

MEMORANDUM

TO: Vice Presidents, Deans, Chairs and Directors

FROM: Steve Cunningham
Associate Vice President
Administration and Human Resources

DATE: August 21, 2007

RE: **Personnel Services Payments from Grants and Contracts**

Pursuant to December 11, 2006 correspondence distributed by the Provost's Office regarding personnel services payments from grants and contracts, the following procedures have been established by Human Resource Services (HRS) for related transactions. These procedures will be made effective as of FY08, consistent with guidelines outlined in the December 11 correspondence. For more information, click on the following links for Academic Policies and Procedures Manual updates: <http://www.niu.edu/provost/policies/appm/ii11.shtml> and <http://www.niu.edu/provost/policies/appm/ii29.shtml>.

Salary Payments During the Contractual Year

Per established guidelines, salary for the contract year is the institutional base contract salary. Institutional base contract salary does not include additional pay or extra compensation. During the academic year, federal funds must replace (not augment) some portion of the institutional base contract salary. *Such transactions will be implemented by completing a Position Request Form to change funding on the position in which an individual is employed.*

If an employee is assigned work on an externally funded federal/state grant or contract, the time spent on such projects will be integrated into the individual's regular duties and responsibilities assigned by the University. This may warrant a reduction or change in duties and responsibilities assigned by the University (e.g., full-time employees on nine-month academic year contracts may receive an adjusted set of academic assignments to perform the project). The reduction in regular duties and responsibilities assigned by the University should be equivalent to the time expected to be required by the externally sponsored project. *The funding distribution indicated on the Position Request Form should be proportionate to the percentage of duties being performed on the project. Redistribution of prior payroll charges will require completion of a pay journal initiated through Grants Fiscal Administration.*

SC/bjr

Via e-mail

cc: Raymond W. Alden III, Executive Vice President and Provost
Rathindra Bose, Vice President, Division of Research and Graduate Studies
Joseph Grush, Acting Vice Provost for Resource Planning
Keith Jackson, University Controller