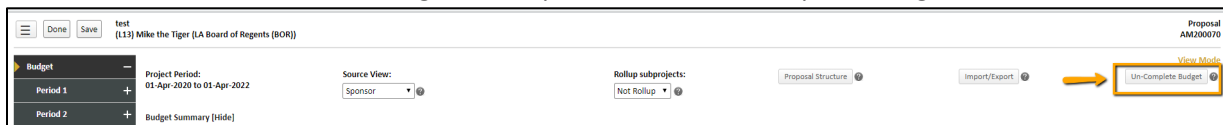


Removing Appointments (Salary) from the Budget

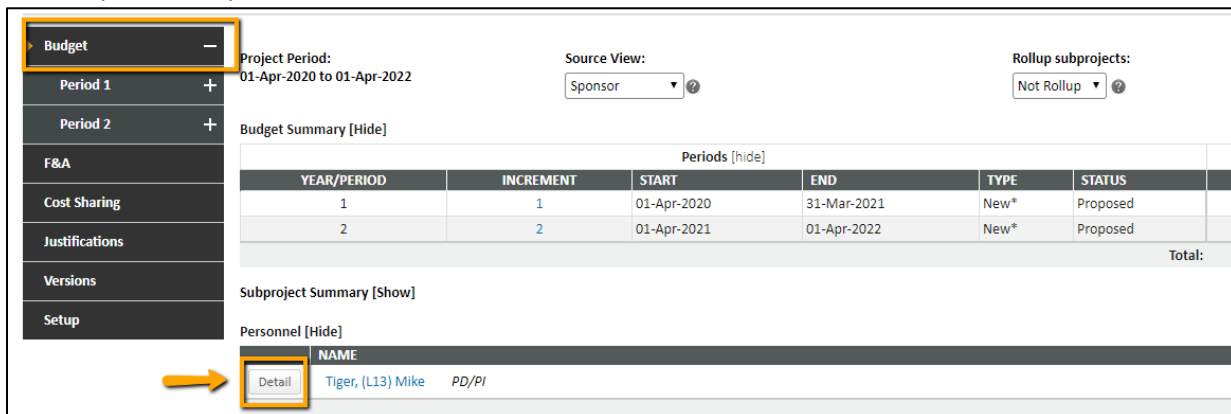
Employee salary information pulls from Workday directly into their GeauxGrants profile. When creating a budget, the salary information will automatically appear for the majority of LSU employees and calculate based on the appointment type and effort. Fringe benefits and graduate student tuition remission will also calculate based on the appointment type. However, if a PI is requesting a flat amount for salary or an anticipated raise in year 1, then you will need to remove the “Appointment” information and manually enter.



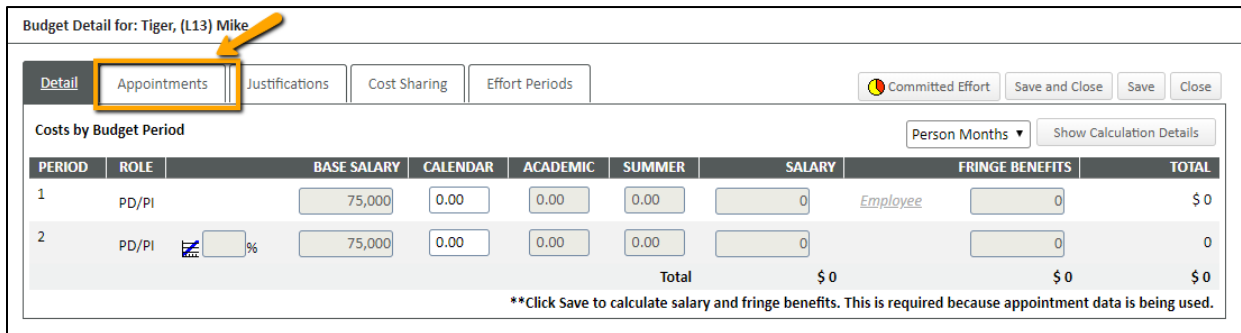
If the budget is Completed, click “Un-Complete Budget” to edit.



- 1) In Proposal Development (PD), click on the Budget tab. Next click on “Detail” next to the personnel you wish to edit.



- 2) The Budget Detail for the personnel will open. Click on the “Appointments” tab.



- To remove the preloaded appointment from Workday, click the blue arrow under the Delete column. This will remove the salary from this budget, but not from GeauxGrants.

Budget Detail for: Tiger, (L13) Mike

Detail **Appointments** Justifications Cost Sharing Effort Periods Committed Effort Save and Close Save Close

Salary/Payroll Information Refresh From Profile Add Appointment

APPOINTMENT	APPOINTMENT START/END	BASE SALARY	FRINGE BENEFITS	NET SALARY	DELETE
Type: Calendar Months: 12 Continue <input type="radio"/> Recycle <input checked="" type="radio"/> Annual Inflation <input type="text"/>	S: 01-Jan-2019 E: 31-Dec-2019	75,000 Per Appt	Employee Amount: 33,000	108,000	
				Total:	108,000

Apply inflation on the Primary Appointment Anniversary Date

- Go back to the "Detail" tab. Do not enter Base Salary. Enter the yearly effort and the yearly salary requested. Click Save.



Do no enter the Base Salary. Removing the appointment, defaults to a 12-month calculation for effort and fringe benefits.

Budget Detail for: Tiger, (L13) Mike

Detail **Appointments** Justifications Cost Sharing Effort Periods Committed Effort Save and Close Save Close

Costs by Budget Period Person Months Show Calculation Details

PERIOD	ROLE	BASE SALARY	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL
1	PD/PI	0	0.00	0.00	1.00	9,516	0	\$ 9,516
2	PD/PI	0	0.00	0.00	1.00	9,516	0	9,516
Total						\$ 19,032	\$ 0	\$ 19,032

Leave blank.

- In order to calculate the appropriate fringe benefit or tuition remission (graduate students), you will need to click on the triangle next to Fringe Benefits and then select the correct fringe or tuition remission type from the drop down.

Budget Detail for: Tiger, (L13) Mike

Detail **Appointments** Justifications Cost Sharing Effort Periods Committed Effort Save and Close Save Close

Costs by Budget Period Person Months Show Calculation Details

PERIOD	ROLE	BASE SALARY	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL
1	PD/PI	0	0.00	0.00	1.00	9,516	0	\$ 9,516
2	PD/PI	0	0.00	0.00	1.00	9,516	0	9,516
Total						\$ 19,032	\$ 0	\$ 19,032

- 6) Choose the appropriate fringe type from the dropdown list.
 - a. Faculty and Staff = Employee
 - b. Graduate Students = Tuition Remission FY20 for proposals submitted after 7/1/2019.
Tuition remission will populate under Non-Personnel.
 - c. 2-Year Postdoctoral Researcher job code = 2-Year Postdoctoral Researcher
 - d. Transient, Continent Workers, WAEs = Transient

Budget Detail for: Tiger, (L13) Mike

Detail Appointments Justifications Cost Sharing Effort Periods Committed Effort Save and Close Save Close

Costs by Budget Period Person Months Show Calculation Details

PERIOD	ROLE	BASE SALARY	CALENDAR	ACADEMIC	SUMMER		TOTAL	
1	PD/PI	0	0.00	0.00	1.00	2-Year Postdoctoral Researcher Employee	\$ 9,516	
2	PD/PI	0	0.00	0.00	1.00	Transient Tuition Remission FY19 Tuition Remission FY20	9,516	
Total							\$ 0	\$ 19,032

- 7) Click Save and Close.

Budget Detail for: Tiger, (L13) Mike

Detail Appointments Justifications Cost Sharing Effort Periods Committed Effort **Save and Close** Save Close

Costs by Budget Period Person Months Show Calculation Details

PERIOD	ROLE	BASE SALARY	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL
1	PD/PI	0	0.00	0.00	1.00	9,516	Employee 4,187	\$ 13,703
2	PD/PI	0	0.00	0.00	1.00	9,516	Employee 4,187	13,703
Total						\$ 19,032	\$ 8,374	\$ 27,406