A+ School Recognition Guide
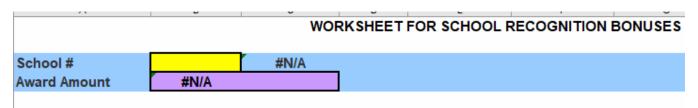
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Completing the Bonus Calculation Worksheet:

Please type in your School number in the yellow space below the title on the bonus calculation worksheet. This will automatically fill in your school name and your award amount. This item allows the form to give you an error message if you go over budget.

		WORKSHEET FOR SCHOOL RECOGNITION BONUSES
School #		#N/A
Award Amount	#N/A	

The worksheet calculates bonuses for account 518410 and automatically calculates the fringe benefits for account 518410 that will be charged to your budget. Make sure that you have taken the fringe benefits charge into account when figuring how much to pay in bonuses to staff. Your budget will be charged an additional 7.65% in fringe benefits, so you will need to back this out from the bonus amount. For example: If you have $40,000 allocated for bonuses and you have 50 people that will be getting those bonuses you would divide $40,000 by 50 to get $800. Before filling out the worksheet you will need to divide $800 by 1.0765 to back out the fringe benefits charge. Therefore, you would use $743.14 for the bonus amount in the column named **Bonus Amount Per Person (Gross Pay)**. The worksheet will automatically calculate the 7.65% for the fringe benefits charge of $2,842.51, and the total charge to your budget is $39,999.51 (the amount in the purple cell at the bottom of the pink column).

		NUMBER OF PARTICIPANTS AND BONUS AWARDS		CHARGES TO SCHOOL RECOGNITION FUNDS			INDIVIDUAL EMPLOYEE PAYCHECKS		
Employee Description	Function#	Bonus Amount Per Person (Gross Pay)	# of Staff Members	TOTAL Payroll Expense (Account 518410)	Fringe Benefits Expense to be Charged to A+ Budget @ 7.65% (Account 521500)	TOTAL CHARGE TO A+ BUDGET	Employee Bonus Pay	Employee Payroll Deductions @ 32.85%	Employee Net Pay
Teachers (Group 1)	5150	$ 743.14	50	$ 37,157.00	$ 2,842.51	$ 39,999.51	$ 743.14	$ 220.34	$ 522.80
Teachers (Group 2)	5150			-	-	-	-	-	-
Teachers (Group 3)	5150			-	-	-	-	-	-
Paraprofessionals	5150			-	-	-	-	-	-
Administration	7310			-	-	-	-	-	-
Office Staff	7310			-	-	-	-	-	-
Food Service Staff	7310			-	-	-	-	-	-
Other Support Staff	7310			-	-	-	-	-	-
School Nurse	7310			-	-	-			
Custodial Staff	7902			-	-	-	-	-	-
Security Staff	7922			-	-	-	-	-	-
TOTAL			50	$ 37,157.00	$ 2,842.51	$ 39,999.51			

(# of Staff Members note: Enter the number of staff members who have been awarded this bonus.)

The number of employees and bonus amounts must match on both the bonus calculation worksheet and payroll spreadsheet. The bonus amounts in the column named **Employee Bonus Pay** (the green column) on the bonus calculation worksheet and the bonus amounts on the payroll spreadsheet should match. Also, make sure the **number of bonuses per function** match on the bonus calculation worksheet and payroll spreadsheet. Please count each staff member as one even if they are only getting a portion of the bonus. If you have one staff member getting one-half of the bonus amount, you would list the actual bonus amount and one staff member on a separate line. If you run out of lines, call the School Recognition contact to obtain a form with more lines.

The bottom of the bonus calculation worksheet shows you what your transfer will look like. The budget department will process your transfer once the worksheet is approved and everything matches.

Budget Amendment Required to Fund A+ Bonuses:

	Fund	Function	Account	Department	Budget Manager	Local Code	Amount
DECREASE	1101	5150	551100	0000	0000	0	$ (39,999.51)
INCREASE	1101	5150	518410	0000	0000	0	37,157.00
INCREASE	1101	5150	521500	0000	0000	0	2,842.51
INCREASE	1101	7310	518410	0000	0000	0	-
INCREASE	1101	7310	521500	0000	0000	0	-
INCREASE	1101	7902	518410	0000	0000	0	-
INCREASE	1101	7902	521500	0000	0000	0	-
INCREASE	1101	7922	518410	0000	0000	0	-
INCREASE	1101	7922	521500	0000	0000	0	-

Valid Function#
5150
7310
7902
7922

Both the bonus calculation worksheet and payroll spreadsheet must be submitted. It is most helpful if these documents are submitted simultaneously.

Please refer to your payroll processing guidelines to find out when your checks will be distributed. The payroll processing guidelines will be updated with the payment schedule once we receive the funds.