McLean Hospital

Salary Controls
Effective 08/01/2013

Summary

The following guidelines were developed to document the process by which salary will be removed on expiring grants in instances where department administrators do not initiate the Earnings Distribution Changes (EDC). NIH policy mandates salary and non-salary expenses cannot post on a grant beyond the project end date.

Process

1. Research Finance runs PeopleSoft query of all grants ending in the previous calendar month. Report to be run on Business Day 1 of each month

2. Research Finance removes the following exceptions from the report:
   - Industry awards and sundry funds will not be subject to this process. Post-Award will work with the departments to determine if project end dates should be modified.
   - Per-diem employees
   - Employees on long-term disability
   - Employees on leave of absence

3. Remaining funds will be reviewed for the following criteria:
   - Identify funds with positive budget balances and determine if there is a No Cost Extension (NCE) request approved or pending
   - Funds that have an approved NCE or a pending NCE request will not be subject to having salaries moved to chief sundry. Should the NCE be declined, the department will be required to submit an EDC to remove the employees by the next payroll deadline or those employees would be subject to Research Management providing HR Records with a chief sundry fund to move those employees.
   - Awards pending a fully executed agreement, awaiting a new competitive segment, and are approved for Advance Fund Status will not be included in the list provided to HR Records.
   - Any other extenuating circumstances that might be appropriate to keep salary on the fund.

4. Timing of the review:
   - Research Finance provides McLean Research Administration (McL RA) with list of funds to review on Business Day 1.
   - McL RA provides feedback by the close of business on Business Day 5.
   - Research Finance provides HR Records with list of personnel to move to chief sundry on Business Day 6

5. HR Records processes EDC to identified Chief of Service sundry fund by the monthly payroll deadline.
6. Research Finance notifies Chief/PI/DA that the EDC has been processed to the chief of service sundry.

Tools

- An automatic email is sent to PIs, Department Administrators, and HR Tree Managers when funds are set to end. This will begin 90 days prior to the end date and again at 60 days and 30 days. This list will include all employees paid on the project and will indicate the % effort charged to the expiring project.

Process Flow

- **30, 60, and 90 days before Project End Date**
  - Communication: Automated email sent monthly beginning 90 days before Project End Date to PI, DA, and HR Tree Manager with list of people paid on the project

- **Month before Project End Date**
  - 1. Analysis and outreach by RM in the final month of the award to confirm that salary changes have been submitted, or are in queue for expiring projects.
  - 2. Analysis by RM to confirm that the project end date will be extended if data changes have not been

- **Project End Date**
  - Final review by RM to confirm if data changes have been submitted for expiring projects.
  - If no:
    - RM provides list to the HR records group of the individuals with a distribution split that needs to be removed from an expired grant and charged to the guarantor fund designated by department Chief.
    - HR Records group updated the distribution using their existing system access.
    - RM (or automated) notification to Chief/PI/DA and HR Tree Manager that the distribution has been corrected and the guarantor fund has been charged.

- **45 and 90 days after Project End Date**
  - Final Invoice and Final Report Due