

Updated 04/19/2024

Proposals must be completed and routed seven (7) business days before the deadline for OSP to submit the proposal.

Budgeting for Graduate Assistants – Named

Beginning January 2, 2024, proposals must include Graduate Assistantship (GA) health insurance. Below are instructions for adding named Graduate Assistants to the budget.

Budget – Named Non-Key Personnel

To add a current graduate student that is hired in Workday, follow these steps:

• Begin typing last name, first name and then choose from list. Select Type (Non-Key) and Role (Graduate Student) from dropdown options and click Add Person. Detail popup will appear. Base salary will populate from Workday and default appointment is calendar.

Personnel [tide]				
	NAME	PERIOD 1	PERIOD 2	PERIOD 3	DIRECT COSTS
Detail	Tiger, (L17) Mike PD/PI			-	\$ 0
	ringresser exclusion name, Key Subtotal Personne	l: \$0	\$0	\$0	\$0
Louisiana S	tate Univer 🗙 Add New Profile Begin typing to select Personnel Name Select Type 👻 Select Role 👻 Add Person				

- If GA will receive calendar health insurance:
 - Enter the requested person months in the Calendar appointment. Click Save. You will see salary is prorated to number of months entered. In this example, the GA will only work 6 months on the project.

<u>Detail</u>	Appointments	Justifications	Cost Sharing	Effort Periods				Save and Close Save Save Save Save Save Save Save Sav	ave Close
Costs by E	3udget Period			/				Show Calculat	ion Details
PERIOD	ROLE	NUMBER OF PER	SONNEL CALENDAR	R ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL	
1	Graduate Student		1 6.00	0.00	0.00	18,667	0	\$ 18,667	Remove
2	Graduate Student	× %	1 6.00	0.00	0.00	18,667	0	18,667	Remove
3	Graduate Student	× %	1 6.00	0.00	0.00	18,667	0	18,667	Remove
					Total	\$ 56,001	\$0	\$ 56,001	
Leave th	ne base salary field bl	lank in submission	PDFs/XML	**Click Sav	e to calculate	salary and fringe benefit	s. This is required because	appointment data is	being used.

• Click the Appointments tab to select health insurance type. Under Fringe Benefits column, select type GA Calendar Health/Tuition from dropdown. Click Save. Click the detail tab to return to the Budget details.

Detail <u>Appointments</u> Salary/Payroll Information	J stifications Cost Sharing Effort	Periods	Save and Close Save Close Refresh From Profile Add Appointment
APPOINTMENT	APPOINTMENT START/END	BASE SALARY	FRINGE BENEFITS NET SALARY DELETE
Type: Calendar Months: 12	s: 01-Jan-2023	37,333 Per Appt -	Manual Entry Employee 37,333
Continue	Recycle Annual Inflation nary Appointment Anniversary Date	End	GA Calendar Health/Tuition GA Summer Health/Tuition Transient ~

• Click the Detail tab. The health insurance will appear in the Fringe Benefits column and be prorated based off the effort. Click Save and Close.

<u>Detail</u>	Appointments	Justifications	Cost Sharing	Effort Periods				Save a	nd Close S	ave Close			
Costs by B	Costs by Budget Period Show Calculation Details												
PERIOD	ROLE	NUMBER OF PER	SONNEL CALENDAR	R ACADEMIC	SUMMER	SALARY		FRINGE BENEFITS	TOTAL				
1	Graduate Student		1 6.00	0.00	0.00	18,667	<u>GA Calendar H</u>	1,081	\$ 19,748	Remove			
2	Graduate Student	₩ %	1 6.00	0.00	0.00	18,667	GA Calendar H	1,081	19,748	Remove			
3	Graduate Student	₩ %	1 6.00	0.00	0.00	18,667	GA Calendar H	1,081	19,748	Remove			
					Total	\$ 56,001		\$ 3,243	\$ 59,244				
Leave th	e base salary field b	lank in submission	PDFs/XML	**Click Sav	e to calculate	e salary and fringe b	enefits. This is requ	ired because appoint	tment data is	being used.			

• Tuition remission is calculated automatically in the non-Personnel section of the budget.

Non-Personnel [hide]				Add	Bulk Entry
CATEGORY	PERIOD 1	PERIOD 2	PERIOD 3	DIRECT COSTS	
Detail Tuitton Remission	\$ 7,093	\$ 7,093	\$ 7,093	\$ 21,280	
Subtotal Non-Personnel:	\$ 7,093	\$ 7,093	\$ 7,093	\$ 21,280	

- If GA will receive Academic or Summer health insurance:
 - Click the Appointments tab and remove the appointment since the appointment for a GA comes from workday as Calendar. Hit Save and go back to the Detail screen.

Detail <u>Appointments</u>	Justifications	Cost Sharing Effort	Periods			Save a	ind Close	Save Close
Salary/Payroll Information						Refresh From Profile	e Add A	Appointment
APPOINTMENT	APPOINTMENT STA	ART/END	BASE S	SALARY	FRINGE BENEFITS	NET SALARY	1	DELETE
Type: Calendar Months: 12	S: 01-Jan-2023		30,66 Per A	i7	GA Academic Heaver GA Academic H		30,667	4
Continue 💿	Recycle () Annual Inflation (End 🔾)		Total:	30,667	~
Apply inflation on the Prim	ary Appointment An	niversary Date						

• Add 1 as the Number of Personnel, enter the months of effort into either the Academic or Summer column and Manually add salary based on the effort. Click Save.

	<u>Detail</u>	Appointments	Justifications	Cost S	haring [Effort Periods		
	Costs by E	Budget Period						
И	PERIOD	ROLE	NUMBER OF PER	RSONNEL	CALENDAR	ACADEMIC	SUMMER	SALARY
	1	Graduate Student		1	0.00	9.00	0.00	23,000
	2	Graduate Student	₩%	1	0.00	9.00	0.00	23,000
C	3	Graduate Student	* %	1	0.00	9.00	0.00	23,000
							Total	\$ 69,000

• Use the Fringe Benefits drop down to select the applicable Fringe based on the effort stated (GA Academic Health/Tuition or GA Summer Health/Tuition) and hit save.

<u>Detail</u>	Appointments	Justifications	Cost Sharing	Effort Periods]		Save an	nd Close Sav	e Close
Costs by E	Budget Period						Person Months 🗸	Show Calculatio	n Details
PERIOD	ROLE	NUMBER OF PERS	SONNEL CALEND	AR ACADEMIC	SUMMER	Si	↓ S	TOTAL	
1	Graduate Student		1 0.00	9.00	0.00	30 GA Academic Health/Tui	tion 30	\$ 32,397	Remove
2	Graduate Student	₩%	1 0.00	9.00	0.00	30 GA Calendar Health/Tuit	ion 30	32,397	Remove
3	Graduate Student	* %	1 0.00	9.00	0.00	30 Transient	- 30	32,397	Remove
					Total	\$ 92,001	\$ 5,190	\$ 97,191	

• Now you will see the fringe automatically calculated. Click Save and Close.

<u>Detail</u>	Appointments	Justifications	Cost Sharii	ng E	ffort Periods				Save an	d Close Sa	Close
Costs by E	Budget Period								S	how Calculat	ion Details
PERIOD	ROLE	NUMBER OF PERS	SONNEL CAI	LENDAR	ACADEMIC	SUMMER	SALARY		FRINGE BENEFITS	TOTAL	
1	Graduate Student		1 0	.00	9.00	0.00	23,000	GA Academic H	1,730	\$ 24,730	Remove
2	Graduate Student	₩%	1 0	.00	9.00	0.00	23,000	GA Academic H	1,730	24,730	Remove
3	Graduate Student	₩%	1 0	.00	9.00	0.00	23,000	GA Academic H	1,730	24,730	Remove
						Total	\$ 69,000		\$ 5,190	\$ 74,190	

• Tuition remission is correctly calculated under Non-Personnel costs.

Non-Personnel [hide]				Add	d Bulk Entry
CATEGORY	PERIOD 1	PERIOD 2	PERIOD 3	DIRECT COSTS	
Detail Tuition Remission	\$ 8,740	\$ 8,740	\$ 8,740	\$ 26,220	
Subtotal Non-Personnel:	\$ 8,740	\$ 8,740	\$ 8,740	\$ 26,220	
Colord Burdent Colores a					

Budget – Named Key Personnel

To add a current graduate student that is hired in Workday, follow these steps:

• Begin typing last name, first name and then choose from list. Select Type (Key) and Role (Graduate Student or Co-Investigator, as applicable) from dropdown options and click Add Person. Detail pop-up will appear. Base salary will populate from Workday and default appointment is calendar.

Personnel [Hide]					
NAME		PERIOD 1	PERIOD 2	PERIOD 3	DIRECT COSTS
Detail Tiger, (L17) Mike PD/PI	Graduate Student	-	-	-	\$0
ring coder (tab. traine), regional traine, regional train	Subtotal Personnel:	\$0	\$ 0	\$0	\$0
Louisiana State Univer 💙 Add New Profile Begin typing to select Personnel Name Select Type 👻 Select Role	✓ Add Person				

- If GA will receive calendar health insurance:
 - Enter the requested person months in the Calendar appointment. Click Save. You will see salary is prorated to number of months entered.

<u>Detail</u>	Appointments	Justifications	Cost Sharin	g Effort	Periods				Save and Close Sa	Close
Costs by B	Budget Period								Show Calculat	on Details
PERIOD	ROLE		BASE SALARY	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL	
1	Graduate Student		37,333	6.00	0.00	0.00	18,667	0	\$ 18,667	Remove
2	Graduate Student	× _%	37,333	6.00	0.00	0.00	18,667	0	18,667	Remove
3	Graduate Student	₽_%	37,333	6.00	0.00	0.00	18,667	0	18,667	Remove
						Total	\$ 56,001	\$ 0	\$ 56,001	
Leave th	e base salary field bl	ank in submissio	n PDFs/XML	**	Click Save to	calculate sala	ry and fringe benefits. T	his is required because a	opointment data is	being used.

• Click Appointments tab to select health insurance type. Under Fringe Benefits column, select type GA Calendar Health/Tuition from dropdown. Click Save.

Detail <u>Appointments</u>	Justifications Cost Sharing Effort F	Periods	Save and Close Save Close
APPOINTMENT Type: Calendar Months: 12	APPOINTMENT START/END S: 01-Jan-2023	BASE SALARY 37,333 Per Apot	Refresh From Profile Add Appointment Convoc newsform DeLete Manual Entry T,333
Continue Apply inflation on the Prime	Recycle O Annual Inflation v hary Appointment Anniversary Date	End	GA Academic Health/Tuition GA Calendar Health/Tuition GA Summer Health/Tuition Transient

• Click Detail tab and you will see the health insurance amount is in the Fringe Benefits column. This will be prorated by the effort requested. Click Save and Close.

<u>Detail</u>	Detail Appointments Justifications Cost Sharing Effort Periods Save and Close Save Close										
Costs by	Costs by Budget Period Show Calculation Details										
PERIOD	ROLE		BASE SALARY	CALENDAR	ACADEMI	C SUMMER	SALARY		FRINGE BENEFITS	TOTAL	
1	Graduate Student		37,333	6.00	0.00	0.00	18,667	GA Calendar H	1,081	\$ 19,748	Remove
2	Graduate Student	* _%	37,333	6.00	0.00	0.00	18,667	<u>GA Calendar H</u>	1,081	19,748	Remove
3	Graduate Student	* %	37,333	6.00	0.00	0.00	18,667	<u>GA Calendar H</u>	1,081	19,748	Remove
						Total	\$ 56,001		\$ 3.243	\$ 59,244	
Leave t	the base salary field b	lank in submissio	n PDFs/XML		**Click Sav	e to calculate s	alary and fringe be	nefits. This is require	ed because appoint	ment data is	being used

 Under the Non-Personnel section of the budget, you will see the Tuition Remission amount.

L	Non-Person	nel [hide]					AC	Id Bulk Entry
		CATEGORY		PERIOD 1	PERIOD 2	PERIOD 3	DIRECT COSTS	
	Detail	Tuition Remission		\$ 7,093	\$ 7,093	\$ 7,093	\$ 21,280	Delete
			Subtotal Non-Personnel:	\$ 7,093	\$ 7,093	\$ 7,093	\$ 21,280	

- If GA will receive academic or summer health insurance:
 - Since the Workday appointment is pulled in as calendar for all Graduate Assistants, you will need to clear the appointment. Go to the Appointments tab and click the blue arrow in the Delete column.

Detail <u>Appointments</u>	Justifications Cost Sharing E	iffort Periods	Save	and Close Save Close
Salary/Payroll Information	_		Refresh From Profil	e Add Appointment
APPOINTMENT	APPOINTMENT START/END	BASE SALARY	FRINGE BENEFITS NET SALAR	Y DELETE
Type: Calendar Months: 12	S: 01-Jan-2023	37,333 Per Appt	Manual Entry Amount: 0	37,333 👱
Continue 🔘	Recycle 🔿 Annual Inflation	End 🔾	Total:	37,333
Apply inflation on the Prin	nary Appointment Anniversary Date			

• Go to Details tab, leave base salary blank, enter effort as academic or summer and enter requested salary. In Fringe Benefits column, click Manual Entry.

<u>Detail</u>	<u>Appointments</u>	Justifications Cost Shar	ng Effort Periods		Save a	and Close Save Close
Costs by	Budget Period					Show Calculation Details
PERIOD	ROLE	BASE SALARY	CALENDAR ACADEMIC	C SUMMER	- ² S	TOTAL
1	Graduate Student	0	0.00 9.00	0.00 Manual Entry		\$ 23,000 Remove
2	Graduate Student	<u>ه</u> % 0	0.00 9.00	0.00 Employee	0	23,000 Remove
3	Graduate Student	2 % 0	0.00 9.00	0.00 GA Calendar Health/Tuition	• 0	23,000 Remove
				Total \$ 69,000	\$ O	\$ 69,000

• In the Fringe Benefits column, type in the correct institutional fringe. In the scenario below, we are using the GA Academic rate of \$1730. Click Save and Close.

<u>Detail</u>	Appointments	Justifications	Cost Sharing	g Effort Peri	iods			\longrightarrow	Save and (Close Sa	ve Close
Costs by	Costs by Budget Period										
PERIOD	ROLE	B	ASE SALARY	CALENDAR AC	CADEMIC SU	UMMER	SALARY	FRINGE BEN	IEFITS \	TOTAL	
1	Graduate Student		0	0.00	9.00	0.00	23,000	Manual Entry	1,730	24,730	Remove
2	Graduate Student	⊭%	0	0.00	9.00	0.00	23,000	Manual Entry	1,730	24,730	Remove
3	Graduate Student	× %	0	0.00	9.00	0.00	23,000	Manual Entry 🕕	1,730	24,730	Remove
						Total	\$ 69,000		\$ 5.190	74,190	
L											

• To add Tuition Remission, go to Non-Personnel section of the budget, select Tuition Remission from the dropdown and click Add Item.

CATEGORT	
No records to display.	
Data Management and Sharing Cos	Add Item
Tuition Remission *	
Equipment	
Equipment Travel-Domestic	
Equipment Travel-Domestic Travel-Foreign	
Equipment Travel-Domestic Travel-Foreign Materials and Supplies	
Equipment Travel-Domestic Travel-Foreign Materials and Supplies Publication Costs	
Equipment Travel-Domestic Travel-Foreign Materials and Supplies Publication Costs Consultant Services	

• Manually enter Tuition Remission amount as 38% of GA salary. Click Save and Close.

Non-Person	nel Costs					
Detail	Justifications Cost Sharing	5		Show Calculations	Save and Close S	Close
Costs by "	Budget Period" Annual Infla	tion Manual Entry	•	Description Tuit	ion Remission	
PERIOD	START DATE	END DATE			TOTAL	
1	01-Jul-2024	30-Jun-2025			8,740	Remove
2	01-Jul-2025	30-Jun-2026			% 8,740	Remove
3	01-Jul-2026	30-Jun-2027		Z	% 8,740	Remove
				Total	\$ 26,220	-
L						