

## **Fact Sheet**

### **ASU Account Structure**

All ASU account numbers are comprised of an “agency” and an “org”. The agency starts off with two letters, followed by a number or another letter. The org is a 4 digit number.

Example: AB1 4001

The agency portion of the account number tells you what kind of account it is:

**AB1** = State account – remaining balances do NOT roll over from year to year

**AB5** = General Local account – remaining balances roll over from year to year

**AB9** = Restricted account – remaining balances roll over from year to year

**ABS** = Sponsored project account – under contractual agreement

### **Restrictions on Use of State Funding**

Prohibited uses of state monies (accounts with a ‘1’ in the agency) include:

- Alcohol
- Food
- Employee Postgraduate Research Stipends/Grants
- Employee and/or Student Support Payments
- Interviewee Expenses
- Moving Expenses
- Full list found here: <http://www.asu.edu/aad/manuals/fin/fin401-03.html>

### **ASU Foundation**

The ASU Foundation is a separate entity from Arizona State University. The Foundation is a private, nonprofit organization that raises and invests private contributions for the University. The Foundation manages individual donations and major gifts. Funds raised by the Foundation can be used by the respective ASU units for projects and activities in accordance with donor intent.

Every Foundation account number is made up of eight digits. The first three digits represent the fund of the account:

☐ 200 - ASUF Quasi Endowment

☐ 240 - ASU Quasi Endowment

☐ 300 - Spendable Gift Account

☐ 350 - Non Gift Account

☐ 400 - ASUF Endowment

☐ 700 - ASUF Endowment Spending

The last five digits on spending accounts for endowments are consistent (e.g. 40001234 and 70001234)

All gifts subject to a 5% fee; however, the ASU local restricted gift account is not charged 8.5% ASC.

### **Course Buyouts**

1 course = 12.5% of academic salary

2 courses = 20% of academic salary

3 courses = 30% of academic salary

### **College residuals**

15% of Program Fees collected

20% of online revenues received

20% of summer school revenues received

### **Sabbatical salary savings:**

One semester – no savings; faculty member receives the same pay

Two semesters (AY) – 40% salary savings to School; faculty member receives 60% of salary

### **FY15 Proposed Employee Related Expenses (ERE) Rates**

Faculty = 26.8%

Staff = 37.1%

Post Docs = 22.6%

Part-time/Non-Benefits = 12.8%

Students = 2.2%

RA/TA's = 9.2%

*\*These rates are subject to change*

### **Other Fees**

**Administrative Service Charge (ASC)** = 8.5%; charged to all expenses that occur from **Local** accounts, with the exception of scholarship transfers and gift accounts

**Netcom/Technology Fee** – covers voice and data network services = 1.4%; charged as a percentage of payroll that hits your **State and Local** accounts

**Risk Management Fee** – liability coverage and property loss = 1.1%; charged as percentage of payroll that hits your **Local** accounts

*\*These rates are subject to change*

### **Employing Students**

In general, students should not be hired to work more than an average of 62.5% FTE (25 hrs/wk) between all active positions within the university. This includes both graduate assistantships (GSA, RA, TA) and hourly student worker positions. Average hours are calculated on a rolling 12-month basis and will include

summer employment. Limitations on the number of hours that can be worked during the academic year are dependent on the type of employment the student has.

**Graduate Research Assistantships (RA)** and **Graduate Teaching Assistantships (TA)** are salaried positions for graduate level students who are enrolled in at least 6 credit hours during each of the fall and spring semesters and 1 credit hour during the summer session. Assistantships provide tuition remission and health benefits based on the FTE of the position. Students in an RA/TA position cannot work more than 50% FTE during the academic year.

### **RA/TA Tuition Remission**

Tuition remission is considered part of the RA/TA compensation package where the School/Center pays tuition expenses. These costs are in addition to the RA/TA salary.

- Graduate students with a 50% FTE assistantship receive an award covering 100% of their tuition for the semester.
- Graduate students with a 25-49% FTE assistantship receive an award covering 100% of the nonresident portion of the tuition and an award covering 50% of the remaining tuition for the semester.
- The tuition remission rate for AY14-15 is \$14,040.

ERE Rates on RA/TA:

- These rates are charged by the FTE (percent effort worked). 25% would be 10 hours of graduate student employment each semester; 50% FTE would be 20 hours and is considered full-time.
- Rates are found here:  
[http://www.asu.edu/fs/documents/commitment\\_accounting/ERE\\_RATES.pdf](http://www.asu.edu/fs/documents/commitment_accounting/ERE_RATES.pdf)

**Graduate Service Assistantships (GSA)** are salaried positions for graduate level students who are enrolled in at least 1 credit hour each semester. GSA positions do not provide tuition remission and health benefits. Students in a GSA position cannot work more than 50% FTE during the academic year.

**Hourly Student Workers** are hourly positions open to all students enrolled in at least 1 credit hour each semester and are hired through competitive recruitments. Hourly student workers cannot work more than an average of 62.5% FTE at any given time.

### **Student Pay Ranges**

Below are the suggested hiring ranges for students.

- *RA/TA*: \$15,000-\$18,000 per academic year based on a 50% assistantship
- *GSA*: \$2,000-\$5,000 per semester based on a 25% assistantship
- *Undergraduate Hourly*: \$8.00-\$12.00 per hour
- *Graduate Hourly*: \$12.00-\$16.00 per hour

## **Restrictions on Use of Sponsored Projects Funding**

Every cost on a sponsored project must meet the allowability test described below.

### **Allowability Test**

#### 1. Reasonable

- 1.1 An expense may be considered reasonable if the nature of the goods and services acquired, and the amount involved, reflects the action that a prudent person would have taken under the circumstances prevailing at the time the decision to incur the expense was made.

#### 2. Allocable

- 2.1 An expense is allocable to a particular project if the goods or services involved are incurred solely to advance the work under such project. If an expense benefits two or more projects, it is necessary to determine a method of allocation and document the method utilized. If the benefit to each project is easily determined, the proportional benefit rule should be used. Some examples of reasonable allocation methodologies are based upon usage, number of experiments, number of hours, effort and FTE's. See [pages 4 - 7](#) for examples. If it is more difficult to determine the proportional benefit due to the interrelationship of the projects, the costs should be distributed on a reasonable basis. See [page 3](#) for specific instructions for establishing interrelatedness between projects.

#### 3. Consistent

- 3.1 An expense is given consistent treatment if other costs incurred for the same purpose, in like circumstances, have been accounted for in the same manner. This is extremely important when determining whether an expense will be categorized as a direct or indirect cost.

#### 4. Conforms to Limitations

- 4.1 An expense conforms to limitations if it complies with limitations or exclusions on costs included in such areas as the award agreement, the proposal, and the sponsor's general terms and conditions. The funding announcement can often lend further clarity if needed.

More information can be found at:

<http://researchadmin.asu.edu/files/Sponsored%20Projects%20Allowability%20Job%20Aid.docx>

## **Cost Transfers/Payroll Re-Distributions on Sponsored Projects**

All expense transfers onto a sponsored project must be completed within 90 days of original transaction. All grant related expense transfers are "red flags" for auditors so they should be kept to a minimum. Specific justification and back-up must be documented for all expense transfers. Further information may be found at: [http://researchadmin.asu.edu/cost\\_transfers](http://researchadmin.asu.edu/cost_transfers)