

## Guideline for Released Time Accounting

Effective July 1, 2011

(Updated April 3, 2012)

- **Prepare a Post-Award Request for Released Time** form ([http://www.uwyo.edu/acadaffairs/admin/released\\_time.html](http://www.uwyo.edu/acadaffairs/admin/released_time.html)) when an employee will be released from part of his or her normal, paid duties, to work on a grant or contract AND it is necessary to replace those duties by paying someone else to do them. Obtain a signature from each person on the authorization route, which is listed in section 3 of the Post-Award Request for Released Time form. (When using the calculations in the example page, remember that the amount of salary that can be released must not be greater than the amount of regular salary that is remaining in the grant budget.)
- **Change the funding source** for the appropriate time period from the original section 1 account to the contract or grant account (can be accomplished by using the HRMS online budget table, a job data change form, or an expenditure correction form).
- **Transfer** the amount that was released from the original section 1 account to the new Section 1 Released Time account.
- **Use the Section 1 Released Time account** for payment of salaries (including GA stipends) of those employees who are hired to do the job duties of the released employee during the time period that the released employee is working on the grant. (Benefits for these employees will be paid by the Central UW Section 1 EPB Pool account.) Restrictions on the use of the residual balance (**after replacement duties have been paid**) have been lifted. The balance in either Released Time account (section 1 or section 2) can be used for any allowable purpose.
- **Keep a detailed record and a summary of the Section 1 Released Time account.** The summary should include the amount spent/obligated for replacement duties and the unobligated balance in the account. Provide both reports to the manager of the account (your department head or dean). A template for reporting can be found on the Academic Affairs website under:  
Resources for Academic Administrators and Staff-Employment Practices - Released Time