9/10 Month Employee – New Academic Year Charging Instructions Guidance
For Those With Less than 75% Effort Charged to Grants and Designated Match Accounts

Effective Academic Year 2014-2015

Academic Year 2014-2015

Was the individual charged to grants in the prior Academic Year?

Yes

Identify the current grant year as of 8/22/14.

Identify the amount owed to the individual for the current grant year (A).

Calculate the amount paid to the individual on the grant between the start of the current grant year and 8/21/14 (B).

Calculate the difference (A-B) and charge the grant using the amount methodology on the SPS calculator.

Charge at this rate until the new grant year begins. Then charge using the new instructions (and SPS calculator) at the increased pay rate when the work is done.

(EXAMPLE: Grant A)

No

Is the grant a new project starting between 5/23/14 and 8/21/14?

Yes

Go back to grant start date, remove charges from grant between 5/23/14 (or grant start date) and 8/21/14.

Starting 8/22/14, charge grant using new instructions (and SPS calculator) at the increased pay rate when the work is done.

(EXAMPLE: Grant C)

No

Academic Year 2015-2016

Starting 8/22/14, charge grant(s) using new instructions (and SPS calculator) at the increased pay rate when the work is done.

(EXAMPLE: Grant C)

Starting 5/22/15, there should be no grant charges for 9 month employees (6/25/15 for 10 month employees).

Starting 8/21/15, charge grant(s) using new instructions (and SPS calculator) at the increased pay rate when the work is done.

Was the individual charged to grants in the prior Academic Year?

Is the grant a new project starting between 5/23/14 and 8/21/14?

No

Yes

Questions: Contact Jen Pelletier in Sponsored Program Services at jennifer.pelletier@uconn.edu or 860-486-4858.