Symposium for Research Administrators

University of Wisconsin-Madison
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Biweekly Salary Calculations Made Easy with the NEW Salary Funding Projection Tool

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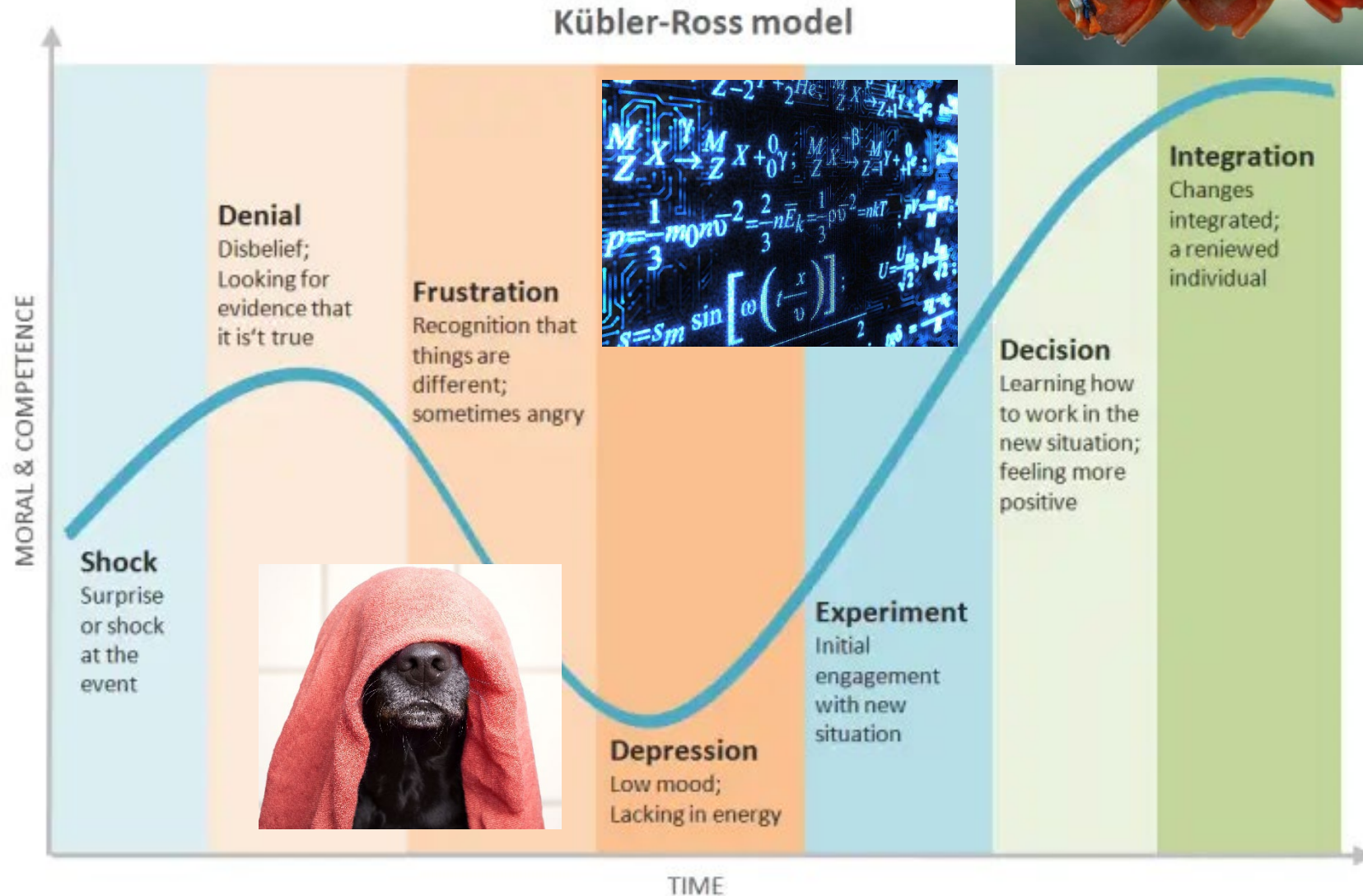
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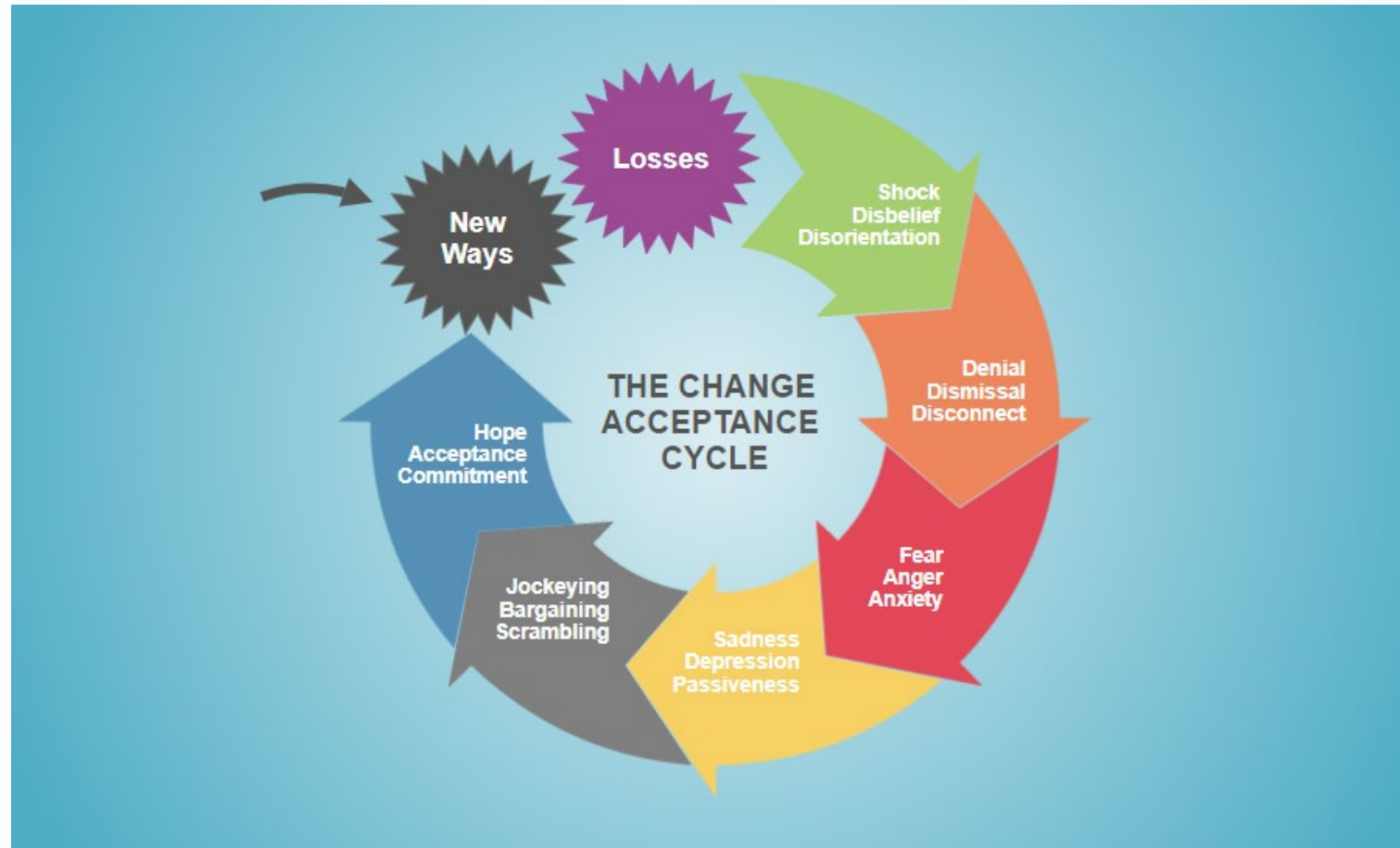
July 2021 transition, but began in 2019

- UW System first began discussions in Nov 2019 to shift to 1 payroll structure (biweekly)

- Paused due to COVID, picked up Oct 2020 under direct guidance from former interim UW System President, Tommy Thompson (originally wanted 1/1/2021 implementation)

- Pushed to 7/2021 after various concerns expressed

July 2021...the month it all changed

- 20K+ UW system monthly payrolled employees moved to biweekly payroll (26 pay periods per year)

- Impacts to grants/sponsored contracts:
  - Start/end dates of a project do not align with payroll periods
  - Calculations for salaries earned differs to how payments and funding are allocated
  - Overpayments/underpayments
  - How much will actually charge to projects
  - Trainee/fellow with sponsor mandated stipends and/or start/end dates were particularly problematic

Change is HARD

Kübler-Ross model

https://www.cleverism.com/understanding-kubler-ross-change-curve/

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https://www.smartdraw.com/management/acceptance-cycle.htm

Working group

- Original team: Ben Biltz, Mallory Musolf, Dorothy Johnson, Jennifer Rodis and Jenny Dahlberg
- Met from Dec 2020-determined for trainees/fellows several items, but ultimately resolved we needed a tool to help predict salary/stipend charges to sponsored grants/contracts.
- By Oct/Nov 2021 it was clear we need more input and more robust tools to help predict payroll across all types of appointments.
- Draft form/spec of the tool outlined Dec 2021
- Tool development and testing (Jan 2022-present)
  - Added team in put from Michele Rohde, Meghan Owens, Caitlin Wilhelm

Biweekly payroll quick overview

- If 100% of funding is the same in an entire pay period, the payroll will allocate based on 14 days.

- If mid-pay period HR action occurs: Rate changes, movement to different DDS—calculation will be based on 10 days and will charge the proportion of cost remaining on the new pay period

- Salary is earned on 10 day basis but allocated on 14 day basis for funding

Example 10 day earned vs 14 day allocation

- Bucky Badger A basis, $100,000 salary 100% FTE.
  - Biweekly rate: $100,000/26 =$3,846.15
  - Earned daily rate if paid all 10 days of the payroll period = $3846.15/10 =$384.62 per day; allocated on 14 day rate $3846.15/14 =$274.73 per day
  - If funded by 2 sources, for all days of the pay period, all dollars will be equally split (50% to each funding source).
  - If funded by 2 sources but the change occurs mid-pay period, the allocation will be done on 14 day basis.
  - If the funding change is combined with any other HR action (rate change), then the funding will allocate based on earned 10 day structure with a proportion of the number of days left in the pay period.

Helpful Resources

- https://hr.wisc.edu/pay/single-payroll/

- OHR Payroll Toolkit
  - Biweekly payroll calendar!!
  - Fellow/Trainee Adjustments

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Best practices

- Match appointment start/end dates with biweekly pay period
- Process rate changes or other HR adjustments at the start of pay period
- Avoid changing funding actions mid-pay period
- Avoid changing funding with same effective date as a HR action within a pay period.
- HRS will split funding by portion of days left in a pay period when mid-period changes are made.

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Salary Funding Projection Tool

- https://test.rsp.wisc.edu/apps/SFPT/
- Useful for making quick work of lots of funding splits across multiple different time points.
- Use Cypress reports to cross-check entry in HRS budget funding data entry
- Report issues to working group

Great tool, but there are limitations

- Doesn't feed into HRS

- Doesn't allow for rate increases to be factored into output at the same time as the funding changes

- Doesn't account for other HR actions (rate changes or FTE changes for example in the same time points as the funding changes)

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Next Steps

- Watch for email launching the tool officially
- Send any errors or issues to: jenny.dahlberg@wisc.edu or Mallory Musolf (musolf@wisc.edu)

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