



# Intercampus Payments



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Welcome to the Intercampus Payments module. In this module you will learn how ERS handles intercampus payments.

## Introduction

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When an employee has multi campus appointments, it may be necessary to take special steps with regard to effort reporting in order to ensure that effort is reported and certified in timely manner.

Since By Agreement type payments are not included in the ERS effort calculation, there is no need to include By Agreement type payments made by or for another campus.

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## **How should campuses handle effort reporting when Intercampus Payments are involved?**

Campus should work out their own administrative procedures to handle effort reporting for employees with multi-campus appointments.

Typical situations, with suggested processes and procedures are detailed in this discussion.

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**Situation: The employee receives pay on federal contracts and grants from both campuses.**

What ERS Will Do:

ERS generates an Effort Report at both campuses.

Recommended Action:

Effort Reports should be completed at each campus considering the certification to be for 100% time at that campus.

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**Situation: The home campus pays the employee on federal contracts and grants, the employee contributes effort on a federal contract and grant at the visiting campus, but the payment is made by the home campus and not by the visiting campus**

What ERS Will Do:

ERS will automatically issue an Effort Report at the home campus.

Recommended Action:

The Effort Report issued by the home campus is used to certify effort at both campuses.

In this situation, the sponsored project to which the effort should be charged at the visiting campus should be indicated in the comment field on the Effort Report.

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**Situation: The home campus does NOT pay the employee on federal contracts and grants, the employee contributes effort on a federal contract and grant at the visiting campus, but the payment is made by the home campus and not by the visiting campus**

What ERS Will Do:

ERS will not automatically generate an Effort Report at either campus.

Recommended Action:

Since an Effort Report is not generated automatically at either campus, there are two options.

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**Situation: The home campus does NOT pay the employee on federal contracts and grants, the employee contributes effort on a federal contract and grant at the visiting campus, but the payment is made by the home campus and not by the visiting campus**

Recommended Action: Option #1

The home campus requests that an Effort Report be generated even though the employee is not paid from federal funds. That Effort Report can then be used to certify effort at the visiting campus. The sponsored project at the visiting campus should be indicated in the comment field on the Effort Report.



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**Situation: The home campus does NOT pay the employee on federal contracts and grants, the employee contributes effort on a federal contract and grant at the visiting campus, but the payment is made by the home campus and not by the visiting campus**

Recommended Action: Option #2

The visiting campus sets the employee record up on their EDB, Without Salary, thus assigning an employee ID. The payments would continue to be made by the home campus and the associated expenses transferred to the visiting campus. With a local ID for the employee at the visiting campus, the visiting campus requests that an Effort Report be generated at that campus. In this case, the user could click the “Add Another Sponsored Project” button, select the actual project to which the effort was being charged, and complete the effort report like any other report.

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**Situation: The home campus does NOT pay the employee on federal contracts and grants, the employee contributes effort on a federal contract and grant at the visiting campus, but the payment is made by the home campus and not by the visiting campus**

Recommended Action: Option #2 (cont'd)

Setting up an employee record on the EDB is necessary because Effort Reports can be issued only for employees;

# Conclusion

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This concludes the Intercampus Payments module. In this module you learned that there several ways to reflect intercampus payments in ERS.

