

RSP CSWG Business Process #4 (How RSP/Campus will setup CS at award)

Last revised 12/8/2010

ISSUE:

Failure to capture CS at the award stage, including advance awards and projects, results in challenges regarding CS reporting to the sponsor and may lead to effort certification problems. Setting up a payroll CS schedule and flagging non-payroll CS items from the outset will establish a clear plan for satisfying the obligation.

BACKGROUND:

Each cost shared transaction must be accounted for in our Shared Financial System (SFS). Tracking CS in a shadow system that has no ties to the SFS general ledger is no longer an acceptable practice, as the likelihood of it holding up in an audit is slim.

PROCESS:

1. An award or an advance award request is received by RSP
2. Proposal materials, award documents, and the CS tool are reviewed to identify cost sharing commitments.
 - a. Determine type(s) of cost sharing (i.e. voluntary, mandatory, and institutional)
 - b. Categorize by the type of cost sharing expense (i.e. UW payroll, UW non-payroll, and third-party)
3. UW non-payroll and third-party
 - a. In the "Terms" tab of the WISPER record, select the applicable CS code and provide brief description in the explanation box, including dollar amount.
 - b. If the description for all the CS items cannot reasonably fit in the allotted text space, ensure that the CS budget/toolkit is viewable in the "associated docs" tab in WISDM. The explanation box should reference that attachment along with the lump sum CS dollar amount.

Details		Find	First	1-2 of 2	Last
Guideline ID	CSNPY Cost Share Non-Payroll				
Description	Cost Share Non-Payroll				
Explanation	\$50,000 for equipment and \$10,000 for unfunded F&A				
Guideline ID	CS3P Cost Share Third Party				
Description	Cost Share Third Party				
Explanation	\$1 million from the City of Madison for infrastructure support				

4. UW payroll
 - a. In the "Terms" tab, select the "CS payroll" code. Providing a description for this particular CS code is not required, as the viewer should defer to the payroll CS schedule for more details.
 - b. If the CS being captured is an effort commitment for any key personnel on the award, first enter the CS schedule in the "Effort Commitments" section, which is located in the WISPER "Projects" tab.

▼ Effort Commitment								
Name	Effort Repts Mt	Project Role	Start Date	End Date	Sponsor %	Cost Shared %	Total %	
SWEET,MARK A	Y	PI	09/01/2010	08/31/2012		1	1	
<input type="button" value="Add Project Commitment"/>								

- c. Enter a corresponding CS line(s) in the "Cost Share" section.
 - i. The following data elements need to be collected at this stage: all personnel being cost shared along with corresponding dates, percentages, source funds, and CS types.
 - ii. Rules of thumb:
 - 1. Key personnel being cost shared must have matching line entries in both the "Effort Commitment" and "Cost Share" sections.
 - 2. The payroll source fund being used must be available and sufficient to support the CS commitment. For C-basis employees, refrain from scheduling CS during the summer months if an appropriate CS source is not available.
 - 3. Individuals that are cost shared to satisfy a mandatory requirement and are not identified as key, should only be entered in the "Cost Share" section, as it would be unnecessary to track the entry in our effort system.

▼ Effort Commitment								
Name	Effort Repts Mt	Project Role	Start Date	End Date	Sponsor %	Cost Shared %	Total %	
DEAN,	Y	PI	06/01/2011	08/31/2011	33		33	
DEAN,	Y	PI	09/01/2011	05/31/2012		11	11	
<input type="button" value="Add Project Commitment"/>								
▼ Cost Share								
Name	Start Date	End Date	From Project ID	From Fund Code	From Department	Cost Shared %	Cost Share Type	
DEAN,	09/01/2011	05/31/2012		101	000000	11	Vol	
<input type="button" value="Add Project Cost Share"/>								

- d. Click the validate button to identify missing fields from the CS entry and/or overcommitments.
 - i. Resolve any error messages that pop up.
 - ii. The following options should be used when dealing with overcommitment errors:
 - 1. Fix by shifting/manipulating the schedule while still maintaining an acceptable fluctuation within a sponsor budget period. This is an attempt to accommodate other pre-existing commitments as they were previously entered.

2. Reduce or remove the commitment from the record and obtain sponsor approval when necessary.
5. Record passes validation and the award is generated in WISPER
 - a. This action triggers payroll CS data to feed into the Cost Share Bolt-On (CSBO).
 - i. Identical data from the CSBO is displayed under the "Cost Share Schedule" tab in WISDM.
 - ii. The most recent entry group is always on top and is the only effective source for payroll CS data. Older effective dated rows are stored and displayed for historical purposes only.

Effective Date: 4/12/2010 - Project End Date

Name	Employee ID	Start Date	End Date	C/S %	Source Project	Source Fund	Source Dept	C/S Type	Distrib Status
Smith, Lloyd	00073666	9/1/2009	5/31/2010	3%		101	481500	Vol	Distributed
Smith, Lloyd	00073666	9/1/2010	5/31/2011	3%		101	481500	Vol	New Row
Smith, Lloyd	00073666	9/1/2008	5/31/2009	3%		101	481500	Vol	Distributed
Smith, Lloyd	00073666	9/1/2009	6/30/2010	3%		101	481500	Vol	Reversed Row

Effective Date: 6/6/2009 - 4/11/2010

Name	Employee ID	Start Date	End Date	C/S %	Source Project	Source Fund	Source Dept	C/S Type	Distrib Status
Smith, Lloyd	00073666	9/1/2008	5/31/2009	3%		101	481500	Vol	Distributed
Smith, Lloyd	00073666	9/1/2009	6/30/2010	3%		101	481500	Vol	Reversed Row

- b. CS codes, along with the description, appear in the "Terms" tab in SFS Awards Module.
 - i. The same information is made viewable to campus under the "Requirements" tab in WISDM.

Terms and Conditions Applicable to this Award

Term or Condition	Explanation or Additional Details
Equipment Title with UW	
Cost Share Payroll	
Cost Share Non-Payroll	mandatory, \$31,410 per project year "Training Stipends"

6. The CSBO currently does not calculate partial pay periods; keep in mind with the rollout of HRS, prorating functionality will exist and this workaround step will disappear. In the interim, CS schedules that create a prorating situation will be adjusted by RSP behind the scenes.
 - a. Example – a constant 20% mandatory CS commitment that starts and ends in the middle of a SFD pay period.
 - i. The following image is a snapshot of the schedule in WISPER:

Cost Share Schedule Snapshot:
 Name: SWEET, MARK A
 Start Date: 09/16/2010
 End Date: 09/15/2011
 From Project ID: [Empty]
 From Fund Code: 101
 From Department: 340270
 Cost Shared %: 20
 Cost Share Type: Mand

- ii. Behind the scenes RSP will prorate the partial months in the CSBO. This is accomplished by making additional line entries that span over the entire SFD pay periods at the beginning and end of the CS row. The percentage is then reduced to achieve a prorated amount for the entire pay period.

Cost Share Data										
Eff Date: 08/16/2010										
Name	*EmpID	*Start Date	*End Date	Cost Share %	*Cost Share Type	*Target Fund	Target DeptID	Source Project	*Source Fund	*Source DeptID
SWEET,MARK	00054433	09/01/2010	09/30/2010	10.00	Mand	144	198000		101	340270
SWEET,MARK	00054433	10/01/2010	08/31/2011	20.00	Mand	144	198000		101	340270
SWEET,MARK	00054433	09/01/2011	09/30/2011	10.00	Mand	144	198000		101	340270

FLOWCHART:

