

ARE YOU PAID FROM GRANT FUNDING?

Grant funds pay only the portion of the employee's salaries and wages in proportion to the effort directly related to the projects. Key personnel are identified in the grant contract by name, title and percentage of effort to be expended on the project. Other personnel may be identified by name, or title of job classification. Labor costs are based on the employee's actual salary rates or an amount within the salary range of the job classification. An individual may not be charged to a funded project at a salary rate higher than the rate charged to other funds for similar work.

It is imperative that the **Personnel Action Request form (PAR)** be completed accurately and in its entirety. Although all information required on the form is important, some areas are more critical. These are:

- Effective date – *grants have certain performance periods and all activities must fall within that particular period, especially work performed.*
- Position – *must match the position listed in the budget narrative.*
- Campus – *important to know for Banner coding purposes.*
- Classification – *also important for Banner coding.*
- “From and To” dates for the following categories:
 - Salary - *increase or decrease affects the grant budget*
 - Band - *please keep in mind that the final determination for the salary banding is decided by Human Resources personnel based on job description, level of education and experience.*

Position – to ensure compliance with grant contract agreement

If resigning, retiring or upon termination, the PAR must be updated to reflect the change in order to make certain that the grant is no longer incurring expenses for salaries and benefits.

Twelve-month contract faculty or professional: additional duties for summer work or work outside regular duties may qualify for an **Extra Service Agreement** under Board Policy IV-C-16. These must be submitted and approved by the Board of Regents *prior to* the work being completed per SJCD policy and state law.

Nine-month faculty (whose contracts end May 15) teaching in the summer are paid via the load list for instruction. Non-teaching duties under a grant may be paid by placing them on the payroll per hours worked. For specialized responsibilities, with required specific professional expertise, the rate will be the overload *lecture* rate in effect at the time of approval. For all other projects, the rate will be the overload *lab* rate in effect at the time of approval. Use form ____ “Grant Activities of FT Exempt Employee” to describe the assignment, specific duties and expectations, so that the determination can be made as to whether the lab or lecture rate of pay is appropriate.

Adjunct employees may provide other services that are non-teaching in nature. During these times, use form ____ “Non-Teaching Activities of Adjunct Employee” to describe your assignment, specific duties and expectations so that a pay base can be calculated for the work completed. The form must include the social security number, department, campus, FOAP in which to charge the expense, and beginning and end date.

All signatures must be obtained in order to process the PAR, ESA and other HR/Payroll forms!

For additional questions, please contact the Office of Grants Management.