Removing Bonus Pay from a Fund Source

In order to remove the bonus charges from a fund source, review the following instructions:

1) Per Exhibit A, the following Employee Charging Instruction (ECI) has charged 25% of pay to cost-share fund source 2-22380. When the bonus expenses were incurred, the bonus was distributed based on the same percentage as the bi-weekly pay. This resulted in bonus pay being inappropriately charged to the cost-share source.

Exhibit A

[Image of Exhibit A from Rutgers Employee Charging Instructions]

[Table showing Employee Charging Instructions with the highlighted row for Earnings Code 2: Sequence 1, Combination Code 0000298618, Description 222380, Distribution $25,000]
To remove the bonus distributed to 2-22380, you will need to add new lines to the “Combination Code” section of the Earnings Distribution box. You will select Earnings Code “S21”. The total distribution allocated to the S21 earnings code must equal 100%. In Exhibit B, the bookkeeper has selected the two non-cost-share fund sources to be the recipients of the bonus pay. 2-01841 is the parent fund source of 2-22380 and the bookkeeper has allocated the remainder of the bonus allocation percentage to that fund source.

Exhibit B

This same process can be used to remove bonus expenses off of grants that do not allow bonuses. Contact your business office accountant if you have any questions regarding this process.