Salary and Wage Reallocation & Justification (SWRJ) Guidance

This guidance is intended to clarify instructions for SWRJ entry as it relates to Grant and Contract Accounting (GCA). For additional info, see the GCA website or email complgca@rci.rutgers.edu

ONLY Select the “Grant Funded?” flag if at least one of the “From” or “To” sources listed is both managed through Grant and Contracts Accounting and is affected by the adjusted percentages in the “To Source(s)” distribution below.

The “Adjustment Start” date is the effective date of the new “To Source(s)” distribution. Enter an “Adjustment End” date if the reallocation is for a limited period of time. Only leave the “Adjustment End” date blank if all subsequent periods should be updated to reflect the new “To Source(s)” distribution moving forward as of the “Adjustment Start” date. Please clarify any special instructions in the “Comments to Payroll” section below. GCA will reach out to clarify if necessary.

The “Comment Justification” field is required for all SWRJ requests and should include why the reallocation is necessary, how it will benefit the new project, and any $ amounts and special instructions.

The “Comment Delay” field is required if the SWRJ request is made >90 days after the initial General Ledger posting date of the original charge. This field must explain why the reallocation is late and how it will be prevented in the future, if applicable.

The “Comments to Payroll” field is optional and may include extra detail such as system error messages or data entry clarifications.

The “From Source(s)” listed should match the current distribution in the system charging instructions as of the “Adjustment Start” date listed above. List all “From Source(s)” according to the current charging instructions, even if some of them are not affected by the distribution change. The total “From” distribution must add to 100%.

Similarly, indicate all “To Source(s)” to be included in the new distribution, even if some of them are not affected by the distribution change. The total “To” distribution must add to 100%.

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