SARF Calculations for a Partial Adjustment

Note: The responsibility for the calculations is the department requesting the adjustment. SARFs requesting partial adjustments will not be processed until the department submits complete calculations.

1) Example: A department submits a SARF for a partial adjustment, asking that $2,882.40 out of $7,041.16 be moved from 1331100000 to 1332600000.

2) The department needs to note this transaction is a partial by writing in the specific reason for transfer of charges that this is a partial adjustment.

3) Take the total minus the amount to move to get the remaining amount. In this case: $7,041.16 minus $2,882.40 is $4,158.76. Indicate this on the SARF. Please see the next page for the example.

4) Next, calculate the fraction to move. Divide the dollar amount to move by the total dollar amount to get the fraction. In this case, divide $2,882.40 into $7,041.16, and the result is .409.

5) Look at the Job Information and Earnings History at the earnings for each week. This example is a weekly salary of $502.94. Multiply .409 by $502.94 to get $205.702, which rounds down to $205.70 that the department wants moved for each week. (If the weekly payment amounts are different, do calculations for each separate week.

6) To get the remaining amount, take $502.94 minus $205.70, which equals $297.24. $297.24/week is the amount to remain in the current distribution of 1331100000.

7) Next, calculate the hours worked for each partial amount. This job has an estimated 13 hours per week for the $502.94 salary. Multiply the .409 by 13 hours to get 5.32 hours. The 5.32 hours belongs to the $205.70 for week that is being moved to 1332600000.

8) Now take the original 13 hours minus 5.32 hours to get 7.68 hours remaining. The 7.68 hours goes with the $297.24/week that is remaining in 1331100000.

9) The math calculations must be clear and included with the SARF, either on a separate piece of paper or on the Job Information and Earnings History.

On the SARF:

Current Distribution

<table>
<thead>
<tr>
<th>From Date</th>
<th>To Date</th>
<th>Total Adjustment Amount</th>
<th>Cost Center/ Internal Order Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/01/07</td>
<td>2018/04/08</td>
<td>$7,041.16</td>
<td>1331100000</td>
</tr>
</tbody>
</table>

New Distribution

<table>
<thead>
<tr>
<th>Total Adjustment Amount</th>
<th>Cost Center/ Internal Order Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,882.40</td>
<td>1332600000</td>
</tr>
<tr>
<td>$4,158.76</td>
<td>1331100000 Remains</td>
</tr>
</tbody>
</table>
**Section 1:**

- **PAR Period:** FY18 S1
- **PAR Period Dates:** 06/26/2017 - 12/31/2017
- **Payment Dates within PAR Period:** 07/07/2017 - 01/05/2018

**EFFECT REPORTING INFORMATION**

- If the adjustment being requested affects an original transaction date for which a Personnel Activity Report (PAR) has been printed and distributed, federal regulations require that the employee's PAR be corrected to reflect the accurate salary distribution corresponding to the effort expended and it must be submitted with this form.
- If the PAR has already been certified and submitted to Post Award Financial Operations, please request the certified copy from Effort Reporting. Refer to Section H of BU’s Effort Certification Policy for accurate correction of the PAR before re-submitting with this form.
- This salary adjustment request may not overlap PAR periods. A separate form must be submitted for each PAR period.

**Specific Reason for Transfer of Charges:**

(Do not exceed the size of the box on the right and the one below!)

This is a partial adjustment. To date, the student has earned $2882.40 for work as the TA for on-line course so that is the amount that needs to be moved to the on-line account, 1332600000. $4,158.76 will remain in 1331100000. Calculations for partial adjustment are attached.

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**Section 2:**

**Job Information and Earnings History**

(Must Be Attached)

<table>
<thead>
<tr>
<th>Pay Period Week End Date(s) (Sunday dates only, can be a range)</th>
<th>Total Adjustment</th>
<th>Cost Center (10 Digits)</th>
<th>Internal Order (10 Digits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: 2018/01/07 To: 2018/04/08</td>
<td>$7,041.16</td>
<td>1331100000</td>
<td></td>
</tr>
<tr>
<td>From: 2018/04/08 To:</td>
<td>$2,882.40</td>
<td>1332600000</td>
<td></td>
</tr>
<tr>
<td>From: 2018/04/08 To:</td>
<td>$4,158.76</td>
<td>1331100000</td>
<td></td>
</tr>
</tbody>
</table>

**Current Distribution**

**New Distribution**

**Payroll Coordinator Signature:**

**Signature**

**Printed Name:**

**Printed Name**

**Phone No.:**

**BU Phone Number:**

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For Sponsored Programs, please email this form including all attachments to the Post Award Financial Operations mailbox: effort@bu.edu

Questions: 617-353-4555

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RESEARCH ACCOUNTING APPROVALS:

- **RA**
  - **Signature:**
  - **Last Name:**
  - **DATE**

- **AD/DIR**
  - **Signature:**
  - **DATE**

- **AVP**
  - **Signature:**
  - **DATE**
**JOB INFORMATION AND EARNINGS HISTORY**

Name: XXXXX

Sem/Yr: SPRG 18

Department: OXXXX

**Calculations for Partial Adjustment:**

Department is asking for $2,882.40 out of $7,041.16 to be moved.

Calculate the fraction to move by dividing $2,882.40 into $7,041.16 to get \( \frac{2.88240}{7.04116}, \) or approximately .409.

Multiply .409 by the salary or wages for each week.

In our example, the weekly salary amount is $502.94, so multiply .409 by $502.94 to get $205.702, which rounds down to $205.70. That the department wants to move for each week.

(If the weekly payments amounts are different, do calculations for each separate week.)

To get the remaining amount, take $502.94 minus $205.70, which equals $297.24

$297.24/week is the amount to remain in the current distribution of 1331100000

Next, calculate the hours worked for each partial amount.

This job has an estimated 13 hours per week for the $502.94 salary.

Multiply .409 by 13 hours to get 5.32 hours

$205.70 => 5.32 hours to move 1332600000

$297.24 => 7.68 hours to remain 1331100000

**DISTRIBUTION**

<table>
<thead>
<tr>
<th>Entry Date</th>
<th>Unit</th>
<th>Department</th>
<th>Object</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/04/05</td>
<td>033</td>
<td>130</td>
<td>0902</td>
<td></td>
</tr>
</tbody>
</table>

**TERMINATION**

Termination Date: Reason Code:

Date Entered: Entered By:

**WORK STUDY INFORMATION**

Award: $0.00 Earn to Date: $0.00 Balance: $0.00

Award Warning:

Supervisor Name: Supervisor Phone:

Agency Number: Off Campus Timesheet Date:

**FOR SEO USE ONLY**

MDL: Note Change Code:

Eval Received: Hire/Relire: 2 Stud Relire: 1

Summer Differential:

**WEEKLY SALARY JOB**

**WEEKLY SALARY: 502.94**

<table>
<thead>
<tr>
<th>Week End Date</th>
<th>Week Num</th>
<th>Weekly Salary</th>
<th>Off Cycle Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/01/07</td>
<td>24</td>
<td>502.94</td>
<td></td>
</tr>
<tr>
<td>2018/01/14</td>
<td>29</td>
<td>502.94</td>
<td></td>
</tr>
<tr>
<td>2018/01/21</td>
<td>30</td>
<td>502.94</td>
<td></td>
</tr>
<tr>
<td>2018/01/28</td>
<td>31</td>
<td>502.94</td>
<td></td>
</tr>
<tr>
<td>2018/02/04</td>
<td>32</td>
<td>502.94</td>
<td></td>
</tr>
<tr>
<td>2018/02/11</td>
<td>33</td>
<td>502.94</td>
<td></td>
</tr>
<tr>
<td>2018/02/18</td>
<td>34</td>
<td>502.94</td>
<td></td>
</tr>
<tr>
<td>2018/02/25</td>
<td>35</td>
<td>502.94</td>
<td></td>
</tr>
<tr>
<td>2018/03/04</td>
<td>36</td>
<td>502.94</td>
<td></td>
</tr>
<tr>
<td>2018/03/11</td>
<td>37</td>
<td>502.94</td>
<td></td>
</tr>
<tr>
<td>2018/03/18</td>
<td>38</td>
<td>502.94</td>
<td></td>
</tr>
<tr>
<td>2018/04/25</td>
<td>39</td>
<td>502.94</td>
<td></td>
</tr>
<tr>
<td>2018/04/01</td>
<td>40</td>
<td>502.94</td>
<td></td>
</tr>
</tbody>
</table>
Example of Calculations for Partial Adjustment. The writing has to be clear and legible.
<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/04/08</td>
<td>41</td>
<td>502.94</td>
</tr>
</tbody>
</table>

Total Earnings: $7,041.16