Louisiana State University
Office of Accounting Services
Sponsored Program Accounting
240 Thomas Boyd Hall

Instructions for completing AS227: Justification for Payroll Accounting Adjustment

I. Request Information

A. Requested By: Name of person requesting the transfer
B. Request Date: Date transfer is being requested
C. Email: Email address of person requesting the transfer
D. Phone: Phone number of person requesting the transfer
E. Principal Investigator (PI): PI of the grant being charged
F. Grant ID: Grant being charged
G. Employee: Name of employee being transferred
H. Employee ID: ID of employee being transferred

II. Complete this section only if a partial payroll period is being transferred.

A. When a partial payroll period is being transferred, this section must be completed since PAAs require the full payroll period to be selected. This partial payroll must be prorated for the amount being transferred.

B. Columns include:
1. Worktag: (Grant, Program, Gift, etc.),
2. From Date: first date of period being transferred
3. To Date: last date of period being transferred
4. Amount: total amount being transferred
5. Percentage: percentage of payroll being transferred (see calculation example below)

C. Example:
A fiscal employee is paid annual salary of $12,000 or $1,000/month. They are paid $1,000 from 07/01/16-07/31/16 on GR-0001. You have to transfer their salary off GR-001 to GR-002 effective 07/15/16. The salary calculation is listed below.

$12,000/12 = $1,000/month

$1,000/21 work days in the period = $47.62/day (Daily rate for July 2016)

$47.62 * 11 workdays being transferred (07/15/16-07/31/16) = $523.82

$523.82/$1,000 monthly rate = 52% of this employees time is being transferred for this pay period.

Worktag	From Date	To Date	Amount	Percentage
GR-002	07/15/16	07/31/16	$523.82	52%

D. See payroll schedules on Payroll's website for Number of Workdays in each month.

E. GR-002 is the grant that is being charged so the justification below must state why the transfer is being done and how this person's salary benefits GR-002.

III. Justification

A. To comply with allowability and allocability requirements of Office of Management and Budget (OMB) 2 CFR 200, Uniform Guidance, it is necessary to explain and justify the transfer of charges.

B. The justification must answer the following questions:

1. Why is the adjustment being done retroactively? Please explain how the error occurred. When answering this question, state why the transfer is being done. Why was the correct account not originally charged? Justifications "to clear an overdraft" or "to spend out the balance" are not acceptable.

   Example: Mike Tiger began working on GR-002 effective 07/15/16 but the PI failed to notify the departmental accountant of the change. This transfer is being done to properly allocate his time.

2. What is the benefit to the grant being charged? Describe how the employee's salary is a proper and allowable cost to the grant (include the sponsor's name and project title) to which the salary is being transferred.
   When answering this question, explain how the employee's work benefited the project. The response must detail duties the individual performed and how these duties fulfilled the goals and objectives of the project. Simply stating that they worked on the project or that they were listed in the budget is not acceptable. The sponsor's name and project title must be included.

   Example: Mike Tiger is a Research Associate responsible for analyzing samples and compiling data for the ABC (sponsor name) project entitled XXX (grant name).

C. If the effective date of the transfer is greater than 90 days from the date the transfer is being processed additional questions must be answered.

Example, if the effective date of the transfer is 07/01/16, and the transfer is processed after 10/01/16, this section must be completed.

3. What were the extenuating circumstances which prevented this adjustment from being processed timely?
   When answering this question, explain why it took so long to process the transfer.

   Example: The PI was traveling out of the country for an extended period of time with limited access to the internet. He was not able to review the ledgers until he returned in December. He notified the departmental accountant of the change needed at that time.

4. What corrective actions have been taken to eliminate future needs for payroll adjustments of this type?
   When answering this questions, explain how you are going to fix the situation so that is does not happen again.

   Example: The departmental accountant will meet with PIs prior to their departure of extended travel to review their accounts and any changes that will need to be made during their absence.