

Employing Personnel on Grants

Two of the largest cost categories on most grants are salary and wages, and fringe benefits. Below is a list of questions with answers that will help you in your process of paying someone using grant funds.

Q How do you hire a post-doctoral associate, lab technician or research assistant?

If the laboratory technician or research associate will be hired using restricted (grant) funds, you must submit a Position Requisition to the Position Information Manager in Human Resources to verify or assign a position number. At that point, you may begin advertising. If you will be using unrestricted funds to hire any of the above, you must obtain approval from the Position Review Committee (PRC). In order to do so, you must submit a Position Requisition and justification for filling the position to the PRC by Tuesday of each week. The committee meets on Wednesday, and if approved, the department will be notified by the Provost's office and the position may be advertised.

Post-Doctoral positions do not need to be approved by the PRC. To hire a post-doc, you need to complete and submit a position requisition to the Position Information Manager. Post-Doc positions are eligible for all benefits as long as they are part-time or full-time administrators.

University Human Resources staff is available to consult with you regarding the larger notion of recruiting and selection. Their goal is to help you hire the best possible person in the quickest manner possible.

Q If my position is 100% grant funded, do I need to go through the EOEC?

No. Positions that are completely grant (restricted) funded in academic and administrative units are exempt from the PRC approval process.

Q How do I get paid overload?

Overloads are also entered into the Employee Management System on-line. The lump sum payment is made only after the work has been completed. Your budget unit manager (BUM) has authorization to process appointments electronically.

Q How do I modify a contract to include effort on a grant?

If you are modifying costing information (e.g., the account from which your contract has been written), you must complete a Payroll Expense Accounting Correction Form. The form allows you to adjust the account numbers to be charged for your contract. This should be done by the 15th of each month in order to be accurately reflected the next month. Information received after the 15th will result in a one-month delay.

Q How do I get paid for summer salary on a grant?

During summer grant appointments, your department administrator should enter this time into the Employee Management System on-line. Your budget unit manager (BUM) has authorization to process appointments electronically.

Q *What are the differences between personnel pay groups, i.e., Group I vs. Group IV?*

Group I (Full-Time Regular)

Full time administrators on salaried appointment for not less than 40 hours per week, with an employment period of nine, ten, eleven, or twelve months.

Group II (Part-Time Regular)

Part-time administrators on salaried appointment for less than 40 hours per week, with an employment period of nine, ten, eleven, or twelve months.

Group III (Non-Benefit Eligible)

Part-time administrators on appointment less than nine months, regardless of hours worked per week.

Group III employees are not eligible for medical and dental benefits, vacation accrual or employee education benefits. All other groups receive full benefits (or a prorated amount based on percentage of effort).

Group IV

Full-time residents or interns in the College of Osteopathic Medicine on salaried appointment for not less than 40 hours per week, with an employment period of eleven or twelve months.

Group V

Administrators who have retired from PERS or another Ohio state retirement system and are employed for a specified period (less than one year) on a part-time or intermittent basis.

Q *What are the rules for posting a position?*

You should allow for the following minimum times for a response to your posted position:

- Local advertisement: 7 days
- Regional advertisement: 10 days
- National advertisement: 15 days

For more information regarding posting requirements and tips for hiring someone on a presidential appointment contract, please consult the Institutional Equity's Hiring Guide: <http://www.ohio.edu/equity/hiringguide.cfm>.

Q *How is the use of vacation and sick time to be used on presidential appointments funded through restricted (grant) funds?*

Vacation and sick time are accrued on the same basis as other presidential appointments (see Ohio Policy 41.001). However, vacation time must be used during the year in which it was accrued.

Q *How do I put a graduate student on contract?*

Graduate appointments are done via the On-Line Graduate Appointment System. Appointments can be made quarterly or annually. Appointments can be done quarterly or on an annual basis. Access to the system is granted through the Graduate Studies office. Training is required and a hierarchy for use is then established.

Q *How do I terminate someone for poor performance?*

OHIO has policies in place that help manage employee relations. Always consult either Human Resources or the Legal Affairs office before starting a termination of contract. Please consult OHIO policy 41.012, Termination for Cause: Non-Renewal, Suspension, Demotion or Dismissal of and Administrator for more information. A contract can also be terminated due to Discontinuance of Position. Please consult OHIO policy 41.013.

Q *How do I pay a human subject?*

A PI/PD can request a cash advance to pay human subjects directly, provided that the amount to be paid is \$50 or less per participant. The advance must be borrowed against a research incentive or department account. At the research study, a PI/PD must collect the names, signatures and social security numbers of each participant. If the direct payment advance exceeds the amount needed, a refund must be sent to the Cashier's Office. For payments greater than \$50 per participant, the PI/PD must collect contact information for each participant including name, social security number and a mailing address. At the end of the study, the Accounts Payable department will send payment to each participant.

Should the nature of the research being conducted prohibit the PI/PD from providing names, signatures and social security numbers due to confidentiality and/or HIPAA regulations, a PI/PD must provide written rationale for not providing the above information that is signed by the department chair/school director of the PI/PD, to the Accounts Payable department. A PI/PD may also obtain a money order for payment to confidential subjects.

Q *What information is needed and how do I hire a foreign national?*

When employing a non-US person, please consult the Office of International Student and Faculty Services. Below are types of employment and the required visa status:

J-1 Visa: Visiting Scholars

- faculty member coming to teach
- graduate student doing research at OHIO for one quarter
- Short term scholar (six months or less, non-extendable)
- Visiting professor or researcher: extendable up to 3 years

J-1 Visa: Student on Academic Training

- student from another university completing an internship at OHIO
- student from another university completing post-doctorate fellowship at OHIO
- normal maximum of 18 months
- post-doctorate maximum of 36 months

F-1 Visa: Student on Curricular Practical Training (CPT)

- student from another university completing an internship at OHIO
- unlimited duration
- if student completes 12 months or more of CPT, she/he is ineligible for Optional Practical Training (below)

F-1 Visa: Student on Optional Practical Training (OPT)

- students from another university completing internship at OHIO
- students working in regular job at OHIO following the completing of his/her degree maximum of 12 months
- cannot be extended, but employee may change status to H1-B1 to continue employment beyond initial period

H1-B1 Visa: Employee in Specialty Occupation

- requires at least a bachelor's degree
- new faculty member
- employee continuing employment beyond the end of OPT or Academic Training
- initial approval for 3 years
- may be extended for an additional 3 years
- application process takes approximately 3 months