



Dear Principal Investigators, Department Administrators, and Effort Coordinators:

We are happy to announce a recent enhancement to processing the student salary adjustment request form (Student SARF). Beginning Wednesday, **July 1, 2020**, we will be implementing a new online Student SARF with electronic workflow.

Enhancements to the Student SARF process:

- For Department Administrators/Effort Coordinators: You will now have the ability to submit the Student SARF electronically, so no more printing or obtaining hard signatures.
- For Principal Investigators, this enhancement will eliminate the need to review and sign paper forms for late cost transfers as you will be able to review and approve electronically.
- The new Student SARF will be accessible through the Forms page on the Student Employment Office website (<http://www.bu.edu/seo/payroll/forms/>). This form will be live **beginning 07/01/2020**.
- Student SARFs not affecting a sponsored program will route directly to SEO via this new workflow.

This new process will:

- Lessen the administrative burden and allow for simplified accounting and improved documentation.
- Reduce processing time with the implementation of online workflow between Departments, Post Award Financial Operations (PAFO), and the Student Employment Office (SEO).
- Send the submitter an email confirmation that will include a unique Source Document Number for more simplified tracking.
- Maintain PI Approval consistency with other processes such as the salary and non-salary cost transfer process.
- Maintain Workflow consistency with other forms such as the Accounts Payable Disbursement Request form and the Subrecipient Invoice Disbursement Request form.

Improved Workflow

Entries made within 90 days of the original transaction date will move through workflow from the department to PAFO and SEO where it will be electronically signed and processed if appropriate.

Entries made greater than 90 days from the date of the original transaction require PI approval. Upon completion of the Form, the submitter will choose which PI will receive the request to approve via workflow email. That PI is required to **reply all** to the email with either their approval or disapproval of the proposed transfer. Once PAFO receives the PI's email (dis)approval via costrans@bu.edu, the entry will be reviewed for allowability and processed accordingly.

Note that if PAFO does not receive email (dis)approval within five (5) business days, one reminder will be sent to the PI and submitter and if PAFO does not receive email (dis)approval within an additional five (5) business days, the entry will be returned to the submitter.

Implementation

PAFO/SEO will process all outstanding *paper* Student SARFs submitted through June 30, 2020 as follows:

- If PAFO/SEO receives a paper Student SARF before July 1, 2020, PAFO/SEO will accept and process the paper Student SARF.
- If PAFO/SEO receives a paper Student SARF on or after July 1, 2020, PAFO/SEO will return the paper student SARF and it must be processed using the new online form.

If you have any questions, please contact your PAFO RESEARCH ADMINISTRATOR or the Student Employment Office.

Thank you,
Gretchen Hartigan and Mary Ann French