

Budgeting: Salaries and Fringe Benefits

Salaries: Pay rates and summer salary must follow university pay scales and policy.

Faculty are eligible to secure up to 33.33% of academic year salary during the summer; however, some sponsors may limit proposal-funded effort (e.g. 2 summer months). Salary support for sponsored activities conducted during the academic year may result in release time from teaching or service activities; one course release is budgeted at 10% of academic year. Academic year release time will require completion of the Institutional Commitment Form in consultation with the OGSP staff.

NOTE: External awards cannot be used to increase faculty base salary rates.

Students and other casual labor are generally hourly. Hourly wage personnel should be budgeted on a per hour basis. The rate per hour and the length of time being spent on the proposal should be provided. The current federal minimum wage is used, but the rate per hour rate may be higher depending on the type of work or skills required for the project.

Costs for administrative and clerical staff may not be allocated as a direct cost unless these individuals are identified, integral to the project, included explicitly in the budget, and not recovered as indirect cost.

Fringe Benefits: Georgia College & State University does not have a negotiated, fixed (composite) fringe benefit rate. Employee fringe benefits are charged to sponsored projects based upon the actual costs of the employee’s elected benefits in effect at the time salary is paid. Fringe benefits include social security, Medicare, retirement, and insurance (health and life). Actual costs will vary based on employee elections for insurance and retirement plans. Fringe benefits are reviewed bi-annually (January and July) and adjusted when insurance premiums or retirement contributions change.

The fringe benefit rate is determined by taking the total fringe benefit costs paid by the university and dividing that amount by the total salary and wages of the employee.

Example: Faculty salary annually: \$95,000; Total fringe benefits: \$29,000.
Fringe benefits rate: 30.5% (\$29,000/\$95,000)

The fringe benefit details are below.

Employee Type and Pay	Retirement TRS (20.78%) ORP(9.24%)	Social Security 6.2%	Medicare 1.45%	Insurance
Faculty (9 months) Academic Year	√	√	√	√
Faculty – Summer	√	√	√	n/a
Faculty/Staff – 12 months	√	√	√	√
New Position	√ *	√	√	√ *
Student (enrolled >5hrs)	n/a	n/a	n/a	n/a
Casual Labor/Students (enrolled <6hrs)	n/a	n/a	√	n/a

* Calculated at the highest rate/amount

Please work with the OGSP to ensure salary and fringe benefit information is accurate.