



Salary Over the Cap in PAAs

In Workday, the salary over the cap functionality is not automated on Payroll Accounting Adjustments (PAAs).

This means that when you create your PAA for an employee who has effort on an award that is subject to a salary cap, creating the PAA has more steps. An offline calculator is necessary to identify the % to the grant or contract and the % to the salary over the cap funding source. Those calculated %s will then be manually entered into the PAA.

This process is different if the PAA is kicked off as part of the effort certification process. The PAA will be kicked off automatically when a change is made to certified effort. More information and training is available as part of the effort certification process in Workday.

Salary Over the Cap Calculator

1. The offline calculator tool is available here: <https://finweb.app.vumc.org/apps/DOFAppPAACalculators/>
2. Click one of the Salary Cap amounts according to the award. (NIH prior to 2/1/24, current NIH, or PCORI).
3. Selection will be visible in the Annual Salary Cap field.
4. Enter the employee's regular monthly pay for the period you are adjusting.
5. Following the instructions, add the costing tag and new effort distribution.
6. The calculator will provide output that includes the % effort to allocate and the % over the cap.
7. Confirm the dollars calculated agree on the next screen in the Proposed Adjustments for each pay period.
8. Attach a screenshot or print to PDF a copy of the calculated salary over the cap %s to expedite the review process.

Enter the applicable salary cap

Annual Salary Cap: \$ 212,100.00 Monthly \$ 17,675.00 3

Enter the worker's monthly salary

Annual Salary: \$ 399,999.96 Monthly \$ 33,333.33 4

For effort changes prior to February 1, 2024 for NIH Salary cap enforced awards, use the Annual Salary Cap amount of **\$212,100.00**.

For effort changes for periods beginning February 1, 2024 and forward for NIH Salary Cap enforced awards, use the Annual Salary Cap amount of **\$221,900.00**.

For PCORI Salary Cap enforced awards, use the Annual Salary Cap amount of **\$200,000.00**.

Enter the NEW % effort values you wish to be reflected after completing the PAA. Print Export

| Primary Costing Worktag 5 | NEW Effort % on PAA | % Effort Charged to Grant 6 | % Effort Over the Cap | Monthly Salary | \$ Amount to Grant 7 | \$ Amount Over the Cap 8 | |
|--|---------------------|--|--|--|---|---|---|
| T GR010712 | % 5.00 | % 2.6513 | % 2.3487 | \$ 1,666.67 | \$ 883.75 | \$ 782.92 | |
| T | % 0.00 | % 0.0000 | % 0.0000 | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| T | % 0.00 | % 0.0000 | % 0.0000 | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| Total: | | % 5.00 <input checked="" type="checkbox"/> | % 2.65 <input checked="" type="checkbox"/> | % 2.35 <input checked="" type="checkbox"/> | \$ 1,666.67 <input checked="" type="checkbox"/> | \$ 883.75 <input checked="" type="checkbox"/> | \$ 782.92 <input checked="" type="checkbox"/> |

* Only input worktags where costing is being modified.
Reminder: Salary over the Cap is not automatically calculated in the PAA



Salary Over the Cap in Workday PAAs- continued

Manually Entering % for Salary Over the Cap in PAA

When entering the salary over the cap (SOC) portion to the PAA, it is imperative to enter the worktags in the **correct order**. Not entering them in the correct order, will result in an **incorrect** entry being made.

1. Add an allocation row.
2. Select Pay Component(s).
3. Enter the **Grant Worktag** (GR), related worktags will update.
4. Enter the calculated effort %.

Next Distribution Line:

5. Add an allocation row.
6. Select Pay Component(s).
7. Enter the **Grant Worktag** (GR) and delete all worktags except for the Grant Worktag (GR).
8. Enter SOC funding source (gift, program, or cost center worktag). Associated worktags will populate.
9. Ensure fund type is always FD001. If fund is not present, repeat steps 7 and 8 in the correct order.
10. Add the SOC worktag type from the dropdown. (this allows for organizational visibility on our SOC costs).
11. Enter the calculated effort %.

Repeat these steps for any other distributions to worktags where SOC is applicable. If SOC is not applicable, enter the distribution % without the split lines.

12. Click OK.

| Order | *Position | *Pay Component(s) | Costing Company | Worktags | *Distribution Percent |
|-------|---|---------------------------|--------------------------------------|---|-----------------------|
| 1 | P00098765 Professor - Anita Knapp (0123456) | Regular (Salary) (REGSAL) | Vanderbilt University Medical Center | CARTS: CTRFG Research - Federal - Grant Cost Center: CC01111 Example - AE Acad Grants Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: GR011223 Federal Grant Example subject to NIH Salary Cap Operating Entity: OEAcad_GG Academic Grants and Gifts | 2.65 |
| 5 | P00098765 Professor - Anita Knapp (0123456) | Regular (Salary) (REGSAL) | Vanderbilt University Medical Center | CARTS: CTRID Research - Internal Funding - Department APS Cost Center: CC09999 Example - CD Clin Research Admin Function Code: FC18018 Instruction and Departmental Research Fund: FD001 General Fund Grant: GR011223 Federal Grant Example subject to NIH Salary Cap Operating Entity: OEClin_RA Clinical Department Research and Administration Program: PG000112 CD - Clin Research Admin Example Salary Over the Cap Type: NIH Level II Salary Cap | 2.95 |

← Salary Over The Cap Types

Salary Over the Cap Type: NIH Level II Salary Cap

Salary Over the Cap Type: PCORI

OK Cancel