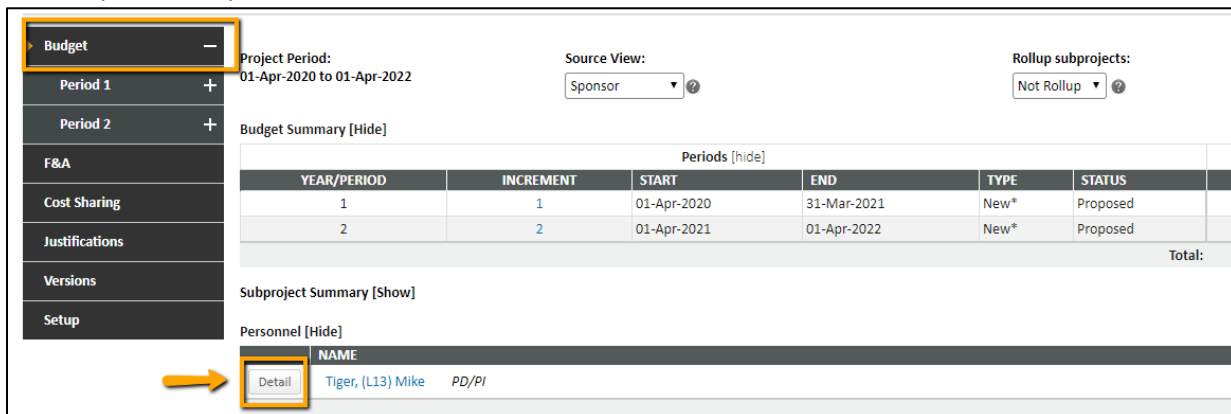# Removing Appointments (Salary) from the Budget

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 remove the "Appointment" information and manually enter.
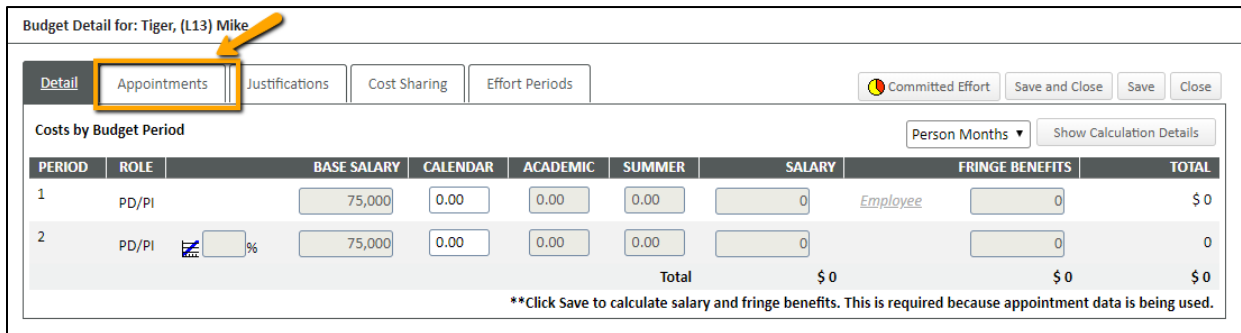
TIP! If the budget is Completed, click "Un-Complete Budget" to edit.
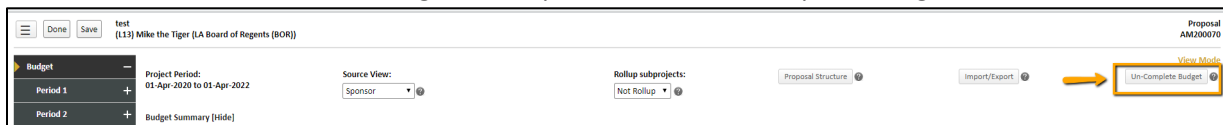
1) In Proposal Development (PD), click on the Budget tab. Next click on "Detail" next to the personnel you wish to edit.

2) The Budget Detail for the personnel will open. Click on the "Appointments" tab.

3) To remove the preloaded appointment from Workday, click the blue arrow under the Delete column. This will remove the salary from this budget, but not from GeauxGrants.

4) Go back to the "Detail" tab. Do not enter Base Salary. Enter the yearly effort and the yearly salary requested. Click Save.

Do no enter the Base Salary. Removing the appointment, defaults to a 12-month calculation for effort and fringe benefits.

5) In order to calculate the appropriate fringe benefit or tuition remission (graduate students), you will need to click on the triangle next to Fringe Benefits and then select the correct fringe or tuition remission type from the drop down.

6) Choose the appropriate fringe type from the dropdown list.
   a. Faculty and Staff = Employee
   b. Graduate Students = Tuition Remission FY20 for proposals submitted after 7/1/2019. 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, (L13) Mike

PERIOD	ROLE	BASE SALARY	CALENDAR	ACADEMIC	SUMMER			TOTAL
1	PD/PI	0	0.00	0.00	1.00	2-Year Postdoctoral Researcher	0	$ 9,516
						Employee		
2	PD/PI %	0	0.00	0.00	1.00	Transient	0	9,516
						Tuition Remission FY19		
					Total	Tuition Remission FY20	$ 0	$ 19,032

7) Click Save and Close.

Budget Detail for: Tiger, (L13) Mike

PERIOD	ROLE	BASE SALARY	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS		TOTAL
1	PD/PI	0	0.00	0.00	1.00	9,516	Employee	4,187	$ 13,703
2	PD/PI %	0	0.00	0.00	1.00	9,516	Employee	4,187	13,703
					Total	$ 19,032		$ 8,374	$ 27,406