



**Office of the Vice President for Research
Standard Operating Procedure**

**Grant Payroll Distribution
#1019
Effective Date: 01/01/2019**

I. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) process SLU employee hiring and payroll distributions as they relate to grants. This process will promote a consistent approach and understanding to ensure all grant hiring and payroll distributions are handled the same way throughout the GO Centers and within the Workday system.

II. Introduction

In most circumstances, funded research will have personnel and/or student effort that is charged to the grant in Workday. A PAS must know (via University and GO Center training) how to hire the specific personnel in Workday and when to work with the appropriate college/school personnel for the individuals listed on the grant.

III. Procedure

New hire and payroll distributions are triggered in a few different ways within the Workday system. The PAS will use the appropriate detailed job aids to hire and set-up/adjust payroll distributions (e.g., costing allocations) in Workday for grant personnel. In certain situations, the PAS will need to work with the appropriate college/school personnel to hire and/or adjust the payroll distribution for the grant personnel. In reviewing the budget for a grant, the PAS should recognize what steps need to be taken for the various personnel situations.

Reminders include:

- Students cannot work more than 20 hours per week during the academic year
- International students must always be cleared to work through the International Services office
- Cost-share effort for faculty or staff should be charged to the appropriate cost-share grant in Workday

- Summer salary will be processed by the PAS in accordance with the details noted on the GO Center T drive

IV. Version History

Version Date	Approval Date	Summary Changes
[01/01/2019]	[01/01/2019]	Initial Version
[06/23/2021]	[06/25/2021]	Updated to reflect Workday process & job aids