

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.

	E Done Save test (113) Mike the Tiger (LA Board of Regents (BOR)) AM200070										
Budget Period 1	Project Period: 01-Apr-2020 to 01-Apr-2022	Source View: Sponsor	Rollup subprojects:	Proposal Structure	Import/Export	Un-Complete Budget					
Period 2	+ Budget Summary [Hide]										

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

Budget	-	Budget Summary									Edit Mo
Period 1	+	Project Period:	_	rce View:			osal Structure	Import/Export	Build PDF	Comple	ete Budget
Period 2	+	01-Nov-2024 to 31-Oct-2	026 Spo	onsor 🗸 🧐	Not R	ollup 🗸 🖤					
SubAwards (1) +			Period	s [hide]		Sponsor [show]	Cost Sharing [show]		Project [hide]		
		Year/Period	Start	End		Total	Total	Dire	ts F	8A	Total
F&A		1	01-Nov-2024 31-Oct-2025		\$ 41,926	-	\$ 27,95	50 \$ 13,9	76	\$ 41,926	
Cost Sharing		2	01-Nov-2025 31-Oct-2026		t-2026	31,726	-	21,15	50 10,5	76	31,726
Justifications						\$ 73,652	\$ 0	\$ 49,10	00 \$ 24,5	52	\$ 73,652
Versions		Personnel [Hide]									
C-1		NAME						PERIOD 1	PERIOD 2 D	RECT COSTS	
Setup		Detail Tiger, (L17	') Mike P	D/PI				\$ 17,625	\$ 17,625	\$ 35,250	
		Detail Tiger, (L15	i) Mike C	o-Investigator				3,525	3,525	7,050	Remove
	/					Subtota	al Personnel:	\$ 21,150	\$ 21,150	\$ 42,300	
		Louisiana State Univer V Add New Profile Begin typing to select				Personnel Name	Select Type	×	 Select Role 		

2) The Budget Detail for the personnel will open. Click on the "Manual" checkbox.

Budget Detail for: Tiger, (L17) Mike <u>Detail</u> Appointments Justifications Cost Sharing Effort Periods Save and Close Save Close Show Calculation Details Costs by Budget Period PERIOD ROLE BASE SALARY CALENDAR ACADEMIC SUMMER SALARY FRINGE BENEFITS TOTAL AL* 75,000 0.00 0.00 PD/PI 0 \$0 PD/PI 😹 % 75,000 0.00 0.00 2 0 Employee 0 \$0 Total \$0 **\$ 0** Leave the base salary field blank in submission PDFs/XML **Click Save to calculate salary and fringe benefits. This is required because appointment data is *Increments marked manual will ignore defined appointments for purposes of calculati

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



Zero out the Base Salary.

Budget Detail for: Tiger, (L17) Mike									
Detail Appointments Justifications	Cost Sharing Effort Periods		Save	and Close Save	Close				
Costs by Budget Period Show Calculation Details									
PERIOD ROLE BASE SALARY	CALENDAR ACADEMIC SUMMER	SALARY F	RINGE BENEFITS	TOTAL MAN	IUAL*				
1 PD/PI 0	2.00 0.00 0.00	12,000 Employee	4,920	\$ 16,920	<				
2 PD/PI 🗾 % 🚺	2.00 0.00 0.00	12,000 Employee	0	12,000	-				
	Total	\$ 24,000	\$ 4,920	\$ 28,920					
Leave the base salary field blank submission PDFs/XML **Click Save to calculate salary and frinchenefits. This is required because appointment data is being used. *Increments marked markal will ignore defined appointments for purposes of calculations.									
Zero out Base Salary Enter Effort Effort									

- 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:
 - a. Faculty and Staff = Employee
 - b. 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.
 - c. 2-Year Postdoctoral Researcher job code = 2-Year Postdoctoral Researcher

<u>Detail</u>	Appointments	Justifications	Cost Sharing	Effort Periods		lick here		Save and Close Sa	ve Clo
	Budget Period							Show Calculation	
PERIOD	PD/PI	BASE SALARY	2.00		SALARY	ployee	RINGE BENEFITS 4,920	TOTAL \$ 16,920	MANU#
2	PD/PI	% 0	2.00	Manual Entry 2-Year Postdoc/Intern	Ē	ployee	4,920	16,920	
				Employee GA Academic Health/Tuition GA Calendar Health/Tuition	_			\$ 33,840 appointment data is l ents for purposes of ca	_

d. Transient, Continent Workers, WAEs = Transient

5) Click Save and Close.

Budget Det	tail for: Tiger, <mark>(L17)</mark> N	like							<u>}</u>		
<u>Detail</u>	Appointments	Justifications	Cost Sharing	Effort Periods					Save and Close	Save Close	
Costs by	Budget Period								Show Calc	ulation Details	
PERIOD	ROLE	BASE SALARY	CALENDAR	ACADEMIC SUM	MER	SALARY		FRINGE BENEFITS	TOTA	AL MANUAL*	
1	PD/PI	0	2.00	0.00 0.00		12,000	Employee	4,920	\$ 16,92	20 🗹	
2	PD/PI	% 0	2.00	0.00 0.00		12,000	Employee	4,920	16,92	20 🔽	
				1	Total	\$ 24,000		\$ 9,840	\$ 33,84	10	
	**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.										