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

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.
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%.

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.

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.

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.
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.

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.