# Spread sheet must include:

1. Employee PCN.
2. Employee Last Name.
3. Employee First Name.
4. Classified/Non-classified.
5. Class code.
6. Class code title.
7. Pay grade (FY2024).
8. Pay Schedule designation (Core/Public Safety)
9. FY2024 Policy rate (using applicable pay schedule)
10. Current Pay Rate
11. **Current Base Pay Rate (Remove any temporary or Conditional Merits increases)\***
12. Comp-Ratio using FY2024 policy rate. (Current Base Pay rate / FY2024 Policy Rate)
13. Evaluation rating
14. CEC increase amount (from matrix)
15. New pay rate after CEC increase (Base rate + CEC matrix amount)
16. Additional CEC increase amounts, if applicable (e.g., 6% equity on base pay for public safety).
17. New rate after increase. (Base rate + CEC + 6%)
18. **New comp-ratio after CEC and other adjustments (New Rate/FY2024 Policy rate)\*\***
19. Payline increase if new comp-ratio falls below 75% ((FY2024 Policy Rate\*.75)-New Rate)
20. Final New Base Rate after all permanent increases. (Base Rate + CEC + 6% + Payline shift)
21. Final Comp-Ratio (Final New base Rate/FY2024 Policy Rate)
22. Temporary/Conditional merit increase to add back on if applicable.
23. **New rate (includes Temporary/Conditional increase added back on)\*\*\***
24. Annual salary (Total New rate x 2080) May need to adjust for PT or for FTP with Temp Merits, for example:
	1. $24.00 x 2080 = $49,920 FT
	2. $24.00 x 1350 = $32,400 PT
	3. ($20 x 2080) + ($4\*320) = $42,880 FT plus temporary merit for 4 months (320 hours).
25. Health Benefits ($13,750 FT or $11,000 PT)
26. **Variable benefits (Use FY24 Variable benefits, New DHR fee, and applicable retirement rate)\*\*\*\***
27. Total Annual Cost

Following items can be calculated per positions or as totals by fund.

* Total Annual Cost by fund
* Appropriation by fund
* Remaining ongoing balance.

The spreadsheet may include additional columns for calculation purposes but must at a minimum include the items in the order of entry as listed above. This can be achieved by hiding the calculation columns. IPOPS/ Luma Actions should be entered in the same order as the spread sheet. If you will have multiple lines in the action each should be separately identified on the spread sheet. Agency’s may also have multiple tabs for different groups of employees, but each tab should contain the same information in the same order. For example, it may be easier to run calculations if classified and non-classified employees are on separate tabs as their benefit rates are different or if you are giving a special increase to a certain classification or group of classification as they with have multiple transactions that the rest would not have.

**\***The current Base Rate should be used to calculate any percent increases. This is the current pay rate with any temporary or conditional merit increases removed. (The temporary or conditional merit increase amount will be added back on after the new base rate is determined)

**\*\***The New comp-ratio after CEC and all other proposed adjustments have been made will be used to ensure that each employee’s new pay rate meets the new minimum pay of 75% of policy. If this column is above 75% for all employee, you can skip this step.

**\*\*\***The temporary/conditional merit increase will require a separate transaction from the CEC transaction.

**\*\*\*\***When calculating variable benefits, ensure use of FY24 rates, applicable retirement rate, and the new amounts for DHR fees. The new DHR rates are 1% for non-classified employees and 2% for classified employees and .65% for Military and Universities. For agencies with large amounts of non-classified employees it may be better to separate them onto different tabs for calculation purposes.