

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).

The screenshot shows the 'ADULT HEALTH FACTORS' commitment detail view. At the top, it displays 'Award Life 04/01/2008 To 03/31/2012' and an action dropdown set to '1 - Get Current Posted Sequence (002)' with a 'Go' button. Below this is a 'Submit for Approval' button and a 'Status Posted' indicator. A table below shows commitment details with columns for 'Commitment', 'Commitment Period', 'Overall Commit %', 'OTC', 'Fall 09', 'Spring 10', 'Summer 10', 'Fall 10', and 'Spring 10'. The 'OTC' column for the commitment 'RG DIR & PROF' (period 04/14/2009 - 05/03/2011) has a checked checkbox, which is highlighted with a red box.

Commitment	Commitment Period	Overall Commit %	OTC	Fall 09	Spring 10	Summer 10	Fall 10	Spring 10
RG DIR & PROF	04/14/2009 - 05/03/2011	10	<input checked="" type="checkbox"/>	10	10	10	10	

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.

The screenshot shows the 'Employee by Period' tab for employee Griffin, Michael. The OTC% is 14.0. Below this are two tables:

Pay Rate / FTE	
Salary	231,861.07 FTE 1.00

Commitments for Period	
Units	Percent Entered 20 Remaining 80

This Commitment			
	Posted Amt	New Amt	Change
00080000 - ADULT HEALTH FACTORS	10	10	
Direct Charged Salaries	0	0	
Committed Cost Sharing	9	9	
Over the Salary Cap	1	1	

Other Sponsored Commitments			
	Posted Amt	New Amt	Change
00055063 - REGENERATIVE STEM CELLS	10	10	
Direct Charged Salaries	5	5	
Committed Cost Sharing	5	5	

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.

The 'OTC Calculation for Project' dialog box displays the following table:

Salary Cap for This Project							
Salary Cap	Cap Source	Annual Salary	FTE	Cap Factor (%)	Adjusted Cap	OTC \$	OTC %
199,700.00	Sponsor Type	231,861.07	1.00	100	199,700.00	32,161.07	14

Buttons: OK, Cancel

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.