

Payroll Cost Transfer (e Forms) Reason Codes & Rejection Codes

C1-Administrative Error

Explanation such as “to correct error” or “to clean up account” is unacceptable. The explanation must answer the following questions:

- Why the salary was erroneously charged originally?
- How was the error discovered?
- Is the cost object now being charged appropriately?

C2-Closely Work Allocation

Project related or Continuation of Sponsored Funds.

C3-Effort Expended to Proper Account

Effort provided is different from where salary was charged, for example new award was received or a project ended.

Late Reason

A late reason explanation is required for all transfers to Federal accounts over 90 days from the original transaction date. The explanation must be thorough. It should include why did the transfer not occur within the 90 day limit? Why wasn't the monthly review of the account done timely?

Federal guidelines mandate a timely transfer of costs and explanations are audited critically.

- NIH (National Institute of Health) – requires the 90 day late reason
- HHS (Health and Human Services, CDC, AHRQ, HRSA, SAMSHA, etc) – requires a prior approval from the sponsoring agency, before the transfer can be submitted with the 90 day late reason

Payroll Cost Transfer (e Forms) Rejection Codes

CT01-Effort Form Previously Certified

A payroll cost transfer is not allowable if an Effort Form has been certified.

CT02-Explanation Not Sufficient

If an explanation is provided on the Payroll Cost Transfer and the following questions were not answered:

- Why the salary was erroneously charged originally?
- How was the error discovered?
- Is the cost object now being charged appropriately?

CT03-Late Reason Not Sufficient

If the Payroll Cost Transfer did not occur within the 90 day limit a Late Reason is required. The

late reason must be thorough and answer the following questions:

- Why did the transfer not occur within the 90 day limit?
- Why wasn't the monthly review of the account done timely?

CT04-Department Requested Rejection

Only used when the department requests a rejection back to the initiator of the Payroll Cost Transfer.

CT05-Sponsored Award was Terminated

Currently there is a validation on the Payroll Cost Transfer that will not allow the initiator to use a terminated sponsored award. If the sponsored award was terminated after the Payroll Cost Transfer was created but before the final approval, this rejection code would be used.