

## **Form B- New York State Consultant Services Contractor's Annual Employment Report**

### **Purpose**

This document provides guidance on the reporting requirements of Consultant Disclosure Legislation enacted on June 19, 2006 under Chapter 10 of the Laws of 2006 New York State Finance Law, commonly referred to as [OSC Bulletin No. G-226](#).

### **Background**

As of June 19, 2006 new reporting requirements took effect for all contractors providing services to the State of New York. This requirement only applies to "contracts" with New York State. Contractors will be required to disclose by employment category using the O\*Net Occupational Classification system of the US Dept. of Labor's Employment and Training Administration ([Guidance for using the O\\*Net Web site](#))

- Number of persons employed to provide services, including part-time and employees of subcontractors
- Number of hours worked
- Amount paid to the contractor by the State as compensation for work performed, including work provided by subcontractors  
The required information must be reported annually on Form B - State Consultant Services Contractor's Annual Employment Report for the most recently completed State fiscal year (April 1 through March 31) for every year the contract is in effect by May 15 every year. An extension will NOT be granted by the Office of the State Comptroller (OSC). Contracts in effect on or before June 19, 2006 will also be required to submit the required information beginning with the close of the fiscal year 2006-2007 and 2007-2008.

### **Roles and Responsibilities**

Decentralized and Centralized Campuses personnel are responsible for the completion and submission of Form B - State Consultant Services Contractor's Annual Employment Report.

### **Identification of Contracts required to file Form B - State Consultant Services Contractor's Annual Employment Report**

Discoverer Query "GA\_NYS contracts for identification to file Form B OSC Bulletin No G 226" indicates the awards that have the Form B filing requirements.

The criteria for the Discoverer Query are as follows:

- Sponsor Name = only NYS Sponsors
- Award Purpose Code = Active, At Risk or On Hold
- Award Start Date is after June 19, 2006

Aggregate Expenditures = expenditures over the life of the award (some awards may have no expenditures)  
 The information in the Discoverer Query is as follows:

- Award Number
- Award Start Date
- Award End Date
- Sponsor Name
- Award Full Name
- Award Purpose Code
- Award Status
- Aggregate Expenditures
- Reporting Deadlines

Awards should be identified that are required to complete the Form B - State Consultant Services Contractor's Annual Employment Report. Any award that had applicable expenditures and is required to complete the Form B should have the reports section of Oracle include this report as due on May 15 annually. (The Form B - State Consultant Services Contractor's Annual Employment Report is included in the List of Values-LOV in Oracle)

If for example you had applicable expenditures relating to a New York State Sponsor with different contract periods the following table will provide guidance:

<b>Award Year</b>	<b>Form B reporting period (April 1 - March 31)</b>	<b>Form B - Due Date May 15</b>
Sponsor - OCFS 1/1/06 - 12/31/06	4/1/06 - 12/31/06	May 15, 2007
Sponsor - OCFS 1/1/07 - 12/31/07	1/1/07 - 3/31/07 4/1/07 - 12/31/07	May 15, 2007 May 15, 2008
Sponsor -NYS Education Dept 7/1/06 - 6/30/07	7/1/06 - 3/31/07 4/1/07 - 6/30/07	May 15, 2007 May 15, 2008
Sponsor -NYS Education Dept 7/1/07 - 6/30/08	7/1/0 - 3/31/08 4/1/07 - 6/30/08	May 15, 2008 May 15, 2009

## To obtain Data for the required expenditures for Form B

1. Log into PI Award Interface (PIAI)
2. Select "People Inquiry" and select by Award/Project/Task
3. Enter Award/Project/Task and a DATE RANGE (to the right of the award number) for the reporting period required for the Form B (annual report period requirement is April 1 to March 31, chose the months of the contract period that are applicable).
4. This Award/Project/Task Employee list (Screen ID - PER10) inquiry displays all employees' expenditures from the award, it includes: actual salary and fringe expenditures for the given date range, and drill downs for the Labor Schedule, Actual Charges, Encumbrances and Admin for each employee.
  - Copy to excel > Edit>Select All>Copy
  - Open an Excel workbook >Edit> Paste>Match Destination Format
  1. Delete header rows and begin with "PER 10 - Award/Project/Task Employee List"
  2. Delete 1st two columns and begin with "Employee Number"
  3. Highlight all columns >Format> Column> Auto Fit Selection
  4. Delete columns:
    1. Expense Charges

2. Enc Short
  3. Encumbered Cost
  4. Encumbered Fringe
  5. Labor Schedules
  6. Actual Charges
  7. Encumbrances
  8. Admin
5. On Award/Project/Task Employee list (Screen ID - PER10) drill down to the Admin box, this will provide the Research Foundation Job Title in the Job field (for example -Administrative Staff Assistant III), this title will then need to be cross walked to the employment category using the O\*Net Occupational Classification system of the US Dept. of Labor's Employment and Training Administration ([Guidance for using the O\\*Net Web site](#))

Note: If the Job Title in the Job Field indicates "No Job Required" the Research Foundation Title would be "Project Support Specialist" and this title will then need to be cross walked to the employment category of O\*Net Occupational Classification of "Business Operations Specialist"

- Open the excel worksheet
    1. Insert the following columns:
      1. Job Title
      2. Job Title to use
      3. O\*Net Classification
    2. For the Job Titles include the information from the Award/Project/Task Employee list (Screen ID - PER10) drill down Admin box and crosswalk the job titles
6. Use the excel spreadsheet with the information gathered from the Award/Project/Task Employee list (Screen ID - PER10) to report the applicable expenditures for the Form B reporting requirements. These expenditures should be summarized and subtotaled:
- Open the excel worksheet
    1. copy the employee information and paste in directly under the current information
    2. highlight the pasted information
      1. data>sort>column I "O\*Net Classification"
      2. subtotal each O\*Net Classification
  - Enter summary of Employment Category names in the "Employment Category" column.
  - Enter the total number of employee's that fall into each of the Employment Categories listed for the award (refer to form A for original Employment Category figures, determine if changes required and make any necessary adjustments) in the "Number of Employees" column.
  - Enter the total number of hours worked by all employees by each Employment Category
    - Refer to Form A for original Number of Hours Worked by Employment Category
    - Refer to campus source document for number of hours worked under the contract by Employment Category
    - Estimate the number of hours worked by Employment Category
  - Enter the subtotal dollar amounts (Actual Expenditures and Actual Fringe) in the "Amount Payable Under the Contract" column.

### **An alternative to obtain data for the required expenditures for Form B**

1. Generate from the Oracle Applications the RF Salary Sum Report under the responsibility of ORG Grants Inquiry or ORG OGM Billing Specialist.
2. Produce an excel spreadsheet with the information gathered from the RF Salary Sum Report to report the applicable expenditures for the Form B reporting requirements. These expenditures should be summarized and subtotaled:
  1. Enter the summary of Employment Category names (this "Title" will then need to be cross walked to the

employment category using the O\*Net Occupational Classification system of the US Dept. of Labor's Employment and Training Administration (Guidance for using the O\*Net Website) in a column "Employment Category".

Note: For IFR personnel if the Title is blank the Research Foundation Title would be "Project Support Specialist" and this title will then need to be cross walked to the employment category of O\*Net Occupational Classification of "Business Operations Specialist"

2. Enter the total number of employee's that fall into each of the Employment Categories listed for the award (refer to form A for original Employment Category figures, determine if changes required and make any necessary adjustments) in a column "Number of Employees".
3. Enter the total number of hours worked by all employees by each Employment Category
  1. Refer to Form A for original Number of Hours Worked by Employment Category
  2. Refer to campus source document for number of hours worked under the contract by Employment Category
  3. Estimate the number of hours worked by Employment Category
4. Enter the subtotal dollar amounts (Employee Salary and Fringe Benefits) in the "Amount Payable Under the Contract" column.

## Form B - State Consultant Services Contractor's Annual Employment Report Instructions

1. Log into PI Award Interface (PIAI)
2. Select "Admin Inquiry" and select by Award/Project/Task
3. Enter the Award Number  
Use this as guidance to complete Form B ([FORM B TEMPLATE.doc](#))

Form B field:	Enter The Following:
Report Period	The NYS fiscal year period
Contracting State Agency Name	The name of the state agency to which you are submitting the proposal
Agency Code	Leave blank
Contract Number	Leave blank
Contract Term (from and to)	Enter start date and end date of the entire contract
Contractor Name	The Research Foundation of SUNY on behalf of <Your Campus Location>.
Contractor Address:	Enter your campus location address
Description of Services Being Provided	Enter brief description
Scope of Contract	Check box that best fits (NACUBO code should be used as guidance)
The following information can be obtained from the data in the "People Inquiry" as explained above	Information created on the excel spreadsheet
Employment Category	The O*Net occupations for all staff paid by the contract (summarized by O*Net Occupation), including IFR (as appropriate).

Number of Employees	Total number of employees (head count) that fall under each O*Net occupation
Number of Hours Worked	The total number of hours worked by each O*Net occupation type for the entire contract period. To calculate: FTE x Standard work week x Number of weeks employee is appointed to the contract, then sum all individuals by O*Net occupation type
Amount Payable Under the Contract	Total amount paid to each O*Net occupation type. Don't forget to include Fringe Benefit amounts (as appropriate) and F & A amounts (as appropriate)
Total This Page	The total of each column appearing on that page (Number of Employees / Number of Hours to Be Worked / Amount Payable Under Contract).
Grand Total	The total amount of each column appearing on all pages
Name of person who prepared this report	Name of person that completed form
Preparer's Signature	Signature.
Title	Preparer's title.
Phone #	Preparer's Phone number.
Date prepared	Date form was prepared.

## Reports Submission

Reports that are to be submitted to OSC may be transmitted as follows:

### By Mail

NYS Office of the State Comptroller Bureau of Contracts

110 State Street, 11th Floor

Albany, NY 12236

Attn: Consultant Reporting

### By Fax

(518) 474-8030 or (518) 473-8808

## Change History

- June 7, 2007 - New document

## Feedback

Was this document clear and easy to follow? Please send your feedback to [webfeedback@rfsuny.org](mailto:webfeedback@rfsuny.org).