**Scenarios for Summer Planning Workbook**

**Scenario A**

After a thorough review of Dr. Smith’s effort commitments and “less” restricted accounts, he has the following effort/funding for summer salary:

|  |  |  |  |
| --- | --- | --- | --- |
| P0124282 | 10.000% | 3,750.62 | \* will only cover 7.649 FTE of the 10. |
| P0249484 | 3.000% | 1,471.02 |  |  |  |
| P0316552 | 4.170% | 2,044.72 |  |  |  |
| FSSP-21VP |  | 5,363.11  |  |  |  |
| FSSP-31VP |  | 2,460.50  |  |  |  |
| 00071569 | Overhead | 8,250.68  |  |  |  |
| F023101 | Share | 6,500.00  |  |  |  |
|  |  | 29,840.65 |  |  |  |

(Using the calculator for Summer C) 29,840.65 will allow for a .60 FTE.

Dr. Smith advises that he needs to have some funding for teaching supplies in fall and travel to a conference so he will only work a .50 FTE in order to have some remaining funds for these expenses.

**Steps**

1. **Copy the template tab, name tab “Dr. Smith”, and fill in the required information (blue boxes only) on Row 2.**

Considerations:

* Summer C means I need at least two date ranges and fringe rates (Summer A and Summer B).
* I have no projects that end mid semester so the date ranges will follow the academic appointment calendar for Summer A and Summer B.
* If the summer Job file has NOT run, and you fill in the employee record number from the previous summer, be sure to go back and check to be sure that the record you listed was the one that was activated. If you don’t you might enter the budget table distribution on the incorrect job record.
1. **Start by plugging in your project commitments and/or teaching commitments.**

Considerations:

* There are many ways to back into the same numbers. These are just suggestions.
* Leaving all funding sources in the same order for every date range, makes it much less confusing if something changes (because the totals in column AK will not be accurate).
* Checked the effort commitments against the project balances. There is not enough funding available to cover the 10% on P0124282. (Using the calculator for summer C and the amount available on that project) We can only cover 7.649%. You can either cost share the remaining 2.351% using FSSP or another “less” restricted source or you can reduce or shift the commitment in the commitments module.
1. **Backfill to get to a .50 FTE with “less” restricted funding.**

Considerations:

* Use your most vulnerable funding first.
* Utilize in a way that saves you the most time/work when possible.
* FSSP funds should be distributed based on the Program Code they were accrued in and CRRNT for Summer A, CYFWD for Summer B.
* Consider the restrictions on “less” restricted funding. Share funds were given for a purpose. Does the purpose align with the gift agreement? Overhead and residual funds must be used to support research-not teaching or general use items.
1. **Distribute FSSP funds.**

Use all 31VP funds in Summer A. (Using the Summer A calculator) plug in the 31VP funding available to get effort percentage (10.220%). *(You could divide them equally between Summer A and Summer B but this way will save me some work. It’s one less distribution line in Summer B when the budget tables roll over and now you don’t have to track the funding coming back from the SVP’s office in CYFWD for 31VP.)*

Considerations:

* FSSP funds are APPROPRIATIONS and therefore most vulnerable. Distribute first unless needed for other expenses that would require 103 funds.
* You could enter effort percentages until you get to the correct number, but the calculator is much quicker.
* Due to rounding you may be a few cents over the available amount (check column AK). The department can absorb the difference, or you can adjust the last decimal place on the effort percentage to get to an amount = to, or < than the funding available.
1. **Do the same for the 21VP funds utilizing the funding for Summer C.**

(Using the Summer C calculator) plug the 21VP funding available to get effort percentage (10.938%).

1. **Backfill with the other sources of funding.** *(Keep in mind what color of money is needed for the upcoming academic year and what is most vulnerable.*

Summer A currently has effort of 35.977%. Subtract from the 50% needed. Plug in the remaining 14.023% in Overhead funds. That leaves $1,374.63 in overhead for summer B (using the Summer B calculator) covers 5.508%.

Round out Summer B to 50% using Share funds. Summer B has 31.265% effort. Subtract from the 50% needed=18.735%

1. **Fill in Budget Tables (payroll distributions) using the percentages in the DBT% column and the date ranges for each period.**

Considerations:

* Fill in Combo codes to make it easier to distribute once you are in the budget tables in my UFL.

**Scenario B**

After a thorough review of Dr. Moore’s effort commitments and “less” restricted accounts, she has the following effort/funding for summer salary:

|  |  |  |  |
| --- | --- | --- | --- |
| P0085762 | 4.17 | 699.72 | ends 6/15 |
| P0124282 | 5.00 | 2,047.96 | ends 7/31 |
| P0249484 | 8.33 | 4,084.54 |  |
| P0316552 | 2.00 | 980.68 |  |
| P0317181 | 8.33 | 4,084.54 |  |
| FSSP-21VP |  | 12,866.53 |  |
|  |  | 24,763.97 |  |

(Using the calculator for Summer C) available funding of 24,763.97 comes to a .50504 FTE.

When meeting with Dr. Moore, she advises that she has some additional funding to round to a .51 FTE.

**Steps**

1. **Copy the template tab, name tab “Dr. Moore”, and fill in the required information (blue boxes only) on Row 2.**

Considerations:

* I have a project that ends 6/15 and one that ends 7/31 so I will need 4 date ranges.
* If the summer Job file has NOT run, and you fill in the employee record number from the previous summer, be sure to go back and check to be sure that the record you listed was the one that was activated. If you don’t you might enter the budget table distribution on the incorrect job record.
1. **Start by plugging in your project commitments and/or teaching commitments.**

Considerations:

* There are many ways to back into the same numbers.
* If you leave all funding sources in the same order in every table, it makes it much less confusing if something changes (because the totals in column AK will not be accurate).
* Check the effort commitments against the project balances to ensure funds are available to cover the effort commitments.
* Remember to enter 0% effort for the projects ending after their end date.
1. **Backfill to get to a .51 FTE with “less” restricted funding.**

Considerations:

* Use your most vulnerable funding first.
* Utilize in a way that saves you the most time/work when possible.
* FSSP funds should be distributed based on the Program Code they were accrued in and CRRNT for Summer A, CYFWD for Summer B.
* Consider any restrictions on “less” restricted funding. Share funds were given for a purpose. Does the gift agreement align with how the funds will be used? Overhead and residual funds must be used to support research-not teaching or general use items.
1. **Distribute FSSP funds by backing into the 51% for each period.**

Period 1-Subtract 27.83% from the 51% needed to get the effort percentage for period 1 (23.17%).

Period 2-Subtract 23.66% from the 51% needed to get the effort percentage for period 2 (27.34%).

Period 3-Subtract 23.66% from the 51% needed to get the effort percentage for period 3 (27.34%).

Period 4-Subtract 18.66% from the 51% needed to get the effort percentage for period 4 (32.34%).

Notice when you complete Period 4, you go over the FSSP available funding for 21VP by $515.38 (Column AK-21VP available funding). Dr. Moore says to use her overhead for the difference. Remove the 32.34% from 21VP, then subtract the total for that row (10,498.53) from the total available (10,498.53-12,866.53=2,368). Plug the 2,368 into the PP Calculator with the PPs in this period (1.1) to get the percentage (29.326). Fill in remainder with Overhead.

Considerations:

* FSSP funds are APPROPRIATIONS and therefore most vulnerable. Distribute first unless needed for other expenses that would require 103 funds.
* You could enter effort percentages until you get to the correct number, but the calculator is much quicker.
* Due to rounding you may be a few cents over the available amount (check column AK). The department can absorb the difference, or you can adjust the last decimal place on the effort percentage to get to an amount = to, or < than the funding available.
1. **Do the same for the 21VP funds utilizing the funding for Summer C and backing into the 51% in each period.**
2. **Fill in Budget Tables (payroll distributions) using the percentages in the DBT% column and the date ranges for each period.**

Considerations:

* Fill in Combo codes to make it easier to distribute once you are in the budget tables in my UFL.

**Scenario C**

After meeting with Dr. Rogers about their funding for funding summer salary, they tell you they have decided to go to the south of France with family and do not plan to return to work until the Monday after the July 4th holiday. Their project commitments for Summer C are:

|  |  |  |
| --- | --- | --- |
| P0124282 | 8.330% | 4,084.54 |
| P0249484 | 1.000% | 490.34 |
| P0316552 | 4.170% | 2,044.72 |
| FSSP |  | 12,562.30  |
|  |  | 19,181.90 |

Dr. Rogers says they will indeed be working the equivalent of the planned summer effort over the remaining summer pay periods. (This means you cannot just enter the effort percentages you must prorate them. You can do that by using the cost of the effort over summer C and the calculator.

She would like to be at a .75FTE.

REMEMBER: Dr. Rogers will need to be hired via ePAF. The Summer Job Review will only accommodate Summer A, Summer B or Summer C.

**Steps**

1. **Copy the template tab, name tab “Dr. Rogers”, and fill in the required information (blue boxes only) on Row 2.**

Considerations:

* There is only one date range in Summer B. Be sure to enter the correct dates and fringe rate.
* If the summer Job file has NOT run, and you fill in the employee record number from the previous summer, be sure to go back and check to be sure that the record you listed was the one that was activated. If you don’t you might enter the budget table distribution on the incorrect job record.
1. **Go to the Calculator by Pay Period to calculate the pay periods in both Summer A and Summer B the faculty member will be working and enter in the blue boxes under Reference Data.**
* In this case there are no pay periods in Summer A and 29 working days or 2.9 pp in Summer B.
* Enter available funding for your FTE target. There is an FTE of .90 available however Dr. Rogers says they will be working at about .75 FTE.
1. **Use the Calculator by Pay Period to determine the prorated effort for each project.**

Type in the amount available for each project to get the effort percentage by project.

1. **Backfill to get to a .75 FTE with “less” restricted funding in this case FSSP. (75-31.095=43.905)**

Considerations:

* Use your most vulnerable funding first.
* Utilize in a way that saves you the most time/work when possible.
* FSSP funds should be distributed based on the Program Code they were accrued in and CRRNT for Summer A, CYFWD for Summer B.
* Consider any restrictions on “less” restricted funding. Share funds were given for a purpose. Does the gift agreement align with how the funds will be used? Overhead and residual funds must be used to support research-not teaching or general use items.
1. **Fill in Budget Tables (payroll distributions) using the percentages in the DBT% column and date ranges for each period.**

Considerations:

* Fill in Combo codes to make it easier to distribute once you are in the budget tables in my UFL.