## THE UNIVERSITY *of* NEW ORLEANS

### OFFICE OF RESEARCH

# Policies & Procedures Regarding Salary on Sponsored Programs

## Administrative Policies (APs)

Administrative policies (AP) are the overarching policies for the University of New Orleans. They are posted publicly on the Office of the President's Administrative Policies website. Every university employee is responsible for knowing and following these APs. *They can be updated at any time without any notice sent to campus. Review them regularly.*

- AP-AA-21.5 Faculty Appointments
  - Defines ranks, provisions and policies governing appointments of academic staff. Includes tenure and non-tenure breakout of positions.
- AP-AA-22.4 Faculty Workload
  - UNO requires full-time faculty members to fulfill the equivalent of a 24-semester hour load per academic year. This is a 4-4 teaching load and is important when calculating buy out.
    - Example:1 course for 1 semester is 12.5% of salary
- AP-AA-25.3 Graduate Assistants
- AP-BA-23.4 Student Employment
- AP-BA-39.3 Additional Compensation & Compensation Limits: Academic and Unclassified Employees
- AP-BA-43.2 Unclassified Staff Appointments
- AP-BA-61.1 Delegations and Approvals in Workday
- AP-RE-02.4 Additional and Summer Compensation Charged to Grants and Contracts for Academic Year Appointments

## Internal Management Directives (IMDs)

Internal Management Directives (IMDs) are policies or procedures established by a specific division or unit that dictate the internal management and administration of that unit. Office of Research IMDs are posted publicly on the department's Policies & Procedures webpage. These IMDs are authorized under AP-OP-01.1.

- IMD 85.001 F&A Rate

- UNO negotiated rate must be included in the proposal budget, or an agency requirement for a different rate must be included in the RFP and uploaded with the proposal for audit purposes.
- All other deviations from the federally negotiated rate must be approved in writing by the Vice President for Research and Economic Development.
- IMD 85.002 F&A Return
  - In WD the tab Award Proposal Credits is used to track return of F&A if it is different than the department listed on the primary line of the award.
- IMD 85.003 PI Eligibility
  - Only faculty and staff as outlined in this document are eligible to be a PI at UNO.
- IMD 85.006 Institutional Total Salary
  - Provides additional detail regarding the APs on salary.
  - **All Office of Research proposals must follow this document. Ask the Research Development Manager for guidance.**

## Institutional Total Salary (ITS)

ITS will be used to calculate salary charges on sponsored programs and will be consistently applied across funding sources.

ITS excludes temporary increases in pay such as:

- Bonuses, Honoraria, Short term stipends, Additional compensation, Other non-recurring, incidental or non-guaranteed salary
  - **WD Compensation Plan: Supplemental Salary**
  - **WD Compensation Plan: Interim**

ITS includes regular salary and a second assignment such as:

- Faculty Regular Academic Salary
  - **WD Compensation Plan: Academic Salary**
- Fiscal Employee Regular Salary
  - **WD Compensation Plan: Salary Plan**
- Chairs of departments are usually appointed for 3 years and receive a stipend for those additional duties.
  - **WD Compensation Plan: Chair**
- Directors of approved centers and institutes may receive a stipend for a period of time for those additional duties.
  - **WD Compensation Plan: Director**
- Endowed Chairs or Endowed Professors may receive a stipend for a period of time for those additional duties.
  - **WD Compensation Plan: Professorship**

When reviewing Award Proposal budgets, the salary needs to be verified in Workday by the Office of Research for allowability according to UNO APs and IMDs in addition to sponsor guidelines.


## How to verify PI eligibility and employee salary allowability:

### Find Employee

1. Navigate to **Workday**.

2. Use the Workday search field in the upper left corner and type in the name of the employee listed in the budget. You can search by partial strings of letters, provided they match a piece of the name exactly.

3. Search results will include the employee's name and title. Often, a photo of the employee will also display.

4. Click on the blue hyperlink of the employee's name; you will be brought to a new screen.

## Verify PI Eligibility

5. On the employee's **Job Details** page, review the employee's job title and time type for PI eligibility as outlined in the [IMD 85.003 PI Eligibility](). Only faculty and staff as outlined in this document are eligible to be a PI at UNO.

    a. Full-time faculty members including emeritus faculty members are normally eligible.

    b. Deans, directors, and other full-time administrators are normally eligible.

    c. Students, student workers, and graduate assistants are **not** eligible to be a PI.

## Verify PI Salary

6. On the employee's **Job Details** page, click **Compensation** in the left-hand, blue sidebar; you will be brought to a new screen.
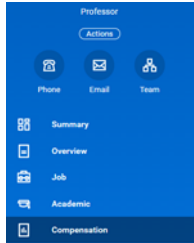


7. At the top of the page, you will see three tabs: **Total Rewards**, **Compensation**, and **Pay Change History**. Select the **Compensation** tab; another screen will appear.
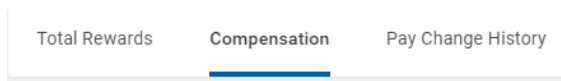


8. Scroll down to the **Plan Assignments** table toward the bottom of the page. Each row will list a different type of compensation under the **Compensation Plan** column.



9. Institutional Total Salary for academic employees may include the following Compensation Plans: Professorship, Chair, Director, and Academic Salary Plan. The dollar amounts listed in the **Assignment** column will be used to calculate salary. Other items, such as Supplemental Salary, are short-term stipends that are not used in calculating ITS. For most fiscal employees, ITS only includes Salary Plan.

# Changelog

| Date | Change(s) | Changed By |
|---|---|---|
| 2/8/21 | Created | Carol Lunn |
| 2/10/21 | Wording, formatting | Julie Landry |
| 2/22/21 | Directions | Carol Lunn |
| 2/24/21 | Directions, formatting, links | Julie Landry |
| 3/10/21 | Slight edits | Carol Lunn |