

Job Aid: NIH CAP GAP – Filling the Gap – Funding Entry Action

Funding Entry

Find an Existing Value | Add a New Value

Request ID NEW
 Set ID SBCMP
 Department [REDACTED]
 Fiscal Year 2020
 Budget Level Position
 Position Pool ID [REDACTED]
 Position Number 49999999

1

Add

Find an Existing Value | Add a New Value

To access the Salary Cap/MCOP worksheet, the employee must be active in the position.

1. Open the Funding Entry component.
 - a. From the Funding Entry transaction page, select the “Add New Value” tab.
 - b. Enter the Department Code, Fiscal Year and Position Number.
 - c. Select the “Add” button
2. On the Funding Entry page, select the “Salary Cap / MCOP Funding Worksheet” link toward the bottom of the screen.

See the [Submit New Position Funding Entry Request – MCOP UPK](#) for a detailed step-by-step walk through of this process.

Funding Entry

Request ID NEW
 Set ID: SBCMP Department: [REDACTED] Request Status: In Progress
 Fiscal Year: 2020 Budget Begin Date: 07/01/2019 Budget End Date: 06/30/2020

Level Find | View All First 1 of 1 Last
 Department Position Pool Position

Position Number: 40196195 RES-LR SCL-AY-1/9 Pool ID:

Job Data Snapshot Personalize | Find | First 1 of 1 Last

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1 [REDACTED]	[REDACTED]	3	07/01/2019	2	[REDACTED]	003205	RES-LR SCL-AY-1/9	Active	09/30/2019	<input type="checkbox"/>

Funding Effective Date: 07/01/2019 Eff Seq: 0 Status: Active Record Status: Saved to Database

Earnings Distribution Personalize | Find | First 1-2 of 2 Last

Em Cd	Seq #	Combo Code	Location	Account	FS Dept	Fund	Dept Project	Sub Override	GL Bus Unit	Dept Cost Type	Dept CostCenter	WorkStudy Cd	OTC Indicator	Funding End Date	Pay Dist %
1	ACR	1	000030013	8	[REDACTED]	[REDACTED]	02		SBFIN						100.000
2		2	000031561	8	[REDACTED]	19900			SBFIN						100.000

Justification document

Add Attachment View Attachment Delete Attachment Budget Distribution Details **Salary Cap / MCOP Funding Worksheet**

2

Approver document upload

Initiator Comment:

Save

Notify

Add Update/Display Include History Correct Hist

Complete the Funding Entry – 3 Sections: Compensation Data Snapshot, Default Funding Profile, Funding Distribution Worksheet

The *Compensation Data Snapshot* shows the total compensation that should be paid for the given pay period.

The *Default Funding Profile* is where the (a) Over The Cap (OTC) fund source is entered with the OTC Indicator = “Yes”, and (b) a default (catch-all) fund source with the OTC Indicator = “No” is entered to pay out from if something with capped fund source goes wrong.

1. Enter the *Effective Date* – **this should be the first of the month aligning with the start of the Summer Salary (6/1, 7/1, 8/1 or 9/1).**
2. The first line will have the *OTC Indicator* prepopulated as “No”
*Enter the default chartstring (the account pay should default to if there is an issue with the intended fund source).
*Enter the *Distribution %* as 100.000
3. Select the “+” button at the end of line 1 to add a second funding line.
*Set the *OTC Indicator* to “Yes”
*Enter the chartstring of the account that the Above the Cap amount should pay to.
*Enter the *Distribution %* as 100.000
*Note: if there is more than one fund source to fill the gap, use the “+” to add lines. The *TOTAL %* for all lines with an *OTC Indicator* of “Yes” must = 100%.

Salary Cap/MCOP Funding Worksheet

Empl ID: [REDACTED] Empl Rcd: 3 [REDACTED]
Position Number: 40196195 RES-LR SCL-AY-1/9
Fiscal Year: 2020 Budget Begin Date: 07/01/2019 Budget End Date: 06/30/2020

Compensation Data Snapshot Find | View All First 1 of 1 Last

As of Date: 07/01/2019 Eff Seq: 2
Salary Plan: T012 Comp Freq: UC 1/8th Rate
Salary Grade: 1 FTE: 1.000000
Step: 7

Pay Component	Em Cd	Monthly	Annual	Percentage
Total UC Salary	ACR	\$16,024.93	\$144,224.35	100.000000
		\$16,024.93	\$144,224.35	100.000000

Default Funding Profile Find | View All First 1 of 2 Last

Effective Date: 07/01/2019 Eff Seq: 0

Em Cd	OTC Indicator	Combo Code	Location	Account	FS Dept	Fund	Dept Project	Sub Override	GL Bus Unit	Dept Cost Type	Dept Cost Center	Work Study Cd	Distribution %
1	No		B	[REDACTED]	[REDACTED]	19900			SBFIN				100.000
2	Yes		B	[REDACTED]	[REDACTED]	19900			SBFIN				100.000

The Default Funding Profile MUST have at least one line with an OTC Indicator of no, and at least one line with an OTC Indicator of yes. Total Distribution % for each must = 100%.

The *Funding Distribution Worksheet* section should be completed with all fund information for the NIH fund source:

1. Enter the *Begin* and *End Dates* of the NIH fund source.
2. Skip the *Ern Cd* field.
3. Enter all necessary Account String elements.
4. The *UC Monthly Salary*, *Annual Rate*, *Total Allocated Amt* fields will auto populate based on the employee pay and position FTE.
5. Enter the *Percent of Effort* as 100%.
6. The *Cap Rate (Annual)* and the *Prorated Cap Rate (Annual & Monthly)* will auto populate based on the fund cap.
 **DO NOT enter the Above the Cap fund sources on the Funding Distribution Worksheet. This is only entered in the Default Funding Profile section.
7. Once all data points have been entered, select the *Funding Distribution Preview* button to preview your position funding.

Funding Distribution Worksheet

Date of Entry: 07/22/2019 Eff Seq: 0 Last Updated By: 10036093

1 2 3 4

Begin Date	End Date	Ern Cd	Combo Code	Location	Account	FS Dept	Fund	Dept Project	Sub Override	GL Bus Unit	Dept Cost Type	Dept CostCenter	WorkStudy Cd	OTC Indicator	UC Monthly Salary	Annual Rate
07/01/2019	07/31/2019			8					02	SBFIN					\$16,024.93	\$144,224.35

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[Funding Distribution Preview](#) [Return to Funding Entry](#)

Find | View All First 1 of 1 Last

5 6

Total Allocated Amt	\$ Amt Firm?	Percent of Pay	Percent of Effort	Cap Type	Cap Rate (Annual)	Prorated Cap Rate (Annual)	Prorated Cap Rate (Monthly)
\$16,024.92	<input type="checkbox"/>	100.000000	100.000000	HHS	\$192,300.00	\$144,225.00	\$16,025.00

Please Note:

- The auto-populated calculations on this worksheet will be based on the *Begin* and *End Dates* that were entered. If you want to see the monthly rate to confirm the amount paid will match your calculations and not exceed the cap for any given month, you can enter the dates for one month (e.g. 6/1/19-6/30/19). This will allow you to see the *Total Allocated Amount* is equal to your capped rate.

The *Funding Distribution Preview* will show you the fund sources you are paying from, the OTC indicator for that fund source, and the total *Monthly Rate* the employee will receive from each fund source.

Position Number 40196197 RES-LR SCL-AY-1/9
 Fiscal Year: 2020 Budget Begin Date: 07/01/2019 Budget End Date: 06/30/2020

Funding Distribution Preview Find | View All First 1 of 1 Last

Date of Entry: 07/18/2019 Eff Seq: 0

Begin Date: 07/01/2019 End Date: 09/30/2019 Total Monthly Amount: \$6,754.71 Percent of Pay: 100.000

Ern Cd	OTC Indicator	Combo Code	Location	Account	FS Dept	Fund	Dept Project	Sub Override	GL Bus Unit	Dept CostCenter	WorkStudy Cd	Monthly Rate	Percent of Pay	Percent of Effort	Cap Rate (Annual)	Prorate Cap Rate (Annual)	Prorated Cap Rate (Monthly)
1	ACR	N-OTC001	000147242	8				02	SBFIN			\$3,373.26	49.939405	100.000000	\$192,300.00	\$30,359.36	\$3,373.26
2	ACR	Y-OTC001	000080976	8				02	SBFIN			\$3,381.45	50.060595	0.000000			

FAU Monthly Preview Submit to Funding Entry Return to Salary Cap/ MCOP Funding Worksheet

Review all distribution rows for accuracy:

- If all information is correct, select the *Submit to Funding Entry* button.
- If corrections are needed, select the *Return to Salary Cap/MCOP Funding Worksheet* link to make the necessary edits; return to the *Funding Distribution Preview* page to submit.

This brings you back to the Funding Entry screen.

1. Select the *Save* button.
 - a. The action will cycle through and a *Submit* button will appear.
 - b. Select the *Submit* button to forward the action for approval.

Funding Entry

Request ID: NEW
Set ID: SBCMP Department: [REDACTED] Request Status: In Progress
Fiscal Year: 2020 Budget Begin Date: 07/01/2019 Budget End Date: 06/30/2020

Level Find | View All First 1 of 1 Last
Department Position Pool Position +

Position Number: 40196195 RES-LR SCL-AY-1/9 Pool ID:
Job Data Snapshot Personalize | Find | First 1 of 1 Last
Job details 1 Job details 2

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1 Smith, William	10039997	3	07/01/2019		2 NRIL	003205		Active	09/30/2019	<input type="checkbox"/>

Funding Effective Date: 07/01/2019 Eff Seq: 0 *Status: Active Record Status: In Progress

Earnings Distribution Personalize | Find | First 1-2 of 2 Last

Em Cd	Seq #	Combo Code	Location	Account	FS Dept	Fund	Dept Project	Sub Override	GL Bus Unit	Dept Cost Type	Dept CostCenter	WorkStudy Cd	OTC Indicator	Funding End Date	Pay Dist %
1	ACR	1	000030013	8	[REDACTED]				SBFIN						100.000
2			000031561	8	[REDACTED]				SBFIN						100.000

Justification document
Add Attachment View Attachment Delete Attachment Budget Distribution Details Salary Cap / MCOP Funding Worksheet

► Approver document upload

Initiator Comment:

Save

Notify Add Update/Display Include History Correct History

The Submitted action will show with the *Earnings Distribution* details of the entry as shown in the below screenshot, and the transaction number appears at the bottom of the page.

Funding Entry

Request ID: FE00113973
Set ID: SBCMP Department: [REDACTED] Request Status: Pending Approval
Fiscal Year: 2020 Budget Begin Date: 07/01/2019 Budget End Date: 06/30/2020

Level: Department Position Pool Position
Position Number: 40196195 RES-LR SCL-AY-1/9 Pool ID:
Job Data Snapshot Personalize | Find | [?] | [?] First 1 of 1 Last

Job details 1 Job details 2 [?]

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1 Smith, William	10039997		3 07/01/2019		2 NRII	003205		Active	09/30/2019	

Funding Effective Date: 07/01/2019 Eff Seq: 0 Status: Active Record Status: In Progress

Earnings Distribution Personalize | Find | [?] | [?] First 1-2 of 2 Last

Em Cd	Seq #	Combo Code	Location	Account	FS Dept	Fund	Dept Project	Sub Override	GL Bus Unit	Dept Cost Type	Dept CostCenter	WorkStudy Cd	OTC Indicator	Funding End Date	Pay Dist %
1	ACR	1	000030013	8	[REDACTED]				SBFIN						100.000
2		2	000031561	8	[REDACTED]				SBFIN						100.000

Justification document
Add Attachment View Attachment Delete Attachment Budget Distribution Details Salary Cap / MCOP Funding Worksheet

Approver document upload
Initiator Comment: [Text Area]
Save

Funding Entry
Request ID: FE00113973, Set ID: SBCMP, Dept ID: NRII, Year: 2020: Pending
Funding Entry
Pending
Multiple Approvers
UC AWE Approver: 01

Notify Add Update/Display Include History Correct History

Once the action has been approved, you can view details through the Funding Entry component. Updates can be made following the same steps as listed above.

Reference Red Binder VI-14 Extramurally Funded Research for additional information.