NIH SALARY CAP EXCEPTION REPORT

Revised May 21, 2010

WHY is it important to review the Salary Cap Overpayment/Disallowance Report?

The NIH salary cap establishes a maximum annual rate of pay at which an individual can be compensated for full time effort over a twelve-month period. Salary charged to NIH contract, cooperative agreement or grant cannot be paid at a monthly rate that exceeds 1/12th of the maximum annual rate of pay then in effect. See OCGA's NIH Salary Cap Q&A for more information.

The Salary Cap Overpayment/Disallowance Report was designed to help identify errors in monthly pay rates already paid out by a department that cross these thresholds for all applicable contract and grant funds.

Rates over the NIH Salary Cap that are not corrected will be subject to disallowance by the NIH. The Division will be responsible for covering the disallowed salary, benefits, indirect costs and interested.

HOW OFTEN should you review the Salary Cap Overpayment/Disallowance Report?

At least once a quarter.

USING the Salary Cap Overpayment/Disallowance Report

1. Go to the ORA Online Resource Center aka Portal
2. Click on the "Compliance" tab

3. Click on the "Salary Cap Overpayment/Disallowance Report" on the lower left-hand side.
4. Log in using your UCLA Logon ID & password.

5. Double click on Department field until "Select" is highlighted. Type your 4 digit

Department code.
- This is only the recommended method of search. You can also search by fund # or UID.

6. Enter capped amount for the period you are reviewing/reconciling.
- To copy & paste NIH capped amounts, click "here" & scroll down to the below table.
- Ensure you are copying/pasting the appropriate MONTHLY rate amount.
- NIH capped amounts are different for different projects, depending on the budget period of the award. Be sure to consult the Notice of Grant Award/Synopsis to ensure you are reviewing for the correct capped amounts.

Annual Rate	Applicable Dates	Monthly Rate = Annual/12
$183,500	Jan 1, 2006 - Dec 31, 2006 (FY 2006 and FY 2007 awards)	$15,291.67
$186,600	Jan. 1, 2007 – Dec 31, 2007 (FY 2007 and FY 2008 awards)	$15,550.00
$191,300	January 1, 2008 and Dec 31, 2008 (FY 2008 and FY 2009 awards)	$15,941.67
$196,700	January 1, 2009 and Dec 31, 2009 (FY 2009 and FY 2010 awards)	$16,391.67
$199,700	January 1, 2010 and after (FY 2010 awards)	$16,641.67

7. Select pay period for reconciliation.
8. Click Submit. See below for example of completed report criteria.

9. The report will pull up as below. Click "Export to Excel" to be able to sort data.

Salary Cap Overpayment/Disallowance Report by Department
For the Period 1/01/2009 to 3/31/2009

Monthly Pay Rate: > 16,391.67 and < -16,391.67
Department: 1553
Export to Excel
18 record(s) found.

Dept Code	Dept Title	Emp Name	Emp UID	Monthly Pay Rate	Pay Period End Date	Emp Exp Dist Year/Month	Paid Amount	Paid Percent	DOS Code	Location Code	Account Number	Cost Center	Fund Number	Project Code	Sub Code
1553	MEDICINE-CARDIOLOGY			-50,046.84	01/31/09	2009/10	-820.77	-1.64%	TRT	4	441357				00
1553	MEDICINE-CARDIOLOGY			-50,046.84	02/28/09	2009/10	-820.77	-1.64%	TRT	4	441357				00
1553	MEDICINE-CARDIOLOGY			-50,046.84	02/28/09	2010/01	-820.77	-1.64%	TRT	4	441357				00
1553	MEDICINE-CARDIOLOGY			50,046.84	01/31/09	2009/06	-819.50	-1.64%	TRT	4	441357				00
1553	MEDICINE-CARDIOLOGY			50,046.84	01/31/09	2009/06	820.76	1.64%	TRT	4	441357				00

10. Click "Open".
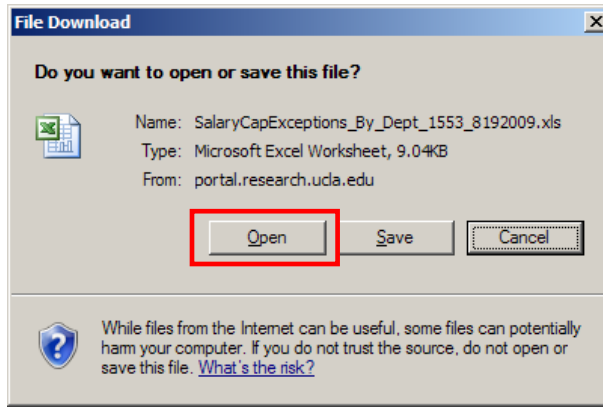
|	A	B	C	D	E	F	G	H	I	
1	Dept Code	Dept Title	Emp Name	Emp UID	Monthly Pay Rate	Pay Period End Date	Emp Exp Dist Year/Month	Paid Amount	Paid Percent	DOS
2	1553	MEDICINE-CARDIOLOGY			-50,046.84	1/31/2009	2010/01	-820.77	-1.64%	T
3	1553	MEDICINE-CARDIOLOGY			50,046.84	2/28/2009	2009/06	-819.5	-1.64%	T
4	1553	MEDICINE-CARDIOLOGY			50,046.84	2/28/2009	2009/06	820.76	1.64%	T
5	1553	MEDICINE-CARDIOLOGY			50,046.84	3/31/2009	2009/05	819.5	1.64%	T
6	1553	MEDICINE-CARDIOLOGY			50,046.95	3/31/2009	2009/10	820.77	1.64%	T

11. Sort data by clicking on "Data" – "Sort" – Set Sort criteria to "Sort by" Emp Name; "Then by" Pay Period End Date.
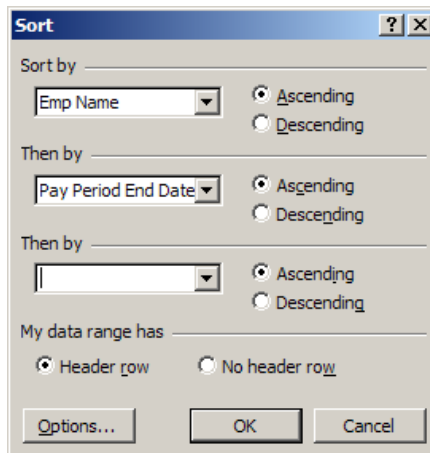
12. Subtotal data by clicking on "Data" – "Subtotals" – Set Subtotal criteria to "At each change in:" Pay Period End Date; "Use function:" Sum; "Add subtotal to:" Paid Amount

13. The Paid Amounts that don't zero each other out need to be further investigated and may require UPAYs and/or LX/RXs to ensure above the cap amounts were not charged to the capped C&G.

- Paid amounts may not zero each other out exactly ($0.00) due to rounding. A few cents difference is OK.

- Work with your MSO and/or Academic Personnel Coordinator to correct any outstanding issues.

A	B	C	D	E	F	G	H	I
Dept Code	Dept Title	Emp Name	Emp UID	Monthly Pay Rate	Pay Period End Date	Emp Exp Dist Year/Month	Paid Amount	Paid Percent
1553	MEDICINE-CARDIOLOGY			50,046.84	1/31/2009	2009/05	819.5	1.64
1553	MEDICINE-CARDIOLOGY			50,046.84	1/31/2009	2009/06	-819.5	-1.64
1553	MEDICINE-CARDIOLOGY			50,046.84	1/31/2009	2009/06	820.76	1.64
					1/31/2009 Total		820.76	
1553	MEDICINE-CARDIOLOGY			50,046.84	2/28/2009	2009/05	819.5	1.64
1553	MEDICINE-CARDIOLOGY			50,046.84	2/28/2009	2009/06	-819.5	-1.64
1553	MEDICINE-CARDIOLOGY			50,046.84	2/28/2009	2009/06	820.76	1.64
					2/28/2009 Total		820.76	
1553	MEDICINE-CARDIOLOGY			50,046.84	3/31/2009	2009/05	819.5	1.64
1553	MEDICINE-CARDIOLOGY			50,046.84	3/31/2009	2009/06	-819.5	-1.64
1553	MEDICINE-CARDIOLOGY			50,046.84	3/31/2009	2009/06	820.76	1.64
					3/31/2009 Total		820.76	
					Grand Total		2462.28	

F	G	H	I	J	K	L	M	N	O	
Pay Period End Date	Emp Exp Dist Year/Month	Paid Amount	Paid Percent	DOS Code	Location Code	Account Number	Cost Center	Fund Number	Project Code	Sub
1/31/2009	2009/05	819.5	1.64%	TRT	4	441357	JB	32145		
1/31/2009	2009/06	-819.5	-1.64%	TRT	4	441357	JB	32145		
1/31/2009	2009/06	820.76	1.64%	TRT	4	441357	JB	32145		
1/31/2009 Total		820.76								
2/28/2009	2009/05	819.5	1.64%	TRT	4	441357	JB	32145		
2/28/2009	2009/06	-819.5	-1.64%	TRT	4	441357	JB	32145		
2/28/2009	2009/06	820.76	1.64%	TRT	4	441357	JB	32145		
2/28/2009 Total		820.76								
3/31/2009	2009/05	819.5	1.64%	TRT	4	441357	JB	32145		
3/31/2009	2009/06	-819.5	-1.64%	TRT	4	441357	JB	32145		
3/31/2009	2009/06	820.76	1.64%	TRT	4	441357	JB	32145		
3/31/2009 Total		820.76								
Grand Total		2462.28								