



Florida Agricultural & Mechanical University Board of Trustees Policy

Board of Trustees Policy Number:
2008-13

Date of Adoption/Revision:
October 8, 2008

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| Subject | Payroll Charges |
| Authority | Sections 1001.74 and 1001.75, Florida Statutes, Office of Management and Budget (OMB) Circular A-21, OMB Circular A-133, and 2 CFR Part 215 |
| Applicability | Administration of Sponsored Projects |

I. Policy Statement and Purpose

The policy of the University is to be in compliance with university, state and federal regulations governing the charging of payroll to sponsored projects. The portion of all FAMU payroll charges to sponsored projects will be allowable and reasonable and allocable to the sponsored project to which they are charged. The distribution of payroll charges must reasonably reflect the activity for which the employee is compensated by FAMU and encompass both sponsored and all other activities on an integrated basis. The purpose of this policy is to provide guidance to University staff responsible for the request, approval and review of payroll charges to sponsored projects.

II. Definitions

Payroll charges are salaries and fringe benefits charged to a sponsored project.

III. Approvals/Responsibilities

- A. **Principal Investigator (PI)** is responsible for determining that there is a need for employees to meet the requirements of the sponsored project and for ensuring adequate use of sponsored funds. The PI is responsible for requesting approval for the encumbrance of funds for payroll. The PI is responsible for ensuring that personnel effort is satisfactory and in accordance with the statement of work and that payroll charges are in compliance with applicable regulations.
- B. **Dean** is responsible for the reviewing and approving proposed payroll budget.
- C. **Office of Sponsored Programs (OSP)** is responsible for reviewing and approving proposed payroll budget according to the sponsoring agency's guidelines and for reviewing and approving payroll expenditure requests according to the sponsoring agency's approved budget and contract terms and conditions. The OSP is responsible for reviewing and approving revisions of budget and program plans and ensuring compliance with university, state, and federal regulations governing the charging of payroll to sponsored projects.
- D. **Academic Affairs (AF)** is responsible for reviewing and approving payroll requests for Academic Departments.
- E. **Human Resources** – is responsible for processing all employment requests.
- F. **Payroll Office (PO)** is responsible for reviewing and processing all payroll requests. PO is responsible for the payroll payment process.
- G. **Office of the Controller's Office/Contracts and Grants** is responsible for the invoicing to the sponsoring agency and the preparation of fiscal reports.