Purpose
To establish an SFMA profile for all agencies to use to track COVID-19 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. Unless granted an exception by SARS, each agency shall 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. Create a D06 Project Type profile in the agency’s accounting structure using the data referenced in the below screen shot. Note: replace agency “XXX” with the actual agency number.

![SFMA profile screenshot](image-url)
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 Screenshot](image)

**Note:**

*Replace “XXX” with the actual agency number and enter the agency’s contact information (name and phone number).*

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.

![27 Project Control Profile Screenshot](image)

**Note:**

*Replace “XXX” with the actual agency number.*

Step 4. Use the COVID-19 project and phase number for all financial transactions (including payroll costs) related to the COVID-19 pandemic. If transactions have already posted to SFMA without reference to the COVID-19 project and phase number, agencies must reclassify the transactions to ensure the COVID-19 project and phase number are included.

**UPDATE – 3/24/2020**

The guidance for payroll needs to be amended so that it flows through accurately from ePayroll to R*STARS. “PJT” needs to be added before the COVID1 project number indicating 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, COVID1), and Phase (a two digit code, 19). Therefore, the work charge should be “PJTCOVID119”. The original guidance has been updated, with changes highlighted.
Payroll costs should be recorded in ePayroll by recording “PJTCOVID119” in the Work Charge field for hours worked, for this purpose, please do not record “PJTCOVID119” in the Work Charge field for any paid/unpaid leave.

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Hours</th>
<th>Work Charge</th>
<th>Override</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>RG</td>
<td>4.25</td>
<td>PJTCOVID119</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RG</td>
<td>2.75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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.