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