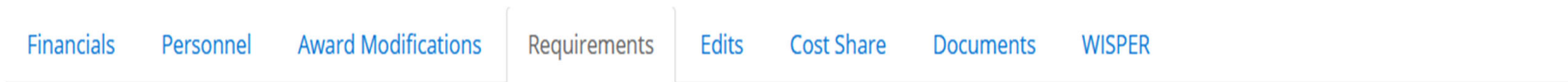


## REVIEWING COST SHARE IN WISER: Post Award

WISER is used to see cost share. If the cost share is mandatory, there will be terms on the Requirements tab:



**Terms and Conditions** Select terms are shown below to aid award management, but are not all inclusive. Refer directly to the agreement for the complete set of terms.

Term or Condition	Explanation or Additional Details
25% Budget Tolerance - Needs Prior Approval	Prior approval for transfer of fund among DC categories where cumul amt of trf exceeds/expected to exceed 25% total project cost (p. 22 awd)
Cost Share Third Party	\$320,832 from subawards
Mandatory Cost Sharing	\$540,646.30 total
Cost Share Payroll	

For mandatory and/or voluntary committed cost share, the Cost Share tab will show the details.

- Payroll is the only cost share that is scheduled.
- Non-Payroll cost share must be incurred first. The RSP Accountant enters it into the cost share system.
- The following example shows payroll cost share and unfunded F&A.
  - Non-payroll would appear below Total Fringe Benefits.
    - Non-payroll cost share may have F&A applied if the expenditure can have F&A.
  - Third Party Expenditures appear before Unfunded.

## Schedule

To Project	Name	Empl ID	Start Date	End Date	C/S %	Source Project	Source Fund	Source Dept	C/S Type	Distrib Status
AAG9992	BLECK, JODY PINTER	00018312	07/01/2019	06/30/2020	11.42%		101	348700	Mandatory	Distributed

## Expenditures

	Empl ID	Inception through May 2022	Inception through May 2022
<b>Salaries</b>			
<a href="#">BLECK, JODY PINTER</a>	00018312	\$17,321.74	\$17,321.74
<b>Total Salaries</b>		\$17,321.74	\$17,321.74
<b>Fringe Benefits</b>			
<a href="#">BLECK, JODY PINTER</a>	00018312	\$6,043.05	\$6,043.05
<b>Total Fringe Benefits</b>		\$6,043.05	\$6,043.05
<b>F&amp;A</b>		\$8,878.64	\$8,878.64
<b>Sub-Total UW Cost Share Expenditures</b>		\$32,243.43	\$32,243.43
<b>Unfunded F&amp;A</b>		\$119,660.57	\$119,660.57
<b>Total Cost Share Expenditures</b>		\$151,904.00	\$151,904.00

Details of the cost share can be obtained by clicking the hyperlink.

**Note:** Viewing cost share for a set period (one month, one quarter, etc.) may not provide accurate information. Changes made to cost share, by an update made by the Cost Share team, a change in HRS, or a salary cost transfer has been processed, will reverse all cost share posted for the affected row and repost only in the current month.

## REVIEWING COST SHARE

- On the cost share tab in WISER, first check for obvious errors.
  - These status are errors from the last time cost share processed:
    - New Row Not Found,
    - New Row Insufficient Funding,
    - Distributed Insufficient Funding, and
    - Distrib Not Found.
  - The chart below provides definitions for all statuses:

### Distrib Status Definitions

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- Cost share has not processed
  - New Row – brand new row, has not calculated yet. Usually newly entered or future period.
  - New Row Not Found – no payroll data exists using the source funding entered
  - New Row Insufficient Funding – payroll exists, but not enough to meet the required amount.
- Cost share has processed
  - Distributed – cost share has successfully calculated for the last period processed. **Note: this does not necessarily mean that cost share has processed for all periods in the cost share schedule.**
  - Distributed Insufficient Funding – cost share has previously calculated, but currently does not have sufficient source funding to process.
  - Distrib Not Found – cost share has previously calculated, but currently the specified payroll source does not exist.
- Zero Percent Cost Share Row – cost share percent is 0. This happens when cost share was entered, but in error and never processed. Single rows cannot be deleted once created in the cost share system.

These definitions can be found at: (<https://www.rsp.wisc.edu/costsharing/CSWG-BPR06.pdf> - see page 4)

- Then review those with Distributed Status to be sure there are no hidden errors.

- For each person, look at the cost share salary expenditures detail by clicking on the blue hyperlink.
- Compare the expenditures detail to the cost share schedule(s) to determine if there are funds showing for each pay period within each cost share schedule.
  - If the schedule starts/ends within a pay period, the pay begin/end date will not be the same as the cost share schedule. In this case, the cost share amount will be pro-rated.
- If any pay period within a schedule has \$0 or is not shown, there is an error.
- Using the effort payroll query, <https://rsp.wisc.edu/effort/lookup/EffortPayroll.cfm> , enter the EMPLID and the payroll dates to be reviewed.
- For the pay period(s) that have \$0 or are not shown, look at payroll distribution. Is there a match to the source funding in the cost share schedule? Is the % equal to or greater than the cost share %?
- For individuals with multiple funding sources for the same pay period, review the detail of the cost share payroll detail transactions for distribution of all funding sources. Click on the total salary hyperlink within the search results.
- For those with many cost share commitments, the review may require looking at all projects and funding sources.
  - A cost share report by person can be requested to view all cost share commitments to see why the cost share is not posting. Email [costshare@rsp.wisc.edu](mailto:costshare@rsp.wisc.edu) include the individual's name and EMPL ID.

### Other Cost Share Information

- F&A on Cost Share is at the Institutional Rate, not the awarded rate.
  - If your award has a rate lower than the institutional rate and unfunded F&A is not allowed as cost share, you may need to have your RSP accountant adjust the F&A, via a negative unfunded F&A entry to reduce the F&A on the cost share to the awarded amount.
  - The institutional rate in SFS cannot be changed.
- If changes are made to cost share schedules:
  - F&A on the original schedule will not be removed until month end processes are run. The F&A will be overstated until month end is complete. This should be factored into any reporting.
  - Fringe will repost at the current fringe rate, same as for salary cost transfers.
  - Processing will only occur on the weekend, unless month end is also that weekend. If they coincide, cost share may not be processed until the following weekend.

### REQUESTING UPDATES/ERROR CORRECTIONS:

Complete the Effort Commitment and/or Cost Share Update form:

[https://rsp.wisc.edu/forms/costshareCommitment\\_update/index.cfm](https://rsp.wisc.edu/forms/costshareCommitment_update/index.cfm)

Instructions for the form are linked at the top of the form or here:

<https://rsp.wisc.edu/costsharing/UpdateFormInstructions.pdf>

- Please be sure to follow the general instructions on Page 1 for all update requests.
- Please carefully read the information on pages 4-5 for information related to payroll cost share and entry on the form and/or into the cost share system.

Questions: Email your Dean's Office for assistance and/or [costshare@rsp.wisc.edu](mailto:costshare@rsp.wisc.edu)