



JOB AID

Adjusting FECs for Faculty with CUMG Salary

Why do FECs for faculty with CUMG clinical salary need special attention?

- Clinical salary from Children's' University Medical Group (CUMG) and University of Washington Physicians (UWP) are both included in institutional base salary.
- CUMG includes benefits; UWP does not.
- CUMG salary is included in the full time rate in Workday to ensure the associated fringe benefits are paid by the correct institution
 - The institution where the greatest percentage of effort is performed pays benefits.
 - Inclusion of CUMG in the full time rate ensures the calculation clearly shows which institution should pay benefits.
 - UWP, unlike CUMG, does not pay benefits therefore it is not included in the full time rate.

How does CUMG impact the FEC?

- CUMG salaries, while reflected on the FEC, are not included in the eFECs calculation of the FTE percent
 - FTE percent is determined using Workday data.
 - CUMG salaries are uploaded to eFECs through a separate process outside of Workday
- Average Paid FTE is calculated by dividing the actual FEC cycle salary distributions by the full time rate.
- FECs display an FTE less than 100%.
- eFECs prorates the salary cap based on the Average Paid FTE resulting in in the salary cap cost sharing being overstated.

What FEC adjustments should I make for faculty members who have CUMG salary?

- **Faculty Under the Salary Cap**
 - Salary data on the FEC should be correct.
 - eFECs may have calculated salary cap cost sharing due to assumption faculty member is part time. This will need to be reversed (follow instructions in bullets 4 & 5 below).
 - Percentages on the grants and contracts have been adjusted to 100% and should reflect actual effort.
 - Average Paid FTE will display as less than 100% and cannot be changed on the electronic FEC.
 - Insert comment "CUMG included in the fulltime rate for purposes of benefits. Faculty is 100% UW employee."
- **Faculty Over the Salary Cap**
 - Because the FTE is less than 100% eFECs assumes the faculty member is part time and uses the Average Paid FTE to prorate the salary cap. If the total salary paid is in excess of the applicable salary cap the salary cap cost sharing will most likely need to be adjusted.
 - The salary cap cost share must be adjusted to reflect cost share for a 100% employee.
 - Use the "Salary Cap Calculator for Adjusting an FEC" available on the FEC website to determine the correct amount of salary cap cost sharing required.
 - Use the "Adjust/View Cost Share" screen in eFECs to change the salary cap cost share to the appropriate percentage.
 - Insert the comment "CUMG added into the fulltime rate for purposes of benefits. Faculty is 100% UW employee and salary cap adjusted appropriately."