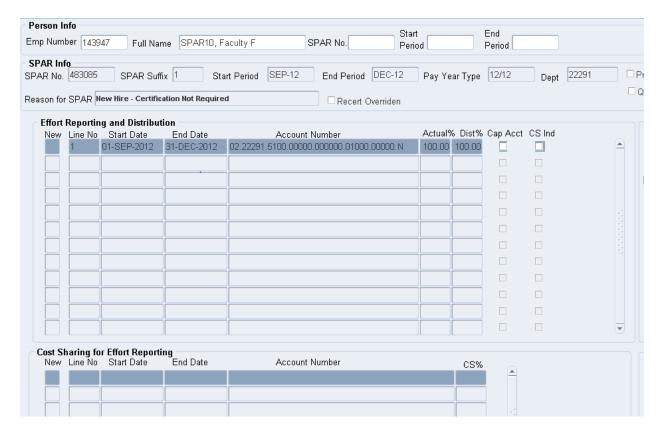# SPAR with Mandatory Cost Sharing (MCS) / Cap Eligible Employee

Facts related to this Scenario:

- SPAR Period is September 1 – December 31
- Initial distribution is 100% to Department Account
- Institutional Base Salary (IBS) exceeds salary cap
- Must modify to reflect 20% effort on new DHHS sponsored project beginning Sept. 1

To accommodate effort on this new award, effort must be modified on the existing department line and a new regular line must be added for the sponsored account in Labor Distribution and Cost Sharing Percentages section of the SPAR screen. Additionally, a joint line is needed in the Cost Sharing for Effort Reporting section to establish the cost share relationship and satisfy the MCS requirement.

Person Info

| Emp Number | 143947 | Full Name | SPAR10, Faculty F | SPAR No. | | Start Period | | End Period | |

SPAR Info

| SPAR No. | 483085 | SPAR Suffix | 1 | Start Period | SEP-12 | End Period | DEC-12 | Pay Year Type | 12/12 | Dept | 22291 |

Reason for SPAR New Hire - Certification Not Required   ☐ Recert Overriden

☐ Pr
☐ Q

Effort Reporting and Distribution

New	Line No	Start Date	End Date	Account Number	Actual%	Dist%	Cap Acct	CS Ind
	1	01-SEP-2012	31-DEC-2012	02.22291.5100.00000.000000.01000.00000.N	100.00	100.00	☐	☐
							☐	☐
							☐	☐
							☐	☐
							☐	☐
							☐	☐
							☐	☐
							☐	☐
							☐	☐
							☐	☐
							☐	☐

Cost Sharing for Effort Reporting

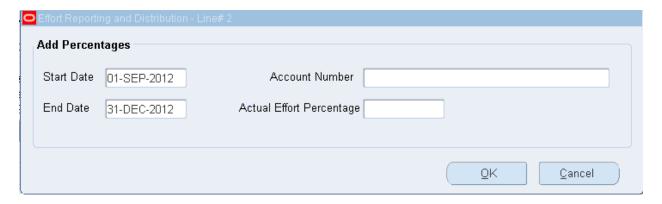| New	Line No	Start Date	End Date	Account Number	CS%

Detailed Steps:

1. Adjust the departmental effort to allow for time spent on the sponsored project. Place the cursor in the Actual % field on line 1 and enter 80%.

➢ 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.

➢ 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 a yellow box reading: "Entity.Department.Subcode.Purpose.Project.Reference.Unspecified.Cost _Share_Code" pops up, press the tab key to remove it.

2. To enter the new sponsored project line, click the New button in the Effort Reporting and Distribution section to open the new line data entry box. Confirm Start Date of September 1 and End Date of 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.
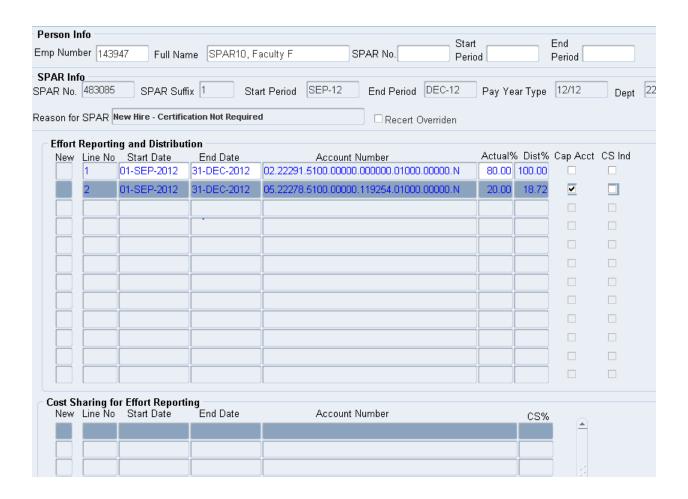

3. Place the cursor in the Account Number field and click on the three dots to open the Cost Allocation Flexfield. Enter each account number segment.
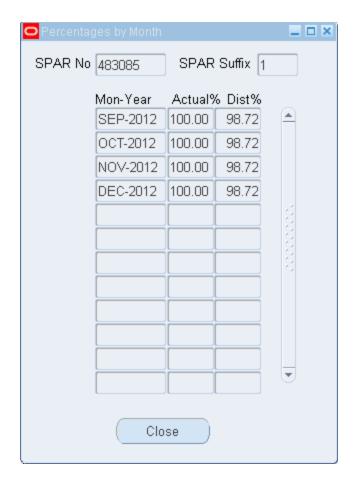
➢ TIP: The application performs a validation of each account number segment as it is entered. If an invalid or disabled segment is entered, a system notification will appear in the lower left corner of your screen. If the message area of your screen is not clearly visible, click the screen maximize button in the upper right corner to adjust the display.

Cost Allocation Flexfield

Entity	
Department	
Subcode	
Purpose	
Project	
Reference	
Unspecified	00000 Default-No Value
Cost Share Code	N Not Applicable

[OK]   [Cancel]   [Clear]   [Help]

4. Enter 20% in the Actual Effort Percentage field.

5. Click OK to transfer the data entered to the new regular line. A check appears in the Cap Acct column indicating that this sponsored project is subject to a sponsor imposed salary cap. Also, the value in the Dist% column is not equal to the Actual% value. The Dist% value represents the maximum distribution of salary allowable on this project based on the level of Actual effort.

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

Person Info

Emp Number 143947   Full Name SPAR10, Faculty F   SPAR No.   Start Period   End Period

SPAR Info

SPAR No. 483085   SPAR Suffix 1   Start Period SEP-12   End Period DEC-12   Pay Year Type 12/12   Dept 22

Reason for SPAR New Hire - Certification Not Required   ☐ Recert Overriden

Effort Reporting and Distribution

New	Line No	Start Date	End Date	Account Number	Actual%	Dist%	Cap Acct	CS Ind
	1	01-SEP-2012	31-DEC-2012	02.22291.5100.00000.000000.01000.00000.N	80.00	100.00	☐	☐
	2	01-SEP-2012	31-DEC-2012	05.22278.5100.00000.119254.01000.00000.N	20.00	18.72	☑	☐
							☐	☐
							☐	☐
							☐	☐
							☐	☐
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Cost Sharing for Effort Reporting

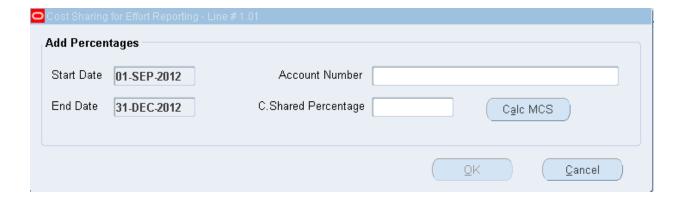| New	Line No	Start Date	End Date	Account Number	CS%

6. Click the Refresh/New Pct button. Dist % is less than 100% for all months of the period because the system has restricted the amount allowable on the sponsored project and no cost share entry has been made.

7. To satisfy the MCS requirement, a cost sharing relationship must be established. Click on the account number field on line 2 and change the N cost share code to M. This can be done by back spacing over the N and entering an M.

   ➤ TIP: If line 2 had previously been saved, this edit would not be possible. In that case, -0- out the Actual % on the saved line and create a new line.

8. To create the joint line, highlight the department account on line 1 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.

9. To create the joint line, highlight the department account on line 1 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.

> ➢ 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 with an M cost share code.

12. Place the cursor in the C. Shared Percentage box. Automatically, the Calc MCS button appears. Click this button to have the box populated with the required percentage of cost sharing. Click OK to transfer the data entered to the new joint line.

13. The Dist% field of the recipient account has been automatically updated to reflect the cost sharing relationship. The recipient line reflects the addition of the MCS percentage to the Actual effort resulting in a higher Dist% to the departmental account.

Person Info

Emp Number 143947 Full Name SPAR10, Faculty F SPAR No. [blank] Start Period [blank] End Period [blank]

SPAR Info

SPAR No. 483085 SPAR Suffix 2 Start Period SEP-12 End Period DEC-12 Pay Year Type 12/12 Dept 2

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
	1	01-SEP-2012	31-DEC-2012	02.22291.5100.00000.000000.01000.00000.N	80.00	81.28	☐	☑
	2	01-SEP-2012	31-DEC-2012	05.22278.5100.00000.119254.01000.00000.M	20.00	18.72	☑	☐
							☐	☐
							☐	☐
							☐	☐
							☐	☐
							☐	☐
							☐	☐
							☐	☐
							☐	☐
							☐	☐
							☐	☐

Cost Sharing for Effort Reporting

New	Line No	Start Date	End Date	Account Number	CS%
	1.01	01-SEP-2012	31-DEC-2012	05.22278.5100.00000.119254.01000.00000.M	1.28

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

15. Click the Save – Modify button.

Save - Modify

Spar # 483085 successfully modified and saved! - new suffix is # 2

OK