

# Salary and Wage Confirmation Training Session Q&As

## *Some common questions and answers which have been asked regarding the Salary and Wage Confirmation Process:*

**Q: When is this new process starting?**

A: UTSW's Salary and Wage Confirmation system was implemented June 1, 2020.

**Q: When is our first report due?**

A: Since this process was implemented June 1, 2020, the first report due will be the Annual Attestation which will include 12 month report with the Annual Attestation Statement. Reports are due 45 days after the fiscal quarter ends which, in this case the year ends August 31, so the Attestation should be finalized and submitted by October 15, 2020

**Q: Does the Annual Attestation include a 4<sup>th</sup> Quarter report?**

A: Quarterly reviews are completed for the fiscal year's 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarter, while the Annual Attestation will include a 12 month report.

**Q: Do we submit our monthly UTS.142 financial reviews?**

A: These monthly reviews are required per UT System, but are not required to be submitted with your regular quarterly reviews for Salary and Wage Confirmation.

**Q. Are the monthly Payroll Confirmation reports still required?**

A. UTSW transitioned to Salary and Wage Confirmation on June 1, 2020. The Monthly Payroll Confirmation was required to occur through May 2020 and could be requested should the institution be audited. Please continue to retain these documents at the Department level as you were before this new process was rolled outward to campus.

## *Some common questions and answers which have been asked regarding PFr005:*

**Q: Why are not all our PIs and project showing up on the report?**

A: The hierarchy of the report is based on the Primary PI, his/her awards, projects related to the award and the salary sourcing of each. If the budget named a different contact PI for one (or more) specific project, that project will show up on the Contact PIs report. For these, the contact PI should sign and then forward to the Primary PI to include in the Attestation documents for the that PI.

**Q: Why is 25% utilized for the threshold on the variance calculation?**

A: Most awards have compliance language that any change greater than 25% must have prior approval by the Sponsor. We wanted to flag these scenarios.

**Q: The report does not seem to take into account Salary Cap or Cost sharing, do I need to explain this in our variance?**

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*A: This is true, the report does not take these factors into account at this time. We hope to build these into our Phase II. The PI and support staff maintain these details at this time and will need to include this in the explanations for possible variances in the quarterly reviews.*

**Q: I am not seeing budget related to awards from eAgreements or other SRA type awards listed, is my data incorrect?**

*A: The various agreements which utilize eAgreements do not store the budget agreed at proposal time and therefore have those columns blank in PFr005. The awards are listed with actual salary and wage totals so that the PI's "whole person" view is available for reference.*

**Q. My PI's variance is noted at greater than 200%, what are other possible issues we might need to investigate?**

*A. Other issues beyond Salary Cap and Cost Share, could include no-cost extensions of the awards or possibly a difference in how the budget was loaded in eGrants at proposal time, compared to current time. This can include the budget for a 5 year grant being loaded as one budget while the actuals shown in PeopleSoft may be segregated for each of those 5 years. We are working with AIS to see if there is a possible fix for these type of issues.*

**Q. Does the report represent both Salary and Fringes?**

*A. The report is looking at just "Regular Pay" and not fringes, incentives or augmentation type incremental pay.*

**Q. Will non-key personnel have a budget or variance to explain?**

*A. Non-key personnel will not have budget associated to them and therefore will not have the variance calculation.*

**Q. How often are the Orbit reports updated?**

*A. Orbit updates nightly, therefore, if changes were made and the data was pushed to PeopleSoft production on a Monday, you will see this updated when you pull the Orbit report on Tuesday based on the PSFT transaction date.*

**Q. If an award expires in Aug but corrections for prior period were processed by Payroll in Sept, how will the changes be captured on the report?**

*A. The report is run based on Pay Period End Date, not Posting Date. I.e. if a retro is completed today for August numbers, once that Retro is processed in the system, it will update the report for August. This is why Report Run Date was added to the report.*

**Q. Will a rebudget done in eGrants and approved by SPA to move between budget categories reflected in this report?**

*A. If you update the employees budget, then it will reflect on this report. If you move a generic amount from M&O to Salary, this report will not show it, unless you have updated the person's budget.*