

# 800 Forms & Cost Sharing

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# 800 Form

- HRMS is the source of all salary distribution and reallocation information
- The 800 form and 800 forms for Extra Comp are used to move money already paid if different FAO's need to be charged than what was used at the time the pay periods were processed



# 800 Forms Process

- To access 800 Forms: HRMS >Main Menu > UR Reports and Interfaces > Labor Distribution > 800 Form or 800 Form for Extra Comp
- Fill in or look up employee ID and record number
- Enter reallocation dates using appropriate pay period begin and end dates
- Use the justification to explain the reason for reallocation. If the reallocation goes back more than 90 days, the explanation needs to have a detailed reason and why it was not done in a timely manner



# 800 Forms Process Continued

- Enter FAO- a description is added by the system then enter the percentage of pay that needs to be reallocated to that account
- Click run and follow process for running reports in HRMS
- To view a history of all reallocations use the Reallocation / Status function: HRMS > Main Menu > UR Reports and Interfaces > Labor Distribution > Reallocation/Status



# Common Reasons Forms Are Returned

- 800 Form will be at least four pages or more, all pages must be sent to payroll (800 Extra Comp Form is normally one page)
- Make sure there is a signature on the certification line and other required signatures per the requirements of your department
- Justification is not complete or there is not enough detail
- Using incorrect pay period start dates and end dates



# Cost Sharing

- The cost share form is the combination of the present cost share and 800 form
- Cost share is stored in HRMS with actual percentages for grant accounts and offset accounts using sequence numbers to keep them in pairs
- The cost share form can be used to apply the HHS Cap or when using Other to show what should have been charged to the GR FAO or not a HHS FAO that also may have a salary cap



# Resources/Questions

- **User's Guide to 800 Forms**

[https://ps.its.rochester.edu/psc/HRPRD/viewredirect/UR\\_DOCUMENTS\\_URL/9d3e791e-f47d-11e6-ae37-fae6f812e0d3/tmpdb/800\\_Forms\\_Guide\\_021617.pdf](https://ps.its.rochester.edu/psc/HRPRD/viewredirect/UR_DOCUMENTS_URL/9d3e791e-f47d-11e6-ae37-fae6f812e0d3/tmpdb/800_Forms_Guide_021617.pdf)

- **Payroll Contacts**

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