

PAYROLL WORKSHEET BY COLUMN

The following description, by table and column, indicates which cells are for department adjustment or entry (entry) and which ones may have formulas or data that is feed to a formula and should not be changed (formula):

Table 1.

Current as of: (Formula) Date and time the report was last updated and saved

Data thru LD#: (Entry) Last pay period number on the Organization Detail Activity report.

This information is found on the management report due date schedule.

LD date is: (Formula) Ending date of pay period identified above (Data thru LD#)

Table 2.

Benefit Type (Formulas) Listing of benefit types by Payroll Job Categories or Employee Class

Table 3.

Leave and Benefit Rates (Formulas) Listing of leave and benefit rates by job categories

Column A. (Entry) Employee name – enter employee name as listed on Job Form, including UAID # might be a helpful tool for research purposes.

Column B. (Entry) Hourly wage, for adjunct faculty enter full amount per contract & '1' in Hrs Per Day (column H)

Column C. (Entry) Employee Object code category (i.e. 1401, 1251, 1101)

Column D. (Entry) Employee Position Control Number, use PCN (include suffix if employee job suffix changes periodically). i.e. adjunct faculty may have the same PCN with a different suffix for each semester.

Column E. (Entry) Benefit Code from Benefit Type table

Column F. (Entry) Beginning date, listed on Job Form or employment contract

Column G. (Entry) End date, listed on Job Form or employment contract, should not go beyond 6/30

Column H. (Entry) Number of hours worked each day listed on Job Form

Column I. (Formula) Date adjustment calculation

Column J. (Formula) Date adjustment calculation

Column K. Days Per Contract (Formula) Calculates the total days per contract based on the start and stop dates of employment

Column L. Days Rem (Formula) Calculates the remaining days of employment based on the stop date of employment and the number of pay periods remaining thru 6/30

Column M. Sick (Entry) Projected days of sick leave from the last recorded pay period through 6/30 (Record entry as a negative figure and update the projections accordingly) or allow the formula in column Q to calculate at a rate of 15%

Column N. Holiday (Formula) Remaining holidays through 6/30

Column O. Annual (Entry) Projected days of annual leave from the last recorded pay period through 6/30 (Record entry as a negative figure and update projections accordingly) or allow the formula in column Q to calculate at a rate of 15%

Column P. Personal (Formula) Projected personal holiday use through 6/30

Column Q. Other (Formula) Optional - automatically calculates leave totals at a rate of 15% based on Benefit Type

Column R. Total Days of Leave (Formula) summarizes the total remaining leave days through 6/30

Column S. (Entry) Optional- Adjustment column (hours)

Column T. Net Hours Remaining (Formula) Calculation converts the number of days into hours

Column U. Gross Earnings (Formula) Calculates gross earning based on net hours times hourly rate

Column V-X. Annual, Sick, Holiday Leave (Formulas) Calculation of annual, sick and holiday charges based on gross earning and benefit type

Column Y. Total Leave (Formula) Total leave charges from columns V thru X

LABOR PROJECTIONS:

Column Z. Total Salary (Formula) Total gross earning and leave charges

Column AA. Total Benefits (Formula) Calculates staff benefit charges on gross earnings and leave charges based on benefit type

Column AB. Total Labor (Formula) Total labor (Salary + staff benefits)

TOTAL PAYROLL PROJECTIONS:

The total payroll projections for this worksheet will automatically transfer to the detail sheet in your management report workbook.