

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	Progressive text (last name,	Key or Non-	Graduate Student		-	-	\$0
	first name)	Key	Subto	tal Personnel: \$0	\$ 0	\$0	\$ O
Louisiana State Univer 🗸 Add New Profile 🛛 🛛 🖉	egin 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 a	nd Close	ave Close
Costs by B	udget Period		4				Person M	onths 🗸 🎱	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	<b>*</b> %	1 6.00	0.00	0.00	15,334	0	15,334		Remove
					Total	\$ 30,668	\$ 0	\$ 30,668		
				**Click Sav		e salary and fringe bene ments marked manual v				

• 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	Periods	Save	and Close Save Close
Salary/Payroll Information	-		Refresh From Profil	e Add Appointment
APPOINTMENT	APPOINTMENT START/END	BASE SALARY	FRINGE BENEFITS	Y DELETE
Type: Calendar   Months: 12	s: 01-Jan-2025	30,667	Manual Entry The Manual	<b>30,667 X</b>
	E: 31-Dec-2025	Per Appt 🔹	GA Academic Health/Tuition FY26	
Continue 🖲	Recycle O Annual Inflation	End 🔾	GA Calendar Health/Tuition FY26 GA Summer Health/Tuition FY26 Transient	30,667
Apply inflation on the Prin	nary Appointment Anniversary Date		TMT2CTC	T

• 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.

Costs by F	Budget Period					1			Person Mon	ths 🗸 🖉 🗌	Show Calcula
PERIOD	ROLE	NUMBER OF I	PERSONNEL	CALENDAR	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	₩%	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	

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

Non-Person	nel [Hide]				
	CATEGORY	PERIOD 1	PERIOD 2	DIRECT COSTS	
Detail	Tuition Remission	\$ 5,827	\$ 5,827	\$ 11,654	
	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 Clo	ose Save Close
Costs by E	Budget Period							Person Me	onths 🗸 🎱 Show	Calculation Details
PERIOD	ROLE	NUMBER OF PEF	RSONNEL CALEN	DAR ACADEMIC	SUMMER	SALARY		FRINGE BENEFITS	TOTAL MAN	IUAL*
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 (	Remove
					Total	\$0		\$ 0	\$ 0	
						**Click S	ave to calculate salary and fring *Increments marked ma	e benefits. This is required b anual will ignore defined ap		

• 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	ort Periods					Save a	and Close S	ave Close
Costs by E	udget Period								Perso	n Months 🗸 🖉	Show Calculat	tion 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 S	ave to calculate salary and fringe *Increments marked ma				• I

 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 Sharin	Effort P	eriods						Save	and Close	Save Close
Costs by B	udget Period									Person	Months 🗸 🕲	Show Calcula	ition Details
PERIOD	ROLE	NUMBER OF PER	SONNEL CAL	endar   Aca	DEMIC	SUMMER	S	ALARY		FRINGE BENEFITS	TOTAL	MANUAL*	
1	Graduate Student		1 0	00 2.	00	0.00	2	,500	Select Fringe Benefit Scheme	0.00	\$ 2,500	<b>~</b>	Remove
2	Graduate Student	<b>2</b> %	1 0	00				•	> <u>Select Fringe Benefit Scheme</u>	0.00	2,500		Remove
				1	/lanual Er	ntry				\$0	\$ 5,000		
				2	-Year Pos	tdoc/Intern		- 1	Save to calculate salary and fringe	e benefits. This is require	d because appoir	tment data i	s being used.
				E	mployee			- 1	*Increments marked ma	nual will ignore defined	appointments for	purposes of	calculations.
					GA Acadei	mic Health/Tui	ition <	_					
				0	GA Calend	lar Health/Tuit	tion	*					

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

<u>Detail</u>	Appointments	Justifications	Cost S	haring	Effort Periods					Save	and Close Sav
Costs by B	Budget Period								Person Mont	hs 🗸 🕜	Show Calculation
PERIOD	ROLE	NUMBER OF PER	RSONNEL	CALENDAR	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 Save	•	and fringe benefits. T arked manual will ig	•		

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

Non-Person	al [hide]				Add	d Bulk Entry
	CATEGORY	PERIOD 1	PERIOD 2	PERIOD 3	DIRECT COSTS	
Detail	Tuition Remission	\$ 8,740	\$ 8,740	\$ 8,740	\$ 26,220	
	Subtotal Non-Personnel:	\$ 8,740	\$ 8,740	\$ 8,740	\$ 26,220	
Coloct Ru	ert Catagoni					

## 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.

Personnel [Hide]								
NAME					PERIOD 1	PERIOD 2	PERIOD 3	DIRECT COSTS
Detail Tiger, (L17) Mike PD/PI	Progressive text (last na	Key or M	on- Grav Stu	iduate udent	-	-		\$0
	first name)	ne, Key		Subtotal Personnel:	\$ 0	\$ 0	\$0	\$0
Louisiana State Univer 🗸 Add New Profile	Begin typing to select Personnel Name Select	Type 👻 Sele	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 <b>v</b>	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	<b>Z</b> %	37,714	2.00	0.00	0.00	6,286	0	6,286		Remove
						Total	\$ 12,572	\$0	\$ 12,572		
					**Click Save			. This is required beca ignore defined appoir			

• 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 Effo	rt 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 <b>X</b>
	Recycle O Annual Inflation	End 🔾	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 Sharin	g Effort	Periods					Save	and Close	
Costs by E	sts by Budget Period Person Months V Show Calc											
PERIOD	ROLE		BASE SALARY	CALENDAR	ACADEMI	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	<b>Z</b> %	75,000	6.00	0.00	0.00	37,500	GA Calendar H	1,125	38,625		
3	Graduate Student	₩ %	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.

Non-Perso	Non-Personnel [hide]										
	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	<b>Z</b> %	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
Costs by E	Budget Period							Person Mon	ths 🗸 🕲	Show Calcula	tion Details
PERIOD	ROLE		BASE SALARY C		AIC 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	<b>z</b> %	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	and Close S		
Costs by I	Budget Period						Person Months	.0	Show Calculat		
PERIOD	ROLE	B	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	<b>*</b> %	30,667	0.00	Manual Entry 2-Year Postdoc/Intern	GA Academic H	0	0			
					Employee		\$ O	<b>\$ 0</b>			
					GA Academic Health/Tuition FY26	d fringe benefits. Th	is is required because	appoin	tment data is		
	GA Calendar Health/Tuition FY26 rked manual will ignore defined appointments for purposes of G										

• 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