Labor Distribution Policy & Process Updates

Business Process Review Workgroup Presentation
September 13, 2023

Aedra McCarthy, OSRAA Director of Sponsored Programs Award Management

Lisa Silbernagel, FSS Associate Director for Research Administration and Accounting

Benita Bazemore-Cook, OSRAA Managing Grant & Contract Administrator
Labor Distribution Workgroup

➢ Subgroup of broader RO/FSS workgroup – under direction of RO/CU leadership

➢ Team members:
  ▪ Kelsey Herman – FSS/CEOAS (team lead)
  ▪ Cindi Mafit – FSS/CAS
  ▪ Jessica Jackson – RO
  ▪ Helen Brittain - RO
  ▪ Jonathan Rosa – FSS/RAA
  ▪ Benita Bazemore-Cook – RO
  ▪ Sarah Child – RO
  ▪ Lisa Silbernagel – FSS/RAA
Labor Distribution Workgroup

Charge to workgroup:

- Assess pilot for 90-day retro LDs approved in BC/FSS without OSRAA approval
- Make recommendation to continue/discontinue - *team recommended to continue*
  - Make corresponding policy recommendations - *completed and forwarded to project sponsors*
  - Develop corresponding training and communication plan, if needed – *completed and forwarded to project sponsors*
Labor Distribution Workgroup

Expanded scope to review/consider:

- Prior year labor distributions
- Subsequent corrections of same pay
- Effort changes which constitute a change in key personnel effort of more than 25% of committed effort
- Effort changes reflecting a change in scope
Agenda

Workgroup members & Charge

Expanded scope

Evaluation, results and recommendations

Adopted policy – rollout, timeline, and communication

Training

Labor Distribution Workgroup

- FSS survey conducted to assess understanding, interpretation, and consistency of current requirements and processes
- Considered risk/reward in evaluating each type of LD
- Reviewed peer institution policies
- Completed and submitted recommendations for:
  - Policy updates
  - FAQs, tools, and resources
  - LD form revisions
  - Communication and training plan
Implemented Policy Changes

- Incorporates revisions to business process and compliance
  - Full implementation of LD pilot program
    - Reduces number of unit and personnel “touches” while maintaining checks and balances
    - Authorizes trained FSS personnel to approve many sponsored project LDs
  - Removes LD approval routing through OSU Payroll
  - Clarifies next steps when LD requires sponsor prior approval action
    - Key personnel reduction of effort
    - Project scope of work changes
    - Other restrictions for certain awards
**Timeline for Final Policy Update**

**July:**
- Reviewed workgroup recommendations

**August:**
- RO leadership approved policy changes

**September:**
- Communication to stakeholders
- Finalize updates to form/instructions

**October:**
- Schedule training opportunities
- Post updates to OSRAA website

**Policy & Guidelines**
**Form & Instructions**
**Tools:** Approval Decision Tree, FAQs
Key Training Topics

- Reviewing 25% change in key personnel effort
- LD justification guidance for proper documentation
- Circumstances determining who approves LD form
- Revising the Personnel Activity Report (PAR)
Questions?