

How to calculate amount of salary to move on a payroll cost transfer (PCT)

1. Determine if there is F&A (overhead) that will move with the salary. If so determine the % of F&A on the grant. Call OSP if you don't know how to do this. For our example we will say the F&A is 25%. The amount we need to move is \$1152.32.
2. Divide the amount needed to move by 1 plus the F&A % . $1152.32/1.25 = 921.856$ or 921.86. We will use this amount on step 5.
3. Print out NWRPREX for payroll periods being moved. Use payroll year as the parameter. On attached sample we are moving salary from 2011 PR 8.
4. Divide the amount shown as fringe total by the amount of total wages. Our example shows $628.61/2045.47 = .30732$ (use at least 4 digits so that it comes out correctly).
5. Divide the amount total that you are wishing to transfer by 1 plus the fringe% calculated in step 4. Our example is for a total of 921.86 after we have figured out the amount of F&A that will also move. So $921.86/1.30732 = 705.15$ this is the amount you put into the amount to transfer box on the PCT.
6. To check to see if it came out correctly. Take that amount and times by the fringe $705.15 \times .30732 = 216.71$ Add to salary amount. $216.71 + 705.15 = 921.86$, or you could take $705.15 \times 1.30732 = 921.86$. Times this by 1 plus the F&A %, in this case 1.25. $921.86 \times 1.25 = 1152.32$.

EXAMPLE INPUT SCREEN

Process Submission Controls

GIAPCTL 8.3.0.2UI (* PROD *)

KFREITAG banneraps2 - Thursday January 12, 2012 01:55 PM

12-JAN-2012 01:57 PM

Process:

NWRPREX

Personnel Expenditures

Parameter Set:

Printer Control

NOPRINT

Special Print:

1144

Lines:

52

Submit Time:

Parameter Values

Number	Parameters	Values
01	Midlevel or Department code:	
02	Beginning Orgn Code:	XXX999
03	Ending Orgn Code:	XXX999
04	Fund Type ('%' for all):	%
05	Fiscal Year (YY ie:09, 10, 11)	
06	Payroll Year (YYYY ie 2010)	2011
07	Payroll Number Start	8
08	Payroll Number End	8

LENGTH: 2 TYPE: Character O/R: Optional M/S: Single

End of payroll number range.

Submission

☐ Save Parameter Set as

Name:

Description:

☐ Hold

☒ Submit

EXAMPLE REPORT OUTPUT

Personnel Expenditures
Payroll Year: 2011 Payno From: 8 to: 8

	E4105	E4110	E4112	E4113	E4135	E4175	Total	Fringe
Pct	Total	Total	Total	Total	Total	Total	Wages	Total
50.00	2,045.47	0.00	0.00	0.00	0.00	0.00	2,045.47	628.61
	2,045.47	0.00	0.00	0.00	0.00	0.00	2,045.47	628.61