
NSRI Non-Classified Salaries Pay

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Scope

Non-classified salary expenses are charged to National Strategic Research Institute (NSRI) contract WBS Elements based on the amounts and periods in the budget, unless instructed otherwise by the Principal Investigator.

Invoices include the salary amounts posted to the WBS Elements and calculated hours. Salaried employees are not paid by the hour. Therefore, their hourly rates need to be calculated. The rates are calculated by dividing the employee's annual base salary by estimated annual hours (2080 hours for 12 month employees and 1560 hours for 9 month employees).

Hours are calculated for salaried employees by dividing the salary posted to the WBS Element by the calculated rate per hour. Hours are calculated for hourly paid employees by dividing the salary posted to the WBS Element by their hourly rate of pay. Actual work performed is verified as follows:

1. Actual effort expended is certified via Personnel Activity Reports (PARs) or other effort reporting system. (Because 9 month faculty are paid over 12 months, the calculated percentages printed on their PAR forms may need to be adjusted for actual effort expended.)
2. The Principal Investigator approves the Funds and Man-Hours Expenditure Report (FMER). The FMER includes hours as calculated on the individual invoices submitted by the campuses

Policy Statement

In accordance with Regents Policy 2.7.4

Reason for Policy

This policy is to ensure NSRI non-classified salary is managed appropriately.

History

This policy was developed and approved prior to the implementation of the campus policy development and approval process approved by the Chancellor's Cabinet in October 2015.

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