Hiring Personnel on Grants

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• Follow Human Resources policies on hiring.
• Work with HR to see if you must advertise for a position and what the person can be paid.
• Complete I-9, PR23, and PR40 forms located on Human Resources website.
  http://www.radford.edu/~pers-web/forms.htm
• PeopleAdmin will change some of the procedures when it is fully in place. Instructions for PeopleAdmin
  http://www.radford.edu/pers-web/PeopleAdmin.htm.
• If employee is 100% on grant they need to know that it is restricted funding and are only employed during grant period.
I-9

- I-9, Employment Eligibility Verification needs to be filled out and turned into Human Resources before employee can begin working.
PR23

- PR23 is used to establish positions, review positions for possible role changes, to recruit candidates to fill a position vacancy and to hire an employee in a temporary position.
- It is not necessary to process a PR23 to hire a currently enrolled student.
PR40

- PR40 is used for all employment actions.
- Amount should not exceed grant budget.
- Dates need to be within grant period.
- Use correct grant budget code.
- Must be routed with all approval signatures before employee can start working.
PR4

- PR4 is used to separate/transfer a person from a grant.
- To prevent overpayment and facilitate timely leave payments, this form must be completed and sent to HR as soon as separation/transfer is known.
- Attach letter of resignation or termination to the original Separation Notice.
Overload Payment  OMB A-21  
J10d(1) Salary rates for academic year.

• Charges for work performed on sponsored agreements by faculty members during the academic year will be based on the individual faculty member’s regular compensation for the continuous period which, under the policy of the institution concerned, constitutes the basis of his salary.

• Charges for work performed on sponsored agreements during all or any portion of such period are allowable at the base salary rate. In no event will charges exceed the proportionate share of the base salary for that period.

• For overload payment must have written approval from sponsor in advance.
Other RU Employment

- According to the RU Faculty Handbook the maximum earnings for full-time faculty from all RU employment, including RU assignments, grants, overloads, and RU summer employment, shall not exceed 133% of the faculty member’s base academic salary.