

HOW TO FIND THE NIH SALARY CAP FLAG USING FPM

Revised May 21, 2010

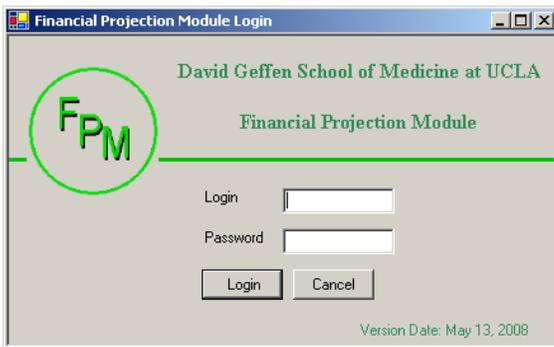
Why do we need to look at the NIH Salary Cap Flag?

- 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.



Fpm.Ink

1) Log in to FPM.



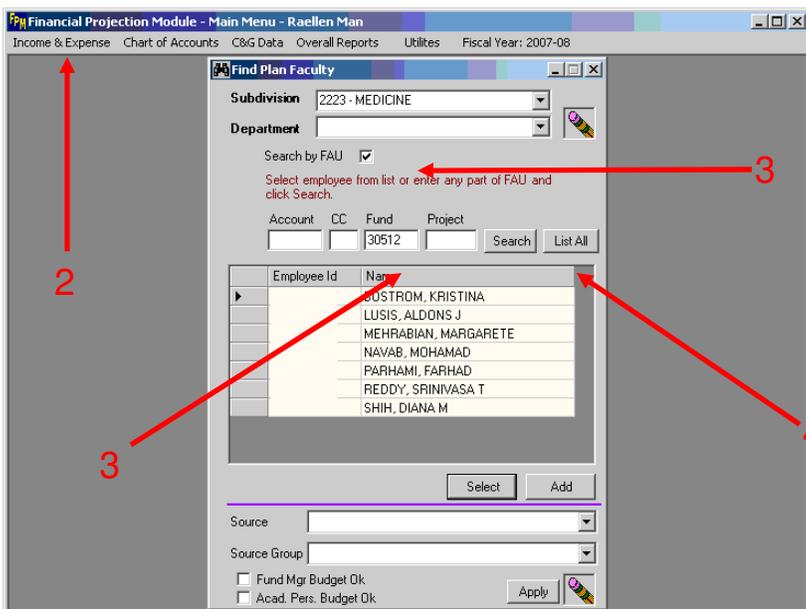
2) From the Income & Expense menu, choose Plan Faculty.

3) Click on the Search by FAU box, and enter the fund number into the Fund field.

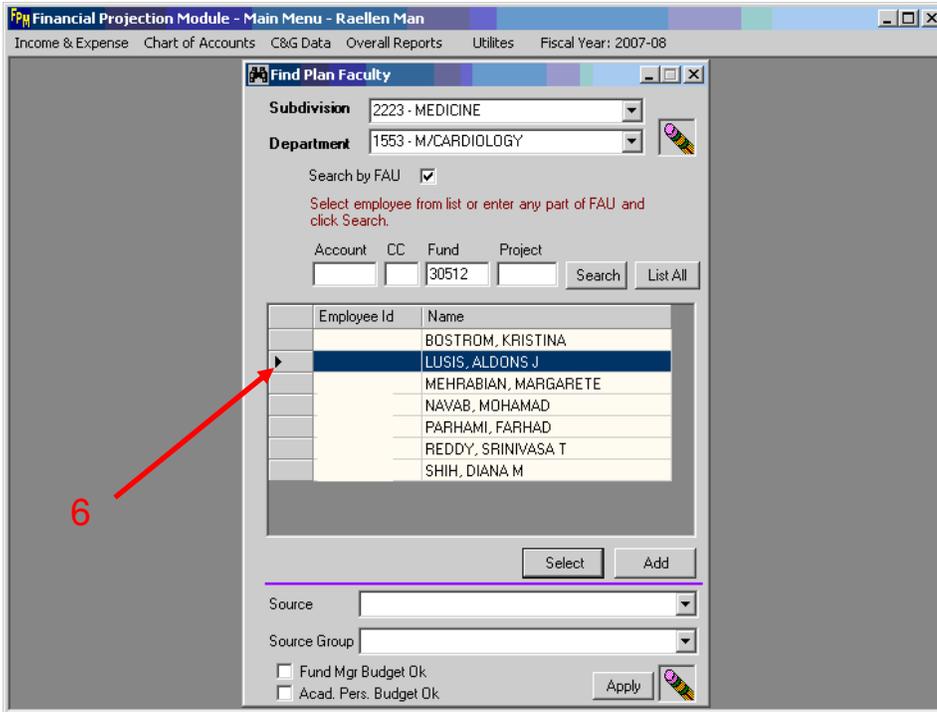
NOTE: This search will only work if at least one faculty member is currently paid on the fund.

4) Click on the Search button.

5) FPM now displays all faculty members currently paid on this fund number.

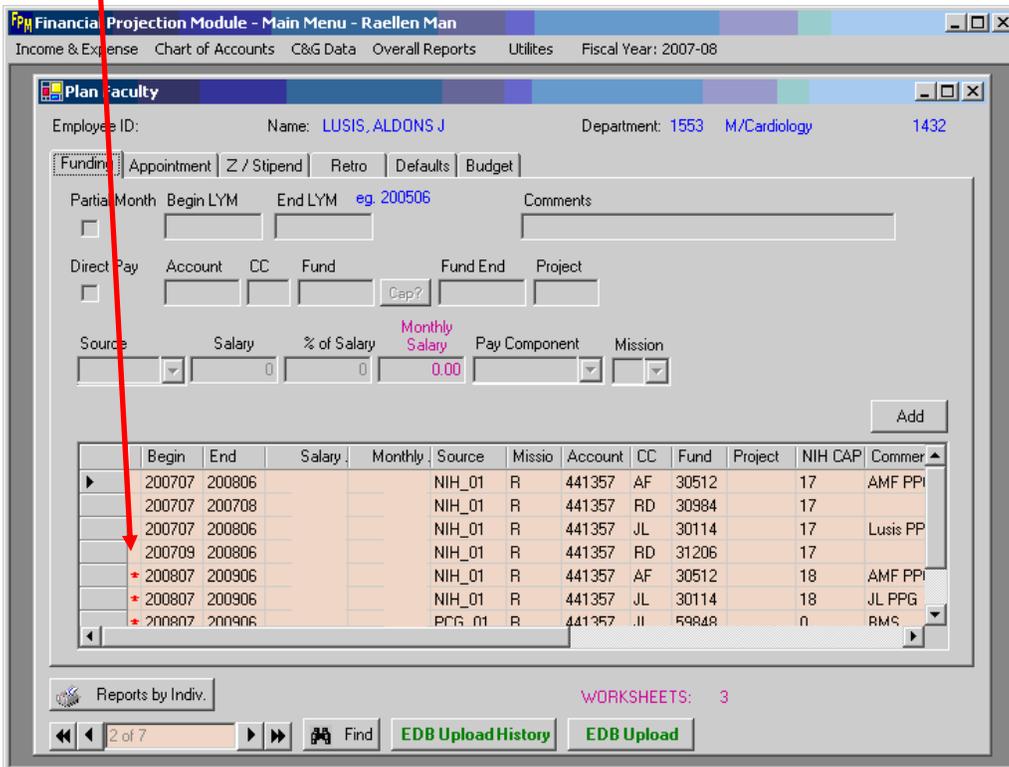


6) Choose any one of the individuals from the list by clicking on the gray box next to the name, and hit the Select button.



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.

Employee ID: LUSIS, ALDONS J Department: 1553 M/Cardiology 1432

Partial Month: Begin LYM: 200707 End LYM: 200806 eg. 200506 12 months Comments: AMF PPG

Direct Pay: Account: 441357 CC: AF Fund: 30512 Cap?: Fund End: 7/31/2008 Project: NIH Code: 17 [186,600-1/1/07 to 12/31/07] Est. Dist %: 0.4000

Source: NIH_01 Salary: % of Salary: 0.2773 Monthly Salary: Pay Component: Automatic Mission: R

	Begin	End	Salary	Monthly	Source	Missio	Account	CC	Fu	z	Project	NIH CAP	Commer
▶	200707	200806			NIH_01	R	441357	JL	30114		17	Lusis PP	
+	200807	200906			NIH_01	R	441357	JL	30114		18	JL PPG	
	200707	200806			NIH_01	R	441357	AF	30512		17	AMF PPI	
+	200807	200906			NIH_01	R	441357	AF	30512		18	AMF PPI	
	200707	200708			NIH_01	R	441357	RD	30984		17		
	200709	200806			NIH_01	R	441357	RD	31206		17		
+	200807	200906			NIH_01	R	441357	RD	31206		18	1101	

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

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Side Note: Check this field to make sure the appropriate NIH salary cap has been applied to the fund.

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	R-Net No.	Seq.	Cap Flag	PI Name	Dept. Title	Spc
07/31/2008	013593-001	1	Y	FOGELMAN,A	MEDICINE-CA	NIH
07/31/2008	013593-001	2	Y	FOGELMAN,A	MEDICINE-CA	NIH
07/31/2008	013593-001	3	Y	FOGELMAN,A	MEDICINE-CA	NIH
07/31/2008	013593-001	4	Y	FOGELMAN,A	MEDICINE-CA	NIH
07/31/2008	013593-001	5	Y	FOGELMAN,A	MEDICINE-CA	NIH
07/31/2008	013593-001	6	Y	FOGELMAN,A	MEDICINE-CA	NIH

Due to the complexity of award data (i.e. recycled funds over the years), we are unable to guarantee 100% accuracy of salary cap flag in this program. Therefore, you should carefully judge the suggested flag. To assist you in this decision, all award data with your fund number is listed above. If you assess that the flag needs to change, call Ricky Lee, extension 4-8197 and we will assist you. Thanks for all your help.

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.