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Part-time hourly employees

Employee Last Name	Employee First Name	Position Title	FY12 Grade/Step	FY12 Rate	Hours per Week	FY13 New Rate	FY13 Grade/Step	FY13 New Rate + Step	FY13 Total Hours	FY13 Annual
Doe	Jane	File Clerk	IV/1	11.68	8	12.06	IV/1	12.06	420	5,065.20
Doe	Kate	Asst Clerk	IV/2	11.95	20	12.34	IV/2	12.34	1060	13,080.40
TOTAL PART - TIME WAGES									18,145.60	

Dept# _____ DEPARTMENT: _____

PAYROLL BUDGET WORKSHEET FOR FISCAL YEAR 2013

Full-time hourly employees

Employee Last Name	Employee First Name	Position Title	FY12 Grade/Step	FY12 Rate	Hours per Week	FY13 New Rate	FY13 Grade/Step	FY13 New Rate + Step	FY13 Total Hours	FY13 Annual
Doe	John	Laborer	V/1	14.01	40	14.47	V/2	14.80	2,120.00	31,376.00
Doe	John	Laborer	V/1	21.02	Overtime	21.71	V/2	22.2	40	888.00
Doe	Mike	Operator	VI/2	16.00	40	16.52	VI/2	16.52	2120	35,022.40
Doe	Mike	Operator	VI/2	24	Overtime	24.78	VI/2	24.78	40	991.20
TOTAL FULL - TIME WAGES									68,277.60	

Dept# _____ DEPARTMENT: _____

PAYROLL BUDGET WORKSHEET FOR FISCAL YEAR 2013

Salaried employees

Employee Last Name	Employee First Name	Position Title	FY 12 Annual Rate	Base Hours per Week	FY13 COLA Amount	FY13 Grade/Step Amount	FY13 Annual New Rate
Doe	Annabell	Personnel Director	15,600	20	514.80	3.30%	16,114.80

NOTE: You will be taking the total annual salary and divide it by the number of days in the year. You will then take that number and multiply it by 7 to get your weekly salary. Example \$16,114.80 / 365 = 309.05/week with 44.15 left at the end of the year for Monday June 30th.