

**DHS DIVISION OF AGING SERVICES
UNIFORM COST METHODOLOGY
Personnel Spreadsheet
SFY 2012-2015**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	
1	Enter Provider Name:													#1	#2	#3										
2	STAFF LIST <i>(Paid staff only - do not include volunteers or other donated)</i>	Number of Staff Positions <i>(Enter number per staff title)</i>	Base Wages <i>(Enter base amount with no benefits included)</i>	Fringe Benefit Rate <i>(Enter benefit costs by %only)</i>	Fringe Benefit Dollars <i>(Auto-populates)</i>	Total Wages and Benefits <i>(Auto-populates)</i>	Productive Hours <i>(Enter annual productive hours)</i>	General Admin <i>(Enter % of staff time in admin)</i>	Admin Hours <i>(Auto-populates)</i>	General Admin Costs <i>(Auto-populates)</i>	Staff for Building Maintenance <i>(Enter % of staff time)</i>	Shared Building Space Hours <i>(Auto-populates)</i>	Shared Building Space <i>(Auto-populates)</i>	Choose a Service				Choose a Service				Choose a Service				
TOTAL														Hours	%OF	W & B	TOTAL	Hours	%OF	W & B	TOTAL	Hours	%OF	W & B		
HOURS <i>(Auto-populates)</i>														Hours <i>(Direct Service Staff Only)</i>	STAFF TIME <i>(Enter % of staff time)</i>	COST <i>(Auto-populates)</i>	HOURS <i>(Auto-populates)</i>	Hours <i>(Direct Service Staff Only)</i>	STAFF TIME <i>(Enter % of staff time)</i>	COST <i>(Auto-populates)</i>	HOURS <i>(Auto-populates)</i>	Hours <i>(Direct Service Staff Only)</i>	STAFF TIME <i>(Enter % of staff time)</i>	COST <i>(Auto-populates)</i>	HOURS <i>(Auto-populates)</i>	Hours <i>(Direct Service Staff Only)</i>
6	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
7	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
8	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
9	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
10	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
11	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
12	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
13	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
14	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
15	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
16	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
17	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
18	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
19	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
20	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
21	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
22	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
23	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
24	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
25	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
26	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
27	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
28	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
29	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
30	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
31	Only																									
32	Driver	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
33	Driver	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
34	Driver	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
35	Driver	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
36	Driver	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
37	Driver	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
38	Driver	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
39	Driver	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
40	Driver	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
41	Driver	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	
42	<i>(The following data calculates automatically - do not enter)</i>																									
43	Total Wages and Benefits	0	\$0		\$0					\$0			\$0				\$0				\$0				\$0	
44	Percent of Total Wages and Benefits					0.00%				0.00%			0.00%				0.00%				0.00%				0.00%	
45	Total Hours						0		0			0					0				0				0	
46	Unit of Service																1.00				1.00				1.00	
48	Percent of Total Hours						100.00%		0.00%			0.00%					0.00%				0.00%				0.00%	

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	A	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ		
1	Enter Provider Name:		#4				#5				#6				#7				#8				#9				#10			
2	STAFF LIST <i>(Paid staff only - do not include volunteers or other donated)</i>		Choose a Service				Choose a Service				Choose a Service				Choose a Service				Choose a Service				Choose a Service							
3			TOTAL	Hours	%OF	W & B	TOTAL	Hours	%OF	W & B	TOTAL	Hours	%OF	W & B	TOTAL	Hours	%OF	W & B	TOTAL	Hours	%OF	W & B	TOTAL	Hours	%OF	W & B	TOTAL	Hours	%OF	
4			HOURS <i>(Auto-populates)</i>	Hours <i>(Direct Service Staff Only)</i>	STAFF TIME <i>(Enter % of staff time)</i>	COST <i>(Auto-populates)</i>	HOURS <i>(Auto-populates)</i>	Hours <i>(Direct Service Staff Only)</i>	STAFF TIME <i>(Enter % of staff time)</i>	COST <i>(Auto-populates)</i>	HOURS <i>(Auto-populates)</i>	Hours <i>(Direct Service Staff Only)</i>	STAFF TIME <i>(Enter % of staff time)</i>	COST <i>(Auto-populates)</i>	HOURS <i>(Auto-populates)</i>	Hours <i>(Direct Service Staff Only)</i>	STAFF TIME <i>(Enter % of staff time)</i>	COST <i>(Auto-populates)</i>	HOURS <i>(Auto-populates)</i>	Hours <i>(Direct Service Staff Only)</i>	STAFF TIME <i>(Enter % of staff time)</i>	COST <i>(Auto-populates)</i>	HOURS <i>(Auto-populates)</i>	Hours <i>(Direct Service Staff Only)</i>	STAFF TIME <i>(Enter % of staff time)</i>	COST <i>(Auto-populates)</i>	HOURS <i>(Auto-populates)</i>	Hours <i>(Direct Service Staff Only)</i>	STAFF TIME <i>(Enter % of staff time)</i>	
6	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
7	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
8	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
9	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
10	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
11	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
12	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
13	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
14	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
15	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
16	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
17	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
18	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
19	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
20	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
21	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
22	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
23	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
24	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
25	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
26	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
27	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
28	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
29	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
30	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
31	Only																													
32	Driver	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
33	Driver	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
34	Driver	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
35	Driver	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
36	Driver	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
37	Driver	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
38	Driver	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
39	Driver	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
40	Driver	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
41	Driver	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%		
42	<i>(The following data calculates automatically - do not enter)</i>																													
43	Total Wages and Benefits				\$0				\$0				\$0				\$0				\$0				\$0					
44	Percent of Total Wages and Benefits				0.00%				0.00%				0.00%				0.00%				0.00%				0.00%					
45	Total Hours		0				0				0				0				0				0				0			
46	Unit of Service		1.00				1.00				1.00				1.00				1.00				1.00				1.00			
48	Percent of Total Hours		0.00%				0.00%				0.00%				0.00%				0.00%				0.00%				0.00%			

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	A	BA	BB	BC
1	Enter Provider Name:			
2				
3		W & B	All Other	All Other
4	STAFF LIST <i>(Paid staff only - do not include volunteers or other donated)</i>	COST <i>(Auto-populates)</i>	PROGRAMS <i>(Auto-populates)</i>	WAGES <i>(Auto-populates)</i>
6	Staff title	\$0	100%	\$0
7	Staff title	\$0	100%	\$0
8	Staff title	\$0	100%	\$0
9	Staff title	\$0	100%	\$0
10	Staff title	\$0	100%	\$0
11	Staff title	\$0	100%	\$0
12	Staff title	\$0	100%	\$0
13	Staff title	\$0	100%	\$0
14	Staff title	\$0	100%	\$0
15	Staff title	\$0	100%	\$0
16	Staff title	\$0	100%	\$0
17	Staff title	\$0	100%	\$0
18	Staff title	\$0	100%	\$0
19	Staff title	\$0	100%	\$0
20	Staff title	\$0	100%	\$0
21	Staff title	\$0	100%	\$0
22	Staff title	\$0	100%	\$0
23	Staff title	\$0	100%	\$0
24	Staff title	\$0	100%	\$0
25	Staff title	\$0	100%	\$0
26	Staff title	\$0	100%	\$0
27	Staff title	\$0	100%	\$0
28	Staff title	\$0	100%	\$0
29	Staff title	\$0	100%	\$0
30	Staff title	\$0	100%	\$0
31	Only			
32	Driver	\$0	100%	\$0
33	Driver	\$0	100%	\$0
34	Driver	\$0	100%	\$0
35	Driver	\$0	100%	\$0
36	Driver	\$0	100%	\$0
37	Driver	\$0	100%	\$0
38	Driver	\$0	100%	\$0
39	Driver	\$0	100%	\$0
40	Driver	\$0	100%	\$0
41	Driver	\$0	100%	\$0
42	<i>(The following data calculates automatically - do not enter)</i>			
43	Total Wages and Benefits	\$0		\$0
44	Percent of Total Wages and Benefits	0.00%		0.00%
45	Total Hours			
46	Unit of Service			
48	Percent of Total Hours		100.00%	