Purpose
To establish an SFMA profile for all agencies to use to track COVID-19 “in relation to” costs. By establishing a single profile used by all agencies, DAS will be able to query activity from the SFMA datamart.

Process
Create an SFMA project and phase number for use by all agencies that use SFMA. Each agency would create the profiles in their agency specific accounting structure. The project and phase numbers may be used in any budgetary fund type, ORBITS cross reference, GAAP fund account, cash account, treasury account, etc.

Agency responsibility
Step 1. Verify a D06 Project Type “Y” profile exists in the agency’s accounting structure. If necessary, create a D06 Project Type profile using the data referenced in the below screen shot. Note: replace agency “XXX” with the actual agency number.

![Screen Shot](image_url)

**AGENCY: XXX (MUST BE IN D02 AGENCY PROFILE)**

**PROJECT TYPE: Y**

**TITLE: ENTERPRISE TRACKING**

**STATUS CODE: A**

**EFF START DATE: 03/17/2020 EFF END DATE: _____ LAST PROC DATE: **
Step 2. Create a D42 Project Number profile using the data referenced in the below screenshot. Note: replace agency “XXX” with the actual agency number and enter the agency’s contact information (name and phone number).

![D42 Project Number Profile](image)

Step 3. Create a 27 Project Control profile using the data referenced in the below screenshot. Note: replace agency “XXX” with the actual agency number.

![Project Control Profile](image)

Step 4. Use the “IRTCVD 19” project and phase number for all “in relation to” COVID-19 financial transactions (including payroll costs) incurred on or after May 1, 2020. Agencies should continue to charge “direct response” COVID-19 financial transactions using the “COVID1 19” project and phase number.

Note: Guidance on eligible “in relation to” costs will be provided separately.

**UPDATE – 5/14/2020**

To ensure costs flow through accurately from ePayroll to R*STARS, “PJT” needs to be added before the IRTCVD project number indicating to the system to look for a project number instead of a grant number. Further, the phase needs to be added at the end. The naming convention is Project (PJT), Project Number (a six digit code, IRTCVD), and Phase (a two digit code, 19). Therefore, the work charge should be “PJTIRTCVD19”.
Payroll costs should be recorded in ePayroll by recording “PJTIRTCVD19” in the Work Charge field for hours worked, for this purpose, please do not record “PJTIRTCVD19” in the Work Charge field for any paid/unpaid leave.

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Hours</th>
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<tr>
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<td>PJTIRTCVD19</td>
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<tr>
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<td></td>
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<tr>
<td>PB</td>
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</table>

It is critical that the project number and phase match between R*STARS and ePayroll. If not, R*STARS will not assign that project number and phase to the payroll costs. The transaction will error out on the 530 screen. Agency accountants will be able to enter the correct project number and phase to clear the error.

Further, R*STARS will only have payroll costs by comptroller object, it will not by broken down by employee. However, hours by employee could still be obtained from the Payroll Datamart.