

## Salaries and Wages: Populating the Service Activity Rate Template

Calculate and project the salaries and wages that can be included in the Service Activity and also calculate an external rate.

Step	Task
1.	You should already have run the Webi report to determine the Salaries and Wages. See the Salaries and Wages: Running the Webi Report job aid for assistance.
2.	Open the saved <b>Salaries and Wages</b> file in Excel.
3.	Click on the <b>Detail</b> tab.
4.	Open the <b>Service Activity Rate Calculation</b> Excel file. <b>NOTE:</b> Download the <b>Service Activity Rate Calculation Template</b> at the following location <a href="https://www.obfs.uillinois.edu/government-costing/service-Activities/Urbana-Champaign-service-activity/">https://www.obfs.uillinois.edu/government-costing/service-Activities/Urbana-Champaign-service-activity/</a> .
5.	Click on the <b>Salaries and Wages</b> tab.
6.	Under the <b>3E Fund</b> header, type in the <b>Personnel Name, Title, UIN, and FY 3E Salary Expenses</b> into the <b>Salaries and Wages</b> tab. <b>NOTE:</b> Each line should have a different name and salary amount. Add together amounts for the same employee if applicable. Enter in the total amount paid for that person directly from the 3E Fund in the <b>FY 3E Salary Expenses</b> column.
7.	To project the next fiscal year's salary, type in the <b>FY Total Annual Salary (for the current year), Projected Percentage Increase, and Percentage of FTE on Service</b> columns. <b>NOTE:</b> The <b>Projected Salary Increase</b> and <b>Projected Salaries to Include in Rate</b> will automatically be calculated using data from other columns. This amount will automatically populate the <b>Rate Summary</b> tab.
8.	Under the <b>State Fund</b> heading on the <b>Salary and Wages</b> tab, type in the <b>Personnel Name, Title, UIN, FY Total Annual State Salary, Projected Percentage Increase and Percentage of FTE on Service</b> to calculate an external rate. <b>NOTE:</b> The <b>Projected Salary Increase</b> and <b>Projected Salaries to Include in Rate</b> will automatically be calculated using data from other columns.
9.	Click the <b>Save</b> button if adding data to an existing Service Activity Rate Calculation template. <b>NOTE:</b> If creating a new template, click the <b>File</b> button, Select <b>Save As</b> , locate a place to save, name your Service Activity Rate Calculation template, and then click the <b>Save</b> button.