

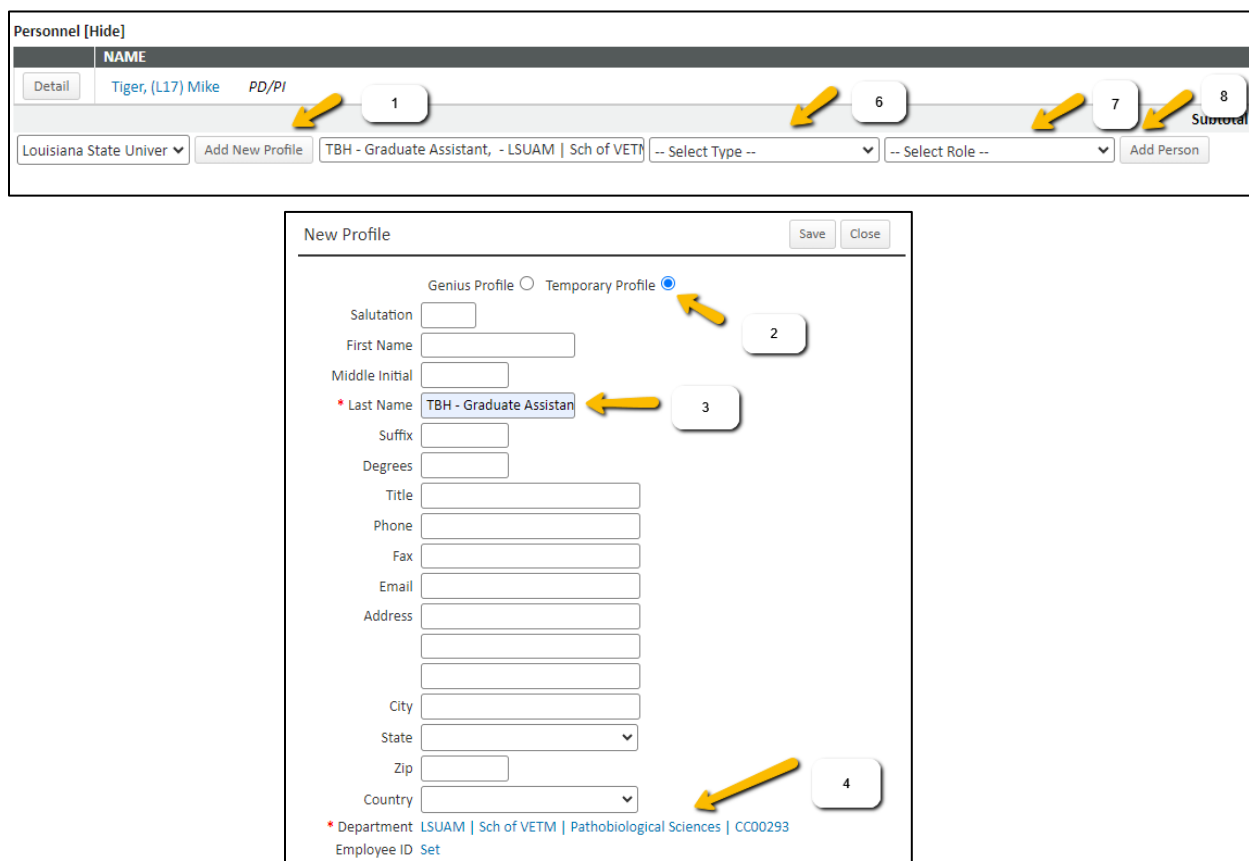
Budgeting for Graduate Assistants – To Be Hired

Beginning January 2, 2024, proposals must include Graduate Assistantship (GA) health insurance. Below are instructions for adding To Be Hired Graduate Assistants to the budget.

Budget – Unnamed Personnel

To add an unnamed position or To Be Hired (TBH), follow these steps:

- **Step 1:** Click Add New Profile
- **Step 2:** In pop-up window, make sure Temporary Profile is marked
- **Step 3:** Type TBH as Last Name & position description (i.e. TBH-Graduate Student)
- **Step 4:** Enter Department
- **Step 5:** Click Save
- **Step 6:** On Personnel tab, select Type of Non-Key
- **Step 7:** Select Role of Graduate Student
- **Step 8:** Click Add Person



The image shows two screenshots from a web application. The top screenshot is the 'Personnel [Hide]' section, which includes a table with a 'NAME' column and a 'Detail' button. Below the table is a form with fields for 'Louisiana State Univer', 'Add New Profile', 'TBH - Graduate Assistant, - LSUAM | Sch of VETM', '-- Select Type --', '-- Select Role --', and 'Add Person'. Yellow arrows point to these fields, with numbers 1 through 8 indicating the steps. The bottom screenshot is the 'New Profile' form, which has a 'Save' and 'Close' button. It contains fields for 'Salutation', 'First Name', 'Middle Initial', 'Last Name' (with a red asterisk), 'Suffix', 'Degrees', 'Title', 'Phone', 'Fax', 'Email', 'Address', 'City', 'State', 'Zip', and 'Country'. The 'Temporary Profile' radio button is selected. Yellow arrows point to the 'Temporary Profile' button, the 'Last Name' field, and the 'Country' field, with numbers 2, 3, and 4 indicating the steps. The 'Department' field is pre-filled with 'LSUAM | Sch of VETM | Pathobiological Sciences | CC00293'.

- **Step 9:** The Budget Detail window will appear for the Graduate Student. Enter number of personnel, effort months (as calendar, academic or summer) and salary requested.
Note: Calculate the effort and salary based on the total number of personnel for each role. For example: If there are 2 graduate students on the project, enter 2 in the Number of Personnel column, cumulative effort and the total salary for both graduate students in the Salary column. Enter inflation for out years if desired.
- **Step 10:** Click the white arrow on the Fringe Benefits column and choose the type of health insurance the student should be on to calculate the correct health insurance fringe benefit:
 - GA Calendar Health/Tuition
 - GA Academic Health/Tuition
 - GA Summer Health/Tuition

Tuition remission will populate under Non-Personnel Costs.

Note: If you go back in the record and Update Effort or Salary, you will need to reselect the fringe for it to re-calculate

Budget Detail for: TBH

Detail Appointments Justifications Cost Sharing Effort Periods Save and Close Save Close

Costs by Budget Period

| PERIOD | ROLE | NUMBER OF PERSONNEL | CALENDAR | ACADEMIC | SUMMER | PS | TOTAL | |
|--------|------------------|---------------------|----------|----------|--------|----------------------------|-----------|-----------|
| 1 | Graduate Student | 1 | 12.00 | 0.00 | 0.00 | Employee | \$ 30,667 | Remove |
| 2 | Graduate Student | 1 | 12.00 | 0.00 | 0.00 | GA Academic Health/Tuition | 30,667 | Remove |
| 3 | Graduate Student | 1 | 12.00 | 0.00 | 0.00 | GA Calendar Health/Tuition | 30,667 | Remove |
| | | | | | | GA Summer Health/Tuition | | |
| | | | | | | Transient | | |
| Total | | | | | | \$ 92,001 | \$ 0 | \$ 92,001 |

Show Calculation Details

- You will now see the institution's portion of the GA Health Insurance in the Fringe Benefits column.

Budget Detail for: TBH

Detail Appointments Justifications Cost Sharing Effort Periods Save and Close Save Close

Costs by Budget Period

| PERIOD | ROLE | NUMBER OF PERSONNEL | CALENDAR | ACADEMIC | SUMMER | SALARY | FRINGE BENEFITS | TOTAL | |
|--------|------------------|---------------------|----------|----------|--------|-----------|------------------|-----------|--------|
| 1 | Graduate Student | 1 | 12.00 | 0.00 | 0.00 | 30,667 | GA Calendar H... | \$ 32,829 | Remove |
| 2 | Graduate Student | 1 | 12.00 | 0.00 | 0.00 | 30,667 | GA Calendar H... | 32,829 | Remove |
| 3 | Graduate Student | 1 | 12.00 | 0.00 | 0.00 | 30,667 | GA Calendar H... | 32,829 | Remove |
| Total | | | | | | \$ 92,001 | \$ 6,486 | \$ 98,487 | |

Show Calculation Details

- **Step 12:** Click Save and Close.
- **Step 13:** Under the Non-Personnel section of the budget, you will see the Tuition Remission amount.

Budget Detail for: TBH

Detail Appointments Justifications Cost Sharing Effort Periods Save and Close Save Close

Costs by Budget Period

| PERIOD | ROLE | NUMBER OF PERSONNEL | CALENDAR | ACADEMIC | SUMMER | SALARY | FRINGE BENEFITS | TOTAL | |
|--------|------------------|---------------------|----------|----------|--------|-----------|------------------|-----------|--------|
| 1 | Graduate Student | 1 | 12.00 | 0.00 | 0.00 | 30,667 | GA Calendar H... | \$ 32,829 | Remove |
| 2 | Graduate Student | 1 | 12.00 | 0.00 | 0.00 | 30,667 | GA Calendar H... | 32,829 | Remove |
| 3 | Graduate Student | 1 | 12.00 | 0.00 | 0.00 | 30,667 | GA Calendar H... | 32,829 | Remove |
| Total | | | | | | \$ 92,001 | \$ 6,486 | \$ 98,487 | |

Show Calculation Details