

Payroll Cost Transfer Routing and Approval for Sponsored Funds

Presented by: Sponsored Projects Accounting
August 2013

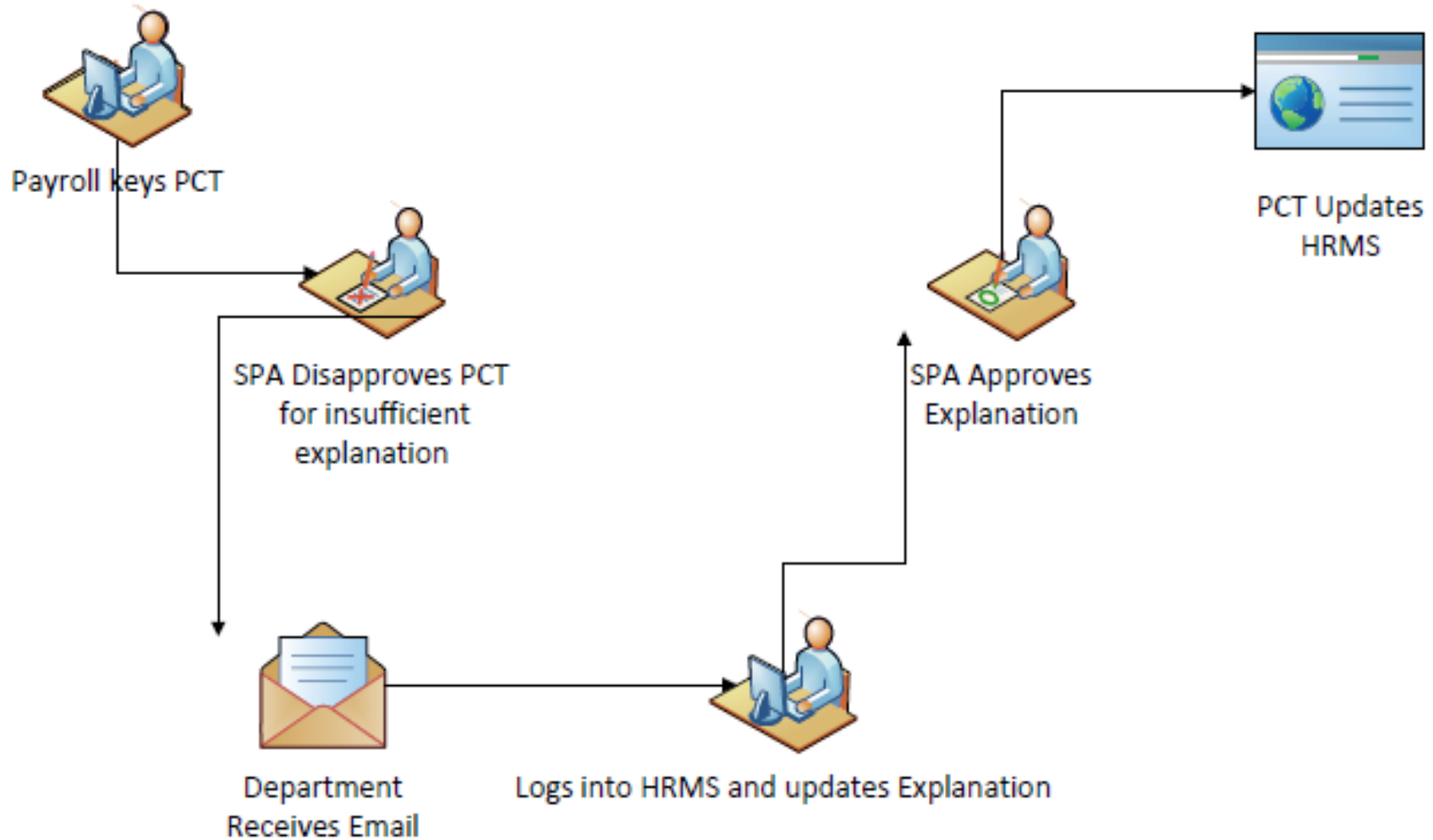
PCT Routing

- All PCTs that effect sponsored funds will route to SPA for approval
 - Similar to FIS routing
 - Sufficient and clear description
 - Reasonableness and timing
- **Continue to submit PCTs to Payroll, w/ preparer Empl ID**
- Approvals will be completed on a daily basis
- NIH Salary Cap edits will be applied
- Once approved by SPA, PCTs will post to HRMS

PCTs Disapproved for Insufficient Explanation

- PCTs with an *insufficient explanation* will be routed back to the individual identified in the “prepared by” box on the paper PCT
- E-mail will be sent automatically **to the PCT preparer**
- Preparer will then be able to click on a link in the e-mail which will take them to HRMS
- **Preparer revises and approves the explanation**
- SPA re-reviews and approves, or re-route back to dept

Insufficient Explanation



PCT Disapproval E-mail

From: Reed, Carla
Sent: July 18, 2013
To: PCT Preparer
Subject: PCT Explanation has been Disapproved

The Explanation for the PCT # 000001 for Testy Preparer, EMPLID 041056 Empl Rcd 0, with the Pay End Date of 2012-04-30, has been disapproved. Please update the Explanation based on the disapproval note from Sponsored Projects Accounting (SPA) provided below. You can use the link below to go to the HRMS worklist or you can click on the Worklist menu option in HRMS at the top right-hand corner.

Once the Explanation has been updated, go to the Approve tab within the Cost Transfer and press the Approve button. The PCT will be routed back to SPA for approval.

SPA Disapproval Comments:

Please provide additional information on how and when the error was discovered.

Worklist URL:

<https://hrmstest.wustl.edu/psp/WPWFSILT/EMPLOYEE/HRMS/c/WORKLIST.WORKLIST.GBL>

Additional Resources:

- SPA's PCT guidelines can be found at http://spa.wustl.edu/adminpol/PCTGuidelines_0211.pdf
- For additional information on the NIH Salary Cap please visit http://spa.wustl.edu/adminpol/salcap_0412_v1.4.pdf

Please contact SPA if you have any questions about this message.

PCT Disapproval, Cont.

Cost Transfer	Pct Earnings	Pct Retirement	Pct Social Security	Pct Other Fringe	Pct Dept Tuition
Empl ID: 089675	Name: Preparer,Testy				
Empl Rcd#: 0	DeptID: 003056	Pay Period End: 04/30/2012	Check #: 3158088		
Total Earnings \$16,500.06		Earnings Subject to Salary Cap: \$17,742.08			
Company: WAS	Pay Group: MON	Off Cycle ?: N			
Orig Dist Dt: 04/30/2012	Acctg Date: 05/01/2012	Cost xfer No: 383415			
		Prev Cost Xfer: 383388			
Fringes Applied Proportionally: Y					
Manual Check Reason:					
Cost Transfer Activity					
*Requester: <input type="text" value=""/>	<input type="text" value="Kniepkamp,Joyce M."/>				
Entered By: Miles,Tina Marie		Orig Dt Tm: 03/07/2013 10:34AM			
Last Updated By: Dickhoff-Peper,Iris M.		Last Upd DtTm: 03/15/2013 10:03:27AM			
SPA Disapproval Comments					
PCT - Explanation Dis-Approved					
SPA Disapproval Comments:					
<input type="text" value="Please provide additional information on how and when the error was discovered."/>					
*Explanation:					
<input type="text" value="Sourcing was not updated."/>					

Description Requirements

- Why the PCT is necessary?
- How it was discovered?
- When was it discovered?
- Is the NIH Sal Cap being applied appropriately?

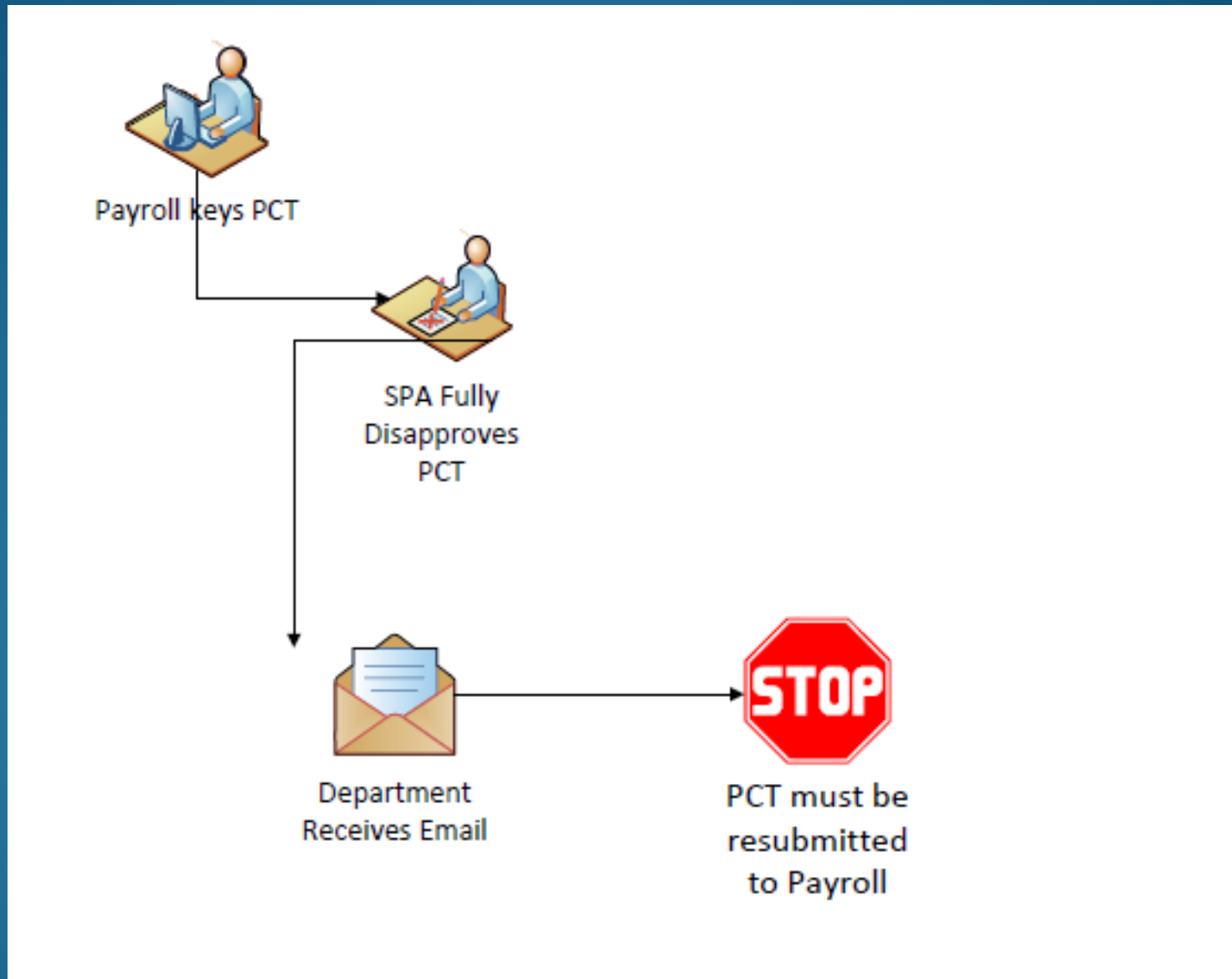
Top Reasons for PCT Explanation Disapproval

- Missing the *date of discovery*!!!!
- Missing explanation for why the PCT is necessary
- Explanation is not understandable

PCTs Disapproved/ Rejected

- PCTs that are disapproved for any other reason will be returned to the department and must be resubmitted
- Payroll **will destroy PCTs** and online PCT will be deleted
- Reasons for rejecting PCTs
 - Inaccurate accounts or amounts
 - Unreasonable timing, effect on final reports
 - NIH Salary cap not being applied correctly
 - Other issues

PCTs Fully Disapproved



PCT Disapproval E-mail

From: Reed, Carla
Sent: July 18, 2013
To: PCT Preparer
Subject: PCT has been Disapproved

The PCT # 399279 for Testy Preparer, EMPLID 000001 Empl Rcd 0, with the Pay End Date of 2012-04-30, has been disapproved and requires resubmission to Payroll.

Please review the disapproval note below from Sponsored Projects Accounting (SPA) and incorporate the applicable corrections prior to resubmitting your PCT Payroll. This PCT record will be deleted from HRMS in a proximately one week's time.

SPA Disapproval Comments:

This PCT is not applying the NIH Sal Cap correctly. Please correct the amounts and resubmit your PCT to payroll.

Additional Resources:

- SPA's PCT guidelines can be found at http://spa.wustl.edu/adminpol/PCTGuidelines_0211.pdf
- For additional information on the NIH Salary Cap please visit http://spa.wustl.edu/adminpol/salcap_0412_v1.4.pdf

Please contact SPA if you have any questions about this message.

Approvals & Contacts

- SPA will review approval stream twice a day typically at **10AM** and **2PM**
- Approval times will increase during heavy volume times such as year end
- Primary approver will be Carla Reed, 935-7939
- Back up approver will be Christal Zhu, 935-8202

Questions?

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