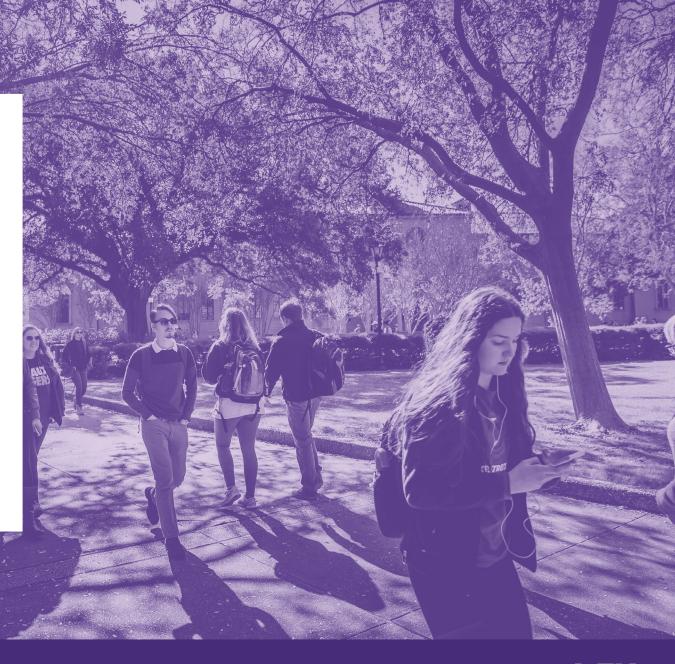




Graduate Assistant Health Insurance Reallocation

Presented by Pamela Prince of Sponsored Program Accounting



Graduate Assistant Health Insurance Reallocation is considered a Fringe Benefit.

The reallocation journal will recover the LSU Portion (75%) of the Premium on eligible worktags.

L5U Background

- Beginning with **Fall 2023** (FY24), all Graduate Assistants (domestic & international) who met the eligibility criteria, were automatically enrolled & assessed the premium, by term, for the student health insurance plan.
 - Eligibility included: Enrolled full-time as a graduate student AND appointed as a Graduate Assistant in Workday at 50% effort
- Graduate Assistants received a credit for 75% of the premium that was covered by LSU.
 - The Graduate Assistant remained responsible for the 25% balance

https://www.lsu.edu/graduateschool/health-insurance-faqs.php https://www.lsu.edu/graduateschool/ga-support.php



LSU

December 2023 Communication

Dear Deans and Department Heads:

This memorandum documents LSU's policy concerning graduate assistants (GAs) health insurance premium charges. Please ensure that faculty in your college, department, or unit are aware of this policy.

With the start of the fall 2023 semester, the university pays 75% of the total health insurance premium cost for GAs who meet the eligibility criteria listed in the <u>Student Health</u> <u>Insurance Initiation Plan (June 26, 2023)</u>.

Effective January 2, 2024, all new, continuation, and supplemental proposals with project budget periods beginning or going beyond July 1, 2024 must include health insurance costs as reflected in the table below for each GA, provided the charge is not disallowed by the funding agency. These amounts represent 75% of the health insurance premium.

:	12-month GA	\$2,162
9	9-month GA	\$1,730
[5	Summer only GA	\$432

^{*}Amounts are subject to change each fiscal year

GA health insurance premium costs are to be budgeted within the fringe benefits budget category and are subject to indirect (facilities and administrative/F&A) costs.

This policy applies to LSU institutions in Baton Rouge (LSU A&M, AgCenter, and Pennington Biomedical Research Center) employing graduate assistants. The allocation of the health insurance premium cost will apply to all assistantship types paid on restricted funds including but not limited to gifts, auxiliaries, sales and services, and other restricted in addition to unrestricted self-generated and direct appropriation (e.g., Vet Med, Law Center, and Laboratory School) accounts beginning July 1, 2024.

Questions related to application of charges in proposals should be directed to the respective institutional sponsored programs office: LSU, Darya Courville, osp@lsu.edu; LSU AgCenter, Michelle Miller, mmiller@agcenter.lsu.edu; PBRC, Kelly Pitre, Kelly.Pitre@pbrc.edu.

Sincerely,

Roy Haggerty

Executive Vice President & Provost

^{**}The proportionate share of the premium should be budgeted for GAs assigned to more than one project.

LSU

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12-month GA	\$2,162
9-month GA	\$1,730
Summer only GA	\$432

^{*}Amounts are subject to change each fiscal year

- Must budget for GA
 Health Insurance if
 budgeting Grad
 Assistant Wages
- Unless disallowed by Sponsor

This policy applies to LSU institutions in Baton Rouge (LSU A&M, AgCenter, and Pennington Biomedical Research Center) employing graduate assistants. The allocation of the health insurance premium cost will apply to all assistantship types paid on restricted funds including but not limited to gifts, auxiliaries, sales and services, and other restricted in addition to unrestricted self-generated and direct appropriation (e.g., Vet Med, Law Center, and Laboratory School) accounts beginning July 1, 2024.

^{**}The proportionate share of the premium should be budgeted for GAs assigned to more than one project.

L5U Health Insurance Premiums for FY 24-25

Premiums	Dates of Coverage	Waiver Deadline	LSU Portion		Student Portion		Total
Annual	08/14/2024-08/13/2025		\$	2,162.25	\$	720.75	\$ 2,883.00
Fall	08/14/2024-01/05/2025	9/13/2024	\$	858.75	\$	286.25	\$ 1,145.00
Spring/Summer	01/06/2025-08/13/2025	1/31/2025	\$	1,303.50	\$	434.50	\$ 1,738.00
Spring Only	01/06/2025-05/21/2025	1/31/2025	\$	806.25	\$	268.75	\$ 1,075.00
Summer Only	05/22/2025-08/13/2025	5/30/2025	\$	497.25	\$	165.75	\$ 663.00

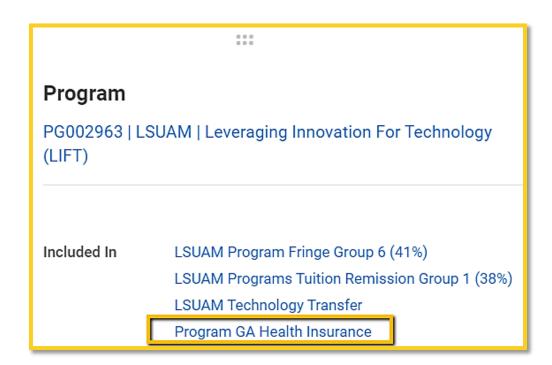
L5U What is changing?

- Effective **Fall 2024** (FY25), LSU will reallocate the 75% exemption to recover on eligible worktags for LSUAM, LSUAG, & PBRC.
- For Sponsored Programs, GA Fringe should be budgeted on all new, continuing & supplemental proposals
- Worktag types include:
 - Programs (PG)
 - Projects (PJ)
 - Gifts (BG & EG)
 - Grants (GR & GRC)
 - Funding Sources (FS)



L5U GA Health Insurance Hierarchies

- Worktags will display the hierarchy similar to Fringe & Tuition Remission
- Hierarchies include:
 - Program GA Health Insurance
 - Project GA Health Insurance
 - Gift GA Health Insurance
 - Grants GA Health Insurance
 - Funding Source GA Health Insurance
- FAR will manage the Program, Project, and Funding Source Hierarchies
- SPA will manage the Gift & Grant Hierarchies



L5U Ledger View

What will this look like on the **Ledger**?

- Journal Source: GA Health Insurance Reallocation
- Ledger Account: 5422:Fringe Benefit Expense GA Health Insurance
- Spend Category: Fringe Benefits Expense GA Health Insurance (SC6422)
- Other Worktags:
 - Position
 - Employee (Worker)

Company	Ledger Account	Spend Category	Accounting Date	Budget Date	Amount	Journal Source	Initial Transaction	Line Memo	Employee	Position	Program
Louisiana State University and Agricultural and Mechanical College	5422:Fringe Benefit Expense - Graduate Assistant Health Insurance	Fringe Benefits Expense - Graduate Assistants (SC6422)	09/30/2024	09/30/2024	216.20	GA Health Insurance Allocation	JE-0000623378 - Louisiana State University and Agricultural and Mechanical College - 09/30/2024 - Graduate Assistant Health Insurance Allocation for September 2024	Graduate Assistant Health Insurance Allocation for September 2024	Joe Burrow (00090481)	P00080214 Graduate Assistant - Service - Joe Burrow (00090481)	PG002963 LSUAM Leveraging Innovation For Technology (LIFT)
					216.20						

L5U How much should be expected?

- Recovery allocation is not like *Tuition Remission recovery*. The amount is NOT based on a calculated rate but "Actuals"
 - Recovery will only be processed for Graduate Assistants ENROLLED in the GA Health Insurance plan who received the 75% Exemption (X980)
- Recovery allocation will follow Grad Assistant Payroll
 - Only 5050:Salaries and Wages Graduate Assistants
- Maximum Recovery is \$216.20/month
- Proportionate amount to be spread across payroll costing worktags

L5U Calculated Amount Logic

- **Decision #1**: Recovery would follow Payroll Actuals
 - GA Base Pay ONLY (Ledger Account <u>5050:Salaries and Wages Graduate Assistants</u>)
 - Pay splits to determine the pro-rata portion to recover on eligible worktags
- **Decision #2**: First recovery journal would be AFTER the waiver deadline

Premiums Waiver Deadline		First Payroll*	Recovery Period	# of Pay Periods
Fall	9/13/2024	9/30/2024	Sept 2024 - Dec 2024	4.00
Spring Only	1/31/2025	2/28/2025	Feb 2025 - May 2025	4.00
Summer Only 5/30/202		6/30/2025	Jun 2025 - Jul 2025	2.00
			Total Pay Periods	10.00
			Annual Premium (Rounded)	2,162.00
		Maximum Recov	216.20	

L5U Example – Payroll Actual

• **Scenario**: Mike the Tiger is split 50/50 between a Program and a Grant. The Program is in the GA Health Insurance Hierarchy, but the Grant is NOT.

Mike the Tiger (0000001)

September 2024 - Payroll Actuals

Salary Amount: 30,672.00

Annual Work Period: 12.00 *Months*

Monthly Gross Pay: 2,556.00

Costing			GHI	% of		5422
Allocation Split	5050 Amt	Worktag	Hierarchy?	Payroll	Reallocation Calc	SC6422
50.0000%	1,278.00	PG #1	Yes	50.00%	=\$216.20 x 50.00%	108.10
50.0000%	1,278.00	GR #2	No	50.00%	=\$216.20 x 0.00%	-
100.0000%	2,556.00	Total Gros	s Wages		Reallocation Total	108.10

L5U Example - Adjustment

• **Scenario**: Mike the Tiger has a Payroll Accounting Adjustment (PAA) processed in October for September's payroll. The 50% on PG #1 was split between PG #1 & GR #3.

Mike the Tiger (0000001) September 2024 - Adjustment										
			5422		5422					
5050						SC6422	5422	SC6422		
Transfer via	5050 Total		GHI	% of		Recalculation	SC6422	Adjustment		
PAA	Amt	Worktag	Hierarchy?	Payroll	Reallocation Calc	*	Original	*		
(639.00)	639.00	PG #1	Yes	25.00%	=\$216.20 x 25.00%	54.05	108.10	(54.05)		
639.00	639.00	GR #3	Yes	25.00%	=\$216.20 x 25.00%	54.05		54.05		
-	1,278.00	GR #2	No	50.00%	=\$216.20 x 0.00%	-		-		
0.0000%	2,556.00	Total Gross	Wages Re	allocatio	n Adjustment Total	108.10	108.10	-		
	,)) and then dehit new o			DC #1		

*Adjustment journal should credit full amount of original (\$108.10) and then debit new calculated amount (\$54.05) on PG #1

L5U Payroll Adjustments & Retro Payroll

- Adjustment of the reallocation to re-calculate based on activity created by <u>Payroll Accounting</u>
 Adjustments & <u>Retro Pay</u>
 - Payroll Accounting Adjustments (PAAs): Transfer payroll between worktags which adjusts the payroll splits among worktags
 - Retro Pay: Typically, due to a retroactive change in compensation or earning type
 - generates additional pay (or a decrease in pay) for a prior period where payroll has already been complete
 - Can change the payroll splits amongst worktags
- Same Journal Source but <u>Header Memo</u> will indicate Adjustment
- Scheduled <u>Bi-weekly</u> & at <u>Month-End</u>





Questions?

9/10/2024 18



