

Updated 07/01/2025

Proposals must be completed and routed seven (7) business days before the deadline for OSP to submit the proposal.

Budgeting for Graduate Assistants – Named

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 | Prograssiva taxt (last name | Key or Non- | Graduate Student | | - | - | \$0 |
| | first name) | Key A | Subto | tal Personnel: \$0 | \$ 0 | \$0 | \$ O |
| Louisiana State Univer 🗸 Add New Profile 🛛 🛛 🖉 | gin 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. In this example, the GA will only work 6 months on the project.

| <u>Detail</u> | Appointments | Justifications | Cost Sharing | Effort Periods |] | | | Save | and Close S | Save Close |
|---------------|------------------|----------------|----------------|----------------|-------------------------|--|--|-----------------------------------|-------------------------------|--------------------------------|
| Costs by E | Budget Period | | 4 | | | | Person N | 1onths 🗸 🖉 | Show Calcula | tion Details |
| PERIOD | ROLE | NUMBER OF PER | SONNEL CALENDA | R 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 | * % | 1 6.00 | 0.00 | 0.00 | 15,334 | 0 | 15,334 | | Remove |
| | | | | | Total | \$ 30,668 | \$ 0 | \$ 30,668 | | |
| | | | | **Click Save | e to calculat *Incre | e salary and fringe ber ments marked manual | efits. This is required will ignore defined a | because appoir ppointments for | itment 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 Prof | ile Add Appointment |
| APPOINTMENT | APPOINTMENT START/END | BASE SALARY | FRINGE BENEFITS | RY DELETE |
| Type: Calendar Months: 12 | S: 01-Jan-2025 | 30,667 Per Appt • | Manual Entry Employee GA Academic Health/Tuition FY26 | ▲ 30,667 X |
| Continue | Recycle O Annual Inflation | End 🔾 | GA Calendar Health/Tuition FY26 GA Summer Health/Tuition FY26 Transient | 30,667 |

• 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 | Justificati | ions Cost | Sharing | Effort Periods | | | | | Save | and Close Sav |
|---------------|------------------|-------------|--------------|---------|----------------|-------------|------------------------|---------------------|------------------------|-------------|------------------|
| Costs by | Budget Period | | | | | | | | Person Mon | ths 🗸 🕜 | Show Calculatio |
| PERIOD | ROLE | NUMBER C | OF PERSONNEL | CALENDA | R ACADEMIC | SUMMER | SALARY | | FRINGE BENEFITS | TOTAL | MANUAL* |
| 1 | Graduate Student | | 1 | 6.00 | 0.00 | 0.00 | 37,500 | GA Calendar H | 1,125 | \$ 38,625 | |
| 2 | Graduate Student | Z | % 1 | 6.00 | 0.00 | 0.00 | 37,500 | GA Calendar H | 1,125 | 38,625 | |
| 3 | Graduate Student | | % 1 | 6.00 | 0.00 | 0.00 | 37,500 | GA Calendar H | 1,125 | 38,625 | |
| | | | | | | Total | \$ 112,500 | | \$ 3,375 | \$ 115,875 | |
| | | | | | | **Click Sav | ve to calculate salary | and fringe benefits | . This is required bec | ause appoi | ntment data is b |
| | | | | | | | *Increments n | narked manual will | ignore defined appo | intments fo | r purposes of ca |

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

| CATEGORY PERIOD 2 DIRECT COSTS | |
|---|--|
| | |
| Detail Tuition Remission \$ 5,827 \$ 51,654 | |
| 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. Check the Manual override button for all budget periods.

| <u>Detail</u> | Appointments | Justifications | Cost Sharing | Effort Periods | | | | | Save and C | lose Sav | e Close |
|---------------|------------------|----------------|-----------------|----------------|--------|---------|--|---|---|-----------------------------|---------------------------|
| Costs by E | Budget Period | | | | | | | Person M | onths 🗸 🎱 Show | v Calculatio | n Details |
| PERIOD | ROLE | NUMBER OF PER | SONNEL CALENI | Dar Academic | SUMMER | SALARY | | FRINGE BENEFITS | TOTAL MA | NUAL* | |
| 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 | 2 | Remove |
| | | | | | Total | \$0 | | \$ 0 | \$ 0 | | |
| | | | | | | **Click | ave to calculate salary and fring *Increments marked ma | e benefits. This is required l nual will ignore defined ap | because appointmen pointments for purp | nt data is b poses of ca | eing used. Iculations. |

• Add 1 as the Number of Personnel, enter the months of effort into either the Academic or Summer column and manually enter the salary based on the effort. Click Save.

| <u>Detail</u> | Appointments | Justifications | Cost Sh | aring Eff | fort Periods | | | | | Save | and Close | Save Close |
|---------------|------------------|----------------|---------|-----------|--------------|--------|----------|---|--|---|--------------------------------|--------------------------------|
| Costs by I | Budget Period | | | | | | | | P | erson Months 🗸 🖉 | Show Calcula | ition Details |
| PERIOD | ROLE | NUMBER OF PE | RSONNEL | CALENDAR | ACADEMIC | SUMMER | SALARY | | FRINGE BENEFITS | TOTAL | 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 | ₩% | 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 | Save to calculate salary and fring *Increments marked ma | e benefits. This is re anual will ignore de | quired because appoi fined appointments fo | ntment data i r purposes of | s being used. calculations. |

 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 click Save. You only need to select year 1 and click Save to populate out years.

| <u>Detail</u> | Appointments | Justifications | Cost Sh | aring E | fort Periods | | | | | | Save a | nd Close | Save Close |
|---------------|------------------|----------------|---------|----------|--------------|----------------|----------|----------|---------------------------------------|-----------------------------|-------------------|---------------------|---------------|
| Costs by E | udget Period | | | | | | | | | Person | Months 🗸 🖉 | Show Calcula | tion Details |
| PERIOD | ROLE | NUMBER OF PER | RSONNEL | CALENDAR | ACADEMIC | SUMMER | : | SALARY | | FRINGE BENEFITS | TOTAL | 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 | ₩% | 1 | 0.00 | | | | • | > <u>Select Fringe Benefit Scheme</u> | 0.00 | 2,500 | | Remove |
| | | | | | Manual E | Intry | | <u>^</u> | | \$0 | \$ 5,000 | | |
| | | | | | 2-Year Po | stdoc/Intern | | | ave to calculate salary and fringe | e benefits. This is require | d because appoint | ment data is | s being used. |
| | | | | | Employe | e | | | *Increments marked ma | anual will ignore defined | appointments for | purposes of | calculations. |
| L | | | | | GA Acade | emic Health/Tu | uition < | | | | | | |
| | | | | | GA Calen | dar Health/Tui | ition | * | | | | | |

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

| <u>Detail</u> | Appointments | Justifications | Cost Sharing | Effort Periods | | | | | Save | and Close Sav |
|---------------|------------------|----------------|----------------|----------------|-------------|--|--|--|-------------------------|---------------------------------------|
| Costs by E | Budget Period | | | | | | | Person Mont | hs 🗸 🕜 🗌 | Show Calculation |
| PERIOD | ROLE | NUMBER OF PERS | SONNEL CALENDA | AR ACADEMIC | SUMMER | SALARY | | FRINGE BENEFITS | TOTAL | MANUAL* |
| 1 | Graduate Student | | 1 0.00 | 2.00 | 0.00 | 15,000 | GA Academic H | 385 | \$ 15,385 | |
| 2 | Graduate Student | ⊭% | 1 0.00 | 2.00 | 0.00 | 15,000 | GA Academic H | 385 | 15,385 | |
| 3 | Graduate Student | ₩% | 1 0.00 | 2.00 | 0.00 | 15,000 | GA Academic H | 385 | 15,385 | |
| | | | | | Total | \$ 45,000 | | \$ 1,155 | \$ 46,155 | |
| | | | | | **Click Sav | e to calculate salary *Increments m | and fringe benefits. 1 arked manual will ig | This is required beca nore defined appoir | use appoi ntments fo | ntment data is b r purposes of cal |
| | | | | | | | | | | |

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

| Non-Personnel [hide] | | | | Adi | d Bulk Entry |
|-------------------------|----------|----------|----------|--------------|--------------|
| CATEGORY | PERIOD 1 | PERIOD 2 | PERIOD 3 | DIRECT COSTS | |
| Petal Tuitton Remission | \$ 8,740 | \$ 8,740 | \$ 8,740 | \$ 26,220 | |
| Subtotal Non-Personnel: | \$ 8,740 | \$ 8,740 | \$ 8,740 | \$ 26,220 | |
| Salast Budgat Catagony | | | | | |

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.

| Р | rsonnel [Hide] | | | | |
|---|--|----------|----------|----------|--------------|
| | NAME | PERIOD 1 | PERIOD 2 | PERIOD 3 | DIRECT COSTS |
| | Detail Tiger, (L17) Mike PD/PI Graduate Student | | - | | \$0 |
| | ruge state to a (stat name) | 1: \$0 | \$ 0 | \$ 0 | \$ 0 |
| | .ouisiana State Univer 💙 Add New Prohie 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 Deta | ail for: Ostadrahimi, | Alireza | | | | | | | | | |
|---------------|-----------------------|----------------|-------------|--------|--------------|---------------------------------|---|--|---------------------------|------------------------------|--------------------------------|
| <u>Detail</u> | Appointments | Justifications | Cost Sharin | g Effo | ort Periods | | | | Save a | and Close | Save |
| Costs by E | Budget Period | | | | / | | | Person Month | ns v | Show Calcula | tion 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 | Z % | 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 s marked manual will | . This is required beca ignore defined appoir | 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 Effor | t Periods | Save and | Close Save Close |
|---|---|--------------------|---|------------------|
| Salary/Payroll Information | | | Refresh From Profile | Add Appointment |
| APPOINTMENT | APPOINTMENT START/END | BASE SALARY | | DELETE |
| Type: Calendar Months: 12 | S: 01-Jan-2025 | 30,667 Per Appt | Manual Entry Employee GA Academic Health/Tuition FY26 | 0,667 X |
| Continue Apply inflation on the Prima | Recycle 🔿 Annual Inflation 📃 👻 ary Appointment Anniversary Date | End O | GA Calendar Health/Tuition FY26 GA Summer Health/Tuition FY26 Transient | 0,667 |

• 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.

| <u>Detail</u> | Appointments | Justifications | Cost Sharir | ng Effort F | Periods | | | | | Save | and Close | |
|---------------|--|----------------|-------------|-------------|----------|----------|------------|---------------|-----------------|------------|-----------|--|
| Costs by E | Costs by Budget Period Person Months V | | | | | | | | | | | |
| PERIOD | ROLE | | BASE SALARY | CALENDAR | ACADEMIC | C SUMMER | SALARY | | FRINGE BENEFITS | TOTAL | MANUAL | |
| 1 | Graduate Student | | 75,000 | 6.00 | 0.00 | 0.00 | 37,500 | GA Calendar H | 1,125 | \$ 38,625 | | |
| 2 | Graduate Student | * % | 75,000 | 6.00 | 0.00 | 0.00 | 37,500 | GA Calendar H | 1,125 | 38,625 | | |
| 3 | Graduate Student | 2 % | 75,000 | 6.00 | 0.00 | 0.00 | 37,500 | GA Calendar H | 1,125 | 38,625 | | |
| | | | | | | Total | \$ 112,500 | | \$ 3,375 | \$ 115,875 | | |
| | **Click Save to calculate salary and fringe benefits. This is required because appointment dat. *Increments marked manual will ignore defined appointments for purposes | | | | | | | | | | | |

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

| | | | | | | Ad | d Bulk Entry |
|------------|-------------------|-------------------------|----------|----------|----------|--------------|--------------|
| Non-Person | nel Inidei | | | | | | |
| | 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 manually override the appointment. Click the manual button for each budget period.

| <u>Detail</u> | Appointments | Justifications | Cost Sharin | g Effort P | Periods | | | | | Save | and Close Save Close |
|---|------------------|----------------|-------------|------------|---------|----------|--------|------------------------------|-----------------|-----------|--------------------------|
| Costs by I | Budget Period | | | | | | | | Person Me | onths 🗸 🖉 | Show Calculation Details |
| PERIOD | ROLE | | BASE SALARY | CALENDAR | ACADEMI | C SUMMER | SALARY | | FRINGE BENEFITS | TOTAL | MANUAL* |
| 1 | Graduate Student | | 37,714 | 0.00 | 0.00 | 0.00 | 0 | Select Fringe Benefit Scheme | 0 | \$ O | Remove |
| 2 | Graduate Student | Z % | 37,714 | 0.00 | 0.00 | 0.00 | 0 | Select Fringe Benefit Scheme | 0 | 0 | Remove |
| | | | | | | Total | \$ 0 | | \$ 0 | \$0 | |
| **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 | and Close | Save Close |
|---------------|---|----------------|---------------|----------------|------------|----------|------------------------------|-----------------|----------|--------------|--------------|
| Costs by E | Budget Period | | | | | | | Person Mon | ths 🗸 🕲 | Show Calcula | tion Details |
| PERIOD | ROLE | | BASE SALARY C | | MIC SUMMER | | | 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 | z % | 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 Sharin | g Effort F | Periods | | | Save a | and Close S | | |
|---------------|---|----------------|-------------|------------|---------------------------------------|-----------------------|------------------------|-------------|---------------|--|--|
| Costs by I | Budget Period | | | | | | Person Months | .0 | Show Calculat | | |
| PERIOD | ROLE | E | ASE SALARY | CALENDAR | ACADEMIC SUMMER SAL | | FRINGE BENEFITS | TOTAL | MANUAL* | | |
| 1 | Graduate Student | | 30,667 | 0.00 | | GA Academic H | 0 | \$0 | | | |
| 2 | Graduate Student | Z % | 30,667 | 0.00 | Manual Entry 2-Year Postdoc/Intern | GA Academic H | 0 | 0 | | | |
| | | | | | Employee | | \$ O | \$ 0 | | | |
| | | | | | GA Academic Health/Tuition FY26 | d fringe benefits. Th | is is required because | appoin | tment data is | | |
| | GA Calendar Health/Tuition FV26 ▼rked manual will ignore defined appointments for purposes of (| | | | | | | | | | |

• 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 |