Expense Assignment Action

OVERVIEW

A department completes an Expense Assignment Action (EAA) form to make temporary changes or additions to a position's supporting accounts.

Use an EAA to make temporary changes to a position's funding. Use a Position Action form to make permanent changes to a position's funding (see BPPM 58.02).

The most common EAA transactions include:

- Temporarily transferring funding from a state fund to a sponsored project.
- Extending and/or changing the funding of a temporary position.
- Adding or deleting temporary stipends or shift differentials.

The EAA may be used for other temporary changes.

Dates

An assignment's end date and the next assignment's begin date must be consecutive to avoid a possible interruption in the employee's pay.

Questions

Refer questions to Position Control in Human Resource Services (HRS).

ROUTING AND APPROVAL

Department

The department routes the EAA with any attachments to the area appointing authority or appointing authority designee.

Make a control copy, if desired.

Area

Each EAA must be approved by an appointing authority of the academic or administrative area or a designee of the appointing authority (see Approval).

After approval, the area administrator forwards the form with all attachments to Position Control.

Make a control copy, if desired.
Expense Assignment Action

**Position Control**

After receiving the EAA, Position Control does the following:

- Reviews the completed form for accuracy and compliance with University and state regulations.
- If necessary, routes the form to other offices for additional approval, e.g., Sponsored Programs Services, Controller's Office.
- Enters the information into the online AIS DEPPS application and verifies the data afterwards.
- Retains the originals of EAA forms. See *BPPM 90.01* for retention requirements.

**Return Copies**

Position Control does not return copies to the office of the appointing authority after processing. Departmental personnel may review requested actions by accessing the AIS application DEPPS.

**Personnel Actions**

Position Control forwards any Personnel Action Forms routed with Expense Assignment Actions to the appropriate administrative office for processing.

**Questions**

Refer questions to Position Control in HRS.

**EAA FORM**

**Automated Forms**

The Expense Assignment Action form is available in PDF and FileMaker format on the PR&F website at:

```
policies.wsu.edu/prf/index/forms/
```

**EAA Completion**

See Figure 1, Figure 2, and Figure 3.

**Contact Person (1), Phone No. (2)**

Enter the name and phone number of an employee who can answer questions about this position.

**E-Mail ID (3)**

If the contact uses electronic mail, enter their E-Mail ID.

**Mail Code (4)**

Enter the mail code of the contact person.

**File Number (5)**

This box is for area use and is optional. See the instructions in *BPPM 58.02* for the Position Action form for suggested coding.
Expense Assignment Action

<table>
<thead>
<tr>
<th>1 PERSON TO CONTACT WITH QUESTIONS</th>
<th>2 PHONE NO.</th>
<th>3 E-MAIL ID</th>
<th>4 MAIL CODE</th>
<th>5 FILE NUMBER</th>
<th>6 HOME AREA</th>
<th>7 DATE PREPARED mm dd yyyy</th>
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</thead>
<tbody>
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</table>

8 WSU ORGANIZATION NAME (Department and College or Area)

<table>
<thead>
<tr>
<th>CONTROL NO. (Position Control Use Only)</th>
<th>9 POSITION IDENTIFYING DESCRIPTION</th>
<th>10 POSITION NO.</th>
<th>11 INCUMBENT WSU ID NO.</th>
</tr>
</thead>
<tbody>
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</table>

Figure 1

Position Home Area No. (6) This is a *two-digit* code.

Date Prepared (7) Enter the date the form is prepared.

Organization Name (8) Enter both area and department names.

Control Number This number is entered by Position Control.

Position Identifying Description (9) Enter the current position description, i.e., name. To change the description, mark the check box and enter the new description. If this is the only change to the position, complete a Position Identifying Description Change form instead of an EAA (see BPPM 58.04).

Position Number (10) Enter the **Position Number**.

Find this number on a previous Position Action, EAA, Payroll Expenditure Audit Report, or through DEPPS online inquiry.

Incumbent WSU ID No. (11) Enter the WSU ID number of the incumbent employee. If the affected position is occupied by multiple employees, enter **Group** in the field. If the position is vacant, enter **Vacant**.

For group positions involving retroactive actions or supported by sponsored programs, enter the WSU ID numbers and names of the associated employees under **Comments** (see **Comments**).

Admin. Initials (12) If accounts under more than one area support the position, each responsible administrator indicates approval of the applicable assignment information.
Expense Assignment Action

<table>
<thead>
<tr>
<th>12 ADMIN INITIALS</th>
<th>13 ACCT AREA #</th>
<th>14 EXPENSE TYPE</th>
<th>15 FUND</th>
<th>16 SPUND</th>
<th>17 PROGRAM</th>
<th>18 BUDGET</th>
<th>19 PROJECT</th>
<th>20 DIFFERENTIAL AMOUNT</th>
<th>21 ASSIGNMENT PERCENTAGE</th>
<th>22 ASSIGNMENT BEGIN DATE</th>
<th>23 ASSIGNMENT END DATE</th>
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</table>

Account Area No. (13) Enter the **Area Number** of the supporting account for each assignment.

Expense Type (14) Enter one of the three-letter codes in the following table.

<table>
<thead>
<tr>
<th>Expense Type Code</th>
<th>Expense Type</th>
<th>Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG</td>
<td>Annual (12-month positions)</td>
<td>Not used for graduate assistants</td>
</tr>
<tr>
<td>RGA</td>
<td>Academic (9-month faculty positions only)</td>
<td>Not used for graduate assistants</td>
</tr>
<tr>
<td>RGC</td>
<td>Cyclic</td>
<td>Not used for graduate assistants</td>
</tr>
<tr>
<td>R/T</td>
<td>Graduate assistants (RA/TA/SA)</td>
<td></td>
</tr>
<tr>
<td>SUM</td>
<td>Summer session and summer appointments</td>
<td>Not used for graduate assistants</td>
</tr>
<tr>
<td>L/D</td>
<td>Location differential</td>
<td></td>
</tr>
<tr>
<td>S/D</td>
<td>Shift differential</td>
<td></td>
</tr>
<tr>
<td>ADR</td>
<td>Added responsibility/Administrative stipend</td>
<td></td>
</tr>
<tr>
<td>CHR</td>
<td>Chair stipend</td>
<td></td>
</tr>
<tr>
<td>S/S</td>
<td>Special skills/Multi-lingual skills differential</td>
<td></td>
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<tr>
<td>PER</td>
<td>Perquisite</td>
<td></td>
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</tbody>
</table>

Account Code (15-19) Enter the full account code.

Differential Amount (20) Enter the monthly amount(s) for the differential types such as shift, location, administrative stipend, chair, multilingual, or perquisite.

**Shift Differential** For classified employees, the monthly shift differential is $174.00.

Assignment Percentage (21) Complete this space for expense types REG, RGA, RGC, R/T, and SUM.

Enter the percent of the position to be funded by the account assignment. The assignment percent can be carried out to four decimal places, e.g., 033.3333 and 075.0000.
Expense Assignment Action

Assignment Percentage (cont.) The total of the current expense Assignment Percentages must equal Position Effort Percent. EXCEPTION: The total of a group position’s Position Effort Percent may be greater than 100 percent, however the sum of the Assignment Percentages must not exceed 100 percent.

Assignment Begin Date (22) Enter the first day that the position is to be funded by the new account.

For existing accounts, this box can be left blank if the begin date is not changing. EXCEPTION: Enter the begin date of the existing account if a change is being made to another account that is effective prior to the existing account.

Assignment End Date (23) Enter the last day the position is to be funded by the account.

For existing position assignments, refer to the online DEPPS application to verify begin and end dates.

• If the existing account end date is being extended, enter the new end date on the existing account.

• If the existing assignment is to be changed or ended prior to the DEPPS end date, leave the begin date blank and enter the new end date.

Comments (24) Use this space to describe any aspect of this action.

Sponsored Programs If the position is supported by an account in programs 11-14 (sponsored programs), enter the WSU ID numbers and names of associated employees.

Retroactive Actions Include justifications for retroactive assignments to sponsored projects.

• If the retroactive assignment involves multiple employees, enter the WSU ID numbers and names of the associated employees.

Approval

Signature of Principal Investigator (25) Enter the name and obtain the signature of the principal investigator for retroactive assignments supported by sponsored programs (11-14).

Signature of Appointing Authority (26) Enter the name and obtain the signature of the area's appointing authority or the appointing authority designee. This approval is required to complete the transaction.
Expense Assignment Action

Signature of AA (cont.)

NOTE: Area appointing authorities must notify Position Control in writing of those individuals approved for signing these non-appointment-affecting actions. The Budget Office reserves the right to limit the number of designees authorized to sign position control documents.

Signature of Sponsored Programs Officer (27)

Position Control obtains this approval if necessary.

Signature of Other Administrator (28)

Other approvals may be required by administrative units.

NOTE: When completing an action supported by sponsored programs (11-14), enter the WSU ID numbers of the associated employees.

NOTE: Justify any retroactive assignments on sponsored programs in the comments section or attach a separate letter.

Submit original to Position Control.

EXAMPLES

Figure 4  Changing an account assignment from state funds to grant funds and changing the identifying description
Figure 5  Temporarily assigning an expense to a different account
Figure 6  Adding a temporary stipend (differential)
Figure 7  Justification for retroactive assignment on a sponsored program
Expense Assignment Action

This action temporarily changes an account assignment from state funds to grant funds and returns it to state funds, and changes the identifying description.
Expense Assignment Action

The action temporarily assigns the expense to a different account and then reinstates the permanent assignment. The employee receives a shift differential.
Expense Assignment Action

Adding a temporary stipend (differential).

### EXPENSE ASSIGNMENT ACTION

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<thead>
<tr>
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<th>5 FILE NUMBER</th>
<th>6 HOME AREA</th>
<th>7 DATE PREPARED</th>
<th>8 WSU ORGANIZATION NAME (Department and College or Area)</th>
</tr>
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<tr>
<td>Sally Jones</td>
<td>5-1234</td>
<td><a href="mailto:jone@wsu.edu">jone@wsu.edu</a></td>
<td>8765</td>
<td>R-4991092-4</td>
<td>25</td>
<td>06/25/19</td>
<td>School of Biological Sciences</td>
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**CONTROL NO.** (Position Control Use Only)

<table>
<thead>
<tr>
<th>9 POSITION IDENTIFYING DESCRIPTION</th>
<th>10 POSITION NO.</th>
<th>11 INCUMBENT WSU ID NO.</th>
<th>12 ADRM INITIALS</th>
<th>13 ACCT AREA</th>
<th>14 EXPENSE TYPE</th>
<th>15 FUND</th>
<th>16 SPEND</th>
<th>17 PROGRAM</th>
<th>18 BUDGET</th>
<th>19 PROJECT</th>
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<th>21 ASSIGNMENT PERCENTAGE</th>
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<td>Alline, Melvin</td>
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**NOTE:** When completing an action supported by sponsored programs (11-14), enter the WSU ID numbers of the associated employees.

25 PRINCIPAL INVESTIGATOR NAME

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. Green</td>
<td>06/25/19</td>
</tr>
</tbody>
</table>

27 SPONSORS PROGRAMS OFFICER NAME

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
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<tbody>
<tr>
<td>M. Harvey</td>
<td>06/26/19</td>
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</table>

**Sponsored Programs Services Use Only**

<table>
<thead>
<tr>
<th>BUDGET PROJECT</th>
<th>LEAD DATE</th>
<th>CHECKED BY</th>
<th>SPC</th>
<th>DATE</th>
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**NOTE:** Justify any retroactive assignments on sponsored programs in the comments section or attach a separate letter.

Submit original to Position Control.

Figure 6
Expense Assignment Action

Justification for retroactive assignment on a sponsored program.

Part of this expense assignment is a transfer of expenditures. The employee participated and will participate in a recruitment program in May and August. It has now been determined that his salary for the balance of the summer is based on his efforts.

NOTE: When completing an action supported by sponsored programs (11-14), enter the WSU ID numbers of the associated employees.