Antoinio Laracuente: Thank you, Parker. I appreciate it. And I want to thank Kari Points, who’s going to be co-presenting with me today.

So today is Session 2 of the finance series that the ORD Finance Team has put together. And we’re really looking forward to working through this series over the next few months. Just a reminder that Session 3 is going to be June 23, and it’s going to be on how to pull reports for VSSC. VSSC is a very good tool that can give you, or provide you, with a lot of information and has the ability to delve into some of the accounting information that sometimes you might need to make decisions and to follow-through.

So today’s objectives are we want to provide you with some guidance on accessing and utilizing payroll data from PAID, VSSC. And we want to explain how to utilize WinRMS to download and manage data, knowing that not all of you’re using WinRMS. However, it is a pretty vital tool for stations who have a lot of people that are being paid out of the research appropriation—meaning over 15 or 20 people.

We also want to advise you on what to do when you don’t have WinRMS. We have some ideas that we can throw out. And I want to thank Cincinnati with providing us with a spreadsheet on what they use and how they use it.

We also want to explain how to balance, how to manage, your salary rejects and adjustments. This is critical. Because you can download all the data that you want. But if you don’t balance it to FMS, and balance it to the actual payroll, and see that there’s some differences that go on through the pay periods, it’s very difficult to catch-up at the end of the year.

So we’ve got a couple rules of engagement that we want to talk about. First of all, that individual salary information comes from the PAID system. And it can be downloaded to WinRMS. Either total cost per fund control point and budget fiscal year for each pay period can be found in what we call the “F20 reports.” And you can get those either from fiscal, or you can go by yourself into the VSSC and pull that.

Transactions occur at the control point level, meaning that WinRMS does not split a transaction. People are not split and paid. You have one control point that you’re assigned to, and that’s where your salary hits. So, for example, if you have people that are HSR&D and CSR&D, working on CSR&D and HSR&D projects, they’re still going to hit one control point. So you got to know how to breakout so you can do cost transfers.

Salaries can be downloaded into WinRMS, but you have to have access to the salary control points. And preferably, a fund control point approving official, but clerk is acceptable. You always reconcile WinRMS and PAID to what hits FMS, because FMS holds the actual cost. In other words, as you’ll see, when everything rolls up, it hits FMS. And FMS is actually your book that you need to balance, too.

So the advantages of WinRMS is that salaries can be projected for the whole year or partial and does include accruals at the end of the year. We’re also going to show you, like I said earlier, a spreadsheet that may be able to help you. And we will send that out as part of the slides, with the slides, at the end of the presentation.

And sometimes salaries hit PAID, but do not download to WinRMS. So unfortunately, the systems are quirky. So therefore, you will sometimes have people that don’t download. Everything is correct, but something happens. You’ve got to keep an eye out for those. And then you have to track rejects so you can reconcile projects. And we’ll talk about rejects as well.

So we’re going to start out with a little poll. And really, what I’m trying to do is figure out, how do you project your salary requirements for FY? Do you use WinRMS? Do you use Excel spreadsheets? Do you use other programs. If you don’t, it’s OK. We’re going to give you about 20 seconds, starting now. So please answer and enter your responses. Parker wanted me to sing, but I told him I can’t sing while you do this. So about five more seconds. And, Parker, let’s close the poll and see how we did.

So, Parker, do you put the responses up?

Parker Cunneen: Sorry about that. It was processing. And here are the results.

Antoinio Laracuente: OK, good. So some people are using WinRMS. And a lot of people—some people are using Excel spreadsheets. Some use other programs. I’ll be interested in that. And some do not project. So the majority are using Excel sheets. And so that’s good. And so we’ll talk about possibly some Excel sheets \_\_\_\_\_[00:07:37] Excel sheets and it’s successful. Please send me what you’re doing so we can disseminate that as well. Thank you.

So, let’s talk about how to project out and how to calculate number of PP in the fiscal year. So in September and October, we have split. And it’s really important to understand the splits at the beginning and the end of the year. So to determine the splits, you go to this little web page here to find out what your pay calendar \_\_\_\_\_[00:08:08].

So, for example, in FY20, which started in September of 2021, we knew that calendar year, CY, calendar year of 21, pay period 20, what September 26 through October 9. Fiscal year 22 had 6 pay days. So you use a 0.6 for that. So 0.6 out of 10, or 6 out of 10, is 0.6, of calendar year for pay period 20 is the cost factor.

So at the end of the year, you had calendar year 22, pay period 20, which runs from September 25 to October 7. FY22 has 5 pay days, so you use 0.5, 5 out of 10, 0.5 of the calendar year 22, pay period 20, is the cost factor. So you also know that calendar year 21 has pay periods 21 through 26, and in calendar 22 have pay periods 1 through 19, for a total of 25 pay periods.

You would add that to the number of 0.6 and 0.5, and you know that it’s going to be 26.1 pay periods in FY 22. So is it important? Because that 0.1 put an impact on your salary projections either way.

So \_\_\_\_\_[00:09:33] automatically calculates your calendar, your PAID calendar, when you setup the fiscal year. So we know that in WinRMS, it’s calculating 0.6 in the first quarter, pay date ID1, \_\_\_\_\_[00:09:49], or pay period calendar year 21, pay period 20, all the way through calendar year 22-19 has 150. Now, the reason for that 150 is because 0.5 goes into the last pay of the year as part of the accrual. So it calculates the accrual for that year. So it’s really similar, but it automatically does it for you in WinRMS.

So, how do you get the pay period data? So we all have access, as VA employees have an access to the VA system. We all have access to VSSC. And you go in there, and it’ll say, you’re not using this information for research. You’re using it for administrative matters. And so you then select finance. And you determine, to determine the cost of the pay period by fund control point—ACC code, by the way—you’re going to select FMS expenditures. Then you’re going to select the F20 report, which is called the Daily Activity by Accounting Classification. And you’re going to complete the information up top. You’ll see the screen in a second.

You’ll be looking for chargers that have payroll. It’s going to have a number. And it’s going to have pay period, and it’s going to tell you what that pay period is. The number is usually the station that you have. And then you’re going to look for the budget fiscal year to determine part of the total cost hit prior year. Again, I’m going to show you this in the next screen.

This happens for retroactive pay or other pay issues that are current during that pay period. The amount is the total cost in that pay period by program and by fund control point. So you use this number to reconcile the PAID or the WinRMS download. So remember, FMS is the true cost and was reflected in the accounting system.   
  
So here’s an example of the output. What you’re seeing here is the F20 report for the period of 5/13 to 5/14 for the 0161A1 medical research appropriation. And what we’ve done is I’ve highlighted for you that orange is normal pay, OK? So orange is, if you look at the first orange line, it’s budget fiscal year 22. It’s \_\_\_\_\_[00:12:19] number 810101, blah, blah, blah, or pay period 9, 5/08 pay period 9. Yes, I selected Atlanta, and it had a total payroll of $131, 950.58.

Now, what you also see is in the green, budget fiscal year 21 for program 82 for that pay period—same pay period. It looks like it’s a credit of $1,777.81. So somewhere along the line, either somebody paid back some money to that control. Somebody paid back some money that was charged to rehab R&D, or something happened that it caused a credit to that account. The rest of it is the rehab R&D for current year, HSR&D, CSR&D, and MVP.

Now, at the bottom, what you’re going to see is, you’ll notice that the run date is 5/13 for the ones above. But then it’s 5/14 for the one below. Well, in pay period 9, there was what we call “a reject.” A reject means that something happened that that person didn’t make that payroll in the control point. Or it could be anything along the lines of they were charged to the wrong control point. They had the wrong cost center. They had, for example, a research cost center but they were in the control point for medical care, or something like that. And it actually rejects to—all reject in research will hit 81010101, which is in Atlanta. It’s called control point 3.

So this is really a powerful report, because it tells you what your payroll looks like in total. So now, what we’re going to talk about is PAID. So here we go to poll question number 2. Does your fiscal budget provide you with PAID information? And if they do, is it each pay period, upon request, never because I’ve never asked, never because I’ve asked and they refused to provide it for whatever reason, or never because I relay on WinRMS to do my downloads? So, Parker, let’s go ahead and hit it. And starting now, we’ll do about 30 seconds.

[Side Conversation]

Thank you, Parker.

Parker Cunneen: That should be processing right now in a couple seconds or so.

[Side Conversation]

Parker Cunneen: There we go.

Antoinio Laracuente: So, again, we have each pay period. So that’s great that Budget provides you that upon request. So 38 out of 114 are getting that upon request. Good. I’m glad to see that D is \_\_\_\_\_[00:15:50]. And then some of you just never asked for it because you rely on WinRMS. So thank you for participating in the poll. I’m glad to see that Budget is providing you that information as needed. So let’s go to the next page.   
  
So, let’s talk about the individual data. So you’ve got to ask Budget in Fiscal Service. They should be able to provide that to you, and explain why you need it. Right now, we’re dealing with project-level accounting. We need the data to split cost. So you know exactly how much hits so they can do expenditure transfers. And then it also helps you with your quarterly expenditure reports that you’ve got to submit to ORD.

So you should be provided with a spreadsheet by fund control point. And you need to ensure that all your staff are listed. Sometimes I’ve come across that staff are—you think the staff are going to be listed in research, but they’re listed in medical care still. We all know that MSS, HR Smart, does have some issues. And sometimes, things revert back to old cost centers, causing rejects, or to the wrong fund control point, and so forth. And you need to provide Budget with the information on these missing employees.

So here’s an example of—or here’s two examples that are provided by the Budget offices. It will provide you a granular detail on total cost by employee and fund control point. And then example number 1 is you get the pay period, the name, and certain information. And in the last column—which is the important column because that rolls up into the F20 report—is the total VA cost.

The second one is it looks like a report created in a database, but it provides you with a nice summary by fund control point. I’ve redacted out the names of the people, but it gives you their base salary, their total expenses. And then the third last column is their total cost to the government, their FTE, and so forth, number of hours worked. So again, it’s whatever your Budget office provides you. But these are two really, really good examples of things that can be pulled for you by Budget.

So how do you project without WinRMS? So projecting without WinRMS, it just depends on how good you are with spreadsheets. You definitely need the data from Budget. You can use Excel spreadsheets. You enter the pay period data by individual, one worksheet for project for FCP, if that works for you, depending on the number of people. And then update the pay period numbers. So here’s an example of one spreadsheet.

So you have, for project X and fund control point 007, we setup the spreadsheet to talk about pay period 20, which ends on 10/9, all the way through pay period 20 in calendar year 22 that ends on 9/30/22. Again, on the right-hand side, you’ll see the pay period projected. You’ll have 0.6, and then 1s running all the way down. And then 0.5 at the end for a total of 26.1 pay periods.

Now, I’ve gotten data. So I’ve gotten data from Budget, and I’m inputting that data for employee 1 and employee 2 and total. And it adds up to total. So, so far this year, I’ve got $52,000 that has actually been paid out. Now, the formula underneath it is a projected remainder for the year. The $41,000 is based on the pay periods paid so far and what’s left. So you got 11.5 pay periods left. We’ve paid out 14.6. We’ve got 11.5 left. And so that all rolls it up. And so your total cost for the year projected is going to be $94,000 for employee 1, $76,000 for employee 2, for a total of $165,000.   
  
Notice, that employee 2 is missing some data as well. Once you input the data, you still can work through the issues of how. And you can stop by changing the number of pay periods actually paid. So this is an example of a spreadsheet that you can utilize. Again, if you have a small number of employees, you can work through that fairly easily if you keep the data up to speed, up to date, each pay period. So now, I’m going to turn it over to Kari to talk about reconciling payroll with WinRMS.

Kari Points: Thank you, Tony. So like Tony said, I’m going to talk specifically about WinRMS. And I know, from the polls, a lot of users, individuals on the call, are using spreadsheets. And so I’m hoping to encourage you to give WinRMS a try. There are a lot of benefits of WinRMS. And one of them is we’re getting the PAID data without having to ask Fiscal and having to do the projections in the calendar, setting up the calendar each year for you.

So if you don’t have WinRMS and you’re using another method, I hope you still listen in and pay attention to this. Because I think even if you use WinRMS just for salary and salary only, I think it would benefit your program, especially if you have a lot of employees. It’s a lot to manage on those spreadsheets if you have a lot of employees.

So in WinRMS, each pay period you download the pay period. You can go to the Report section and pull up the employee salary reports. And it will organize it by fund control point and list out the employee salary information, just like the PAID report does. You can then match the cost, the total cost at the bottom from that report to the F20 from the VSSC, and they should match. And if they match, you’re great. And you’re balanced. But there are times that they don’t.

And one of those might be that it got split between the years. So the PAID system in FMS—FMS differentiates the years, while the while the PAID system does not. So when it comes in from PAID, either your spreadsheet or your WinRMS data, it basically considers everything hitting that fund control point as current year. So you will need to separate that out. And if you look at the F20 report, that report that Tony was showing you earlier, you can see that there was a prior year pay that hit. And that will help you balance, if you look at that, and then allow you to separate out between the years. And this could happen if you have employees that are paying back funds, or there’s just an adjustment that hit. Especially kind of in the beginning o of the year, you might see some of these.   
  
So like I said, you can pull up the salary reports. This slide shows you where to find it. You can go to employee salary reports, current pay period, and you see all the pay period lists. You can pull it in Excel or PDF. And it’s kind of nice for me to do cost transfers—we’ll talk about that later—I pull it up in Excel. And I can just send that to Fiscal to do my cost transfers. I don’t need to create that information for them, because it will generate that for me by pay period for them.

So what to do when someone doesn’t show up? So let’s say you’ve done a download in WinRMS. You have a new employee that’s come on, and they didn’t download. So you need to troubleshoot for that and figure out, why did they not come over? And so each time you do a download, there’s a backup pile that’s created in the JRMS folder. If you go into that folder and open up that Excel sheet, it will show you the list of people downloaded from PAID.

If you use RVI 1—and there’s two RVIs for WinRMS—if you’re using RVI 1, it’ll download actually the entire medical center for you. So then you can search for those people that did not show up and see what the fund control point was that they hit. And it helps determine, then, what needs to be corrected if they didn’t download in. So it’s critical that the fund control point is accurate for each individual, because that’s what WinRMS pull it in. When WinRMS doesn’t locate anything but that fund control point when it does the download.

So even if you have the cost center right, if you have the fund control point wrong, the individual is not going to come over. So once you pull this PAID report from the Excel file in JMRS, you can search for the person and figure out where they are hitting in order to do the correction. So the primary reason is there’s no fund control point tied to them or the wrong fund control point. In the next slide, I’ll show you some examples.

Here’s an example of three different types of errors that you may see when an individual either doesn’t download and downloads and they’re not a research person. So we’re trying to download in this example. So I’m going to show point 16. So the first row, you can see the fund control point is missing. So the person is just not going to come over if that’s their pay, because there’s no fund control point to connect it to.

The second line, they have the cost center right, 8101. So that’s research. But the control point is wrong. It’s control point 12. So it’s going to reject to that cost center. So they are going to hit your pay, because it’ll be that reject Tony showed you on the PAID report. Because it will eventually hit the right cost center. But the individual is not going to download, because they’re not on the fund control point.

So in that case, you would want to contact your payroll and ask them to correct the fund control point for that individual. And then the last line that’s somebody, let’s say, they’re not research. But they got assigned to fund control point 16. You can see their cost center is incorrect. So they’re not going to hit your fund control point. However, they’re going to download into the system.

And so depending on whether the person is supposed to be hitting research and it’s a cost center error, you would submit that to HR and have their cost center changed. Or if it’s somebody that’s not research, then you need to reach out to payroll and get them off your fund control point. So that report will really tell you where that individual ended up and what type of correction you can make to get it corrected. So either they will download, they’ll stop rejecting, or it they’re not a research person that came over, you can get them off that fund control point.

So when employees have left, you really want to plan ahead for this if you know about it in advance. Their annual leave is going to get paid out, and this should be a part of the budget plan and charged to the proper account. So once you know an employee has a not to exceed date, you should calculate their annual leave, both their accumulated hours so far, and their projected hours to estimate the cost to be charged to the award. And the example we gave here is, Steve has a not to exceed in six pay periods. With his accumulated balance and his projected for those six pay periods, he'll have 200 hours of annual leave at $30 an hour. You need to plan on $6,000 being charged to that award, because that is going to come out of that project.

For employees that have left, you can also WinRMS. It’ll give you an alert once they’re no longer being paid, unless you set a termination date. So you want to go into WinRMS, find the employee, select the employee that’s left. And enter the termination date located on their top-right corner. And that way, it’ll stop projecting that visual. And you won’t get anymore alerts for them when they’re not being paid. The next slide.

So poll question number 3. Do you have staff whose salaries are charged across programs? So they’re an HSR&D or CSR&D and you have to try to do cost transfers to split them. Or across appropriations. Maybe they’re in the medical study side doing some work in research [Crosstalk]. So your options are yes, no, or do not know. So I’ll turn it over to Parker.

Antoinio Laracuente: Hey, Parker. I think the thing stopped pretty quickly. We have a lot of answers. OK, good.

Kari Points: Here we go. So it looks like the majority of people that responded do have split salaries.

So the next topic is cost transfers. And this is a pretty hot topic we talk throughout the year, especially when we’re trying to close out our prior year funds by that January 1 date that was given this year. So it’s typically used to close out your prior year funds, which involves transferring your salary cost from your current year fund control points to your prior year fund control points.

But they can also be used just like the poll just asked. If you have individuals who are split across appropriations, then you need to be reimbursing that other appropriation based on whatever percentage was agreed upon. So when an individual’s time is split between medical care and research, somebody’s made the decision where they should be. I always say, wherever the majority of their percentage is located, that’s probably appropriation that they should be on. And then you transfer the costs to the other appropriation based on that percent effort.

One important note is that cost transfers, you’re moving obligation. So you’re moving the cost, the actual obligations, from the fund control points. This is not a movement of ceilings of the cost. It’s a movement of the cost. And when you request these cost transfers, you’re going to send an email to your budget person in Fiscal with as much data as possible, since they’re audited on these cost transfers. So you want to make sure you conclude the individual’s name, the pay periods you’re requesting, the cost, and the reason behind it.

And as I mentioned earlier, if you use WinRMS, you can just pull an Excel sheet that does that for you and send that to them, which is a really nice, useful tool. These transfers of cost also need to be documented in WinRMS in order to balance, because you are going to change your obligation. And if there is an Excel sheet, you also want to be able to document it there so that you stay in balance.

So the cost transfers, if you’re using salaries, you’ll have to manually enter them into WinRMS by adding the purchase. Because it is an expense, it can be treated as a purchase in WinRMS. If EW is between research fund control points, you’re going to have two purchase transactions that you’ll enter. One will be showing the cost fee added to the prior fund control point, and one will be removing the cost from the current year fund control point. If the cost transfer is between research and medical center appropriation, you’ll be only entering your side of the transaction, unless there are cases where I know there are people in research that manage the medical center fund control point. Then, you would.

And then the next slide, here’s the example of the prior year fund control point. You can see the purchase has been entered. I’ve entered the EW number that was assigned to the cost transfer. And this one’s showing the cost hitting the prior year fund control point. And then the next slide shows the cost being removed from the current year fund control point. And this way, my expenditures and WinRMS stayed balanced to what FMS is showing.

So, FMS balancing. It is extremely important to balance your salary, whether you use WinRMS or Excel, to what the FMS fund control point balances are. The size and complexity of your program should not matter, as you should be balancing every pay period. So in order to balance, you’ll need the status of allowance, which you can get from your budgeting office or from the VSSC website. And I think there is a lot of confusion when it comes to the VSSC. And people don’t think they have access, but you do. So go ahead and click on that link. And you can see a lot of tools that you can use and data that you can get.

And then here, you take the status of allowance, and then you have your PAID report from either Budget or your WinRMS download data. You need to make sure that they balance based on your obligations. And so I do have a style sheet. I’ll show you have I do that in a little bit.

So since WinRMS does not do salary projections, you have to setup an Excel sheet to balance the salary expenses throughout the year. So if you look at your expenditures in WinRMS, it’s going to project for the entire year, which is great when you’re trying to look at where you’re at with your projects and know how much money they have left to spend on supplies, or contracts, equipment, et cetera. But you also need to know that what’s hitting that in WinRMS, or on your spreadsheet, is what’s actually hitting FMS as well. Otherwise, you don’t really know that you’re on track as far as balancing your accounts to FMS. So the next slide, I’ll show a simplified method, and I go over, again here, that you can get the reports for the current pay period report. So I pull that current pay period report, and I look at the bottom line for each fund control point, what the total is that WinRMS is saying that hit that fund control point. And I enter it into the spreadsheet, and then I compare the bottom line to the SOA.

So you want to ensure the FMS obligated matches from WinRMS to the SOA. So here’s my spreadsheet. As you can see, it’s pretty simplified, at least I think. We have four salary fund control points that we manage. So I have a different column for each one. And then each time a pay period hits, I just pull that report from WinRMS, or you can pull it from the PAID report. The bottom line, of what dollar amount hit the fund control point—the obligation amount. And so I just keep that entry as a running balance. There are other transactions that can hit your salary fund control point. For example, I have a transit benefits from employees that we pay for. So those hit. And then also, all those cost transfers that you do. Those are also hitting your fund control point.

And so here, you can see at pay period 10, at the very bottom, I also had a transit benefit hit. And then I have my total, my running total, that I just keep running, and keep adding to the Excel sheet, and totaling that up as the pay periods hit. So right now, the fund control point 403, I have a total of $404,480.63. I have pay periods hit. I have that as my total. I pull up my SOA, and I hope that my obligated amount matches.

And on the next slide, you can see that my obligated FMS amount matches. I know I now balance. I know all the expenses in that fund control point and where they came from. And that I am good to go until the next pay period.

And so there’s also two different reports that you can pull. If you click on them, one of the fund control point is in yellow in WinRMS, for example, in this one. I click on 403821 as salaries. And then I click on either the salary status or detail status. It will tell you what WinRMS is projecting.

So here, you also always want to balance your allocated amount. So as you’re entering the ITA and then the TDAs as they come throughout the year, and you put in the money in the fund control point and enter them into WinRMS, it will give you the cumulative total. You want to also balance that to what the SOA says you have received in. And then it’s nice, because it shows you your expenditures that it’s projecting through the entire year, as well as the funds remaining you have for that fund control point.

Antoinio Laracuente: So Kari, does this tell you that you have $588,000 that are going to be available at the end of the year, because it’s projected?

Kari Points: Yes. I had a lot last year—short-staffing problems—like everyone else. So I probably should have shown a better one. But yes, we did get it all sent in. It’s done. It’s good now. But it does show you that you have a lot to spending to make those plans, those fund control points. Or it could be that you projected too high amount that goes into your salary. Because I could look at my supply fund control point for that program, and it could be headed toward a deficit. And I need to move ceilings. So it doesn’t necessarily mean that I have a huge amount left. It’s just that I might have allocated the ceilings, that I need to fix that.

Anyways. And then there are also sometimes a TSP transaction that hits your fund control point. And it’ll show up, as that line item shows, as a TSP at document ID number. To determine the individual that the charge is for, there’s actually a report in the VSSC that you can find that information.

So if you go to the VSSC and click on the Journal Voucher Line Table, you can enter in your VISN and facility information. And in the description column, it will tell you the individual. And then you know where to apply those charges, to which account. And I’ll turn it back over to Tony.

Antoinio Laracuente: Thank you. So there are other pay reports in VSSC that you can play around with. And again, a lot of this you can play around. It’s read-only. You’re not going to break anything. And over the years, this is how we’ve been able to learn about these reports. So you can select Finance, and there’s a PAID pay period FTE cost. There’s a biweekly PAID Fiscal Create Report. And that gives you a detailed breakout by grade, cost center, fund control point, et cetera.

It’s useful to use this report to determine where anomalies are. So sometimes, you’ll see—you can’t figure out why PAID says one thing, why FMS says another thing. And sometimes, you really need to delve into it by the grade and the fund control point. And so, it sometimes does help. It helps a lot with salaries for physicians when you have career development awardees. So you can actually pull those out separately and see what those salary costs were.

So this is what the output looks like on that report. Again, you’re going to select all the information up top. You’re going to select—you can limit it by grade if you want. Let’s say you’re looking at 15s only. You can look at it by occupational code, by bot code, et cetera. And so the output is, for example, lines show across in the fund 0161A1 appropriation, administrative personnel, in the 301 series. Fund control point 3 and TNL267. And it gives you the real ID and then what’s the regular pay—and all the way across. I blacked-out the grades, because I didn’t want any opportunity to take a look at it for tracebacks, and so forth.

But again, you’ve got dental hygienists. You’ve got purchasing people, general health sciences, et cetera. So this is actually a pretty powerful report. And then you can export it into CSV, and you can play around with it, and do all kinds of analysis with it. So a very highly recommended report to look at.

So again, some things to consider as we work through. We do know that people are split in salaries. They’re working on a project in HS and CSR&D. But again, get the details on EWs from Budget, because that’s when—to make sure that the increases and decreases were done correctly. And if they refuse to give it to you, you just got to tell them, look. I’m managing by project in ORD and VA Finance—VHAORD Finance needs me to be able to manage with this information.

So downloading your medical center fund control points, not recommended. And again, I said medical care—sorry. I didn’t mean medical center. Medical care. It’s not recommended, because so many people put in 1FCP on the medical care side. And so you’re going to be downloading a tremendous amount of information that’s not necessary. So you’re going to have to track by each pay period and then focus on research people. It becomes highly—in WinRMS, it becomes highly problematic.

And then managing career development awardees, 75% in research, 25% in Medicare. Wherever you place the awardee, you got to track the EWs. I’ve done it both ways. Actually, it seems better to keep them in medical care and then just do a cost transfer, or something along those lines.

So in conclusion, salary costs make up a large portion of research expenditures. 75% to 80% of the expenditures are in salaries. Salary projections are a key component to managing imbalances in your budgets in expenditures. Make sure you have the right access to the FCPs. You’ve got to be able to see this information. Setup your prior year as salary transactions will hit throughout the year to both. You have to understand that it does hit them both, because there’s always anomalies that occur throughout the year. Reconcile each pay period. If you get behind, it becomes harder. So if you can do it every two weeks reconciling the pay period, you’re done.   
  
Once you get in a way of tracking this, it usually takes just a bit of time to do it rather than a lot of time. If you do not balance, you need to look for anomalies. To find those anomalies, sometimes becomes difficult. And definitely use VSSC tools and download the CSVs to help you track.

So I’m going to turn it over to you guys who have any questions. I don’t know, Parker, if we have questions or not.

Parker Cunneen: We got a bunch with \_\_\_\_\_[00:42:57].

Antoinio Laracuente: So we’ll try to go through these as quickly as possible. And if we don’t get to them, we’ll definitely have them downloaded. And we’ll respond.

[Side Conversation]

Antoinio Laracuente: So how does WinRMS calculate future salary projections? So, Kari, I’ll take this. In WinRMS, there is an internal functionality that basically says, for Tony Laracuente, his salary was $10 in pay period 1 or pay period 20. Let’s take it from 19 from the previous fiscal year and carries it over. And then as the salaries are downloaded, it takes the latest projection, your latest salary, projects it out throughout the rest of the year based on that pay calendar that we showed you.

So let’s say that we’re halfway through the year, and we’ve done 13 pay period. We still have 13.1 left. It’s going to basically adjust it and actually track it through based on the 13.1 pay periods left. Next question, Parker?

So how do we request version RVI 1? So talk to me about it, or talk to Kari about it. And send us a separate email, and we’ll talk to you about it. Some Vista applications do not work with RVI 1. And so we’re going to have to do a little testing to make sure. Next question, please.

When you make those corrections, will it update information for previous pay periods, or just for future pay periods? It does not go backwards. Once you do a transaction to make the corrections, it doesn’t go backwards. It does go for the future. And so you have to be careful about that.

Now, let’s say that you know that this was a transaction in pay period 21. When you make that adjustment, it’s going to fix it from pay period 21. And when you download again, it’s the same problem, you’ve got to fix it again for pay period 22. It just depends on how the corrections and what type of correction it is. Next question.

The WinRMS salary report and PAID salary report will always show the same totals? That is correct. And that is why you have to reconcile with FMS and VSSC. Because as Kari mentioned, when you download the salary report, it downloads everything that’s in PAID. And so if somebody is split—because they’re doing retro pay, or they’re paying back, or they got a bonus and that’s retroaction, or there’s a grade step adjustment—then it will give you a total amount in WinRMS of what shows in PAID. But it could have crossed over fiscal years. And so that’s why you have to reconcile the FMS. Because part of that adjustment or part of that retro would actually cross over fiscal years. And so you have to make a transaction to fix it in the current year and in the prior year. Next question.

How do other sites work with fiscal cost transfers from research to their facilities? My understanding is that we must use G-invoicing for cost transfers from research to facility. IAAs are no longer an option. So we are working with Fiscal on this issue. If you have an intra-agency agreement, you will need to do G-invoicing across appropriations next year. However, you can still do cost transfers. And \_\_\_\_\_[00:47:23] is not to do G-invoicing right now, or research appropriation cost transfers. If you have a problem with that, contact me and John Barewell, and we’ll talk about it, talk to your station about it. It’s a little bit of a problem right now with the G-invoicing.

But again, G-invoicing and IAAs are for services. Remember that they’re for services. It’s not for splitting somebody from a control point. So if you got somebody split in a control point, then you should really not do G-invoicing yet for that. Next question.

How do you determine why some pay periods show higher amounts versus others? So I’m going to make an assumption here, that there are a couple things in play. One is step increases have occurred. Two, is cost of living adjustments have occurred. Three is that they may have something retroactive that occurred. Or they may be paying back something that occurred.

So there’s a wide variety of reasons why. And so if you can determine sometimes why, or if you can determine that this person has had changes in their pay periods, then you can go back to Fiscal and ask possibly to provide you with information on why that has happened. Sometimes I’ve asked the employee, are you reimbursing back to the VA something, or something along those lines, so we can track that information. But most of the cases, it’s cost of adjustments, COLAs, step increases. Kari, do you know of any other situations?

Kari Points: The only thing I was thinking about is around bonus time, too. If bonuses are hitting, it can skew your projections a little bit. So you want to be careful if something does come in higher. And you might be sending out account statements for investigators, or something like that, it’s going to be projecting high. Because it’s always based off the most recent pay period.

So if I’m looking through accounts also, and I realize there’s an account maybe in the deficit, I do look at the salaries to see if there is something that its projecting off of that might have skewed the data a little bit. That’s the only thing I could think of.

Antoinio Laracuente: Good point. Next question. If time permits, can you show us how to change the projection cost for an employee in WinRMS? For example, enter future WGI or promotion?

So that’s a little bit difficult to do. And I’d rather not do it on a screen right now. And if you have a question about that, contact me or Kari, and we can talk to you about it. We’ll set some time aside.

I just want to know for those not used to WinRMS, there’s a bonus paid out, WinRMS will assume that it’s a new wage for that person? Correct. And the projection will be off the rest of the year until the next pay period or two, and it learns it’s not the new pay. Thank you for that statement. That’s exactly what Kari just mentioned. So I appreciate it. Next question.

Parker Cunneen: This appears to be the last question. Yeah, this is the last question.

Antoinio Laracuente: Let’s give it a minute, a few seconds. I know we went through a lot, and there’s a lot of detail on this. But Kari and I are always open to chat conversations, emails, et cetera. So please, don’t hesitate to send us questions. I really of the opinion, that if you’re using spreadsheets and you have a really good spreadsheet, let’s share that information out. The more that we share, the better we are. And so especially those who are struggling with salary projections or salary management. I do know that several stations have struggles getting Budget to provide them information. And we have had successful conversations with some of those stations explaining why the Research Office needs that information. And that has really helped out in trying to—or in bettering the salary management of those stations.

I will tell you that one of the things that we’re thinking about going forward is the possibility of moving to one program, which will help in the management of salaries, especially those when you have expenditure transfers across programs. It won’t help across appropriations, but across programs when you have somebody broken in the HSR and rehab or clinical, biomedical and clinical, those control points where you’re doing a large amount of cost transfers. Or with a facility has decided to put everybody in control point 003 or in program 81, and then we’ll cross transfer at the end of the year. And we’ll just deal with it that way. Which really does mess up the program management.

So these are considerations that we’ve been talking about. And if you have thoughts about that, please email me separately about your concerns or any thoughts that you may have about that. We’re talking about it in Central Office right now.

So, Parker, do we have any more questions, or thoughts, comments, anything?

Parker Cunneen: We have one more. I’m not sure if you answered this one. Is the VSSC the same as FMS?

Antoinio Laracuente: So the VSSC downloads from FMS. It’s reports from FMS. And it’s actually a variety of reporting structures. But it’s a report from FMS. And so it should be exactly the same as it was the night before.

So what you’ll see is data as of. And so for the F20, it may be as of yesterday, or as of last night, or as of this morning at 5:50 AM. So that is the dada that’s collected. And it is the best way for Research to make sure the appropriation balances are correct. And it is what ORD uses to track where you’re at in terms of percentages, expended versus the allotment amounts, and so forth, for the facilities. So, yes.

Anything else?

Parker Cunneen: I think that’s it.

Antoinio Laracuente: Well, if there’s no more questions, we really thank you. And we look forward to the June 23 presentation. And we’re going to give you back five minutes. And have a great afternoon. And have a safe Memorial Day weekend. Thank you.

Parker Cunneen: Thank you, everybody. And thanks to our presenters. As I mentioned earlier, we do appreciate any feedback. So those who can fill out the survey after the fact will be much appreciated. Besides that, like Tony said, enjoy the holiday weekend. Have a great one.