Split Positions

Calculating Salary, Hours, FTE, and Pay Factors

This is intended to clarify how to complete correct and accurate HR Action Forms for employees who are charging a portion or percentage of their salary to other funding sources than their typical labor distribution, ex: Green carding.

Before you start, please note:

1. Single position numbers correspond typically to single labor sources
2. Employees who are charging their salary to a combination of 01, 02, and 03 funds will have multiple positions
3. The labor percentage for each individual position will always be 100%
4. FTE (Full time equivalency) for each position will correspond to the percentage of the employee's salary being charged to that position, if the employee is assigned to work 80 hours per pay, the values will be 1 to 1.
    a. Ex: 80 hr/pay employee = 1 FTE, 25% of salary = .25 FTE
    b. Ex: 40 hr/pay employee = 0.5 FTE, 25% of salary = 0.125 FTE
5. It is essential that for Grants to be Encumbered correctly, the correct Salary, FTE, and Pay Factors be used for any grant positions

First Scenario: 9-month Employee on a Limited or Fixed Period Labor Split

1. Start with the Employee's Annual Salary, divide by 19.5 for Bi-Weekly Salary
2. Determine the Position Number's to be used that correspond to the labor
3. Pay Factors for additional Positions will be calculated based on the time frame of the salary split
   Pay Factors for the employee's primary 01 Fund 9-month appointment will always be 19.5
4. Determine the percentage of Bi-Weekly Salary to be funded from each funding source
5. Bi-Weekly Salary for each position is calculated by multiplying the employee's total Bi-Weekly Salary by the Salary percentage
6. Annual Salary for the primary 01 Fund position is calculated by multiplying the Bi-Weekly Salary for that position by 19.5 Pay Factors
   Annual Salary for the additional positions are calculated by multiplying the Bi-Weekly Salary for that position by the number of Pay Factors in which the appointment will be effective
   **Note the annual salaries will not add up to the employee's total Annual Salary*
7. Hours per Pay for each position is calculated by multiplying the employee's total hours per pay (usually 80) by the salary percentage
8. Hours per Day for each position is calculated by dividing the Hours per Pay by 10
9. FTE for each position is calculated by dividing the Hours per Pay for each position by 80, the FTE should correspond to the salary percentage
10. End Dates will be necessary on all positions, the 01 Fund position should have an End Date at the end of the Spring Semester and the additional positions should have End Dates based on the time frame in which they will be effective
11. An HR Action Form will need to be completed on each position number as well as a second on the primary position reverting the employee back to their original appointment
    Therefore a 3 way salary split will actually require 4 HR Action Forms

Example 1: 9-month Employee on a Limited or Fixed Period Labor Split

1. Ed Ward is a 9 month professor with an Annual Salary of **$78,000**
   Biweekly Salary = $78,000 / 19.5 = **$4,000** *(This total bi-weekly amount must not change!)*
2. Ed is splitting his salary between 2 funding sources:
   01 Fund position = **001234**
   Grant A position = **GA0001**
3. John's grant charges may occur between 8/10/08 to 10/18/08
   Grant A Pay Factors = **5**
   01 Fund Pay Factors = **19.5**
4. John is eligible to charge $5,000 of his salary to Grant A over the above time frame
   $5,000 / 5 pays = $1,000 per pay
   Grant A position = $1,000 / $4000 = 25%
   01 Fund position = 100% - 25% = 75**%**
5. Grant A position Bi-Weekly Salary = $4,000 x 25% = **$1,000**
   01 Fund position Bi-Weekly Salary = $4,000 x 75% = **$3,000**
6. Grant A position Annual Salary = $1,000 x 5 = **$5,000**
   01 Fund position Annual Salary = $3,000 x 19.5 = **$58,500**
   **Note $5,,000 + $58,500 ≠ $78,000*
7. Grant A Hours/Pay = 80 x 25% = **20**
   01 Fund Hours/Pay = 80 x 75% = **60**
8. Grant A Hours/Day = 20 / 10 = **2**
   01 Fund Hours/Day = 60 / 10 = **6**
9. FTE Grant A position = 20 / 80 = **.25** corresponds to 25% of salary
   FTE 01 Fund position = 60 / 80 = **.75** corresponds to 75% of salary
10. Grant A End Date = **10/18/08**
    01 Fund End Date = **End of Spring Semester** = 5/9/09
11. Create HR Action Form for Positions 001234 and GA0001 using the above calculated information and then a second for 001234 reverting to 100% of his salary from the 01 Fund effective 10/19/08

Note: In this example the Budget in the 01 Fund will remain at $78,000, but the $5,000 not expended can be temporarily moved to fund other items

Second Scenario: 12-month Employee on a Limited or Fixed Period Labor Split

1. Start with the Employee's Annual Salary, divide by 26 for Bi-Weekly Salary
2. Determine the Position number's to be used that correspond to the labor
3. Pay Factors for additional positions will be calculated based on the time frame of the salary split
   Pay Factors for the employee's primary 12-month 01 Fund appointment will always be 26
4. Determine the percentage of Bi-Weekly Salary to be funded from each funding source
5. Bi-Weekly Salary for each position is calculated by multiplying the employee's total Bi-Weekly Salary by the salary percentage
6. Annual Salary for the primary 01 Fund position is calculated by multiplying the Bi-Weekly Salary for that position by 26 Pay Factors
   Annual Salary for the additional positions are calculated by multiplying the Bi-Weekly Salary for that position by the number of Pay Factors in which the appointment will be effective
   **Note the annual salaries will not add up to the employee's total Annual Salary*
7. Hours per Pay for each position is calculated by multiplying the employee's total hours per pay (usually 80) by the salary percentage
8. Hours per Day for each position is calculated by dividing the Hours per Pay divided by 10
9. FTE for each position is calculated by dividing the Hours per Pay for each position by 80, the FTE should correspond to the salary percentage
10. The 01 Fund position should not have an End Date but the additional positions should have End Dates based on the time frame in which they will be effective
11. An HR Action Form will need to be completed on each position number as well as a second on the primary position reverting the employee back to their original appointment
    Therefore a 3 way salary split will actually require 4 HR Action Forms

Example 2: 12-month Employee on a Limited or Fixed Period Labor Split

1. Jonny There is a 12 month professor with an Annual Salary of **$78,000**
   Biweekly Salary = $78,000 / 26 = **$3,000** *(This total bi-weekly amount must not change!)*
2. John is splitting his salary between 2 funding sources:
   01 Fund Position = **001234**
   Grant A Position = **GA0001**
3. John's grant may begin on 7/13/08 and ends on 12/27/08
   Grant A Pay Factors = **12**
   01 Fund Pay Factors = **26**
4. John is eligible to charge 50% of his salary to his grant over the above time frame
   Grant A position = **50%**
   01 Fund position = 100% **-** 50% = 5**0%**
5. Grant A position Bi-Weekly Salary = $3,000 x 50% = **$1,500**
   01 Fund position Bi-Weekly Salary = $3,000 x 50% = **$1,500**
6. Grant A position Annual Salary = $1,500 x 12 = **$18,000**
   01 Fund position Annual Salary = $1,500 x 26 = **$39,000**
   **Note $18,000 + $39,000 ≠ $78,000*
7. Grant A Hours/Pay = 80 x 50% = **40**
   01 Fund Hours/Pay = 80 x 50% = **40**
8. Grant A Hours/Day = 40 / 10 = **4**
   01 Fund Hours/Day = 40 / 10 = **4**
9. FTE Grant A position = 40 / 80 = **.5** corresponds to 50% of salary
   FTE 01 Fund position = 40 / 80 = **.5** corresponds to 50% of salary
10. Grant A End Date = **12/27/08**
    01 Fund End Date = **Blank**
11. Create HR Action Form for 001234 and GA0001 positions using the above calculated information and then a second for 001234 reverting to 100% of his salary from the 01 Fund effective 12/28/08

Note: In this example the Budget in the 01 Fund will remain at $78,000, but the $18,000 not expended can be temporarily moved to fund other items

Third Scenario: 9-month Employee on a Continuous Labor Split

1. Start with the Employee's Annual Salary
2. Determine the Position number's to be used that correspond to the labor
3. Determine the percentage of Annual Salary to be funded from each funding source
4. Annual Salary for each position is calculated by multiplying the employee's total Annual Salary by the salary percentage
5. Hours per Pay for each position is calculated by multiplying the employee's total hours per pay (usually 80) by the salary percentage
6. Hours per Day for each position is calculated by dividing the Hours per Pay by 10
7. FTE for each position is calculated by dividing the Hours per Pay for each position by 80, the FTE should correspond to the salary percentage
8. Pay Factors will be 19.5 for all positions
9. All of the positions will have an End Date that corresponds to the end of the Spring Semester
10. An HR Action Form should be created for each position

Example 3: 9 month Employee on a Continuous Labor Split

1. Susie Queue is a 9 month professor with an Annual Salary of **$120,000**
2. Susie is splitting her salary between 3 funding sources:
   01 Fund Position = **001234**
   Grant A Position = **GA0001**
   Grant B Position = **GB0001**
3. Susie is eligible to charge 15% of her salary to each of her grants
   Grant A position = **15%**
   Grant B position = **15%**
   01 Fund position = 100% **-** (15% + 15%) = **70%**
4. Grant A position Annual Salary = $120,000 x 15% = **$18,000**
   Grant B position Annual Salary = $120,000 x 15% = **$18,000**
   01 Fund position Annual Salary = $120,000 x 70% = **$84,000**
5. Grant A Hours/Pay = 80 x 15% = **12**
   Grant B Hours/Pay = 80 x 15% = **12**
   01 Fund Hours/Pay = 80 x 70% = 5**6**
6. Grant A Hours/Day = 12 / 10 = **1.2**
   Grant B Hours/Day = 12 / 10 = **1.2**
   01 Fund Hours/Day = 56 / 10 = **5.6**
7. FTE Grant A position = 12 / 80 = **.15** corresponds to 15% of salary
   FTE Grant B position = 12 / 80 = **.15** corresponds to 15% of salary
   FTE 01 Fund position = 56 / 80 = **.7** corresponds to 70% of salary
8. All Pay Factors = **19.5**
9. All End Dates = Last day of Spring Semester = **5/9/09**
10. Create HR Action Form for 001234, GA0001, and GB0001 positions using the above calculated information

Note: In this example the Budget in the 01 Fund may only be the $84,000 that is needed; the remaining salary of $36,000 is usually not budgeted

Fourth Scenario: 12-month Employee on a Continuous Labor Split

1. Start with employee's Annual Salary
2. Determine the Position number's to be used that correspond to the labor
3. Determine the percentage of Annual Salary to be funded from each funding source
4. Annual Salary for each position is calculated by multiplying the employee's total Annual Salary by the salary percentage
5. Hours per Pay for each position is calculated by multiplying the employee's total hours per pay (usually 80) by the salary percentage
6. Hours per Day for each position is calculated by dividing the Hours per Pay by 10
7. FTE for each position is calculated by dividing the Hours per Pay for each position by 80, the FTE should correspond to the salary percentage
8. Pay Factors will be 26 for all positions
9. None of the positions will have End Dates
10. An HR Action Form should be created for each position to be used

Example 4: 12-month Employee on a Continuous Labor Split

1. Julie Doe is a 12 month professor with an Annual Salary of **$100,000**
2. Julie is splitting her salary between 2 funding sources:
   01 Fund position = **001234**
   Grant A position = **GA0001**
3. Julie has $25,000 to spend annually from Grant A
   $25,000 / $100,000 = **25%** of her salary from Grant A position
   100% - 25% = **75%** of her salary from the 01 Fund position
4. Grant A position Annual Salary = $100,000 x 25% = **$25,000**
   01 Fund position Annual Salary = $100,000 x 75% = **$75,000**
5. Grant A Hours/Pay = 80 x 25% = **20**
   01 Fund Hours/Pay = 80 x 75% = **60**
6. Grant A Hours/Day = 20 / 10 = **2**
   01 Fund Hours/Day = 60 / 10 = **6**
7. FTE Grant A position = 20 / 80 = **.25** corresponds to 25% of salary
   FTE 01 Fund position = 60 / 80 = **.75** corresponds to 75% of salary
8. All Pay Factors = **26**
9. All End Dates = **Blank**
10. Create HR Action Form for both 001234 and GA0001 positions using the above calculated information

Note: In this example the Budget in the 01 Fund may only be the $75,000 that is needed; the remaining salary of $25,000 is usually not budgeted