

A Helpful Tool to Accurately Direct Charge Faculty Salary

Deb Cundiff December 2010

Advantages of direct charging faculty salary to sponsored projects

- If criteria outlined by Provost are met, could be eligible for recovery of released funds from fringe benefits.
- Salary is encumbered up-front so the available balance of the sponsored account is more readily and accurately determined.
- Makes effort reporting more straightforward because salary is expensed proactively and will appear on the effort report.

General Direct Charging Considerations

- Effort commitments should drive salary recovery.
- Direct charging is set up using % of salary charged to each project, as opposed to listing dollar amounts.
- If starting with a target dollar amount, you must first convert it to % of academic base salary (ABS).

Direct Charging Considerations due to 9/12 payments

- Only 75% of the earned amount is paid in each monthly paycheck.
 - This is why you can't direct charge >75% effort (must use an SDA).
- You need to adjust the % of salary charged to sponsored funding each month to take into account the 9/12 payment.
- The Direct Charging Template spreadsheet will calculate the 9/12 conversion.

Direct Charging Considerations due to multiple paid appointments

- Funding is deployed by appointment/position.
- Be sure to include all paid appointments when calculating the academic base salary.
 - You must take into account how much funding is on the position compared to the full ABS
- The Direct Charging Template spreadsheet will calculate the correct amount to deploy per appointment.

Direct Charging Instructions

- Direct charging spreadsheet must be updated each year to look at September and June which are split months
- Direct charging will be from 9/16 to 6/15, and in some years, September and June will have an odd number of days requiring an adjustment to the formula in the spreadsheet

Entering Funding in HRIS

- Once the spreadsheet has been prepared, the funding can now be entered into HRIS
- The funding is entered through deployment just as all other funding (graduate students, postdocs, etc.)
- Retroactive funding will require journals just as other funding changes with the same requirements
- Requires 100% funding for June 16 to September 15 on appropriated chart string

Example

- First, end previous funding effective 9/15

| | | | | | | | | |
|-----------------|-------|----------|----------|-------------|------------|--------------|--|-----|
| Select Funding | *Fund | *FN Dept | Project | Activity | Program | Chartfield 1 | *Account | + - |
| | 110 | 1447000 | | | | | 60011 | |
| Approval Status | | | *Percent | *Start Date | Stop Date | | <input type="checkbox"/> Indefinite End? | |
| | | | 100.0000 | 09/01/2000 | 09/15/2010 | | | |

Example

- Enter new funding from spreadsheet

| | | | | | | | |
|-----------------|--------------|---------------------|---------------------|---------------------------|-------------------------|---------------------|--|
| Select Funding | *Fund 110 | *FN Dept 1447000 | Project [] | Activity [] | Program [] | Chartfield 1 [] | *Account 60011 |
| Approval Status | | | *Percent 30.1587 | *Start Date 09/16/2010 | Stop Date 06/15/2011 | | <input type="checkbox"/> Indefinite End? |

| | | | | | | | |
|-----------------|--------------|---------------------|---------------------|---------------------------|-------------------------|---------------------|--|
| Select Funding | *Fund 610 | *FN Dept 4011400 | Project 60026932 | Activity 01 | Program [] | Chartfield 1 [] | *Account 60011 |
| Approval Status | | | *Percent 27.9365 | *Start Date 09/16/2010 | Stop Date 06/15/2011 | | <input type="checkbox"/> Indefinite End? |

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|-----------------|--------------|---------------------|---------------------|---------------------------|-------------------------|---------------------|--|
| Select Funding | *Fund 610 | *FN Dept 4011400 | Project 60027687 | Activity 01 | Program [] | Chartfield 1 [] | *Account 60011 |
| Approval Status | | | *Percent 41.9048 | *Start Date 09/16/2010 | Stop Date 06/15/2011 | | <input type="checkbox"/> Indefinite End? |