

Updated 12/04/2024

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 [Hide]								
NAME					PERIOD 1	PERIOD 2	PERIOD 3	DIRECT COSTS
Detail Tiger, (L17) Mike PD/PI		Key or Non-	Graduate Student					\$0
	first name)	Key		Subtotal Personnel:	\$0	\$ 0	\$0	\$0
Louisiana State Univer 🗸 🛛 Add New Profile	Begin typing to select Personnel Name Select Type	← Select Role	Add Perso	n				

- 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 a	nd Close	Save Close
Costs by B	Budget Period		6	?			Person Mor	nths 🗸 🎯	Show Calcula	tion Details
PERIOD	ROLE	NUMBER OF PER	SONNEL CALEND	AR ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL	MANUAL*	
1	Graduate Student		1 6.00	0.00	0.00	15,334	0	\$ 15,334		Remove
2	Graduate Student	Z %	1 6.00	0.00	0.00	15,334	0	15,334		Remove
					Total	\$ 30,668	\$0	\$ 30,668		
				**Click Save	e to calculate *Increr	e salary and fringe ben nents marked manual	efits. This is required be will ignore defined app	cause appoint pintments for	tment data is purposes of	s being used. calculations.

• 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>	Justifications Cost Sharing Effort P	eriods	Save	and Close Save Close
Salary/Payroll Information			Refresh From Profi	le Add Appointment
APPOINTMENT	APPOINTMENT START/END	BASE SALARY	FRINGE BENEFITS NET SALAF	Y DELETE
Type: Calendar 🔻	S: 01-Jan-2024	30,667	Manual Entry	30.667 X
Months: 12	E: 31-Dec-2024	Per Appt 🔹	Manual Entry 2-Year Postdoc/Intern	
Continue 💿	Recycle 🔿	End 🔾	Employee	
	Annual Inflation 🗸 🗸		GA Academic Health/Tuition	30,667
Apply inflation on the Prim	nary Appointment Anniversary Date		GA Calendar Health/Tuition	•

• 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 Sh	aring	Effort Periods					Save	and Close	Save Close
Costs by E	Budget Period								Person	Months 🗸 🖉	Show Calcula	ation Details
PERIOD	ROLE	NUMBER OF PE	RSONNEL	CALENDAR	ACADEMIC	SUMMER	SALARY		FRINGE BENEFITS	TOTAL	MANUAL*	
1	Graduate Student		1	6.00	0.00	0.00	15,334	GA Calendar H	1,081	\$ 16,414		Remove
2	Graduate Student	Z %	1	6.00	0.00	0.00	15,334	GA Calendar H	1,081	16,414		Remove
						Total	\$ 30,668		\$ 2,162	\$ 32,830		
						**Clic	k Save to calculate s *Increme	alary and fringe ber ents marked manua	nefits. This is required will ignore defined a	because appoir ppointments for	tment data i purposes of	s being used. calculations.

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

Non-Personnel [Hi	ide]				
CATE	EGORY	PERIOD 1	PERIOD 2	DIRECT COSTS	
Detail Tuit	tion Remission	\$ 5,827	\$ 5,827	\$ 11,654	
	Subtotal Non-Personnel:	\$ 5,827	\$ 5,827	\$ 11,654	

- If GA will receive Academic or Summer health insurance:
 - Since the appointment for a GA comes from workday as Calendar. Hit the Manual override button for the budget periods.

<u>Detail</u>	Appointments	Justifications	Cost Sharing	Effort Periods]				Save and Clo	se Save Close
Costs by E	Budget Period							Person I	Months 🗸 🎱 Show	Calculation Details
PERIOD	ROLE	NUMBER OF PER	SONNEL CALENI	DAR ACADEMIC	SUMMER	SALARY		FRINGE BENEFITS	TOTAL MAN	UAL*
1	Graduate Student		0 0.00	0.00	0.00	0	Select Fringe Benefit Scheme	0	\$ O 💽	Remove
2	Graduate Student	≥_%	0 0.00	0.00	0.00	0		0	0	Remove
					Total	\$ 0		\$0	\$ 0	
						**Click S	ave to calculate salary and fring *Increments marked ma	e benefits. This is required mual will ignore defined a	l because appointment ppointments for purpo	data is being used. ses of calculations.

• 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 Sharing	Effort Periods					Save and	Close Save	e Close
Costs by E	Budget Period							Person N	Ionths 🗸 🖉 Sho	w Calculation	n Details
PERIOD	ROLE	NUMBER OF PER	SONNEL CALENI	DAR ACADEMIC	SUMMER	SALARY		FRINGE BENEFITS	TOTAL M/	NUAL*	
1	Graduate Student		1 0.00	2.00	0.00	2,500	Select Fringe Benefit Scheme	0.00	\$ 2,500		Remove
2	Graduate Student	₩%	1 0.00	2.00	0.00	2,500	Select Fringe Benefit Scheme	0.00	2,500		Remove
					Total	\$ 5,000		\$ 0	\$ 5,000		
						**Click Sa	ave to calculate salary and fring *Increments marked ma	e benefits. This is required anual will ignore defined ap	because appointme ppointments for pur	nt data is b poses of cal	eing used. Iculations.

• 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 Shar	ing Effc	ort Periods						Save an	d Close S	ave Close
Costs by E	Budget Period									Person	Months 🗸 🎱 🛛 S	how Calcula	tion Details
PERIOD	ROLE	NUMBER OF PEF	ISONNEL C	ALENDAR	ACADEMIC	SUMMER	9	SALARY		FRINGE BENEFITS	TOTAL I	MANUAL*	
1	Graduate Student		1	0.00	2.00	0.00		2,500	Select Fringe Benefit Scheme	0.00	\$ 2,500	<	Remove
2	Graduate Student	2 %	1	0.00				•	> <u>Select Fringe Benefit Scheme</u>	0.00	2,500		Remove
					Manual E	intry				\$0	\$ 5,000		
					2-Year Po Employee	stdoc/Intern			Save to calculate salary and fring *Increments marked ma	e benefits. This is required inual will ignore defined a	d because appointr appointments for p	nent data is urposes of	being used. calculations.
					GA Acade GA Calen	emic Health/T dar Health/Tu	uition C	-					

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

<u>Detail</u>	Appointments	Justifications	Cost Sharing	Effort Periods					Save a	and Close	Save	llose
Costs by B	udget Period							Perso	on Months 🗸 🖉	Show Calcula	ition Detai	ils @
PERIOD	ROLE	NUMBER OF PER	RSONNEL CALEN	DAR ACADEMIC	SUMMER	SALARY		FRINGE BENEFITS	TOTAL	MANUAL*		
1	Graduate Student		1 0.00	2.00	0.00	2,500	GA Academic H	384	\$ 2,884	✓	Remo	ve
2	Graduate Student	* %	1 0.00	2.00	0.00	2,500	GA Academic H	384	2,884	✓	Remo	ve
					Total	\$ 5,000		\$ 768	\$ 5,768			
						**Click Sav	e to calculate salary a *Increments ma	nd fringe benefits. This is requi rked manual will ignore define	red because appoin d appointments for	tment data i purposes of	s being u calculati	ised. ions.

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

Non-Perso	nnel [hide]				Ad	d Bulk Entry
	CATEGORY	PERIOD 1	PERIOD 2	PERIOD 3	DIRECT COSTS	
Detail	Tuition Remission	\$ 8,740	\$ 8,740	\$ 8,740	\$ 26,220	Delete
	Subtotal Non-Personnel:	\$ 8,740	\$ 8,740	\$ 8,740	\$ 26,220	
Calant D.						

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.

Per	annel [Hide]				
	NAME	PERIOD 1	PERIOD 2	PERIOD 3	DIRECT COSTS
	tail Tiger, (L17) Mike PD/PI Graduate Student				\$ 0
	subtotal Personnel	\$0	\$0	\$0	\$0
Lo	isiana 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.

Budget Det	ail for: Ostadrahimi,	Alireza									
<u>Detail</u>	Appointments	Justifications	Cost Sharing	g Eff	fort Periods				Save a	and Close	Save
Costs by I	Budget Period				/			Person Month	ns v	Show Calcula	ation Details
PERIOD	ROLE		BASE SALARY	CALEN	R ACADEM	IC SUMMER	SALARY	FRINGE BENEFITS	TOTAL	MANUAL*	
1	Graduate Student		37,714	2.00	0.00	0.00	6,286	0	\$ 6,286		Remove
2	Graduate Student	2 %	37,714	2.00	0.00	0.00	6,286	0	6,286		Remove
						Total	\$ 12,572	\$0	\$ 12,572		
					**Click Save	to calculate sala *Increment	ary and fringe benefits is marked manual will	a. This is required beca ignore defined appoint	use appoin ntments for	tment data is purposes of	s being used. calculations.

• 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 Periods		Save and Close Save Close						
Salary/Payroll Information Refresh From Profile A										
APPOINTMENT	APPOINTMENT START/END	BASE SALARY	FRINGE BENEFITS	NET SALARY DELETE						
Type: Calendar Months: 12 Continue	S: 01-Jan-2024	37,714 Per Appt •	Manual Entry Fmployee GA Academic Health/Tuition	37,714 X						
Apply inflation on the Pri	Annual Inflation		GA Calendar Health/Tuition GA Summer Health/Tuition Transient	37,714						

• 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.

Detail Appointments Justifications Cost Sharing Effort Periods Save											
Costs by Budget Period Person Months											
PERIOD	ROLE		BASE SALARY	CALENDAR	ACADEMI	C SUMMER	SALARY		FRINGE BENEFITS	TOTAL	MANUAL*
1	Graduate Student		37,714	2.00	0.00	0.00	6,286	GA Calendar H	360	\$ 6,646	
2	Graduate Student	≝%	37,714	2.00	0.00	0.00	6,286	GA Calendar H	360	6,646	
						Total	\$ 12,572		\$ 720	\$ 13,292	
						**Click Save	to calculate salary	and tringe benefits.	This is required becau	ise appoir	ntment data
							*Increments n	narked manual will ig	gnore defined appoint	tments for	r purposes o

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

N	ion-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 named Graduate Assistants, you will need to manual override the appointment. Click the manual button for each budget period.

<u>Detail</u>	Appointments	Justifications	Cost Sharin	g Effort	Periods					Save and C	ose Save	Close
Costs by I	Budget Period								Person Months	✓ Short	v Calculation	Details 🕜
PERIOD	ROLE		BASE SALARY	CALENDAR	ACADEMIC	SUMMER	SALARY		FRINGE BENEFITS	TOTAL MA	NUAL*	
1	Graduate Student		37,714	0.00	0.00	0.00	0	Select Fringe Benefit Scheme	0	\$ O	J C	Remove
2	Graduate Student	Z %	37,714	0.00	0.00	0.00	0	Select Fringe Benefit Scheme	0	0	<mark>⊲</mark> ←	Remove
						Total	\$0		\$ 0	\$ O		
	**Click Save to calculate salary and fringe benefits. This is required because appointment data is being used. *Increments marked manual will ignore defined appointments for purposes of calculations.											

• Go to Details tab, enter 0 for the base salary, enter effort as academic or summer and enter requested salary.

<u>Detail</u>	Appointments	Justifications	Cost Sharing	Effort Periods					Save a	nd Close	ave Close
Costs by E	Budget Period							Person Mon	ths 🗸 🕜 📃	Show Calcula	tion Details
PERIOD	ROLE		BASE SALARY C			SALARY		FRINGE BENEFITS	TOTAL	MANUAL*	
1	Graduate Student	-	0	0.00 2.00	0.00	2,500	Select Fringe Benefit Scheme	0	\$ 2,500	~	Remove
2	Graduate Student	≝%	0	0.00 2.00	0.00	2,500	Select Fringe Benefit Scheme	0	2,500	✓	Remove
					Total	\$ 5,000		\$0	\$ 5,000		
	**Click Save to calculate salary and fringe benefits. This is required because appointment data is being used. *Increments marked manual will ignore defined appointments for purposes of calculations.										

• In Fringe Benefits column, click select fringe benefit scheme and choose the GA Academic Health/Tuition or GA Summer Health/Tuition based on the effort chosen. In the scenario below, we are using the GA Academic. Click Save and Close.

<u>Detail</u>	Appointments	Justifications	Cost Sharing	Effort Pe	eriods				Save a	nd Close	Save Close
Costs by E	udget Period							Person Mont	hs 🗸 🖉	Show Calcula	ition Details
PERIOD	ROLE		BASE SALARY	CALENDAR	ACADEMIC SUMMER	SALARY		FRINGE BENEFITS	TOTAL	MANUAL*	
1	Graduate Student		0	0.00		•	Select Fringe Benefit Scheme	0	\$ 2,500		Remove
2	Graduate Student	⊭%	0	0.00	Manual Entry 2-Year Postdoc/Intern	^	Select Fringe Benefit Scheme	0	2,500		Remove
					Employee			\$ 0	\$ 5,000		
	GA Academic Health/Tuition accurate sardfy and fringe benefits. This is required because appointment data is being used GA Calendar Health/Tuition * Increments marked manual will ignore defined appointments for purposes of calculations								s being used. calculations.		

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

	TUITION REMISSION	SHORT FORM	PERIOD 1	PERIOD 2	TOTAL	
Detail	Tuition Remission		\$ 950	\$ 950	\$ 1,900	Remove