

## Manually Override Appointment (Salary) in 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 use the manual override button to manually enter salary information.



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

The screenshot shows the top navigation bar of the GeauxGrants system. On the right side, there is a button labeled 'Un-Complete Budget' which is highlighted with an orange rectangular box. An orange arrow points from the left towards this button. Other buttons visible include 'Done', 'Save', 'View Mode', 'Import/Export', 'Proposal Structure', 'Rollup subprojects', and 'Source View'.

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

This screenshot displays the 'Budget Summary' page. On the left-hand side, there is a vertical sidebar menu. The 'Detail' option under the 'Personnel' section is highlighted with an orange box, and an orange arrow points to it. The main content area shows a table with columns for 'Periods', 'Sponsor', 'Cost Sharing', and 'Project'. Below this table, there is a 'Personnel' section with a table listing personnel members. The 'Detail' button next to 'Tiger, (L17) Mike' is highlighted with an orange box. At the bottom, there are buttons for 'Add New Profile', 'Begin typing to select Personnel Name...', 'Select Type', 'Select Role', and 'Add Person'.

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

This screenshot shows the 'Budget Detail' page for 'Tiger, (L17) Mike'. The page has several tabs: 'Detail', 'Appointments', 'Justifications', 'Cost Sharing', and 'Effort Periods'. The 'Detail' tab is active. In the 'Costs by Budget Period' section, there is a table with columns for 'PERIOD', 'ROLE', 'BASE SALARY', 'CALENDAR', 'ACADEMIC', 'SUMMER', 'SALARY', 'FRINGE BENEFITS', 'TOTAL', and 'MANUAL\*'. The 'MANUAL\*' column has a checkbox that is highlighted with an orange box. Below the table, there is a note: '\*\*Click Save to calculate salary and fringe benefits. This is required because appointment data is being...' and another note: '\*Increments marked manual will ignore defined appointments for purposes of calculations.'.

3) Zero out the Base Salary. Enter the effort and the salary requested. Click Save and Continue



### Zero out the Base Salary.

Budget Detail for: Tiger, (L17) Mike

PERIOD	ROLE	BASE SALARY	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL	MANUAL*
1	PD/PI	0	2.00	0.00	0.00	12,000	4,800	\$ 16,800	<input checked="" type="checkbox"/>
2	PD/PI	0	2.00	0.00	0.00	12,000	4,800	16,800	<input checked="" type="checkbox"/>
Total						\$ 24,000	\$ 9,600	\$ 33,600	

4) To calculate the appropriate fringe benefit or tuition remission (graduate students), you will need to click on the link next to Fringe Benefits and then select the correct fringe or tuition remission type from the dropdown list:

- Faculty and Staff = Employee
- Graduate Students = Depending on the GA Appointment: GA Academic Health/Tuition, GA Calendar Health/Tuition, or GA Summer Health/Tuition. Tuition remission will populate under Non-Personnel.
- 2-Year Postdoctoral Researcher job code = 2-Year Postdoctoral Researcher
- Transient, Continent Workers, WAEs = Transient

PERIOD	ROLE	BASE SALARY	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL	MANUAL*
1	Graduate Student	0	12.00				12,267	\$ 42,934	<input checked="" type="checkbox"/>
2	Graduate Student	0	12.00				12,267	42,934	<input checked="" type="checkbox"/>
						\$ 24,534	\$ 85,868		

5) Click Save and Close.