

LSU



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.**



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>



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 [Student Health Insurance Initiation Plan \(June 26, 2023\)](#).

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-month GA	\$1,730
Summer only GA	\$432

**Amounts are subject to change each fiscal year*

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

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



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-month GA	\$1,730
Summer only GA	\$432

**Amounts are subject to change each fiscal year*

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

- 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.

LSU 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

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)

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

The screenshot shows a software interface for program management. At the top, there is a menu icon (three dots) and the title 'Program'. Below this, the program details are listed: 'PG002963 | LSUAM | Leveraging Innovation For Technology (LIFT)'. A horizontal line separates this from the 'Included In' section. Under 'Included In', there are three items: 'LSUAM Program Fringe Group 6 (41%)', 'LSUAM Programs Tuition Remission Group 1 (38%)', and 'LSUAM Technology Transfer'. The 'Program GA Health Insurance' item is highlighted with a yellow border.

Included In	Percentage
LSUAM Program Fringe Group 6	41%
LSUAM Programs Tuition Remission Group 1	38%
LSUAM Technology Transfer	
Program GA Health Insurance	



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						





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

LSU Calculated Amount Logic

- **Decision #1:** Recovery would follow Payroll Actuals
 - GA Base Pay ONLY (Ledger Account 5050:Salaries and Wages - Graduate Assistants)
 - 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	5/30/2025	6/30/2025	Jun 2025 - Jul 2025	2.00
Total Pay Periods				10.00
Annual Premium (Rounded)				2,162.00
Maximum Recovery/Pay Period (\$2,162/10)				216.20

LSU 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 (00000001)						September 2024 - Payroll Actuals
Salary Amount: 30,672.00						
Annual Work Period: <u>12.00</u> Months						
Monthly Gross Pay: 2,556.00						
Costing Allocation Split	5050 Amt	Worktag	GHI Hierarchy?	% of Payroll	Reallocation Calc	5422 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 Gross Wages			Reallocation Total	108.10

LSU 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 (00000001)						September 2024 - Adjustment		
5050 Transfer via PAA	5050 Total Amt	Worktag	GHI Hierarchy?	% of Payroll	Reallocation Calc	5422 SC6422 Recalculation *	5422 SC6422 Original	5422 SC6422 Adjustment *
(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		Reallocation Adjustment Total		108.10	108.10	-
*Adjustment journal should credit full amount of original (\$108.10) and then debit new calculated amount (\$54.05) on PG #1								

LSU Payroll Adjustments & Retro Payroll

- *Adjustment* of the reallocation to re-calculate based on activity created by Payroll Accounting Adjustments & Retro Pay
 - **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 Header Memo will indicate *Adjustment*
- Scheduled Bi-weekly & at Month-End

Questions?

