PI Portal Personnel Tab

This resource describes the personnel data on the PI Portal Personnel tab, when these data post, and what information is not available due to payroll processing or the availability of data in the Human Resources/Student Information System (HR/SIS).

Introduction

The PI Portal Personnel tab reports both summary and detailed payroll and related information for project personnel appointments. The university's Human Resources/Student Information System (HR/SIS) is the primary source of data reported on the Personnel tab. Regular HR/SIS data feeds provide the PI Portal with the most current information available.

Principal investigators (PIs) initiate personnel appointments and/or corrections by contacting their department's human resource professionals (HRPs) and/or grants manager (who is contacted varies by department). These individuals enter personnel transactions in the HR/SIS. Therefore, regular communication among the PI, HRPs, and grants managers is essential to accurately process, correct, and monitor personnel appointments.

It is important to regularly (at least monthly):

- Confirm that the project personnel information (title, pay type, and percentage of effort, etc.) is correct and that individuals are appointed to the correct project

- Verify that personnel expenses and commitments are accurate

- Adjust personnel expenses and/or commitments in the university's HR/SIS when necessary

Personnel Appointment Worksheets

Many departments have created "Personnel Appointment Worksheets" to facilitate the process of determining the data needed to process appointments. For example, in order to process a new personnel appointment, the following information may be required for each appointment:

Summary Information

Job Earnings Distribution/ ChartField information (e.g., Org, Fund, Acct, Project)

Project Period Start and End Dates

Award Period Start and End Dates

Applicable Award Terms and Conditions

Personnel Details

Employee Name & Empl ID#

Title/Project Role

Appointment Type (faculty, staff, or student)

Appointment Length (paid monthly or bi-weekly; 9 or 12 month faculty)

Type of Project Appointments (sponsored direct, cost shared, release time)

Additional Personnel Details

% Effort

Encumbrance End Date

Current Base Salary

Off-Duty Quarter

Tuition and Fees Payment Information

Practice Plan, if applicable

Salary Caps, if applicable

What Information is Available on the PI Portal Personnel Tab?

Project Detail. PI, IMA - 12/21/2009 | Start Nov, 2009 End Dec, 2009 Set Period

Demographics | Terms | Projects | Reporting | Financial | **Personnel** | Expenditures | Commitments | Payments | History ! | Start/End Date Search Function

Title	Cancer prevention and treatment
Sponsor: ID	National Cancer Institute (00000000): R01 CA012346
Award / Project	GRT01234567 / 60123456 [Month End Financial Statement] [Spending Summary Chart]
PI	PI, IMA
SPO	Officer, Sponsored Program
Project Period	12/01/2006 - 11/30/2010
F&A Rate	50.00 %, MTDC

A — Employee Demographic Information **B** — Expenditures **C** — Commitments **D** — E-mail OSP

			Costs from 11/2009 - 12/2009				Commitments			
Employee Name +	Title	FTE	Salary/Wages	Benefits	Tuition	End Date	Salary	Benefits	Tuition	E-mail
1 Sponsor Cost										
Arps, Jim +	Research Associate 1-B/H	0.36	$1,831.04	$521.85	$0.00	11/30/2010	$21,972.61	$6,262.17	$0.00	Kehrle
Knowlton, Taylor +	Post Doctoral Researcher	0.36	$1,174.13	$334.63	$0.00	11/30/2010	$14,089.61	$4,015.54	$0.00	Kehrle
Key, Francis Scott –	Professor	0.15	$2,458.75	$651.57	$0.00	11/30/2010	$47,815.58	$12,671.13	$0.00	Kehrle
1a 11/2009 Monthly Payroll, 12 Month Regular Faculty			$3,984.63	$1,055.93	$0.00					
Others, 12 Month Regular Faculty			($1,525.88)	($404.36)	$0.00					
12/2009 Payroll Commitment, 12 Month Regular Faculty			$0.00	$0.00	$0.00		$47,815.58	$12,671.13	$0.00	
Pi, Ima Co +	Chair	0.08	$1,138.14	$301.60	$0.00	11/30/2010	$59,160.00	$15,677.40	$0.00	Kehrle
Ross, Betsy +	Graduate Research Associate	1.00	$2,046.00	$249.61	$0.00	11/30/2010	$24,552.00	$2,995.34	$0.00	Kehrle
Pomerene, Frank +	Research Associate 1-B/H	0.36	$1,126.11	$321.51	$0.00	11/30/2010	$13,537.27	$3,858.12	$0.00	Kehrle
		Total	$9,776.17	$2,380.77	$0.00		$181,126.97	$45,479.70	$0.00	
Employee Payroll Details										
2 Cost Share										
Ross, Betsy +	Graduate Research Associate		$0.00	$0.00	$8,328.00		$0.00	$0.00	$10,125.00	Kehrle
		Total	$0.00	$0.00	$8,328.00		$0.00	$0.00	$10,125.00	

For purposes of documentation, labels have been used to identify the columns and rows of data.

The Personnel tab provides views of current and past personnel appointments. Use the ⊕ button (located in column "A") to view additional details by month for an employee's payroll expenses, adjustments, and commitments.

The default view displays the previous month to the current date.

To view a specific time period, use the [Start Jun, 2009 ▾ End Aug, 2009 ▾ Set Period] [Start/End Date Search Function] located in the upper right-hand corner of the page. First select the "Start" and "End" dates, and then click the [Set Period] button to view payroll data over a set period of time.

A) Employee Demographic Information

The HR/SIS is the primary source for this information. Data entries, including any corrections, must be entered in the HR/SIS. Information reported on the PI Portal Personnel tab flows directly from the HR/SIS.

The first three columns of the Personnel tab include:

- Employee Name
- Job Title
- FTE (% effort)
  - % FTE is based on the percentage of effort for each personnel appointment and appears while the employee is actively appointed to the project
  - % FTE represents a person's total effort, not the numbers of hours worked (e.g., a graduate assistant is typically appointed at 20 standard hours/week which is 100% total effort).
  - % FTE may be divided among multiple projects, each receiving a percentage of the total effort, e.g., 0.5 FTE (50% effort) applied to two different projects.

B) Expenditures

The Personnel tab displays the payroll expenses and/or adjustments posted to a project based on the current time period or the date range selected for each individual appointed to a project. Expenditure information includes:
- Salary/Wages
- Benefits (always posted at the fringe benefit rate agreement with the Department of Health and Human Services (DHHS) or Practice Plan rate, not the budgeted or university rate). Cost shared appointments are calculated using the university benefit rate.
- Tuition and fees

C) Commitments

The Personnel tab displays the OSP-calculated payroll encumbrance for faculty, staff, and student appointments. This information helps to forecast future expenses and balances on a project.
- Salary and benefit commitments are based on the encumbrance end date (EED) or project end date and job earnings distribution (JED) information from HR/SIS.
- At the simplest level, the encumbrance calculation is: a pay period dollar amount multiplied by the number of unprocessed pay periods through an end date.
- The PI Portal displays the EED based on the project end date (default value) or the EED as entered in HR/SIS, whichever is the earlier date.

- o When the EED is left blank in the HR/SIS, it defaults to the project period end date. As the project is extended, personnel appointments will also be extended automatically. Multi-year projects may appear overcommitted if the project end date has been extended but the anticipated budget increase has not been posted.
- o When the employee will be appointed to the project for a defined period that is less than the project period, adjusting the EED in the HR/SIS is necessary to calculate an accurate payroll commitment.
- o If the EED is not updated, commitments will not display after the EED has passed.
- o Communication between the PI and the HRP is necessary whenever an award amendment has been processed to extend the project's end date. This is so the end date for personnel appointments can be also extended in the HR/SIS. Otherwise, personnel commitments for the new budget period will be incorrect.
- The OSP calculates tuition commitments monthly for each graduate student who receives an assistantship on a sponsored project. This information provides a more complete picture of the potential project costs and represents an *estimate* of the total tuition and fees costs.
  - o Tuition commitments are based on the employee's appointment end date or the project end date whichever is earlier. The OSP tuition rate is determined each fiscal year (July 1st – June 30th).
  - o Currently, the same rate is used for all tuition commitments regardless of the student's college/department and the number of credit hours by which a student is enrolled. Therefore, graduate students who have already passed their general exams (post candidacy) will be overcommitted since they may have lower tuition costs.
  - o The OSP uses the end date of the fiscal year (June 30th) to calculate cost shared tuition commitments.
  - o The source of payment (sponsor or cost shared) for tuition is listed on the "Authorization to Seek Off-Campus Funds" form (ePA-005) and is reported on the PI Portal's Demographics tab under Fee Code.
  - o Only the in-state tuition rate is committed as a sponsor cost; any additional tuition costs (non-resident tuition) is reported as cost sharing. These additional costs are not charged to the department or college – the university covers these costs centrally.
    - When the project's F&A rate is less than the full, on-campus research and development rate, these additional tuition costs may be used to meet cost sharing requirements if allowed by the sponsor.
  - o OSP reports commitments for the following graduate student job titles only: graduate research assistant (GRA), graduate teaching assistant (GTA), and graduate administrative assistant (GAA).

- For some types of personnel appointments and transactions, the PI Portal does not display the commitment since the data needed for the calculation process is not available in the HR/SIS. For example, postdoctoral fellows and trainees are not considered employees, and undergraduate student hours are not consistent or standard. The following personnel appointments/transactions are not included in personnel commitments:

    o   Salary and fringe benefit costs for postdoctoral trainees and fellows
    o   Personnel expenditure transfers (PETs)
    o   Adjustments for 9-month employees paid over 12 months
    o   Practice plan salary and benefits
    o   Salary cap adjustments
    o   Additional pay

D) E-mail OSP

PI Portal users may click on the name of an OSP staff member to generate an e-mail message containing the row of data selected. OSP staff members will then respond to questions about the data. Specific questions on employee appointment data is best answered by the departmental human resource professional (HRP) or fiscal officer.

Table 1) Sponsor Costs

				A			**B**			**C**			**D**
		Employee Demographic Information					Expenditures			Commitments			E-mail OSP
						Costs from 11/2009 - 12/2009			Commitments			
		Employee Name	Title	FTE	Salary/Wages	Benefits	Tuition	End Date	Salary	Benefits	Tuition	E-mail
1		Sponsor Cost										
		Arps, Jim	Research Associate 1-B H	0.35	$1,831.04	$521.85	$0.00	11/30/2010	$21,972.51	$6,262.17	$0.00	Kehrle
		Knowlton, Taylor	Post Doctoral Researcher	0.35	$1,174.13	$334.63	$0.00	11/30/2010	$14,089.61	$4,015.54	$0.00	Kehrle
		Key, Francis Scott	Professor	0.15	$2,458.75	$651.57	$0.00	11/30/2010	$47,815.58	$12,671.13	$0.00	Kehrle
1a		11/2009	Monthly Payroll, 12 Month Regular Faculty		$3,984.63	$1,055.93	$0.00					
			Others, 12 Month Regular Faculty		($1,525.88)	($404.36)	$0.00					
		12/2009	Payroll Commitment, 12 Month Regular Faculty		$0.00	$0.00	$0.00		$47,815.58	$12,671.13	$0.00	
		PI, Ima Co	Chair	0.05	$1,138.14	$301.60	$0.00	11/30/2010	$59,160.00	$15,677.40	$0.00	Kehrle
		Ross, Betsy	Graduate Research Associate	1.00	$2,046.00	$249.61	$0.00	11/30/2010	$24,552.00	$2,995.34	$0.00	Kehrle
		Pomerene, Frank	Research Associate 1-B H	0.35	$1,128.11	$321.51	$0.00	11/30/2010	$13,537.27	$3,858.12	$0.00	Kehrle
			Total		$9,776.17	$2,380.77	$0.00		$181,126.97	$45,479.70	$0.00	
	Employee Payroll Details											
2		Cost Share										
		Ross, Betsy	Graduate Research Associate		$0.00	$0.00	$8,328.00		$0.00	$0.00	$10,125.00	Kehrle
			Total		$0.00	$0.00	$8,328.00		$0.00	$0.00	$10,125.00	

The Sponsor Cost (Table 1) reports payroll expenses paid by the sponsor. Use the ⊕ button to view additional details by month (Table 1a) for an employee's payroll expenses, adjustments, and commitments.

Table 1a) Employee Payroll Details

The first three columns in this "employee payroll detail" view include:

- Date (mm/yyyy), the transaction was posted in the university's general ledger
    - Use the HR/SIS payroll pages (paycheck data, job data, PET, additional pay, etc.) to determine when the pay was actually earned.
- Type of Appointment/Length
    - Indicates how employees are paid, for example:
        - Faculty (9 or 12 months, monthly payroll, off-duty quarter)
        - Staff (monthly or bi-weekly payroll)
        - Students
            - Postdoctoral trainees and fellows, graduate research assistants (monthly payroll)
            - Undergraduates (bi-weekly payroll)
    - Personnel adjustments, e.g., PETs, 9-month faculty paid over 12 months, salary cap, and practice plan
- Payroll Account Code Description
    - Information from the HR/SIS is the source of this data.

Payroll expenses and adjustments for each employee are based on the account code description as entered in the HR/SIS. Account code descriptions display in this format: "type of appointment/length, account code description." The following list represents some of the common descriptions.

- Faculty
    - *Monthly Payroll, 12-Month Regular Faculty*
    - *Monthly Payroll, 9-Month OSURF Faculty-RT (*release time*)*
    - *Monthly Payroll, Off-Duty Quarter Support*
    - *Personnel Expenditure Transfer, 12-Month Regular Faculty*
    - *Others, 12-Month Faculty Regular*
- Staff
    - *Monthly Payroll, Unclassified Regular*
    - *HR Biweekly Payroll, Unclassified Regular*
    - *Others, Unclassified Regular*
    - *Others, Classified Regular*
- Students
    - *Monthly Payroll, Graduate Research Associate*
    - *HR Biweekly Payroll, Student (non-GA/non-FWSP)*
    - *Others, GRA – Fee Authorizations*
    - *Others, Student*

F) Cost Shared Expenses

- Scroll towards the bottom of the page to view cost shared expenses and commitments. Cost shared personnel expenses and commitments are calculated using the university's benefit rates.
- Cost shared Practice Plan expenses are reported as third-party cost sharing and require back-up documentation from the employee's practice plan.
- Expenses associated with salary exceeding sponsor salary capping requirements are not eligible as cost shared expenses.
- Currently, OSP does not calculate the commitments for cost shared, 9-month faculty adjustments.

What are Payroll Adjustments?

There are four types of payroll adjustments that post to the Personnel tab: 1) journal entries from the university's general ledger, 2) personnel expenditure transfers (PETs), 3) salary caps, and 4) practice plan adjustments. Each is explained below.

1. Journal entries in the university's General Ledger (GL) appear as "Others."
   o For example, 9-month employees paid over 12 months; these adjustments display as "*Others, 9-Month Regular Faculty*" either adding or subtracting amounts from a transaction.

2. PETs post as a result of data entry in the HR/SIS
   o For example, "*Personnel Expenditure Transfer, 12-Month Regular Faculty*" displays after a PET was processed for an employee with a "*12-Month Regular Faculty*" account code description.
   o PETs display in the PI Portal in the month they are entered, instead of the time period they are correcting. Details for PETs are found in the HR/SIS.
   o PETs upload overnight to the PI Portal, except during the last eight calendar days of the month when payroll is being processed. Entries made during this eight-day period post to the PI Portal on the first business day of the following month.
   o Regardless of the time period being corrected, OSP uses the current fringe rate (based on the rate agreement with DHHS) to calculate the expense.
   o PETs for nine-month faculty appointments are entered as 1/12 instead of 1/9. The difference shows up the month following the PET charge as an additional data row.

3. Faculty members who receive salary compensation from their practice plans in addition to their academic appointments require a payroll adjustment to display their total compensation. Currently, practice plan information is not part of the information contained in the HR/SIS.
   o The OSP manually processes these adjustments in the GL each month and each practice plan has its own benefit rates; the payroll commitment does not include these expenses.

4. Salary cap adjustments display as "*Others*" and are generated from a GL data feed. The difference between the actual cost and the allowed cost is charged to department funds (these expenses are not permitted to be paid from another sponsored project).

Timing of Payroll Processes

Departmental human resource professionals (HRPs), and in some instances department/college grants managers, enter personnel appointments into the HR/SIS. OSP obtains data feeds from HR/SIS and processes several different calculations and adjustments in order to report the most complete picture of payroll data. OSP reports some data daily, for example PETs, but most data is reported monthly after the payroll process has run.

Type	*Posting Schedule	Comments
Monthly payroll (faculty, postdoctoral fellows, graduate students, and some administrative and professional [A&P] staff); Salary encumbrances	25th day of month	
New personnel appointments, including bi-weekly paid employees, processed before the university's payroll deadline	26th day of the month	If the HRP enters a new personnel appointment after the payroll deadline, the appointment will not appear on the Personnel tab until the following month.
Benefit encumbrances	1st day of the month	
Benefit expenses	Day after payroll posts	
Tuition and fees expenses	2nd calendar month of each quarter	
PETs	Daily	Exception – the last eight-calendar days of each month when payroll is being processed. PETs entered in the HR/SIS during this eight-day period are reported the following month.
Adjustments for 9 month faculty paid over 12 months	12th working day of the month	
Practice plan data	26th day of the month	
Salary capping	12th working day of the month	

*Dates are subject to change; they are dependent on the number of working days/holidays per month and whether payroll processing goes as expected.

PI Portal Personnel Tab Posting Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Tuition and fee information (graduate fee authorization) processes 2nd month of each academic quarter. PETs post daily on the PI Portal. HR/SIS entry may be anytime except the last eight calendar days of the month, after payroll posts, due to payroll processing.				1	2	3
4	5	6	7	8	9	10
11	12	13	14 Bi-weekly pay approval deadline	15	16 **9-month salary, and salary cap adjustments post to PI Portal**	17
18	19 Monthly pay initiator deadline	20	21 Monthly pay college approval deadline	22 Payroll processing	23 Payroll processing	24
25	26 Payroll posts to Financials System; **Practice Plan data posts to PI Portal**	27 **Salary data posts to PI Portal (expenses and commitments)**	28 **Fringe expenses post to PI Portal**	29	30 **Fringe, tuition and fees commitments post to PI Portal**	31

*Dates are subject to change; they are dependent on the number of working days/holidays per month and whether processing goes as expected.

Other Important Considerations

- Use the "Detail of Payroll Expenses" and "Detail of Payroll Commitments" reports available through the eMEFS (Month-End Financial Statements) application to review the description of the journal entry and account codes used for each personnel transaction.
- Consider the payroll posting schedule before estimating how much money is actually left on a project.
- The current fringe benefit rates (based on the rate agreement with the DHHS) adjusts each year effective July 1. Cost shared appointments reflect the university fringe benefit rates, effective October 1.
- When the employee's ID number is incorrectly entered in the HR/SIS or the employee is no longer a current Ohio State employee, the employee name will appear blank on the Personnel tab. Review the eMEFS to view additional details regarding the charges. Typically, these are tuition and fees adjustments.
- Click on the e-mail link to contact an OSP staff member for an explanation of any of the payroll expenses, adjustments, and/or commitments. It is recommended that specific questions on employee appointment data be directed to the appropriate departmental HRP for explanation and/or correction.
- The PI Portal reports data 24 hours after the transaction has been entered in HR/SIS and/or after the monthly payroll process has been completed. The eScan tool (described in the OSP Reporting Tools/Other Resources section of this document) reports data for a specific month/year. Therefore reconciling financial data between these two systems (PI Portal and eScan) is not possible.

OSP Reporting Tools/Other Resources

The following reporting tools are available on the OSP web site. Contact the Office of Research Help Desk, 614-688-8288 or e-mail at orhelpdesk@osu.edu for assistance with these tools. PIs and co-investigators, as authorized on the "Authorization to Seek Off-Campus Funds" form ePA-005, are automatically granted access to these tools. PIs may grant access to administrative staff by individual projects via the PI Portal. Administrator access to all projects for a PI, department or college may be granted by department chairpersons, or college deans by submitting a request to the Office of Research Help Desk.

eCert (Effort Certification System): View and certify effort reports that detail the percent effort (both sponsor direct and cost shared) of employees appointed to sponsored projects. Reports are sent out quarterly for review, approval, and electronic signature/certification.

eScan (Project Personnel Monitor): View monthly personnel data, including salary expenses and % effort.

eMEFS (Month-End Financial Statements): View financial reports, including additional payroll details not available on the PI Portal.

eProjEnd (Personnel on Ending Projects Report): View personnel appointments on ending projects.

ePET: PI approval/justification system for PETs less than 90 days after occurrence.

University Reporting Tools/Other Resources

Human Resources/Student Information System (HR/SIS): This is the primary source for all payroll information. Corrections must be made in the HR/SIS. The PI Portal displays payroll data that is obtained from the university administrative systems (HR/SIS and Financials system).

eReports Portal: This is the university's reporting tool which provides various reports that are helpful in monitoring payroll, for example: PET, Release Time, Project End Date Warning, and Encumbrance End Date Warning reports. See HR ASSIST for more information.

Also see the "Human Resources and Financials Report Matrix" for a complete listing of available reports.

Glossary/Acronym List

Appointment Types: Direct, release time, cost share

Appointment Length: Indicates the length of time during the year the employee works and the time period during the year the employee is compensated
- For example, the value "*9/12 Month*" indicates a monthly employee who works nine months out of the year and is paid over twelve months.

  Faculty: 9-month, 12-month, or off-duty quarter
  Staff: 12 out of 12 for monthly-paid employees, 52 out of 52 weeks for biweekly paid employees
  Students: 52 out of 52 weeks for biweekly paid student employees

Award Period: The total time period stated in the grant/award document for which financial support is provided (including anticipated funding for future years). The award period may consist of one or more project periods and does not constitute a commitment by the sponsor to fund the entire time period.

Cost Sharing: The portion of the cost of a sponsored project paid by a source other than the sponsor: for example, the university and/or other outside sources. Cost sharing can be a direct cost, the associated facilities and administrative (F&A) costs, or the portion of F&A costs not paid by the sponsor (unrecovered F&A costs) when permitted.

EED: The encumbrance end date may be used to designate a date other than the end of the project. It is used when calculating the payroll encumbrance. A date would be entered only when an encumbrance needs to be calculated through a specific date rather than through the end of the project. Entering a date in this field does not trigger a termination in appointment or pay. A termination job row is necessary to effect that change.

EmpID: Employee identification number: the HR/SIS generates this number after an employee is hired.

Employee Record #: The employment record number is usually "0." However, employees who hold multiple positions will have more than one employment record. It is extremely important that the timekeeping data is entered on the correct employment record number. Adjustments to an employee's service dates must be made on the "0" employment record.

Employee Type: The Employee Type identifies how compensation is determined, hourly or salaried. All employees who receive their pay on a biweekly basis are considered to be hourly. All monthly employees are salaried.

FTE: Full time equivalency expressed in a percentage, the number of regularly scheduled hours of work for one week, divided by 40. Used primarily for determining benefit eligibility.

GL: General ledger

HRP: Human resource professional

JED: Job earnings distribution

Job Title: Employee job title: e.g., professor, postdoctoral scholar (post doc), fellow, trainee, etc.

Personnel Commitments: Also known as payroll encumbrances

PET: A personnel expenditure transfer is a one-time adjustment to the general ledger (GL) made in the HR/SIS for salary expense transfers.

Project (Budget/Funded) Period: The intervals of time into which a multi-year project is divided for budgetary and funding purposes. Budget periods are usually 12 months long but may be shorter or longer, if appropriate.

Tuition and Fees: Fee authorization, also known as graduate fee authorization