

**GRANT PERSONNEL FORM**

Name: \_\_\_\_\_ Cougar ID: \_\_\_\_\_  
 Effective Date – From: \_\_\_\_\_ Employment Status: \_\_\_\_\_  
 To: \_\_\_\_\_ Employment Type: \_\_\_\_\_  
 Prepared By: \_\_\_\_\_ Preparer Signature: \_\_\_\_\_

**Current Pay Breakdown for Existing Employees (if known) – Attach calculation, if appropriate**

Account Number	Project ID	Staff/Full-time Faculty Percentage	TTF/ACF # Reassigned Hours	Adjunct Contact Hours Per Week
_____	_____	_____ %	_____	_____
_____	_____	_____ %	_____	_____
_____	_____	_____ %	_____	_____
_____	_____	_____ %	_____	_____
<b>Total must equal 100% :</b>		_____ %		

**New Pay Breakdown (All Employees) – Attach calculation, if appropriate**

GL/Project Adjustment

Account Number	Project ID	Staff/Full-time Faculty Percentage	TTF/ACF # Reassigned Hours	Adjunct Contact Hours Per Week
1) _____	_____	_____ %	_____	_____
2) _____	_____	_____ %	_____	_____
3) _____	_____	_____ %	_____	_____
4) _____	_____	_____ %	_____	_____
<b>Total must equal 100% :</b>		_____ %		

**Approval for New Pay Breakdown (As indicated above)**

1) \_\_\_\_\_ 3) \_\_\_\_\_  
 PI/Cost Center Manager Signature PI/Cost Center Manager Signature  
 2) \_\_\_\_\_ 4) \_\_\_\_\_  
 PI/Cost Center Manager Signature PI/Cost Center Manager Signature

**GARS / Budget / HR / P/R**

Reviewed by GARS: \_\_\_\_\_ Budget Review: \_\_\_\_\_  
 Processed By: \_\_\_\_\_ Pay Changes Completed: \_\_\_\_\_

## Instructions for Completing the Grant Personnel Form

This is a fillable form. Please type in answers unless a signature is required.

1. Complete the top section of the form:
  - a. Type in Employee Name.
  - b. Type in Cougar ID.
  - c. Type in Effective Dates: To and From: – dates do not have to reflect the semester dates.
  - d. Employment Status: - select Existing Employee or New Hire from the dropdown box.
  - e. Employment Type: select one from the dropdown box – Adjunct, Exempt, Faculty or Non-Exempt.
  - f. Prepared by: type name of preparer.
  - g. Preparer's signature – preparer to sign here.
  
2. Complete second section of the form. This section is for the employee's **current** pay breakdown.
  - a. Type in the account number.
  - b. Type in the project ID.
  - c. Type in the staff/full-time faculty percentage.
  - d. Type in the tenure track faculty/annually contracted faculty's reassigned hours – the faculty member will have this information and if not, they can contact the Office of Academic Affairs.
  - e. Type in the adjunct contract hours per week – the adjunct faculty member will have this information on their contract and if not, they can contact the Office of Academic Affairs.
  - f. The total percentage must equal 100%.
  
3. Complete the third section of the form. This section is for the employee's **new** pay breakdown. This should be completed whenever there is a change from the existing or current pay breakdown.
  - a. Type an X in the GL/Project Adjustment box if applicable. Preparer should mark this box if the change effects past pay periods.
  - b. b – f are the same as in #2.
  
4. The fourth section is the signature section. The PI/Cost Center Manager should sign the form for any “new” pay breakdowns that effect their cost center. Sign on the corresponding number line. For example, if you are the PI/Cost Center Manager for the information in line #1 in Section 3, you will sign line #1 in the 4<sup>th</sup> section of the form.
  
5. The fifth and final section of the form will be completed by an accountant in the Grants Accounting Office and the Payroll Department.
  
6. The form should be routed as per the attached flow chart.

# Grant Personnel Process

