

Proc. code CRO.02.00	COS C&G Salary Action Approval
Owner/Contact Information:	College of Sciences Research Office, ext. 5-7865
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Related Policies:	<u>REG 10.05.08</u>

1. PURPOSE/INTRODUCTION

To document the process for the monitoring and review of salary actions on Contract and Grant accounts by the College of Sciences Research Office (CRO). This defines the process for the approval of funding for appointments, salary distribution changes, and redistributions. This SOP applies to all Departments and Centers operating under the COS “17” Organizational Unit Code (OUC).

Prerequisites:

Access to and familiarity with North Carolina State University (NCSU) PeopleSoft and Research Administrations systems, [CFR 200 Uniform Guidance](#), A-21, A-110, A-133, [NC State Contract & Grants accounting standards](#).

2. DEFINITIONS

- [COS Salary Action Approval Form](#)-The form used to request approval for appointments, redistributions, and terminations for L-5 projects
- **L-5 or Ledger 5**-Describes the type of account set up to identify a Sponsored Project / Contract & Grant account.
- **Effective Date Start / End**- The effective start date of the action and the effective end date of the action
- **Organizational Unit Code (OUC)**- The OUC is a set of numbers that identifies the responsible unit at NC State University
- **Primary OUC**-The academic base OUC for the employee
- **Secondary OUC-Identifies** the OUC responsible for payment if it is different unit than the employees academic base OUC.
- **Employee ID No.** – People Soft ID number uniquely identifies each employee
- **Action Type:**
 - **Salary Distribution Change(SDC)** - To modify future funding source and/or percentage L-5
 - **Redistribution** - To modify previous salary that has already posted on an L-5
 - **New Appointment / Rehire** – To initiate employment on an L-5
- **Redistribution Number** – The number assigned by the system.
- **Payroll ID**-The time period the payroll occurs eg. 20181R02
- **Amount-** **Either** the annualized amount (New hire, SDC)
 Or The Amount of the paycheck (Redistribution)
- **FROM Project ID Number**—Current salary funding source

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- **FROM Account Code**-Current salary code eg. 51116
- **TO Project ID Number**—Future funding source
- **TO Account Code**-Future salary code
- **%** - This is used to show the effort on each project
- **Work Against**-This box on the [COS Salary Action Approval Form](#) relates to position control and the position budget table. Answering Yes shows that this is a non-permanent change that does not change the budget table. Answering No shows that this is a permanent change to the position’s budget for position control purposes.
- **Department Head Signature**- is required if a posting/hiring proposal is submitted and the amount of salary/benefits for the entire period of the appointment exceeds the current available funds identified, the hiring will be approved if the department has signed the funding the request form acknowledging the department will accept responsibility for any expenditures for this hire when deemed not allocable or allowable to a ledger 5 account or expenditures are incurred when no ledger 5 funding is available.
- **Project Modification Request- (PMR)**-The process for modifying a project once it has been awarded. The PMR system is within mypack portal
- [The Employee Activity Reporting System \(TEARS\) Request Form](#)- The College of Sciences uses this online form to communicate updates to employees TEARS set-ups.

3. Procedural Steps

3.1—Department must review the project in WRS and in RADAR to verify budget/project allowability prior to submitting any [COS Salary Action Approval Form](#).

3.1.1—If a budget revision is needed, submit a Project Modification Request (PMR).

3.1.2—The PMR must be fully approved prior to submitting the COS Salary Request Form.

3.2.—Complete the [COS Salary Action Approval Form](#). All fields must be complete and signatures obtained. If not complete, form will be returned to Unit.

3.3—Submit the [COS Salary Action Approval Form](#) to your CRO [post-award accountant](#) via email to receive approval for processing appointments, redistributions, and terminations on L-5 projects in the system.

3.4—Once the department submits the form to their CRO post-award accountant, the accountant will review and approve or deny the request within 7 business days via email.

3.5—Once the action is approved by CRO the department will process the action in the system.

3.6—The department will process a [TEARS request form](#), selecting option #7, to ensure that there is no variance generated.

3.7—The department will process any needed position control/work against actions.

3.8—The department will file the form in the CRO e-Research folder.

4. CHARTS/GRAPHS/FORMS

[COS Salary Action Approval Form](#)

College Research Office Post Award Contacts

<https://sciences.ncsu.edu/intranet/college-offices/research/administration/>

Revision #	Subsection#	Summary of Changes	Approval Date