

Administering Labor Expenditures on Sponsored Projects

Office of Sponsored Programs



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Overview



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Position Types

- Permanent
 - An employee hired to fill an authorized position on a full-time or part-time basis for an indefinite period of time
- Temporary
 - An employee hired on a full-time or part-time basis who has no continuous status (employed at will)



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Permanent Positions

- 9-month Academic Year (AY) or 12-month Calendar Year (CY)
 - Faculty
 - ✓ Instructional (F0123Z)
 - ✓ Research (F0123Z)
 - ✓ Administrative (FA012Z)
 - Classified Staff (01234Z)
 - ✓ Justification required for sponsored awards
 - ✓ Provided at proposal stage
- Review Provost and Human Resources (HR) and Payroll guidelines for hiring
 - <http://hr.gmu.edu/hrliaisons/>
 - <https://provost.gmu.edu/faculty-matters/faculty-appointments>



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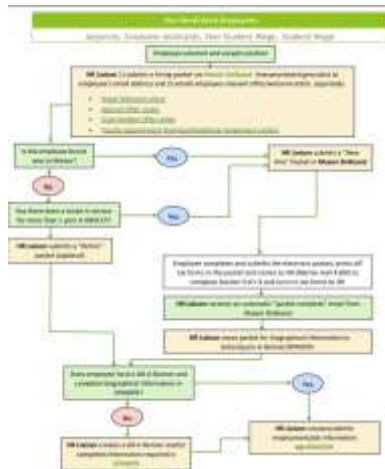
<https://hr.gmu.edu/hrliaisons/docs/HRLiaisonReference.pdf> Page 7

Temporary Positions

- Submitted via Electronic Personnel Action Form (EPAF) in Banner using pooled position numbers
- Some units will also submit via Upload at the beginning of each semester/term (for GR and SR positions only)
- Faculty Summer Research (SR1234)
 - 9-month faculty hired during summer
- Graduate Research Assistant (GRB123)
- Non-Student Wage (WGA123)
- Student Wage (SW1234)
- See <http://hr.gmu.edu/hrliaisons/index.php?t=2> for full EPAF procedures
- Review Provost and HR and Payroll guidelines for hiring



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<https://hr.gmu.edu/hrliaisons/docs/HRLiaisonReference.pdf> Page 15

Pooled Position Numbers

- Each fund is assigned a unique 4-digit letter/ number following the pooled position type prefix
- All temporary employees working on the same fund will share this pooled position number
- Each time they are rehired on this position, the suffix will change
 - 1st appointment: SWA123-00
 - 2nd appointment: SWA123-01
- Pooled positions listed in the award budget are requested by OSP from HR at award set-up
- If the pooled position does not exist, complete the Sponsored Award Pooled Position Number Request Form. <https://osp.gmu.edu/forms/>
- The Pooled Position Lookup Query is located under the Employee Services tab in Patriot Web Self Service



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Sample Pooled Position Lookup Query

Fund/Obj for the given position number:	
Organization Code	1100000
Fund Code	2020000
Pooled Position and code:	
Academic Year Faculty Positions:	
FV Faculty Overload	
FC Faculty Miscellaneous Pay	
PD Adjunct Faculty Teaching	
Academic Year Graduate Assistant Positions:	
GA Graduate Teaching Assistants	
GR Graduate Research Assistants	GRAB0
GL Graduate Lecturer	
GP Graduate Professional Assistants	
RA Resident Assistants	
Summer Session Positions:	
SR Faculty Summer Research	SRAB0
SF Summer Faculty Teaching	
SP Summer Adjunct Faculty	
GS Summer Graduate Teaching Asst.	
Hourly Wage Positions:	
WU Non-Student Wage	WUAB0
WC Work Study	
SW Student Wage	SWAB0



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Fringe Benefit Rates (FY20)

- Fringe is charged automatically where salary is charged
- Rates do not change based on FTE (same for both full-time and part-time)
 - Instructional, Research and Administrative Faculty — 33.9%
 - Classified Staff — 45.6%
 - Adjuncts, Special Pay, Summer Faculty, and Wages — 7.3% (FICA tax only)
 - GTAs and GRAs — 0.0%
 - Student Wages —
 - ✓ If taking a full-time class load, are generally exempt from FICA tax
 - ✓ If taking less than a full-time class load, are not eligible for the full-time student FICA tax exemption and will be charged the student fringe benefit rate for FICA tax only of 6.10%



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What is included in the Fringe Rate?

Instructional, Research, and Administrative Faculty and
Classified Staff:

- | | |
|-----------------------------|--|
| ➢ FICA Tax | ➢ Training Office |
| ➢ Group Health Insurance | ➢ Sickness and Disability |
| ➢ Group Life Insurance | ➢ Commuter Choice Benefit |
| ➢ Combined Retirement | ➢ Sabbatical (Faculty only) |
| ➢ Workers Compensation | ➢ Line of Duty Act (Classified Staff only) |
| ➢ Unemployment Compensation | ➢ Tuition Remission |
| ➢ Relocation Benefits | |



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Virginia Labor Law

- “Employers must pay salaried employees at least once a month and hourly employees at least biweekly or twice a month.”
Va. Code Ann. 40.1-29
- “Employers that fail to pay wages as required can be fined \$1,000 for each violation. They also must pay the wages due.”
Va. Code Ann. 18.2-182, 40.1-29



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Voluntary Work

Volunteers must complete the MEMORANDUM FOR APPOINTMENT OF VOLUNTARY WORK

- See form for additional paperwork needed
- Signed forms to be sent to HR, Office of Risk Management, & volunteers' supervisor
- <http://risk.gmu.edu/wp-content/uploads/RMO-06A-Volunteers-MOU-format-2016-REVISION.pdf>



What can be Directly Charged to a Project?

- All four criteria must apply for a cost to be charged directly to a federally sponsored project:
 1. **Allowable** under both the provisions of Uniform Guidance and the terms and conditions of the specific award
 2. **Allocable** meaning it can be associated to a project with a high degree of accuracy
 3. **Reasonable** meaning it reflects what a “prudent person” would pay in like circumstances
 4. **Consistently** treated across the University in the same or like circumstances
- See additional Guidelines for Charging Faculty Salary to Sponsored Projects:
https://osp.gmu.edu/wp-content/uploads/Guidelines-for-Personnel-Costs_OSP_2019.pdf



Confirm Prior to Charging Labor

- Review current funding for all new and existing employees (permanent and temporary)
 - Who is working on sponsored projects?
 - Are any changes needed to the current funding sources, percentage of effort, and/or effort period?
- Send an email to each PI for hiring needs and effort confirmation prior to the start of:
 - Fall semester
 - Spring semester
 - Summer term



Steps for Charging Labor

- Review the budget
 - Are there sufficient funds?
 - ✓ Check the fund's available balance
 - Is the labor budgeted?
 - ✓ Check the labor budget line items
- Review the period of performance (POP)
 - Is the effort within the award start and end dates?
- Comply with sponsor and award terms and conditions
 - Review the award document
- Initiate EPAFs or Upload for charging appropriate fund(s) in a timely manner



Sample Award Budget

Year	12/1/2018	GEORGE MASON UNIVERSITY	BMY 520
Line	870/989		FIN
Does sponsor disallow salary escalation? NO			
A. PERSONNEL			
1. Faculty, Post Docs & Classified Staff			
		Base Sal	U/Total %
PI	Academic	\$213,345.51	15.50%
PI	Support	\$618,149.43	46.40%
Co-PI 1	Academic	\$123,063.58	100.00%
Co-PI 2	Academic	\$123,063.58	100.00%
Co-PI 2	Support	\$119,049.64	18.80%
2. Direct and Indirect Assistants			
		22306	
		22306	
		7867	
3. Wage Personnel			
		1,386.4 hours/week at \$17/hour, 89 weeks	
TOTAL PERSONNEL			\$534,644
B. FRINGE BENEFITS			
		13.00%	\$47,467
		7.32%	\$4,399
TOTAL FRINGE			\$52,866



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Sample PI Report Budget

PI	Grant	Fund	Project	Acct Pooled Budget Level	Funded Amount
Research	201	263	VOEG	61100 Faculty Salaries	\$5,141.00
Research				61120 Faculty Special Payments	\$,784.00
				61190 Graduate Assistants	20,690.00
				61200 Administrative Salaries	285,028.00
				61280 Classified Salaries	95,793.00
				61430 Wages	140,078.00
				61080 Fringe Benefits	135,042.00



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Labor Account Codes

- 61100 Faculty Salaries (pooled budget)
 - 61110 Faculty Salaries F/T
 - 61112 Post Doc Faculty Salaries
- 61200 Administrative Salaries (pooled budget)
 - 61220 Faculty Salary-Administrative
- 61300 Classified Salaries (pooled budget)
 - 61310 Classified Salaries
- 61120 Faculty Salaries Part Time
- 61130 Faculty Special Payments
- 61190 Graduate Assistants
- 61400 Wages (pooled budget)
 - 61410 Wages
 - 61420 Wages-Students Hourly
- 61900 Fringe Benefits (pooled budget)
 - 61940 Fringe Benefit Rate

Which account codes are shown on the PI Report?

Summary by Fund tab: Pooled Budget Account codes only

Labor Detail tabs: Specific account codes



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Labor Account Codes – Unallowable

- Labor account codes for overtime, cell phones, and relocation should not be used on sponsored projects
 - Not allowable in most cases
 - Exceptions should be reviewed by OSP prior to the expenditure and may require sponsor approval
 - ✓ 61430 Overtime-Wages
 - ✓ 61440 Overtime-Salary
 - ✓ 61370 Cell Phone Allowance
 - ✓ 61355 Relocation Benefits Taxable
 - ✓ 61356 Relocation Benefits Non-Taxable



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Labor Account Codes – Leave Payout

- Leave payouts (when an employee separates from GMU) require OSP approval for charging sponsored awards
 - HR will initiate request to OSP
 - After review, OSP will request approval from PI
 - ✓ 61320 Faculty Annual Leave Balance
 - ✓ 61321 Admin Faculty Annual Leave Bal
 - ✓ 61322 Classified Annual Leave Bal
 - ✓ 61323 Annual Leave Balance



What is reviewed by OSP?

- Reallocation FCFs that include sponsored funds will be reviewed for:
 - Available Funds (\$) ➢ Available Budget (B) ➢ Period of Performance (P)
- Reallocation FCFs will be processed in Banner by OSP
- Future Funding Change EPAFS, temporary appointment EPAFs, and Uploads are not reviewed by OSP
 - Review HR deadlines for submitting all EPAFs and Uploads each semester/ term (contact college dean’s office for assistance)
 - Check with college dean’s office if they require specific comments to be included with the EPAF transactions
 - Forward information on cost share and salary cap from Uploads to Angie Railey so activity code can be added by OSP



Labor Commitments

- When FCFs (future pay only) and EPAFs (GR and SR only) are processed, an encumbrance is created in Banner for the position on the fund(s) the pay will post
 - PI Report reflects remaining amount to be paid through June 30, which is the end of the fiscal year (FY), on the fund for the salary and associated fringe

Fund	Fiscal Year	Commitment	Balance	Encumbrance	Balance	Encumbrance
61320	2015	1,478,000	1,478,000	0	0	0
61321	2015	3,700,000	3,700,000	0	0	0
61322	2015	14,304,778	14,304,778	0	0	0
61323	2015	1,478,000	1,478,000	0	0	0
61320	2016	1,478,000	1,478,000	0	0	0
61321	2016	3,700,000	3,700,000	0	0	0
61322	2016	14,304,778	14,304,778	0	0	0
61323	2016	1,478,000	1,478,000	0	0	0
Total		34,434,778	34,434,778	0	0	0

Pre-Award Spending

- Some awards allow for pre-award expenditures to be charged directly
- If the award does not reference allowability of pre-award spending, contact OSP as a request may need to be made to the sponsor
 - Example: Faculty began work on sample collection in anticipation of the award start date
- Should be noted on any paperwork submitted



National Science Foundation Requirements

- Sponsor limit of two months total salary charged to all NSF awards over a one year for senior personnel. Mason defines a year from beginning of the academic year until the start of the next, beginning 8/25.
 - Exceptions must be written into proposal and/or approved in advance by NSF
 - See http://nsf.gov/pubs/policydocs/pappguide/nsf09_29/aag_5.jsp#VB1a for NSF policy
- Responsible Conduct of Research (RCR) training must be completed by all GRA, Post Doc, and Student Wage employees with effort on NSF awards
 - It is recommended that the training is completed prior to the appointment start date
 - Training must be renewed after 4 years or when changing student status Undergraduate to Graduate or Graduate to Post Doc
 - See <http://osp.gmu.edu/rcr/> for additional information



Processing Pay

Permanent Positions



Steps for Current Employees

- Review unit roster
 - Microstrategy: Permanent Roster - Salaried
- Review current funding
- Check with college dean's office for buyout or additional information if applicable
- Confirm funding source(s) with PI
- Prepare a future funding change EPAF if:
 - Funding end date needs to be changed
 - Funding source(s) need to change



Sample Roster

PI	Unit	Employee Name	Position	Grade	Start Date	End Date	Rate	Rate Type	Rate Code	Rate Description	Rate Effective Date	Rate Termination Date	Rate Change Date	Rate Change Reason
1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000



Steps for New Hires

- Position is set-up on an org, never a fund
 - Org should be identified on Position Maintenance Form (PMF): <http://budget.gmu.edu/forms/>
- Salary will default to an org when hired
- An future funding change EPAF must completed to move the new hire to fund(s)
 - This is not automatic even if you note the fund(s)/ effort distribution on the PMF or FHP
 - Confirm fund(s) / effort distribution with PI



New Faculty Appointment Guidelines

- Office of the Provost
 - <http://provost.gmu.edu/faculty-appointments/>
 - ✓ George Mason University Faculty Handbook
 - ✓ Faculty Hiring Proposal (FHP)
 - ✓ Appointment Offer Letter templates
 - ✓ Additional information/ requirements depending on faculty appointment type
- Check with college dean's office for additional information if applicable



Future Funding Change EPAF

- A Future Funding Change EPAF is a request to allocate permanent employee's effort/salary to funds and/or orgs for future pay periods
- Used for 12-month and 9-month Faculty (AY), Administrative Faculty, and Classified Staff (permanent positions only)
- Check with college dean's office if they require specific comments to be added with the transactions



Classified Staff

- Most classified positions are treated as indirect budget items – not charged to the award
- For all F&A (indirect) budget items you are requesting to treat as a direct charge, provide justification demonstrating how the unique nature of the project validates the cost to be directly charged.
- PI completes a form and provides written justification describing how the administrative position qualifies as an unlike circumstance during the proposal stage



Reminders

- Only 12-month employees are paid on their permanent position during the summer months
 - Paid over 24 semi-monthly (SM) pay periods (CY)
- 9-month employees are paid 8/25 – 5/24 on their permanent position
 - Paid over 18 semi-monthly pay periods (AY)
 - Permanent position will be placed on leave 5/25 – 8/24 (cannot charge permanent position during summer)
 - Summer salary is charged via temporary assignment (SR pooled position)
 - Salary will default back and charge to hiring org on 8/25
 - ✓ Spring funding distribution will not continue after 5/24
 - ✓ Summer funding distribution will not continue after 8/24



Changing or Terminating Permanent Positions

- Human Resources and Payroll
 - <http://hr.gmu.edu/forms/>
 - ✓ Faculty Transaction Form (FTF)
 - ✓ Classified Transaction Form (CTF)
 - ✓ Faculty Separation Form (FSF)
 - ✓ Classified Separation Form (CSF)
- Ensure forms are submitted well in advance to the effective date of the change/ termination to avoid payroll adjustments
- If a PI, Co-PI, or Senior Personnel on a sponsored project is leaving GMU, notify OSP as soon as possible
 - Sponsor notification may be required



Processing Pay

Temporary Positions - Faculty Summer Research



Summer Research Question

A PI's 9-month salary is \$120,000. \$40,000 is the maximum amount of summer pay. What amount can be charged to sponsored awards?

$$(120,000/3) * 90\% = \$36,000$$

The PI's award ends on June 30th. How much can the PI charge to this award? **Pro-rated salary from May 25 – June 30 (Sample below – may vary)**

May 25 – June 24 \$12,000

June 25 – June 30 2,181 (4 of 11 work days PP 6/25 – 7/9)

Total \$14,181



Summer Research Pay

- No more than 90% of summer effort (2.7 months) can be charged to sponsored projects during the summer.
AY Salary (Base Pay) / 3 * 90%
ex. $\$90,000/3 = \$30,000 * 0.9 = \$27,000$
- Summer salary includes pay for all appointments at GMU (summer research, teaching, and stipends for administrative duties)
 - "Faculty may be paid no more than one third of their prior academic year salary for all summer work, regardless of funding sources."
George Mason University Faculty Handbook – 3.3 Summer Salary
- SR amount per pay period should not exceed AY amount per pay period
- Summer salary is not benefited (only 9-month position)
- Check with college dean's office for additional information if applicable
- Review details of appointment with PI



Summer Research Pay: Example

- Dr. Smith is only working on sponsored research during the summer
- Three months of summer pay was budgeted on fund 205XXX
- What is the maximum amount the faculty can be paid?
 - Dr. Smith's 9-month AY base salary (8/25 – 5/24): \$120,000
 - Max summer salary: $\$120,000 / 3 = \$40,000 * 0.9 = 36,000$
 - Max amount per pay period for summer: $\$36,000 / 6 = \$6,000$
 - ✓ Cannot be paid over \$6,000 in 1 pay



Canceling a SR Appointment

- Use when an entire SR appointment needs to be canceled prior to the start of the appointment
- Select the Early Termination SR EPAF approval category
- The termination effective date is the same as the start date of the appointment
- To ensure that payment is not received for 1 day, include a comment stating "Cancel entire appointment"
- HR must receive EPAF in time to stop payment before payroll is processed (at least 3 business days before the last day of the pay period)



Early Termination of an SR Appointment

- Use when a SR appointment needs to be terminated prior to the originally planned end date
- Select the Early Termination SR EPAF approval category
- The termination effective date should be the last day worked
 - Banner will prorate the earnings for the pay period if the termination date is not the last day of the semi-monthly pay period
- HR must receive EPAF in time to stop payment before payroll is processed (at least 3 business days before the last day of the pay period)



Upload

- Started Summer 2013
- Replaces individual for
 - Summer Research positions EPAFs
 - GRA positions
- Excel format – easy to replicate data
- Activity code column added
 - Send uploads with activity codes to Angie Railey, she will add the activity code to the record in Banner



Sample Spring Upload Schedule

Spring 2020 EPAF Upload Timeline		
Graduate Research Assistants – Grant Funded		
Graduate Assistants:	1/10/yy – 5/24/yy	Pays/Factors: 9/9
1/3 Noon: File due to OSP (for units that submit to OSP for review)		No OSP review starting Spring 2020
1/8: File due to HR		
1/13: Final approval due to HR from college and OSP		
1/14: Load complete		



Processing Pay

Temporary Positions -
GRA



GRA Questions

1. A PI asks you to process 9 credits of tuition for a graduate student for her work on a sponsored award. Is this ok? Why?
2. At the end of June you are informed that a GRA began work on a new award in May. The May pay was charged to the previous award. What do you need to do?



GRA Q&As

1. A PI asks you to process 9 credits of tuition for a graduate student for her work on a sponsored award. Is this ok? Why? **No. Pay for work must be processed through HR/Payroll. A paycheck is required.**

2. At the end of June you are informed that a GRA began work on a new award in May (May 1 – May 24). The May pay was charged to the previous award. What do you need to do? **Prepare a GRA FCF to reallocate the May pay to the new award.**



GRA Eligibility

- Eligibility requirements for AY:
 - Full-time graduate student must be enrolled in 6 credits or more
 - Part-time graduate student must be enrolled in 3 credits or more
 - See Graduate Handbook for exceptions
 - Students who need fewer than 6 credits to complete their degree
 - Students have met all degree requirements, including necessary dissertation or thesis credits



Graduate Research Assistants (GRA)

- GRA - Graduate students participating directly in research or research-support activities under faculty supervision
- Graduate Assistant appointments are intended to contribute to the graduate student's educational experience. Therefore, secretarial or clerical duties, or duties unrelated to the student's education experience, are inappropriate as part of their responsibilities.



GRA, Wage or Student Wage?

- Which position should you hire the following students?
 - A student has a GRA assignment in the spring 2020 and will renew the position in the fall 2020. The student has been asked to work during the summer 2020. Which position should you use? **GRA or Student Wage**
 - A student graduates with a BS in May 2020. They have been accepted at Mason as a graduate student and will have a GRA position during the upcoming AY. The student has been asked to work during the summer 2020. Which position should you use? **GRA or Student Wage**
 - A Spring GRA will graduate in May 2020. The PI would like the graduate to continue working during the summer 2020. Which position should you use? **Wage**
 - A newly admitted graduate student in the upcoming Fall semester has accepted a GRA position starting Aug. 25, 2020. The PI would like to offer a 2020 summer position. Which position should you use? **Student Wage**



GRA Eligibility

- Eligibility requirements for Summer GRA position:
 - Students do not need to be enrolled during the summer
 - Must be a graduate student in the Spring semester continuing as a graduate student in the upcoming Fall semester
 - If a graduate student in the Spring semester graduates from GMU, cannot be a GRA for Summer (hire as a wage for Summer)
 - A newly admitted graduate student in the upcoming Fall semester cannot be a GRA for Summer (hire as student wage for Summer)



GRA Guidelines

- Office of the Provost
 - <https://provost.gmu.edu/academics-and-research/graduate-education/graduate-student-appointments-fellowships>
 - ✓ Graduate Student Support Guidelines
 - ✓ Compensation Rates
 - ✓ Appointment Offer Letter template
 - ✓ Subsidized Graduate Student Health Insurance (SGHI) information
- Check with college dean's office for additional information if applicable
- Review details of appointment with PI



GRA Hours

- Maximum AY hours (total of all appointments)
 - 20 hours per week*
 - Up to 40 hours per week during breaks
- Maximum Summer hours (total of all appointments)
 - Up to 40 hours per week if not enrolled or working at another job
- Hours must be included in appointment offer letter

* Exceptions for domestic students to work an additional 10 hours (for a maximum of 30 hours per week) may be granted by the faculty advisor and graduate associate dean of the local academic unit

- Must be granted prior to acceptance of additional appointment
- Use the *Graduate Student Work Authorization form* to document approval (mandatory) <https://provost.gmu.edu/academics-and-research/graduate-education/graduate-student-appointments-fellowships> Form under **Appointments**



GRA Hours

Hours per day/per pay based on hours per

Weeks (not entered in Banner)	Hours per Day (entered in Banner)	Hours per Pay (entered in Banner)
40	8	86.67
35	7	75.84
30	6	65.00
25	5	54.17
20	4	43.33
15	3	32.50
10	2	21.67
5	1	10.83



GRA Hours

STATUS (on research)	WEEKS	DAYS	HOURS	HOURS/ WEEK	HOURS/ DAY
Academic Year (Full-Time)	39	195	780	20	4
Academic Year (Part-Time)	39	195	390	10	2
Summer (Full-Time)	13	65	520	40	8
Summer (Part-Time)	13	65	260	20	4



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GRA Compensation: AY 2019-2020

Master's Graduate Research, Teaching and Professional Assistantships:

	Full-time*	Part-time
12-month	\$15,000	\$8,000
9-month	\$12,000	\$6,000
Fall or Spring semester	\$6,000	\$3,000
Summer	\$4,000	\$2,000

Doctoral Graduate Research Assistantships:

	Full-time*	Part-time
12-month	\$21,350	\$10,675
9-month	\$16,000	\$8,000
Fall or Spring semester	\$8,000	\$4,000
Summer	\$5,350	\$2,675

- Check with college dean's office for rates, many colleges have higher rates
- * Full-time is 20 hours per week during the Academic Year and summer term for those students who are enrolled in courses. Students not enrolled during the summer, but enrolled in future Fall, may work up to 40 hours per week. Compensation must be adjusted to reflect the increase in hours.



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GRA Pay Dates

- Academic Year
 - Full AY: 8/25 – 5/24 (18 semi-monthly pay periods)
 - Fall semester only: 8/25 – 1/09 (9 semi-monthly pay periods)
 - Spring semester only: 1/10 – 5/24 (9 semi-monthly pay periods)
- Summer
 - 5/25 – 8/24 (6 semi-monthly pay periods)



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GRA EPAF Personnel Dates

- In order to properly report and pay GRAs, consideration must be given to their actual physical start and end dates
- In instances where the GRA begins and/or ends work on a date other than the start or end date of a semi-monthly pay period, the GRA record should properly reflect this situation
- Personnel Dates in the EPAF should be used to note the actual work dates for the GRA
- Pay will not be prorated based on personnel dates
 - Consideration should be made to the salary for a GRA appointment when work will begin after or end before a pay period start/end date



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Example: Personnel Dates

- Project Period of Performance:
 - September 1 – May 15
- GRA will work during the AY
 - EPAF Start Date: 8/25
 - EPAF End Date: 5/24
 - ✓ EPAF Personnel Start Date: 9/1
 - ✓ EPAF Personnel End Date: 5/15



Canceling a GRA Appointment

- Use when an entire GRA appointment needs to be canceled prior to the start of the appointment
- Select the Early Termination GRA EPAF approval category
- The termination effective date is the same as the start date of the appointment
- To ensure that payment is not received for 1 day, include a comment stating "Cancel entire appointment"
- HR must receive EPAF in time to stop payment before payroll is processed (at least 3 business days before the last day of the pay period)



Early Termination of GRA Appointment

- Use when a GRA appointment needs to be terminated prior to the originally planned end date
- Select the Early Termination GRA EPAF approval category
- The termination effective date should be the last day worked
 - Banner will prorate the earnings for the pay period if the termination date is not the last day of the semi-monthly pay period
- HR must receive EPAF in time to stop payment before payroll is processed (at least 3 business days before the last day of the pay period)



Processing Pay

Temporary Positions - Wages



Wage Position Types

Student Wage (SW)	Non-Student Wage (WG)
Primary relationship is the pursuit of an academic degree while working part-time.	Primary relationship is to provide a service in exchange for wages.
If enrolled as a full-time student or part-time (undergraduate 6 hours or graduate 4.5 hours) fringe rate not charged (FICA exempt).	Wage fringe rate charged.
Student fringe rate charged if hours fall below part-time student level (not FICA exempt)	
Every payroll is compared with Registrar's List – if not at least a part-time student, student fringe rate is charged. Winter break will follow fall status. Summer does not follow spring status.	Full-time students hired as wage employees will be charged fringe.
Terminate as SW when graduated, rehire as WG. New graduate student with fall GRA assignment, hire as SW the prior summer.	Terminate as WG, rehire as SW if employee becomes a student.



Wage Guidelines

- Human Resources and Payroll
 - <http://hr.gmu.edu/hrliaisons/index.php?t=2>
 - ✓ Wage Welcome Letter
 - ✓ Employment Forms
- Check with college dean's office for additional information if applicable
- Review details of appointment with PI



Wage Hours

- As a state agency, GMU is required to limit wage employee (non-student and student) hours to 29 per week (on average) and no more than 1,500 per year for all jobs at GMU.
- The standard measurement period will be from May 1 to April 30. Each year on May 1, wage employees' hours will reset to zero.
- Additional information on the Affordable Care Act can be found at: <https://hr.gmu.edu/class-and-comp/index.php?t=4&topic=faq>
- Hours per day/per pay based on hours per week for Banner:

Weeks (not entered in Banner)	Hours per Day (entered in Banner)	Hours per Pay (entered in Banner)
40	8	80.00
35	7	70.00
30	6	60.00
25	5	50.00
20	4	40.00
15	3	30.00
10	2	20.00
5	1	10.00



Wage EPAFs

- Must use wage approval category with termination date for sponsored funds
- Include a distinctive title for position
 - Helps employee know which timesheet to use in Patriot Web if they hold multiple positions at GMU
- Wages are paid on the bi-weekly (BW/26) pay schedule
- Auditors may want to make sure the pay is comparable to others doing the same job



Wage Timesheet Approval

- Timesheet Approver needs to verify hours
 - Must have first-hand knowledge of work (PI/ Direct Supervisor)
 - Timesheet is the payroll certification for the employee
 - Timesheet approver's department will incur a \$100 fee for any bi-weekly wage timesheet not properly approved by the deadline
 - ✓ Fee cannot be charged to sponsored projects
 - ✓ Highly recommended that approvers name a proxy for both planned and unplanned absences
 - ✓ See <http://hr.gmu.edu/payroll/documents/TimesheetChargesFAQ.pdf> for additional information



Early Termination of Wage Appointment

- Use when a wage appointment needs to be terminated prior to the originally planned end date
- Select the appropriate Early Termination wage EPAF approval category
- The termination effective date should be the last day worked
- HR must receive EPAF in time to stop payment before payroll is processed (at least 3 business days before the last day of the pay period)



Overtime Pay

- Not an allowable charge on most sponsored projects
 - If charged erroneously to a sponsored award, it should be moved immediately
 - More than 40 hours reported in a 1-week period
 - Sunday-Saturday
 - Total of all appointments
 - Will be paid 1.5 times the regular hourly rate
 - Example: If employee works 42 hours in week 1 and 38 hours in week 2 for a total of 80 hours, overtime pay will be processed for week 1
- Contact your Grants Specialist for assistance when filling out a FCF to reallocate overtime pay.



Cost Share for Labor Expenditures



Tracking Labor Cost Share

- Review award budgets for labor cost share
 - Labor not charged directly to a sponsored project
- Confirm cost share effort with PIs
- Identify org where cost share effort is charged
 - Included on proposal routing form
- Submit a future funding change EPAF with activity code(s) to track effort associated with sponsored project(s)
 - Activity codes are assigned to sponsored projects during award set-up and included in OSP award letters
 - ✓ 00 followed by last four digits of fund number for federal award activity code
 - ✓ 99 followed by last four digits of fund number for non-federal award activity code
 - ✓ SC followed by last four digits of fund number for salary cap activity code



Sample Cost Share Budget

George Mason University - Proposal Budget Summary - Cost Share

Course Number: 00000000
 Proposal Number: 111000
 Proposal Title: [REDACTED]
 Investigator: [REDACTED]
 Sponsor: [REDACTED] Department

	Effort%	Period 1 (01/1/2011)	Total
Senior Personnel			
Faculty Salary Academic Year		\$3,000.00	\$3,000.00
Faculty Summer Salary		\$2,300.00	\$2,300.00
	Cost Share: 2.5%		
	Cost Share: 3.3%		
Fringe Benefits			
		\$1,200.00	\$1,200.00
		Subtotal Personnel + Fringe: \$6,500.00	\$6,500.00
		Total Cost Share: \$8,321.00	\$8,321.00



Salary Cap Cost Share

- 12-month CY and 9-month AY faculty who exceed the salary cap for NIH and DOJ awards:
 - SC activity code with org must be included to track the cost share portion on future funding change EPAF
- For faculty summer research:
 - Create 2 EPAF positions (contact college dean's office for assistance)
 - First EPAF for position on project
 - Second EPAF for position on org with SC activity code in comment
 - Forward information on salary cap cost share to Angie Railey so activity code can be added by OSP



Reallocation of Labor Expenditures



Changing Employee Effort

- Permanent Positions
 - Process a Future Funding Change EPAF to revise future pay
 - If pay was already charged to the wrong funding source(s), process a FCF to correct (reallocation)
- Temporary Positions
 - Early terminate employee from current temporary appointment via EPAF
 - Hire employee on new temporary appointment via EPAF
 - If pay was already charged to the wrong funding source(s), process a FCF to correct (reallocation)
 - Process an EPAF Correction Form for other adjustments requiring a manual correction from HR

✓ <http://hr.gmu.edu/forms/>



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EPAF vs. FCF Submission

Type	Position	Future Allocation	Reallocation
Permanent	12-month Faculty	Future Funding Change EPAF	Faculty / Staff Reallocation Funding Change Form
	9-month Faculty		
	Administrative Faculty		
	Classified Staff		
Temporary	9-month Summer Research	New Position EPAF (or Temporary Appointments Upload)	Graduate Student Reallocation Funding Change Form
	9-month Summer Instructional		
	9-month Summer Administrative		
	Adjunct Faculty		
	Graduate Research Assistant		
	Graduate Teaching Assistant		
	Graduate Lecturer		
Wage	New Position EPAF	Wage / Student Wage Reallocation Funding Change Form	
Student Wage			



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Reallocation FCF Comments

- Include a detailed reason for the reallocation if moving on or off sponsored projects
 - What happened and why?
- If moving onto a federally sponsored project, answer questions 1 & 2
- Include any other information that may be needed for OSP review



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Sample Reallocation FCF

Type	Funding Activity	%	Amount	Funding Start Date	End Date
Faculty	12-month Faculty	100%	\$100,000	20-01-2010	19-01-2011
Faculty	9-month Faculty	0%	\$0	20-01-2010	19-01-2011
Faculty	Administrative Faculty	0%	\$0	20-01-2010	19-01-2011
Faculty	Classified Staff	0%	\$0	20-01-2010	19-01-2011
Faculty	9-month Summer Research	0%	\$0	20-01-2010	19-01-2011
Faculty	9-month Summer Instructional	0%	\$0	20-01-2010	19-01-2011
Faculty	9-month Summer Administrative	0%	\$0	20-01-2010	19-01-2011
Faculty	Adjunct Faculty	0%	\$0	20-01-2010	19-01-2011
Faculty	Graduate Research Assistant	0%	\$0	20-01-2010	19-01-2011
Faculty	Graduate Teaching Assistant	0%	\$0	20-01-2010	19-01-2011
Faculty	Graduate Lecturer	0%	\$0	20-01-2010	19-01-2011
Faculty	Wage	0%	\$0	20-01-2010	19-01-2011
Faculty	Student Wage	0%	\$0	20-01-2010	19-01-2011
Grand Total		100%	\$100,000		



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Sample Reallocation FCF

Check One

Funding is for future pay only - Go to Approvals (Skip Questions 1 & 2)

All funding is on one (XXXXX) or more funds of project(s) (XXXXX) - Go to Approvals (Skip Questions 1 & 2)

Funding change is to reallocate salary paid < 120 days from effective date of funding on a federal project (XXXXX) - Answer Q1 & Q2

Funding change is to reallocate salary paid < 120 days or more from effective date of funding on a federal project (XXXXX) - Answer Q1 & Q2 and answer both questions on a Cost Transfer Form

1) Why was the salary charged originally to the sponsored project or non-sponsored org from which it is being transferred?
Portion of PI salary temporarily charged to indirect org while awaiting new award for award.

2) Why does the salary belong to the sponsored project to which it is being transferred?
New award letter was received (2/26/2011) and set-up on fiscal 2022(10). Effort related to TUSA award was the initial data collection during this time.

Approvals	Date	To be used by OIG (Yes/No)	Reviewer			
Submitter/Initiator (Print Name, Signature)	Starts	Amount	S	B	P	+BC
John Miller	2/26/2011	\$2,792.97				
Principal Investigator						
Jane M. Smith	2/26/2011	\$100.00				
Dean/Chair						
Mark Taylor						
Cost Share						
Max Amount						
Financial Programs (if applicable)						
Budget Office (if applicable)						
Personnel (if applicable)						

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Sample Reallocation FCF with Cost Share

George Mason University Faculty/Staff Department Funding Change Form (1) (continued)

1) Why was the salary charged originally to the sponsored project or non-sponsored org from which it is being transferred?
New award letter was received (2/26/2011) and set-up on fiscal 2022(10). Effort related to TUSA award was the initial data collection during this time.

2) Why does the salary belong to the sponsored project to which it is being transferred?
New award letter was received (2/26/2011) and set-up on fiscal 2022(10). Effort related to TUSA award was the initial data collection during this time.

Approvals	Date	To be used by OIG (Yes/No)	Reviewer			
Submitter/Initiator (Print Name, Signature)	Starts	Amount	S	B	P	+BC
John Miller	2/26/2011	\$2,792.97				
Principal Investigator						
Jane M. Smith	2/26/2011	\$100.00				
Dean/Chair						
Mark Taylor						
Cost Share						
Max Amount						
Financial Programs (if applicable)						
Budget Office (if applicable)						
Personnel (if applicable)						

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Cost Transfers for Labor Expenditures



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Reallocation & Cost Transfers

You are submitting a funding change form to move salary from one federal award to another federal award. The funding period is the past six months. Is this ok? **In most cases no.** Why? **The Cost Transfer policy requires transfers within 119 days of the first day of the pay period you are reallocating. See slide 84 for exceptions.**



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Which answers to Q1 are acceptable, unacceptable and why?

1. Why was the salary charged originally to the sponsored project or non-sponsored org from which it is being transferred?

- a. The award set-up was delayed. The GRA's salary was charged to the PI's Indirect account in the meantime. **Yes. Award was delayed. Must reallocate within 60 days of the award set up.**
- b. Administrator left Mason, no administrative support to complete and submit FCF. **No. See Uniform Guidance.**
- c. The PI's other award from the same sponsor was overspent. **No.**
- d. Student has two positions and completed the wrong timesheet. **Yes, must be done in a timely manner. See cost transfer deadlines.**
- e. Department was waiting for new funding for research project where this GRA will be employed. Department continued to charge GRA salary to an award they previously worked on until new funding was received. **No. You should never use another award as a holding place.**



Cost Transfer Policy

- Ensure compliance with federal policies and guidelines related to the transfer of expenses to federally funded sponsored projects
- Defined as a transfer of expenses to a federally funded sponsored project for a transaction previously recorded elsewhere
- All cost transfers must be approved by OSP
- See <http://universitypolicy.gmu.edu/policies/cost-transfer-policy/> for full policy details



Reasons for Cost Transfers

- The federal government recognizes that there are instances when it is appropriate to transfer expenditures to a federally sponsored project if:
 - There is sufficient justification
 - The transfer is done in a timely manner
- Appropriate reasons include:
 - Allocate costs that benefit more than one project
 - Reallocate planned effort to reflect actual effort
 - Correct erroneously charged expenses
 - Transfer pre-award costs
- Should occur infrequently



Cost Transfer Approval

- Cost transfers will only be approved in extenuating circumstances such as the following:
 - A new sponsored fund was created under the same sponsored award with concurrent budget periods and no restrictions on carryforward between funds
 - Award set-up delayed because of late award notice (transfer of costs incurred elsewhere need to be done within 60 days of the establishment of new fund)
 - Failure of another department or central office to take corrective action (submitting department should show documentation indicating continued follow-up efforts)
- The following are not considered appropriate extenuating circumstances:
 - Administrative oversight
 - Absence of PI or departmental staff
 - Shortage of staff
 - Lack of experience of staff



Cost Transfer Form

- Form is not required if the transfer is 119 days or less from the effective date of the FCF to the date received in OSP
- Form is required if the transfer is 120 days or more from the effective date of the FCF to the date received in OSP
 - Form should provide a clear and detailed explanation for the cost transfer
 - Sufficient supporting documentation should be included



Fiscal Year End Deadlines

- GMU fiscal year ends June 30th
- Controller will post a memo prior to fiscal year end with cut-off dates for processing cost transfers
- Transfers that involve payroll charges incurred after the deadlines outlined in the memo will require prior approval from the Controller before processing
- OSP will review all prior fiscal year transactions that impact sponsored funds before submitting request to Controller
- Additional information and/or documentation may be requested for the prior fiscal year transactions



Best Practices

- Expectation that all PIs and responsible departmental staff charge the correct sponsored project initially
- The PI or designee with direct knowledge of the sponsored project must review and monitor the sponsored project on a regular basis to ensure:
 - Expenditures are charged appropriately
 - Errors are identified in a timely manner
 - Appropriate corrective actions are taken within the specified timeframe



Monitoring Labor Expenditures

- Review 1st pay for each employee at the beginning of each semester
 - Look at the list of personnel charged to each sponsored project
 - ✓ Is the pay correct?
 - ✓ Are new hires in the system?
 - ✓ Is anyone missing?
 - ✓ Do you need to move anyone off of the sponsored project?
 - ✓ Have any terminated employees been paid in error?
 - ✓ Confirm any missed pays were processed
 - ✓ Confirm all reallocations were processed
- Correct errors in a timely manner
- Monitor budget lines/balances



Reconciliation

- Regular reconciliation and review/ monitoring of sponsored project expenditures will eliminate the chance for disallowed cost transfers
 - University Policy 2114 requires that all sponsored funds be reconciled at least every two months, but monthly reconciliation is strongly encouraged
 - See <http://universitypolicy.gmu.edu/policies/reconciling-departmental-and-sponsored-fund-accounting-records/> for full GMU policy



Unacceptable Practices

- At no time should sponsored project funds be used as a holding account for charges that are known to belong elsewhere
- Not monitoring/reconciling projects
- Rotation of charges among projects
- Charging projects based on available budget
- Charging budget, not actual amount
- Charging projects in advance of when cost is incurred
- Charging indirect costs as direct costs
- Describing a cost as something other than what it is



Questions?

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