

Labor Distribution: Faculty Admin Stipend

Overview

- This job aid is intended for Departmental LD Analysts.
- This document outlines the steps to determine the labor distribution allocation when a faculty is receiving an Admin Stipend during the regular school year.
- The stipend is processed as an Individual Compensation Plan (ICP) but the amount is considered part of the Faculty's base pay. To ensure both salary and stipend are costed the same way, no labor schedule for Admin Faculty Stipend ICP pay element is entered. Instead, the labor distribution entry for the salary is adjusted to include a distribution rule for the stipend.

Labor Distribution Rule Calculation

1. Search for the Faculty's labor distribution and check if the assignment costing includes an allocation line for the Admin Faculty Stipend. This can be identified by looking over the distribution rule that has the purpose code 202.

Note: Admin Faculty Stipend distribution rule entry will always be entered under purpose code 202

Schedule Versions: William Booth - E130679 (5)						
Start	End	Status	Version Name	Comments	Actions	
08/01/2023	12/31/2050	Active	Converted_20231217		...	
06/01/2023	07/31/2023	Active	Converted_20231217		...	
05/01/2023	05/31/2023	Active	Converted_20231217		...	

Distribution Rules: Converted_20231217 (2)							
Task	Award	Funding Source	Expenditure Organization	Expenditure Type	GL Account	Percentage	Actions
					370-37205-100-1000000-91045-202-0000-00000-00000	7.79%	...
					370-37205-100-1000000-91045-101-0000-00000-00000	92.21%	...

2. Admin Faculty Stipends are usually issued at the start of the school year (August). Since Merit increase is also applied to Salary around the same time, double-check the percentage allocation for accuracy.
 - Lookup Faculty's annual salary and Admin Faculty Stipend amount.
 - Calculate the percentage allocation of the salary and the stipend over the total IBS (Salary + Stipend).

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- For example, if the Faculty's monthly salary is \$10,000 and their monthly stipend is \$1,000, then the total IBS is \$11,000. The percentage allocation of the salary over IBS is $\$10,000/\$11,000 = 91\%$ and the percentage allocation of the stipend over IBS is $\$1,000/\$11,000 = 9\%$.
 - Some Faculty salaries may be allocated to various distribution rule lines. Make sure the percentage allocation for the salary portion still adds up to the total as calculated above.
3. If there is no prior costing line for the Admin Faculty Stipend in the distribution rule, work with the department to obtain labor distribution information, calculate the percentage allocation as described above, and enter it into the LD Module.
 4. Refer to the training materials on the Ignite training website (<https://ignite.web.baylor.edu/training-information/financial-roles/labor-distributions>) for instructions on how to Manage Costing on New Employees or New Assignments, or Revising a LD Schedule for an Existing Assignment.