

Instructions for Completing DHH Budget Form

Place cursor over  box to see more information related to the subject.

Salaries and Wages:

Place cursor in first line under Salary and Wages and type in required information-position (and name if required). Tab.

Hourly Rate:

Type in the hourly rate. Tab.

The hourly rate can be determined by taking the annual salary rate and dividing by 2080 hours.

Estimated Hours of Work:

Type in the estimated hours of work to be provided under the contract.

A full time employee is considered to be 2080 hours.

The estimated hours of work can be determined by taking 2080 and multiplying it by the % of time to be worked if needed. Example: If a contract employee is working 33% of the time on this contract, $2080 \times 33\% = 686$ hours.

Total Salary to be Paid:

This field will auto calculate. Tab.

% Requested from DHH:

Type in the % of the salary and wages to be paid by DHH. Tab.

It is critical to input the % requested from DHH. If this field is not completed all funds will default into Non-DHH fields.

Non DHH Funds:

This field will auto calculate based on the "% Requested from DHH" field. Tab.

*Note: This field is the default field for the total salary until the "% Requested from DHH" is filled.

DHH Funds:

This field will auto calculate based on the "% Requested from DHH" field. Tab.

Continue to fill in line items as needed.

Justification:

Type in justification for the budget category ONLY if an explanation is needed. This is a finite area to type in. If a scroll bar appears to the right, you have typed too much information and it will not show when printed. Tab.

Other Budget Categories:

Related Benefits

Travel

Operating Services

Supplies

Professional Services

Capital Assets

Indirect/Administrative Cost

Enter line items as needed

Column 1: Total Amount Requested:

Enter the total amount of funds needed for the performance of the contract, including funds from DHH and funds from other sources or in-kind funds.

% Requested from DHH:

Type in the % of the salary and wages to be paid by DHH. Tab.

It is critical to input the % requested from DHH. If this field is not completed all funds will default into Non-DHH fields.

Non DHH Funds:

This field will auto calculate based on the "% Requested from DHH" field. Tab.

*Note: This field is the default field for the total salary until the "% Requested from DHH" is filled.

DHH Funds:

This field will auto calculate based on the "% Requested from DHH" field. Tab.

Justification:

Type in justification for the budget category ONLY if an explanation is needed. This is a finite area to type in. If a scroll bar appears to the right, you have typed too much information and it will not show when printed. Tab.

Continue to fill in all line items as needed.

Miscellaneous Categories:

2 miscellaneous categories have been provided to use as needed. To use:

Place the cursor over the "(" under the Object Detail Box, highlight it and type in the Object Number. Then place the cursor over the (Enter Cat 1 or 2 Name), highlight it and type in the name of the category.

Place cursor on the first line item and type in name of line item needed, then continue to enter as other budget categories.

Summary Page

Contractor:

Type in contractor name. Tab.

From:

Type in Effective Date of Contract. Tab.

The date must be entered in as month, date, and year. The year can be either 2 digits or 4 digits (example: xx-xx-xxxx or xx/xx/xx) and will auto format after you tab.

To:

Type in Termination Date of Contract. Tab.

The date must be entered in as month, date, and year. The year can be either 2 digits or 4 digits (example: xx-xx-xxxx or xx/xx/xx) and will auto format after you tab.

The Budget Category Summary will be auto filled from the entries in the individual budget categories. If any miscellaneous categories were entered, they will show up on the 2 last rows of the Budget Summary.

Place cursor on the calculation box at the bottom of the Budget Summary and click. An "x" should appear to the right of the box. This will verify that all budget categories have been calculated. If any changes were made, an error box will appear to direct you to the appropriate budget category for correction. Make any required corrections and return to the summary page and click on the calculation box again.

Fund Distribution Section:

In order to utilize this section, place the cursor on the box which states "Click here if Combined Federal/State Funds", click and an "x" will appear. That will cause the totals from the budget summary to show in the "Total" section of the Fund Distribution Section.

Enter the dollars for each category in the appropriate section. Place the cursor on the calculation box and click. If the dollars were entered correctly, the totals will show at the bottom of each section and an "x" will appear to the right of the box. If there is an error message, check the distribution amount of each section and make corrections, then calculate again.

Before printing, go to print set up and check that legal paper is selected as paper size. Print.