

## October 2014 County Extension Director Meeting

### Release Time

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<http://cfaesfinance.osu.edu>

## *Office of Sponsored Programs Grants*

### What is Release Time?

- Release time is generated only from OSUE Educator time spent on a grant administered by The Office of Sponsored Programs.
- A release time appointment has no effect on the basic pay arrangement of the employee.
- Sponsor release time is generated when a portion of the salary and benefits are paid by the grant.
- Since the grant is paying a portion of the salary and benefits, regular funding of the salary and benefits are reduced by a similar amount.
- Release time funding is denoted by the organization of the person being charged to the grant with fund number 590000.
- The savings to the standard funding of the person being charged to the grant are returned to the organization the person is funded by in normal conditions.

#### **Procedures:**

- Project is established via a form [ePA-005](#)
- Payroll assignment is established via an [HR Action Request](#) by attaching a [Release Time and Cost Share Form](#)



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### Ohio State University Extension Policy on Release Time

- Quarterly Payroll generates a report that shows the person, project and the amount of salary and benefits charged to a grant for that period.
- **OSU Extension returns**, by budgeting in Fund 550052, **60% of the salaries and benefits** that were charged to the grant using the organization that the person is paid from under normal conditions.
- The Extension Director of the unit assigned to the educator receives an email showing the person and the amount of release time returned on a quarterly basis.
- OSU Extension recommends, but does not require, that 80% of the returned release time be provided to the person that generated the release time and 20% be retained by the organization. This is a recommendation and not a policy.
- To spend release time funds, the chartfield to be used would be the unit's organization number with fund 550052.



## *Office of Sponsored Programs Grants*

### How to Spend Release Time Example

- A county has earned \$5,000 of release time. The county org number is 57001.
- Wishing to purchase office supplies, an eRequest would be created using Org 57001 and Fund 550052
- The normal eRequest approvals would be in place for approval
- The order is fulfilled
- The standard monthly financial statements show both the budget of release time and the expenses that have been paid by this fund (This fund will NOT appear on your org's fund balance report 3OS-61, but will appear on the Detail Activity Report when used 4OS-91 and the Budget Report 7OS-90)
- Continue to spend up to the budgeted amount



## Office of Sponsored Programs Grants

### How to Spend Release Time Example

Business Unit: UNIV  
 Fiscal Year: 2015  
 Accounting Period: 02  
 Month Ending: 08/31/2014

THE OHIO STATE UNIVERSITY  
 CHARTFIELD COMBINATION  
 REVENUE AND EXPENSE - BUDGET VERSUS ACTUAL

Page No. 382  
 Run Date: 09/09/2014  
 Run Time: 02:13:29  
 Report ID: GLJ0070S-90

Org: 57001  
 Fund: 550052 OSUE Release Time

Budget Type: PLAN

Account	Description	Total Budget	A C T U A L		Pre-Encum/ Encumbrance	Variance
			Period	Year to Date		
60000	Expense Budget Pool	\$5,000				
61205	Other Supplies		122.58	122.58		
	SUPPLIES	0.00	122.58	122.58	0.00	-122.58
65514	Non-Cap Computer Equip		31.18	62.36		
	NON-CAPITALIZED EQUIPMENT	0.00	31.18	62.36	0.00	-62.36
	EQUIPMENT	0.00	31.18	62.36	0.00	-62.36
	TOTAL EXPENSE	\$5,000	153.76	184.94	0.00	\$4,815.06

Yellow = Budget  
 Blue = Expense  
 Purple = Amount Remaining

## Office of Sponsored Programs Grants

### Release Time Tips

- The spending of release time funds is no different than spending from any other fund.
- The money does not have to be spent on project related expenses
- Release time may be spent on salaries and benefits or any other type of expense, but will not be transferred to a county fund.
- It is up to the department to keep track of the money received and the money spent.
  - *Money received:* Email from Brian to the Unit Director Quarterly
  - *Money spent:* See the 4OS-91 eReport
- Ask questions at any time in the process, either upon submission of a grant to OSP or after the grant has begun.
  - Angie LeMaster (.124) is Extension's Grants and Contracts Specialist and can be reached at 614-292-6470 or via email.
  - Brian McClain or Cindy Buxton are also available to assist with any questions on procedures, budget balances, release time returned or any general question.