HOW TO FIND THE NIH SALARY CAP FLAG USING FPM

Revised May 21, 2010

Why do we need to look at the NIH Salary Cap Flag?

1) The Y/N data entered into the NIH Salary Cap Flag field is manually entered, so errors can be made.
    a. It is especially important to check your federal flow through funds, i.e. NIH subawards
    b. It is also important to check any non-NIH federal funds that are NOT subject the NIH Salary Cap, Example: Department of Defense (DOD).
2) If the flag is incorrect, FPM will not utilize the correct monthly rate for that funding line.

1) Log in to FPM.   **Fpm.lnk**
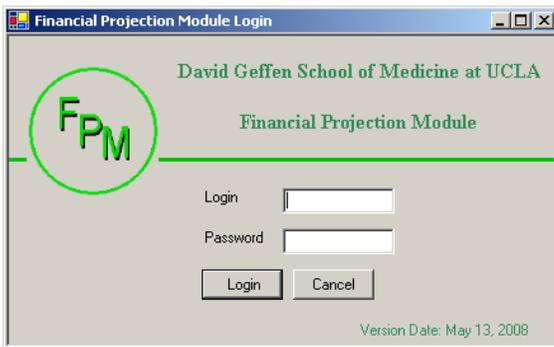
2) From the Income & Expense menu, choose Plan Faculty.

3) Click on the Search by FAU box, and enter the fund number into the Fund field.
    NOTE: This search will only work if at least one faculty member is currently paid on the fund.

4) Click on the Search button.

5) FPM now displays all faculty members currently paid on this fund number.
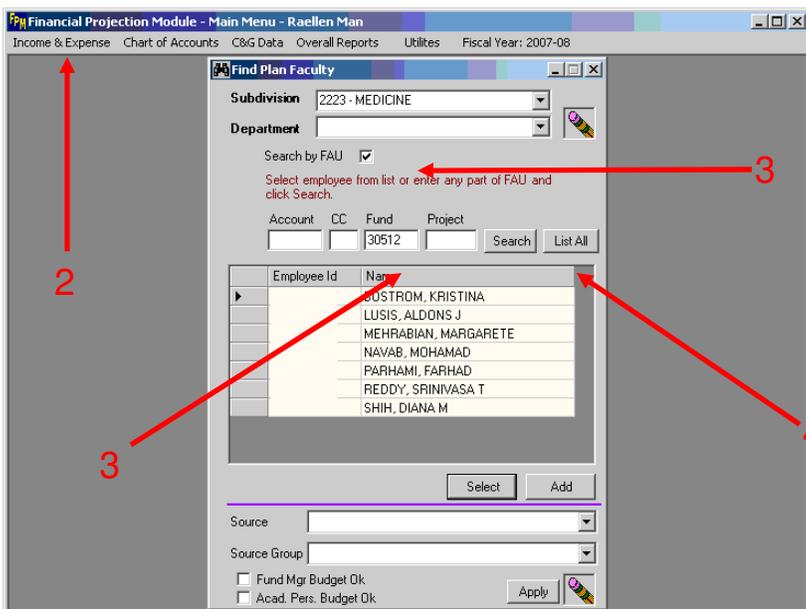
6) Choose any one of the individuals from the list by clicking on the gray box next to the name, and hit the Select button.
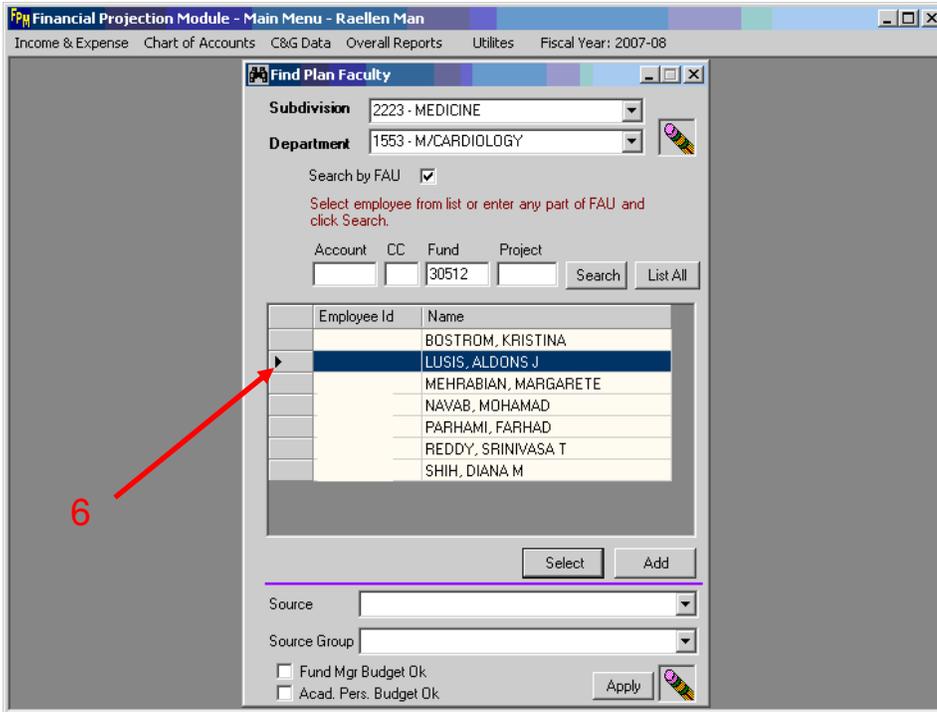
7) FPM now displays the current funding lines for the faculty member.
   * Denotes that there has been a change to the funding line, e.g. next fiscal year's funding lines.
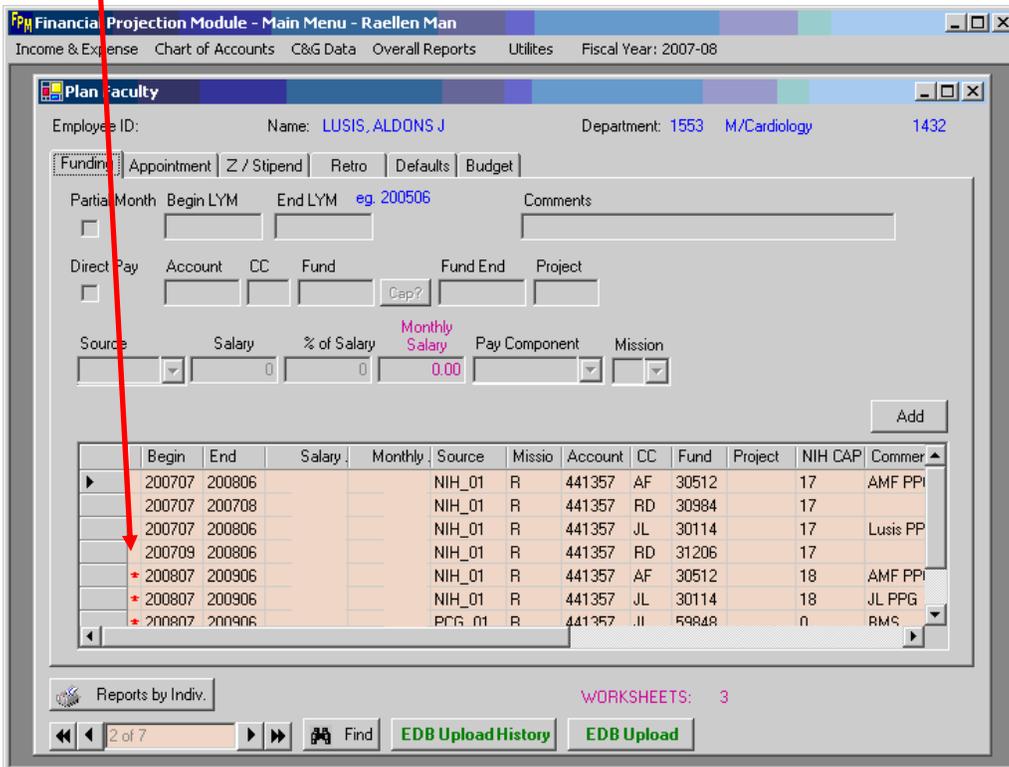
8) To find all of the lines that contain the fund number in question, sort the data by fund number. To do this click on the Fund column.

9) To choose the funding line, click on the gray box next to the line you wish to display.

10) The information on this funding line is now displayed in the top section of the window (see yellow bars below).

11) To see if the fund is flagged as subject to the NIH Salary Cap, click on the "Cap?" button.
- Y - Indicates the existence of a salary cap.
- N - Indicates there is not a salary cap imposed on the award.

12) The Award List box may contain old data, i.e. recycled funds from previous years. If so, ignore the old lines, and look at only the lines with a current Project End date.

13) If the fund is flagged incorrectly, please contact the EFM fund manager assigned to the fund for correction.

> EFM Team Assignments:
> http://www.efm.ucla.edu/teams.htm

14) If payroll was paid incorrectly before the flag was corrected (check your ledgers AND use the Salary Cap Overpayment/Disallowance Report in the ORA Portal – See NIH Salary Cap Chapter in the DOM Fund Manager's Manual), make sure any previous payroll expenses are corrected via PETs (aka UPAYs) and/or Rx/Lx's.

> Go back to Item # 5 to see the list of all faculty paid on this fund. Make sure you double check the funding lines and payroll ledgers for all the faculty on this list.

REMINDER: Any over the cap rates paid on an NIH fund will result in a disallowance if not corrected in a timely manner.