



Policy Title: Institutional Base Pay Policy	Effective Date: 12/14/2022
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Policy Number:HR-PQ1406

Date of Last Review:

Oversight DepartmentDepartment of institutional base pay to provide consistent budgeting and reporting in compliance with federal and state regulations.

## 2. APPLICABILITY

- C. Total compensation for all employees will be recorded and maintained in the University's Human Resources Information System.
- D. All compensation costs associated with activities performed for and charged to sponsored programs must be based on the IBP, regardless of the source of funds (e.g., sponsor, University, or third party).
- E. Financial penalties, expenditure disallowances, and harm to the University's reputation could result from the failure to accurately propose, charge, and/or document compensation relating to sponsored projects.
- F. IBP may not be increased solely as a result of the University having received an externally sponsored award

## 5. PROCEDURES

### A. Sponsored Programs and Grant Management Responsibilities

The Office of Sponsored Programs and Grants Management is responsible for the following:

1. Ensuring sponsored program proposal budgets use IBP as the basis for compensation requests
2. Ensuring that compensation costs associated with activities performed for and charged to sponsored programs are based on IBP, regardless of funding source
3. Monitoring proposals to confirm provided compensation information complies with sponsor instructions and requirements as well as this policy
4. Verifying that compensation costs applied to sponsored programs are consistent with the terms and conditions of the funding agreement and this policy.
5. Establishing and monitoring compliance with policy and procedures [Effort Reporting and Certification](#)

### B. Human Resources Responsibilities

The Department of Human Resources is responsible for the following for Administrative and Professional Faculty, Classified Staff, and Wage employees

1. Specifying position details.
2. Establishing and enforcing policies related to employment and compensation
3. Establishing standards for information that must be included in appointment/offer letters
4. Maintaining appointment and position documentation within personnel files.

### C. Provost Office Responsibilities

M a i n t e n a n c e

6. EXCLUSIONS

None

7. APPENDICES

None

8. REFERENCES

[Executive Office of the President, Office of Management and Budget, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards](#)

[31 U.S.C. TITLE 2, PART 200, Uniform Administrative Requirements Cost Principles And Audit Requirements for Federal Awards](#)

9. INTERPRETATION

The authority to interpret this policy rests with the President of the University and is generally delegated to the Vice President for Finance and Administration & Chief Financial Officer.

10. APPROVAL AND REVISIONS

The Institutional Base Pay Policy was submitted to and approved by the President's Cabinet at the meeting held on December 14, 2022.

For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.