

# The following funding arrangement has been agreed to by the identified **Position Owner** who is responsible for establishing the employee funding profile (EFP) for the identified employee (and has fiscal authority for the department to which the employee is assigned) and the identified **Project Owner** who has fiscal authority over the Project ID that is associated with the Account Code (labeled Owner Dept on EFP):

**MEMO OF COMMITMENT**

**University of Maryland Baltimore**

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| **Date of Agreement:** |  |

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| --- | --- |
| **Position Owner** | |
| Name: |  |
| Title: |  |
| Dept Name: |  |

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| --- | --- |
| **Project Owner (Owner Dept)** | |
| Name: |  |
| Title: |  |
| Dept Name: |  |

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| --- | --- | --- | --- |
| **Employee Information** | | | |
| Name: |  | Empl ID/Rcd: |  |
| Role on Project: |  | Percent Effort: | % |

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| **Funding Information** | | | | | |
| Amount1: |  | Account Code: | |  | |
| Start Date: |  | End Date: | |  | |
| Project ID: |  |  | |  | |
| Amount may be adjusted to cover the following: | | | | | |
| COLA Increases? | Yes No | | Merit Increases? | | Yes No |

1 Associated taxes/fringes will be charged to this account code unless justification is provided in comment section below.

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| **Comments:** |
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| Position Owner: |  | Date: |  |
| Project Owner: |  | Date: |  |

## General:

The Memo of Commitment is intended to designate how a portion of an employee’s funding profile will be supported. When the Position Owner (person who has fiscal authority for the department to which the employee is assigned) does not have direct fiscal authority over a project/account code, one Memo of Commitment is completed between the Position Owner and the Project Owner (person who has fiscal authority over the Project ID that is associated with the Account Code) for the employee, for the project/account code being accessed. Before this memo is completed, both the Position and Project Owners should agree to the funding source, duration, and salary amount for the specific employee.

## Who Completes:

Once agreed to, the Position Owner completes the form based upon the communication with the Project Owner and e-mails a copy of the memo to the Project Owner. The Project Owner reviews the memo and agrees or disagrees with the contents of the memo via e-mail response. All memos and corresponding e- mails between parties should be retained for record keeping purposes. (In instances where e-mail is not an available option, the memo should be printed, signed by the Position Owner, faxed to the Project Owner, signed by the Project Owner, and then faxed back to the Position Owner.)

## Form:

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| **Field** | **Description of what to enter** |
| Date of Agreement | Date of conversation between Process Owner and Project Owner |
| Position Owner Name | Name of person who has fiscal authority for the department to which the employee is assigned |
| Position Owner Title | The Job Title for the employee named as Position Owner |
| Position Dept Name | The name of the Department that the Employee is assigned to |
| Project Owner (Owner Dept) Name | Name of person who has fiscal authority over the Project ID that is associated with the Account Code |
| Project Owner (Owner Dept) Title | The Job Title for the employee named as Project Owner |
| Project Owner Dept (Owner Dept) Name | The name of the Department that the Project is assigned to |
| Employee Name | Self-explanatory |
| Empl ID/Rcd | Empl ID-The 6 digit number assigned to the employee in eUMB; Rcd- The 1 digit number that represents the job number for the employee- all employees have a “0” Rcd and those employees with concurrent jobs may have a “1” Rcd. |
| Employee Role on Project | Brief description as to what the employee will be doing on the project or why the employee is being charged to the project/account code |
| Percent Effort | The percent of time the employee will be working on this project/account code; enter as a decimal and it will display as a percent- i.e. enter 1 and displays as 100%; enter .2575 and displays as 25.75% |

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| **Field** | **Description of what to enter** |
| Amount | The total gross pay that should be charged to the project/account code during the specified period of time. The associated taxes and fringes will be charged to the project/account code unless otherwise noted but those amounts are not included in the amount on this line. |
| Account Code | The 10 digit account code that is associated with the funding source |
| Start Date | The date that the funding begins (which should be the Funding Begin Date on the Employee Funding Profile) |
| End Date | The date that the funding stops (which should be the Funding End Date for this project/account code on the Employee Funding Profile) |
| Project ID | The 8 digit number assigned to the project in eUMB Financials. |
| Project Name | Enter the name assigned to the Project ID in eUMB Financials |
| Adjustments for COLA | If the amount can be automatically increased based on a Cost of Living Adjustment (COLA), check YES. Otherwise, check NO. |
| Adjustments for Merit | If the amount can be automatically increased based on a Merit increase, check YES. Otherwise, check NO. |
| Comments | Insert any information that is relevant to the agreement |
| Signatures | For agreements that are not e-mailed or where the departments prefer to have written signatures, a space is provided for both Position Owner and Project Owner. |