Summary

Below are some of the main elements of the Administrative Salaries page:

1. Click to open the Transfer or Justify Popup
2. Displays the Status of the expense
3. Click to download to Excel
4. Click to view comments
5. Click to highlight a row

COP45– Administrative Salaries
**Purpose**

Certain admin salary title codes are covered by F&A costs and should not be charged to grants. The dept must transfer or justify all expenses that are charged under these salary title codes. This page will list all expenses that hit under these questionable salary codes. The Administrative Salaries page consists of a checkbox and a grid:

![Administrative Salaries](image_url)

**Screen Group**

The Unallowable and Warning Codes page can be accessed three ways:

1. From the Overview page: user clicks the link titled Administrative Salaries under the Expenditure Review:

   ![Expenditure Review](image_url)

   - Expenses Outside Period - Non Payroll
   - Expenses Outside Period - Payroll
   - Unallowable/Warning Codes
     - Administrative Salaries
   - Subawards
   - Encumbrances & Memo Lines
   - Salary Over the Cap
   - Additional Cost Transfers
   - Cost Share
   - F&A Reconciliation
   - Fund Balance and Approvals

2. From the Menu Bar: User navigates to the Closeout Tab and selects Administrative Salaries under the Expenditure Review Tab:
3. From another page: User can access the Unallowable/Warning Codes page if they are already on the Expenses Outside Period- Payroll page and click the hyperlink on the right hand side:

**Screen View**

The Administrative Salaries page is visible to all. The screen consists of a checkbox (green box) and a grid that differs depending on whether or not the checkbox is selected (red box):

**Checkbox for T/J Expenses:**
When this checkbox is clicked, PAMS should display all expenses, regardless of the status. When the box is unchecked, PAMS should only display expenses that have a “needs review” status. The default should be checked.
Expense Statuses:

**Dept:** The statuses on this page for “Needs Review” are defined as:

- **Needs Review:**
  - Pending
  - Justified-EFM Rejected
  - Transfer-Rejected

- **Transferred or Justified**
  - Justified-Pend EFM Appvl
  - Justified-EFM Approved
  - Transfer-Pend Processing
  - Transferred

**EFM:** The statuses on this page for “Needs Review” and “Transferred/Justified” are defined as:

- **Needs Review**
  - Pending
  - Justified-Pend EFM Appvl

- **Transferred or Justified**
  - Justified-EFM Approved
  - Justified-EFM Rejected
  - Transfer-Rejected
  - Transfer-Pend Processing
  - Transferred

Administrative Salaries Grid:

**Admin Salary Charges:** PAMS will display all charges associated with the following title codes, regardless of the effective or earn dates:

4724, 4723, 4722, 4726, 4727, 7618, 7617, 7240, 7259, 7659, 9898, 0496, 7646, 0355, 9899, 7243, 7244, 7242, 7241, 7253, 7254, 7662, 6466, 4922, 4921, 4920, 4731, 4919, 7541, 7540, 0363, 0256, 0283, 0910, 0259,
Sub, Employee, DOS Earning Code, Account, CC, Effective Date, Earn Date, Paid Amount/Gross and Total Benefits: All of these fields come from the Payroll Ledger

Paid Amount/Gross and Total Benefits: If user sorts on expense amount, sort by absolute value.

Status: Displays the status of each individual expense. All statuses can be viewed in the glossary. If this expense changed status on a different page, the new status should be reflected here. All credit charges should be marked as “Transferred.”

Status Links:

If a status is a “Justified” status, link to the Review Transactions page. The “Justified” statuses are:

- Justified-Pend EFM Appvl
- Justified-EFM Approved
- Justified-EFM Rejected

If a status is a “Transferred” status, link to the Review Transactions page. The “Transferred” statuses are:

- Transfer-Pend Processing
- Transfer-Rejected
- Transferred

All statuses that are Pending should not be linked.

Comments: if the department transfers/justifies an expense, a comment will be added. When a user clicks on the comments icon, it will take them to the comments page where they can see all the comments. When the comment is sent to Excel, the last comment entered should be exported, not the icon.
Action Buttons

**Dept Transfer or Justify (home and linked):** The Go button to transfer or justify should appear if an expense is in any of the following statuses: Pending, Justified-EFM Rejected, Transfer-Rejected.

**Review button for EFM:** EFM gets this button when the department has requested a transfer or provided a justification in which EFM needs to review. The review button will appear when the transactions have the following statuses: Justified-Pend EFM Appvl. Click the Review button will take the user to a popup to either approve or reject.

If EFM approves the justification, the Expense Status will say “Justified- EFM Approved” and the Review button disappears.

If EFM rejects the justification, the Expense Status will say “Justified-EFM Rejected” then the Review button will disappear.

**Go Button:** EFM gets this button when the department did not provide a transfer or justification for that expense. The Go button will appear when the transaction has the following statuses: Pending. If EFM provides a justification on the Dept’s behalf, the Go button will disappear and the Expense Status will say “Justified-EFM Approved”.

**Expense Statuses:** The statuses change based on actions performed on a different screen.

EFM Complete Statuses (no button) are for the following statuses:

- Justified-EFM Approved
- Transfer-Pend Processing
- Transferred

EFM “Review” Status (Review button) is:

- Justified-Pend EFM Appvl

EFM “T/J” Status (Go button) is:

- Pending

EFM “Reject” Statuses (no button) are:

- Justified-EFM Rejected
- Transfer-Rejected

**Dept Page Status:** The page status will be Dept Review if there are still action buttons on this page. The page status will be Dept Complete once all actions have been taken and there are no action buttons. If there are no expenses for admin salaries, the grid should display, “None Found.” A status of “None Found” should be considered “Dept Complete” since there will be no action buttons.
**EFM Page Status:** The page stout will be EFM Review if there are still action buttons on this page (Go and Review). This page status will be EFM Complete once all actions have been taken (there are no action buttons) and none of the transactions have a rejected status. The page status will be EFM Rejected once all actions have been taken (there are no action buttons) and at least one of the transactions has a rejected status.

**Report Generation**
The Administrative Salaries page can be exported to Excel. When the page is sent to Excel, the last comment entered will be displayed instead of the Comments icon. If there are not any comments, the field will remain blank.

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