



Yale

OneFinance

Cost Transfer Project - Phase 2

Information Session
February 2024

Agenda

- ➔ Introductions
- ➔ Session Objectives
- ➔ Poll Question
- ➔ *OneFinance* North Star
- ➔ About the Project: Why change, What's changing, What's not changing
- ➔ What's Changing: New Policy 1305 Cost Transfer Suite
- ➔ Questionnaire Sample
- ➔ Effort Certification Process Changes
- ➔ Post Go-Live Updates
- ➔ Q&A
- ➔ Additional Resources
- ➔ Survey

Introductions

Facilitator:

Krystina Gross

Cost Transfer Project Phase 2: Project Lead
Associate Controller SPFA

Moderator:

Sharmell Williams

Change Management



Review the key changes to the Cost Transfer policy and procedure.



Demonstrate the revised questionnaire, walkthrough the change reasons /reason codes, usage scenarios, and other enhancements.



Answer your questions about Cost Transfers.

Poll Question:

What is your role in the Cost Transfer process?

A. Preparer/Initiator

B. Approver

C. Both

D. Neither



OneFinance Mission

Yale

NORTH STAR

To enable Yale's mission, simplify and standardize financial services in order to make life easier where everyone has a role in building a strong culture of financial integrity, insight, and stewardship of Yale resources.

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Why Change?

- **Less confusion with the new simplified/standardized process. Easier to understand and get right.**
- **More clarification and better guidance on documentation standards from a procedural standpoint.**
- **Reduce audit findings for Cost Transfers.**
- **Increased compliance and internal controls with more consistency in processes/procedures.**
- **Eliminate rework and enhance partnerships/collaboration with SPFA.**

Update to 1305 Cost Transfer Policy, Procedures, Workday system, and forms:

- **New Cost Transfer Definition**

- A Cost Transfer is the reassignment of an expense to or from a *Sponsored Projects Financial Administration (“SPFA”)-Managed* Sponsored Award after the initial charging of the expense in the University’s accounting system.
- Cost Transfers include reassignments of salary, wages, and other direct costs. Cost Transfers do not include reclassification transactions within the same Workday sponsored award *so long as no funding or other restrictions exist that would disallow the reclassified transfer.*
- In addition, because salary allocations are initially made based on estimated effort over an extended period, Cost Transfers do not include *modifications to the original effort from costing allocations* when the actual effort is determined to be different prior to, or due to, effort certification by the Principal Investigator (“PI”). Reassignment of salary charges, made in error or from a suspense account, are considered Cost Transfers.

What’s
Changing?

What's Changing?

(continued)

Update to 1305 Cost Transfer Policy, Procedures, Workday system, and forms:

- **Reallocation of Effort**
 - Changed to Modification of Estimated Effort
- **Reclassification and Modification of Estimated Effort**
 - Will require the same level of supporting documentation and approvals as any other transaction that is a Cost Transfer
- **Increased volumes of Cost Transfers will qualify for Central/SPFA Approval**
 - SPFA hired 2 FTE to focus on this review and approval
 - SPFA will use the send back function instead of denying transactions

What's Changing?

(continued)

- **New and Revised Help Text**
- **New Tools**
 - Late Calculator
 - Documentation Matrix
 - Reason Usage Matrix
- **Change Reasons/Reason Codes**
 - Revised for better data analytics and will be consistent across transactions
- **Questionnaire & Branching Logic**
 - Newly revised questions and resultant branching logic
 - Will no longer be bypassed based on change reason selection
 - Will be required on all PAAs and AAs involving FD02 and FD28

What's Not Changing?

- **Reclassification and Reallocation of Effort (i.e. Modification of Estimated Effort) are still exceptions from the definition of a Cost Transfer.**
- **Processing a transaction will remain the same.**
- **The need to adequately support any transaction impacting an SPFA-managed award.**
- **The questionnaire results and any other responses that are completed will populate on the reports as they do today.**

What's Changing?

New Policy 1305 Cost Transfer Suite



Updates to the following will be effective January 24, 2024

- [Policy 1305 Cost Transfers Involving Sponsored Projects](#) - *Updated*
- [Procedure 1305 PR.02 Cost Transfers Involving Sponsored Projects](#) - *Updated*
- [Form 1305 FR.01 Late Cost Transfer Calculator](#) – *New*
- [Form 1305 FR.02 Manual Journal – Cost Transfer Justification](#) - *Updated - formerly FR.15*
- [Form 1305 FR.03 Cost Transfer Documentation Matrix](#) – *New*
- [Form 1305 FR.04 Cost Transfer Change Reason and Code Usage](#) - *New*

Adjustments with FD02 and FD28 Grant Worktag(s)

- Ensure the most appropriate change reason is selected. See the [usage matrix](#) for guidance on selecting the appropriate change reason (Form 1305.04)
- Ensure that all required supporting documentation is attached. See the [documentation matrix](#) for guidance regarding required attachments (Form 1305.03)
- Determine if the Proposed Adjustment contains a Grant issued from DHHS or subaward primed by DHHS; with the exception of NIH, all DHHS Grant transfers that are over 90 days from the original accounting date of the expense being moved require prior approval by the GMO. Make sure prior approval is attached as supporting documentation.
- Note: Use the [Late Cost Transfer Calculator](#) to determine if the Cost Transfer is "late" (Form 1305.01)
- A reclassification is defined as the movement of a transaction within one Workday Award. If this adjustment involves more than one Workday Award, select a different change reason.

Payroll Accounting Adjustments (PAA) – Change Reasons

- Updated Change Reason codes:
 - The code prefix identifies the point during the Grant Adjustment process the Cost Transfer need is identified(e.g. AHR/FRC/PI)
 - Additional prefixes are Audit, FSR, SPFA
- The second part of the change reason code is what you are correcting.

• Determine if the Proposed Adjustment contains a Grant issued from DHHS expense being moved require prior approval by the GMO. Make sure prior approval of the PAA is "late"

• Note: Use the

• Determine if

• A reclassification

Any adjustments to

• A detailed explanation

• Plan or contract

• Supporting documents

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special routing to

ture

- 1. Non-Grant Adjustment
- AHR/FRC/PI - Correct charging error
- AHR/FRC/PI - Correct Sponsor salary cap
- AHR/FRC/PI - Modify original effort estimate to actual
- AHR/FRC/PI - Move from suspense to correct award
- AHR/FRC/PI - Reclass Same Award
- AHR/FRC/PI - Remove overdraft
- AHR/FRC/PI - Remove unallowable
- Audit - Remove Unallowable
- Effort Cycle - Correct Charging Error
- Effort Cycle - Correct sponsor Salary Cap

Employee *

Pay Groups *

Company *

Change Reason * Search

Procedure 1305 PR.02 Cost Transfers Involving Sponsored Projects

Prefix:	When to use:
AHR/FRC/PI	This code is used when the need for a Cost Transfer is identified during the monthly review of the AHR, FRC, or other PI report review.
Audit	This code is used when the need for a Cost Transfer is identified during an internal or external audit.
Effort Cycle	This code is used when the need for a Cost Transfer is identified during the effort certification review period.
FSR	This code is used when the need for a Cost Transfer is identified during the departmental preparation of the FSR.
SPFA	This code is used when the need for a Cost Transfer is identified by SPFA and communicated to the department or due to an award set up delay.
Sponsor	This code is used when the need for a Cost Transfer is due to the sponsor requesting the removal of an expense from the award.
Refer to Form 1305 FR.04 <i>Cost Transfer Change Reason and Code Usage</i> for further guidance on selecting the appropriate reason code.	

Accounting Adjustment – Change Reasons

- Updated Change Reason codes are available across all transactions.
- *Note: Change Reasons related to Effort Reporting or Payroll specific will not be shown as they are not applicable in Accounting Adjustments.*

Document Information

Company Yale University
Supplier AMRITA RAY MOHAPATRA
Document Date 07/25/2023
Transaction Currency USD
Total Transaction Amount 0.00

Lines Prepaid Details Accounting Adjustment Attachments

Lines 1 item

Spend Category	*Proposed Spend Category
Research Payments (SC226)	<div style="border: 1px solid gray; padding: 2px; display: inline-block;">x Human Research Payments (SC226) ... ≡</div>

- 1. Non-Grant Adjustment
- AHR/FRC/PI - Correct Charging Error
- AHR/FRC/PI - Move From Suspense to Correct Award
- AHR/FRC/PI - Move Prepaid Expense Onto Award
- AHR/FRC/PI - Reclass Same Award
- AHR/FRC/PI - Remove Overdraft
- AHR/FRC/PI - Remove Unallowable
- Audit - Remove Unallowable
- FSR - Correct Charging Error
- FSR - Reclass Same Award

Search



Accounting Journals – Reason Codes

Currency * USD

Journal Source *

Balancing Fund

Book Code

Create Reversal

Reversal Date

Include Tax Lines

Control Total Amount

Total As-Entered Transac

Total As-Entered Transac

← Cost Transfer Reason Codes

- Cost Transfer Reason Codes: AHR/FRC/PI - Correct Charging Error
- Cost Transfer Reason Codes: AHR/FRC/PI - Move From Suspense to Correct Award
- Cost Transfer Reason Codes: AHR/FRC/PI - Move Prepaid Expense Onto Award
- Cost Transfer Reason Codes: AHR/FRC/PI - Reclass Same Award
- Cost Transfer

Search

Journal Entry Lines

Attachments

Journal Entry Lines 2 items

	*Program	*Project	Assignee
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Form 1305 FR.04 Cost Transfer Change Reason and Code Usage - New

Original Reason Code	Usage Notes	Example	Impacted Transaction Mapping
1.Non-Grant Adjustment	This code is used for PAAs and AAs that do not involve any changes to sponsored awards (i.e., neither the debit nor credit of the transaction involve an SPFA-managed sponsored award).	A DBO is correcting the charging of an invoice from a departmental account to an FD29 clinical trial account. The appropriate code for this transaction is "Non-Grant Adjustment".	PAA, AA
AHR/FRC/PI - Correct Charging Error	This code should be used when adjusting the charging of salary or non-salary costs as a result of an error in charging (e.g.: transposition error in award #, grant #, use of wrong award or grant numbers, etc.) that is identified during regular financial reviews.	The PI noticed an erroneous travel charge on their equipment grant during their monthly review of financial reports. The PI notified their DBO who identified the correct charging instructions and moved the costs to the appropriate award. The appropriate code for this transaction is "AHR/FRC/PI - Correct Charging Error".	PAA, AA, JE
AHR/FRC/PI - Correct Sponsor Salary Cap	This code should be used when adjusting a sponsor's salary cap for faculty (increasing or reducing salary) that were identified during the normal departmental review process.	The PI is devoting 75% effort to an NIH award and received a salary adjustment that pushed their Institutional base salary (IBS) above the NIH salary cap. The DBO identified this during a normal monthly financial review. The DBO notified the PI and adjusted their salary on the NIH award to properly reflect 75% effort of the NIH cap amount. The appropriate code for this transaction is "AHR/FRC/PI - Correct Sponsor Salary Cap".	PAA
AHR/FRC/PI - Modify original effort estimate to actual	This code is only used to adjust originally estimated effort that was previously costed in workday on a PCA to the same grant worktag being adjusted. It is not to be used to remove effort entirely from a grant or to add effort to a grant that was previously not charged	The PI had originally planned to spend 50% effort on both award A and B, however during their regular financial review they determined the actual effort was 75% on Award A and 25% on Award B. The PI requested that the DBO adjust their effort accordingly. This adjustment to effort requires a PAA and the appropriate code for this transaction is "AHR/FRC/PI - Modify original effort estimate to actual".	PAA
AHR/FRC/PI - Move From Suspend to Correct Award	This code should be used to transfer costs from a non-sponsored suspense/holding account to a sponsored award that were identified during the normal departmental review process.	During the monthly FRC review of the Department's suspense account the DBO identified costs associated with the PI's R01. The costing allocation was not completed in time for the monthly payroll, but has been updated going forward. The appropriate code for this transaction is "AHR/FRC/PI - Move From Suspend to Correct Award".	PAA, AA, JE
AHR/FRC/PI - Move Prepaid Expense Onto Award	This code should be used to move advance payments to sponsored awards (for actual expenses including but not limited to subawards, multi-year maintenance contracts or travel).	Advance payments were made to a subaward. The advance payment was charged to a prepaid account as required by policy. The first invoice was received by the DBO. After receiving PI approval and a review by the DBO, the DBO initiated a JE to charge the appropriate grant for the actual expenses. The appropriate code for this transaction is "AHR/FRC/PI - Move Prepaid Expense Onto Award".	AA, JE
AHR/FRC/PI - Reclass Same Award	This code should be used when changing one or more COA segments of a transaction within the same Workday award number that were identified during the normal departmental review process.	During their monthly review of an AHR, the DBO identified a charge to the incorrect award line. The charge was mistakenly posted to the admin core and should have been posted to the award line related to Aim 1 testing. The appropriate code for this transaction is "AHR/FRC/PI - Reclass Same Award".	PAA, AA, JE
AHR/FRC/PI - Remove Overdraft	This code should be used to move costs in excess of award funding on sponsored awards to a non-sponsored account that were identified during the normal departmental review process.	During a regular financial review of sponsored awards, the PI identified one of their awards ending soon was in overdraft. The DBO was notified of this and asked to remove the overdraft. The appropriate code for this transaction is "AHR/FRC/PI - Remove Overdraft".	PAA, AA, JE
AHR/FRC/PI - Remove Unallowable	This code should be used to move costs that are determined to be unallowable on sponsored awards to a non-sponsored account that were identified during the normal departmental review process.	During the DBO's regular monthly review of AHRs, alcohol was identified as an unallowable charge to a federal grant. The DBO prepared a JE to remove the cost to a non-sponsored award. The appropriate code for this transaction is "AHR/FRC/PI - Remove Unallowable".	PAA, AA, JE

Budget Date

- This date is signifying the budget period that the expense belongs to.
 - Payroll = pay period end date
 - Supplier Invoice = Invoice date on the invoice received
 - Expense Report = Expense date on the expense line

Accounting Date

- This date is signifying the date the transaction posts in the general ledger
- This is found on the Detailed Transaction – Yale report
- This date would start the “late” clock

*** You are unable to do a cost transfer until it posts in the general ledger ***

Example

An Expense Report for Dr. Doctor to attend the Northeast Regional Medical Conference in Boston on 8/5/23 was created in Workday on 8/12/23. The airfare was purchased on 6/30/23. The Expense Report was fully approved in Workday on 9/15/23. The expense report was mistakenly charged to the wrong account. The PI has asked that the expense report be split between the two grants supporting this research as findings from both grants were presented at the conference.

Budget Date = 6/30

Accounting Date = 9/15

Dates – Manual Journal

Fill out the header information and click continue to enter journal lines.

Ledger *

Accounting Date * 

Period JAN-FY24 Actuals (Yale University)

Currency USD

Journal Source *

Display Account Set (empty)

Balancing Fund

Currency Rate Type (empty)

Book Code



Accounting Date: should be today's date unless you are posting during the month end close process in which case you can back date it to the last day of the open month

Memo

External Reference ID

Record Quantity

Enable Multicurrency

Include Tax Lines

Adjustment Journal

Create Reversal

Reversal Date

Control Total Amount

Budget Date: should be the accounting date of the original transaction per the Detail Transaction Report OR the last day of the grant if the grant has ended.

Journal Entry Lines Attachments

Journal Entry Lines 2 items

	Order	*Company	Ledger Account	Debit Amount
	▼	<input type="text" value="x Yale University"/>	<input type="text"/>	0.00
	▲	<input type="text" value="x Yale University"/>	<input type="text"/>	0.00

External Reference ID	Budget Date	Grant
<input type="text"/>	<input type="text" value="09/15/2023"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="09/15/2023"/> 	<input type="text"/>



Form 1305 FR.01 Late Cost Transfer Calculator - New



Form 1305 FR.01
Late Cost Transfer Calculator

Revised 1/24/2024

Instructions:

This form is used in support of [Policy 1305 Cost Transfers Involving Sponsored Projects](#) and [Procedure 1305 PR.02 Cost Transfers Involving Sponsored Projects](#).

Use this form to determine if a Cost Transfers meets the definition of "late" in [Policy 1305 Cost Transfers Involving Sponsored Projects](#). If the Cost Transfer is "late, additional information is required on [Form 1305 FR.02 Manual Journal – Cost Transfer Justification](#).

Late Cost Transfer Calculator (non-DHHS Awards)

Please enter information into Yellow Cell

Accounting Date of Original Transaction:	
Day One of Cost Transfer:	
Today's Date (Date of Submission):	1/21/2024
Date the Cost Transfer Reaches 90 Days:	
Current Day of Cost Transfer:	

Late Cost Transfer Calculator (DHHS Awards)

Please enter information into Yellow Cell

Accounting Date of Original Transaction:	
Today's Date (Date of Submission):	1/21/2024
Date the Cost Transfer Reaches 90 Days:	
Current Day of Cost Transfer:	

Form 1305 FR.03 Cost Transfer Documentation Matrix - New



Form 1305 FR.03 Cost Transfer Documentation Matrix

Revised 1/24/2024

Type of Cost Transfer:	PAA not impacting previously certified effort	PAA from change in ECS	PAA impacting previously certified effort	AA	JE	ISP Adjustment
When to use:	Used to make retroactive adjustments to payroll charges before the payroll has been certified through the effort certification process.	PAA generated from changes made during the effort certification process.	Used to make retroactive adjustments to payroll charges after the payroll has been certified through the effort certification process.	Used specifically for supplier invoices, supplier invoice adjustments and expense report transactions only for certain conditions.	Used to make retroactive adjustments to non-payroll charges. Examples include: <ul style="list-style-type: none"> • Allocate a previously posted non-payroll expense to multiple COAs • Change expense report spend category 	Used to make retroactive adjustments to a USP charge.
WD Roles:	Preparer: Cost Center Payroll Accounting Adjustment Specialist Approver: Grant Manager or Cost Center Manager	Preparer: Cost Center Payroll Accounting Adjustment Specialist Approver: Grant Manager or Cost Center Manager	Preparer: Cost Center Payroll Accounting Adjustment Specialist Approver: Grant Manager or Cost Center Manager	Preparer: Cost Center Accounting Adjustment Specialist Approver: Grant Manager	Preparer: Cost Center Financial Accounting Specialist Approver: Grant Manager	Preparer: Cost Center Financial Accounting Specialist Approver: Grant Manager
WD Process:	Create Payroll Accounting Adjustment	PAA is automatically created from the effort certification business process	Create Payroll Accounting Adjustment	Adjust Accounting action (from supplier invoice or expense report)	Create Journal	Create Journal
Change Reason:	Required – See Form 1305 FR.04 Cost Transfer Change Reason and Code Usage	Required – See Form 1305 FR.04 Cost Transfer Change Reason and Code Usage	Required – See Form 1305 FR.04 Cost Transfer Change Reason and Code Usage	Required – See Form 1305 FR.04 Cost Transfer Change Reason and Code Usage	N/A	N/A
Reason Code Worktag:	N/A	N/A	N/A	N/A	Required – See Form 1305 FR.04 Cost Transfer Change Reason and Code Usage	Required – See Form 1305 FR.04 Cost Transfer Change Reason and Code Usage
Attachments:						
Workday Questionnaire / Justification Form:	Required - Via Workday Questionnaire	Required - Via Workday Questionnaire	Required - Via Workday Questionnaire	Required - Via Workday Questionnaire	Required – via Form 1305 FR.02 Manual Journal – Cost Transfer Justification	Required – via Form 1305 FR.02 Manual Journal – Cost Transfer Justification
Explanation:	Via Workday Questionnaire	Via Workday Questionnaire	Via Workday Questionnaire	Via Workday Questionnaire	Via Form 1305 FR.02 Manual Journal – Cost Transfer Justification	Via Form 1305 FR.02 Manual Journal – Cost Transfer Justification
Description of Item:	N/A	N/A	N/A	Via Workday Questionnaire	Via Form 1305 FR.02 Manual Journal – Cost Transfer Justification	Via Form 1305 FR.02 Manual Journal – Cost Transfer Justification
Benefit Statement:	Via Workday Questionnaire	Via Workday Questionnaire	Via Workday Questionnaire	Via Workday Questionnaire	Via Form 1305 FR.02 Manual Journal – Cost Transfer Justification	Via Form 1305 FR.02 Manual Journal – Cost Transfer Justification

Manual Journal entries are used to make retroactive adjustments to non-payroll charges. Examples include, but are not limited to, allocating a previously posted non-payroll expense to multiple COAs, or changing an expense report spend category. Review Yale [Policy 1305 Cost Transfers Involving Sponsored Projects](#) and [Procedure 1305 PR.02 Cost Transfers Involving Sponsored Projects](#) for more information.

Cost Transfers should be prepared and submitted within 90 days from the 5th day of the calendar month *after* the date the original transaction appears on the award. *Cost Transfers to correct an error must be completed regardless of timeframe if the correction benefits the sponsored award.* Note: Per the [month-end close calendar](#), the deadline for manual journal submission is 3:00 p.m. and approvals is 5:00 p.m. on the third business day of the new month. All unapproved manual journals (as of 5:00 p.m.) will be canceled and need to be re-entered in the current month. To avoid canceled journals, it is advised to process these entries well ahead of the 3:00 p.m. submission deadline so the Department or Central Office has ample time to review and ask questions.

Instructions:

- Complete this form in its entirety.
- Upload this form and supporting documentation into Workday.
- Manual Journals must also include appropriate evidence/documentation of the original charge (e.g., account holder report or detailed transaction report) and approval by the PI or delegate (e.g., email).
- **Note:** This form is not required for any transaction in Workday that utilizes the Workday questionnaire, such as Payroll Accounting Adjustments or Accounting Adjustments.

Preparer Information			
Preparer Last Name:		Preparer First Name:	
Department:			
Phone Number:		Date:	

Section I – Explanation
Provide a detailed statement explaining the reason for the Cost Transfer including how the error or situation occurred. <i>Note:</i> Explanations such as "to correct an error" or "to transfer to correct project" are insufficient.

Section II – Description
Provide a detailed description of the expense (in layman's terms).

Section III – Benefit
Provide a statement describing the benefit of any cost being moved onto a sponsored award (e.g., how the cost benefits a specific aim or objective of the project). If removing an expense from a sponsored award to a non-sponsored award, enter "N/A." <i>Note:</i> Benefit statements such as "to satisfy the aims of the grant" are insufficient.

Section IV – Late Cost Transfers
If any of the transactions in this Cost Transfer are "late" as defined in Policy 1305 Cost Transfers Involving Sponsored Projects , explain the unusual circumstances that prevented the timely detection of the error and how this type of error or situation will be prevented from happening in the future. For DHHS awards (excluding NIH), prior approval from the financial grants management official must be attached.

Section V – Human or Animal Subjects
If this Cost Transfer involves animal or human subject related costs, enter the IACUC or IRB protocol number below.

Form 1305 FR.02 Manual Journal – Cost Transfer Justification (Updated - formerly FR.15)

Sample questionnaire with branching logic

Provide a detailed statement explaining the reason for the cost transfer including how the error or situation occurred.

(Required)

Provide a statement describing the benefit of any cost being moved onto a sponsored award. e.g. the actual effort % worked on the award being charged. If removing an expense from a sponsored award type N/A.

(Required)

Does this Cost Transfer Involve an Award sponsored by DHHS (excluding NIH) AND an expense with an original accounting date greater than 90 days?

(Required)

YES

NO

Did you attach sponsor exception approval to the cost transfer?

(Required)

YES

NO

Is this Cost transfer "late" as defined in [Policy 1305](#)

(Required)

YES

NO

If any of the pay period end dates in this cost transfer are being adjusted "late" as defined in [Policy 1305](#), explain the unusual circumstances that prevented the timely detection of the error and how this type of error or situation will be prevented from happening in the future

Error

1. Page Error

- Supporting documentation is required for Grant transactions. Refer to documentation matrix Form 1305 FR.04 for complete list of requirements (Payroll Accounting Adjustment Event)

Alert

1. Page Alert

- Cost Transfer is defined as "late" per policy, explanation in questionnaire is required. (Payroll Accounting Adjustment Event)

Late Alert

- PAA/AA – only initiator will see the alert
- JE – Initiator and approvers will see alert
- You will need to press submit again once the Alert message displays

Routing

Adjustment Type		Grant Manager	Central Grant Cost Transfer Approver (SPFA)	Effort Cert Manager	Controller - SPFA
Manual Journals		X	X		
Accounting Adjustments (AA)	= or < 95 Days	X			
	> 95 Days and < 365 Days	X	X		
	> 365 Days	X	X		X
Payroll Accounting Adjustments (PAA)	= or < 95 Days	X			
	> 95 Days and < 365 Days	X	X		
	> 365 Days	X	X		X
	w/ Previously Certified Effort	X	X	X	X

Effort Certification Process Changes

- Fall 2023 Effort Certification Period begins 1/29/24.
- The updated reason codes will be available within the effort certification business process.
- When making changes to an Effort Certification Statement, the selection of change reason will now include the enhanced list.
- The PAA resulting from changes to effort will include the change reason selected within the certification.

Effort Certification Process Changes

Click here to sort

07/01/2023 - 07/31/2023 (Monthly Payroll)

08/01/2023 - 08/31/2023 (Monthly Payroll)

09/01/2023 - 09/30/2023 (Monthly Payroll)

10/01/2023 - 10/31/2023 (Monthly Payroll)

11/01/2023 - 11/30/2023 (Monthly Payroll)

12/01/2023 - 12/31/2023 (Monthly Payroll)

Effort Certification Lines

Period 07/01/2023 - 07/31/2023 (Monthly Payroll)

5 items

		40.0%		40	▲ ▼
		1.0%		1	▲ ▼
		7.2%		7.2	▲ ▼
		22.8%		22.8	▲ ▲

- Updated Change Reason codes:
 - The code prefix identifies the point during the Grant Adjustment process the Cost Transfer need is identified (e.g. AHR/FRC/PI)
 - Additional prefixes are FSR, SPFA
 - The second part of the change reason code is what you are correcting.

All Reason Codes

- 1.Non-Grant Adjustment
- AHR/FRC/PI - Correct Charging Error
- AHR/FRC/PI - Correct Sponsor Salary Cap
- AHR/FRC/PI - Modify original effort estimate to actual
- AHR/FRC/PI - Move From Suspense to Correct Award
- AHR/FRC/PI - Reclass Same Award
- AHR/FRC/PI - Remove Overdraft
- AHR/FRC/PI - Remove Unallowable
- Audit - Remove Unallowable
- Effort Cycle - Correct Charging Error

Search

Effort Cycle - Correct Charging Error

Effort Certification Process Changes

Effort Certification for 07/01/2023 - 12/31/2023

Total Certified Percentage Estimated 100.0%

Click here to sort

07/01/2023 - 07/31/2023 (Monthly Payroll)
08/01/2023 - 08/31/2023 (Monthly Payroll)
09/01/2023 - 09/30/2023 (Monthly Payroll)
10/01/2023 - 10/31/2023 (Monthly Payroll)
11/01/2023 - 11/30/2023 (Monthly Payroll)

Effort Certification Lines

Period 09/01/2023 - 09/30/2023 (Monthly Payroll)

5 it

4.7%	4.7	▲▼
32.2%	32.2	▲▼

← All Reason Codes

- Effort Cycle - Correct Charging Error
- Effort Cycle - Correct sponsor Salary Cap
- Effort Cycle - Modify original effort estimate to actual
- Effort Cycle - Move From Suspense to Correct Award
- Effort Cycle - Reclass same Award
- ESR - Correct Charging

Search

Viewing:  

• *Note: Even though you are in the Effort Certification Process, the Effort Cycle reason codes may not be when the need for the cost transfer was identified. You can use other prefixes within the Effort Certification Process*

OK

Cancel



Updates since go-live:

Yale

- Copy journal – update cost transfer reason code work tag and save a new version.
- You do not need a Manual Cost Transfer Justification form 1305 FR.02 when doing PAA or AA transactions.
- Need more robust "late" statement. We are seeing a lot of responses that don't address the "how this won't happen again".
- Benefit statements are still too vague.
- Tell the story – start with "during the process" to help the reviewer and approver ensure the correct code was selected.
- Reclass transactions need supporting documentation.
- If you are adjusting pay periods via effort reporting that are “late” per policy, you must address the late question on the questionnaire – even if they are Modifications to originally estimated effort.



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Reports & Resources

Yale

- Existing reports associated with the questionnaire will be available as of Go-Live.
- The following Workday@Yale Trainings will be updated prior to Go-Live:
 - [Accounting Adjustments \(TG7004\)](#)
 - [Create Manual Journal Entry \(TG7012\)](#)
 - [Payroll Accounting Adjustments \(TG7036\)](#)
- Additional Workday training materials will be updated during 3Q & 4Q 2024.
- Cost Transfer Principles training has been updated and is currently available in Workday Learning.



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Questions?

Yale

Cost Transfer Policy or related procedure and forms:

- Submit your questions through the [SPFA Intake Portal](#)

Technical questions related to Workday functionality:

- Contact the Finance Support Center (FSC) at askfinance@yale.edu



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Survey

Please complete a short survey to provide your feedback.

https://yalesurvey.ca1.qualtrics.com/jfe/form/SV_8vUtZMOtdOggBEi

