

Example: Faculty Member with Research Assignments Only (Yellow Handout)

Step 1: Data Gathering

Last Name, First Name = Smith, John

Empl ID = 600187564

Position # = 10038755 (Only use position's with Employee Class of FA3)

Employee Title = Asst Prof

Academic Year Rate (9 months) = \$53,000

Max Summer Rate (1/3) - This is a protected cell with a calculation of 1/3 of the 9 month rate

Assignments for the summer:

- #1. Grant EPA Water Samples; 50% Effort for 2 months only ($\$17,666.67 * 50% * 2/3 = \$5,888.89$); Grant work will be for June 1 – Jul 31; Funding is Project ID 326840099
- #2. Grant DOT Bridges; 25% Effort for 2 months only ($\$17,666.67 * 25% * 2/3 = \$2,944.45$); Grant work will be for July 1 – Aug 31; Funding is Project ID 327884401
- #3. Grant DOD Water Technology; 10% Effort for the full summer ($\$17,666.67 * 10% = \$1,766.67$); Grant work will be for June 1 – August 31; Funding is Project ID 326750100

Step 2: Make sure your total allocation does not exceed your Max Summer Rate. Also note your % that is calculated should be less than 100%. If your percentage is greater than 100% you will need to work with VPAFS Office to determine which assignment would be best as an additional pay and remove it from the SAMS.

Step 3: Determine the number of Faculty Contract forms needed based on SAMS Dates (Column D)

Contract #1: Start Date is June 1 End Date June 30

Contract #2 Start Date is July 1 End Date is July 31

Contract #3 Start Date is August 1 End Date is August 31

Step #4: Determine the allocation for each contract period based on the assignment dates.

Assignment #1 - This assignment would be allocation between Contract #1 and Contract #2.

Assignment #2 - The assignment would be an allocation between Contract #2 and Contract #3.

Assignment #3 - This assignment would be an allocation between Contract #2 and #3.

Step 5: For each line of allocation in each contract period you will want to assign the appropriate combo code based on the Cost Center or Project ID that was reflected in column C of the SAMS. The DBT Distribution % for each combo code will be calculated for you based on the allocation for that contract period divided by the total allocation for that contract period. Note DBT Distribution %'s should add up to 100%.

Step 6: The very last column of the SAMS will indicate that your contract allocations balance to your total allocation in column E. Please ensure they do before taking the next step.

Step 7: Use the information in the SAMS to prepare the appropriate number of contracts needed. Remember the FTE for the FCF is the calculated FTE from the SAMS. The hours on FCF can be calculated using the % FTE x 40 hours.

Step 8: Use the information in SAMS to create the DBT's for the position listed in Column B for the effective date listed as the Start Date for each contract. For example you will have a DBT for this position effective 6/1/2017 and another one effective 7/1/2017 and a third DBT effective 8/1/2017. The combo codes and DBT Distribution %'s are listed in SAMS.