

Message from Doug Harrell about effort reporting and summer salary

Because we are certifying salary on sponsored accounts electronically for 6-month periods we need to consider carefully how we will treat summer salary.

We chose to keep it simple and focus on each summer month by separate natural account. Each summer salary month (June, July and August) will be charged to unique natural accounts: 5252 is Summer Faculty June; 5253 is Summer Faculty July; 5254 is Summer Faculty August. So two months of summer effort will fall into the first certification period (six months ending December 31, 2007). We need to use the unique natural accounts to parse the summer pay into the correct certification period.

Using these individual numbers will support easy review and understanding by administrators and faculty of the payroll (and thus the effort) that is subject to certification in each period. We recommend that administrators use the Notes field in ERS to communicate this information to the certifiers in order to have a clear permanent record of what is being certified

We need to get this right on the front end as we send our payroll documents over to the Payroll Office. **Payroll must be told which natural accounts to use for each payment.** Please take care to do this correctly. Please call Margot if she can help you further.