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Locating Salary Cap Information

The Commitments module performs salary cap calculations for key personnel on sponsored projects. This guide provides instructions for locating salary cap information in the system.

1. To access the Commitments module, click the **Main Menu**.

2. Click **Effort Reporting** and then click **Effort Commitments**.

3. Click **Commitments - By Project**.

4. Type the project ID in the **Project ID** field and then click **Search**.

5. To load the current posted sequence for the commitment, click the **Go** button. The commitment is loaded. A check box displays in the OTC column to indicate the over the cap limit applies for an employee (see Figure 1 below).

Figure 1: Commitments Module Detail View, OTC Check Box

6. To view the details for a specific period, click the link for the period. The Employee by Period tab displays a breakdown of Direct Charged Salary, Committed Cost Sharing, and Over the Cap percentages.

7. To view the details of the system's calculation, click the OTC% link.

Figure 2: Employee by Period Tab, OTC% Link

8. The OTC Calculation for Project screen displays the details of the over the cap calculation, including the dollar amount by which the employee's salary exceeds the adjusted cap.

Figure 3: OTC Calculation for Project Screen

Note: If you have any questions related to the salary cap, please contact your Contracts and Grants office.