRIBUTION (If more lines are needed, continue on Labor Distribution Form)

Project	Task	Award	Expenditure Type	Begin	Date	End	<input type="checkbox"/> Bi-Weekly <input checked="" type="checkbox"/> Hourly	Actual %	LD %
1147592	1	81773	SWR - Non-Exempt	3/28/19		6/30/19	\$769.23	50	100

NOTES / EXPLANATIONS

Appointing Victor to 1147592-1-81773 until 6/30/19 at 50% FTE. Our department will submit a change form in early May that will appoint him from 7/1/19 on.

DECLARATION AND AUTHORIZATION

I accept the position indicated above as an employee of The Research Foundation of State University of New York. I understand this position is subject to final approval by The Research Foundation and is terminable at will. I have read the Patent Waiver and Release Agreement and accept it as a condition of employment. I also agree to abide by all policies and regulations of The Research Foundation.

Employee Signature: Victor E Bull Date: 3-28-19

Principal Investigator: Sally Sunshine Date: 3/28/19 Chair/Dean/VP: ROGER DEAN Date: 3/28/19

FOR BUSINESS USE

SPS - Date Stamp _____

Element:	Begin:
HRS Signature _____ Date _____ Initials _____	End:
G&C Signature _____ Initials _____ Date _____	\$:

ADDRESS FORM MUST ACCOMPANY THIS FORM

See next page for notes

EXPLANATION OF EMPLOYEE ASSIGNMENT FORM

Victor E Bull filled out the important information in the people data section and left the termination date to be filled in by the department.

This is the only form that requires a SSN. All other forms should include the employee's person number.

The assignment section, labor distribution, and notes were completed by the department.

Victor is appointed as a regular non-exempt employee on a sponsored award at 0.5 FTE.

Please note that the hire date in the upper left of the form matches the begin date of the labor distribution. He is appointed until June 30th, 2019 but this is a not a hard term date because the term date has been left blank .

Also, let's look at the actual percentage and LD percentage. The actual percent is the same as the FTE as a percentage. The LD percentage column will always add up to 100%.

Please include any helpful information in the notes. Here it says that a change form will be submitted in early May to extend his appointment past July 1st. Also, please be sure to have the employee sign under the declaration and authorization section as well as the PI and Chair/Dean/VP.

ACTUAL % vs. LABOR DISTRIBUTION % EXAMPLE

ASSIGNMENT									
Payroll Title: Administrative Assistant I			FTE: .40		Working Hours: <input checked="" type="checkbox"/> 37 1/2 <input type="checkbox"/> 40		Assignment #:		
Salary: (Check One) <input checked="" type="checkbox"/> Annual \$ 26,000 (B/W \$1,000) <input type="checkbox"/> Period Amount/Total _____ (B/W _____) <input type="checkbox"/> Hourly Rate \$ _____									
LABOR DISTRIBUTION (If more lines are needed, continue on Labor Distribution Form)									
Project	Task	Award	Expenditure Type	Date		<input checked="" type="checkbox"/> Bi-Weekly <input type="checkbox"/> Hourly	Actual %	LD %	
				Begin	End				
1147592	1	81773	SWR - Non-Exempt	3/28/19	6/30/19	\$250.00	10	25	
1142390	1	75023	SWR - Non-Exempt	3/28/19	6/30/19	\$250.00	10	25	
1135974	1	000077	SWR - Non-Exempt	3/28/19	6/30/19	\$500.00	20	50	

The administrative assistant's FTE is .4 and they are appointed on three different PTAs – two at 10% and one at 20%.

As you can see the actual total is 40 percent and when you convert that to a decimal, it equals the FTE.

As usual the labor distribution percentage column totals 100%.

EMPLOYEE CHANGE FORM



Supervisor Person #: 4321 - 1234

Regular Summer Extra Service

Department: Sports and Exercise Studies

PI/Contact Name: Sally Sunshine/Roger Dean

Phone: 645-7777

PEOPLE DATA (REQUIRED)

Effective Date: 7/1/19 Last Name: Bull First Name: Tirator Middle Initial: E Person #: 5678-6587

PERSON RECORD CHANGES ONLY

* Name: Last Name _____ First Name _____ MI _____

* Social Security Number _____ - _____ - _____

Visa Type: F01 H01 J01 J02 PER OTH (Specify) _____

Work Authorization Exp. Date _____ Month _____ Day _____ Year _____

MAIL STOP (Check Delivery Drop): _____

* Requires employee's signature in notes section

Education Level Reached: Student Status SUNY Undergrad SUNY Grad If Full-Time SUNY Student Degree Expected: _____ Date (MM/DD/YY): _____ / _____ / _____

ASSIGNMENT RECORD CHANGES ONLY

FTE 1.0 Assignment # 990

Payroll Title _____

Termination Date: _____

Check One:

Annual \$ 40,000 (BW \$1,538.46)

Period Amount \$ _____ (BW _____)

Hourly Rate \$ _____

Salary Change Reason: Appointing full-time

NOTES / EXPLANATIONS REQUIRED

Appointing full-time as of 7/1/19, FTE and salary adjusted.

LABOR DISTRIBUTION (If more lines are needed, continue on Labor Distribution Form)

Transfers in PTA's need old Labor Distribution as well as all other active PTA's

Project	Task	Award	Expenditure Type	Date		<input checked="" type="checkbox"/> Bi-Weekly <input type="checkbox"/> Hourly	Actual %	LD %
				Begin	End			
1147592	1	81773	SWR - Non-Exempt	7/1/19	6/30/20	1,538.46	100	100

Principal Investigator: Sally Sunshine Date: 5/3/19 Chair/Dean/VP: ROGER DEAN Date: 5/7/19

For Business Office Use

SPS - Date Stamp

Element:	HR Cat. Code:	Begin:
HRS Signature	Date	Initials
SPS Signature	Initials	Date
		End:
		\$:

HRS - Date Stamp



See next page for notes.

EXPLANATION OF EMPLOYEE CHANGE FORM

This is an employee change form appointing Victor E Bull at 1.0 FTE from July 1st, 2019 until June 30th, 2020.

The department fills out this form and no employee signature is needed.

The Person Record Changes box is only updated when there is a change of personal information.

In the assignment record box, it is important to include the FTE and salary information. And in this case, a salary change reason was included.

The assignment number can be filled in if you have it available.

A brief description of the form purpose is helpful under the notes section.

The labor distribution section is updated to extend his appointment on the same account but at 100% actual effort.

Both the PI and the Chair/Dean/VP's have signed.

END DATE vs. TERM DATE

LABOR DISTRIBUTION (If more lines are needed, continue on Labor Distribution Form)									
Project	Task	Award	Expenditure Type	Date		<input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Hourly	Actual %	LD %	
				Begin	End				
1147592	1	81773	SWR - Non-Exempt	3/28/19	6/30/19	\$769.23	50	100	



EMPLOYEE ASSIGNMENT FORM
 Supervisor Person #: 4321 - 1234
 Department: Sports and Exercise Studies PI/Contact Name: Sally Sunshine/Roger Dean Phone: 645-7777
 Regular Summer Extra Service

Hire Date: Mar 28, 2019 Rehire? Yes No Prior Retirement Service Credit: Yes No If Yes: SUNY Accredited College / University or Research Organization

PEOPLE DATA

Dr. Ms. Mr. Last Name: Bull First Name: Victor Middle Initial: E Social Security #: 000-00-0000
 Miss Mrs.

Gender: Male Female Birth Date: 1/1/1997 Nationality: US Citizen Non-Citizen Not in US Non-Citizen in US on VISA Permanent Resident MAIL STOP (Check Delivery Drop):
 Alaskan Native Asian Caucasian Hispanic American Indian Black Pacific Islander Visa Type: J01 F01 H01 TN Other Work Authorization Exp. Date:

Veteran Status: Not a Veteran Veteran Termination Date: 6/30/19

EMPLOYEE CHANGE FORM

- 1234 Regular Summer Extra Service
 Sunshine/Roger Dean Phone: 645-7777

JIRED

Middle Initial: E Person #: 5678-6587

ASSIGNMENT RECORD CHANGES ONLY

FTE 1.0 Assignment # 990
 Payroll Title
 Termination Date: 6/30/19
Check One:
 Annual \$ 40,000 (BW \$1,538.46)
 Period Amount \$ (BW)
 Hourly Rate \$
 Salary Change Reason: Appointing full-time

- End Date: ends labor distribution
- Term Date: ends pay/employment & health insurance



EMPLOYMENT TERMINATION FORM

Department: Sports and Exercise Studies PI/Contact Name: Sally Sunshine/Rodger Dean Phone: 645-7777

EMPLOYEE INFORMATION

Last Name: Bull First Name: Victor Middle Initial: E Person #: 5678-6587

ASSIGNMENT

Termination Reason:
 Layoff (Specify Reason) _____
 Discharged (Requires prior consultation with HR - Employee Relations) Retirement
 Resigned (Attach written resignation) Deceased Other (explain in notes)

LABOR DISTRIBUTION

Project	Task	Award	Expenditure Type	Term Date	Annual Amounts	Actual %	LD %
1147592	1	81773	SWR - Non-Exempt	8/21/19	\$40,000	100	100

NOTES / EXPLANATIONS

Victor has submitted his resignation from the department and his last day will be 8/21/19, COB. Letter of resignation is attached.

APPROVALS

Victor E Bull 8-1-19 Sally Sunshine 8/1/19 RODGER DEAN 8/7/19
 Employee Signature Date Principal Investigator Date Chair/Dean/VP Date

FOR BUSINESS USE ONLY

Element: _____ Payroll Period: - Over Payment: Yes No

Vacation P/O: Total # Hours X Hourly rate = Total Dollars Pay Date

SPS Stamp	H.R. Reviewed	Date	<input type="checkbox"/> 28 Day Runoff	HRS Stamp
	Assignment #	Date	<input type="checkbox"/> Final Term	
	Assignment Input	Date	<input type="checkbox"/> Vacation Payout	
	Distribution Input	Date	<input type="checkbox"/> Cobra Sent	

The employee notified the department of his resignation on August 1st and his last day will be August 21st. The termination reason checked is 'resignation'. His most recent labor distribution is listed. It is noted that his last day of pay is August 21 at the close of business. Victor signed the form as well as the PI and Chair/Dean/VP. **If the termination occurs in the current pay period or has passed please call Human Resources ASAP.** 20

VACATION PAYOUTS

- Regular Employees: FTE >50% are eligible
- Benefits HR calculates payout
 - all timecards up to date
- Paid from Internal University account – you should not see vacation payouts on your sponsored or nonsponsored awards
- Paid out two pay periods after final paycheck (not the termination date)

SPS/NSG PAYROLL

- Auditing
- Tools
- Cause & Effect



SPS/NSG AUDITING ROLE

- Ensure appropriate cost allocation
- Accurate charges f i f
- Balance between R
Assistant

AUDITING TOOLS

RF Reporting Center

Principal Investigator

[Home](#)
[Catalog](#)
[Favorites](#)
[Dashboards](#)
[New](#)
[Open](#)
 Signed In As **klw24@buffalo.edu**

[Alerts](#)
[My PACS Proposals](#)
[My COEUS Proposals](#)
[My Grants](#)
[Budget Overview](#)
[Tracking People](#)
[Tracking Purchases](#)
[Travel](#)
[Monthly Summary](#)
[Credit Distribution](#)
[Tracking](#)

▶ Tracking People Search

▲ Employee Payroll Distribution

Employee Payroll Distribution

Award Number(please clear out default)	--Select Value--	Employee Name	--Select Value--	Award Status	<input type="checkbox"/> (All Colors) <input checked="" type="checkbox"/> ACTIVE <input checked="" type="checkbox"/> AT_RISK <input type="checkbox"/> ON_HOLD <input type="checkbox"/> CLOSED
Project Number	--Select Value--	Award Principal Investigator	--Select Value--		
Task Number	--Select Value--	Project Principal Investigator	--Select Value--		
Employee Number	--Select Value--	Expenditure Date	Between		<input type="checkbox"/> (All Colors) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> PENDING <input type="checkbox"/> CLOSED
		Posted Date (Select Full Month Dates Only):	Between		<input type="button" value="OK"/>

Award Number	Project Number	Task Number	Award Name	Award End Date	Task Completion Date	Employee Number	Employee Name	Expenditure Category	Payroll Shortage Amount	Payroll Expense Amount	Fringe Expense Amount	Payroll Encumbrance Amount	Fringe Encumbrance Amount
75023	1142390	1	2016-2019 RF Funded Allocation Award	30-Jun-2020	30-Jun-2020	34721	Bull, Ms. Victoria	Salaries and Wages Regular	0.00	423.08	169.23	4,461.55	1,816.16

AUDITING TOOLS CON'T

RF Payroll Calculator

Regular SWR Regular Exempt Annual

Name:
SSN:
Project - Task - Award - -
Chart of Accounts:
Appointment Dates: -
Pay Periods:
Calendar Year: -
Annual/Acrual:
Bi-Weekly:
% of Effort:

It is most important to update the expenditure type dropdowns above, along with the appointment dates, the employees annual salary and the percent of effort on a single award.

Month	Amount (%FTE)	Fringe Amount (%FTE)	Amount (100% FTE)	Fringe Amount (100%FTE)	Pay Periods
March, 2019	\$807.69	\$323.08	\$3,230.77	\$1,292.31	2.1
April, 2019	\$846.15	\$338.46	\$3,384.61	\$1,353.84	2.2
May, 2019	\$884.62	\$353.85	\$3,538.46	\$1,415.38	2.3
June, 2019	\$769.23	\$307.69	\$3,076.92	\$1,230.77	2.0
July, 2019	\$884.62	\$371.54	\$3,538.46	\$1,486.15	2.3
August, 2019	\$692.31	\$290.77	\$2,769.23	\$1,163.08	1.8
	\$4,884.62	\$1,985.39	\$19,538.45	\$7,941.53	12.7

*Use Internet Explorer & contact your IT department to have Java software installed

CAUSE & EFFECT

Form handed in
late

Overpayment

Termination form
not processed
before term date

Cost Transfer

Suspense

No form is
submitted

Misrepresentation
of Funding

Human error

OVERPAYMENT EXAMPLE



EMPLOYMENT TERMINATION FORM

Department: Sports and Exercise Studies PI/Contact Name: Bob Buffalo/Roger Dean Phone: 645-7777

PEOPLE DATA			
Last Name: Bull	First Name: Victoria	Middle Initial:	Person #: 5678-6587

ASSIGNMENT	
Termination Reason:	
<input type="checkbox"/> Layoff (Specify Reason) _____	
<input type="checkbox"/> Discharged (Requires prior consultation with HR - Employee Relations)	<input type="checkbox"/> Retirement
<input type="checkbox"/> Resigned (Attach written resignation)	<input type="checkbox"/> Deceased <input type="checkbox"/> Other (explain in notes)

LABOR DISTRIBUTION						
Project	Task	Award	Expenditure Type	Term Date	Annual Amounts	Actual % LD %
1149987	1	81763	SWR- Non-Exempt	8/26/19	\$40,000	75 75
1142390	1	75023	SWR- Non-Exempt	8/26/19		25 25

NOTES / EXPLANATIONS
Resigned 8/26/19, accepted a position with the Buffalo Bills.

APPROVALS					
<u>Victoria Bull</u>	<u>8/26/19</u>	<u>Bob Buffalo</u>	<u>8/26/19</u>	<u>ROGER DEAN</u>	<u>9/2/19</u>
Employee Signature	Date	Principal Investigator	Date	Chair/Dean/VP	Date

FOR BUSINESS USE ONLY	
Element:	Over Payment: <input type="checkbox"/> Yes <input type="checkbox"/> No
Vacation P/O: Total # Hours	Payroll Period: --
X Hourly rate	= Total Dollars
Pay Date	

SPS Stamp	H.R. Reviewed	Date	<input type="checkbox"/> 28 Day Runoff	HRS Stamp
	Assignment # <u>Jodie Tyler</u>	Date <u>9-6-19</u>	<input type="checkbox"/> Final Term	
	Assignment Input	Date	<input type="checkbox"/> Vacation Payout	
	Distribution Input	Date	<input type="checkbox"/> Cobra Sent	

August 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

See next page for notes.

OVERPAYMENT EXAMPLE EXPLAINED

A termination form is was not processed before the term date.

In this example Victoria E. Bull accepted a new position with the Buffalo Bills on August 26th 2019. Victoria signed the termination form August 26th, and so did her supervisor Bob Buffalo. However Roger Dean did not sign it until September 2nd, and Joelle in HR was not able to process it until September 6th.

That means Victoria was overpaid \$615.38 for four days from August 26th –August 30th, because pay day was August 30th. What can you do when this happens? Notify HR when the Overpayment form is on the way to minimize the possibility of the overpayment. You can e-mail and follow up with a phone call. An Overpayment is a burden to the employee.

COST TRANSFER EXAMPLE



EMPLOYEE CHANGE FORM

Supervisor Person #: 5126 - 1234 Regular Summer Extra Service
 Department: Sports and Exercise Studies PI/Contact Name: Bob Buffalo/Roger Dean Phone: 645-7777

PEOPLE DATA (REQUIRED)

Effective Date: 3/1/19 Last Name: Bull First Name: Victoria Middle Initial: _____ Person #: 6587-2314

PERSON RECORD CHANGES ONLY

ASSIGNMENT RECORD CHANGES ONLY

* Name: Last Name _____ First Name _____ MI _____
 * Social Security Number _____
 Visa Type: F01 H01 J01 J02 PER OTH (Specify) _____
 Work Authorization Exp. Date _____ Month _____ Day _____ Year _____
 MAIL STOP (Check Delivery Drop): _____
 * Requires employee's signature in notes section

FTE 1.0 Assignment # 34721
 Payroll Title _____
 Termination Date: _____
Check One:
 Annual \$ 40,000 (BW \$1,538.46)
 Period Amount \$ _____ (BW _____)
 Hourly Rate \$ _____

Education Level Reached **Student** SUNY Undergrad SUNY Grad
 If Full-Time SUNY Student Degree Expected: _____
 Date (MM/DD/YY): _____

Salary Change Reason: _____

NOTES / EXPLANATIONS REQUIRED

Effective 3/1/19, splitting Victoria's effort 75% on sponsored APT, 81763-1-1149987, and 25% on non-sponsored APT, 75023-1-1142390.

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

LABOR DISTRIBUTION (If more lines are needed, continue on Labor Distribution Form)

Transfers in PTA's need old Labor Distribution as well as all other active PTA's

Project	Task	Award	Expenditure Type	Begin	End	<input checked="" type="checkbox"/> Bi-Weekly <input type="checkbox"/> Hourly	Actual %	LD %
1149987	1	81763	SWR - Exempt	3/1/19	6/30/19	\$1,153.85	75%	75%
1142390	1	75023	SWR - Exempt	3/1/19	6/30/19	\$384.61	25%	25%

Principal Investigator: Bob Buffalo Date: 3/15/19 Chair/Dean/VP: ROGER DEAN Date: 3/15/19 HRS - Date Stamp

For Business Office Use

SPS - Date Stamp

Element: _____ HR Cat. Code: _____ Begin: _____
 HRS Signature: Jane Taylor Date: 3/25/19 Initials: JVLD End: _____
 SPS Signature: _____ Initials: _____ Date: _____ \$: _____

See next page for notes.

COST TRANSFER EXAMPLE EXPLAINED

An example of when a form that was turned in late which will need a cost transfer.

A cost transfer form is needed when any cost that is first charged to one account has to be charged to another account. Too many cost transfers are red flags to auditors and they could question the reliability of our internal controls and accounting systems.

In this example Victoria E. Bull was 100% on award A and then on March 1st her appointment was split 75% to award A and 25% to award B. However, the form was not signed until March 15th by her supervisor and the Dean did not sign it until March 18th. Joelle in HR was not able to process it until March 25th. That means that her payroll is not being charged correctly from March 1st to March 15th. A Cost Transfer form will need to be filled out for March 1st –March 15th.

See next page for cost transfer link and example.

COST TRANSFER EXAMPLE CON'T

UB Cost Transfer Request Form			Complete and forward to Sponsored Projects Services Suite 211, UB Cor				
USE FOR PAYROLL COSTS ONLY							
This form implements University at Buffalo Cost Transfer Policy of 2/19/07: http://policy.business.buffalo.edu/Policy Library/Cost Transfer Policy.pdf							
All sections of this request must be completed following the instructions on tab 2. An incomplete form will result in the delay in processing your request.							
Return the completed request to your Award Analyst in Sponsored Projects Services, Suite 211, UB Commons							
Transaction Date	Employee Name	Appt. Begin Date on "FROM" PTA	Appt. End Date on "FROM" PTA	PTA charge to be moved FROM	PTA charge to be moved TO	Amount FROM	Amount TO
3/28/2019	Victoria Bull	3/1/2019	3/15/2019	1149987-1-81763	1142390-1-75023	423.08	423.08
additional rows are needed, insert above this row						Total	423.08
JUSTIFICATION							
1. Describe the items to be transferred, and why the transaction(s) originally charged to the account are now being transferred to another account							
2. Why should the transaction(s) be transferred to the proposed sponsored account? How is this transaction allocable to the project to be charged? <i>(To correct an error, "to transfer to correct project", "lack of time to review ledgers" are not sufficient justification and therefore not accepted.)</i>							
3. Why is/are the transfer(s) being requested Late?							
4. What corrective action has been taken to eliminate the future need for transfers of this type?							
(Print Name)				Date			
<i>I (We) certify: The cost transfer expenditure/s are appropriate to the sponsored project or contract and the comply with terms and restrictions governing the sponsored project or contract.</i>							
REQUESTED BY: PI ("From" Account)							
	(Please Print)			(Signature)			Date
PI ("To" Account -if different than above)							
	(Please Print)			(Signature)			Date
AUTHORIZED BY: DEAN/VICE PRES. (>= 90 Days Only)							
	(Please Print)			(Signature)			Date
REQUESTED BY: UB Business Office							
	(Please Print)			(Signature)			Date
AUTHORIZED BY: SPS AWARD ANALYST							
	(Please Print)			(Signature)			Date
SPS TEAM LEADER (>= 90 Days Only)							
	(Please Print)			(Signature)			Date

SUSPENSE & MISREPRESENTATION OF FUNDING

When a labor distribution ends and no form is submitted to continue or change the employees distribution, that employee can fall into suspense. We refer to suspense as something an employee's payroll charges fall into and as the name of an account. An employee's payroll falls into suspense when a labor distribution ends and a new distribution is not entered. The suspense account exists as a default account so that employees still receive their paycheck and stay on their health insurance.

It is important to keep employees out of suspense so that you are seeing accurate charges on your awards (misrepresentation if employee's payroll charges are in suspense).

In addition to the scenarios listed, this can happen when you are waiting for account to be extended or a new account to be set up. It is important to prevent this from happening. You can do so by contacting your Agreement Administrator in SPS and ask for the award to be set up At Risk. For a new award ask for the award to be set up 6 weeks prior to the expected start date, and for a continuous award ask for the At Risk to start four weeks to the expected start date. Suspense is a Risk to the University, and you may think you have more funds then you really do

RF CONTACTS

- HR Contacts by Employee Last Name

A-F Denise Katus

G-L Joelle Tyler

M-S Sonia Cravatta

T-Z Aleathea Rodriguez

- SPS Contact by Department

- NSG Contacts for All Departments

Brendan Davis

Kaitlin Williams

