June 9, 2014

Dear Colleagues:

RE: New FDS Report with Payroll Budgets by Employee Category

At the request of members of the research community, a new Financial Data Store (FDS) report titled Sponsored Project Financial Report Summary with Payroll Budgets by Employee Category ("SPFR PayBEC Report – 1066P_B"), has been developed. The report is targeted to be available this month. A separate communication will be sent to all Financial System (ARC) and FDS users announcing the release of this report.

The SPFR PayBEC Report will enable the tracking of budgeted payroll at the employee category level. These categories include:

- Officers of Instruction
- Officers of Research
- Officers of Administration
- Officers of Libraries
- GRA Salaries
- Student Casual CWS (Casual Work Study)
- Other

The re-budgeting of activities will only occur upon request. In order to track and report budgeted payroll at the detailed category level, you must contact your Project Officer or Financial Analyst in Sponsored Projects Administration (SPA) to re-budget the desired existing project.

A standard template (attached) is available from SPA to facilitate the re-budgeting process. Please forward the completed form to your SPA point of contact.

If you have questions or concerns, please contact SPA at the following:

SPA- Morningside:  
ms-grants-office@columbia.edu  
212.854.6851

SPA- CUMC:  
grants-office@columbia.edu  
212.305.4191

Sincerely,

Rudina Odeh-Ramadan, Pharm.D.  
Associate Vice President for Research Administration