Employee salary information pulls from Workday directly into their GeauxGrants profile. When creating a budget, the salary information will automatically appear for the majority of LSU employees and calculate based on the appointment type and effort. Fringe benefits and graduate student tuition remission will also calculate based on the appointment type. However, if a PI is requesting a flat amount for salary or an anticipated raise in year 1, then you will need to use the manual override button to manually enter salary information.
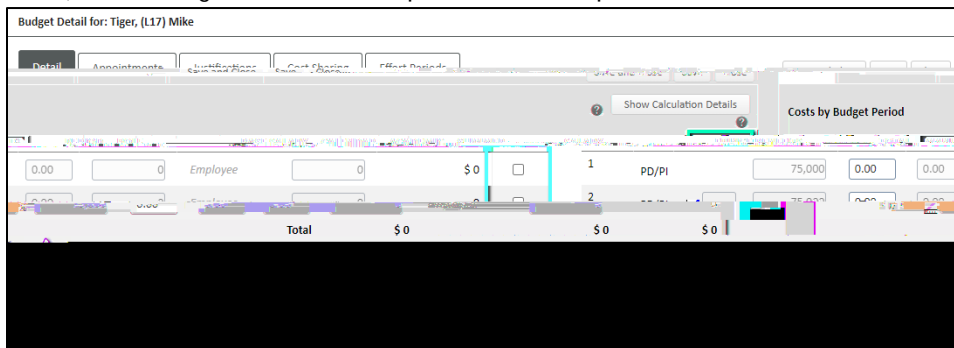
If the budget is Completed, click "Un-Complete Budget" to edit.

1) In Proposal Development (PD), click on the Budget tab. Next click on "Detail" next to the personnel you wish to edit.
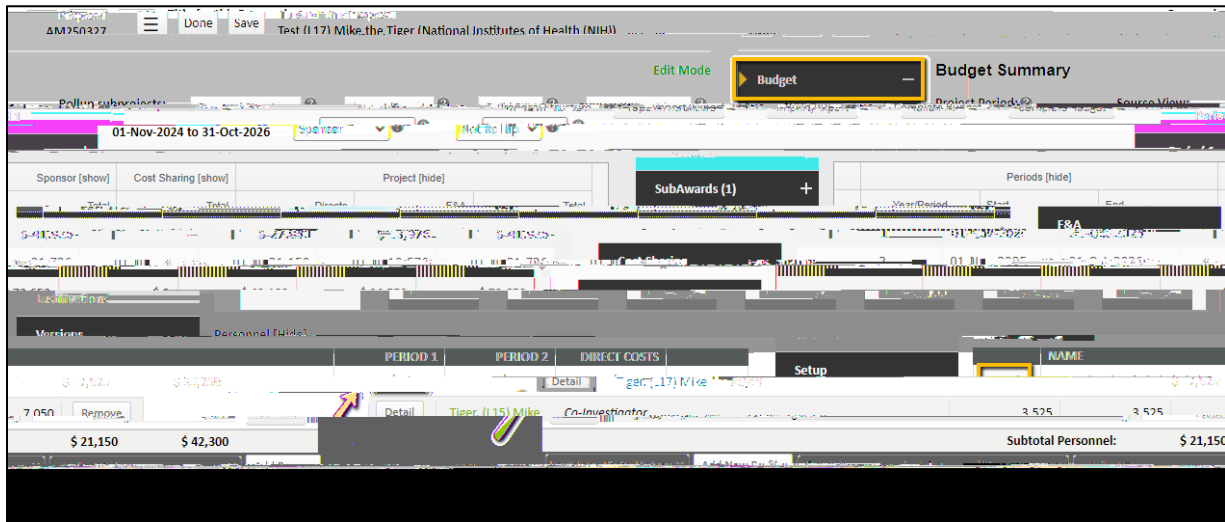
2) The Budget Detail for the personnel will open. Click on the "Manual" checkbox.

3) Zero out the Base Salary. Enter the effort and the salary requested. Click Save.

4) To calculate the appropriate fringe benefit or tuition remission (graduate students), you will need to click on the link next to Fringe Benefits and then select the correct fringe or tuition remission type from the dropdown list:

   a. 201.522 Td(a.201n)-0

5) Click Save and Close.