A Helpful Tool to Accurately Direct Charge Faculty Salary

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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
Example

- Enter new funding from spreadsheet