

## SALARY ANNIVERSARY DATE INFLATION IN COEUS LITE

### o ENTERING PERSONNEL LINE ITEMS – SALARY ANNIVERSARY DATE INFLATION

Use this new method to budget for PostDocs!  
You no longer have to enter the PostDocs in the Budget Personnel section multiple Times.

While most salary increases for Brown personnel occur on the start of the new fiscal year (July 1st), there are some individuals that have their salary increase based on the [Date of Hire](#) or [Anniversary Date](#) (e.g. post docs).

(In Coeus, the salary inflation rates table is set to automatically increase salaries on July 1st.)

In order to apply inflation based on **Anniversary Date of Hire** instead of 07/01/FY, **a new enhancement in Coeus has been introduced that allows calculating inflation for budget personnel for any of the 365 possible dates in the year.**

The following procedures document how to enter the personnel whose salary increase is effective on anniversary hire date.

#### INTRODUCTION

**All Personnel Line Items (Cost Elements/Sub Codes) except the following listed below can be used to inflate salary on the anniversary hire date**

- \* a) Faculty Salary - Manual Inflation - (Full FB)
- \* a) Post Doc (Non-Senior) - Manual Inflation (Full FB)
- \* a) Post Doc (Senior) - Manual Inflation (Full FB)

*Each of the above noted budget line items / Sub Codes below are mapped to the Inflation Type - **Faculty Salaries – Manual Inflation**. This Inflation Type does not calculate inflation (i.e. inflation rate is set to 0%) across budget periods.*

**The following scenario/example will walk you through the process of budgeting someone who has a salary inflated on their Anniversary Date:**

Proposal is budgeting for a TBA Post-Doc whose salary increase occurs on the anniversary date of hire. The Proposal Budget details are:

Proposal Start Date: **10/01/2014**

Proposal End Date: **09/30/2019**

TBA Post-Doc Hire Date is **10/01/2014** (4% increase is scheduled for hire date anniversary so the next salary inflation will take place **10/01/2015 – which is the Anniversary Date that we will input into Coeus for this scenario**)

TBA Post-Doc Starting Salary: **\$34,000**

#### PROCEDURE

1. Navigate to the **Budget Personnel Section** by selecting the **PERSONNEL** link in the Budget Navigation Pane on the left side of the screen.

The **Budget Personnel Section** will open displaying information for any individual already added.

2. Click on the **ADD EMPLOYEE** link to open the Person Search Window and search for an applicable TBA placeholder.

## 4.5.1 P2 – Anniversary Date Supplement

Name	Job Code	Appointment Type	Eff Date	Base Salary	Anniv Date	Remove	Base Salary by Period
Szulc, Katarzyna	X	12M DURATION	07/01/2014	\$12,000.00		Remove	Base Salary by Period

[Add Employee](#) | [Add Non Employee](#) | [Add TBA](#) | [Calculate All Base Sal](#)

Save

3. In the Persons Window enter **tba\*** in the Last Name field and click on the [SEARCH] button to conduct your search and generate the listing of **TBA placeholders** to choose from.

4. Select the appropriate **TBA placeholder(s)** you wish to add by clicking on the name

**\*Note** - Use the scroll bar to move down the TBA listing. *For this example, click the **TBA-Post-Doc 1** cell.*

The selected individual will appear in the **Budget Personnel Section**.

Name	Job Code	Appointment Type	Eff Date	Base Salary	Anniv Date	Remove	Base Salary by Period
Szulc, Katarzyna	X	12M DURATION	07/01/2014	\$12,000.00		Remove	Base Salary by Period
TBA-Post-Doc 1	X	TMP EMPLOYEE	10/01/2014	\$0.00		Remove	Base Salary by Period

[Add Employee](#) | [Add Non Employee](#) | [Add TBA](#) | [Calculate All Base Sal](#)

Save

5. Complete the Appointment Type, Eff Date, Base salary, Anniv Date, and Base-salary p (optional) fields for that individual based on the information provided earlier in this section:

**Appointment Type:** 12M Duration  
**Eff Date:** 10/01/2014 (Date of Hire)  
**Calc Base:** 34000 (starting salary)  
**Anniversary Date:** 10/01/2015

**\*Anniversary Date** should have the same month and day as the Eff Date and then the year in which the first inflation should take place (e.g. a year from the Eff Date)

## 4.5.1 P2 – Anniversary Date Supplement

Budget Personnel							Base Salary by Period
Name	Job Code	Appointment Type	Eff Date	Base Salary	Anniv Date	Remove	
Szulc, Katarzyna	X	12M DURATION	07/01/2014	\$12,000.00		Remove	Base Salary by Period
TBA-Post-Doc 1	X	12M DURATION	10/01/2014	\$34000.00	10/01/2015	Remove	Base Salary by Period

[Add Employee](#) | [Add Non Employee](#) | [Add TBA](#) | [Calculate All Base Sal](#)

**Save**

- Click the **[Save]** button to save all the changes you have made.
- Navigate to the **Personnel Budget** section by selecting the **PERSONNEL BUDGET** link in the **Budget Navigation Panel** on the left hand side of the screen.

Click the **ADD PERSON** link to add a personnel budget detail for the Post-Doc.

Period 1			
Direct Cost :\$0.00	Indirect Cost :\$0.00	Total Cost :\$0.00	No. of Months :12.0
Under Recovery :\$0.00	Cost Share :\$0.00	Period :10/01/2014 - 09/30/2015	
Personnel Budget			
<b>Add Person</b>	<a href="#">Calculate</a>		
<b>Save</b>			
Personnel Costs - Line Items entered in Coeus Premium (View-only)			
Salary Type	Start Date	End Date	Fringe Benefit(\$)
			Funds Requested(\$)
Total Funds Requested(\$)			\$0.00

**Budget Personnel Section** will open. The individuals listed in this window are the individuals that were previously entered in the **Budget Personnel Section**.

- Select the **TBA-Post-Doc 1** and click on the **[Save]** button.

4.5.1 P2 – Anniversary Date Supplement

<input type="checkbox"/>	Name	Job Code	Appointment Type
<input type="checkbox"/>	Szulc, Katarzyna	X	12M DURATION
<input checked="" type="checkbox"/>	TBA-Post-Doc 1	X	12M DURATION

The **Personnel Budget Section** will display the individual selected:

Period 1

Direct Cost :\$0.00    Indirect Cost :\$0.00    Total Cost :\$0.00    No. of Months :12.0  
 Under Recovery :\$0.00    Cost Share :\$0.00    Period :10/01/2014 - 09/30/2015

**Personnel Budget**

Name: TBA-Post-Doc 1    Salary Type: [dropdown]    Edit | Remove  
 Period: Calendar    %Charged: 0.00    %Effort: 0.00  
 Start Date: 10/01/2014    End Date: 09/30/2015    Months: 0.0  
 Requested Salary(\$): \$0.00    Fringe Benefit(\$): \$0.00    Funds Requested(\$): \$0.00

Add Person | Calculate

Save

Personnel Costs - Line Items entered in Coeus Premium (View-only)

Salary Type	Start Date	End Date	Fringe Benefit(\$)	Funds Requested(\$)
Total Funds Requested(\$)				\$0.00

- Select the appropriate Salary Line item from the **Salary Type** drop down:  
 For our example, we will chose **a) Post-Doc (Non-Senior) – Anniversary Inflation**.

Salary Type [dropdown] Edit | Remove

- a) Faculty Salary - Academic
- a) Faculty Salary - Summer
- a) Faculty Salary - NIH CAP - Academic / Year
- a) Faculty Salary - NIH CAP - Summer
- a) Faculty Salary - NIH CAP - Non-Regular Research
- a) Faculty Salary - Manual Inflation
- a) Faculty Salary - Non-Regular Research
- a) Faculty Salary - Part Time (PT Rate)
- a) Post Doc (Non-Senior) - Anniversary Inflation**
- a) Post Doc (Non-Senior) - Manual Inflation
- a) Post Doc (Senior) - Anniversary Inflation
- a) Post Doc (Senior) - Manual Inflation
- a) Grad R/A Academic Year (No FB)



Post Doc (Non-Senior) is used for TBA Post-Docs since they are not considered Senior / Key Personnel. This category will map to the Post Doctoral Associates under Other Personnel on the R&R Budget form.

## 4.5.1 P2 – Anniversary Date Supplement

10. Check and adjust if necessary the [Start Date](#) and [End Date](#) fields for each individual added to the salary cost element. The [Start Date](#) and [End Date](#) for the selected personnel default to the Start and End Date of the proposal period. Typically, Post-Docs work the full period/calendar period. If that is the case you do not need to modify the dates.

11. Select the appropriate [Period](#) from the drop down list. The field defaults to **Summer** and must be changed to reflect the appropriate period.

The [Period](#) defines the committed time frame for the individual and is used to calculate the number of Person Months that populates the Grants.gov budget forms.

In this example, select **Calendar** from the Period drop-down menu.

12. Enter the percentage of the person's **salary** to be charged to the project in the [% Charged](#) field -i.e. portion of costs borne by sponsor. (This value cannot be greater than the % Effort value.)

In this example, enter **100**.

13. Enter the percentage of the person's time to be charged to the project in the [% Effort](#) field.



When % Effort is greater than the % Charged, Cost Sharing will be generated when the [\[CALCULATE\]](#) button is clicked. If there is no salary cost sharing, then the [% Charged](#) and [% Effort](#) fields are the same. (See related topic - **Cost Sharing / Cost Sharing Distribution**)

In this example, enter **100**.

14. Click the [CALCULATE](#) link for the system to calculate the Salary information numbers and click the [\[SAVE\]](#) button to save your entries. When you click the [CALCULATE](#) link, the Employee Benefit costs are calculated as well.

Period 1			
Direct Cost :\$44,540.00	Indirect Cost :\$27,837.51	Total Cost :\$72,377.51	No. of Months :12.0
Under Recovery :\$0.00	Cost Share :\$0.00	Period :10/01/2014 - 09/30/2015	
Personnel Budget			
Name	TBA-Post-Doc 1	Salary Type	a) Post Doc (Non-Senior) - Annivers
Period	Calendar	%Charged	100.00
Start Date	10/01/2014	End Date	09/30/2015
Requested Salary(\$)	\$34,000.00	Fringe Benefit(\$)	\$10,540.00
		Funds Requested(\$)	\$44,540.00
Add Person   Calculate			
Save			
Personnel Costs - Line Items entered in Coeus Premium (View-only)			
Salary Type	Start Date	End Date	Fringe Benefit(\$)
			Funds Requested(\$)
Total Funds Requested(\$)			\$44,540.00

When the out-years of the budget are generated, Coeus will calculate the appropriate salary for this individual, for each budget period based on the [Anniversary Date](#) of the salary.