**FSM Over-90 Day Salary Journal Workflow and Roles/Responsibilities**

**Last Revised 3.11.15**

**DEPARTMENT** prepares JNL, obtains 90 Day Memo signatures from all required department(s) & PI(s)/supervisor(s), and submits complete JNL packet (if no issues, anticipate approx. 4 weeks from submission to posting in FASIS)

**NOTE:** Some workflow applies whether original or revision.

**FSM Office of Finance & Administration (Dean’s Office)** reviews and approves journal packets (except Effort check)

**Cost Studies Effort Coordinator** reviews JNL Form & Over 90 Day Memo against certified effort & NU Effort Reporting Policies

**ASRSP GCFA** reviews JNL Form & Over 90 Day Memo against account status and NU sponsored research policies.

**Payroll (Evanston)** reviews and enters JNL to FASIS

**Department** monitors FASIS and ERS to confirm JNL processed (after submission to Dean’s Office, expect posting to FASIS in approx. 4 weeks)

**FSM DEAN’S OFFICE** checks for required documents (see above) and signatures, reviews the position funding, checks if chartstrings are open and account codes active, and signs off on JNL form and 90 day memo. If there are chartstring issues or documentation is incomplete/inaccurate, Dean’s Office may request corrected/additional documentation, or send JNL packet back to Department. If sent back, in some circumstances *Department may revise as needed and resubmit.

*check with FSM Dean’s Office if unsure

**EFFORT COORDINATOR (sponsored projects only):** For exempt faculty & staff, reviews requested transactions and Over 90 Day Memo for consistency with certified effort (including HHS salary cap if applicable) and NU Effort Reporting policies, and signs off on JNL form. Additional clarification and/or supporting documentation may be requested from Department by Effort Coordinator. If certified effort does not support, Over 90 Day Memo does not adequately justify, and/or request does not comply with NU policy, Effort Coordinator sends JNL packet back to Department. If sent back, in some circumstances *Department may revise/resubmit to Dean’s Office.

*check with Effort Coordinator if unsure

**GCFA (sponsored projects only)** reviews JNL Form and Over 90 day memo against chartstring account balances/restrictions and NU sponsored research policies, and signs off on JNL Form. Additional clarification and/or supporting documentation may be requested from Department by GCFA. If account status does not support, Over 90 Day Memo does not adequately justify, and/or request does not comply with NU policy, GCFA sends JNL packet back to Department. If sent back, in some circumstances *Department may revise and resubmit to Dean’s Office.

*check with GCFA if unsure

**PAYROLL** verifies: 1) Over 90 Day Memo has required signatures, 2) employee name and ID number match, 3) JNL dates match paycheck distribution dates, 4) chartstrings “View Valid Chartstring” in FASIS without error. If all items OK, Payroll enters the JNL to FASIS. If not, Payroll may request action from Department, or send JNL packet back to Department. If sent back, in some circumstances *Department may correct issues and resubmit to Dean’s Office.

*check with Payroll if unsure

**DEPARTMENT** tracks progress of journal, and monitors FASIS and ERS (if applicable) to confirm JNL posted. If journal does not post to both systems within 30 days of submission *to Dean’s Office (and you did not receive it back), follow up with central offices above as needed for next steps. *If urgent, Department may check with central offices sooner regarding review/approval status.