9/10 Month Employee - New Academic Year Charging Instructions Guidance - Example
For Those With Less than 75% Effort Charged to Grants and Designated Match Accounts
Effective Academic Year 2014-2015

For this example, we have a 9 month employee paid $100,000 annually with the following effort on grants:

Grant A (525000A) -- 4/1/2013-3/31/2018 -- 10% effort
Grant B (525000B) -- 7/1/2014-6/30/2017 -- 20% effort
Grant C (525000C) -- 10/1/2014-9/30/2019 -- 15% effort

Grant A started before Academic Year 2014-2015. In this case, charges posted in the previous Academic Year (AY13-14) for the current grant year as of 8/22/14 (4/1-3/31/15). You need to determine the amount due for current grant year (10% of $100,000=$10,000), then determine the amount paid prior to AY14-15.* Subtract the two and the difference is the amount that should be charged in AY14-15 through the end of the grant year (3/31/15) using the dollar method on the SPS Calculator. Effort for Year 3 should be charged using the new instructions beginning 4/1/15.

Grant B is new starting in the Summer of 2014.** In this case, you need to go back to the beginning of the grant (7/1/14) and remove any charges through 8/21/14. On 8/22/14, you should use the new charging instructions and charge at the earned rate. In this case, the 20% effort gets increased to 27% of pay from 8/22/14-5/21/15. Note: no academic year salary should be charged from 5/22/15-8/20/15. Effort for Year 2 should be charged beginning 8/21/15.

Grant C is new starting in Academic Year 2014-2015. Beginning on the start date of the grant (10/1/14), you should use the new charging instructions and charge at the earned rate. In this case, the 15% effort gets increased to 20% of pay from 10/1/14-5/21/15 and then from 8/21/15-9/30/15. Note: no academic year salary should be charged from 5/22/15-8/20/15.

* When determining the amounts paid in AY13-14, you can use the PA to derive the amount paid in the timeframe on the account. Just be sure you are using the correct salary and the correct dates; also be sure that the percents add to 100% - otherwise the dollars won't be correct.

** If you have grants that are continuations, where the start of the grant year is in the summer, you do not need to go back to the start to remove the charges. You should handle grants in this situation the same as with Grant A in this example.

ANY QUESTIONS: Please contact Jen Pelletier (jennifer.pelletier@uconn.edu) or 486-4858. Thanks!
### STEP 1: Identify Accounts

<table>
<thead>
<tr>
<th>Account List</th>
<th>Start Date</th>
<th>End Date</th>
<th>Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant A (525000A)</td>
<td>4/1/2013</td>
<td>3/31/2018</td>
<td>10%</td>
</tr>
<tr>
<td>Grant B (525000B)</td>
<td>7/1/2014</td>
<td>6/30/2017</td>
<td>20%</td>
</tr>
<tr>
<td>Grant C (525000C)</td>
<td>10/1/2014</td>
<td>9/30/2019</td>
<td>15%</td>
</tr>
<tr>
<td>Dept (2120000)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### STEP 2: Make Plan for Each Account

<table>
<thead>
<tr>
<th>Grant A (525000A)</th>
<th>Start Date</th>
<th>End Date</th>
<th>Effort</th>
<th>PA Percent</th>
<th>Grant Pay*</th>
<th>Total Paid</th>
<th>Comments/Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Year 1:</td>
<td>4/1/2014</td>
<td>3/31/2015</td>
<td>20%</td>
<td></td>
<td>$20,000</td>
<td>$100,000</td>
<td>Work 20% effort --&gt; $20K</td>
</tr>
<tr>
<td></td>
<td>7/1/2014</td>
<td>6/30/2015</td>
<td>20%</td>
<td></td>
<td>$20,000</td>
<td>$100,000</td>
<td>Work 20% effort --&gt; $20K</td>
</tr>
<tr>
<td></td>
<td>8/22/2014</td>
<td>3/31/2015</td>
<td>10%</td>
<td>10%</td>
<td>$3,946</td>
<td>$39,464</td>
<td>Paid $3,946 in AY13-14 - we're not changing this</td>
</tr>
<tr>
<td></td>
<td>8/22/2014</td>
<td>3/31/2015</td>
<td>10%</td>
<td>10%</td>
<td>$6,054</td>
<td>$60,536</td>
<td>$10,000-$3,946 = $6,054 --&gt;10%</td>
</tr>
<tr>
<td>Grant Year 2:</td>
<td>4/1/2015</td>
<td>3/31/2016</td>
<td>10%</td>
<td></td>
<td>$10,000</td>
<td>$100,000</td>
<td>Work 10% effort --&gt; $10K</td>
</tr>
<tr>
<td></td>
<td>7/1/2015</td>
<td>6/30/2016</td>
<td>20%</td>
<td></td>
<td>$20,095</td>
<td>$100,000</td>
<td>Charge at 27% for AY (using SPS Calculator)</td>
</tr>
<tr>
<td></td>
<td>8/22/2014</td>
<td>3/31/2015</td>
<td>10%</td>
<td>13%</td>
<td>$1,836</td>
<td>$14,122</td>
<td>Charge at 13% for AY (using SPS Calculator)</td>
</tr>
<tr>
<td></td>
<td>8/22/2014</td>
<td>3/31/2015</td>
<td>10%</td>
<td>13%</td>
<td>$7,939</td>
<td>$61,069</td>
<td>Charge at 13% for AY (using SPS Calculator)</td>
</tr>
<tr>
<td>Grant Year 3:</td>
<td>4/1/2016</td>
<td>3/31/2017</td>
<td>10%</td>
<td></td>
<td>$10,000</td>
<td>$100,000</td>
<td>Work 10% effort --&gt; $10K</td>
</tr>
<tr>
<td></td>
<td>7/1/2016</td>
<td>6/30/2016</td>
<td>20%</td>
<td></td>
<td>$20,095</td>
<td>$100,000</td>
<td>Charge at 27% for AY (using SPS Calculator)</td>
</tr>
<tr>
<td></td>
<td>8/22/2016</td>
<td>3/31/2015</td>
<td>10%</td>
<td>13%</td>
<td>$1,836</td>
<td>$14,122</td>
<td>Charge at 13% for AY (using SPS Calculator)</td>
</tr>
</tbody>
</table>

### Grant B (525000B)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Effort</th>
<th>PA Percent</th>
<th>Grant Pay*</th>
<th>Total Paid</th>
<th>Comments/Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2014</td>
<td>6/30/2015</td>
<td>20%</td>
<td></td>
<td>$20,000</td>
<td>$100,000</td>
<td>Work 20% effort --&gt; $20K</td>
</tr>
<tr>
<td>8/22/2014</td>
<td>3/31/2015</td>
<td>10%</td>
<td>10%</td>
<td>$3,946</td>
<td>$39,464</td>
<td>Paid $3,946 in AY13-14 - we're not changing this</td>
</tr>
<tr>
<td>8/22/2014</td>
<td>3/31/2015</td>
<td>10%</td>
<td>10%</td>
<td>$6,054</td>
<td>$60,536</td>
<td>$10,000-$3,946 = $6,054 --&gt;10%</td>
</tr>
<tr>
<td>8/22/2014</td>
<td>3/31/2015</td>
<td>10%</td>
<td>10%</td>
<td>$3,946</td>
<td>$39,464</td>
<td>Paid $3,946 in AY13-14 - we're not changing this</td>
</tr>
<tr>
<td>8/22/2014</td>
<td>3/31/2015</td>
<td>10%</td>
<td>10%</td>
<td>$6,054</td>
<td>$60,536</td>
<td>$10,000-$3,946 = $6,054 --&gt;10%</td>
</tr>
<tr>
<td>8/22/2014</td>
<td>3/31/2015</td>
<td>10%</td>
<td>10%</td>
<td>$3,946</td>
<td>$39,464</td>
<td>Paid $3,946 in AY13-14 - we're not changing this</td>
</tr>
<tr>
<td>8/22/2014</td>
<td>3/31/2015</td>
<td>10%</td>
<td>10%</td>
<td>$6,054</td>
<td>$60,536</td>
<td>$10,000-$3,946 = $6,054 --&gt;10%</td>
</tr>
</tbody>
</table>

### Grant C (525000C)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Effort</th>
<th>PA Percent</th>
<th>Grant Pay*</th>
<th>Total Paid</th>
<th>Comments/Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2014</td>
<td>9/30/2015</td>
<td>15%</td>
<td></td>
<td>$15,000</td>
<td>$100,000</td>
<td>Work 15% effort --&gt; $15K</td>
</tr>
<tr>
<td>10/1/2014</td>
<td>9/30/2015</td>
<td>15%</td>
<td>20%</td>
<td>$12,797</td>
<td>$63,985</td>
<td>Charge at 20% for AY (using SPS Calculator)</td>
</tr>
<tr>
<td>5/22/2015</td>
<td>8/20/2015</td>
<td>0%</td>
<td>0%</td>
<td>$ -</td>
<td>$24,904</td>
<td>Remove from Grant in Summer</td>
</tr>
<tr>
<td>5/22/2015</td>
<td>8/20/2015</td>
<td>0%</td>
<td>0%</td>
<td>$ -</td>
<td>$24,904</td>
<td>Remove from Grant in Summer</td>
</tr>
<tr>
<td>8/21/2015</td>
<td>9/30/2015</td>
<td>15%</td>
<td>20%</td>
<td>$2,222</td>
<td>$11,111</td>
<td>Charge at 20% for AY (using SPS Calculator)</td>
</tr>
</tbody>
</table>

### STEP 3: Make Plan for Each Payroll Authorization

<table>
<thead>
<tr>
<th>AY14-15 PA Dates with PA Percentage</th>
<th>Account</th>
<th>Grant Pay*</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/14-8/21/14</td>
<td>Grant A (525000A)</td>
<td>10%</td>
</tr>
<tr>
<td>8/22/14-9/30/14</td>
<td>Grant B (525000B)</td>
<td>0%</td>
</tr>
<tr>
<td>10/1/14-3/31/15</td>
<td>Grant C (525000C)</td>
<td>0%</td>
</tr>
<tr>
<td>4/1/15-5/21/15</td>
<td>Dept (2120000)</td>
<td>90%</td>
</tr>
<tr>
<td>5/22/15-8/20/15</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Until all grants have moved to the new charging instructions, you will need to populate the SPS Calculator using the Dollar Method. You can populate the PA first and then use the dollars from the PA to populate the SPS Calculator.

* The Grant Pay column reflects the amounts that will be charged using the rounded % of Activity amounts necessary for the Payroll Authorization. These will get the pay as close as possible to the budgeted grant year amounts.
**THE UNIVERSITY OF CONNECTICUT - PAYROLL AUTHORIZATION**

**Department # and Name:**

**Faculty Affiliated**

**Street**

**City & State**

**Zip**

**POSITION IDENTIFICATION**

**Position Number #**

**Employee #**

**Ubox**

**Job Opening #**

**Work Phone Number**

**CHECK ALL THAT APPLY**

- Enter P for Professional or C for Classified
- NEW Fill vacancy of (Write former name or "New")
- CONTINUATION beyond current ending date.
- PROBATIONARY appointment
- CHANGE an existing authorization - must be explained under "Remarks"
- FUNDING change only

**PAYROLL TITLE**

<table>
<thead>
<tr>
<th>Payroll Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Full time salary</th>
<th>% of time</th>
<th>Actual Salary</th>
<th>Months of Service per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Title</td>
<td>7/1/14</td>
<td>8/21/14</td>
<td>$100,000</td>
<td>100</td>
<td>$14,615</td>
<td>9</td>
</tr>
</tbody>
</table>

**FORMER STATE EMPLOYMENT**

If previously employed by the State of CT indicate agency below

<table>
<thead>
<tr>
<th>KFS Account number</th>
<th>Dept Number</th>
<th>% of Activity</th>
<th>Biweekly salary</th>
<th>Actual Salary</th>
<th>Agency</th>
<th>Degree</th>
<th>Field of Study</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>5250000A</td>
<td></td>
<td>10</td>
<td>$384.62</td>
<td>$1,461.54</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2120000</td>
<td></td>
<td>90</td>
<td>$3,461.54</td>
<td>$13,153.87</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EDUCATIONAL BACKGROUND (highest degree):**

<table>
<thead>
<tr>
<th>% of Activity</th>
<th>Biweekly salary</th>
<th>Actual Salary</th>
<th>Agency</th>
<th>Degree</th>
<th>Field of Study</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total 100</td>
<td>$3,846.16</td>
<td>$14,615.41</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REMARKS:**

**SUPERVISORY STATUS**

Does this position have supervisory responsibilities?

Y/N

**AUTHORIZATION PREPARED BY**

Name:

Phone:

**PAYROLL AUDIT**

Completed by

Date

Class code

Empl RCD

**PAYROLL MGR**

Completed by

Date

Empl ID

**Date Received (Payroll use only)**

3/19/2015 11:19

form PAY Excel (revised 05/14)

Required for Payroll: Original and 3 copies for Unclassified, 2 copies for Classified
## UConn OVPR Sponsored Program Services Salary Calculator

**Employee Name:** Example  
**Payroll ID:** 000000

**Months in Appointment:** 9  
**Full-Time Appointment Salary:** $100,000

**Period Start Date:** 7/1/2014  
**Period End Date:** 8/21/2014  
**# of Pay Periods:** 3.80

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Full Time Salary #</th>
<th>% of time</th>
<th>Actual Salary</th>
<th>Months of Service per year</th>
<th>Actual Earned Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2014</td>
<td>8/21/2014</td>
<td>$100,000.00</td>
<td>100%</td>
<td>$14,615.38</td>
<td>9</td>
<td>$19,487.18</td>
</tr>
</tbody>
</table>

**Total Grant Effort:** 8%

**Allocated by Amount**

<table>
<thead>
<tr>
<th>Type of Account</th>
<th>KFS Account</th>
<th>Match Account</th>
<th>% Effort</th>
<th>Goal $ Amount</th>
<th>Effective Effort</th>
<th>Goal Actual Salary</th>
<th>% of Activity</th>
<th>Biweekly Salary</th>
<th>Actual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>525000A</td>
<td>No</td>
<td>8%</td>
<td>$1,461.54</td>
<td>10.00%</td>
<td>$384.62</td>
<td>$1,461.54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td>0%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td>0%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td>0%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td>0%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td>0%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept Offset Acct</td>
<td>2120000</td>
<td>No</td>
<td>92%</td>
<td>$13,153.84</td>
<td>90.00%</td>
<td>$3,461.54</td>
<td>$13,153.85</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remainder to be allocated**  $0.00

**TOTAL**  $14,615.38  100%  $14,615.38  100%  $3,846.15  $14,615.38
## PERSONAL DATA

- **Birthplace:**
- **Birthdate:**
- **Marital Status:**
- **Gender:**

## FUNDING CHANGE

- **Agency:**
- **Salary:**
- **Biweekly salary:**
- **Actual Salary:**
- **% of Activity:**

## EDUCATIONAL BACKGROUND (highest degree):

- **Degree:**
- **Field of Study:**
- **Institution:**
- **Date:**

## SUPERVISORY STATUS

- **Does this position have supervisory responsibilities?**

## AUTHORIZATION PREPARED BY

- **Name:**
- **Phone:**

---

### THE UNIVERSITY OF CONNECTICUT - PAYROLL AUTHORIZATION

**Department # and Name:**

**Faculty Affiliated:**

**City & State Zip:**

**POSITION IDENTIFICATION**

- **SSN (Required for hires):**
- **Section:**
- **Employee #:**
- **Ubox:**
- **Job Opening #:**
- **Work Phone Number:**

### CHECK ALL THAT APPLY

- **Enter P for Professional or C for Classified**
- **NEW Fill vacancy of**
- **CONTINUATION beyond current ending date.**
- **PROBATIONARY appointment**
- **CHANGE an existing authorization - must be explained under "Remarks"**
- **FUNDING change only**

### Payroll Title

<table>
<thead>
<tr>
<th>Payroll Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Full time salary</th>
<th>% of time</th>
<th>Actual Salary</th>
<th>Months of Service per year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8/22/14</td>
<td>9/30/14</td>
<td>$100,000</td>
<td>100</td>
<td>$10,769</td>
<td>9</td>
</tr>
</tbody>
</table>

**Internal Title**

**If Tenure Track, potential tenure year:**

### Former State Employment

- **Agency:**
- **Previous State Employment:**
- **Agency:**
- **Previous State Employment:**
- **Agency:**
- **Previous State Employment:**

### FORMER STATE EMPLOYMENT

- **Agency:**
- **Previous State Employment:**
- **Agency:**
- **Previous State Employment:**
- **Agency:**
- **Previous State Employment:**

### EDUCATIONAL BACKGROUND

- **Degree:**
- **Field of Study:**
- **Institution:**

### REMARKS

- **Total % of Activity (must equal 100):**

### SUPERVISORY STATUS

- **Does this position have supervisory responsibilities?**

### AUTHORIZATION PREPARED BY

- **Name:**
- **Phone:**

---

### DEPARTMENT APPROVAL

**Director / Dean / Vice President Approval**

**Date Received (Payroll use only):**

**PAYROLL AUDIT**

**Completed by:**

**PAYROLL MGR**

**Completed by:**

**Class code:**

**Empl RCD:**

**Empl ID:**

---

**Required for Payroll: Original and 3 copies for Unclassified, 2 copies for Classified**

**3/19/2015 11:19**

**form PAY Excel (revised 05/14)**
### UConn OVPR Sponsored Program Services Salary Calculator

**Employee Name:** Example  
**Payroll ID:** 000000

**Months in Appointment:** 9  
**Full-Time Appointment Salary:** $100,000

**Period Start Date:** 8/22/2014  
**Period End Date:** 9/30/2014  
**# of Pay Periods:** 2.80

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Full Time Salary #</th>
<th>% of time</th>
<th>Actual Salary</th>
<th>Months of Service per year</th>
<th>Actual Earned Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/22/2014</td>
<td>9/30/2014</td>
<td>$100,000.00</td>
<td>100%</td>
<td>$10,769.23</td>
<td>9</td>
<td>$14,358.97</td>
</tr>
</tbody>
</table>

**Total Grant Effort:** 27%

#### Allocated by Amount

<table>
<thead>
<tr>
<th>Type of Account</th>
<th>KFS Account</th>
<th>Match Account</th>
<th>% Effort</th>
<th>Goal $ Amount</th>
<th>Effective Effort</th>
<th>Goal Actual Salary</th>
<th>% of Activity</th>
<th>Biweekly Salary</th>
<th>Actual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>525000A</td>
<td>No</td>
<td>7%</td>
<td>$1,076.92</td>
<td>10.00%</td>
<td>$1,076.92</td>
<td>10.00%</td>
<td>$384.62</td>
<td>$1,076.92</td>
</tr>
<tr>
<td>Grant</td>
<td>525000B</td>
<td>No</td>
<td>20%</td>
<td>$2,871.79</td>
<td>27.00%</td>
<td>$2,871.79</td>
<td>27.00%</td>
<td>$1,038.46</td>
<td>$2,907.69</td>
</tr>
<tr>
<td>Grant</td>
<td>No</td>
<td>No</td>
<td>0%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Grant</td>
<td>No</td>
<td>No</td>
<td>0%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Dept Offset Acct</td>
<td>2120000</td>
<td>No</td>
<td>73%</td>
<td>$6,820.52</td>
<td>63.00%</td>
<td>$6,820.52</td>
<td>63.00%</td>
<td>$2,423.08</td>
<td>$6,784.62</td>
</tr>
</tbody>
</table>

**Remainder to be allocated**  
$0.00

**TOTAL**  
$10,769.23  
100%  
$10,769.23  
100%  
$3,846.15  
$10,769.23
### PERSONAL DATA

- **Birthplace:**
- **Birthdate:**
- **Marital Status:**
- **Gender:**

### FORMER STATE EMPLOYMENT

- If previously employed by the State of CT indicate agency below
- **Agency:**

### EDUCATIONAL BACKGROUND (highest degree):

- **Degree:**
- **Field of Study:**
- **Institution:**

### REMARKS:

- **Date:**

### SUPERVISORY STATUS

- **Y/N**

### AUTHORIZATION PREPARED BY

- **Name:**
- **Phone:**

### DEPARTMENT APPROVAL

### DIRECTOR / DEAN / VICE PRESIDENT APPROVAL

- **Date Received (Payroll use only):**

### PAYROLL AUDIT

- **Completed by:**
- **Date:**

### PAYROLL MGR

- **Class code:**
- **Empl RCD:**
- **Empl ID:**

---

<table>
<thead>
<tr>
<th>KFS Account number</th>
<th>Dept Number</th>
<th>% of Activity</th>
<th>Biweekly salary</th>
<th>Actual Salary</th>
<th>Former State Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>525000A</td>
<td>10</td>
<td>10</td>
<td>$384.62</td>
<td>$5,000.01</td>
<td></td>
</tr>
<tr>
<td>525000B</td>
<td>27</td>
<td>27</td>
<td>$1,038.46</td>
<td>$13,500.02</td>
<td></td>
</tr>
<tr>
<td>525000C</td>
<td>20</td>
<td>20</td>
<td>$769.23</td>
<td>$10,000.02</td>
<td></td>
</tr>
<tr>
<td>2120000</td>
<td>43</td>
<td>43</td>
<td>$1,653.85</td>
<td>$21,500.03</td>
<td></td>
</tr>
</tbody>
</table>

- **Total % of Activity (must equal 100):** 100
- **Biweekly salary:** $3,846.16
- **Actual Salary:** $50,000.08

---

Total % of Activity (must equal 100) 100

### BY PAYROLL MGR

- **Date:**

### PAYROLL MGR

- **Empl ID:**

---

**Required for Payroll: Original and 3 copies for Unclassified, 2 copies for Classified**

**Date:** 3/19/2015 11:19
### UConn OVPR Sponsored Program Services Salary Calculator

#### Employee Information
- **Employee Name:** Example
- **Payroll ID:** 000000
- **Months in Appointment:** 9
- **Full-Time Appointment Salary:** $100,000
- **Period Start Date:** 10/1/2014
- **Period End Date:** 3/31/2015
- **# of Pay Periods:** 13.00

#### Payment Information

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Full Time Salary #</th>
<th>% of time</th>
<th>Actual Salary</th>
<th>Months of Service per year</th>
<th>Actual Earned Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2014</td>
<td>3/31/2015</td>
<td>$100,000.00</td>
<td>100%</td>
<td>$50,000.00</td>
<td>9</td>
<td>$66,666.67</td>
</tr>
</tbody>
</table>

#### Total Grant Effort: 42%

#### Allocated by Amount

<table>
<thead>
<tr>
<th>Type of Account</th>
<th>KFS Account</th>
<th>Match Account</th>
<th>% Effort</th>
<th>Goal $ Amount</th>
<th>Effective Effort</th>
<th>Goal Actual Salary</th>
<th>% of Activity</th>
<th>Biweekly Salary</th>
<th>Actual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>525000A</td>
<td>No</td>
<td>8%</td>
<td>$5,000.00</td>
<td>10.00%</td>
<td>$384.62</td>
<td>$5,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant</td>
<td>525000B</td>
<td>No</td>
<td>20%</td>
<td>$13,333.33</td>
<td>27.00%</td>
<td>$1,038.46</td>
<td>$13,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant</td>
<td>525000C</td>
<td>No</td>
<td>15%</td>
<td>$10,000.00</td>
<td>20.00%</td>
<td>$769.23</td>
<td>$10,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept Offset Acct</td>
<td>2120000</td>
<td>No</td>
<td>58%</td>
<td>$21,666.67</td>
<td>43.00%</td>
<td>$1,653.85</td>
<td>$21,500.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Remainder to be allocated

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

#### TOTAL

|                  | $50,000.00 | 100%         | $50,000.00    | 100%          | $3,846.15        | $50,000.00       |
**THE UNIVERSITY OF CONNECTICUT - PAYROLL AUTHORIZATION**

Department # and Name: __________________________ Name: __________________________

Faculty Affiliated: __________________________ Street: __________________________

Department # and Name: __________________________ City & State: __________________________ Zip: __________________________

**POSITION IDENTIFICATION**

SSN (Required for hires): __________________________ Section: __________________________

Position Number #: __________________________ Employee #: __________________________ Ubox: __________________________

Job Opening #: __________________________ Work Phone Number: __________________________

**CHECK ALL THAT APPLY**

- Enter P for Professional or C for Classified
- NEW Fill vacancy of __________________________ (Write former name or "New")
- CONTINUATION beyond current ending date.
- PROBATIONARY appointment
- CHANGE an existing authorization - must be explained under "Remarks"
- FUNDING change only

<table>
<thead>
<tr>
<th>Payroll Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Full time salary #</th>
<th>% of time</th>
<th>Actual Salary</th>
<th>Months of Service per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Title</td>
<td>4/1/15</td>
<td>5/21/15</td>
<td>$100,000</td>
<td>100</td>
<td>$14,231</td>
<td>9</td>
</tr>
</tbody>
</table>

If Tenure Track, potential tenure year:

<table>
<thead>
<tr>
<th>KFS Account number</th>
<th>Dept Number</th>
<th>% of Activity</th>
<th>Biweekly salary</th>
<th>Actual Salary</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>525000A</td>
<td>13</td>
<td>13</td>
<td>$500.00</td>
<td>$1,850.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>525000B</td>
<td>27</td>
<td>27</td>
<td>$1,038.46</td>
<td>$3,842.31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>525000C</td>
<td>20</td>
<td>20</td>
<td>$769.23</td>
<td>$2,846.16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2120000</td>
<td>40</td>
<td>40</td>
<td>$1,538.46</td>
<td>$5,692.32</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total % of Activity (must equal 100) 100 | $ 3,846.16 | $ 14,230.80 |

**PERSONAL DATA**

Birthplace: __________________________ Birthdate: __________________________

Marital Status: __________________________ Gender: __________________________

**Former State Employment**

Please select previous state employment from the list:

If previously employed by the State of CT indicate agency below

Agency: __________________________

**Educational Background (highest degree):**

Degree: __________________________

Field of Study: __________________________

Institution: __________________________

Date: __________________________

**Supervisory Status**

Y/N

Does this position have supervisory responsibilities?

**Authorization Prepared By**

Name: __________________________ Phone: __________________________

**PAYROLL AUDIT**

Completed by __________________________ Date __________________________

Class code Empl RCD

Date Empl ID

Required for Payroll: Original and 3 copies for Unclassified, 2 copies for Classified

3/19/2015 11:19 form PAY Excel (revised 05/14)
**UConn OVPR Sponsored Program Services Salary Calculator**

Employee Name: Example  
Payroll ID: 000000

**Period Start Date:** 4/1/2015  
**Period End Date:** 5/21/2015  
**# of Pay Periods:** 3.70

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Full Time Salary</th>
<th>% of Time</th>
<th>Actual Salary</th>
<th>Months of Service per year</th>
<th>Actual Earned Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/1/2015</td>
<td>5/21/2015</td>
<td>$100,000.00</td>
<td>100%</td>
<td>$14,230.77</td>
<td>9</td>
<td>$18,974.36</td>
</tr>
</tbody>
</table>

**Total Grant Effort:** 45%

**Allocated by Effort**

<table>
<thead>
<tr>
<th>Type of Account</th>
<th>KFS Account</th>
<th>Match Account</th>
<th>% Effort</th>
<th>Goal $ Amount</th>
<th>Effective Effort</th>
<th>Goal Actual Salary</th>
<th>% of Activity</th>
<th>Biweekly Salary</th>
<th>Actual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>525000A</td>
<td>No</td>
<td>10%</td>
<td>10%</td>
<td>$1,897.44</td>
<td>13.00%</td>
<td>$500.00</td>
<td>$1,850.00</td>
<td></td>
</tr>
<tr>
<td>Grant</td>
<td>525000B</td>
<td>No</td>
<td>20%</td>
<td>20%</td>
<td>$3,794.87</td>
<td>27.00%</td>
<td>$1,038.46</td>
<td>$3,842.31</td>
<td></td>
</tr>
<tr>
<td>Grant</td>
<td>525000C</td>
<td>No</td>
<td>15%</td>
<td>15%</td>
<td>$2,846.15</td>
<td>20.00%</td>
<td>$769.23</td>
<td>$2,846.15</td>
<td></td>
</tr>
<tr>
<td>Grant</td>
<td>No</td>
<td>No</td>
<td>0%</td>
<td>0%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Grant</td>
<td>No</td>
<td>No</td>
<td>0%</td>
<td>0%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Grant</td>
<td>No</td>
<td>No</td>
<td>0%</td>
<td>0%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Grant</td>
<td>No</td>
<td>No</td>
<td>0%</td>
<td>0%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Dept Offset Acct</td>
<td>2120000</td>
<td>No</td>
<td>55%</td>
<td>55%</td>
<td>$5,692.31</td>
<td>40.00%</td>
<td>$1,538.46</td>
<td>$5,692.31</td>
<td></td>
</tr>
</tbody>
</table>

**Remainder to be allocated:** 0%

**TOTAL**  
100%  
$14,230.77  
100%  
$3,846.15  
$14,230.77
**THE UNIVERSITY OF CONNECTICUT - PAYROLL AUTHORIZATION**

**Department # and Name:**

**Name:**

**Faculty Affiliated:**

**Street:**

**City & State:**

**Zip:**

**POSITION IDENTIFICATION**

**SSN (Required for hires):**

**Section:**

**Position Number #:**

**Employee #:**

**Ubox:**

**Job Opening #:**

**Work Phone Number:**

**CHECK ALL THAT APPLY**

- [ ] Enter P for Professional or C for Classified
- [ ] CONTINUATION beyond current ending date.
- [ ] PROBATIONARY appointment
- [ ] CHANGE an existing authorization - must be explained under "Remarks"
- [ ] FUNDING change only

<table>
<thead>
<tr>
<th>Payroll Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Full time salary #</th>
<th>% of time</th>
<th>Actual Salary</th>
<th>Months of Service per year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5/22/15</td>
<td>8/20/15</td>
<td>$100,000</td>
<td>100</td>
<td>$25,000</td>
<td>9</td>
</tr>
</tbody>
</table>

**INTERNAL TITLE**

If Tenure Track, potential tenure year: __________

<table>
<thead>
<tr>
<th>KFS Account number</th>
<th>Dept Number</th>
<th>% of Activity</th>
<th>Biweekly salary</th>
<th>Actual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>2120000</td>
<td></td>
<td>100</td>
<td>$3,846.15</td>
<td>$25,000.04</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

Total % of Activity (must equal 100) __________

**REMARKS:**

**PERSONAL DATA**

- Birthplace: ____________________________
- Birthdate: ____________________________
- Marital Status: ____________________________
- Gender: ____________________________

**FORMER STATE EMPLOYMENT**

Please select previous state employment from the list:

- Agency: ____________________________

**EDUCATIONAL BACKGROUND (highest degree):**

- Degree: ____________________________
- Field of Study: ____________________________
- Institution: ____________________________

Date: ____________________________

**SUPERVISORY STATUS**

- Does this position have supervisory responsibilities? Y/N

**AUTHORIZATION PREPARED BY**

- Name: ____________________________
- Phone: ____________________________

**DEPARTMENT APPROVAL**

**DIRECTOR / DEAN / VICE PRESIDENT APPROVAL**

Date Received (Payroll use only) ____________________________

**PAYROLL AUDIT**

Completed by ____________________________

**PAYROLL MGR**

Completed by ____________________________

Date ____________________________

Class code ____________________________

Empl RCD ____________________________

Empl ID ____________________________

Required for Payroll: Original and 3 copies for Unclassified, 2 copies for Classified

3/23/2015 15:46 form PAY Excel (revised 05/14)
### UConn OVPR Sponsored Program Services Salary Calculator

**Employee Name:** Example  
**Payroll ID:** 000000

**Period Start Date:** 5/22/2015  
**Period End Date:** 8/20/2015  
**# of Pay Periods:** 6.50

#### Salary Information

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Full Time Salary #</th>
<th>% of time</th>
<th>Actual Salary</th>
<th>Months of Service per year</th>
<th>Actual Earned Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/22/2015</td>
<td>8/20/2015</td>
<td>$100,000.00</td>
<td>100%</td>
<td>$25,000.00</td>
<td>9</td>
<td>$33,333.33</td>
</tr>
</tbody>
</table>

**Total Grant Effort:** 0%

#### Allocated by Effort

<table>
<thead>
<tr>
<th>Type of Account</th>
<th>KFS Account</th>
<th>Match Account</th>
<th>% Effort</th>
<th>Goal $ Amount</th>
<th>Effective Effort</th>
<th>Goal Actual Salary</th>
<th>% of Activity</th>
<th>Biweekly Salary</th>
<th>Actual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Grant</td>
<td>2120000</td>
<td>No</td>
<td>100%</td>
<td>$25,000.00</td>
<td>100.00%</td>
<td>$3,846.15</td>
<td>100.00%</td>
<td>$25,000.00</td>
<td>$25,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td>0%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td>0%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td>0%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td>0%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td>0%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

| Dept Offset Acct| No          | 0%            | 0.00%    | $0.00         | $0.00            | $0.00               | $0.00         | $0.00          | $0.00         |

**Remainder to be allocated** 0%

**TOTAL** 100% 100% $25,000.00 100% $3,846.15 $25,000.00