Overview:
Personnel budgeting for non-12M Appointment Types can be done at least two different ways. Please check with your department or college business officer for additional guidance and/or specific instructions.

Procedure:

The system automatically pulls in named personnel’s Appointment Type (12M, 9M, etc.) and base salary from the HR system to the **Project Personnel** section.

- You *don’t* need to change the appointment type or annualize the salary for budgeting on a project year basis. The system ‘knows’ what one month of salary is based on the appointment type.

The default budget period start/end dates in the **Add Personnel to Period** lightbox (opens when the **Assign Personnel** button is clicked) are based on project start/end dates, and a Calendar period type.

Regardless of Appointment Type (e.g., 9M, 10M 12M), a person can be budgeted for a Calendar period type, with only minor effect on total budgeted salary/fringe.

To budget with the default information:
- No changes to start/end dates for the budget period need to be made.
- Calendar period effort is 8.33% for 1 month.

**Figure 1** Lightbox that opens when Assign Personnel button is clicked
NOTE: Person-month to percent conversion tool is available at: http://kualicoeus.colostate.edu/BudgetTool2/PercentEffortTool.htm

Other budget period types require start/end date adjustments, and percent effort that corresponds to the period type:

- **Academic period = 8/16/yyyy to 5/15/yyyy**
  - Multiple lines of entry required to accommodate the difference between project start/end dates and academic period dates
  - 1 month = 11.11%

- **Summer period = 5/16/yyyy to 8/15/yyyy**
  - 1 month = 33.33%

Note: Inflation is automatically applied at the system-defined rate on 7/1 within each project period. This will cause discrepancies between the resulting amounts for the different strategies. Inflation can be turned off with the **Apply Inflation** checkbox in **Details & Rates** lightbox.