

## SPAR with Voluntary Cost Sharing (VCS) / Non-Cap Eligible Employee

Facts related to this Scenario:

- SPAR Period is September 1 – December 31
- Initial distribution is 80% to Department account and 20% to Project 113170 for entire period, as depicted on suffix #2 of SPAR
- Institutional Base Salary (IBS) does not exceed salary cap
- New award beginning October 1, to which 30% actual effort has been committed
- New award budget only provides funding for 25% of salary, resulting in a situation requiring Voluntary Cost Sharing.

To accommodate effort on this new award, three entries must be made: a new department line must be added in the Labor Distribution and Cost Sharing Percentages section to reduce departmental effort effective October 1; a new project line must be added to reflect effort expended on the award; and a joint line is needed in the Cost Sharing for Effort Reporting section to establish the voluntary cost share relationship.

Person Info										
Emp Number	143842	Full Name	SPAR10, Faculty A		SPAR No.		Start Period		End Period	

SPAR Info											
SPAR No.	482980	SPAR Suffix	2	Start Period	SEP-12	End Period	DEC-12	Pay Year Type	12/12	Dept	
Reason for SPAR								LD % Change - Certification Required		<input type="checkbox"/> Recert Overriden	

Effort Reporting and Distribution									
New	Line No	Start Date	End Date	Account Number	Actual%	Dist%	Cap Acct	CS Ind	
<input checked="" type="checkbox"/>	1	01-SEP-2012	31-DEC-2012	02.22278.5100.00000.000000.01000.00000.N	80.00	80.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	2	01-SEP-2012	31-DEC-2012	05.22278.5100.00000.113170.01000.00000.N	20.00	20.00	<input type="checkbox"/>	<input type="checkbox"/>	
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Cost Sharing for Effort Reporting					
New	Line No	Start Date	End Date	Account Number	CS%
<input checked="" type="checkbox"/>					
<input type="checkbox"/>					

## Detailed Steps:

1. Click on line 1 to change the End Date to Sep 30 to accommodate the change in departmental effort going forward due to the effort devoted to the new award.
  - TIP: The order of entry for modifications is not always important. However, modifying existing lines before adding new ones will avoid situations where the new line causes an overlap in dates for a single account number, mismatched dates for cost sharing relationships or any other edit problem, resulting in rejection of the new line by the system until the existing data is corrected.
2. Click the New box on line 3 to create a new line which will represent the effort on the departmental account that we cut off as of September 30 on line 1.

Effort Reporting and Distribution - Line# 3

**Add Percentages**

Start Date  Account Number

End Date  Actual Effort Percentage

OK Cancel

3. In the pop-up box, modify the Start Date to October 1. The End Date will not change and will remain December 31.
  - TIP: The date fields are populated with the dates from the preceding SPAR line. Either date may be modified as necessary.
  - TIP: Start Dates must always be the first day of any month within the SPAR period. End Dates must always be the last day of any month within the SPAR period.
  - TIP: It is possible to cut and paste, or use Control C and Control V to create a line using an account number already entered..
  - TIP: If you see a yellow box reading "Entity.Department.Subcode.Purpose.Project.Reference.Unspecified.Cost

\_Share\_Code” press the tab key to remove it. It appears randomly in the Labor Distribution and Cost Sharing Percentages screen.

4. Place the cursor in the Account Number field and click on the three dots to open the Cost Allocation Flexfield. Enter each account number segment. Click OK when finished.

- TIP: The application performs a validation of each account number segment as it is entered. If an invalid or disabled segment is entered, a system notification will appear in the lower left corner of your screen. If the message area of your screen is not clearly visible, click the screen maximize button in the upper right corner to adjust the display.

Cost Allocation Flexfield

Entity	<input type="text"/>
Department	<input type="text"/>
Subcode	<input type="text"/>
Purpose	<input type="text"/>
Project	<input type="text"/>
Reference	<input type="text"/>
Unspecified	<input type="text" value="00000"/> Default-No Value
Cost Share Code	<input type="text" value="N"/> Not Applicable

OK Cancel Clear Help

5. Complete the data entry for the new line by entering Actual effort percentage of 50%. This represents the former department effort of 80% less the effort devoted to the new award of 30%. Click OK to transfer the data entered to the new SPAR line.

- TIP: New lines added in any SPAR session appear in blue to identify them as unsaved information.

Emp Number  Full Name  SPAR No.  Start Period  End Period

**SPAR Info**  
 SPAR No.  SPAR Suffix  Start Period  End Period  Pay Year Type  Dept

Reason for SPAR   Recert Overriden

**Effort Reporting and Distribution**

New	Line No	Start Date	End Date	Account Number	Actual%	Dist%	Cap Acct	CS Ind
<input type="checkbox"/>	1	01-SEP-2012	30-SEP-2012	02.22278.5100.00000.000000.01000.00000.N	80.00	80.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	01-SEP-2012	31-DEC-2012	05.22278.5100.00000.113170.01000.00000.N	20.00	20.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3	01-OCT-2012	31-DEC-2012	02.22278.5100.00000.000000.01000.00000.N	50.00	50.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>
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**Cost Sharing for Effort Reporting**

New	Line No	Start Date	End Date	Account Number	CS%
<input checked="" type="checkbox"/>					
<input type="checkbox"/>					

- Click the New box on the next line to create the new award line. The Dates in the pop up box will be populated with the dates from the previous line since it will be the cost share recipient line. Confirm that the dates are October 1 and December 31.
- Enter the sponsored project account number with a V cost share code to indicate that Voluntary Cost Sharing applies to this account.

Cost Allocation Flexfield

Entity	05	Sponsored Projects
Department	22291	Instruction & Learning
Subcode	5100	Non-Medical Faculty RFT Regular Earnings
Purpose	00000	Default-No Value
Project	070346	Reading Comp Instruction
Reference	01000	
Unspecified	00000	Default-No Value
Cost Share Code	V	Voluntary

OK Cancel Clear Help

Cost Share Code

Find %

Flex_Value	Description
K	K-Award
M	Mandatory
N	Not Applicable
O	Other
V	Voluntary

Find OK Cancel

- Enter 30% Actual effort and click OK to transfer the data entered to the new SPAR line.
  - TIP: This SPAR will not be able to be Saved until a joint line is entered with the same account number and V cost share code to complete the three-line cost sharing relationship.

9. To create the joint line, highlight the department account on line 3 to identify it as the cost share recipient line and establish the link with the joint line. Make sure the Start and End Dates on the recipient line are consistent with those on the sponsored project line. With the recipient line highlighted, click the New box in the Cost Sharing for Effort Reporting Section.

Cost Sharing for Effort Reporting - Line # 3.01

**Add Percentages**

Start Date  Account Number

End Date  C. Shared Percentage

- TIP: All cost share relationships must include three component lines, the regular sponsored project line, the regular cost share recipient line, and the joint line. All of these lines must have the exact same Start and End Dates.
  - TIP: The regular sponsored project line and the joint line must have the exact same account number including the cost share code.
10. Start and End dates are populated with those of the recipient line and are not subject to modification.
  11. Enter the sponsored project account number from line 4 with a V cost share code.
    - Joint lines must reflect the account number for the related sponsored project. Therefore, only entity 05 account numbers are allowed in the account number data entry field.
  12. Place the cursor in the C. Shared Percentage box and enter the cost shared effort of 5% representing the difference between the Actual effort of 30% and the 25% level of sponsor funding. Click OK to transfer the data entered to the new joint line.
  13. The Dist % fields have been automatically updated to reflect the cost sharing relationship. The sponsored project on line 4 reflects 30% Actual effort with only

25% distributed to the sponsored account. The recipient line reflects the addition of the 5% cost share to the Actual effort of 50% resulting in Dist% of 55% to the departmental account.

**Person Info**  
 Emp Number 143842 Full Name SPAR10, Faculty A SPAR No. Start Period End Period

**SPAR Info**  
 SPAR No. 482980 SPAR Suffix 2 Start Period SEP-12 End Period DEC-12 Pay Year Type 12/12 Dept  
 Reason for SPAR LD % Change - Certification Required  Recert Overriden

**Effort Reporting and Distribution**

New	Line No	Start Date	End Date	Account Number	Actual%	Dist%	Cap Acct	CS Ind
<input type="checkbox"/>	1	01-SEP-2012	30-SEP-2012	02.22278.5100.00000.000000.01000.00000.N	80.00	80.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	01-SEP-2012	31-DEC-2012	05.22278.5100.00000.113170.01000.00000.N	20.00	20.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3	01-OCT-2012	31-DEC-2012	02.22278.5100.00000.000000.01000.00000.N	50.00	55.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4	01-OCT-2012	31-DEC-2012	05.22291.5100.00000.070346.01000.00000.V	30.00	25.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>
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**Cost Sharing for Effort Reporting**

New	Line No	Start Date	End Date	Account Number	CS%
<input checked="" type="checkbox"/>	3.01	01-OCT-2012	31-DEC-2012	05.22291.5100.00000.070346.01000.00000.V	5.00
<input type="checkbox"/>					

14. Click the Refresh/New Pct button to verify that all months are 100%.

Percentages by Month


SPAR No  SPAR Suffix

Mon-Year	Actual%	Dist%
SEP-2012	100.00	100.00
OCT-2012	100.00	100.00
NOV-2012	100.00	100.00
DEC-2012	100.00	100.00

Close

15. Click the Save – Modify button.

Save - Modify

 Spar # 482980 successfully modified and saved! - new suffix is # 3

OK