Faculty Incentive Entry and Review
Policy and Procedure
Table of Contents

Policy ................................................................................................................................. 3
Purpose ............................................................................................................................ 3
Scope ............................................................................................................................... 3
Faculty Incentive Entry and Review Procedure ............................................................... 4
Revision History ............................................................................................................ 4
Policy: All faculty incentive payments must be entered and reviewed prior to payment.

Purpose: The Faculty Incentive Entry and Review policy and procedure are intended to:

- Ensure accurate entry of faculty incentive payments
- Ensure review of all incentive payments prior to payment

Scope: Payroll
Faculty Incentive Entry and Review Procedure

Every quarter, Principal Investigators who have portions of their salary on grant funds are paid an incentive equal to 30% of the offset from state money. This money is paid to them at the end of each quarter as dictated by OUHSC payroll.

1. The Senior Staff Accountant maintains a spreadsheet with the salary savings listed.
2. Locate the employee on the spreadsheet and complete a chartfield spread/source change form as found on the OUHSC payroll website. 
   http://www.ouhsc.edu/financialservices/documents/Payroll_forms/SourceChange.pdf
   After completing the form, print the employee’s spreadsheet and attach to the form and collect the signatures from the Senior Staff Accountant verifying the salary information as well as from the Assistant Dean for Finance.
3. These completed forms, once signed, will need to be scanned and emailed to payroll services at payroll-services@ouhsc.edu.
4. These payments are recorded by Payroll as EOM off cycle payments and paid on the 15th following the end of the quarter. To reconcile the payments, print the EOM off cycle report in PS when closed and review for accuracy.

Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>9/1/2011</td>
<td>Initial Release</td>
<td>Joseph Brenner</td>
<td>Assistant Dean of Finance and Administration</td>
</tr>
<tr>
<td>1.0</td>
<td>4/8/2014</td>
<td>Reviewed and no changes needed.</td>
<td>Sandra Fix</td>
<td>Assistant Dean of Finance and Administration</td>
</tr>
</tbody>
</table>