

## SPAR Mod Instructions for Increases to DHHS Salary Cap

Once the increased federal Executive Level II salary has been updated in the SPAR application, SPAR modifications made to Cap Eligible SPARs for DHHS sponsored projects (Cap Accounts) will have Mandatory Cost Sharing (MCS) calculated using the new higher salary cap.

Any Cap Eligible SPAR with existing effort on Cap Account lines as of the effective date of the change, as detailed in the Executive Order, or later, will need to have each Cap Account line (identified by a check mark in the Cap Acct column) with an 'M' cost share code updated as follows to recalculate MCS at the new rate:

1. Place cursor in Actual % field of the Cap Acct 'M' line and change the value to 0%.
2. Click the "Refresh/Shared Pct" button in the Cost Sharing for Effort Reporting section of the SPAR screen.
3. Click the "Refresh/New Pcts" button in the Effort Reporting and Distribution section of the SPAR screen.
4. Return to the Actual % field zeroed out in Step 1 and re-enter the appropriate Actual %.
5. Click the "Refresh/Shared Pct" and "Refresh/New Pcts" buttons again to have the application recalculate the new MCS value.
6. Repeat steps 1-5 for all Cap Acct lines with an 'M' cost share code in the Effort Reporting and Distribution section.
7. Click the "Refresh/New Pcts" button in the Effort Reporting and Distribution section of the SPAR screen to ensure that each month balances to 100% and save the SPAR.

This must be done following the cap update in SPAR for each existing Cap Account 'M' line on each Cap Eligible SPAR in the current SPAR period to reduce your departmental cost sharing obligation based on the increased level of allowable salary on DHHS projects. If you have manually created SPARs for subsequent periods, those future SPARs will need to have MCS modified following the steps above also.

For any employee in your area with an annual salary between the lower former cap amount and the higher new salary cap, that SPAR will no longer be considered to be Cap Eligible under the new, higher salary cap but their SPAR will continue to reflect MCS on existing lines. You must identify these employees and modify the SPARs as instructed below to record the federal effort correctly and zero-out MCS as these individuals' base salaries no longer exceed the salary cap. For each Cap Account line in the Effort Reporting and Distribution section of the SPAR screen containing an 'M' cost share code:

1. Place cursor in Actual % field and change the value to 0%.
2. Click the "Refresh/Shared Pct" button in the Cost Sharing for Effort Reporting section of the SPAR screen.
3. Click the "Refresh/New Pcts" button in the Effort Reporting and Distribution section of the SPAR screen.
4. Create a new regular line in the Effort Reporting and Distribution section of the SPAR screen for the account number zeroed out in step 1 above, changing the cost share code from 'M' to 'N'. Place cursor in the Actual % field of this new line and enter the value zeroed out in step 1.
5. Repeat steps 1-4 for all 'M' lines in the Effort Reporting and Distribution section.
6. Click the "Refresh/New Pcts" button in the Effort Reporting and Distribution section of the SPAR screen to ensure that each month balances to 100% and save the SPAR.