I. PURPOSE

Investigators at Emory University divide their time between many responsibilities such as clinical work, administration, teaching, and conducting research. As such, it is important to ensure that Emory’s payroll systems are set up such that personnel are paid from the appropriate projects based on the percentage of their time (i.e., Effort) that is committed to each activity. In research, this becomes more complex because effort may be divided among more than one project. With requirements to accurately track and certify the expense of federal dollars associated to effort this becomes even more crucial. By accurately setting up payroll distributions, RAS units ensure that investigators’ salaries are paid from the appropriate projects and in the appropriate amounts and the institution remains compliant with federal regulations.

II. INTRODUCTION:

Payroll distribution is the process used to calculate and post payroll charges, including institutional support, to the appropriate funding sources. During the Award Setup phase, a SmartKey will be created for each project. This SmartKey should be used to pay all costs on a sponsored project including personnel. The percent of distribution for each position/appointment should be based on the proposed effort and workplan referenced in the award documents (committed effort).

III. PROCEDURE

1. Once Emory’s electronic Notice of Award (eNOA) has been received via the ComSquared system after award setup is complete, the Post-Award Administrator will:
   a. Review the eNOA and detailed project budgets for effort commitment information for all personnel listed on budget
   b. Document changes being made to payroll for all personnel with committed effort [see Associated Document 1. Changes to Payroll Distribution Template]
   c. Submit spreadsheet to PI for review, noting any changes or variances from initially proposed effort commitment
   d. PI must respond within three business days and indicate if changes to effort should be applied
      i. If PI does not respond within three business days, Post-Award Administrator will proceed to make changes, following remaining steps outlined below
   e. Email copy of spreadsheet template with payroll changes to Department Administrator (DA), Department HR representative, and/or other representative (verify individual to be notified in the
associated Department or School/unit), of changes being made to payroll so they are aware of the changes

i. If an individual’s payroll is being adjusted to a non-sponsored account, approval by Department or School/unit must be obtained (email confirmation or signature) prior to making payroll change

ii. For those project staff members that fall outside the PI’s RAS unit, the primary Post-Award Administrator will submit an email to the appropriate RAS unit Post-Award Administrator requesting the necessary payroll distribution changes and confirmation that the change has been made

f. Set up new payroll distributions in the PeopleSoft HR system within five business days of receiving the eNOA. Post-Award Administrator should follow the payroll set-up job aid [see Associated Document 2. Job Aid: Payroll Set-up]

g. If the Post-Award Administrator can foresee that a review or changes will be needed at a future date in the life of the award then a non-financial milestone should be set up on the Milestone page as per the referenced job aid.

Note: Changes are made on PI direction. The Post-Award Administrator must ensure cooperation with the Department Administrator, Department HR representative and/or other representative named by the Department or School/unit during the payroll changes process. If an individual’s payroll is being adjusted to a non-sponsored account, approval by Department or School/unit must be obtained (email confirmation or signature). Otherwise, approval is not necessary.

2. The Post-Award Administrator will notify the PI that the payroll distribution setup in PeopleSoft HR system has been completed via email, and copy Department Administrator (DA), Department HR representative, and/or other representative (verify individual to be notified in the associated Department or School/unit).

IV. RESPONSIBILITY

Principal Investigator:
- Approves payroll distribution
- Negotiates changes in effort, as needed

Post-Award Administrator:
- Reviews the eNOA and project budgets for effort commitment information
- Creates a list of study personnel, effort commitments, and SmartKey from which study personnel should be paid
- Notifies DA, HR Representative and/or other representative as determined by Department or School/unit, if applicable, of changes being made to Payroll Distributions for sponsored projects
- Sets up the payroll distribution
- Alerts the PI that the payroll distribution has been setup

Department Administrator (DA) (or HR representative or other Department or School/unit representative):
- Approves payroll distribution changes that involve placing study personnel on non-sponsored accounts

******************************************************************************************END OF SOP******************************************************************************************