SPRING 2021

SALARY COMPENSATION REPORTING

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Senior Administrative Program Coordinator, The Office of Sponsored Projects
Internal Controls

A process implemented by a non-Federal entity, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- **Effectiveness and efficiency of operations:**
  - Maintain accountability over assets

- **Reliability of reporting for internal & external use:**
  - Accurate financial statements and reports submitted to Federal sponsors

- **Compliance with applicable laws & regulations**
  - Federal statutes, regulations and the terms & conditions of the Federal award

2 CFR 200.61 & 62
Salaries & Wages

• Budget estimates alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes.

• Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:
  • Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;

2 CFR 200.62
UT’s Internal Control

UT’s system of internal controls requires the **after-the-fact review of personnel costs** that are allocated to a project based on budget estimates to ensure compliance with Federal regulations and sponsor requirements.
Effort Certification System

- Cycle covers 6 month period (Sept - Feb & March - Aug)
- Two-step process
- Certify by budget group
- System provides percentages
Salary Compensation Reports

• Follows academic terms more closely (Fall, Spring, Summer)
• No individual reports – all salary (PI & supporting individuals) listed in same place to review
• One step “review”
• System shows transactions only
## Comparison

<table>
<thead>
<tr>
<th>Effort Certification System</th>
<th>Salary Compensation Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 times a year</td>
<td>3 times a year</td>
</tr>
<tr>
<td>Certifying multiple reports (individual &amp; budget groups)</td>
<td>Reviewing all reports at once</td>
</tr>
<tr>
<td>Reports include transactions, percentages &amp; cost share</td>
<td>Reports include transactions</td>
</tr>
</tbody>
</table>
## Salary Compensation Reports

<table>
<thead>
<tr>
<th>Cycle</th>
<th>Expenditure Record Date</th>
<th>Report Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>9/1 – 12/31</td>
<td>Mid-month following end of academic term</td>
</tr>
<tr>
<td>Spring</td>
<td>1/1 – 5/31</td>
<td>Mid-month following end of academic term</td>
</tr>
<tr>
<td>Summer</td>
<td>6/1 – 8/31</td>
<td>Mid-month following end of academic term</td>
</tr>
</tbody>
</table>
Improvements

• No percentages – easier to understand
• All changes occur outside system
• Tool for review only
• Reflects expenditures normally considered effort (salary, tuition) based on object codes (1101-1132, 1198, 1602)
• Reduction in volume of reports
Overview

• PIs and Effort Contact will receive email when notice reports are ready to be viewed
• PIs and departments review expenditures listed for each budget group for accuracy
• PIs mark reports as “Reviewed”
Dear Principal Investigators,

In response to updated Uniform Guidance requirements, UT has transitioned away from traditional Effort Certification. UT will now provide Salary Compensation Reports as a tool to review for accuracy of personnel cost on sponsored projects.

Salary Compensation Reports will be available the month following the end of each academic term.

Salary Compensation Reports for sponsored project budget groups for Fall of 2019 are now available for review.

https://utdirect.utexas.edu/apps/research/effort/?report_period=20193&pi_eid=ker2267&submit=X

Please review the salary information listed for each of your sponsored project budget groups to ensure that all personnel expenses are accurate, allowable, allocable and reasonable for the work performed.

Additional information regarding Salary Compensation Reports can be found on the OSP website: https://research.utexas.edu/osp/manage-awards-and-subawards/salary-compensation-reports/
Marking Reports “Reviewed”

• Expenditures displayed accurately reflect work performed or;
  • Salary changes are needed.
  • Acknowledgement of review
200.308
Revision of budget and program plans

(c)(1) For non-construction Federal awards, recipients must request prior approvals from Federal awarding agencies for one or more of the following program or budget-related reasons:

   (i) Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).

   (ii) Change in a key person specified in the application or the Federal award.

   (iii) The **disengagement from the project for more than three months, or a 25 percent reduction** in time devoted to the project, by the approved project director or principal investigator.
Report Criteria

• Reports based on record date & object codes (1101-1132, 1198 & 1602)
• Example; July service dates with September record date

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Amount</th>
<th>Service Begin Date</th>
<th>Service End Date</th>
<th>Record Date</th>
<th>Account</th>
<th>Account Title</th>
<th>Document ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1198</td>
<td>$2,090.17</td>
<td>07/01/2019</td>
<td>07/31/2019</td>
<td>09/30/2019</td>
<td>26-####-##12</td>
<td>SALARIES</td>
<td>60VJ1111111</td>
</tr>
</tbody>
</table>
Cost Share

• Not recorded through Salary Compensation Reports
• Continue tracking at department level
• Continue reporting to SPAA as needed
• 1% Cost Share - HOP currently routing for approval
Department Reports

• Shows review status of PIs
• Enter year, report cycle & unit
• Report will only show units you are authorized to see
• Example; unit code ending in 000 may only produce show 001 & 002, but not 003
• Anyone with GT1 access can run a report.
• Downloads from SRS as a text file. Open & save as Excel file.
Department Reports

https://utdirect.utexas.edu/apps/research/effort/jobs/dept_reports/
Salary Compensation Reporting - Department Reports Job Submission

CGJGEDCR - Department Contact report of PI reviewed status by Unit

Report Year

2020

4-digit year (e.g., 2019)

Report Cycle

1

1-Spring, 2-Summer, 3-Fall

Unit

2120000

7-digit unit. No dash.

Submit

Contact: effort@austin.utexas.edu
# Salary Compensation Reporting - Department Reports Job Submission

**CGJGEDCR - Department Contact report of PI reviewed status by Unit**

<table>
<thead>
<tr>
<th>Report Year</th>
<th>2020</th>
</tr>
</thead>
</table>

4 digit year (e.g., 2019)

<table>
<thead>
<tr>
<th>Report Cycle</th>
<th>1</th>
</tr>
</thead>
</table>

1-Spring, 2-Summer, 3-Fall

<table>
<thead>
<tr>
<th>Unit</th>
<th>2120000</th>
</tr>
</thead>
</table>

7 digit unit. No dash.

Submit

*The job group was submitted.*

CGNWEDC1 - 60744
CGNWEDC2 - 60745
Department Reports

Tue 10/13/2020 10:12 AM

SRS Application <fis-noreply@utlists.utexas.edu>

CGJGEDCR Report(s) ready for download

To: Ochoa, Laura

We removed extra line breaks from this message.

The following reports are now available for download at https://utdirect.utexas.edu/srs/index.WBX?next_jobgroup=CGJGEDCR&form_submitted=Y

Jobgroup: CGJGEDCR
Jobgroup Title: Dept Contact report of PI reviewed status by unit
Report Title: Dept Contact report of PI reviewed status by unit

This email was programmatically generated by AQN$SRSM (comp 0) Responses are not monitored.
Department Reports

Secure Report System

Search batch processes (example: AQJGABCD)  CGJGEL06  Go

Please click on the report link to get a list of currently available downloads.

CGJGEDCR - Dept Contact report of PI reviewed status by unit

Dept Contact report of PI reviewed status by unit
# Department Reports

## SRS - Secure Report System

**Report Title:** Dept Contact report of PI reviewed status by unit  
**Batch Process (Jobgroup Name):** CGJGEDCR  
**NOTE:** The download is limited to 63,000 records.

### Report Listing:

<table>
<thead>
<tr>
<th>Input</th>
<th>Submitted by</th>
<th>Creation Date</th>
<th>Time</th>
<th>Environment</th>
<th>Download to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit: 2120000 Rpt Yr: 2020 Rpt Cycle: 1</td>
<td>lo329</td>
<td>10/13/2020</td>
<td>10:12:08AM</td>
<td>PROD</td>
<td>Excel</td>
</tr>
<tr>
<td>Unit: 0440000 Rpt Yr: 2020 Rpt Cycle: 1</td>
<td>lo329</td>
<td>10/01/2020</td>
<td>01:19:10PM</td>
<td>PROD</td>
<td>Excel</td>
</tr>
<tr>
<td>Unit: 0207000 Rpt Yr: 2019 Rpt Cycle: 3</td>
<td>lo329</td>
<td>09/23/2020</td>
<td>03:25:12PM</td>
<td>QUAL</td>
<td>Excel</td>
</tr>
<tr>
<td>Unit: 1300000 Rpt Yr: 2020 Rpt Cycle: 1</td>
<td>lo329</td>
<td>09/23/2020</td>
<td>03:21:23PM</td>
<td>QUAL</td>
<td>Excel</td>
</tr>
</tbody>
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If you need assistance with your report downloads, please contact the [Contracts and Grants](#) analysts.

Comments to: [SRS Support](#)
Who is copied on emails to PIs?

- Effort Contacts are copied
- List on reports
- Can only be updated through OHS
- [https://utdirect.utexas.edu/ohs/contacts/list-contacts/index.WBX](https://utdirect.utexas.edu/ohs/contacts/list-contacts/index.WBX)
Who has access to view reports?

- Based on access to GT1 in DEFINE
- Updated through department
What if information on a report is incorrect?

- All corrections made at department level
- Reports will not update
- Corrections show by record date

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What will happen to the old system?

• Data will continue to load
• Corrections may still be needed (service dates 8/31/19 or older)
• Reports will still be used for audit purposes as needed
• Please **do not** certify reports passed 8/31/19
Things to keep in mind...

• New cycle starts today, **January 29**th
• This is not the sole source for review. This is one tool provided.
• Best practices - expenditures should be reviewed more frequently than at semester & award close.
• Targeted overdraft emails
• Earlier closeout process
Effort Listserv

Subscribe through UTLists

https://utlists.utexas.edu/sympa/info/effort_announcements

Also available on

Salary Compensation Report page on OSP website
Other Resources

Workday Reporting
https://workday.utexas.edu/training/reporting

Allocation Detail Website
https://utdirect.utexas.edu/apps/erp/allocations/

Salary Compensation Report page on OSP website
https://research.utexas.edu/osp/manage-awards-and-subawards/salary-compensation-reports/

Salary Cap page on OSP website
https://research.utexas.edu/osp/manage-awards-and-subawards/salary-cap/
Questions

Laura Ochoa
512-471-2380

effort@austin.utexas.edu

https://research.utexas.edu/osp/manage-awards-and-subawards/salary-compensation-reports/