

# Appointments on Grants

# Appointments on Grants

- Directly appoint the person on the grant whenever possible
- Work with Budgets and HR to begin the process for appointing someone on a grant
- Different types of appointments
  - Faculty
  - [R Positions](#)
    - R1 Principal Research Associate
    - R2 Senior Research Associate
    - R3 Research Associate (Postdoc)
    - R4 Emeritus Researcher
  - Staff Positions
  - Graduate Assistantships
  - Hourly students
  - Temporary Employee

# Faculty

- **When is the work being completed?**
- **Academic Year (AY) Buyout (Release time)**
  - [Planned Effort Form](#)
  - Submit completed form to Grants and Contracts before the buyout period begins
    - When form is submitted late department will be responsible for completing JES for past pay periods
- **Summer Appointments**
  - [Summer salary worksheet](#) reflecting all (grant and non-grant) summer appointments
  - Submit PSHR workflow form once summer salary worksheet is approved

# Staff and R Positions

- **Appointment can be directly appointed on grant**
  - Contact Budgets for Position Authorization form
  - Follow University procedures for creating a new position or hiring into an existing position
  - Appointment must be within the grant beginning and ending date
    - [Pre-Award Account](#) (backstop) request may be necessary if the official award notice is not received
- **Appointment can not be directly appointed on grant when there is a split appointment-person already has same appointment type (Ex. Admin Assistant) on their department fund or another grant**
  - When the position is hourly
    - If their time working on the grant will change each pay period then the [Time and Effort-Hourly](#) form should be filled out monthly and the department will complete a JES to transfer the pay to the grant for that month
    - If their time working on the grant will be consistently the same each pay period the [Planned Effort Form](#) can be used. The department will need to complete JES to transfer the pay to the grant each month

# Staff and R Positions cont.

- **When the position is salaried**
  - [Planned Effort Form](#) is completed prior to the start of the appointment period. The department will need to complete a JES to transfer the payroll for any missed pay periods. The system will generate the distribution of pay for the remaining pay periods

# Student Appointments

- **Graduate Assistantships**

- Follow University procedures for assistantships
- Keep in mind the start and end date of the grant
  - Pre Award accounts (backstops) can be set up if the grant has not been officially awarded or the assistantship will go beyond the current grant end date. This will prevent students from not being paid

- **Hourly student appointments**

- Follow University procedure for appointing students
- Keep in mind the start and end date of the grant
  - Pre Award accounts (backstops) can be set up if the grant has not been officially awarded or the appointment will go beyond the current grant end date. This will prevent students from not being paid

# Temporary Employees

- Follow University procedures for appointing temporary employees
  - Keep in mind the start and end date of the grant
    - Pre Award accounts (backstops) can be set up if the grant has not been officially awarded or the appointment will go beyond the current grant end date. This will prevent employees from not being paid

# Changes to appointments

- **Extending end date of appointment-grant received continuation funding or an extension**
  - Staff and R positions- submit staff transaction form
  - Submit new graduate assistantship or hourly student appointment
- **Change in grant department id (cost center)**
  - Staff and R positions- when grant has a new account setup for new year of funding submit Position Authorization form (if the form is not submitted on time the department would be responsible for JES transfer to new account for any past payrolls)
  - Graduate assistantship and hourly student appointment
    - When grant has a new account setup for new year of funding new forms would need to be submitted
    - If student is changing grants in the middle of an appointment period a Manager Self Service(MSS) transaction can be done to change the department id on the appointment
- **Termination of appointment-grant is ending, resignation or student dropped out**
  - Staff and R positions- submit staff transaction form (if the form is not submitted on time the department would be responsible for any payrolls past the end date of the grant)
  - Submit MSS transaction to end hourly student appointment or graduate assistantship



# Forms Demonstration



# Budget and Pay Schedule

Title of Project:		WMU-ASIISTT				
Name of PI:		Phylis Smith				
Proposed Start Date:	Jan-21	Number of Months	60			1,288,072
<b>Senior Personnel</b>						
	Year 1	Year 2	Year 3	Year 4	Year 5	Totals
Phylis Smith (chair)	2,392	2,463	2,537	2,613	2,692	12,697
Joe Smith summer	4,194	4,320	4,449	4,583	4,720	22,266
Tina Johnson summer	3,794	3,907	4,025	4,145	4,270	20,141
Jane Doe	25,000	25,750	26,523	27,318	28,138	132,728
<b>Subtotal Senior Personnel</b>	<b>35,379</b>	<b>36,441</b>	<b>37,534</b>	<b>38,660</b>	<b>39,820</b>	<b>187,833</b>
<b>Fringe</b>						
See "Fringe" worksheet/tab for fringe forecast						
Phylis Smith (chair)	1,170	1,227	1,286	1,349	1,413	6,444
Joe Smith summer	1,044	1,093	1,143	1,196	1,251	5,728
Tina Johnson summer	945	989	1,034	1,082	1,131	5,181
Jane Doe	12,225	12,824	13,447	14,096	14,772	67,364

## 2020 - 2021 Fiscal Year Semimonthly Pay Schedule

Pay Period	Pay Period Dates	Pay Check Date	P/S Leave Entry Deadline	HR Forms Cutoff		
	Begin	End				
* SM2013	06/15/20	06/30/20	07/02/20	06/25/20	06/11/20	FY 19-20
Summer SM2014	07/01/20	07/14/20	07/20/20	07/09/20	06/25/20	FY 20-21
Two SM2015	07/15/20	07/31/20	08/05/20	07/29/20	07/09/20	
Session SM2016	08/01/20	08/14/20	08/20/20	08/13/20	07/24/20	
SM2017+	08/15/20	08/31/20	09/04/20	08/27/20	08/07/20	same
SM2017+	08/15/20	08/31/20	09/04/20	08/27/20	08/07/20	pay period
SM2018	09/01/20	09/14/20	09/18/20	09/10/20	08/21/20	
SM2019	09/15/20	09/30/20	10/05/20	09/28/20	09/08/20	
Fall SM2020	10/01/20	10/14/20	10/20/20	10/12/20	09/22/20	
SM2021	10/15/20	10/31/20	11/05/20	10/29/20	10/09/20	
SM2022	11/01/20	11/14/20	11/20/20	11/12/20	10/23/20	
SM2023	11/15/20	11/30/20	12/04/20	11/23/20	11/03/20	
SM2024	12/01/20	12/14/20	12/18/20	12/10/20	11/20/20	
SM2101	12/15/20	12/31/20	01/05/21	12/22/20	12/02/20	
SM2102	01/01/21	01/14/21	01/20/21	01/13/21	12/24/20	
SM2103	01/15/21	01/31/21	02/05/21	01/28/21	01/08/21	
SM2104	02/01/21	02/14/21	02/19/21	02/11/21	01/22/21	
Spring SM2105	02/15/21	02/28/21	03/05/21	02/25/21	02/05/21	
SM2106	03/01/21	03/14/21	03/19/21	03/11/21	02/19/21	
SM2107	03/15/21	03/31/21	04/05/21	03/29/21	03/09/21	
SM2108	04/01/21	04/14/21	04/20/21	04/13/21	03/24/21	
SM2109	04/15/21	04/30/21	05/05/21	04/28/21	04/08/21	
SM2110++	05/01/21	05/14/21	05/20/21	05/13/21	04/23/21	same
Summer SM2110++	05/01/21	05/14/21	05/20/21	05/13/21	04/23/21	pay period
One SM2111	05/15/21	05/31/21	06/04/21	05/27/21	05/07/21	
Session SM2112	06/01/21	06/14/21	06/18/21	06/10/21	05/21/21	
SM2113	06/15/21	06/30/21	07/02/21	06/24/21	06/04/21	FY 20-21

Western Michigan University  
Grants and Contracts  
Salaried Employees  
Planned Effort on Sponsored Projects

Name:  Employee ID:

Department:  Home Department:

College/Unit:  Project Department:

Project Title:

Period of Appointment:  Through

Project Termination Date:

Salary Funds Budgeted in Project for This Period of Appointment

Base Salary

Release (buy out) amount to be contributed to the project

Cost Share amount to be contributed to the project

Signature acknowledges that the planned effort for the above named individual is accurate and any deviations of actual effort (+ or - 5%) from what was initially planned will be corrected at the end of the appointment period. This will assure the charges are reflected on the semester based project payroll statements in ecrt.

**Faculty Summer Salary Worksheet**  
5/1/21-8/31/21

Name:  Employee ID:   
 Institutional Base Salary (IBS)  Primary Department:   
 Salary limit monthly  Primary Fund and Dept ID

**Proposed Summer Salary:**

Summer I (5/1/21-6/30/21)	% of IBS	Amount	Research		Salary Limit Difference
			Fund & Dept	II Salary limit	
Teaching	11%	9,415	11-1240560		
Research	10%	8,559	29-7025600		
Research					
Research		0			
Research		0			
Research		0			
Research		0			
Research		0			
Research		0			
<b>Total Summer I</b>		<b>17,974</b>		<b>21,398</b>	<b>(3,424)</b>

Summer II (7/1/21-8/31/21)	% of IBS	Amount	Research		Salary Limit Difference
			Fund & Dept	II Salary limit	
Teaching		0			
Research	15%	12,839	29-7025600		
Research	5%	4,194	25-7032100		
Research		0			
Research		0			
Research		0			
Research		0			
Research		0			
Research		0			
<b>Total Summer II</b>		<b>17,033</b>		<b>21,398</b>	<b>(4,365)</b>

**Total Summer Salary limit 95% IBS**   
**Total Summary Salary**  **(5,649)**

\*\* Limit is 100%, anything over 95% requires a Dean letter and VPR approval\*\*

