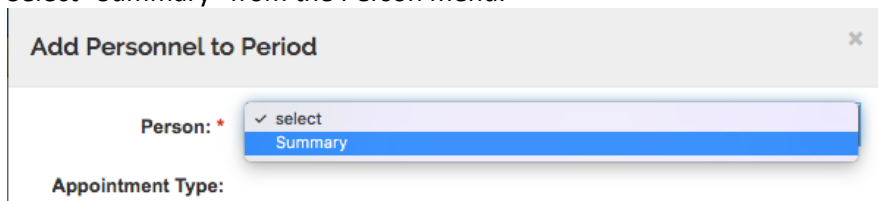# How to enter Summary personnel line items

Budget personnel can be entered (1) in detail by person (preferred) or (2) as summary line items.

You cannot combine the two approaches for any one budget category (e.g., faculty salaries). Doing so will cause an error.

> ⊖ Summary budgets cannot be created when individuals have already been budgeted for a given object code name / group / date range combination.
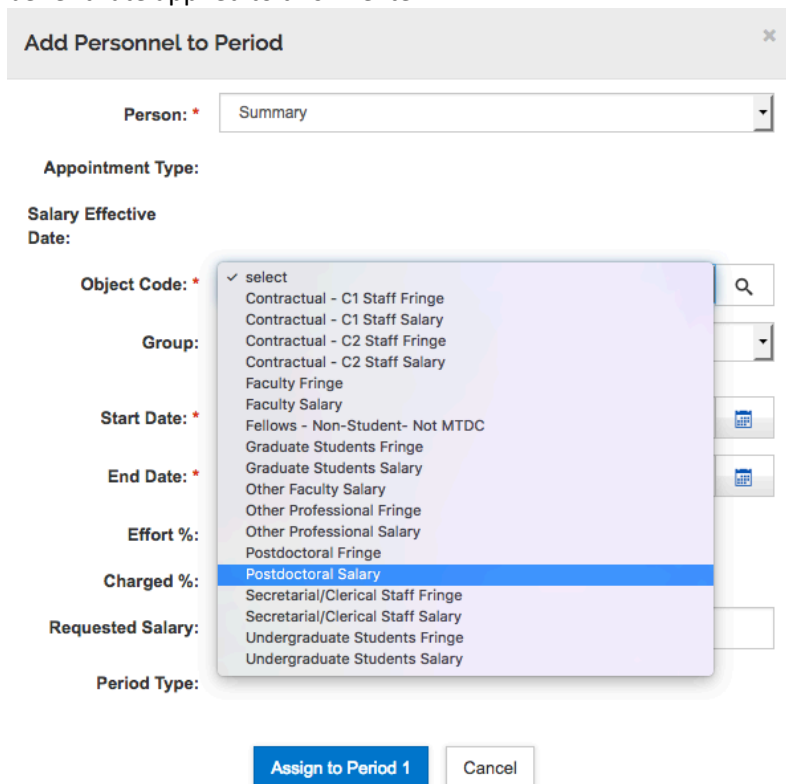
To enter personnel as a summary line item, in the Budget, go to the "Assign Personnel to Periods" section. Click Assign Personnel.

Select "Summary" from the Person menu.

Select the correct Object Code. Select one of the Salary object codes. This selection drives the fringe benefit rate applied to this line item.

Enter the Requested Salary. This will be an estimated amount for this budget category.
Then, click "Assign to Period 1".

Add Personnel to Period

Person: *	Summary
Appointment Type:	
Salary Effective Date:	
Object Code: *	Postdoctoral Salary
Group:	Default
Start Date: *	10/01/2018
End Date: *	09/30/2019
Effort %:	
Charged %:	
Requested Salary:	100,000.00
Period Type:	

Assign to Period 1   Cancel

Continue adding more categories as needed.

Note that the budget will not show any effort, FTE, or other detail for these line items. Thus, this approach cannot be used in situations when that detail must be provided.

The budget summary will show the categories, fringe benefits, and F&A.

Budget Summary

	P1 (10/01/2018 - 09/30/2019)
Personnel	
∨ **Salary**	**$250,000.00**
› Postdoctoral Salary	$100,000.00
› Other Professional Salary	$150,000.00
∨ **Fringe**	**$78,600.00**
› Postdoctoral Salary	$19,200.00
› Other Professional Salary	$59,400.00
Calculated Direct Costs	**$0.00**
Personnel Subtotal	$328,600.00
Non-personnel	
Calculated Direct Costs	**$0.00**
Non-personnel Subtotal	$0.00
Totals	
Total Direct Cost	**$328,600.00**