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Budgeting Options for Salaries and Other Employment Costs (OECs)

Salaries and OECs are entered as separate and distinct account codes in eGrants. Two options are available to enter salaries and OECs:

- As individual, budgeted items completed through the Budget section for each program; or
- Through a compressed process in the Salaries and OECs section.

The following information provides instructions and tips for the two options.

Budget Section by Program

The Budget section for each individual program is preferable to use when entering a minimal number of salaries and OECs. For example, if you are only budgeting for one position, this can be accomplished by entering one budgeted item for salaries and one budgeted item for OECs. If this option is selected, the user will need to calculate the total amount of OECs independent of eGrants and enter the amount as a lump sum. **OEC calculations are not automated with this option.**

To use the Budget section:

- Go to Funding sections.
- Select the program that will be funding the position and click on the Budget hyperlink to navigate to the Budget page.
- Budget page – click on Modify to the left of 5100 – Salaries.
- Budget Detail page – click on the Add Item hyperlink.
 - Funding Description column – select the funding description that allows for salary costs and appropriately represents the expected expense.
 - Location Code – a location code is only required for Title I, Perkins, and Title III programs. For the other programs, you may leave this field blank.
 - Quantity – indicate the number of positions to be funded. A quantity larger than 1 should only be used if it is for the same type of position with the same funding.
 - Cost – indicate the total cost of the salary amount only—do not include the OEC costs.
 - Narrative Description – all programs require additional details including title of position(s) and percent of full-time employee (FTE). If the position is split-funded, indicate the programs and percent funding the position. Refer to the eGrants Budget Detail Requirements for additional information for each specific program.
 - Click on the Save and Return button.
 - Repeat the above steps for entering OEC costs. Total OEC amounts should include Health Insurance, Eye Insurance, and Dental Insurance, FICA, Medicare, Pension, Workers Compensation, and Unemployment Insurance.

Salaries and OECs Section

The Salaries and OECs section is preferable to use if you want the system to:

- Automatically calculate OECs based on type of staff;
- Provide OEC calculation transparency; or
- Automatically populate the budget for each program for split-funded positions.

Instructions for Salaries and OECs Section

To use the Salaries and OECs section:

- Navigate to the Funding sections.
- Select Salaries and OECs.
- Category – from the drop-down menu, indicate the type of staff member(s) for the budgeted item. The type of staff that is selected will cause the OEC line information—FICA, Medicare, Pension, Workers Compensation, and Unemployment Insurance—to populate as appropriate. The options for type of staff are:
 - Professional Staff
 - Support Staff
 - Extra Pay for Extra Responsibilities (EPER)
 - Pension Exempt Staff
 - Student
- Location – this may be left blank for Title II, IDEA 611, IDEA 619, and State PD programs. For Title I, Title III, and Perkins, select from the drop-down menu the building with which the position should be associated. If the position supports multiple locations, you will need to select one as the primary.
- Description – this textbox allows for additional, required details to be provided. For salaries and OEC budgeted items, add the title of the position and percent of FTE. For split-funded positions only, list each program and percentage to be charged.
- Budget Amount – enter the amount of the salary cost **only**.
- Health Insurance – enter the amount of the health, dental, and eye insurances, as applicable.
- The following OEC fields cannot be modified. The percentage and amount populates once the Category is selected.
 - FICA
 - Medicare
 - Pension
 - Workers Compensation
 - Unemployment Insurance
- Add Grant (programs) – this field will create an interactive table for completing budget calculations for split-funded positions.
 - Click on the drop-down menu and select the grant that will fund the position.
 - Select the Add Grant link and a table will populate with the grant name.
 - Indicate the funding description from the drop-down menu.
 - Enter the percent the indicated grant will support.
- Repeat above process for additional grants.

Once the above fields are completed, click on the Save and Go To button at the top of the screen to save the entry. Repeat as needed.