

Understanding Salary Projections

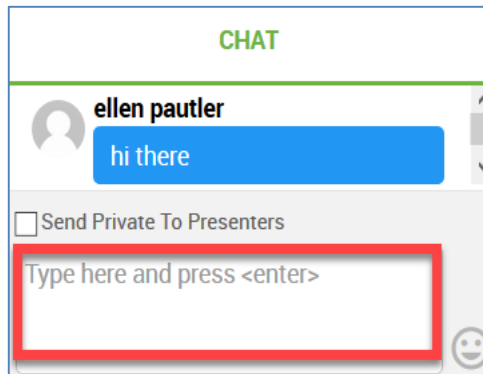
April 2018



Presenters

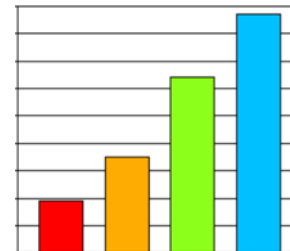
- Anita Collins, Manager, ConnectCarolina Change Management
- Jackie Treschl, ConnectCarolina Change Management
- Robin Burke, Business Systems Manager
- Chris Lawless, Business Systems Analyst

Webinar Format



Use the chat window to ask a question. We'll keep track of them and stop at the end of each section to answer them.

We'll use polling questions to check for understanding



The webinar recording will be posted on <https://ccinfo.unc.edu>

Today's Topics

Today, we're focusing on the three factors used in calculating salary projections.



Reference Card

Understanding Salary Projections

ConnectCarolina Financial Concepts

*A series of documents to help you understand the
financial information in ConnectCarolina and InfoPorte*

December 2017



Reference Card Available
on CCinfo.unc.edu



What is a salary projection?

An **estimate** of how much salary and fringe you can expect to pay for an employee going forward by funding source.



What are salary projections used for?

They help you **estimate** how much money will be left on a grant or other funding source after paying employees.

– Can be seen on InfoPorte reports.



When salary projections are recalculated

Salary projections are recalculated every weeknight except on holidays.

- Example: You use a Fund Swap ePAR to move an employee's funding to a different grant. The projection for the employee is updated the night the ePAR is fully approved and executed.
- After each paycheck is paid and distributed, the system recalculates the salary projection (since that paycheck is now an actual expense).



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- 1 Employee Group
 - 2 Funding Sources
 - 3 End Dates

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 - 3 End Dates

Who's in and who's out

Included

SHRA Permanent
EHRA Faculty
EHRA Non-Faculty
EHRA Students
EHRA Post-docs
EHRA Clinical Fellows

Not Included

SHRA Temporary
- Temporary
- Retirees
- Student
EHRA Students on
Short Work Break
Affiliates*

What group does an employee belong to?

The **Employee Group** determines which fringe rate to use.

SHRA or EHRA

Scenario

Shondra is a part-time temporary SHRA employee at the School of Medicine. Will her salary be projected?



Scenario

Christof is an active EHRA student at the School of Dentistry.
Will his salary be projected?



Recap – Employee Group

- Employee Group is important in calculating salary projections because the fringe benefit rate (insurance, retirement, etc.) is different for each group.
- The system calculates projections for all employee groups, except:
 - EHRA students on short work break
 - SHRA temporary employees

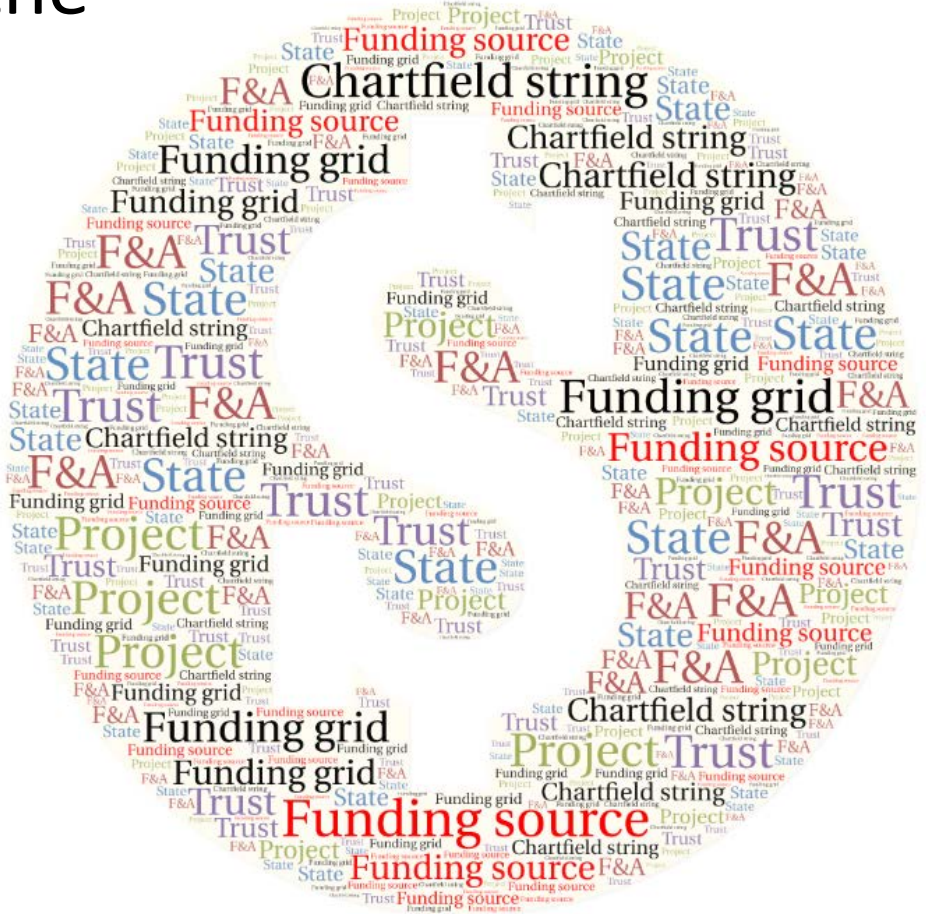
Remember:
Affiliates aren't employees, so the system doesn't calculate projections for them.

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What is a funding source?

The source that funds the employee's pay.

- Entered on a **chartfield string** on an employee's **funding grid**.



Where does the money for the salary come from?

State

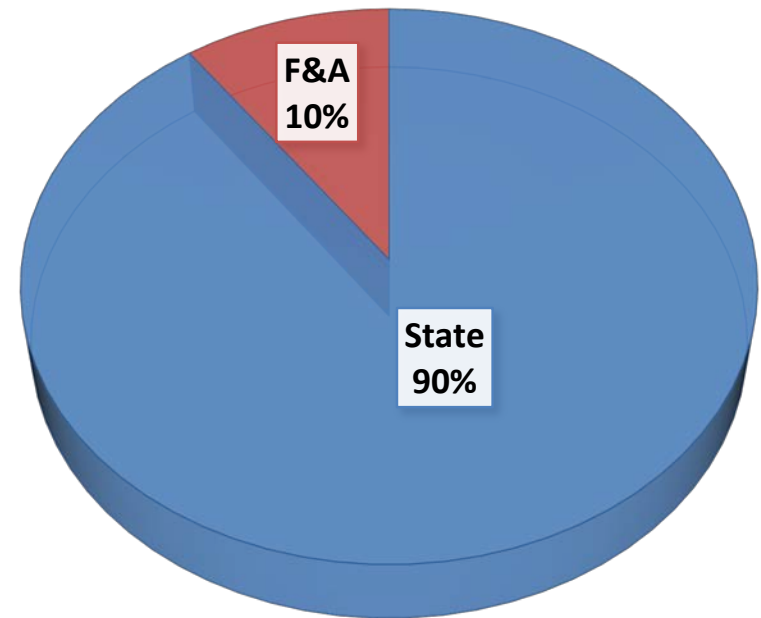
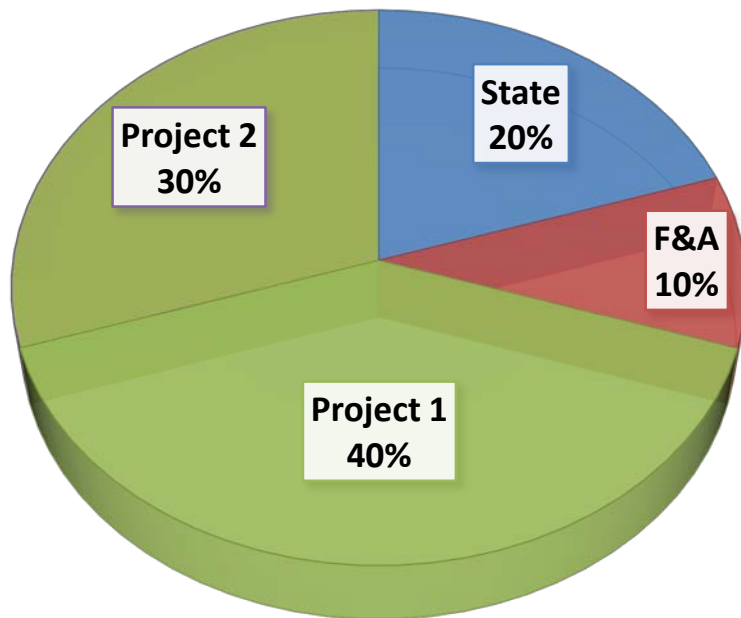
F&A
**(Facilities &
Administrative
reimbursements)**

Trust

Project
**(Contract or
Grant)**

Where does the money for the salary come from?

An employee's salary could be funded by more than one source.



Scenario

Ethan is a permanent SHRA employee, 55% of his salary is funded by a federal grant and the remaining 45% is funded by F&A funds. Will both of his funding sources show up on the salary projections?



Scenario

Susan is an SHRA retiree who works part time. 65% of her salary is funded by a research project and the remaining 35% is funded by State funds. Will both of her funding sources show up on the salary projections?



Recap – Funding Sources

- Each employee is assigned one or more chartfield strings that specify the sources that fund the employee's pay.
- Funding Sources can be:
 - State
 - F&A
 - Trust
 - Project (Contract or Grant)
- An employee may be funded by multiple sources and the person entering the funding specifies the percent each source contributes.

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Let's Talk About End Dates



Job End Date



Last day the person will work, if the job is set to end.

- Mainly used for EHRA students who aren't post-doc trainees or clinical fellows paid by stipend.
- **Not** used for faculty members.
- Entered or changed using an ePAR form.

Funding End Date



Date the funding source (chartfield string) ends, if it is set to end.

- Entered on the chartfield string on an employee's funding grid
- The funding grid is entered or changed using an ePAR form.

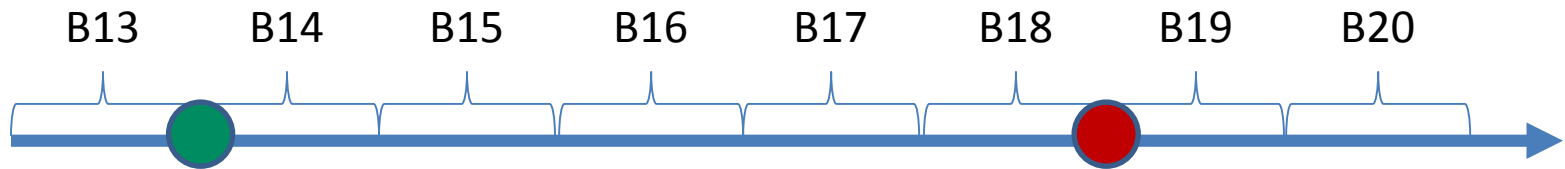
Budget End Date



Date of the last paycheck paid before the end of the State's fiscal year OR end of the budget period for a project.

- Last paycheck date is different for monthly and biweekly employees.
- The end of a project's budget period may not be the same as the last day of the State's fiscal year.

The system calculates projections for a time period that...



STARTS on the first day
of the current pay period.

ENDS on a date that varies depending
on the answers to these questions:

1. Does the employee's **job** have an end date? (called the **job end date**)
2. Does the **funding source** (chartfield string) have an end date (called the **funding end date** or **budget end date**)?
3. What **type of Fund** is it? (State, F&A, Trust, or OSR)

End Dates for State, F&A, and Trust Funds

The **EARLIEST** date:



Job End Date

4/30/2018

6/30/2019



Funding End Date

9/15/2018

Blank



Budget End Date

6/30/2018

6/10/2018

End Dates for Contract & Grant Funding

The **EARLIEST** date for up to three calendar years in the future.



Job End Date



Funding End Date



Budget End Date



This information **DOES NOT APPLY** to post-doc trainees and clinical fellows paid by stipend on NIH training grants.

End Dates for Contract & Grant Funding

The **EARLIEST** date for up to three calendar years in the future.



Job End Date

5/31/2019

9/30/2018



Funding End Date

9/15/2018

9/30/2022



Budget End Date

7/31/2018

9/30/2021

Scenario

Marcus is an EHRA research assistant whose appointment is set to end on February 28, 2019. 100% of his salary is from a federally funded project that ends August 30, 2019. What day does the system use to calculate projections?



Scenario

Annie is an active EHRA Student whose appointment is set to end on April 30, 2019. Currently, 100% of her salary is from a federally funded project that ends September 30, 2019. However, she is only funded on the project through December 31, 2018. What day does the system use to calculate projections?



Scenario

Andre is a professor whose appointment is set to end on July 30, 2018. 65% of his salary is from a federally funded project that ends December 31, 2018. What day does the system use to calculate projections?



End Dates for post-doc trainees and clinical fellows paid by stipend on NIH training grants



Job End Date

5/30/2019



Funding End Date

9/15/2018



Budget End Date

7/31/2018

Recap – End Dates

- The system uses these dates:
 - Job End Date
 - Funding End Date
 - Budget End Date
- The dates that are used depend on the type of employee and the type of fund the employee is paid from.
- The system uses the **earliest** applicable end date to calculate the projection.

Remember:

Even though faculty may have a job end date, the system doesn't use job end date for faculty.

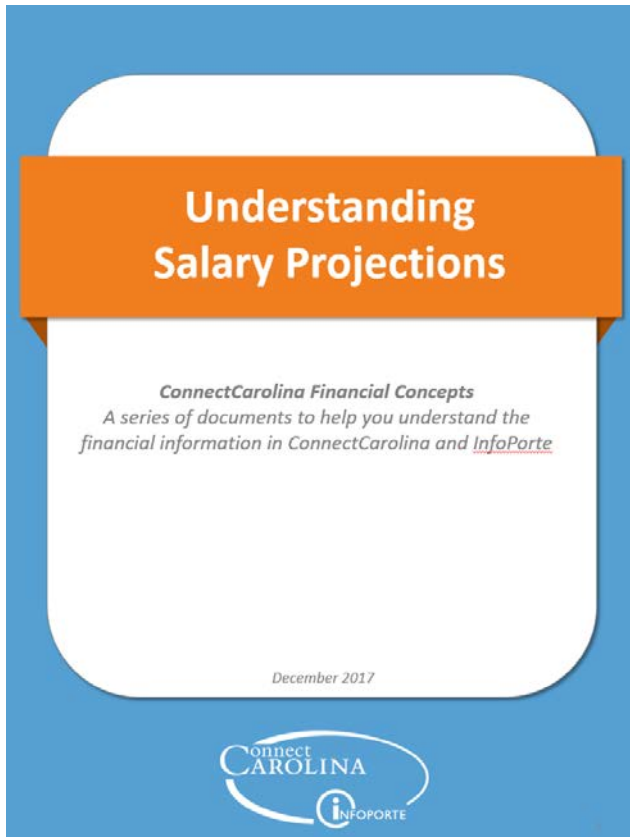
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Keep in Mind

- Payroll Accounting Adjustments (PAAT transactions) are used to make historical changes so they don't change salary projections.
- Lump Sum payments aren't included in salary projections.
- For State, F&A, and Trust funds, projections begin for the fiscal year when the next fiscal year starts.
- You can find the payroll calendars on the Finance website at finance.unc.edu.



More Information



- Where to find the end dates
- The formula the system uses to calculate
- What to do if the salary projections seem incorrect

Reference Card





Information | ccinfo.unc.edu

Questions | cc_communications@unc.edu

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