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.

🖳 Financial Projectio	n Module Login	Ľ
	David Geffen School of Medicine at UCLA	
	Financial Projection Module	
	Login J	
	Password	
	Login	
	Version Diate: May 13, 2008	

- 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.

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NIH Salary Cap Flag – FPM

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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.

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		30512 Search List All	
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		PABHAMI FABHAD	
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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.

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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.

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

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	*	200807 200906		NIH_01	R	441357	AF	30512		18	AMF PPI	
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10) The information on this funding line is now displayed in the top section of the window (see yellow bars below).

Projection Module - Main Menu - Raellen Man Income & Expense Chart of Accounts C&G Data Overall Reports Utilities Fiscal Year: 2007-08	
Plan Faculty	
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	applied to the fund.
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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.

	Project End	H-Net No.	Seq.	Cap Flag	PIName	Dept. Litle	
·	07/31/2008	013533-001	2	T V	FUGELMAN A	MEDICINE-CA	
	0773172000	010000-001	2	T V		MEDICINE-CA	
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	07/31/2000	013533-001	5	Y	FOGELMANIA	MEDICINE-CA	NIH
	07/31/2008	013593-001	6	Y			NIH
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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: <u>http://www.efm.ucla.edu/teams.htm</u>

14) If payroll was paid incorrectly before the flag was corrected (check your ledgers AND use the <u>Salary Cap Overpayment/Disallowance Report</u> in the ORA Portal – See <u>NIH Salary Cap Chapter</u> 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.