WORKSHEET OVERVIEW

1. When opening the worksheet, please be sure you “Enable Macros” when prompted and/or if you encounter this security warning, click “Enable Content”

2. Only enter data in the GREEN cells; data that is underlined and bolded in BLUE is data that is to be entered into PPS.

3. There are some green cells that will not allow you to directly enter data into them. When you select these cells, a pop-up will appear (example below) that will ask you for a value. Entering a value in that pop-up and clicking “Submit” will populate the cell you have selected.

FILLING OUT THE WORKSHEET:

STEP 1: Enter the Scale-Based Salary

STEP 2: Enter the Negotiated Salary Percentage OR the Negotiated Salary Component Amount. Entering one will calculate the value of the other.

The Contingency fields will automatically populate with the required 10% Contingency Fund Charge. You can increase the amount as needed.

You cannot enter an amount less than 10% of the Negotiated Salary Component.
### Summer Salary Rate

- **Summer Salary Rate (1 ninth/month):** $21,666.67
- **Number of Nonths/Months:** 3
- **Summer Salary Total:** $65,000.00

**STEP 3:** Enter the number of summer months/ninths. *This number can be a decimal (i.e. 2.75)*

The Summer Salary Increment is the amount of Summer Salary increased per month due to the Negotiated Salary Component.  

\[
\text{Negotiated Salary Component} \div 9 - \text{(Scale Based Salary)} \div 9
\]

### Annual Administrative Stipend (if applicable)

**Total Number of Nonths/Months:** 3

**Annual Administrative Stipend Total:** $15,000.00

**STEP 4:** Enter the Annual Administrative Stipend (if applicable)

### Total Annual Compensation

**Total UC Salary (TUCS) + Total Summer Salary + Annual Administrative Stipend**

### Benefits Estimates

<table>
<thead>
<tr>
<th>SBS, NSC, and Contingency Fund:</th>
<th>Benefits Rate</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scale-Based Salary</td>
<td>12.00%</td>
<td>$18,000.00</td>
</tr>
<tr>
<td>Negotiated Component</td>
<td>12.00%</td>
<td>$5,400.00</td>
</tr>
<tr>
<td>Contingency Fund</td>
<td>12.00%</td>
<td>$540.00</td>
</tr>
<tr>
<td><strong>Total Estimated TUCS Benefits</strong></td>
<td></td>
<td><strong>$23,940.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Salary:</th>
<th>Benefits Rate</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Summer Salary Benefit Cost</td>
<td>12.00%</td>
<td>$600.00</td>
</tr>
<tr>
<td><strong>Total NSTP Benefits Estimate</strong></td>
<td></td>
<td><strong>$6,540.00</strong></td>
</tr>
</tbody>
</table>

**STEP 5:** Enter the Benefits Rate applicable for each component of Salary. *The benefits rate can be the same or different for each component.*

- This is the estimated increase in Summer Salary Benefits attributed to the NSTP.
- This is the estimated increase in benefits attributed to the NSTP.

### Total Amount Needed for NSTP Participation

**Negotiated Salary Component + Contingency Fund + Summer Salary Increment + Applicable Benefits**

**Total Amount Needed for NSTP Participation:** $71,040.00
This is a basic example of what the PPS Entry for this individual should look like. One future dated suspense line that captures the salary without NTSP participation (REG), and two Pay Lines representing the REG equivalent (RBC) and the Negotiated Component (HNN).

Entering the Funding Breakdown (to assist in PPS Entry):

**STEP 6:** Is funding line subject to a salary cap? If Yes, choose the appropriate cap from the pop-up window. The monthly rate will be populated with this capped rate. Lines to enter the cap gap information will become visible.

**STEP 7-11:** Enter the appropriate information for each field.

**STEP 12:** Enter either the Distribution %, Amount from Fund Source (Month), OR Amount from Fund Source (Annual). A pop-up window will appear for you to enter these values depending on which cell you click. Entering one of these values will automatically calculate the other two.

- **a) # of Mos:** Months between the Begin and End Date entered
- **b) Monthly Rate:** If subject to a salary cap, this rate will be the capped rate you chose in the pop up. If not, this rate will be the TUCS ÷ 12
- **c) DOS Code:** The DOS Code for the Scale Based Salary line will always be “RBC”. The DOS Code for the Scale Based Salary Cap Gap will be “CRR”
- **d) Benefits Cost** = (Amount from Fund Source (Annual)) x (SBS Benefits Rate)
- **e) Total Cost** = (Amount from Fund Source (Annual)) + (Benefits Cost)

The totals of the information you have entered so far.

The amount needed based on the Payroll Summary (above)

The difference between the inputted amount and the amount needed.

Red indicates a deficit, Yellow an overage.
Clicking on the Monthly Totals button will open up the window to the right.

This window helps you see if you have enough funding entered for each month for the entire year. In this example I have not entered any funding data, the report is expecting that I have at least $12,500 worth of funding for each month from the Scale Based Salary (SBS) information we entered above ($150,000 ÷ 12). Therefore it is indicating a deficit of $12,500 for each of the months.

As I start entering information, the data changes to reflect the funding entered.

The window to the left indicates that I have fully funded the SBS for the months of July-Sept 2013.

I am still missing $112,500 of annual funding or $12,500 for each of the months of Oct 2013 – June 2014.

Data underlined in blue indicates information you should be entering into PPS.
Department of Health and Human Services (DHHS) Capped Funds – Includes NIH, HRSA, AHRQ, CDC, CMS, SAMSA and other agencies

Contact Academic Personnel if your fund is subject to a salary cap other than DHHS.

If you answer “Yes” to the column “Subject to a Salary Cap?” a pop-up window will appear which allows you to pick which cap the fund is subject to. Selecting a cap will automatically populate the capped rate into the spreadsheet.

Rows to enter in the “cap gap” will also appear.

You can use the “Monthly Totals” button to help you calculate how much you need for the cap gap in order to make the faculty member “whole” for the month.

NOTE: Depending on the calculation, differences of a couple dollars can be normal.
## Entering Summer Salary

The summer salary section will automatically count the number of days and calculate the Time Reporting Factor. In order to do so accurately, you must keep each begin/end date in the same month. This is not how you need to enter it into PPS. The Monthly Rate is based off of the new “Total UC Salary” (TUCS).

<table>
<thead>
<tr>
<th>Account/Fund Number</th>
<th>Account/Fund Name</th>
<th>Fund Type</th>
<th>Begin Date</th>
<th>End Date</th>
<th># of Days</th>
<th>Monthly Rate</th>
<th>Dist %</th>
<th>Amt from Fund Source (Month)</th>
<th>Time Report Factor</th>
<th>DOS Code</th>
<th>Benefits Cost (Month Est.)</th>
<th>Total Cost (Annual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>405555-56789</td>
<td>Test Dept Grant 2</td>
<td>07/01/13</td>
<td>07/31/13</td>
<td>23</td>
<td>$21,666.67</td>
<td>1.0000</td>
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<td>1.2105</td>
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<td>08/31/13</td>
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<td>$25,087.72</td>
<td>1.1579</td>
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<tr>
<td>No</td>
<td>405555-56789</td>
<td>Test Dept Grant 2</td>
<td>09/01/13</td>
<td>09/17/13</td>
<td>12</td>
<td>$21,666.67</td>
<td>1.0000</td>
<td>$13,684.21</td>
<td>0.6316</td>
<td>ACR</td>
<td>$1,642.11</td>
<td>$15,326.32</td>
</tr>
</tbody>
</table>

**Total Number of Days:** 57

Summer Salary Totals: $65,000.00

Amount Needed: $65,000.00

Difference: $0.00