AS 438 Payroll Budget Error Re-Direct for Federal Awards
Effective July 23, 2023
Revised June 3, 2024

Each pay cycle, a payroll transaction that is not at a posting level for federal projects, will automatically route to a payroll error chartstring for the Department in which the project budget error occurs. These "holding" chartstrings have a project ID/speedtype ID that ends in 9999. Below is an example of these chartstrings:

Dept	Dept. Desc	Fund	Class	Program	Project	Proj Descr
1051600	Communication Disorders	113	90105	00000	5051609999	Payroll Budget Error Redirects
1052000	Human Development Center	113	90105	00000	5052009999	Payroll Budget Error Redirects
1102000	Genetics	113	90105	00000	5102009999	Payroll Budget Error Redirects
1229500	D_S-Multidisciplinary	113	90105	00000	5229509999	Payroll Budget Error Redirects
1492350	Med-Infectious Disease	113	90105	00000	5492359999	Payroll Budget Error Redirects
1580720	LA Tumor Registry	113	90105	00000	5580729999	Payroll Budget Error Redirects
1581300	Community_Behavioral Health	113	90105	00000	5581309999	Payroll Budget Error Redirects

For payroll transactions that are not at a posting level for federal projects and a payroll error chartstring has not yet been established, the transaction will automatically route to the payroll error chartstring set up under the office of Sponsored Projects Admin:

Dept	Dept. Desc	Fund	Class	Program	Project	Proj Descr
1656000	Sponsored Projects Admin	113	90110	00000	5656009999	Payroll Budget Error Redirects

Sponsored Projects will work with General Accounting to set up a new payroll error chartstring for the Department. Sponsored Projects will also send notification(s) to the responsible Department to process an electronic change in source of funds (eCSOF) to move the salary from project 5656009999 to their Departmental payroll error chartstring or another funding source as appropriate.

In accordance with fiscal responsibilities outlined in CM-21 – Financial Management Responsibility Policy, Departments must review the projects and process an eCSOF to move salary from the payroll error chartstring to a valid chartstring. In cases where salary is posted to the payroll error chartstring while awaiting executed agreements, the Department must provide proper justification for keeping salary on the payroll error chartstring.

At fiscal year-end, all payroll error chartstrings should net to zero. Departments and Sponsored Projects Admin must reconcile salary on the payroll error chartstrings and have support for salary that must remain or process an eCSOF to a valid funded chartstring. Departments must be prepared to provide a justification for salary that remains on the payroll redirect chartstring at fiscal year end. School Fiscal Deans are responsible for ensuring Departments are managing their assigned payroll error chartstrings and the Executive Director for Accounting Services is responsible for ensuring Sponsored Projects Admin is managing the Sponsored Projects Admin payroll error chartstring.