

**VA Intergovernmental Personnel Assignment Agreement (IPAA)  
Processing Procedures  
Office of Sponsored Programs (OSP)**

**Background:**

In the past, all Audie L. Murphy VA IPAA's have been directly submitted by department personnel to the VA for processing without the prior review and approval of the Office of Sponsored Programs (OSP). The VA would then send the formal IPAA to the OSP for review and signature. OSP's review of the IPAA would commonly discover salary and fringe benefit calculation errors. As such, the IPAA would have to be returned to the VA for reprocessing. The common frequency of returning the IPAA for corrections has created duplicate work for both entities and has increased the processing times of all IPAA's. In order to minimize corrections and decrease processing time, new collaborative procedures have been implemented by the VA and the OSP.

**Procedures effective June 1, 2011:**

The completed IPAA (OF 69) should first be submitted by department personnel to the Office of Sponsored Programs at least forty-five (45) days prior to the start date of the assignment. It must be accompanied by a completed and signed Certificate of Proposal (COP). The OSP will review, and if necessary, work with the department to make any corrections. Once approved, the OSP will submit it directly to the VA. IPAA's that are submitted directly to the VA without OSP's prior review and approval will be returned to the department by the VA. Only IPAA's submitted by the OSP will be accepted by the VA for processing.

**Factors to consider when processing:**

- An employee must be a Health Science Center employee ninety (90) consecutive days prior to being assigned to an IPAA.
- The employment status verification of the Participating Employee is solely the responsibility of the HSC Office of International Services (OIS). The VA is no longer required to process an I-9 with an IPAA. For processing purposes, it is the department's responsibility to inform OSP of the employee's employment status (citizen, non-citizen with specific VISA, non-citizen with EAD card, or permanent resident), and include the expiration date of the document. The employment status verification will no longer affect the term of appointment. The VA does not need to see or receive a copy of the participating employee's VISA/EAD card. Should the VISA expire, it is the department's responsibility to immediately notify OSP and the VA.
- September 1 salary increases should be factored into the calculation. A standard salary increase percentage up to 3% is acceptable.
- The VA does not issue IPAA's in the last quarter of their fiscal year. IPAA's are not initiated July through September.
- In determining fringe benefits, use the employee's actual fringe benefit rate based on historical salary and fringe benefit costs. The actual percentage can be adjusted up to 1% to allow for annual fringe benefit increases (e.g. increase of insurance cost). If there is no previous pay history, fringe benefits should be calculated based on the following percentages: 26% Faculty, 30% Staff, 10% Students.
- If applicable, longevity pay should be included into the calculation.

- Decimal equivalents for fractions of months should be used for partial month appointments based on the actual number of workdays in a given month. The Decimal Equivalent Chart can be obtained from the Payroll Services website at the following URL: <http://www.uthscsa.edu/business/payroll/>.
- Since IPAA processing can take several months, departments should request OSP to set-up a HSC project once the assignment start date has been finalized.
- The VA IPAA period of assignment is two (2) years. The IPAA can be renewed for an additional two (2) years. However, after four (4) consecutive years, there must be at least twelve (12) months before the employee can be appointed on another IPAA. Upon reappointment after a break of twelve (12) months or more, the IPAA will be considered New. Non-federal employees can have an indefinite period of performance; however, the above mentioned timeline and break will apply.
- Notices regarding early termination of IPAA's should be forwarded to the OSP and the VA as soon as possible so that billing can be adjusted accordingly. In addition, if the termination does not occur at month end, the department will be responsible for covering any fringe benefits in excess not covered by the VA.
- Should the Participating Employee be a UTHSCSA faculty member, effort will be reported on the IPAA at the indicated percentage. The standard effort reporting and certifying requirements will apply to these agreements.