

## Budgeting Graduate Staff

PREREQUISITES: Editable Proposal Record, Established Budget, Completed Salary Calculations

### Complete Grad Salary Calculations

Name	Job Code	Appointment Type	Eff Date	Base Salary	Remove
Graduate Staff, 7	JOBCDE	12M DURATION	07/01/2009	\$20,000.00	<a href="#">Remove</a>

[Add Employee](#) | [Add Non Employee](#) | [Add TBA](#)

[Save](#)

1. Click on the Personnel link found in the Budget Set Up section of the left hand navigation pane.
2. Click "Add TBA" and select any of the available Graduate Staff records from the list.

NOTE: For those occurrences where there is a specific named grad-student, you may enter them by clicking "Add Employee", complete the standard Person search and select the desired person from the results list.

3. Job Code field will pre-populate with appropriate default value.
4. Complete Appointment Type: select 9M for AY and 12M for FY
5. Enter Eff Date: ALWAYS enter the preceding July 1<sup>st</sup>
6. Confirm Base Salary is accurate or enter desired TBA annual salary.

NOTE: Base salaries should always be the equivalent of a full time (1.0) FTE. Therefore, if you have a .5 FTE Grad Staff, it is necessary to double the annual amount that they will be budgeted. Ex. A half-time grad should make \$10,000 for the year. You must enter a Base Salary of \$20,000 so that when you budget 50% charged you will get the desired amount.

7. Save and repeat for each additional Grad Staff to be budgeted.

### Add Grad Salary Lines

1. Click on the Personnel Budget link in the Budget Periods section of the left navigation pane.
2. Click "Add Person"
3. Select the listed Grad Staff to have salary budgeted by checking the box next to their name.
4. Click "Save". The individual will have a new salary line created in the Personnel Budget window.
5. Repeat each step for all additional salary lines for that individual for Period 1 (if both AY and Summer are to be budgeted).
6. Repeat steps 1-5 for all additional Grad Staff with budgeted salary.


### Complete Grad Salary Lines

Name	Graduate Staff, 7	Salary Type	Personnel - Graduate Staff	Edit   Remove	
Period	Calendar	%Charged	50.00	%Effort	50.00
Start Date	01/01/2010	End Date	12/31/2010	Months	6.0
Requested Salary(\$)	\$10,150.00	Fringe Benefit(\$)	\$243.60	Funds Requested(\$)	\$10,393.60

[Add Person](#) | [Calculate](#)

1. Define Salary Type: Choose the appropriate type based on the FTE of the budgeted Grad from the option list
  - Personnel – Grad Staff (1.0 FTE)
  - Personnel - Grad Staff (.75 FTE)
  - Personnel – Grad Staff (.50 FTE)
  - Personnel – Grad Staff (NO INSURANCE); use for all Grads with less than .5 FTE
2. Define Period: Select appropriate designation from the option list
3. %Charged: Enter 50% for half-time or 25% for quarter-time Grad Staff
4. %Effort: Enter 50% for half-time or 25% for quarter-time Grad Staff
5. Start Date: Define the start date of the salary budgeted for this line
6. End Date: Define the end date of the salary budgeted for this line
7. Click “Save”
8. Repeat for all remaining Grad Staff Salary lines

#### Grad Student Insurance

 NOTE: Grad Student Insurance is no longer budgeted as a separate line item. The centrally maintained University approved Employee Benefit rates now encompass all appropriate Grad Insurance costs. When a User budgets salary, the system will apply the correct rate to the appropriate Salary Type and the insurance costs will be applied to the total salary amount automatically.

#### Add Grad Fee Remits

1. Click on the “Other Direct Costs” link in the left navigation pane.
2. Click “Add Direct Costs” to generate a new line
3. Select the line Type: Grad Fee Remissions
4. Utilize the Grad Fee Remit Estimates document to determine the correct amount to be budgeted.

 NOTE: Grad Fee Remit/Student Insurance amounts: [http://www.purdue.edu/coeus/pdf/Grad\\_Estimates.pdf](http://www.purdue.edu/coeus/pdf/Grad_Estimates.pdf)

5. Enter the appropriate amount in the “Funds Requested (\$)” field.
6. Click “Save”
7. Repeat steps 1-6 for all additional budgeted Grad Staff.