

INSTRUCTIONS FOR FILLING OUT A PAYROLL SPREADSHEET

The purpose of these EXCEL spreadsheets is to help you figure yearly salary projections and distributions for individuals paid through research grants.

1. Open the spreadsheet corresponding with your length of appointment (i.e. 9 month, 10 month, 12 month or summer).
2. ***Enter data in the green fields only.*** The pay dates listed to the left side of the spreadsheets are pay dates for this fiscal year. Enter the person's name, date, fiscal year and annual salary at the top of the sheet. Cells outside the green fields are protected and cannot be changed.
3. Please enter the person's home department number and grant number. If you do not know the grant number but are certain that you will be funded, put the funding source (such as FAA, NSF or etc.) and leave the account number blank.
4. On the next line in the green cells, enter the start and end dates of each grant. After doing this you cannot enter pay for that grant prior to the grant start date or after the end date. Under the home department please put the fiscal year (i.e. this year it will be from 6/5/2005 to 6/17/06).
5. Enter the % funded from each particular grant account. Using the salary at the top of the page, the spreadsheet will automatically calculate the biweekly pay for each grant.
6. We would like you to plan for the total fiscal year. This will help not only research payroll, but also your departmental chairperson and college dean. After filling the form out completely, save the file under the person's name. Please email the file as an attachment to: linda.hager@wichita.edu or jan.templin@wichita.edu.
7. Please also include in the email any special instructions you would like to give us. We would like you to figure pay on a biweekly basis: no partial biweeks can be calculated in this spreadsheet.
8. If more account numbers are required to fund the total release, please fill out two worksheets. If more than one worksheet is used, the totals in the far right column will be incorrect; we will help check your figures in this case.