

JUVENILE AND ADULT COMMUNITY CORRECTONS PERSONNEL FORM

All agency (adult and juvenile) personnel whose salary & benefits are funded solely or in part by state grant funds should be listed on the Personnel tab.

EXISTING VACANT POSITIONS:	Existing positions that are currently vacant, should be listed by inserting VACANT in the employee name field. The current hourly pay rate should be recorded as the agency's starting pay for that position and benefits should be recorded at the highest rate the agency would budget for the vacant position.
LOCATION:	Selection should be the duty station (physical location) where the employee is housed the majority of their weekly work schedule. For Intake Workers, please select the Intake and Assessment option.
CURRENT YEARS OF SERVICE:	This field should be reported as a whole number. Determine the years of service based upon date form is completed. This field is not required for Intake Workers
CURRENT HOURLY PAY:	This should be the base hourly pay an employee receives and not include any allowance for overtime or longevity. This amount multiplied by 2080 should equal the Current Total Salary reported in Column E. This field is not required for Intake Workers.
TOTAL CURRENT SALARY:	This should be the employee's full annual salary, regardless of FTE or how funding for position is split.
TOTAL CURRENT BENEFITS:	This should be the employee's total benefits, regardless of FTE or how funding for the position is split.
COMBINED SALARY & BENEFITS:	This field auto-calculates based upon the salary and benefit data entered in columns E and F.
FTE:	This should be reported as a decimal (i.e. 0.50 for 50%, 0.75 for 75%, 1.00 for 100%, etc.). For part-time employees, the FTE is calculated by taking the average hours worked per week divided by 40 (e.g., an employee works 15 hours per work week, the FTE is calculated by dividing 15 by 40 (15/40) which is .375 FTE).
OTHER FTE:	This should be the amount of employee FTE allocated for any non-KDOC funded duties (e.g. does work specific to county duties unrelated to CC, does work as a parole officer, etc.).
TOTAL FTE:	This field auto-populates based upon FTE data entered in columns H-O. If employee is full-time, regardless of how time is split, this column should equal 1.00.
KDOC ADULT FUNDS and KDOC JUVENILE FUNDS (Columns S through AF):	These fields auto-populate based upon the FTE data entered in columns H-O. These fields are not locked and can be adjusted if necessary.
OTHER FUNDS (Columns AG through AL):	If any portion of the employee's salary & benefits are paid from non-KDOC funds, the amount(s) should be input into the appropriate columns in this section. This section may also be used to record any portion of the employee's salary that is paid for by other KDOC grants such as Juvenile Reinvestment/Regional Collaboration, Juvenile Crime Prevention, etc.
TOTAL (Column AB):	This amount should equal the Combined Salary & Benefits in Column G.
SUB-TOTAL (1) (Row 31):	This row auto-populates with the sub-total of Rows 7-30.
SUB-TOTAL (2) (Row 126):	This row auto-populates with the sub-total of Rows 33-140.
GRAND TOTAL (Row 127):	This row auto-populates with the grand total of Rows 31 and 141.

