

DIRECT PERSONNEL EXPENSE CALCULATION WORKSHEET

Total Cost of Benefits

FICA	\$
State Unemployment Compensation Expense	\$
Worker's Compensation Expense	\$
Health Insurance Expense	\$
Retirement Expense	\$

Total Cost of Benefits \$ _____

Total Cost of Salaries \$ _____

$$\text{Direct Personnel Expense} = \frac{\text{Total Cost of Benefits for the Firm}}{\text{Total Cost of the Salaries for the Firm}} + 100\%$$

Direct Personnel Expense _____ %

Notes:

1. Salaries include sick leave, holidays and vacation time.
2. Direct Personnel Expense MAY NOT exceed 139% of the individual's base salary for contracts with the State.
3. This worksheet should accompany all hourly rate schedules provided to the State.