Other Payroll Cost Share

Tool for entering and displaying payroll cost share details for all employees/projects with cost share other than what is required to comply with the Department of Health and Human Services (DHHS) Salary Cap. Additional QRGs are available for the Payroll Cost Share Funding Source tool, the Payroll Cost Share Report, and the Payroll Cost Share Change Report.

Key Points

- The Other Payroll Cost Share tool allows for the use of an override code by project for the fiscal year (FY)/fiscal period (FP) entered. The tool will not allow cost share for only base or only supplement if both are paid and post on the same day – it is both or neither.
- Cost share posts via an SAP job that runs nightly on all payroll run that day, whether monthly, biweekly, or due to a MSCT.
- Retroactive changes are picked up and posted to the ledger via an SAP nightly job and will display in reports the following day.
- Use the Payroll Cost Share Calculator for assistance with calculating the necessary cost share.
- Limitation – you cannot change the override cost object retroactively if that is the ONLY change being made. A MSCT iForm is the only way to move existing cost shared payroll amounts between funding sources.

General Information for Employee Access

Accessible via Duke@Work ➔ Grants Management ➔ Effort and Payroll Tools and Reports ➔ Other Payroll Cost Share

1. Enter data and select the appropriate process button.

   A. Pull an individual employee via DUID or search by name. For direct access, an effort WBSE must also be entered.
   B. Pulls all employees who are owned by the entered BFR (and children) who have other payroll cost share.
   C. Pulls all employees who have effort on the entered WBSE who have other payroll cost share.
   D. Pulls all employees who have the WBSE entered as an override funding source.
   E. Pulls all employees who have the cost center entered as an override funding source.
   F. Pulls all employees who have other payroll cost share override cost objects owned by the BFR (and children) entered.
   G. Displays the history. Changes cannot be made.

   Notes:
   • Direct Employee Access returns one employee while List Processing returns all employees based on criteria entered.
   • Views for direct employee and list processing are the same at the employee level.

2. Enter data and select the appropriate process button.

3. For list display, see all employees based on the search criteria entered. Detail information includes Effort WBSE, fiscal year/fiscal period start and end dates of project salary to cost share, percentage of project salary to cost share, override cost objects (if previously entered) and when cost share was set. Click on a name to select an employee.
On the **Other Cost Share - Employee/Effort screen**, effort requiring cost share displays.

A. Variety of employee specific information including effort WBSE, BFR that owns the employee, and information on most recent changes (who and when).

B. Current other payroll cost share. If there is no override cost object, cost share will be charged to the cost object(s) provided in the Payroll Cost Share Funding tool or to the default cost object on the position if no funding source had been entered.

C. The percent of project effort being cost shared. For example, if 25% of the employee’s effort is on the Effort WBSE, then 10% of that 25% (or, 2.5%) will be cost shared.

D. Other payroll cost share is set by fiscal year (FY)/fiscal period (FP). The infinity end date – 999912 – should be used if other payroll cost share should remain unchanged until someone updates the information.

Make modifications to the existing line or override cost objects. **Add Lines** or **Delete Lines** as necessary. Other cost share fiscal periods cannot overlap. Retroactive changes can be made but cannot be effective prior to 202004 (November 2019, the implementation date for the payroll cost share tools). **Check** after each entry.

E. Change the time period, by entering fiscal period information, adding and/or deleting lines as necessary.

F. Update the percentage of the project effort that will be cost shared.

G. Update the override cost object, if applicable.

H. Update any combination of period, effort percentage, or override cost object.
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5 Select **Save** to save changes. Be sure to actively manage other payroll cost share in alignment with FYFP end dates.

6 Select **Back to List** to work with other employees or **Back to Search** to begin a new search.

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**Viewing History**

A history of all changes can be viewed through **List Processing** using the available search criteria. It is important to note that changes cannot be made when viewing history.

1 Enter the search criteria in **List Processing**. Select the Display History check box. Select **Process List**.

2 **Other Cost Share** history displays all the changes for employees based on the search criteria selected.

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<td><strong>A. Book</strong>: Indicates a record has been created. A new book is created each time a change is made. The current other payroll cost share will have the highest book number.</td>
<td><strong>B. Set By</strong>: NetID of the person who created the record.</td>
<td><strong>C. Set On</strong>: The date the record was created.</td>
<td><strong>D. Inactive</strong>: An “X” displays indicating a old record.</td>
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3 Select **Back to Search** to continue working.
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Appendix – Additional Guidance & Resources

For guidance beyond this document, please view the videos below and consult the resources. For assistance please contact the Office of Post Award Administration at PostAwardAdmin@duke.edu.

Payroll Cost Share Online Learning

| Payroll Cost Share Funding Source | Other Payroll Cost Share |

Resources

| GAP 200.140 – Cost Sharing on Sponsor Projects | Provides Duke institutional guidance on payroll cost share. |
| Payroll Cost Share Calculator | Provides guidance for calculating payroll cost share. |
| Department of Health and Human Services Salary Cap | Provides current and historic information on the DHHS Salary Cap. |

Key Definition

Explanation of book: Each entry of a combination of cost share data in either tool is stored as a “book” of data. For the Payroll Cost Share Funding Source tool, a book is based on the All, Base or Supplemental entries for an individual (DUID). For the Other Payroll Cost Share tool, a book is based on the combination of an individual (DUID), a project (WBSE) and an effective period (FY/FP range). For both tools, each time changes are made to these combinations, a new book is created and the previous book is deactivated. All changes will always be stored, and using reports or the History view in the tools will display the current and all inactive “books” of data.