**Common Tasks**

- Calculating fringe benefits (Needs to setup)
  - Payroll Fringe Rates:
    - Handbook of Business Procedures (Section 17)
  - Payroll Fringe Rates:
    - UT Direct Systems
- Process SS2 – Tuition Remission for Grad Students assigned
- Review salary and fringe amounts routinely
- Tracking expenses and reconcile routinely
- Calculating fringe amounts (estimate for budget)
- Matching funds/cost sharing
- Direct Costs
  - Common Terms and Acronyms
  - Matching funds/cost sharing
  - Direct Costs
  - Common Terms and Acronyms
- Effort Reporting:
  - Handbook of Business Procedures (Section 17)
  - OSP Handbook:
    - http://www.utexas.edu/research/osp_handbook.html
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**Common Sub Accounts (grants vary by award)**

- Travel (Domestic, Foreign)
- Consultants
- Fringe

**Glossary of Business Terms**

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