

**Fellowship Payments Procedure – Effective 07-10-09**

Due to the Fringe Benefit Pool rate that went into effect on 07-01-09 and how charges are done based on the benefits of an employee, effective 07-10-09, account code was removed from the additional pay screen and will not be a required field on additional pay screens.

**All HR account code data is now to be entered into the payroll distribution screen by the departments.**

HR/APO will approve new hire e PAF's for Fellowships so that the information will get into job data and HR/APO will also enter payments into additional pay, **but the departments need to enter the HR account code in the distribution screen.**

HR staff will approve and enter Fellowships as they normally do, and then will either call or email the unit/person who did the Fellowship and let them know that the distribution needs to be completed ,using the correct HR account code and earnings code.

**NIH payments must still be approved by Contracts & Grants**