

1. What are the browser requirements for SPECTRA?

SPECTRA runs on a variety of Windows and Mac browsers. Please see the minimum version requirements below:

Operating system	Chrome	Firefox	Safari	Internet Explorer
Windows	35.x (minimum)	44.x (minimum)	Not supported	9 (minimum)
OS X	35.x (minimum)	44.x (minimum)	6.x, 7.x	9 (minimum)

Please note: SPECTRA is not supported on iOS and Android devices.<

2. What happens if I use the back button in SPECTRA?

If you have entered data on the screen and haven't saved your changes, clicking the back button on your browser will bring up a confirmation message in SPECTRA. If you click "Leave Page," any data that you entered will be lost. (Clicking "Stay on Page" will give you another opportunity to save your work.)

To be safe, **when using SPECTRA try to avoid using the back button in your browser**, and instead use the menu options at the top of your screen to navigate between pages.

3. How many email messages will the faculty receive?

To minimize faculty interruptions, SPECTRA will only send an email notification to faculty when it is necessary for them to approve a supplemental salary request that has been entered on their behalf, either by a proxy that the faculty member has authorized, or by a designated financial or department administrator.

After entering the request, a proxy has the option to route it to the faculty member for approval (which would generate email to the faculty) or directly to the department (which would not).

Similarly, a designated financial or departmental administrator has the option to route the request to the faculty member for approval (which would generate email to the faculty) or directly to FAS Finance (which would not).

SPECTRA does not send email to faculty when they enter their own requests or when their requests have been approved by the department or by FAS Finance.

4. I’m getting the message “There are insufficient Dean’s Ninths.” Who should I contact?

If SPECTRA indicates that the faculty member does not have a sufficient Dean’s Ninth balance, then the system will not allow you to save your supplemental salary request. Please remove the request and contact Sue Rose in FAS Finance, srose@harvard.edu. FAS Finance will confirm the balances and correct any discrepancies as needed. SPECTRA.

5. What do the different colors mean in SPECTRA?

If you enter a total supplemental salary request (including Dean’s Ninths, Dean’s Ninth Top-up, Sponsored and Non-sponsored) greater than 3 months, then the summary line will appear in red:

	No. of Ninths	Jul(%)	Aug(%)	Sep(%)	Oct(%)	Nov(%)	Dec(%)	Jan(%)	Feb(%)	Mar(%)	Apr(%)	May(%)	Jun(%)
Total Supplemental Salary Request:	3.28	28.05	27.05	26.05	27.38	27.38	27.38	27.38	27.38	27.38	27.38	27.38	27.38

When you successfully save a record, a green confirmation box will appear at the top of the section:

i Record saved successfully.
x

	Project Title	Tub	Org	Fund	Activity	Sub Activity	Root	Project Period Start	Project Period End	Funding Source (see FAQ)	Amount	No. of Ninths	Jul(%)	Aug(%)
<input type="checkbox"/>	Sensory Transduction in B	370	31570	132634	339040	0005	44681	02/01/2015	01/31/2020	NIH	\$6,000.00	0.77	6.42	6.42
Subtotal:												0.77	6.43	6.43

If an error occurs while you are saving a record, a pink warning message will appear at the top of the section. For example, if you enter an incorrect Tub value you will see the following error:

x The 3-digit Tub is a required field.
x

	Project Title	Tub	Org	Fund	Activity	Sub Activity	Root	Project Period Start	Project Period End	Funding Source (see FAQ)	Amount	No. of Ninths	Jul(%)	Aug(%)
<input checked="" type="checkbox"/>	Sensory Transduction in B	37	31570	132634	339040	0005	44681	02/01/2015	01/31/2020	NIH	\$5000.00	0.642857	5.357142	5.357142
Subtotal:												0.64	5.36	5.36

6. Questions about Direct Charging of Academic Year (AY) Salary on Sponsored Awards:

a. What is Direct Charging of Academic Year (AY) Salary on Sponsored awards?

FAS faculty may charge compensation to sponsored awards in accordance with the terms and conditions of the sponsored award and effort devoted to the project(s). This is known as “direct charging academic year salary on sponsored awards.” Through the [FASIP](#) program, FAS faculty members are permitted to charge one, two, or three month

increments of their academic year's salary and associated benefits to FAS-managed sponsored awards. In return, 75% (on full overhead bearing awards) or 33% (on awards carrying less than the full overhead) of the salary and associated fringe benefits paid by the sponsor will be placed in a designated FAS research fund for each faculty member participating in the program.

b. Who is eligible and are there any limits to the Direct Charging of Academic Year (AY) Salary on Sponsored awards?

Yes, please see the [FASIP](#) policy for eligibility and direct charging limitations.

c. What salary is eligible for the Direct Charging of Academic Year (AY) Salary to Sponsored Awards?

Salary eligible for participation in this pilot program would include the following:

- Up to three months of the faculty member's academic year's salary and associated fringe benefits (exceptions must be approved by the appropriate Divisional Dean or SEAS Dean). Please note that these expenses must be charged to and paid by FAS/SEAS-managed sponsored awards.
- Supplemental salary and benefits are ineligible for the FASIP program.
- Please note that if an individual charges salary only to awards subject to the NIH cap, then the salary and benefits charged up to the NIH cap would be eligible for the program. Amounts exceeding the NIH cap are ineligible for inclusion in this program. However, that amount of academic year salary charged to grants that exceeds the NIH cap will be paid by FAS in the form of Cost Share.

d. How do I make a request to Direct Charge AY Salary to a Sponsored Award?

Please complete the [FASIP request form](#). Please contact Jackie Mordi at jmordi@harvard.edu for additional information.

7. Can you help me understand the new cost sharing calculation?

FAS academic pay (the 9-month academic salary) generally remains constant ("static") during the fiscal year ("supplemental salary request period"), but the total possible pay for a faculty member can vary between 9 and 12 months depending on whether or not, and how much supplemental pay (0-3 months) is received.

Total Pay = (FAS paid 9 month appointment) + (up to 3 possible supplemental months)

Because an unpaid commitment is "cost-shared" against the static FAS academic pay (i.e. the FAS academic year pay does not change), the percent to be charged as a cost share will vary depending on how much supplemental salary is taken.

Because of this varying amount of **total pay**, the formula to calculate the cost-shared percentage of the PI's Academic Pay is not simple summation. The formula for determining cost share is:

$$\frac{((\text{PROJECT EFFORT COMMITMENT} - \text{PROJECT SUPPLEMENTAL SALARY}) / (1 - \text{TOTAL PERCENT OF SUPPLEMENTAL SALARY REQUESTED})) - \text{PROJECT DIRECT CHARGE PERCENT}}{1}$$

For examples that show how the number of supplemental months taken impact the calculation please refer to the appendix at the end of this document.

8. Is there a threshold variance for cost sharing?

Per Harvard's Effort Reporting Policy for annual faculty effort certifications (AFEC):
“variances of up to 5% of total salary, for each award listed, are allowable and do not require an adjustment or recertification.”

Pasted from <<http://osp.finance.harvard.edu/effort-reporting-policy>>

Supplemental pay will commonly have small variances between effort commitments and Harvard pay. With the allowance of small variances in the Effort Reporting policy, and because of the high administrative cost for corrections for these small variances, **FAS will not cost share a variance between committed effort and paid effort less than or equal to 2%**. If there are any special circumstances that require precision within the 2%, please contact FAS Finance and FAS Research Administration Services (FAS RAS).

9. Why are there negative percentages shown in the cost sharing calculations?

If the percentage of total pay is greater than the effort commitment, the SPECTRA system will show a negative cost share percentage in the “Cost-Shared Effort Calculated” section of a request. This negative cost share is for informational purposes and FAS Finance will not transact any negative cost share percentages.

For example, by showing the negative cost share percentages, a PI or administrator can easily see when a PI has or will spend a greater amount of effort (as reflected as percentage of pay) than the effort commitment on the project.

10. I'm not sure if a faculty member has funding sources for Supplemental Salary. How do I find out?

The best way to find out if a faculty member has any sources of Supplemental Salary is to talk with your faculty member. Because there are occasionally special arrangements that the department administrator may not be aware of, the faculty may know more about the sources available to them for supplemental salary than their administrators. Other sources of supplemental salary may be found via:

- **A PI's sponsored projects** - Sponsored projects can be found in the "Effort Commitment (Source GMAS)" section of the faculty's request in SPECTRA. If you

have GMAS access for the PI's projects, you could also review the terms of the PI's sponsored projects.

- For Dean's Ninths, **FAS Finance** - FAS Finance can check Dean's Ninth balances and help trouble-shoot any discrepancy in balances.

11. Are there any caps on how much supplemental salary a faculty member can take?

University caps

Per the policy of the Faculty of Arts and Sciences, Faculty can request up to three months of supplemental salary during a fiscal year ("request period").

Sponsor caps

Some sponsors, like NIH, impose a cap to the salary that can be received from some their sponsored projects. Please refer to the sponsored terms and conditions for salary caps and other restrictions. SPECTRA will display caps to specific sponsored awards when known. For example, SPECTRA will reflect the NIH salary cap to all NIH awards. However, it is the department administrators' responsibility to ensure that a request is not made above the cap. If you are not sure if a specific sponsored award has a cap, please contact FAS Research Administration Services (FAS RAS), or your department's OSP rep.

12. How do I request multiple months with a Cap?

If a cap is known and entered into the SPECTRA system, SPECTRA will calculate the percentage of one capped ninth against the PI's standard ninth:

$$\text{Capped ninth percentage} = (\text{month at sponsored cap}) \textit{ divided by } (\text{FAS nine-month academic pay ninth})$$

If a PI's FAS "ninth" is greater than a capped ninth and if you select a project from the "Effort Commitment (Source GMAS)" section for supplemental pay from that project, a warning message will appear showing the calculated "capped month" percent.

SPECTRA cap warning message:

"You are selecting salary from a project that is subject to a cap. Professor X has a salary above the cap. One capped month for this PI equals 0.75 of a Ninth or 6.25% in each month column."

When a PI's ninth amount is over the cap, to request multiple months from a project subject to a cap, you can either:

1. Multiply the capped ninth by the number of ninths requested and enter the result into the "No. of Ninths" field for the request line.

For example, if the capped ninths = .75 and the PI wants 2 ninths, multiple .75 x 2 and enter 1.5 months into the "No. of Ninths" field for this request line.

2. Multiply the cap amount by the number of ninths requested and enter the result into the "Amount" field for the request line.

For example, if the cap amount is \$15,000 and the PI wants 2 ninths, multiple \$15,000 x 2 and enter \$30,000 into the "Amount" field for this request line.

13. How do cap amounts get updated?

NIH has a standard cap amount that NIH normally updates annually. When NIH publishes the new cap amounts, the application admin (APP ADMIN), will update all projects subject to this standard cap in the system.

If you think the cap amount is not up-to-date, please contact FAS Research Administration Services (FAS RAS) and FAS Finance for help.

Additionally, some salary caps are retroactive. When a salary cap is implemented with a retroactive start date and email will be sent to the SPECTRA users with detailed options and instructions on the adjustments that can be made in the system.

14. How and when would I use a top-up?

If faculty have non-sponsored resources for supplemental salary, faculty who are subject to a cap can choose to "top up" their supplemental salary subject to their standard "FAS academic ninth salary" from those non-sponsored sources. These sources may include Dean's Ninths, a faculty member's restricted gift (if terms allow), that PI's royalty funds (if available), et cetera. If you have questions about whether or not a fund can allow "top-up" please contact FAS Finance.

For example:

If a PI's ninth salary was capped at .75 of a ninth because of a sponsor restriction and that PI has a balance remaining in their Dean's Ninths, the faculty can choose to request .25 of a ninth from their Dean's Ninth balance to bring the total request up to 1.0 of a standard ninth.

$.75 \text{ Capped Ninth} + .25 \text{ Dean's Ninth} = 1.0 \text{ FAS academic ninth}$

15. How do I request a fixed amount?

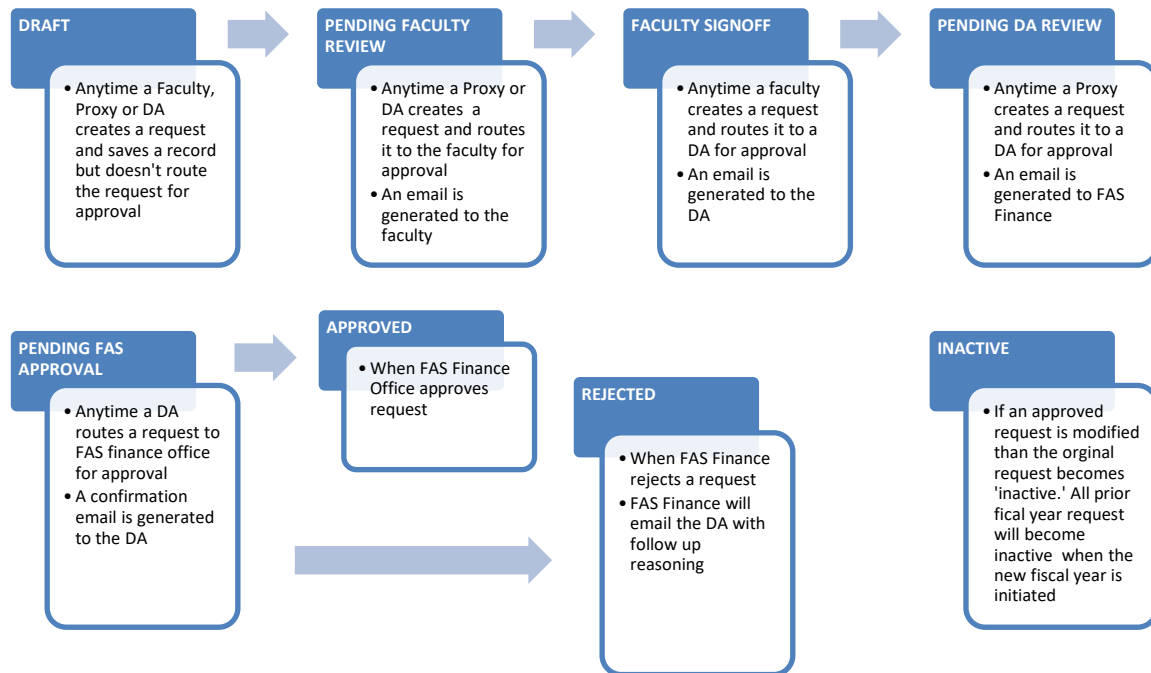
SPECTRA allows faculty to enter supplemental salary requests either by number of ninths or by dollar amount.

For example:

If a PI has a \$10,000 budget for supplemental salary per year, the PI can enter \$10,000 into the "Amount" field of the supplemental salary request line. The system will automatically allocate this amount evenly over the twelve-month request period.

If project period start or end dates do not allow the even twelve-month distribution, the user could sum the percentage total from each month outside of the project period, divide that total by the number of months within the project period, and add that divided amount to each "active month" percent.

16. What do the system statuses mean and when will a system email be generated?



17. If my award has multiple part-of accounts (subactivities), what do I do?

In GMAS, an effort commitment is assigned for each faculty by project (fund). SPECTRA pulls in the effort commitment for each fund, however, assigns it to all subactivities with the faculty's root for that fund. When a fund has multiple subactivities with the same root, the effort commitment will appear for each subactivity and therefore it will need to be adjusted accordingly.

For example if a faculty has an 8.33% commitment on a fund that has a main account (SubAct 0001) and part-of account (SubAct 0002) which is solely for equipment then SPECTRA will display an effort commitment of 8.33% for both subactivities. The user will need to adjust subactivity 0002 so that the effort commitment is zero.

18. My reports seem to be missing data. Why?

The Cost Share Percent and Costing Report, Supplemental Salary Percent and Costing Report, and the Faculty Payment Schedule Report are only available for requests that have been approved by FAS Finance. If the request is in any pending status it will not appear on any of the reports. Once the request has been approved, the request data should appear on the reports.

19. When does a request need to be submitted so that it can be processed in the current month's payroll?

Similar to any payroll adjustment, the adjustment needs to be made and approved by the Department Administrator five business days before the monthly employee payroll close date. RAS will send users monthly emails to notify them of the deadline.

For a schedule of payroll closes, please see the payroll calendar at <http://finance.fas.harvard.edu/pages/payroll>

20. I missed the payroll deadline, when will the faculty get that month's salary?

If the supplemental salary request is submitted after a payroll deadline, then the salary for the month that was missed will appear in the subsequent month's paycheck. For example, if a supplemental salary request is submitted July 31st that includes salary to be paid in July, then that July salary will appear in the August paycheck.

21. If I have a salaried person under object code 6030 with salary on a sponsored award, can supplemental salary be requested?

Supplemental salary can only be requested for 9-month appointments. If this person has a 9-month appointment, then yes, supplemental salary can be requested. However, SPECTRA only pulls ladder-faculty into the system, so the department should contact RAS and the faculty payroll manager to request that person be added SPECTRA so a request can be submitted.

22. I saw that cost share was posted to an award and I'm not sure why it's there. What do I do?

Review the most recent approved supplemental salary request in SPECTRA. Specifically the Effort Commitment section. The information that populates this section is from the GMAS Research Team module. This section should be edited to reflect the anticipated expended effort of a faculty member on each account they have commitments on in a given fiscal year. SPECTRA does not recognize beginning or end dates of awards or budget periods. Whatever the commitment is in GMAS is what gets populated in each month for the entire fiscal year.

SPECTRA uses the cost share calculation detailed in FAQ #7 and finance uses that information to post cost share to a faculty member's academic year salary.

If the effort commitment section is accurate and you are still unsure about why cost share has posted, please contact RAS for additional guidance.

23. What if a faculty member wants to request more than 25% of effort in a given month?

It is possible for a faculty member to request more than 25% effort in a given month. However, these request must be made in writing to RAS and the faculty payroll manager accompanied by a justification for why there should be an exception made.

Requests are reviewed and discussed by RAS and FAS Finance before approval is given by the Associate Dean for Research Administration. Please note, no more than 3 months of supplemental salary can be paid to a faculty in a fiscal year.

24. Should retired faculty with supplemental salary requests be entered into SPECTRA?Not

necessarily. Most retired faculty have 12-month appointments. Please contact faculty affairs or FAS faculty payroll for more information on the specific faculty member.

25. How does the GMAS research team module impact SPECTRA?

The information in the Effort Commitment section of SPECTRA populates from the GMAS Research Team module. The Effort Commitment section of SPECTRA should be edited to reflect the anticipated expended effort of a faculty member on each account they have commitments on in a given fiscal year. SPECTRA does not recognize beginning or end dates of awards or budget periods. Whatever the commitment is in GMAS is what gets populated in each month for the entire fiscal year in SPECTRA to support administrators in initiating a conversation with faculty around anticipated expended effort for the fiscal year.

It is important to “clean up” the effort commitment section of SPECTRA to reflect anticipated expended effort to ensure that we are in compliance with our effort reporting policy and the correct percent of expended effort appears in ecrt.

25.a. How should effort commitments be entered in the GMAS research team module to ensure that expended effort is accurately captured?

Please enter the commitments in the GMAS research team module based on calendar months.

26. What if my faculty member is the Chair of the department? Do they have another appointment? Do I need to worry about that in SPECTRA?

They may have another appointment, but this has no impact on SPECTRA. SPECTRA does not pull in salary information for other administrative appointments under the 6030 object code such as a deanship or chairship.

27. If my faculty member teaches a summer course and is receiving summer school salary is that considered part of supplemental salary?

No. Per FAS Appointment and Promotion Handbook, supplemental salary includes compensation for effort expended on federal and non-federal research grants as well as Dean's ninths. Supplemental compensation paid through Harvard from these sources may not exceed the equivalent of three-ninths of academic-year salary in any fiscal-year period (July 1-June 30).

Summer school salary is paid as extra compensation at Harvard. Therefore, summer school salary should not be included in the three-ninths maximum faculty are allowed to request as supplemental salary.

28. What if my faculty member is new to Harvard and their appointment start date is after the open request period? How and when do I request supplemental salary?

Your faculty member will not appear in SPECTRA unless until they have an active appointment in Peoplesoft. If your faculty member is requesting supplemental salary, please submit a SPECTRA request within one week of their appointment start date at Harvard.

29. What happens in SPECTRA when a faculty member in my department leaves Harvard?

The faculty member's name will disappear from the manage request screen in SPECTRA. Instead of the Faculty Name, it will say "* No longer Affiliated". Payment information contained in that request will be removed and not be submitted to payroll.

30. I have a faculty member who is not requesting any salary but has committed effort. How should I process this request?

For SPECTRA to cost share effort based on effort commitment listed in GMAS, you must create a blank SPECTRA request for the system to calculate, and generate the cost share committed effort automatically. Please ensure the committed effort is listed correctly when creating the request.

RESOURCES:

Harvard's Effort Reporting website: <http://osp.finance.harvard.edu/effort-reporting-policy>

FAS RAS website: <http://research.fas.harvard.edu/>

FAS RAS Effort Reporting website: <http://research.fas.harvard.edu/effort-reporting>

Appendix

Below are some examples to show how the number of supplemental months taken impact the calculation:

Example 1

Project A has a 10% effort commitment.

0 months of supplemental salary were taken overall, but no supplemental salary is taken from Project A.

The faculty member's FAS academic salary = \$90,000

Supplemental salary = \$0

Total pay = \$90,000

We would need to cost-share 10% of the \$90K total pay, or \$9,000 to meet the effort commitment.

Since we can only cost share the \$90K FAS salary, we would cost share \$9,000/\$90,000 (10.00%)

Example 2

Project A has a 10% effort commitment.

2 months of supplemental salary were taken overall, but no supplemental salary is taken from Project A.

The faculty member's FAS academic salary = \$90,000

Supplemental salary = \$20,000

Total pay = \$110,000

We would need to cost-share 10% of the \$110K total pay, or \$1,100 to meet the effort commitment.

Since we can only cost share the \$90K FAS salary, we would cost share \$1,100/\$90,000 (12.22%)

Example 3

Project A has a 10% effort commitment.

3 months of supplemental salary were taken overall, but no supplemental salary is taken from Project A.

The faculty member's FAS academic salary = \$90,000

Supplemental salary = \$30,000

Total pay = \$120,000

We would need to cost-share 10% of the \$120K total pay, or \$1,200 to meet the effort commitment.

Since we can only cost share the \$90K FAS salary, we would cost share \$1,200/\$90,000 (13.33%)