Background

KFS 6 includes a new Error Certification tab on the Salary Expense Transfer (ST) eDoc that must be completed whenever the transfer involves salary that was paid beyond the past three fiscal periods.

Getting Started

A. The following error message will appear if the above criteria is met. To correct the error provide the following information:

1. Describe in detail the expenditures that are being transferred. Specify pay period (include corresponding service period) being transferred and award period to justify that salary was for services performed during the award period.

2. How did this expenditure benefit the project?
   Provide justification on how these charges are applicable, allowable and reasonable to the project. Attach documentation to support justification if applicable.

3. How the error occurred?
   Describe why the charges were not properly charged to the project. Attach supporting documentation if applicable.
4. Why is the error correction late?
   Provide explanation for late transfer and corrective action to be taken to prevent
   future occurrences.

B. Before final approval, the following message will appear if the ST is transferring amounts
   to another FO’s account. The FO on the “TO” account must respond “yes” in order to
   finalize the ST. Selecting “no” will return to the ST approval screen and leaves the ST in
   enroute status.

I hereby certify that these expenses were incurred for the goals, objectives, and benefit of grant/contract, and that the expenditure transfer is correct and proper. In the event of a subsequent audit disallowance of this expense transfer for any reason, the Principal Investigator/Fiscal Officer and Department Head agree to be jointly responsible for handling this expense in a manner which is consistent with institution policy.