

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

In column #1 labeled Name of Staff Person: On a separate line indicate the name of each person whose time is directly allocated to this contract. If a person occupies two positions, show both positions with the appropriate time for each. Staff includes full and part-time staff. If the 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.

In column #2 labeled Position/Title: Indicate the position title (and work location, if appropriate). Position Titles should agree with job descriptions.

In column #3 labeled FTE: Indicate the Full Time Equivalent for each position listed from the perspective of the agency regardless of how many hours are spent on this contracted service (see example #1).

*Example #1: The standard workweek for **your agency** is 40 hours per week. Person #1 will work only 30 hours per week for **your agency** so column 3 will show 0.75. Person #2 will work 40 hours per week for **your agency** so column 3 will show 1.0*

In column #4 labeled % of Time Spent on Service/Facility: Indicate for each 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**.

*Example #2: Using the same two people from Example #1, Person #1 is going to work 100% of their work week **on this contracted service**, while Person #2 is only going to work 50% of their time **on this contracted service**.*

The Salary Detail form would look as follows using examples #1 & #2 above:

1	2	3	4	5
Name of Staff Person	Position/Title	FTE	% Time Spent on Service/Facility	Total Annual Salary
Person #1	Administrative Support	.75	100%	\$29,000
Person #2	Case Manager	1.0	50%	\$45,000

In column #5 labeled Total Annual Salary: Indicate for each staff person the total annual salary (Note that the total annual salary of each staff person should be included here, regardless of the percent of time spent working on the contract).

In column #6 labeled Salary Charged to Service/Facility: This is the amount of funds requested from DSCYF for this position. The amount should not exceed the total annual salary (Column #5) times the percent of time spent on the contract (Column #4).

In column #7 labeled Salary Paid from Other Sources: This is the amount of funds paid from all other sources for this position.

In column #8 labeled Program \$: This is the amount of salary charged to the direct service/facility that is related to the direct provision of services to youth and/or families under the contract. **The total amount of this column must be entered on line 1a of the DSCYF Budget Form.**

In column #9 labeled Administrative \$: This is the amount of salary charged to the service/facility that is related to administration costs under this contract. **The total amount from this column must be added to the total on line 7a of the DSCYF Budget Form.**

Total only columns #8 and #9 on the bottom line.