PROCESS FOR CLEARING SUSPENSE CHARGES THAT OCCUR WITHIN 90 DAYS

Clearing suspense can be the result of one or both of the following:

1. No combo code assigned during new hire process
2. Reallocation of funds due to a lapse of funding on a current grant (All Sponsored Projects must be reallocated every fiscal year.)
3. Both are occurrences the DAAF or Business Mgr should be aware and conscience of

WHAT YOU NEED:

In order to clear the suspense account, please identify if the charge to suspense happened within the last 90 days or beyond. In addition, make sure you have the following informarion available:

1. The employee ID
2. Hire date or when new grant was effective
3. Copy of payroll schedule, which can be accessed by clicking **THIS** link.

If the suspense charge occurred within the last 90 days, please proceed with the following steps:

1. Login to PAC
2. Go to Manager Self Service
3. Under Labor Accounting, select Salary Distribution
4. Now enter the employee ID

5. The following information will appear.

PAC
EST. 2004

Salary Distribution

Employee Information

Nurse,Cheryl

Salary Distribution Approval History

Empl ID:	10125374	Empl Rcd#:	0
UNI:	cn2183		
Job:	315101	Mgr - Dept Admin - ADMN	
Pay Group:	MO1	Officers	
Company:	CU1	Columbia University	
Department:	400200X	A&S EVP Administration	
Location:	01	Morningside	
Position Number:	20026767	Human Resources Manager	
Annual Rate:	$85,000.00		
Contract Period Sal:	$0.00	Appointment End Date:	

Salary Distribution History

Find | View All   First ◀ 1 of 12 ▶ Last

Effective Date:	09/08/2015	Effective Sequence:	0	Department:	400200X

Allocation   Find   First ◀ 1 of 1 ▶ Last

Combination Code:	1000001263	53330-UR003343-25000-00000000-01	Earnings Code:	REG
% Distribution:	100.000		Funding End Date:	06/30/2016

New Salary Distribution Info

Initiated Date 02/04/2016   Approval Action

Comments:

Find   First ◀ 1 of 1 ▶ Last

*Profile Effective Date:	11/02/2015	Period Amount:	$2,250.00	⊞⊟
RSD ● Yes ○ No				

Allocation   Find   First ◀ 1-2 of 2 ▶ Last

			⊞⊟
Combination Code:	1000231033 🔍	54615-UR005374-61000-09000002-01	
Combination Code Department:	0925102	RES MS Vivaria	
% Distribution: 50.00	Combination Code Amount:	*Funding End Date: 06/30/2016	

			⊞⊟
Combination Code:	1000001263 🔍	53330-UR003343-25000-00000000-01	
Combination Code Department:	4002102	A&S EVP Administration	
% Distribution: 50.00	Combination Code Amount:	*Funding End Date: 06/30/2016	

Last Approved By   Last Updated On

[Save and Submit]   [Save for Later]   [Quit Without Saving]

6. Clearing of the suspense account transaction starts by putting in the '*Profile Effective Date'. The 'Profile Effective Date can be one of the following:
   a. Employee hire date or the payroll date (payroll schedule)
   b. When the new funding became available to continue the employee's salary

7. The next step is to fill in the 'Period Amount'. The 'Period Amount' can be one of the following :
   a. The semi-monthly, bi-weekly or weekly amount of salary that should be allocated to a specific funding source if it wasn't entered into the budget tool, *or*
   b. There has been some change in the funding or cost sharing *or*
   c. Simply because the new hire was processed through a PAF instead of as a Template Based Hire (further discussion to come).
8. Select RSD for Yes = Retro Salary Distribution – This is how the employee salary allocation should have been set-up since their hire or since the change in funding source.
9. For an employee being paid from more than one combocode (chartstring), selection the + symbol under the Allocation section

New Salary Distribution Info

Initiated Date 08/04/2017

Approval Action

Comments:
To clear suspense related to Project PG007735 in order to update the Salary distributions. Distribution authorized by PI Kavitha Mediratta as per the terms of the grant.

Find   First ◀ 1 of 1 ▶ Last

*Profile Effective Date: 07/01/2017 📅   Period Amount: $0.00   [+][−]

RSD ● Yes ○ No

Allocation   Find   First ◀ 1 of 1 ▶ Last

Combination Code: 1000391620 🔍   53300-PG007735-25000-00000000-01   [+][−]

Combination Code Department: 4184102   A&S AFRE Program

% Distribution: 100.00   Combination Code Amount: [   ]   *Funding End Date: 06/30/2018 📅

Sponsored Project Details

Hire: ● Yes   ○ No
                                Date of Discussion: 7/1/17 📅
Rehire: ○ Yes   ○ No

Transfer authorized by the following PI(s): Kavitha Mediratta
(enter names(s)):

Location of Documentation:

10. Enter the salary distribution information for the second combocode/chartstring

Find   First ◀ 1 of 1 ▶ Last

*Profile Effective Date: 07/01/2017 📅   Period Amount: [   ] $0.00   [+][−]

RSD ● Yes ○ No

Allocation   Find   First ◀ 1-2 of 2 ▶ Last

Combination Code: 1000391620 🔍   53300-PG007735-25000-00000000-01   [+][−]

Combination Code Department: 4184102   A&S AFRE Program

% Distribution: 100.00   Combination Code Amount: [   ]   *Funding End   06/30/2018 📅
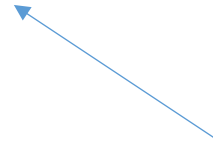   Date:

Combination Code: [   ] 🔍   [+][−]

Combination Code Department:

% Distribution: [   ]   Combination Code Amount: [   ]   *Funding End   [   ] 📅
                                                                    Date:

11. Once the combination code(S) are enter and the percentage(s) is applied correctly the 'Funding End Date" should be one of the following:
    a. End of the fiscal year in the case 6/30/16.

     b.   The end of the grant. If this is case, please be mindful that if another combo code is not provided and the employee is still active, they will have additional salaries go into suspense

12. Must also enter information in all fields of the Sponsored Project Details:
    a. Hire: Select "Yes" or "No"
    b. Rehire: Select "Yes" or "No"
    c. Date of Discussion: Enter date i.e. 7/1/2017
    d. Transfer authorized by the following PI(s): Enter applicable name(s)
    e. Location of Documentation: Enter the name of the department that holds contracts
    f. Confirmation - Select box indicating "I agree"

Sponsored Project Details

Hire: ○ Yes   ○ No
                           Date of Discussion: [____] 📅
Rehire: ○ Yes   ○ No

Transfer authorized by the following PI(s): [_____]
(enter names(s)):

Location of Documentation: [_____]

I confirm that the reasonableness and accuracy of the new allocation has been   ☐ I Agree
discussed with the PI(s) listed above and have maintained appropriate
documentation, storing it at a location in my department that is accessible to
appropriate management.

Last Approved By   **Last Updated On**

[Save and Submit]   [Save for Later]   [Quit Without Saving]

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13. Hit Save and Submit. The following reminder will pop-up:

Message

This salary distribution contains a combo code for a sponsored project. (22100,719)

As a reminder, salary distributions that are based on budget estimates must reasonably approximate the workload expected and must be monitored regularly.

Per Columbia University Policy on Sponsored Projects Cost Transfers, any retroactive salary distributions onto sponsored projects must be supported by appropriate written documentation that provides justification explaining how the error occurred as well as a certification that the new charge is correct. Documentation must be maintained by the department and made available upon audit or review. By proceeding with this salary distribution, you are confirming that documentation meeting policy requirements is available.

[OK]

If you have any questions or concerns, please feel free to reach out to Arya Tashahood for assistance in processing or review.

**For suspense charges over 90 days old:
A cost transfer must be processed for the applicable pay periods.**