Personnel Projection Formulas and Methods
GUS Version 5

General

Personnel Projections are simply estimates of expected Personnel expenditures. When a Distribution is projected, liens are created for each month within the period from the Start Date to the End Date.

Once these liened Personnel transactions are reconciled to the Personnel Ledger using the Post/Reconcile screen, they become expenses.

Annual vs. Hourly Projections

Annual, or Exempt, Employee projections are created by comparing the percent time expected with the average monthly total of 174 available work hours.

Starting with GUS 5, Hourly employees are projected using the time reporting end day chosen by each department. This is the last day of the timecard reporting period, and can be set in the UTILITIES > PREFERENCES screen on the Personnel tab (see Figure 2, last page). Projections are assigned to either the current or following month’s ledger date, depending on the timecard end date.

Figure 1 shows projected transactions (liens) for an Hourly GS Distribution with a Start Date of 2/10/07 and an end date of 6/16/07. The last day of the department’s hourly timecard reporting period is the 14th of each month.

Figure 1. Projected Hourly Distribution

For the February ledger, only the 3 weekdays between Saturday the 10th, (the Distribution start date), through Wednesday the 14th, (the end of the reporting period) are projected. Also, since there was only 1 workday available on the Distribution after the end of the June/July reporting period, it was projected to hit the July ledger.

GUS automatically projected $0 for GSF and GSHIP in July, August, and September.

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Formula Sources
GUS uses the formulas shown below to project monthly expenses within the constraints of applicable PPS, UC, and UCSB personnel policies and rules.

Salary
Pay projections take into account the actual weekday time available each Month. For partial months (Distribution Starts or Ends in the middle), there are less weekdays available for work, therefore salary and benefits projections are decreased proportionally.

- **HOURLY**: \((\text{Hours per week} / 40) \times \text{Available Work Hours} \times \text{Hourly Rate}\)
- **EXEMPT**: \(\text{Percent Time} \times \text{Salary} \times \text{Available Work Time}\)

General Benefits
General benefits are estimated using a simple benefit rate that is multiplied by the pay rate and expected work time. Benefit rates can be adjusted and re-projected at any time, including during reconciliation.

NOTE: If there is no Sub 6 defined for the Project, (or any Sub ID that starts with 6 like 6A, 6F, etc.), no benefits will be projected for that Project.

- **HOURLY**: \(\text{Benefit Rate} \times (\text{Hours per week} / 40) \times \text{Available Work Hours} \times \text{Hourly Rate}\)
- **EXEMPT**: \(\text{Benefit Rate} \times \text{Salary} \times \text{Percent Time} \times \text{Available Work Time}\)

Vacation Salary
Vacation Salary is a percentage of the actual Salary earned, based on the hours indicated by the Appointment’s Vacation Accrual Code. Note that in PPS the average total monthly hours used for this calculation is 173.35, instead of the usual 174, so GUS calculates Vacation Salary the same way.

- **Vacation Salary Earned** = \(\frac{\text{Salary Paid}}{173.35} \times \text{Vacation Accrual Code Hours}\)
**Vacation Benefits**

The Vacation Benefit Rate determines the Vacation Benefit amount. This rate is set by the UC Policy and is currently .1242. It can be adjusted in the UTILITIES > PREFERENCES screen on the Personnel tab whenever the policy changes.

- Vacation Benefits Earned = Vacation Salary Earned x Vacation Benefit Rate

**GSF and GSHIP**

The Graduate Student Fees and Health Insurance are not paid in summer, therefore for months 7-9 these amounts are projected as $0, regardless of the amounts entered into the Distribution.

- GSF = GSF x Percentage of work time available that Month
- GSHIP = GSHIP x Percentage of work time available that Month

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**Figure 2. Preferences Screen, Personnel Tab.**