

## 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

From Date	To Date	Total Adjustment Amount	Cost Center/ Internal Order Number
2018/01/07	2018/04/08	\$7,041.16	1331100000

#### New Distribution

Total Adjustment Amount	Cost Center/ Internal Order Number
\$2,882.40	1332600000
\$4,158.76	1331100000     Remains

Student Employee Name:  Student Employee ID#:  Student Employee Job#:

**Section 1:**

PAR Period:  PAR Period Dates:   
 Payment Dates within PAR Period:

**EFFORT 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!)

Is this request form being submitted within 90 days of the date of the original transaction? Yes  No

If "No", provide the extenuating circumstance for the delay in processing the adjustment and action(s) taken to ensure the error does not occur again:

AUTHORIZATION OF TRANSFER: \_\_\_\_\_ Signature \_\_\_\_\_ PRINTED NAME(S): \_\_\_\_\_ Printed Name \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Authorized Official and, if over 90 Days, Principal Investigator\*

**Section 2:**

Job Information and Earnings History (Must Be Attached)	Current Distribution			New Distribution		
	Enter Data in only 1 of these 2 Columns			Total Adjustment	Cost Center (10 Digits)	Internal Order (10 Digits)
Pay Period Week End Date(s) (Sunday dates only, can be a range)	Total Adjustment	Cost Center (10 Digits)	Internal Order (10 Digits)	Total Adjustment	Cost Center (10 Digits)	Internal Order (10 Digits)
From: _____ To: _____						
From: 2018/01/07 To: 2018/04/08	\$7,041.16	1331100000		\$2,882.40	1332600000	
From: _____ To: _____				\$4,158.76	1331100000	remains
From: _____ To: _____						
From: _____ To: _____						
From: _____ To: _____						

Payroll Coordinator Signature: \_\_\_\_\_ Signature \_\_\_\_\_ Printed Name: \_\_\_\_\_ Printed Name \_\_\_\_\_ Phone No. \_\_\_\_\_ BU Phone Number \_\_\_\_\_  
 Name and E-mail of Additional Administrative Contact \_\_\_\_\_ Name and Email \_\_\_\_\_ Date: \_\_\_\_\_ Date \_\_\_\_\_

For Sponsored Programs, please email this form including all attachments to the Post Award Financial Operations mailbox: [effort@bu.edu](mailto:effort@bu.edu)  
  
 Questions: 617-353-4555

For BMC Sponsored or BU Non-Sponsored Programs, please forward this form including all attachments to:  
 Student Payroll Office  
 881 Commonwealth Ave, 2nd Floor  
 Boston, MA 02215  
 E-mail: [seo@bu.edu](mailto:seo@bu.edu), Fax: 617-353-9200  
 Questions: 617-353-3588

RESEARCH ACCOUNTING APPROVALS:  
 RA \_\_\_\_\_ Signature: \_\_\_\_\_ Last Name: \_\_\_\_\_ DATE \_\_\_\_\_  
 AD/DIR \_\_\_\_\_ DATE \_\_\_\_\_  
 AVP \_\_\_\_\_ DATE \_\_\_\_\_

JOB INFORMATION AND EARNINGS HISTORY

Name: ~~XXXXXXXXXX~~ ID Number: ~~XXXXXXXXXX~~
Sem/Yr: SPRG 18 Department Mail Code: ~~XXXXXX~~
Department: ~~XXXXXXXXXX XXXXXXXX~~ Supervisor:

Calculations for Partial Adjustment:

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

Job Number: TOTF01 Job Type: SE
Start Date: 2018/01/01 End Date: 2018/04/29 Total Number of Weeks: 17
Grade Level: 0 Job Code: UJF Job Title: Graduate Teaching Fellow-Phd
Pay Rate: \$ 502.94 Pay Type: Wk-Salary Estimated HRS/Week: 13.00
Longevity Increase: \$ Longevity Date:
Off Cycle Increase: \$ Off Cycle Date:
Last Rate Change Date: 2018/01/05

Calculate the fraction to move by dividing \$2,882.40 into \$7,041.16 to get .409. Multiply .409 by the salary or wages for each week.

DISTRIBUTION

Table with 5 columns: Entry Date, Unit, Department, Object, Source. Row 1: 2018/01/05, 033, 110, 0902, 502.94

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.

TERMINATION

Termination Date: Reason Code:
Date Entered: Entered By:

(If the weekly payment amounts are different, do calculations for each separate week.) To get the remaining amount, take \$502.94 minus \$205.70, which equals \$297.24

WORK STUDY INFORMATION

Award: \$ 0.00 Earn to Date: \$ 0.00 Balance: \$ 0.00
Award Warning: 0
Supervisor Name: Supervisor Phone:
Agency Number: Off Campus Time Sheet Date:

\$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.

FOR SEO USE ONLY

RDI: Rate Change Code:
Eval Received: Hire/Rehire: 2 Stud Rehire: 1
Summary Differential:

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

WEEKLY SALARY JOB
WEEKLY SALARY: 502.94

Table with 4 columns: Week End Date, Week Num, Weekly Salary, Off Cycle Date. Rows from 2018/01/07 to 2018/04/01.

### Example of Calculations for Partial Adjustment. The writing has to be clear and legible.

Boston University Business Link Student Employment

Logout

#### JOB INFORMATION AND EARNINGS HISTORY

Name: [redacted] ID Number: [redacted]  
 Sem/Yr: SPRG 18 Department Mail Code: [redacted]  
 Department: Curriculum & Teaching Supervisor:  
 Job Number: TOTF01 Job Type: SE  
 Start Date: 2018/01/01 End Date: 2018/04/29 Total Number of Weeks: 17  
 Grade Level: 0 Job Code: 01F Job Title: Graduate Teaching Fellow-Ph.d.  
 Pay Rate: \$ 502.94 Pay Type: Wk-Salary Estimated HRS/Week: 13.00  
 Longevity Increase: \$ Longevity Date:  
 Off Cycle Increase: \$ Off Cycle Date:  
 Last Rate Change Date: 2018/01/05

*13 hours x .409 = 5.317 hours*  
*5.32*  
*7.68*  
*288 2.40 = 409*

#### DISTRIBUTION

Entry Date	Unit	Department	Object	Source
2018/01/05	033	110	0902	

*288 2.40 = 7041.16*

#### TERMINATION

Termination Date: Reason Code:  
 Date Entered: Entered By:

*5.32 hours → \$205.70*  
*7.68 hours → \$297.24*  
*move 205.70 to 13326 00000*  
*502.94 = \$205.702*

#### WORK STUDY INFORMATION

Award: \$ 0.00 Earn to Date: \$ 0.00 Balance: \$ 0.00  
 Award Warning: 0  
 Supervisor Name: Supervisor Phone:  
 Agency Number: Off Campus Time Sheet Date:

*remain \$297.24*

#### FOR SEO USE ONLY

ROI: Rate Change Code:  
 Eval Received: Hire/Rehire: 2 Stud Rehire: 1  
 Summer Differential:

#### WEEKLY SALARY JOB

WEEKLY SALARY: 502.94

Week End Date	Week Num	Weekly Salary	Off Cycle Date
2018/01/07	28	502.94	
2018/01/14	29	502.94	
2018/01/21	30	502.94	
2018/01/28	31	502.94	
2018/02/04	32	502.94	
2018/02/11	33	502.94	
2018/02/18	34	502.94	
2018/02/25	35	502.94	
2018/03/04	36	502.94	
2018/03/11	37	502.94	
2018/03/18	38	502.94	
2018/03/25	39	502.94	
2018/04/01	40	502.94	

*\$ 502.94 x .409 = \$205.702*  
*\$ 502.94 - \$205.70 = \$ 297.24*

*rounding*

*\$205.70 → 5.32 hours*  
*\$297.24 → 7.68 hours*

2018/04/08

41

502.94

**Total Earnings:** \$7,041.16