Purpose
The purpose of the Salary T/J popup screen is to allow users to notify PAMS that they’ve transferred payroll expenses (sub codes 00, 01, 02) outside of PAMS or to justify why that expense is allowable on the fund being
Transactions listed on the Expenses outside the Budget Period (Payroll) will link to this page. For the Home Dept, this page will allow the dept to Transfer or Justify any payroll expense on the linked FAU(s). Once the Final linked Dept approver approves the Linked COP, or the linked dept deadline has passed, the Home dept can justify expenses on the Linked FAU(s). Home dept cannot Transfer for the Linked Accounts expenses. Home and linked user will get this popup when they selected the “Go” button. EFM user will get this popup when they select either “Go” or “Review”.

Screen Group
The Salary T/J popup can be accessed through the Fund Details Tab. User can click on the Fund Details Tab, hover over the Expenditure review sub tab and select Expenses Outside Period- Payroll

User then clicks on the Go button (or Review if they are EFM) under the Transfer or Justify column:
Screen View
The Salary T/J popup is accessible to both Home and Linked departments and also EFM. The screen changes depending on if the user is going to transfer or justify the expense.

The original screen: The original screen consists of a small grid of the expense (green box) and then radio buttons with the option to transfer or justify the expense (red box).

Justify Screen: The Justify screen consists of a grid of that expense (green box), the option to Justify or Transfer the expense (red box), a drop down box for the Justification Reason (orange box) and a comments box (blue).
**Transfer Screen:** The Transfer screen consists of a grid of that expense (green box), the option to Justify or Transfer the expense (red box), a drop down box for the Transfer Option (orange box), a comments box (blue) and a link to the Payroll Expense Transfer System (purple box).

**Section A: Justify Grid**
Expense Item: This displays the expense item that the Home or Linked user chose when they clicked the Go button. For EFM, this displays the expense item that the EFM user chose when they clicked either the Go or Review button.
Section B: Justify

Justify: If the user selects Justify, the drop-down options, comments box and upload documents button will appear. For Home users viewing a linked COP, this is the only radio button that can be selected. Home cannot Transfer linked expenses. EFM users can Justify expenses for Home and Linked COP.

Standard Justifications: This is a list of set justifications. This list will appear for all users in the drop-down box on the justification page. They are:

- Specifically used for the direct benefit of the project.
- Used for the project during budget period; processed outside budget period.
- TIF consistently applied as allowable direct cost.
- Specifically allowed by the sponsor. (Text is required in the comments box before the user can move forward).
- Transaction reversed- has posted on GL.
- Other. (Text is required in the comments box before the user can move forward).

Upload: User can upload documents for any of the justifications listed above. User can see all uploaded files for this expense.

Comments: Comments are required.

Status Update: If the Home or Linked Dept submits a justification, the status for all of the expenses affected will change to “Justified-Pend EFM Appvl” on all pages where that expense appears. The “Go” button will disappear for the Home or Linked user, but if EFM owns the packet, EFM will see a “Review” button. If EFM submits a justification, the status for all of the expenses affected will change to “Justified-EFM Approved.”
Section C: Transfer

Process Done Outside of PAMS: This drop down will default to “Process done Outside of PAMS.” Since PAMS will not be submitting salary transfers through the Payroll Expense Transfer (PET) system in Phase 1, this default drop down selection lets the user and PAMS know that the transfer to move off this salary expense will be handled outside of PAMS.

Go to Payroll Expense Transfer System: This is a link that will take the user to the Payroll Expense Transfer System (PET).

Upload: User can upload documents for the salary expense. Typically the user would upload a copy of the UPAY, which is the notification document for the salary journal that gets processed through the Payroll Expense Transfer System. User can see all uploaded files for this expense.

Comments: Comments are required.

Status Update: If the Home or Linked Dept submits a salary transfer, the status for all of the expenses affected will change to the user. If EFM submits a transfer, the status for that salary expense affected will change to “Transferred.”

Section D: Next/Cancel

Note: If the user selects the Justify radio button, and note “By clicking submit, I hereby certify…”

Next or Cancel Whether the user Justifies or Transfers the salary expense, PAMS will display the Next or Cancel button. The Next button will appear after the user completes either the Justify section or Transfer section. The Next button will take the user to the Technology Infrastructure Fee page. The Cancel button will always appear for this pop-up.

Report Generation

The page cannot be sent to excel.
Page Access
The page is viewable to: Dept Admin, Dept Sr fund Manager, Dept Fund Manager, EFM Director, EFM Supervisor and EFM Fund Manager.

COP42- Technology Infrastructure Fee T/J

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Purpose
The purpose of the Technology Infrastructure Fee (TIF) T/J page is to allow the user to Transfer or justify the Technology Infrastructure Fees found on the Expenses Outside the Budget Period (Non-Payroll) or Warning/Unallowable pages.

Since TIF is often times shown as a lump sum on the General Ledger, this page will provide a grid that breaks out the lump sum and allocates each portion to the associated individual salary transaction.

Screen Group
The Technology Infrastructure Fee (TIF) T/J popup can be accessed two ways:

1. User can click on the Fund Details Tab, hover over the Expenditure review sub tab and select Expenses Outside Period- Payroll. User will click the Go button under the Transfer and Justify column and proceed through the popup until the TIF popup appears.
2. User is to click the Fund Details Tab, hover over the Expenditure review sub tab and select Unallowable and Warning Codes. User will click the Go button under the Transfer and Justify column and proceed through the popup until the TIF popup appears.
Screen View
The TIF T/J popup consists of the fund information (green box), the expense details (red box), and a grid containing All TIF for this expense (orange box).
If the user clicks the “Go” button for the expense (TIF) on either the Expenses Outside Budget Period (Non-Payroll) or the Warnings and Unallowable pages, then this grid will be displayed. For EFM, the user can access this pop-up by clicking GO or Review on either page. This grid should match the fields for that expense from the main page.

Salary T/J Grid

This pop-up is the continuation page from Salary T/J. When the user is on the Salary T/J page, clicking “next” will take the user to this pop-up page. The fields on this grid should match with the fields from the main page.
Section A: Apply To
This section should appear if the user comes straight from a non-payroll page. This section will not appear if the user is coming from Payroll Cost Transfers.

Users must make a selection before moving forward.

- If the user chooses “This expense only” they will T/J the TIF that was selected to invoke the popup. Once this selection is made, the user will move on to the next screen (the TIF grid).
- If the user chooses “All expenses for this object code” they will T/J all TIF that appeared on that page. Once this selection is made, the user will skip the TIF grid and will be directed to the next screens (Justification radio button).

Section B: TIF Grid
PAMS will calculate and break out the lump sum amount into individual lines by Employee Name. When the user first comes to this page, PAMS will highlight the first TIF line.
After the user submits a “Justification” or a “Transfer”, the user will click “next” and PAMS will highlight the next item on the grid. This process will continue until all lines have been completed with a “Justification” or “Transfer.” Once all lines have either status, the user will get a “Submit” button to complete this popup page.

**Employee:** PAMS will determine the individual Employee salaries that are associated with the lump sum amount for TIF.

**Account:** Account number

**CC:** Cost Center

**Earn Date:** Earn Date of Salary

**Eff Date:** Effective Date of Salary

**Salary Amount:** Salary Amount

**Benefits:** Benefits

**TIF:** This is PAMS calculation of breaking out the TIF lump sum amount.

**Status:** Status of each individual TIF line. The status changes accordingly to the user Transferring or Justifying each line.

When EFM is in Review mode, the “Next” button will only take users to those lines that “need review”. The lines that are considered “needs review” are: Justified-Pend EFM Appvl. Any lines that do not need review will be greyed out.
Section C: Justify Grid

Justify: If the user selects Justify, the drop-down options, comments box and upload documents button will appear. If the associated salary has been transferred, this option will be disabled. For Home users viewing a linked COP, this is the only radio button that can be selected. Home cannot Transfer linked expenses. EFM users can Justify expenses for Home and Linked COP.

Standard Justifications: This is a list of set justifications. This list will appear for all users in the drop-down box on the justifications page. They are as follows:

- Specifically used for the direct benefit of the project.
- Used for the project during budget period; processed outside budget period.
- TIF consistently applied as allowable direct cost.
- Specially allowed by the sponsor.
- Transaction reversed; has posted on GL.

Upload: User can upload documents for any of the justifications listed above.

Status Update: If the Home or Linked Dept submits a justification, the status for all of the expenses affected will change to “Justified-Pend EFM Appvl” on all pages where that expense appears. IF EFM submits a justification, the status for all of the expenses affected will change to “Justified-EFM Approved”

If the user came from Salary T/J where the associated Salary was “Transferred,” the “Justify” radio buttons on this page will be disabled. The user only has the option to transfer off the corresponding TIF in this case. If the user came from Salary T/J where the associated Salary was “Justified” then both radio button options are available.
If the status of that line is “Pending”, the user will be able to “Transfer” or “Justify” that TIF line. If the status of that line is “Justified-EFM Rejected” or “Transfer-Rejected” the dept has the option to edit the Justification or Transfer.

**Section D: Transfer Grid**

This TIF popup can only been found through the Warnings and Unallowable page.

![Transfer Grid Image]

When clicking the “Transfer” radio button, the user will be required to select from the Transfer-Drop Down box. Depending on which selection is made, it will determine what fields will be displayed or not displayed in this Transfer section.

**1st Drop Down:** The drop down box will have two options:

- Process Journal Through PAMS
  - Home cannot choose this option if it is reviewing Linked
- Process Done Outside of PAMS
  - The transfer account options and related questions will appear.

For Home Users viewing a linked COP, this radio button is not an option. Home can only Justify linked expenses. EFM users can Transfer expenses for Home and Linked COP.

**FAU Options:** An FAU must be entered to complete the transfer.

**Fund Nickname:** Users have the option of entering a Favorite FAU in fund management. If FAU(s) are entered in fund management, then it will always appear under the “Fund Nickname” drop-down for that user. EFM will be able to see the same “Fund Nickname” drop-down box that the department users sees. If a favorite is picked from this list, the Fund number, Account and CC will be populated with this information.
Manual Entry: If the user does not want to pick a favorite FAU, they can manually enter this information in the Account, CC and Fund number text boxes.

Validation: Once an FAU is entered, PAMS must validate the fund number. IF the FAU combination does not exist, the user must get an error that the transfer will not be processed. If the account/CC combination exists, but it is not linked to the fund, the user will get a message that they must contact EFM to link the account before processing the transfer. If either error occurs, the user will not be able to submit the transfer.

Transfer Questions: Users must either enter an explanation in the free form comments box or answer 5 questions. If the user is answering the five questions and the cost transfer is late, the user must answer a 6th question. This is determined by:

- **Explanation**: a free form textbox will always appear if the user is transferring an expense. The user will either answer the 5 questions listed below in the text box or enter an explanation.
- **5 Questions**:
  - Why is this transfer being made?
  - Why was the original in error?
  - Who approved the transfer?
  - How does the expense benefit the new fund charged?
  - What steps have been taken to prevent this reoccurrence?
- **6th Question**: this question is required if the doc date of the expenses is greater than 120 days from today or the doc date of the expense is greater than 90 days after the budget end date.
  - Explain the delay in transfer >120 days after the original transaction date.

“Process Done Outside of PAMS”: If the user selects this option, the 6 questions will not appear. The fund nickname will not appear.

Submitting
Submit: If the user came from a non-salary page (Section A appears) the submit button appears when the Transfer or Justify section in the TIF page are completed and there are no “pending” statuses for any of the TIF lines in the TIF grid. If the user came from Salary T/J (section A1 appears), the submit button will appear when the user completes the Transfer or Justify section.

Next: If the user came from a non-salary page, the Next button appears when there are any TIF lines in the grid that has a “Review” status. By default, PAMS will highlight the first line in the grid and the user can click Next to select the next item in the grid. Even if the next time does not have a “Review” status (which means it has been Transferred or Justified) PAMS will still highlight it. The “Next” button will be disabled when all the items in the grid has been Transferred or Justified.

Cancel: The Cancel button exits the popup and does not save any of the information the user submitted.

Approve: This button is for EFM users when reviewing the Justify section provided by the department. The “Approve” button will show for all of the lines that have “Justified-Pend EFM Appvl.” Once the Approve button is clicked, the status for the line will update to “Justified- EFM Approved”.

Reject: This button is for EFM users when reviewing the Justify section provided by the Department. The status for the TIF line will be “Justified-EFM Rejected”.

Report Generation
The page cannot be sent to excel.

Page Access
The page is viewable to: Dept Admin, Dept Sr fund Manager, Dept Fund Manager, EFM Director, EFM Supervisor and EFM Fund Manager.