Workday Tip Sheet

Discovery Theme FDM Guidance
Payroll Costing Allocations

Funding for salary and benefits will be shared 50/50 with the Office of Academic Affairs (OAA). The sharing of expenses will be noted by the Program Worktag PG103091. OAA will fund the balance of PG103091 at the end of the fiscal year.

Example 1: Faculty appointed 100% in one FAES academic unit
FTE = 10% Instruction / 50% Research / 40% Extension
- Cost Center CC1xxxx* – Fund FD100 – 5% (Instruction: 10% of 50%)
- Cost Center CC1xxxx – Fund FD524 – Bal Unit BL1692 – 25% (Research: 50% of 50%)
- Cost Center CC1xxxx – Fund FD524 – Bal Unit BL1693 – 20% (Extension: 40% of 50%)
- Cost Center CC1xxxx – Fund FD100 – Program PG103091 – 50% (OAA Portion)
  *use cost center that reflects faculty member's academic unit

Startup Funding
No special coding necessary. Startup funds will typically come from a combination of OAA, the College and the Department depending on what was negotiated. Typically, OAA and College contributions will be from general funds and will be added to the department's faculty startup account via a budget transfer. Expenses coded to the startup account should not include any special discovery theme coding.

Release Time (RT)
Release time appointments on an OSP grant should be split 50/50 with OAA.
Example 2: Employee in example #1 requests 10% release time on research appointment for grant GR123456.
- Cost Center CC1xxxx – Fund FD100 – 5%
- Cost Center CC1xxxx – Fund FD524 – Bal Unit BL1692 – 20% (5% reduction is half of 10% RT)
- Cost Center CC1xxxx – Fund FD520 – Program PG100410* – Grant GR123456 - 10% (RT)
- Cost Center CC1xxxx – Fund FD524 – Bal Unit BL1693 – 20%
- Cost Center CC1xxxx – Fund FD100 – Program PG103091 – 45% (5% reduction is half of the 10% RT)
  *Do NOT use DT program worktag on RT appointment; use salary recovery worktag.

Cost Share (CS)
Cost Share appointments can be assigned entirely out of the FAES FDM. In the unlikely event that Cost Share is more than the research portion of the appointment, record the CS on the DT portion.
Example 3: Employee in example #1 requests 10% cost share on research appointment for grant GR123456.
- Cost Center CC1xxxx – Fund FD100 – 5%
- Cost Center CC1xxxx – Fund FD524 – Bal Unit BL1692 - 15% (10% reduction for CS)
- Cost Center CC1xxxx – Fund FD524 – Bal Unit BL1692 – Grant GR123456 – 10% (CS)
- Cost Center CC1xxxx – Fund FD524 – BL1693 –20%
- Cost Center CC1xxxx – Fund FD100 – Program PG103091 – 50%

Facilities & Administrative (F&A) revenue will be shared 50/50 between OAA and the College for Discovery Theme faculty (DT) hires. Each College has an assigned unique cost center code that will be used for tracking F&A. For the expenditure allocation, please ensure that the percentage mirrors the faculty appointment proportionally. The unique CFAES DT code is **CC11949 FAES|DISCOVERY THEME INITIATIVE.**

Example 1: The DT faculty member is in Entomology and submits an ePA-005 in which no other Co-PI's are involved in the project.

> ***1A - Expenditure Allocation - Appointed 100% in Entomology***
> CC11908 FAES |Entomology – 50%
> CC11949 FAES |DISCOVERY THEME INITIATIVE – 50%

> ***1B – Expenditure Allocation - Appointed 50% in two academic units (Entomology and Hort. & Crop Science)***
> CC11908 FAES |Entomology – 25%
> CC11914 FAES |Horticulture and Crop Science - 25%
> CC11949 FAES |DISCOVERY THEME INITIATIVE – 50%

Example 2: The DT faculty member submits an ePA-005 and he/she will only be 20% involved in the project and other Co-PI's are participating on the project.

> ***2A - Expenditure Allocation - Appointed 100% in one academic unit***
> CC11908 FAES |Entomology – 50% * 20% = 10%
> CC11949 FAES |DISCOVERY THEME INITIATIVE – 50%* 20% = 10%

> ***2B - Appointed 50% in two academic units (Entomology and Hort. & Crop Science)***
> CC11908 FAES |Entomology – 25% * 20% = 5%
> CC11914 FAES |Horticulture and Crop Science – 25% * 20% = 5%
> CC11949 FAES |DISCOVERY THEME INITIATIVE – 50% * 20% = 10%

Example 3: The DT faculty member and another faculty member are both from Entomology and are involved in the project either as the lead PI or Co-PI.

> ***3A- Expenditure Allocation -100% in one academic unit in FAES***
> CC11908 FAES |Entomology - determine % of DT hire project allocation = %
> CC11949 FAES |DISCOVERY THEME INITIATIVE - ½ of the DT hire %
> Example: If the DT faculty member, total budget is 40%, 20% would stay with Entomology and 20% would be allocated to CC11949.

It is recommended that the DT faculty member have a separate budget uploaded to the ePA-005, showing only his/her portion of the full budget; this will confirm correct allocation % for the DT hire.

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