

Over Expenditure Index

Fiscal Agents Network Group

November 7, 2007

Fund Attribute

The Over Expenditure (O/E) index is an attribute attached to a Restricted Fund. The attribute is set up on FTMFATA.

There may only be one O/E index per Fund, even if there are many restricted indices tied to the Fund.

Purpose of the O/E Index:

If a labor distribution tries to post to a restricted index after the Budget Period End date listed on FRMFUND, the salary expense will be re-directed to the O/E index listed on FTMFATA.

Example:

PI Smith's labor distribution through 6/30/08 is 25% to the dept I&G index and 75% to Fund 3XXXX. Fund 3XXXX has a Budget Period End date of 6/30/08. An early termination is processed for 3XXXX changing the end date to 3/31/08. 75% of PI Smith's salary will post to the O/E index for the April, May, and June payroll if a labor distribution change is not processed by the dept.

E-mail Notifications

E-mail notifications will be sent to the PI and the Account Administrator listed on FRAGRNT beginning 60 days before the Budget Period End date listed on FRMFUND if a labor distribution goes beyond a Fund's Budget Period End date.

Frequency of Notification

E-mails will be sent with the following frequency:

First notification: 60 days before the Budget Period End date

Second notification: 30 days before the Budget Period End date

After 30 days, an e-mail will be sent every 7 days.

Once the labor distribution change has been processed on an EPAF, the e-mails will stop.

Sample E-mail

- The following employees have labor distributions that are invalid or pending fund termination. Please ensure that these employees' labor distributions are directed to a valid funding source prior to cutoff. Failure to correct these problems will result in labor charges being directed to the over-expenditure index defined for the given Fund.

- Position Suff Index Fund Org Acct Prog Actv Exp Date Reason
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- Brown, David (100006048)
- S01988 00 254310 34183 254B35 2040 P16R GNACTV 04/27/2007 Impending Fund termination
- Duran, Walter (100008925)
- S02766 00 254310 34183 254B35 2020 P16R GNACTV 04/27/2007 Impending Fund termination
- Hjelle, Brian (100010869)
- FS0461 00 254310 34183 254B35 2000 P16R GNACTV 04/27/2007 Impending Fund termination

EPAF and PZAREDS

Use EPAF to correct a Labor Distribution for future payments.

Use PZAREDS to move salary from one index to another once the salary has posted to Finance (i.e. labor redistribution).

Hiring Organization

PZAREDS (labor redistributions) and EPAF's (new hires and labor distribution changes) may only be initiated by the hiring organization.

If a department does not “own” the employee, the department must request that the change be keyed by the department that does “own” the employee.

Required Documentation

- a) Name of individual making request (**must** be on Signature Authorization Form)
- b) Name of employee being redistributed including: Banner ID, Payroll ID, Payroll #, year being redistributed, and %
- c) Business purpose
- d) Budget Period End Date from FRMFUND, if the index is restricted

Documentation Retention

The department keying the EPAF or PZAREDS is responsible for retaining the documentation for audit purposes.

Legacy Salary Reallocations

Legacy salary reallocations will be for the period 07-01-07 thru 12-31-07. The departments will submit a salary transaction correction to Financial Services.

Financial Services will insure the redistribution is recorded in Banner Finance.

Process within the two Post-award offices:

The O/E index must be populated when the Fund is initially set up. The Fiscal Monitor will select the **default index** for the org code listed on the Proposal Data Sheet.

The default indices were previously provided to the Post-award offices.

Signature Authorization Forms

When the Signature Authorization form is returned to the Post-award office, the Post-award office will update the O/E index with the unrestricted index listed on the form if it is different from the O/E index originally populated.

Questions?