Grant Payroll Distribution
#1019
Effective Date: 01/01/2019

Definitions
- Electronic Personnel Action Form (ePAF)
  - Used for new hires, rehires, and labor distribution (LD)
- Electronic Memorandum of Agreement (eMOA)
  - Used exclusively for faculty and almost always for summer salary or overload
- Electronic Graduate Assistantship Recommendation (eGAR)
  - Used to create a contract with a graduate student

I. Purpose
The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) process SLU employee payroll distributions as they relate to grants. This process will promote a consistent approach and understanding to ensure all grant payroll distributions are handled the same way throughout the GO Centers.

II. Introduction
In most circumstances, funded research will have personnel and/or student effort that is charged to the grant. A PAS must know (via University and GO Center training) when it is necessary to complete payroll distribution forms for faculty, staff, or students and which form (ePAF, eMOA, or eGAR) to use for each person on the grant.

III. Procedure
New payroll distributions are triggered in a few different ways. In reviewing the budget for a grant, the PAS should recognize what steps need to be taken for the various personnel situations.

GRA (Graduate Research Assistant)
- eGAR is initiated by PAS
- Once the eGAR is approved, the ePAF can be initiated to ensure payment
Hourly Student Worker (graduate or undergraduate)

- Once the PAS verifies with HR that the student is eligible to work, an ePAF is initiated. If the student has more than one active job, the PAS should let the student know the position number so the grant is charged accurately. Remind the student that no more than 20 hours per week can be charged during the academic year.

Please note that an international student must always be cleared to work through the International Services office.

Faculty (9 or 12 month)

- Labor Distribution ePAF will need to be initiated and maintained for effort (academic or calendar) by the PAS. This does include paid (cost recovery) and cost-share effort
- If Summer Salary is applicable, PAS will initiate eMOA. An ePAF will be autogenerated from an accepted eMOA.

The review process depends on which form is filled out and for what purpose. Please refer to the GO Center T: drive for approval workflows for the various payment methods.

IV. Version History

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