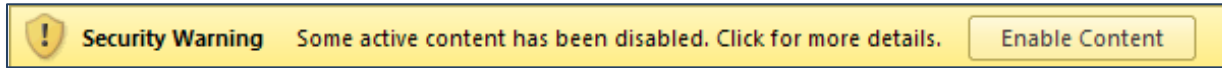


## Negotiated Salary Trial Program Worksheet Instructions

### WORKSHEET OVERVIEW

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



- Only enter data in the **GREEN** cells, data that is underlined and bolded in **BLUE** is data that is to be entered into PPS.
- 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.

SUMMARY:			
Academic Year Salary:			
Scale-Based Salary (SBS):			\$100,000.00
Negotiated Salary Percentage:			30.00%
Negotiated Salary Component (NSC):			\$30,000.00
Total UC Salary (TUCS):			\$130,000.00

**Negotiated Salary Component (NSC)**

Enter the amount for the Negotiated Salary Component.

*NOTE: the maximum allowable NSC is 30% of the SBS.*

NSC Amount:

*To delete the contents of the cell, clear the field above and click SUBMIT.*

SUBMIT      CANCEL

### FILLING OUT THE WORKSHEET:

SUMMARY:			
Academic Year Salary:			
Scale-Based Salary (SBS):			\$150,000.00
Negotiated Salary Percentage:			30.00%
Negotiated Salary Component (NSC):			\$45,000.00
Total UC Salary (TUCS):			\$195,000.00

**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.*

Contingency Fund Percentage:			10.00%
Contingency Fund:			\$4,500.00

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.*

<b>Summer Salary:</b>	
Summer Salary Rate (1 ninth/month):	\$21,666.67
Total Number of Ninths/Months:	3
<b>Summer Salary Total:</b>	<b>\$65,000.00</b>

Summer Salary Rate = the Total UC Salary (TUCS) ÷ 9

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

Summer Salary Increment:	\$5,000.00
Total Number of Ninths/Months:	3
<b>Summer Salary Increment Total:</b>	<b>\$15,000.00</b>

The Summer Salary Increment is the amount of Summer Salary increased per month due to the Negotiated Salary Component. *(Negotiated Salary Component ÷ 9) – (Scale Based Salary ÷ 9)*

Annual Administrative Stipend (if applicable):	\$0.00
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**STEP 4:** Enter the Annual Administrative Stipend (if applicable)

<b>TOTAL ANNUAL COMPENSATION:</b>	<b>\$260,000.00</b>
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= Total UC Salary (TUCS) + Total Summer Salary + Annual Administrative Stipend

<b>BENEFITS ESTIMATES:</b>		
SBS, NSC, and Contingency Fund:		
	Benefits Rate	Estimated Cost
Scale-Based Salary:	12.00%	\$18,000.00
Negotiated Component:	12.00%	\$5,400.00
Contingency Fund:	12.00%	\$540.00
<b>Total Estimated TUCS Benefits:</b>		<b>\$23,940.00</b>
Summer Salary:		
Summer Salary Increment Benefit Cost:	12.00%	\$600.00
Total Summer Salary Benefit Cost:		\$7,800.00
Administrative Stipend:		
Administrative Stipend:	0.00%	\$0.00
<b>TOTAL NSTP BENEFITS ESTIMATE:</b>		<b>\$6,540.00</b>

**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: \$71,040.00**

This is the total estimated cost of participation in the NSTP.

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

**PAYROLL SUMMARY:**

	Begin Date	End Date	Annual Rate	Monthly Rate	Percent	DOS
Payroll Suspense Line:	07/01/14	99/99/99	\$150,000.00	\$12,500.00	1.0000	REG
Payroll Pay Lines:	07/01/13	06/30/14	\$195,000.00	\$16,250.00	0.7692	RBC
	07/01/13	06/30/14	\$195,000.00	\$16,250.00	0.2308	HNN

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).

**FUNDING BREAKDOWN:**

SCALE-BASED SALARY (SBS)

Subject to a Salary Cap?	Account/Fund Number	Account/Fund Name	Fund Type	Begin Date	End Date	# of Mos	Monthly Rate	Dist % (PPS)	Amt from Fund Source (Month)	Amt from Fund Source (Annual)	DOS Code	Benefits Cost (Annual Est.)	Total Cost (Annual)
6	7	8	9	10	11	a	b		12		c	d	e
									SBS Annual Total:	\$0.00		\$0.00	
									Monthly Totals	Amount Needed:	\$150,000.00		
										Difference:	-\$150,000.00		

**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 form 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)

SBS Annual Total:	\$0.00
Amount Needed:	\$150,000.00
Difference:	-\$150,000.00

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.

**Monthly Totals - Scale Based Salary (SBS)**

The total monthly amount charged to fund sources for the SBS should equal: **\$12,500.00**

The list below will indicate any overages (in green) or deficits (in red) for any given month.

July 2013	-\$12,500.00	Jan 2014	-\$12,500.00
Aug 2013	-\$12,500.00	Feb 2014	-\$12,500.00
Sept 2013	-\$12,500.00	Mar 2014	-\$12,500.00
Oct 2013	-\$12,500.00	Apr 2014	-\$12,500.00
Nov 2013	-\$12,500.00	May 2014	-\$12,500.00
Dec 2013	-\$12,500.00	June 2014	-\$12,500.00

*NOTE: Depending on the calculation, differences of a couple dollars can be normal.*

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 ( $\$150,000 \div 12$ ). Therefore it is indicating a deficit of \$12,500 for each of the months.

### Entering Funding

Subject to a Salary Cap?	Account/Fund Number	Account/Fund Name	Fund Type	Begin Date	End Date	# of Mos	Monthly Rate	Dist % (PPS)	Amt from Fund Source (Month)	Amt from Fund Source (Annual)	DOS Code	Benefits Cost (Annual Est.)	Total Cost (Annual)	
No	405123-19900	Test Dept 1 Fund	State General Fund	07/01/13	09/30/13	3	\$16,250.00	0.7692	\$12,500.00	\$37,500.00	RBC	\$4,500.00	\$42,000.00	
										SBS Annual Total:	\$37,500.00	\$4,500.00	\$42,000.00	
										Monthly Totals	Amount Needed:	\$150,000.00		
											Difference:	-\$112,500.00		

**Monthly Totals - Scale Based Salary (SBS)**

The total monthly amount charged to fund sources for the SBS should equal: **\$12,500.00**

The list below will indicate any overages (in green) or deficits (in red) for any given month.

July 2013	\$0.00	Jan 2014	-\$12,500.00
Aug 2013	\$0.00	Feb 2014	-\$12,500.00
Sept 2013	\$0.00	Mar 2014	-\$12,500.00
Oct 2013	-\$12,500.00	Apr 2014	-\$12,500.00

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.

**Academic Year Salary Caps**

Select the Applicable Academic Year Salary Cap:

	Annual	Monthly
<input checked="" type="radio"/> 2012/2013 NIH Salary Cap (Jan. 2012 - Dec. 2013)	\$179,700	\$11,231.25
<input type="radio"/> 2010/2011 NIH Salary Cap (Jan. 2010 - Dec. 2011)	\$199,700	\$12,481.25
<input type="radio"/> 2009 NIH Salary Cap (Jan. 2009 - Dec. 2009)	\$196,700	\$12,293.75

SUBMIT CANCEL

NEGOTIATED SALARY COMPONENT (NSC)													
Subject to a Salary Cap?	Account/Fund Number	Account/Fund Name	Fund Type	Begin Date	End Date	# of Mos	Monthly Rate	Dist % (PPS)	Amt from Fund Source (Month)	Amt from Fund Source (Annual)	DOS Code	Benefits Cost (Annual Est.)	Total Cost (Annual)
Yes	405567-12345	Test Dept Grant	Contract or Grant - Federal	07/01/13	06/30/14	12	\$11,231.25	0.1000	\$1,123.13	\$13,477.50	HNN	\$1,617.30	\$15,094.80
No	405555-56789	Test Dept Grant 2	Contract or Grant - Federal	07/01/13	06/30/14	12	\$16,250.00	0.1308	\$2,125.50	\$25,506.00	HNN	\$3,060.72	\$28,566.72
NEGOTIATED SALARY COMPONENT (NSC) CAP GAP													
Account/Fund Number	Account/Fund Name	Fund Type	Begin Date	End Date	# of Mos	Monthly Rate	Dist % (PPS)	Amt from Fund Source (Month)	Amt from Fund Source (Annual)	DOS Code	Benefits Cost (Annual Est.)	Total Cost (Annual)	
444888-88888	Test Account	Gift - Unrestricted	07/01/13	06/30/14	12		0.0000	\$501.38	\$6,016.50	CRN	\$721.98	\$6,738.48	
									NSC Annual Total:	\$45,000.00	\$5,400.00	\$50,400.00	
									Amount Needed:	\$45,000.00			
									Difference:	\$0.00			

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.

**Monthly Totals - Negotiated Salary Component (NSC)**

The total monthly amount charged to fund sources for the NSC should equal: **\$3,750.00**

The list below will indicate any overages (in green) or deficits (in red) for any given month.

July 2013	-\$501.38	Jan 2014	-\$501.38
Aug 2013	-\$501.38	Feb 2014	-\$501.38
Sept 2013	-\$501.38	Mar 2014	-\$501.38
Oct 2013	-\$501.38	Apr 2014	-\$501.38
Nov 2013	-\$501.38	May 2014	-\$501.38
Dec 2013	-\$501.38	June 2014	-\$501.38

*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).

SUMMER SALARY													
Subject to a Salary Cap?	Account/Fund Number	Account/Fund Name	Fund Type	Begin Date	End Date	# of Days	Monthly Rate	Dist % (PPS)	Amt from Fund Source (Month)	Time Report Factor	DOS Code	Benefits Cost (Month Est.)	Total Cost (Annual)
No	<a href="#">405555-56789</a>	Test Dept Grant 2	Contract or Grant - Federal	<a href="#">07/01/13</a>	<a href="#">07/31/13</a>	23	<a href="#">\$21,666.67</a>	<a href="#">1.0000</a>	\$26,228.07	<a href="#">1.2105</a>	<a href="#">ACR</a>	\$3,147.37	\$29,375.44
No	<a href="#">405555-56789</a>	Test Dept Grant 2	Contract or Grant - Federal	<a href="#">08/01/13</a>	<a href="#">08/31/13</a>	22	<a href="#">\$21,666.67</a>	<a href="#">1.0000</a>	\$25,087.72	<a href="#">1.1579</a>	<a href="#">ACR</a>	\$3,010.53	\$28,098.25
No	<a href="#">405555-56789</a>	Test Dept Grant 2	Contract or Grant - Federal	<a href="#">09/01/13</a>	<a href="#">09/17/13</a>	12	<a href="#">\$21,666.67</a>	<a href="#">1.0000</a>	\$13,684.21	<a href="#">0.6316</a>	<a href="#">ACR</a>	\$1,642.11	\$15,326.32
									<b>Summer Salary Totals:</b>	\$65,000.00		\$7,800.00	\$72,800.00
						<b>Total Number of Days:</b>	57			<b>Amount Needed:</b>	\$65,000.00		
								<b>Difference:</b>	\$0.00				