

**DEPARTMENT OF SERVICES FOR CHILDREN, YOUTH & THEIR FAMILIES
DSCYF SALARY DETAIL PREPARATION GUIDE**

The following steps will guide you in developing a proposed list of salaries for your contract. Please reach out to your division program administrator if you have any questions.

In column #1 labeled Name of Staff Person: On a separate line indicate the name of each staff person whose time is directly paid through the contract. If a person occupies two positions, show both positions with the appropriate time and salary for each. Staff includes full and part-time staff. If the staff person is to be hired, enter “To be hired” in the column. While part-time staff can be identified by name, if the salary line is intended to fund a pool of part-time staff it can be labeled “Part-Time Staff” without specific names. Only those staff receiving a W-2 should be included on this Salary Detail Form. Anyone receiving a 1099 should be included under Budget Form Line #4 Contractual.

In column #2 labeled Position or Title: Indicate the position or title (and work location, if appropriate). Position or title should match the job description.

In column #3 labeled Full-Time (FT) or Part-Time (PT) Employee Enter FT or PT: Indicate if the staff person is employed by the contractor as Full-Time (FT) or Part-Time (PT) regardless of the % of time spent on the contract. For the purpose of these form use a traditional 40-hour work week for calculation unless your organization has a different policy regarding the definition of a “work week”.

In column #4 labeled % of Time Spent on this Contract: Indicate for each staff person listed the percentage of his/her total weekly work hours (rounded to the nearest whole number) which will be spent on activities related to **the contract**. For federally funded contracts this is the “level of effort” to be reported later. For PT staff, the percentage should reflect the percentage of their PT hours and not a percentage of what a FT person would normally work. For example, a PT person hired to work 20 hours per week and all 20 hours are on one specific contract will be listed with 100% Time Spent on this Contract. A PT person hired to work 20 hours per week but will only work 10 hours per week on one specific contract will be listed with 50% Time Spent on this Contract.

In column #5 labeled Total Annual Salary: Indicate for each staff person listed their total annual salary regardless how much of it will be paid through the contract.

In column #6 labeled Salary Paid from Other Sources: Indicate for each staff person listed the amount of the total annual salary paid from all other sources including any other DSCYF contract.

In column #7 labeled Total Salary Charged to this Contract: This is the total salary requested from DSCYF for this staff person. **The total amount of this column must be entered on line 1a of the DSCYF Budget Form.**

Total only column #7 on the bottom line.