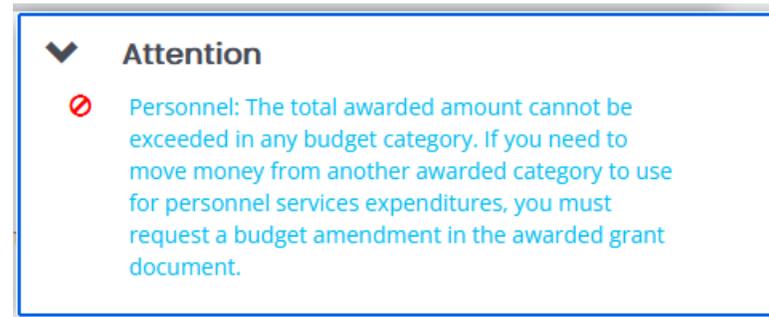# Instructions/Screenshots for Overage correction on Reimbursement Claims

# Instructions/Screenshots for Overage correction on Reimbursement Claims

- Scenario: Agency is working on their claim and when they get to Section C it is showing a message about the Personnel amount exceeding the budget.

**Attention**

⊘ Personnel: The total awarded amount cannot be exceeded in any budget category. If you need to move money from another awarded category to use for personnel services expenditures, you must request a budget amendment in the awarded grant document.

# Instructions/Screenshots for Overage correction on Reimbursement Claims

- Reminder: As you go along, remember to click SAVE each time you update something.

- IGX will update the totals each time you click SAVE.

# Instructions/Screenshots for Overage correction on Reimbursement Claims

- Look at the Balance for the amount the claim is over => $310.51

## Detailed Expenditures

**Personnel Services**

**Attention**

🚫 Personnel: The total awarded amount cannot be exceeded in any budget category. If you need to move money from another awarded category to use for personnel services expenditures, you must request a budget amendment in the awarded grant document.

**Instructions**

- Complete the **Section A: Officer Overtime Worksheet(s)** to detail overtime hours worked for each officer fulfilling grant obligations for the curren[t]
- The total **Officer Pay** from all worksheets represent the **Current** amount below.
- Click the **SAVE** button to ensure all expenditure totals and balances have been properly copied from the worksheet and stored to this expenditure

|  | Current | Approved | Cumulative to Date | Balance |
|---|---|---|---|---|
| Totals: | $20,156.19 | $20,000.00 | $20,310.51 | $-310.51 |

# Instructions/Screenshots for Overage correction on Reimbursement Claims

- Go to Section D and enter that amount into the Match Amount and click Save

# Instructions/Screenshots for Overage correction on Reimbursement Claims

- Go to Section A and determine the new Officer Total Totals target.
  - Officer Total – Overage(Section C) = new Officer Total Totals target
  - $20,156.19 - $310.51 = $19,845.68

**Agency Overtime Patrol Information**

Claim Information

Claim Information

Activity Reporting

SECTION A: Agency Overtime Worksheet

SECTION B: Officer Overtime Activity Report

Financial Reporting

SECTION C: Detailed Expenditures Report

| Agency Overtime Patrol Enforcement Information | | | | FICA(%) | RET(%) | W.COMP(%) | |
|---|---|---|---|---|---|---|---|
| | | | | 7.6500 | 23.3400 | 4.8000 | |
| Officer Name | Hours Worked | OT Hourly Rate | Gross Pay | | | | Officer Total |
| John Smith | 10.00 | $ 30.5400 | $305.40 | $23.36 | $71.28 | $14.66 | $414.70 |
| Charles Roberts | 99.75 | $ 45.0000 | $4,488.75 | $343.39 | $1,047.67 | $215.46 | $6,095.27 |
| Harold Combs | 100.50 | $ 49.0000 | $4,924.50 | $376.72 | $1,149.38 | $236.38 | $6,686.98 |
| Steve Guthrie | 100.00 | $ 51.2500 | $5,125.00 | $392.06 | $1,196.18 | $246.00 | $6,959.24 |
| Totals | 310.25 | | $14,843.65 | $1,135.53 | $3,464.51 | $712.50 | $20,156.19 |

# Instructions/Screenshots for Overage correction on Reimbursement Claims

- Select an officer to modify to make the Officer Total Totals decrease until it is under the target.
  - Modify the Officer Name => indicate the hours worked

**Agency Overtime Patrol Information**                                    [+]

| Agency Overtime Patrol Enforcement Information | | | | FICA(%) | RET(%) | W.COMP(%) | |
|---|---|---|---|---|---|---|---|
| | | | | 7.6500 | 23.3400 | 4.8000 | |
| Officer Name | Hours Worked | OT Hourly Rate | Gross Pay | | | | Officer Total |
| John Smith | 10.00 | $ 30.5400 | $305.40 | $23.36 | $71.28 | $14.66 | $414.70 |
| Charles Roberts | 99.75 | $ 45.0000 | $4,488.75 | $343.39 | $1,047.67 | $215.46 | $6,095.27 |
| Harold Combs | 100.50 | $ 49.0000 | $4,924.50 | $376.72 | $1,149.38 | $236.38 | $6,686.98 |
| Steve Guthrie (100.00h)* | 100.00 | $ 51.2500 | $5,125.00 | $392.06 | $1,196.18 | $246.00 | $6,959.24 |
| Totals | 310.25 | | $14,843.65 | $1,135.53 | $3,464.51 | $712.50 | $20,156.19 |

# Instructions/Screenshots for Overage correction on Reimbursement Claims

- Select an officer to modify to make the Officer Total Totals decrease until it is under the target.
  - Decrease the Hours Worked till it is under the target and click SAVE. IGX will update the Officer Total Totals each time you save.
  - Don't worry about trying to get too close.

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Harold Combs | 100.50 | $ | 49.0000 | $4,924.50 | $376.72 | $1,149.38 | $236.38 | $6,686.98 | + | – |
| Steve Guthrie (100.00h)* | 95.00 | $ | 51.2500 | $4,868.75 | $372.46 | $1,136.37 | $233.70 | $6,611.28 | + | – |
| Totals | 305.25 | | | $14,587.40 | $1,115.93 | $3,404.70 | $700.20 | $19,808.23 | | |

# Instructions/Screenshots for Overage correction on Reimbursement Claims

- Insert an additional Agency Overtime Patrol Information grid

3. Click the add/delete (+)/(-) buttons at the **top of each section** to add/remove officers with different benefit rates.

    **NOTE:** If you add/delete a row and/or section after the initial save, you must click **Save** to store the changes.

4. Once each table is complete with all officer data, click **SAVE**. You may save as you go to see calculated totals.

New Note | Print | Save | Del

Add New Section

+

## Agency Overtime Patrol Information

| Agency Overtime Patrol Enforcement Information | | | | FICA(%) | RET(%) | W.COMP(%) | |
|---|---|---|---|---|---|---|---|
| | | | | 7.6500 | 23.3400 | 4.8000 | |
| Officer Name | Hours Worked | OT Hourly Rate | Gross Pay | | | | Officer Total |

# Instructions/Screenshots for Overage correction on Reimbursement Claims

- Put a record for the officer you modified in the new grid.
  - Make the grid look similar to this.

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Steve Guthrie (100.00h)* | 95.00 | $ 51.2500 | $4,868.75 | $372.46 | $1,136.37 | $233.70 | $6,611.28 | **+** | **−** |
| **Totals** | 305.25 | | $14,587.40 | $1,115.93 | $3,404.70 | $700.20 | $19,808.23 | | |

**Agency Overtime Patrol Information**

| Agency Overtime Patrol Enforcement Information | | | | FICA(%) | RET(%) | W.COMP(%) | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | 0 | 0 | 0 | | | |
| **Officer Name** | **Hours Worked** | **OT Hourly Rate** | **Gross Pay** | | | | **Officer Total** | | |
| Steve Gutherie (100.00h)* | 1.00 | $ | $ | $ | $ | $ | $ | **+** | **−** |

# Instructions/Screenshots for Overage correction on Reimbursement Claims

- Determine the difference between your updated first grid and your target and enter that amount as the OT Hourly Rate in the new grid
  - $19,845.68 (Target) - $19,808.23 (updated first grid) = $ 37.45

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Steve Guthrie (100.00h)* | 95.00 | $ 51.2500 | $4,868.75 | $372.46 | $1,136.37 | $233.70 | $6,611.28 | + − |
| Totals | 305.25 | | $14,587.40 | $1,115.93 | $3,404.70 | $700.20 | $19,808.23 | |

## Agency Overtime Patrol Information

| Agency Overtime Patrol Enforcement Information | | | | FICA(%) | RET(%) | W.COMP(%) | |
|---|---|---|---|---|---|---|---|
| Officer Name | Hours Worked | OT Hourly Rate | Gross Pay | 0.0000 | 0.0000 | 0.0000 | Officer Total |
| Steve Gutherie (100.00h)* | 1.00 | $ 37.4500 | $37.45 | $0.00 | $0.00 | $0.00 | $37.45 + |
| Totals | 1.00 | | $37.45 | $0.00 | $0.00 | $0.00 | $37.45 |

# Instructions/Screenshots for Overage correction on Reimbursement Claims

- Section C and D no longer display an error and the Balance shows as $0.00

SECTION A: Agency Overtime Worksheet ☑

SECTION B: Officer Overtime Activity Report ☑

**Financial Reporting**

SECTION C: Detailed Expenditures Report ☑

SECTION D: Reimbursement Claim Summary ☑

**Cost Categories**

| Cost Categories | Budgeted Amount | Expended Amount | Actual Cost | Match Amount | Federal Amount | Balance |
|---|---|---|---|---|---|---|
| Personnel | $20,000.00 | $154.32 | $19,845.68 | $ 310.51 | $19,845.68 | $0.00 |
| Travel & Training | $0.00 | $0.00 | $0.00 | $ | $0.00 | $0.00 |
| Equipment | $0.00 | $0.00 | $0.00 | $ | $0.00 | $0.00 |
| Other | $0.00 | $0.00 | $0.00 | $ | $0.00 | $0.00 |
| Total | $20,000.00 | $154.32 | $19,845.68 | $310.51 | $19,845.68 | $0.00 |