


## 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



Favorites | Main Menu > Employee Charging Instructions

Employee Charging Instructions

Department:

Budget Begin Date: 07/01/2014

Budget End Date: 06/30/2015

Level Find | View All | First 1 of 3 Last

Empl ID:

Empl Record: 0 Approver

Effective Date: 07/01/2014 Eff Seq: 2 Status: Active Approval Status: Approved

Date Created:

Last Updated By:

Last Updated On:

Justification (Required): To remove Bonus Pay off Cost share account 222380

Over 90 Day Justification:

Comments:

Earnings Distribution Customize | Find | First 1-5 of 5 Last

Earnings Code	Sequence Number	Combination Code	Combination Code Description	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	000003264	201193			12.000
2	1	000020818	222380			25.000
3	1	000294056	201841			63.000

Submit

- 2) 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**

The screenshot shows the Rutgers Employee Charging Instructions interface. At the top, the Rutgers logo is visible. Below it, the navigation path is: Favorites | Main Menu > Employee Charging Instructions. The main heading is "Employee Charging Instructions".

Department: [Blank]  
 Budget Begin Date: 07/01/2014  
 Budget End Date: 06/30/2015

Level [Find] [View All] First 1 of 3 Last

Empl ID: [Blank]  
 Empl Record: 0  
 Effective Date: 07/01/2014    Eff Seq: 2    Status: Active  
 Approver [Blank]  
 Approval Status: Approved  
 Date Created: [Blank]  
 Last Updated By: [Blank]  
 Last Updated On: [Blank]

Justification (Required): To remove Bonus Pay off Cost share account 222380

Over 90 Day Justification: [Blank]

Comments: [Blank]

Earnings Distribution [Customize] [Find] [Grid] First 1-5 of 5 Last

Combination Code	Distributed	Earning Code Description	Combination Code Description	Funding End Date	Fiscal Year Budget Amount	Distribution %
1		000003284	201193			12.000
2		000020818	222380			25.000
3		000294056	201841			63.000
4 S21		000003284	201193			12.000
5 S21		000294056	201841			88.000

Submit

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.