College of Agriculture and Life Sciences (CALS) Business Operations

Salary Distribution Change
Standard Operating Procedure

Table of Contents

CBO-Budget-201	Salary Distribution Change
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1. PURPOSE

1.1. This SOP describes the process by which the College should process a change in an employee's salary distribution.

1. The University has policies that allow the College to make changes to an employee's salary distribution due to reasons including, but not limited to, change in effort, utilization of available funding, supplements, and changes in departmental expectations.

2. A salary distribution change (SDC) for monthly and bi-weekly payroll is a request that is initiated at the departmental level and sent to the CALS Budget Office through ServiceNow to request a change in employee salary distribution for current, future and previous payroll periods.

2. CBO GUIDELINES

2.1. In order to process a salary distribution change, the salary distribution must be an accurate reflection of the effort worked. The CALS Budget Office can only process SDC for federal projects during the current federal fiscal dates of 10/1/xx-9/30/xx. All responsible parties for the impacted projects must approve the SDC before it is submitted.

2.2. If the redistribution is for a project and impacts the project greater than or equal to 90 days, a 90-day retroactive redistribution must be submitted to and approved by the Dean/CBO C&G and the University before the redistribution can be processed. 90-day refers to the past three pay periods for monthly employees and the past six pay periods for bi-weekly employees. The Payroll Schedule for monthly or bi-weekly should be referenced to ensure that an SDC is submitted before the lockout dates.

2.3. For all Monthly and 90-day Retroactive Redistributions, only one redistribution must be submitted for the affected pay periods.

2.4. The Salary Distribution process is bound by the university monthly and bi-weekly payroll schedule. The CBO Budget Office has published an SDC submission deadline schedule based on the payroll lockout dates.

3. ASSOCIATED SYSTEMS/FORMS

3.1. Systems

1. Wolfpack Reporting System (WRS)

2. PeopleSoft
3. Excel
4. ServiceNow

3.2. Forms

1. Salary Distribution Change Form: Used to document the current and revised distribution requested.

2. Redistribution Justification Form: Used by the Principal Investigator to justify the reason for the distribution change on only ledger 5 grant projects greater than or equal to 90-days old and to provide a detailed reason for the delay in processing the distribution change.

4. ROLES AND RESPONSIBILITIES

Relevant Parties	Roles and Responsibilities
Department	
Department Head/Designee and Administrative Units/Centers	Responsible for the approval of any SDC that impact projects for which they are the responsible party.
Business Points of Contact (POCs)	Responsible for providing all salary distribution information, salary redistribution changes, and determining the appropriate request before submitting the SDC request via ServiceNow.
Principal Investigator (PI)	Responsible for providing any salary distribution changes related to the employee effort on their projects/grants to the Business POCs.
Graduate Student	For a Graduate Student working on a faculty members' project, the Graduate Student is responsible for working with the PI to submit an SDC. For a Graduate Student receiving departmental funds, the Graduate Student is responsible for reporting a change in effort to the Business POCs.
CALS Business Operations	
CALS Contracts & Grants (C&G)	Responsible for reviewing and approving 90-day retroactive redistribution forms submitted through ServiceNow. Responsible for identifying and alerting the Business POCs of potential changes that are needed.
Position Budget Consultant	Responsible for verifying and approving information submitted through ServiceNow on the SDC form by the departments and entering that information into the PeopleSoft system. Responsible for communicating with the CALS Director of Research Administration to ensure the monthly and biweekly 90-day Retroactive Redistribution is properly entered and approved.
College	
CALS Dean (delegated to CALS Director of Research Administration	Responsible for reviewing and approving the 90-day redistribution justification form.

and CALS Assistant Dean for Business Operations)	Responsible for communicating with the Position Budget Consultant to ensure the monthly and biweekly 90-day Retroactive Redistribution is properly entered and approved.
University	
University Contracts & Grants (C&G) Compliance and Systems Accountant	Responsible for reviewing and approving the 90-day redistribution justification form.

5. PROCEDURE

5.1. Salary Redistribution

1. Monthly Employees

   a) The PI will review their voluntary/mandatory cost share information to ensure the SDC is allowable. Then, the PI will provide the Business POCs any salary distribution changes related to the effort worked on their project as well as a detailed justification.

   b) The Business POCs will then review the PI's salary redistribution request to determine if a redistribution is necessary. If a redistribution is necessary, the Business POCs will review the PI's voluntary/mandatory cost share information to ensure the PI's SDC is allowable.

   c) If allowable, the Business POCs will need the responsible party to sign off on the SDC. Then, the Business POCs will submit, through ServiceNow, a completed SDC form.

   d) The Position Budget Consultant will review and verify the SDC and enter the appropriate redistribution information in the Distribution Setup page.

   e) The Position Budget Consultant will then enter the redistribution/reallocation number into the ServiceNow incident and resolve the incident.

2. Bi-weekly Employees

   a) The PI will provide the Business POCs any salary distribution changes related to the effort worked on their project as well as a detailed justification.

   b) The Business POCs will then review the PI's salary redistribution request to determine if a redistribution is necessary.

   c) If a redistribution is necessary, the Business POCs will need the responsible party to sign off on the SDC. Then, the Business POCs will submit, through ServiceNow, the SDC redistribution form by each affected bi-weekly payroll ID number and signed timesheets.

   d) The Position Budget Consultant will review and verify the SDC, and enter the appropriate redistribution information in the Create Redistribution page.

   e) The Position Budget Consultant will then enter the redistribution/reallocation number/numbers into the ServiceNow incident and resolve the incident.

3. Graduate Students

NC STATE UNIVERSITY

a) The Graduate Student/PI will provide the Business POCs any salary distribution changes related to the effort worked on their project as well as a detailed justification.

b) The Business POCs will then review the Graduate Student's salary redistribution request to determine if a redistribution is necessary.

c) If a redistribution is necessary, the Business POCs will need the responsible party to sign off on the SDC. Then, the Business POCs will submit the SDC redistribution form via ServiceNow.

d) The Position Budget Consultant will review and verify the SDC, and enter the appropriate redistribution information in the Distribution Setup page.

e) The Position Budget Consultant will then enter the redistribution/reallocation number into the ServiceNow incident and resolve the incident.

5.2. Salary Distribution for All Current and Future Periods

1. Monthly Employees

   a) The PI will review their voluntary/mandatory cost share information to ensure the SDC is allowable and provide the Business POCs any salary distribution changes related to the effort worked on their project as well as a detailed justification.

   a) The Business POCs will then review the PI's salary distribution request to determine if a distribution is necessary. If a distribution is necessary, the Business POCs will review the PI's voluntary/mandatory cost share information to ensure the PI's SDC is allowable.

   b) If allowable, the Business POCs will need the responsible party to sign off on the SDC. Then, the Business POCs will submit, through ServiceNow, a completed SDC form.

   c) The Position Budget Consultant will review and verify the SDC and enter the appropriate distribution information in the Distribution Setup page.

   d) The Position Budget Consultant will resolve the incident in ServiceNow.

2. Bi-weekly Employees

   a) The PI will provide the Business POCs any salary distribution changes related to the effort worked on their project as well as a detailed justification.

   b) The Business POCs will then review the PI's salary distribution request to determine if a distribution is necessary.

   c) If a distribution is necessary, the Business POCs will need the responsible party to sign off on the SDC. Then, the Business POCs will submit, through ServiceNow, a completed SDC form.

   d) The Position Budget Consultant will review and verify the SDC and enter the appropriate distribution information in the Distribution Setup page.

   e) The Position Budget Consultant will then resolve the incident in ServiceNow.

3. Graduate Students

   a) The Graduate Student/PI will provide the Business POCs any salary distribution

changes related to the effort worked on their project as well as a detailed justification.

b) The Business POCs will then review the Graduate Student's salary distribution request to determine if a distribution is necessary.

c) If a distribution is necessary, the Business POCs will need the responsible party to sign off on the SDC. Then, the Business POCs will submit, through ServiceNow, a completed SDC form.

d) The Position Budget Consultant will review and verify the SDC and enter the appropriate distribution information in the Distribution Setup page.

e) The Position Budget Consultant will then resolve the incident in ServiceNow.

1.2. 90-day Retroactive Redistribution for Ledger 5 Grants

1. Monthly Employees

a) The PI will review their voluntary/mandatory cost share information to ensure the SDC is allowable and provide the Business POCs any salary distribution changes related to the effort worked on their grant as well as a detailed justification.

b) The Business POCs will then review the PI's salary redistribution request to determine if a 90-day Retroactive Redistribution is necessary.

- If the redistribution affects the grant/contract for a period greater than or equal to 90 days, a Redistribution Justification Form must be submitted with the SDC to justify the late adjustment of charges.

c) If a 90-day Retroactive Redistribution is necessary, the Business POCs will review the PI's voluntary/mandatory cost share information to ensure the PI's SDC is allowable.

d) If allowable, the Business POCs will need the responsible party to sign off on the SDC. Then, the Business POCs will submit, through ServiceNow, a completed SDC form and, if necessary, a 90-day Redistribution Justification Form.

e) The Position Budget Consultant will review the ServiceNow incident and assign it to the Director of Research Administration for review and approval, as well as add the appropriate Post Award Consultant to the incident watch list.

f) Once the 90-day Retroactive Redistribution has been reviewed and approved, the Director of Research Administration will reassign the ServiceNow incident back to the Position Budget Consultant to be processed in PeopleSoft.

g) The Position Budget Consultant will verify all information, including effective date of redistribution, on SDC form and then enter the appropriate redistribution information in the Distribution Setup page.

h) The Position Budget Consultant will then upload print check documentation to ServiceNow and enter the redistribution/reallocation number into the ServiceNow incident.

i) After the Position Budget Consultant has entered the redistribution/reallocation number and uploaded print check documentation, the Position Budget Consultant will assign the incident back to the Director of Research Administration so that the

redistribution request can be submitted to the Office of Contracts & Grants Compliance and Systems Accountant for final approval.

j) The Position Budget Consultant will then coordinate with the Director of Research Administration to ensure that the 90-day Retroactive Redistribution has been approved.

k) Once the redistribution has been posted, the Director of Research Administration will close the ticket on the 90-day Retroactive Redistribution.

2. Bi-weekly Employees

a) The PI will review their voluntary/mandatory cost share information to ensure the SDC is allowable and provide the Business POCs any salary distribution changes related to the effort worked on their grant as well as a detailed justification.

b) The Business POCs will review the PI's salary distribution request to determine if a redistribution is necessary.

- If the redistribution affects the grant/contract for a period greater than or equal to 90 days, a 90-Day Redistribution Justification Form and each affected bi-weekly timesheet initialed by the supervisor must be submitted with the SDC to justify the late adjustment of charges.

c) The Business POCs will review the PI's voluntary/mandatory cost share information to ensure the PI's SDC is allowable.

d) If allowable, the Business POCs will need the responsible party to sign off on the SDC. Then, the Business POCs will submit, through ServiceNow, a completed SDC Redistribution Form including each affected bi-weekly payroll ID number, signed timesheets, and if necessary, a 90-day Redistribution Justification Form.

e) The Position Budget Consultant will review the ServiceNow incident and assign it to the Director of Research Administration for review and approval, as well as add the appropriate Post Award Consultant to the watch list.

f) Once the 90-day Retroactive Redistribution has been reviewed and approved, the Director of Research Administration will assign the ServiceNow incident back to the Position Budget Consultant to be processed in PeopleSoft.

g) The Position Budget Consultant will verify all information, including effective date of redistribution, on SDC form and then enter the appropriate redistribution information in the Create Redistribution page.

h) The Position Budget Consultant will then upload print check documentation to ServiceNow and enter the redistribution/reallocation number/numbers into the ServiceNow incident.

i) After the Position Budget Consultant has entered the redistribution/reallocation number and uploaded print check documentation, the Position Budget Consultant will assign the incident back to the Director of Research Administration so that the redistribution request can be submitted to the Office of Contracts & Grants

Compliance and Systems Accountant for final approval.

j) The Position Budget Consultant will then coordinate with the Director of Research Administration to ensure that the 90-day Retroactive Redistribution has been approved.

k) Once the redistribution has been posted, the Director of Research Administration will close the ticket on the 90-day Retroactive Redistribution.

3. Graduate Students

a) The Graduate Student/PI will provide the Business POCs any salary distribution changes related to the effort worked on their grant as well as a detailed justification.

b) The Business POCs will then review the Graduate Student's salary redistribution request to determine if a 90-day Retroactive Redistribution is necessary.

- If the redistribution affects the grant/contract for a period greater than or equal to 90 days, a Redistribution Justification Form must be submitted with the SDC to justify the late adjustment of charges.

c) If a 90-day Retroactive Redistribution is necessary, the Business POCs will need the responsible party to sign off on the SDC. Then, the Business POCs will submit, through ServiceNow, a completed SDC form and, if necessary, a 90-day Redistribution Justification Form.

d) The Position Budget Consultant will review the ServiceNow incident and assign it to the Director of Research Administration for review and approval, as well as add the appropriate Post Award Consultant to the incident watch list.

e) Once the 90-day Retroactive Redistribution has been reviewed and approved, the Director of Research Administration will reassign the ServiceNow incident back to the Position Budget Consultant to be processed in PeopleSoft.

f) The Position Budget Consultant will verify all information, including effective date of redistribution, on SDC form and then enter the appropriate redistribution information in the Distribution Setup page.

g) The Position Budget Consultant will then upload print check documentation to ServiceNow and enter the redistribution/reallocation number into the ServiceNow incident.

h) After the Position Budget Consultant has entered the redistribution/reallocation number and uploaded print check documentation, the Position Budget Consultant will assign the incident back to the Director of Research Administration so that the redistribution request can be submitted to the Office of Contracts & Grants Compliance and Systems Accountant for final approval.

i) The Position Budget Consultant will then coordinate with the Director of Research Administration to ensure that the 90-day Retroactive Redistribution has been approved.

j) Once the redistribution has been posted, the Director of Research Administration will

close the ticket on the 90-day Retroactive Redistribution.

6. REFERENCES

1. Abbreviations and Definitions- https://cals.ncsu.edu/intranet/cals-business-operations/abbreviations-and-definitions/
2. Fair Labor Standards Act- https://www.dol.gov/whd/flsa/
3. SDC- https://cals.ncsu.edu/intranet/cals-business-operations/documents-forms/
4. 90 Days Redistribution Justification Form - https://cng.ncsu.edu/cng-docs/forms/Redistribution_Justification.pdf
5. Distribution User Guide- https://budget.ncsu.edu/budgetoffice/documents/DistributionSetupUsersGuide.pdf
6. Policies, Regulations, and Rules and Guidance on over 90 Days Redistributions- https://policies.ncsu.edu/regulation/reg-10-05-08/
7. Benefits rate History- https://budget.ncsu.edu/budgetoffice/documents/BenefitsHistory.pdf
8. Payroll Schedule (Bi-Weekly)- https://cals.ncsu.edu/intranet/cals-business-operations/documents-forms/
9. Payroll Schedule (Monthly)- https://cals.ncsu.edu/intranet/cals-business-operations/documents-forms/
10. Salary Distribution Change (SDC) Deadlines for ServiceNow- https://cals.ncsu.edu/intranet/cals-business-operations/documents-forms/

7. REVISION LOG

Date	Version	Nature Of Change	Author
09/04/2018	Initial Document 1.0	Initial Document	Sean Munday
09/27/2018	Revision 1.1	Technical Change	Sean Munday