

 <p>OFFICE OF <b>RESEARCH &amp; GRADUATE STUDIES</b> CENTRAL MICHIGAN UNIVERSITY</p>	<b>POLICY</b>	
	• Retrieval Number:	11,020
	• Page:	1 of 1
	• Originator:	Anne Kea and Sarah Hall
	• Applicable Area:	Post Award
	• Original Date:	2/19/2024
	• Revised Date:	
	Revised By:	

OFFICE OF SPONSORED PROGRAMS	
SUBJECT:	Post Award Payroll Review and Determination Policy
	<p>This document includes the standard guidelines for the review and processing of Personnel Transactions and summer payroll forms.</p> <p>This policy recognizes the guidelines below serve as goal timeframes and that staff are often managing multiple priorities. There may be circumstances in which the timelines indicated are not reasonable. As a unit, we will utilize clear and transparent communication, internally, and with campus partners, if timing needs to be modified.</p>
	<p>Payroll forms must be reviewed and processed within 5 business days of receipt, unless there is a payroll deadline that requires a faster turn-a-round or the review process is extended due to the type of payroll form or extenuating circumstances.</p> <ol style="list-style-type: none"> <li>1. The Administrative Secretary (AS) provides form to the assigned Post-Award team member within 48 hours of receipt.</li> <li>2. The Post-Award team will review form within 48 hours of receipt and process approval or declination within and additional 24 hours.</li> </ol>
	<p>Payroll forms will be reviewed in accordance with Procedure 10,034, "Post Award Payroll Review Procedure."</p> <ol style="list-style-type: none"> <li>1. If the Post Award Team is able to determine allowability, the form will be approved and moved forward.</li> <li>2. If the Post Award Team is unable to determine allowability, they will reach out for additional information as needed.</li> <li>3. If the Post Award Team determines a form cannot be moved forward as is, it will be returned to the initiator for corrections and resubmission as needed. Examples of why a form may be returned versus approved are (this list is not all-inclusive): <ul style="list-style-type: none"> <li>• The WBS is not yet open to receive expenses.</li> <li>• There is not enough funding remaining in the line item(s) and/or the line item(s) does not exist and: <ul style="list-style-type: none"> <li>○ Rebudgeting to cover expenses for the transaction requires prior sponsor approval.</li> <li>-OR-</li> <li>○ There is no updated internal spending plan in place/rebudget request in progress for a project in which we can rebudget without prior approval to cover expenses for the transaction.</li> </ul> </li> </ul> </li> </ol>