

RSP CSWG Cost Share Update Form Preparation and Routing Instructions

Last revised 6/24/2011

Save a PDF copy of the [form](#) to a computer/server using a naming convention that allows for electronic storage and submission at the Department/Dean’s Office.

Project ID: (Ex. PRJXXXX)

Reason for Update:
(if you have supporting documentation, please attach to e-mail)

The “Project ID” (e.g. PRJXXXX) is identified as the target project for the cost share. The “Reason for Update” field is optional but should be utilized to provide clues or an explanation for the submission of the form, which can often be helpful to reviewers downstream.

Scheduling a CS Payroll Row:

All fields should be filled out for every CS row, with the exception of the source project (e.g. 101 funds rarely have a project I.D.). The CS source fund must be available and sufficient. The “Cost Share %” should be stated as a figure that is relative to the employee’s gross pay (excluding non-ECRT salary account codes as identified in **appendix A**). As an example, if an employee is paid 50% from fund 101 and 50% from fund 233 and the intention is to cost share all of the gift account salary, then use 50% in the scheduled CS row, not 100%.

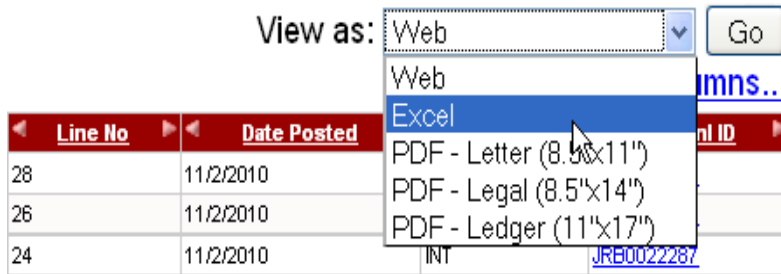
- Payroll Cost Share Expense (Please complete the table below)
- Commitment Update (Please complete the table below)

Employee			Cost Share Period		Cost Share Source			Cost Share Calculation	
First Name	Last Name	Emp. ID	Start Date	End Date	Source Project	Source Fund	Source Dept.	Cost Share %	Vol / Man / NSF
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For a retroactive CS update, that is, for an effort certification window that is either open or closed, the effort certification should be in agreement with the CS update form. If not, follow the process for reopening a “processed” effort card or have your Effort Coordinator reject the certification for cards in a “not processed” status. Note that entries can only be made in the Cost Share Bolt-On system as of 1/1/08.

Required Supporting Documentation for Non-Payroll:

- 1.) *Non-Payroll Cost Share Expense* - Properly documenting non-payroll expenses requires a WISDM expenditure export to an Excel spreadsheet. Before exporting, the following columns must be selected in the "Pick Custom Columns": Fund, Dept, Project, Acct, Acct Descr, Descr, Source, GL Jrnl ID, Journal Date, Line No, Date Posted, Journal Line Reference, Monetary Amount, and Voucher ID. After all the required columns are being displayed, perform the export by selecting "Excel" in the "View as" dropdown list and click "Go".



Highlight the CS lines or preferably delete the lines that are not being cost shared. Save a copy of the Excel file to be attached along with the CS update form.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Fund	Dept	Project/Grant	Acct	Acct Descr	Monetary Amt	Descr	Vchr ID	Line No	Date Posted	Source	GL Jrnl ID
2	101	481500		2360	Rental of Other Equip	28.70	NEOPOST USA	DIANNE 313	9675	11/10/2010	INT	JRT0014050
3	101	481500		2600	DP Services-State & Univ Dept	90.00	WEB HOSTING SERVICE	8020617	1830	11/11/2010	INT	JRB0022555
4	101	481500		2830	Mileage - In State	71.78	8162		552	11/8/2010	EX	EXACC53764
5	101	481500		2840	Registration Fees - In State	50.00	8162		1131	11/8/2010	EX	EXACC53764
6	101	481500		3105	Supplies-Laboratory	6,782.16	ITHAASPOL-CC Chair, Ithaca fr	1132443	274	11/12/2010	APA	AP00254150
7						7,022.64						

Notably, if the "GL Jrnl ID" of the transaction begins with the "EXACC", the travel expense report ID must be obtained from the Department Administrator or Traveler and included on the spreadsheet in the far right-hand column. See **appendix B** for a complete list and description of all journal ID mask codes.

- 2.) *Third Party Cost Share Expense* - The official statement from the Third Party should be scanned and attached if not already digitized.
- 3.) *Unfunded F&A Expense* - A spreadsheet containing calculations should be worked up and attached.

Once all the supporting documentation is sound, select the appropriate radio buttons to complete the form. The mandatory or voluntary CS type must be identified along with the total amount intended to be cost shared.

Non-Payroll Cost Share Expense (Select type and check one of the following radio buttons)

Type:

- Non-Payroll Expense (WISDM Documentation is required)
- Third Party (Official Statement from Third Party is required)
- Unfunded F&A (Provide your calculations)

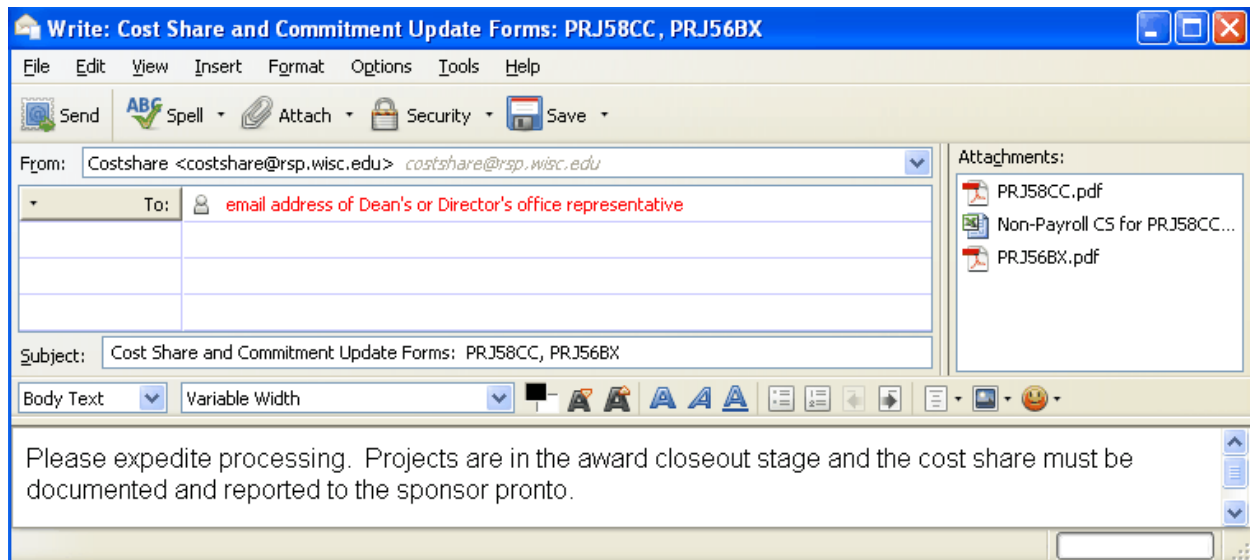
Enter Total Amount:

Best Practices:

Departments should establish a schedule for documenting CS. It is advised that CS payroll updates occur prior to an effort reporting period opening and the non-payroll CS forms should be submitted on a budget period basis for accurate reporting. Having a schedule for documenting CS will help avoid scrambling at the culmination of the award to get caught up.

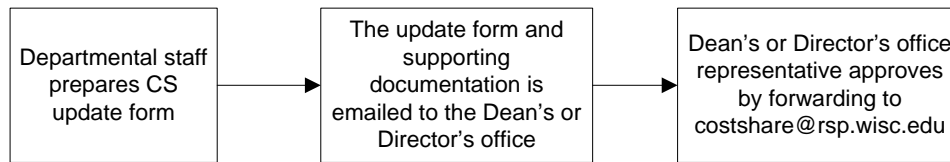
Routing and Approvals:

Preparers should email the update form, as a PDF, along with any supporting documentation (e.g. spreadsheets, third party statements, etc.) to their Dean's or Director's office. The subject line of the email should read as follows: *Cost Share and Commitment Update Form: PRJXXXX*. It is an acceptable practice to attach multiple update forms on the condition that each project ID affected is referenced in the subject line. If expediting is necessary, include language in the body of the email explaining the need to rush processing.



After reviewing the CS update request, the Dean's or Director's office representative should simply forward the email without manipulating the subject line to costshare@rsp.wisc.edu. This action serves as the Dean's Office approval for CS.

Please do not print the form and manually route, as paper copies will no longer be accepted. It is unnecessary to physically sign the form, as submission via email is consenting. Illegible signatures make it difficult to facilitate communication on problematic forms. Requiring electronic routing will cut down on paper, speed up the processing time, and will provide a date stamped record of employees involved for any needed follow up.

FLOWCHART:**Salary codes to be included/excluded****Salary Codes INCLUDED in ECRT**

Account	Account Description
1001	Faculty - Annual
1002	Faculty - Academic
1003	Faculty - Summer
1004	Faculty - Hourly
1051	Academic Staff - Annual
1052	Academic Staff - Academic
1053	Academic Staff - Summer
1054	Academic Staff - Hourly
1071	Academic-Mil-Prov-Annual
1072	Academic-Mil-Prov-Academic
1151	Postgrad Trainee - Annual
1152	Postgrad Trainee - Academic
1153	Postgrad Trainee - Summer
1154	Postgrad Trainee - Hourly
1161	Research Associate - Annual
1162	Research Associate - Academic
1163	Research Associate - Summer
1164	Research Associate - Hourly
1211	Project/Program Assist-Annual
1212	Project/Program Asst-Academic
1213	Project/Program Assist-Summer
1214	Project/Program Assist-Hourly
1222	Teaching Assistant-Academic
1223	Teaching Assistant-Summer
1224	Teaching Assistant - Hourly
1231	Research Assistant-Annual
1232	Research Assistant-Academic
1233	Research Assistant-Summer
1321	UnderGrad Intern--Annual
1322	UnderGrad Intern-Academic
1323	UnderGrad Intern--Summer
1324	UnderGrad Intern-Hourly
1331	UnderGrad Asst/AOP-Annual
1332	UnderGrad Asst/AOP-Academic
1333	UnderGrad Asst/AOP-Summer

Appendix A**Salary Codes EXCLUDED from ECRT**

Account	Account Description
1000	Salary Default
1005	Faculty - Lump Sum
1006	Faculty-Purchased Services IIA
1007	Faculty - Foreign COLA
1008	Faculty/Acad-Legal Settlement
1055	Academic Staff - Lump Sum
1075	Academic-Mil-Prov-Lump Sum
1076	Fee Grader/Ad Hoc Program Spec
1077	UWEX Ad Hoc-Pur Serv IIA
1155	Postgrad Trainee - Lump Sum
1165	Research Associate - Lump Sum
1215	Project/Program Asst-Lump Sum
1225	Teaching Assistant-Lump Sum
1235	Research Assistant - Lump Sum
1325	UnderGrad Intern--Lump Sum
1335	UnderGrad Asst/AOP-LUMP Sum
1532	Classified - Lump Sum
1534	Classified Project - Lump Sum
1535	Classified - Length of Service
1536	Classified - Excep Perf Award
1537	Classified - 5th Week Vacation
1538	Classified-Purchased Serv IIA
1539	Classified - Legal Settlement
1543	Classified - Differential
1544	Classified - Uniform Allowance
1602	LTE - Lump
1604	LTE - Purchased Services IIA
1771	Student - Hourly
1772	Student - Lump Sum
1773	Student - Overtime
1774	Student-Purchased Services IIA
1781	Work Study - Hourly
1782	Work Study - Lump Sum
1783	Work Study - Overtime
1784	Workstudy-NonProfit Agency Pmt

1334 UnderGrad Asst/AOP-Hourly
 1531 Classified - Hourly
 1533 Classified Project - Hourly
 1541 Classified - Overtime
 1542 Classified Project - Overtime
 1601 LTE - Hourly
 1603 LTE - Overtime

270G Scholarship Allowance EXP
 2710 Fellow/Schol/Trn-Annual
 2712 Fellow/Schol/Trn-Lump
 2714 Fellow/Schol/Trn-Academic
 2716 Fellow/Schol/Trn-Summer
 2720 Post Fellow/Schol/Trn-Annual
 2724 Post Fellow/Schol/Trn-Academic

Salary Codes INCLUDED in ECRT

Account	Account Description
---------	---------------------

Salary Codes EXCLUDED from ECRT

Account	Account Description
---------	---------------------

2726	Post Fellow/Schol/Trn-Sum
3890	Resident Fee Remissions
3891	Tuition/Fee Allocation
5709	Support-RA,Fellows,Scholars
570G	Student Loan Matching Transfer
	Support-NonEmploy&NonUW
5710	Studnt
5711	Student Aid-Excluding Loans
5712	Fellows&Scholars-Annual
5713	Tuition & Fees(Program 9 Only)
5730	Trfs-Fed Audit Disallow-FA
5732	Fellows&Scholars-Academic
5742	Fellows&Scholars-Summer Sessn
5750	Student Loans

FY2011 UWMSN Journal ID Mask Codes

Appendix B

Journal ID Mask Code	Source Code	Description
ALO	ALO	Journals created from SFS allocation process: e.g. grants fringes, overhead cash offsets, etc.
AP	APA	Journals created by the voucher post process (AP accrual)
AP	APX	Journals created by canceling the original voucher accrual (AP closure)
AR	AR	Grants accounts receivable journals.
BD	BUD	Budget Journals. For budget adjustment journals, the journal ID has a department/division identifier after BD initial plus a number.
BDPJROL	BUD	Budget journals for fund 233 budget roll forward.
BDPRJ	BUD	SFS standard budget journals for non-sponsored projects.
BDPYPY	BUD	Budget journals for year end carry over POs.
BI	BI	Grants accounts receivable billing journals.
CA	CA	Grants revenue recognition journals.
CKC	INT	Check Correction journals from JET CKC application.
EXACC	EX	Travel Expense charge journals from ATS.
FA	IUF	Fringe adjustment journals created by UW Service Center staff. Contact Payroll, payroll@ohr.wisc.edu.
FREM	INT	Tuition/Fee remission summary journals.
FT	SFD	Fringe journals generated from PT salary cost transfer journals.
FX	ALO	These are grants fringe allocation journals created in SFS after Program Release.
GM	GM	Grants overhead charge journals.
IUJ	INT	Inter-unit journals between campuses.
JDD	DDD	Revenue journals for deposit entry by Cash Mgnt Staff.
JR998	ALO	Period 998 journals
JRB	INT	Internal billings entered via JET.
JRCORR	INT	Correction journals done in SFS only.
JRR	INT	Revenue journals for deposits & transfers by depts.

JRT	INT	Internal cost transfers entered via JET.
JV	INT	Interest earning allocations. Bursar scholarship payment journals (starting Jan 2007).
PE	SFD	Salary encumbrance journals.
PJ	SFD	Payroll journals from payroll calc.
POCORR	ENC	Encumbrance correction journals done in SFS only.
PT	SFD	Salary cost transfer journals from WISDM web app.
PY	APC	Journals created by canceling a payment (AP Cancel)
PY	PMT	Journals created by the Payment Posting process
PYEXP	EX	Travel expense payment journals from ATS.
PYPY	LEG	All budget data related to the carryover encumbrance open balances at the end of the prior year.
RBHA	LEG	All Red Book budget data for Hatch-Adams activity.
RBRB	LEG	All Red Book budget data that is interfaced to SFS.
RBSL	LEG	All Red Book budget data for Smith-Lever activity.
STR	INT	Salary cost transfer journals from JET SCT application.
TUREM	INT	Tuition/Fee remission charges journals (detail charges).