

## When is a CD-01, PAR, Pre-Audit Required?

	After July 1 of the previous calendar year*	Prior to July 1 of the previous calendar year*
<b>Bi-Weekly Payroll Employee</b>		
Any Portion Sponsored Program Funded -Including Federal Appropriations	<ul style="list-style-type: none"> <li>· CD-01 Required</li> <li>· Business Office will enter into IT27</li> <li>· Pre-audit Required</li> </ul>	<ul style="list-style-type: none"> <li>· CD-01 Required</li> <li>· Cost Accounting will enter the CD-01 into IT27 <ul style="list-style-type: none"> <li>-Payroll along with IT27 will be locked</li> <li>-Business offices will not be able to enter</li> </ul> </li> <li>· Pre-audit Required</li> </ul>
No Sponsored Program Funding	<ul style="list-style-type: none"> <li>· No CD-01</li> <li>· Business Office will enter into IT27</li> </ul>	<ul style="list-style-type: none"> <li>· CD-01 Required</li> <li>· Cost Accounting will enter the CD-01 into IT27 <ul style="list-style-type: none"> <li>-Payroll along with IT27 will be locked</li> <li>-Business offices will not be able to enter</li> </ul> </li> </ul>
<b>Monthly Payroll Employee</b>		
Any Portion Sponsored Program Funded -Including Federal Appropriations	<ul style="list-style-type: none"> <li>· No CD-01</li> <li>· PAR or Revised PAR Required</li> <li>· Pre-audit Required if Post-PAR or Revised PAR <ul style="list-style-type: none"> <li>-Post-PAR is defined as a late PAR that makes a change to payroll distribution</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>· No CD-01</li> <li>· PAR or Revised PAR Required</li> <li>· Pre-audit Required</li> </ul>
No Sponsored Program Funding	<ul style="list-style-type: none"> <li>· No CD-01</li> </ul>	<ul style="list-style-type: none"> <li>· CD-01 Required</li> <li>· Cost Accounting will enter the CD-01 into IT27 <ul style="list-style-type: none"> <li>-Payroll along with IT27 will be locked</li> <li>-Business offices will not be able to enter</li> </ul> </li> </ul>
<b>True Fellowships (Employee Groups F &amp; G)</b>		
A true fellowship does not meet the definition of an employee/employer relationship; therefore, the PAR process is not applicable.		
Any Portion Sponsored Program Funded -Including Federal Appropriations	<ul style="list-style-type: none"> <li>· CD-01 Required</li> <li>· Business Office will enter into IT27</li> <li>· Pre-audit Required</li> </ul>	<ul style="list-style-type: none"> <li>· CD-01 Required</li> <li>· Cost Accounting will enter the CD-01 into IT27 <ul style="list-style-type: none"> <li>-Payroll along with IT27 will be locked</li> <li>-Business offices will not be able to enter</li> </ul> </li> <li>· Pre-audit Required</li> </ul>
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\* The retroactive date of July 1 of the previous calendar year is set to coincide with a Fiscal Year End but allow ample time to enter Summer PARs after the end of the Summer Semester.