



Children & Families
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SALARY ALLOCATION INSTRUCTIONS

Non-Public Schools:

*Note there are two lines per numbered row for some items requiring entry.

1. Position Title and Staff Name
 - Enter the staff member's title in cell on the top line, and the name in the cell on the second line (under the title.)
2. Dates: From/To
 - Enter the *From* date in the cell on the top line, and the *To* date in the cell on the second line.
3. Actual Salaries: _____ Gross Monthly Salary (Do not include fringe benefits.)
 - Enter the *Gross Monthly Salary* in the corresponding cell. The *Gross Annual Salary* will automatically calculate.
4. Allocation by Funding Source
 - Enter all funding sources by name in the column "B through G".
 - Enter the FTE allocation percentage in the cell showing a percentage sign. The dollar equivalent of the percentage entered will automatically calculate.
5. Total
 - The *Total* (Column H) will automatically calculate.

Repeat Nos. 1 through 4 for each staff position.

Public Schools Template

*Note there are two lines per numbered row for some items requiring entry.

1. Position Title and Staff Name
 - Enter the staff member's title in cell on the top line, and the name in the cell on the second line (under the title.)
2. # of Days
 - Enter the *Contracted # of days Calculated into the Annual Salary* in the corresponding cell.
3. Dates: From/To

- Enter the *From* date in the cell on the top line, and the *To* date in the cell on the second line.

4. Actual Salaries: Gross Monthly Salary (Do not include fringe benefits.)

- Enter the *Gross Monthly Salary* in the corresponding cell. The *Gross Annual Salary* will automatically calculate.

5. Allocation by Funding Source

- Enter all funding sources by name in the column "B through G".
- Enter the FTE allocation percentage in the cell showing a percentage sign. The dollar equivalent of the percentage entered will automatically calculate.

6. Total

- The *Total* (Column H) will automatically calculate.

Repeat Nos. 1 through 5 for each staff position.