



Process Abbreviations:

CIPF = Change in Position Funding
EDR = Express Direct Retro
SS = Salary Savings
CS = Cost Share
BT = Budget Transfer/Journal

Role Abbreviations:

CBO = Chief Business Officer
BM = Dept Business Manager
PAGL = Post Awards Grant Lead

Procedure Details:

- This process is ONLY applicable to payroll adjustments/transactions that impact salary savings and cost share (including over the cap). This includes decreases as well as increases in distributions.
- Abbreviations are used for processes and roles to condense the flowchart and make it easier to visualize.
- The email created by the Business Manager at the beginning of the process initiates BFO action and starts developing the backup documentation. It (the email) will accompany each step in the process, gaining in size and information as each role adds comments and completes their task; culminating at the end of the process into a final package of backup documentation that illustrates and supports the financial transactions. Please keep all conversation regarding the process in that email chain related to the CIPF/EDR action.
- BM: Use the email template to start the process for salary savings and/or cost share process.
- PAGL will keep master file with all salary savings and cost share distributions and report quarterly to Dean and CBO.

Reminders:

- CIPFs are processed based on percentages; whereas EDRs are processed based on exact amounts. Please ensure percentages and exact amounts are complimentary to the action needed.
- The CIPF/EDR can be stalled by a denial at any point in the process. If delays are in the BFO, we will communicate.
- Remember even if we hit all our deadlines/marks; there could still be an issue with the system that can cause a delay in the process of distributing salary savings.
- All salary savings distributions will follow the [College's model](#).
- We must follow the USG/UGA [HR Practitioner Calendar](#). Deadlines missed may cause delays in the overall process.
- Payroll encumbrances are cleared and recalculated over the weekend; new payroll encumbrance detail is available on Tuesdays via queries in UGA Financial Management and on Wednesdays via cubes in Data Warehouse.

