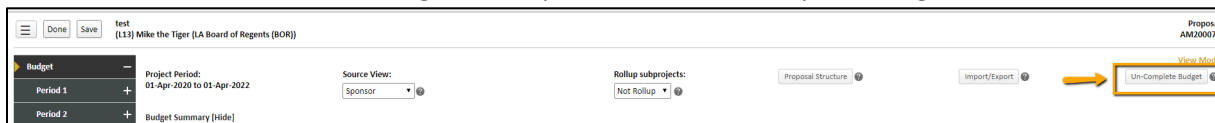


## Manually Override Appointment (Salary) in Budget

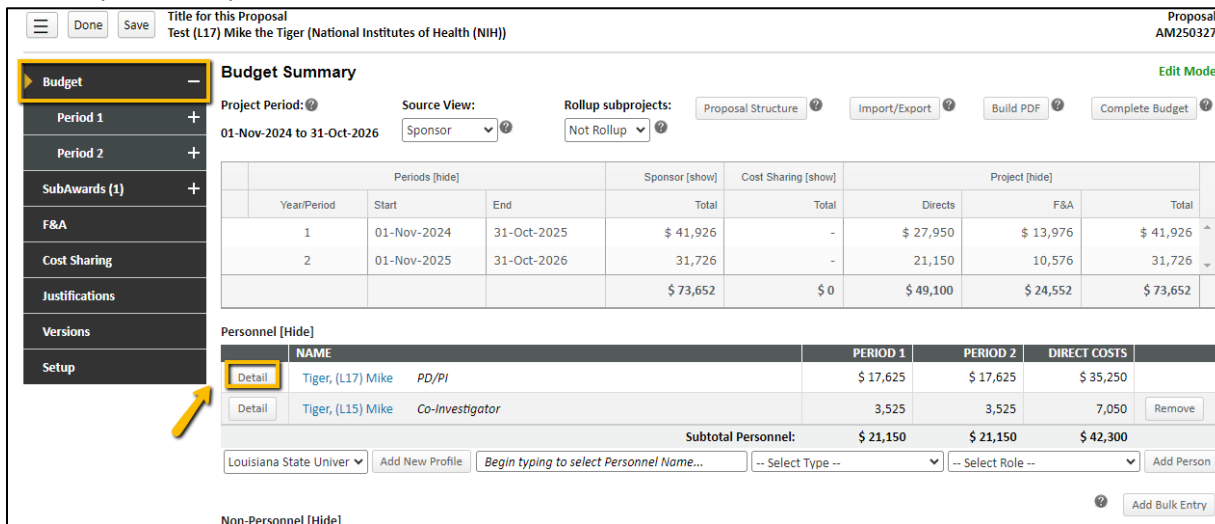
Employee salary information pulls from Workday directly into their GeauxGrants profile. When creating a budget, the salary information will automatically appear for the majority of LSU employees and calculate based on the appointment type and effort. Fringe benefits and graduate student tuition remission 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.



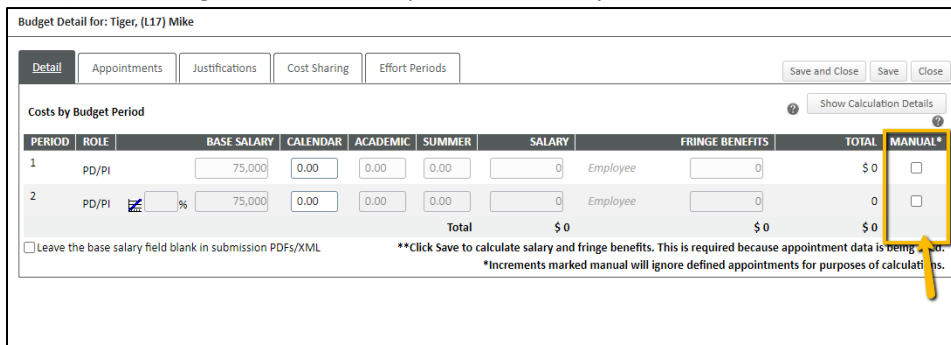
If the budget is Completed, click “Un-Complete Budget” to edit.



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



- 2) The Budget Detail for the personnel will open. Click on the “Manual” checkbox.



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

PERIOD	ROLE	BASE SALARY	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL	MANUAL*
1	PD/PI	0	2.00	0.00	0.00	12,000	4,920	\$ 16,920	<input checked="" type="checkbox"/>
2	PD/PI	0	2.00	0.00	0.00	12,000	0	12,000	<input checked="" type="checkbox"/>
Total						\$ 24,000	\$ 4,920	\$ 28,920	

Leave the base salary field blank | submission PDFs/XML

**Zero out Base Salary** (points to Base Salary field)

**Enter Effort** (points to Calendar/Academic/Summer effort fields)

**Enter Requested salary** (points to Salary field)

**Click here** (points to Fringe Benefits dropdown)

\*\*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.

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
- d. Transient, Continent Workers, WAEs = Transient

Budget Detail for: Tiger, (L17) Mike

Detail | Appointments | Justifications | Cost Sharing | Effort Periods

Save and Close | Save | Close

Costs by Budget Period

PERIOD	ROLE	BASE SALARY	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL	MANUAL*
1	PD/PI	0	2.00				4,920	\$ 16,920	<input checked="" type="checkbox"/>
2	PD/PI	0	2.00				4,920	16,920	<input checked="" type="checkbox"/>
							\$ 9,840	\$ 33,840	

Leave the base salary field blank | submission PDFs/XML

**Click here** (points to Fringe Benefits dropdown)

**Click here** (points to dropdown menu)


Manual Entry  
 2-Year Postdoc/Intern  
 Employee  
 GA Academic Health/Tuition  
 GA Calendar Health/Tuition

Fringe benefits. This is required because appointment data is being used.  
 d manual will ignore defined appointments for purposes of calculations.

5) Click Save and Close.

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		FRINGE BENEFITS	TOTAL	MANUAL*
1	PD/PI	<input type="text" value="0"/>	<input type="text" value="2.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="12,000"/>	Employee	<input type="text" value="4,920"/>	\$ 16,920	<input checked="" type="checkbox"/>
2	PD/PI <input type="checkbox"/> %	<input type="text" value="0"/>	<input type="text" value="2.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="12,000"/>	Employee	<input type="text" value="4,920"/>	16,920	<input checked="" type="checkbox"/>
<b>Total</b>						<b>\$ 24,000</b>		<b>\$ 9,840</b>	<b>\$ 33,840</b>	

\*\*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.