Category: Facility Management / Safety Financial HR / Labor Relations Responsible Office: University Controller	**Procedure Title:** Charging Campus Staff to Capital Appropriations Document Number: 7302 Effective Date: May 15, 2006 This procedure item applies to: State-Operated Campuses Statutory Colleges

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Summary

To assist the State University of New York (University) with its capital program, this policy governs the manner in which employee costs incurred, solely to state-owned educational facilities, may be charged to the educational facility capital appropriations.

If capital funds are no longer available to support these positions or there is insufficient work available, campuses will have to seek other sources of funding for these positions.

Process

Professional Staff

Each State University of New York (University) campus, including system administration, is allowed to fund up to the equivalent of two full time professional employees from educational facility capital appropriations that have been allocated to each campus under their existing capital plans. In order to fully support capital planning functions, campuses are permitted to hire one architect and one engineer. These employees must be fully dedicated to capital planning activities for educational facilities and cannot have any day-to-day facility responsibilities. Any such hiring must be in accordance with all applicable state laws, rules, regulations and, where appropriate, collective bargaining agreements.

Campus Construction Crews and Site Representatives

A. Campuses may hire or assign employees as campus construction crews for the sole purpose of working on minor rehabilitation or campus let construction projects. Campuses may also hire or assign site representatives to monitor campus educational facility construction projects. Any such hiring must be in accordance with all applicable state laws, rules, regulations, and where appropriate collective bargaining agreements. Also, the permanent operating budget-supported labor force must continue to be dedicated to routine and preventive maintenance on the campus.

The New York State Department of Labor (NYSDOL), Bureau of Public Work, Labor Law requires that

workers employed on “public work” projects be paid the prevailing rate of wages and benefits. The only exemption to this provision is if the work is performed by employees in graded Civil Service positions. Public work projects include construction, reconstruction and maintenance done on behalf of the State University.

Regular full-time permanent campus employees may be used to perform labor on public work projects, as defined by NYSDOL, only after having completed their normal hourly work week obligation and be paid at "time-and-a-half".

Temporary service employees in an appropriate graded Civil Service positions established specifically for a public work project, may be used. Students may be hired in an appropriate graded position, but not in the Student Assistant title as that title is not a graded Civil Service title.

B. For employees funded from campus educational facility capital appropriations, the following conditions also must be met:

1. A campus must receive written permission from the State University Construction Fund (SUCF) to utilize campus construction crews and site representatives. Employment must be justified based on the level of construction activity on campus.

2. The campus will have the option to charge the labor incurred on an educational facility project directly to a capital account maintained by the Fund and funded by the campus’s capital plan provided that there is sufficient construction activity on these projects to justify directly charging these costs. Charging employee labor costs directly to a capital account should be done through the SUNY HR/PDME distribution system. To charge the payroll expense directly to the capital appropriation, a PAYSERV position pool ID will need to be established to designate the capital appropriation as the funding source. The campus must contact the University controller’s office to establish a PAYSERV position pool ID that contains the cost center and OSC object to be charged, and a descriptive title for the pool ID. Once the PAYSERV position pool ID is setup by OSC, payroll expenses will post directly to the capital appropriation. If a distribution is established to a capital project account in SUNY HR long term distribution or PDME short term distribution and a PAYSERV position pool ID is not established, the payroll expenditures will post to the campus payroll default pool ID (usually the State Purpose cost center). The PDME payroll reconciliation process will post the payroll expense to the proper account and cost center through a payroll autojournal.

These positions also can be initially charged to an Income Fund Reimbursable (IFR) account through the SUNY HR/PDME distribution system with the employee labor costs journal transferred to capital project accounts maintained by the SUCF and funded by the campus’ capital plan no less frequently than monthly. The following IFR accounts have been established for this purpose:

- 910690 Construction Crew - Campus
- 910691 Construction Crew - Professional Staff
- 910692 Construction Crew - Site Rep

Employee labor costs charged initially to IFR accounts must be journal transferred through PDME (PD02) to the proper capital project account(s) no less frequently than monthly. Generally, the journal transfers can be done on a payroll-by-payroll basis. Payroll expenditure sub-objects have been established for charging campus staff to capital appropriations. These sub-objects may be found in the Supplement to OSC Accounting Bulletin A-462-S (Capital Construction section) in Appendix A of the Accounting Codes Manual, located on the University-wide Policy & Procedure website, under the category Financial, topic Accounting and Systems Management, sub-topic Online Application Advisories. All journal transfers to capital projects must be up to date and reconciled at the end of each fiscal quarter.

3. Each campus can add employees provided that they do not reduce the number of positions currently set up for maintenance and operations of the facilities.

4. All hours worked by chargeable employees must be captured on appropriate project accounting forms.

5. The campus must create an internal cost accounting mechanism for tracking labor hours incurred (i.e., worked) on a capital project and tie that information to a chargeable capital project using a discrete capital project number.

6. Bi-weekly summary reports of each employee's project specific work time and the resultant pay are to be used to determine the dollar value of the labor to be transferred to the appropriate capital projects.

Forms

There are no forms relevant to this procedure.

Related Procedures

OSC Accounting Bulletins

Construction Contracting

Construction-Related Consultant Contracting Procedures

Other Related Information

Office of the State Comptroller (OSC) Procurement and Disbursement Bulletins

State University Construction Fund

Authority

Office of the University Controller Accounting Requirements.

History

There is no history relevant to this procedure.

Appendices

There are no appendices relevant to this procedure.