

Whenever a grant either **starts** or **ends** mid-pay period there is a need to “isolate” that pay period in CDEM (Cost Distribution Entry Module) for the charges to take place appropriately. Isolating means making a separate entry for the applicable pay period. This is applicable for both biweekly and monthly payroll areas.

Isolating a Pay Period:

When an employee’s payroll is distributed to a grant, that ends or begins in the middle of a pay period (biweekly or monthly), that particular pay period will need to be **isolated**.

- Click on Create New Plan
- Click on the Copy Effective Period icon
- Type in the date range of the pay period that needs to be isolated and click on Copy Effective Period and Proceed with Copy
- Click on Update Distribution
- If a new cost center needs to be added, click on Add Cost Object. Add the account number under the Cost Object Field, adjust percentages as necessary, and click Save Changes (note: If the cost center has not been used for the employee before, then it must first be added as a commitment item at the top)
- If a WBS was used, click on AVC check
- Click Initiate Workflow
- Click Approve Plan

Eff. Periods (28)		Effective Period: <u>04-23-2023 - 05-06-2023 (1)</u> Total Prorated: 100.00%													
Val Stat	Effective Periods	Val Stat	Cost Object	Fund	Statistical Int Order	Cost Object Description	CO Open for Posting	Fund Type	Entered Perc.	Prorated Perc.	Salary Pror. Perc.	Valid From	Valid To	Days Charged / Period	Proration
	05-21-2023 - 06-03-2023		00000000	00000000		AGRICULTURE	Yes	INTERN	58.25	58.25	100%	01-01-1900	12-31-9999	14 / 14	n/a
	05-07-2023 - 05-20-2023		00000000	00000000		AGRICULTURE	Yes	EXTERN	2.00	2.00	100%	06-01-2022	05-31-2023	14 / 14	n/a
	04-23-2023 - 05-06-2023		00000000	00000000		AGRICULTURE	Yes	EXTERN	3.50	2.00	100%	05-01-2022	04-30-2023	8 / 14	04/23/23-04/30/23 Budget Period
	03-26-2023 - 04-22-2023		00000000	00000000		AGRICULTURE	Yes	EXTERN	2.75	1.57	100%	05-01-2022	04-30-2023	8 / 14	04/23/23-04/30/23 Budget Period
	03-12-2023 - 03-25-2023		00000000	00000000		AGRICULTURE	Yes	EXTERN	4.25	2.42	100%	05-01-2022	04-30-2023	8 / 14	04/23/23-04/30/23 Budget Period
	01-01-2023 - 03-11-2023		00000000	00000000		AGRICULTURE	Yes	EXTERN	3.00	1.71	100%	05-01-2022	04-30-2023	8 / 14	04/23/23-04/30/23 Budget Period
	12-18-2022 - 12-31-2022		00000000	00000000		AGRICULTURE	Yes	EXTERN	12.16	12.16	100%	06-01-2022	05-31-2023	14 / 14	n/a
	11-20-2022 - 12-17-2022		00000000	00000000		AGRICULTURE	Yes	EXTERN	12.88	12.88	100%	06-01-2022	05-31-2023	14 / 14	n/a

Note: CDEM will analyze the grant end date, and pro-rate the number of days until the grant ends. Only the applicable number of days for the isolated pay period will be charged.