RSP CSWG Business Process #5 (How campus will manage, track, and document cost sharing)

Last revised 12/8/2010

ISSUE:

The University of Wisconsin-Madison is accountable to each sponsor for the amount of cost sharing agreed upon in the award document. In order to ensure that cost sharing obligations are met, multiple parties must work together. Departmental, Dean's office, and RSP staff need to cooperate to ensure that cost sharing commitments are monitored, fulfilled, and documented appropriately.

BACKGROUND:

Cost sharing may be provided through payroll, non-payroll, or third party expenses. Campus users will report these expenses to RSP on a regular basis, either by verifying that payroll cost share has been set up or through providing RSP with information on non-payroll or third party expenses.

The PI and Departmental staff will be notified through an auto-generated e-mail that an award has been set up. If cost sharing is included, cost share terms will appear.

Award Summary
Award ID: MSN115274
PI: Berven,Norman
Sponsor: US DEPARTMENT OF EDUCATION

Award Number	MSN115274	Document Type	Grant	Fund 144
Sponsor	US DEPARTMENT OF EDUCATION			
Primary Sponsor				
Sponsor Ref #	H129B080028	CFDA	84.129	
Principal Investigator	Berven,Norman			
Department	177800, REHAB PSYC&SP ED*REH PSYCH			
Total Award Amount	$435,000.00 Direct $435,000.00 F&A $0.00			
Start Date	09/01/2008	End Date	08/31/2013	
Short Award Title	Doctoral Level Training in Rehabilitation Counseling			
Long Award Title	Doctoral Level Training in Rehabilitation Counseling			
Terms & Conditions	Cost Share Non-Payroll: mandatory, $31,410 per project year "Training Stipends" Cost Share Payroll: Equipment Title with UW:			

Cost share terms also appear in the WISDM Requirements tab.

Projects	Personnel	Funding Actions	**Requirements**	Associated Docs	WISPER

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"

When the Payroll CS Term is present, the Cost Share Schedule tab in WISDM shows each individual whose salary is being used to meet an obligation.

Financials	Personnel	Funding Actions	Requirements	Edits	Cost Share Schedule	Cost Share Expenditures	Associated Docs	WISPER

Period: Inception ⌄ thru AUG - 2010 ⌄

Effective Date: 3/4/2010 - Project End Date

| Name	Employee ID	Start Date	End Date	C/S %	Source Project	Source Fund	Source Dept	C/S Type	Distrib Status
Pan, Xuejun	00496056	1/1/2010	5/31/2010	3%		101	072200	Mandatory	Distributed
Pan, Xuejun	00496056	9/1/2011	1/31/2012	3%		101	072200	Mandatory	New Row
Pan, Xuejun	00496056	9/1/2010	5/31/2011	3%		101	072200	Mandatory	New Row
Runge, Troy	00558905	1/1/2010	1/31/2012	5%		167	072200	Mandatory	Distributed

PROCESS for Monitoring Cost Sharing:

1. Payroll Cost Sharing:
   a. After the payroll cost sharing schedules have been set up according to the obligation, departmental staff is expected to monitor payroll cost sharing expenditures on a regular basis. At minimum, departmental staff should monitor cost sharing expenditures prior to effort certification.
   b. Payroll cost sharing expenditures can be monitored in two places. The first is in the WISDM Cost Share Expenditures tab (see next page). The second is in the ECRT system, which essentially displays the exact cost share data that the Cost Share Expenditures tab reports.
      i. During an open effort reporting period, cost share updates are manually loaded into ECRT on a weekly basis. Be mindful that this lag can attribute to any inconsistencies of the cost share data in WISDM and ECRT.
   c. Departmental staff shall submit a Cost Share/Commitment Update Form for the following reasons related to payroll cost sharing:
      i. Missing rows (i.e., was never scheduled)
      ii. Corrections to percentage, dates, source funding, etc.
      iii. Personnel changes
   d. The far right column of the CS row displays the status code. See **Appendix A** for descriptions for each of the possible status codes. Certain codes stand for errors. If a row has gone into error status, an RSP sub-team will automatically correct it (see RSP CSWG Business Process #6). To avoid duplicating efforts of error resolution, campus should not submit an update form that is meant to correct a row already in error status. For problematic cases that are unable to be fixed in-house at RSP, the RSP sub-team will contact departmental staff to work out a resolution. Potential fixes might include amending the dates or amounts.
2. Non-Payroll Cost Sharing:
   a. After a non-payroll transaction has occurred that will be used to meet a cost sharing obligation, the departmental staff shall submit a Cost Share/Commitment Update Form coupled with WISDM documentation.
   b. The departmental staff shall monitor progress toward meeting the non-payroll cost sharing commitment by verifying expenses and reporting to RSP at least once per budget period.
3. Third Party Cost Sharing:
   a. After a third party has made a contribution of goods or services to be used to meet a cost sharing obligation, the departmental staff shall obtain documentation from the third party that provides evidence of the contribution. Guidance for what should be included in the third party documentation can be found on pages 21-22 of the UW-Madison Cost Sharing Guidelines here. Again, departmental staff shall submit a Cost Share/Commitment Update Form.

b. The departmental staff shall monitor progress toward meeting the third party in-kind cost sharing commitment by verifying expenses and reporting to RSP at least once per budget period.

| Financials | Personnel | Funding Actions | Requirements | Edits | Cost Share Schedule | **Cost Share Expenditures** |

	Inception through AUG - 2010	Inception through AUG - 2010
Salaries		
-- Pan, Xuejun	1,083.43	1,083.43
-- Runge, Troy	4,377.32	4,377.32
Total Salaries	5,460.75	5,460.75
Fringe Benefits		
-- Pan, Xuejun	417.12	417.12
-- Runge, Troy	1,691.63	1,691.63
Total Fringe Benefits	2,108.75	2,108.75
Non-Payroll Costs	0.00	0.00
F&A	3,671.21	3,671.21
Sub-Total UW Cost Share Expenditures	11,240.71	11,240.71
Third Party Expenditures	0.00	0.00
Unfunded F&A	0.00	0.00
Total Cost Share Expenditures	11,240.71	11,240.71

Staff will use the WISDM Cost Share Expenditures tab to view and verify that cost share obligations have been met. Note that certain sponsors limit the amount of unrecovered F&A (or other expenses) that may be used to meet cost sharing obligations. Departmental staff should review such limitations and take them into account when monitoring the bottom line.

FLOWCHART
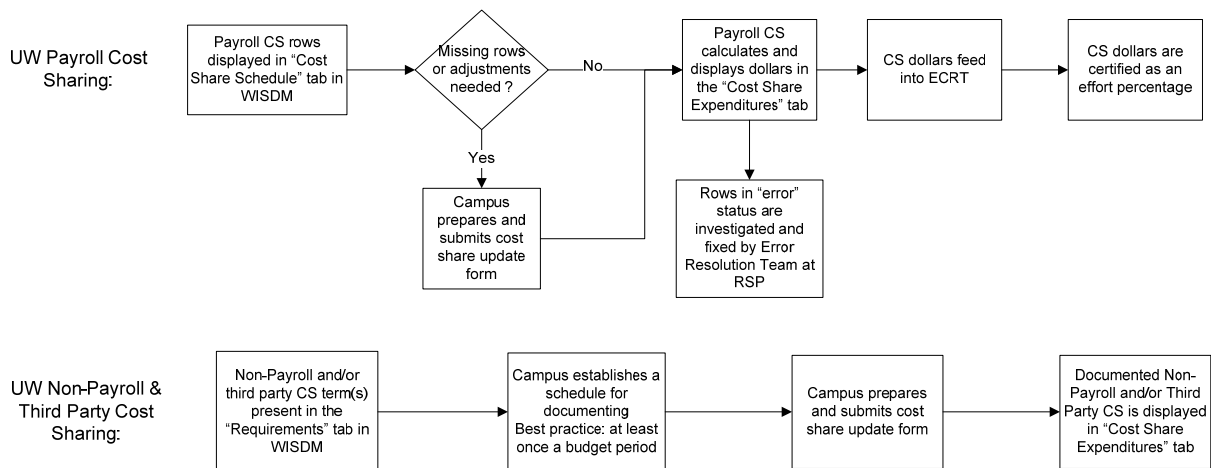
CS Update Form Preparation Instructions:

Save a PDF copy of the form to a computer/server using a naming convention that allows for electronic storage and submission at the Department/Dean's Office.

Project ID:		(Ex. PRJXXXX)

Reason for Update:
(if you have supporting documentation, please attach to e-mail)

The "*Project ID*" (e.g. PRJXXXX) is identified as the target project for the cost share. The "*Reason for Update*" field is optional but should be utilized to provide clues or an explanation for the submission of the form, which can often be helpful to reviewers downstream.

**Scheduling a CS Payroll Row:**

All fields should be filled out for every CS row, with the exception of the source project. The CS source fund must be available and sufficient. The "Cost Share %" should be stated as a figure that is relative to the employee's gross pay (excluding non-ECRT salary account codes). As an example, if an employee is paid 50% from fund 101 and 50% from fund 233 and the intention is to cost share all of the gift account salary, then use 50% in the scheduled CS row, not 100%.

○ Payroll Cost Share Expense (Please complete the table below)
○ Commitment Update (Please complete the table below)

Employee			Cost Share Period		Cost Share Source			Cost Share Calculation	
First Name	Last Name	Emp. ID	Start Date	End Date	Source Project	Source Fund	Source Dept.	Cost Share %	Vol / Man / NSF

Required Supporting Documentation for Non-Payroll:

1.) **Non-Payroll Cost Share Expense**: Properly documenting non-payroll expenses requires a WISDM expenditure export to an Excel spreadsheet. Before exporting, the following columns must be selected in the "Pick Custom Columns": Fund, Dept, Project, Acct, Acct Descr, Line Descr, Source, Journal ID, Journal Line, Date Posted, Monetary Amount, and Voucher ID.   After all the required columns are being displayed, perform the export by selecting "Excel" in the "View as" dropdown list and click "Go".
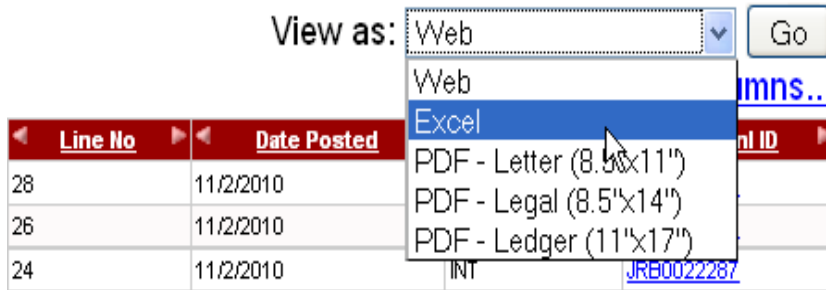
Highlight the CS lines or preferably delete the lines that are not being cost shared. Save a copy of the Excel file to be attached along with the CS update form.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Fund	Dept	Project/Grant	Acct	Acct Descr	Monetary Amt	Descr	Vchr ID	Line No	Date Posted	Source	GL Jrnl ID
2	101	481500		2360	Rental of Other Equip	28.70	NEOPOST USA	DIANNE 313	9675	11/10/2010	INT	JRT0014050
3	101	481500		2600	DP Services-State & Univ Dept	90.00	WEB HOSTING SERVICE	8020617	1830	11/11/2010	INT	JRB0022555
4	101	481500		2830	Mileage - In State	71.78	8162		552	11/8/2010	EX	EXACC53764
5	101	481500		2840	Registration Fees - In State	50.00	8162		1131	11/8/2010	EX	EXACC53764
6	101	481500		3105	Supplies-Laboratory	6,782.16	ITHAASPOL-CC Chair, Ithaca fr	1132443	274	11/12/2010	APA	AP00254150
7						7,022.64						

Notably, if the "GL Jrnl ID" of the transaction begins with the "EXACC", the travel expense report ID must be obtained from the Department Administrator or Traveler and included on the spreadsheet in the far right-hand column.   See **Appendix B** for a complete list and description of all journal ID mask codes.

2.) **Third Party Cost Share Expense**: The official statement from the Third Party should be scanned and attached if not already digitized.

3.) **Unfunded F&A Expense:** A spreadsheet containing calculations should be worked up and attached.

Once all the supporting documentation is sound, select the appropriate radio buttons to complete the form. The mandatory or voluntary CS type must be identified along with the total amount intended to be cost shared.

Best Practices: Departments should establish a schedule for documenting CS. It is advised that CS payroll updates occur prior to an effort reporting period opening and the non-payroll CS forms should be submitted on a budget period basis, at minimum, for accurate reporting. Having a schedule for documenting CS will help avoid scrambling at the culmination of the award to get caught up.
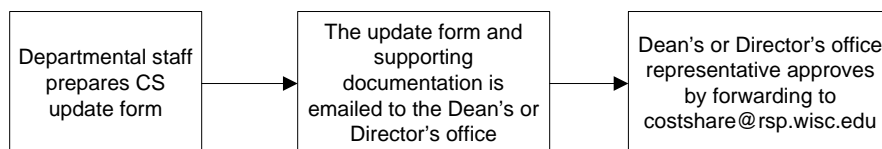
Routing and Approvals:

Preparers should email the update form, as a PDF, along with any supporting documentation (e.g. spreadsheets, third party statements, etc.) to their Dean's or Director's office. The subject line of the email should read as follows: *Cost Share and Commitment Update Form: PRJXXXX.* It is an acceptable practice to attach multiple update forms on the condition that each project ID affected is referenced in the subject line. If expediting is necessary, include language in the body of the email explaining the need to rush processing.
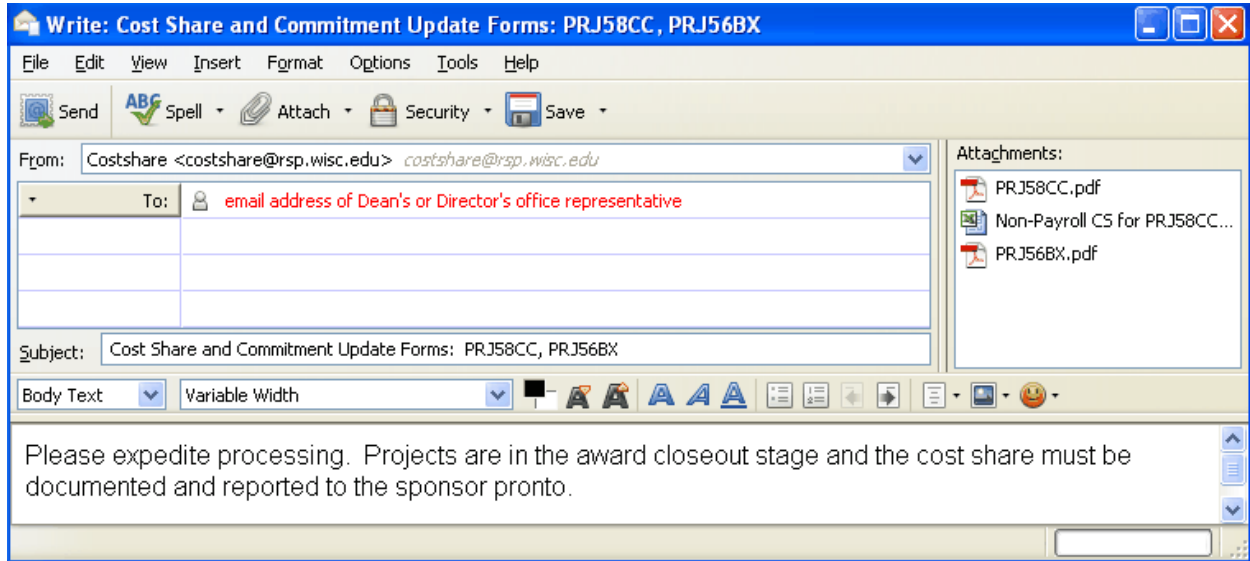
After reviewing the CS update request, the Dean's or Director's office representative should simply forward the email without manipulating the subject line to <costshare@rsp.wisc.edu>. This action serves as the Dean's Office approval for CS.

Please do not print the form and manually route, as paper copies will no longer be accepted. It is unnecessary to physically sign the form, as submission via email is consenting. Illegible signatures make it difficult to facilitate communication on problematic forms. Requiring electronic routing will cut down on paper, speed up the processing time, and will provide a date stamped record of employees involved for any needed follow up.

FLOWCHART:

Cost Share Status & Error Codes   Appendix A

STATUS CODE	STATUS DESCRIPTION	CAUSE
N - "New Row"	New cost share row, not yet calculated	Award/Project Set up, Adding a new person later on….
D - "Distributed"	Distributed cost share row – successfully calculated for all existing pay periods within the cost share timeframe.	Cost share calculation process ran successfully (Posted to Proj_Resource).
E - "New Row Not Found"	Salary cost share row not yet successfully calculated. No payroll data exists for the employee during the cost share timeframe. This error will only appear after 40 days of not finding a salary row in the payroll data.	Cost share calculation process produced an error and did not post to Proj_Resource due to salary rows not being available. (Payroll did not occur, salary transfer did not post yet, and/or the staging tables have not been updated)
C - "New Row Insufficient Funding"	New row not previously calculated. Employee has payroll data, but not a high enough percentage of gross pay to support the desired funding of cost share for the employee for a particular pay period.	Cost share calculation process produced an error and did not post to Proj_Resource due to there not being enough funding available in the source fund to cover the cost share portion.
S - "Distrib Insufficient Funding"	Previously Distributed. In a new or adjusted pay period, employee has payroll data, but not a high enough percentage of gross pay to support the desired funding of cost share for the employee for a particular pay period.	Cost share calculation process ran successfully in prior calculation, but now is not posting to Proj_Resource due to there not being enough funding available in the source fund to cover the cost share portion. (Salary transfer posted removing some or all of the funds, check correction posted…)
F – "Distrib Not Found"	Error for a salary cost share row previously Distributed, but no new payroll for the employee. This error will appear after 40 days of not finding a salary row in the payroll data.	Cost share calculation process ran successfully in prior calculations, but now is not posting to Proj_Resource due to salary rows not being available. (Payroll did not occur, salary transfer did not post yet, and/or the staging tables have not been updated)
Z - "Zero Row"	Salary cost share row with a zero CS %.	When a cost share scheduled row is entered for a person with a 0 percent being cost shared

R – "Reversed Row"	Salary cost share row that has been reversed.	Reversals are necessary for backing out cost share data or to make corrections in a particular row. New rows are scheduled with corrected information

FY2011 UWMSN Journal ID Mask Codes   Appendix B

Journal ID Mask Code	Source Code	Description
ALO	ALO	Journals created from SFS allocation process: e.g. grants fringes, overhead cash offsets, etc.
AP	APA	Journals created by the voucher post process (AP accrual)
AP	APX	Journals created by canceling the original voucher accrual (AP closure)
AR	AR	Grants accounts receivable journals.
BD	BUD	Budget Journals. For budget adjustment journals, the journal ID has a department/division identifier after BD initial plus a number.
BDPJROL	BUD	Budget journals for fund 233 budget roll forward.
BDPRJ	BUD	SFS standard budget journals for non-sponsored projects.
BDPYPY	BUD	Budget journals for year end carry over POs.
BI	BI	Grants accounts receivable billing journals.
CA	CA	Grants revenue recognition journals.
CKC	INT	Check Correction journals from JET CKC application.
EXACC	EX	Travel Expense charge journals from ATS.
FA	IUF	Fringe adjustment journals created by UW Service Center staff. Contact Payroll, payroll@ohr.wisc.edu.
FREM	INT	Tuition/Fee remission summary journals.
FT	SFD	Fringe journals generated from PT salary cost transfer journals.
FX	ALO	These are grants fringe allocation journals created in SFS after Program Release.
GM	GM	Grants overhead charge journals.
IUJ	INT	Inter-unit journals between campuses.

JDD	DDD	Revenue journals for deposit entry by Cash Mgnt Staff.
JR998	ALO	Period 998 journals
JRB	INT	Internal billings entered via JET.
JRCORR	INT	Correction journals done in SFS only.
JRR	INT	Revenue journals for deposits & transfers by depts.
JRT	INT	Internal cost transfers entered via JET.
JV	INT	Interest earning allocations. Bursar scholarship payment journals (starting Jan 2007).
PE	SFD	Salary encumbrance journals.
PJ	SFD	Payroll journals from payroll calc.
POCORR	ENC	Encumbrance correction journals done in SFS only.
PT	SFD	Salary cost transfer journals from WISDM web app.
PY	APC	Journals created by canceling a payment (AP Cancel)
PY	PMT	Journals created by the Payment Posting process
PYEXP	EX	Travel expense payment journals from ATS.
PYPY	LEG	All budget data related to the carryover encumbrance open balances at the end of the prior year.
RBHA	LEG	All Red Book budget data for Hatch-Adams activity.
RBRB	LEG	All Red Book budget data that is interfaced to SFS.
RBSL	LEG	All Red Book budget data for Smith-Lever activity.
STR	INT	Salary cost transfer journals from JET SCT application.
TUREM	INT	Tuition/Fee remission charges journals (detail charges).