IV. Procedures

Direct charge of faculty and staff time to sponsored programs is performed through the completion of a Personnel Action Form, to be submitted to the Office of Research Accounting following approval by the academic or administrative unit. The budget section of the Personnel Action Form should be utilized to identify the location to transfer the salary savings generated from the buyout.

A payroll reallocation form is used to process a buyout for previously processed payrolls. The budget section of the form should be utilized to identify the location to transfer the salary savings generated from the buyout.