Clarifying guidance for completing the 2022 Salary Report

The tab in the workbook labeled FY21 Salary Report should contain “***actual***” data for the fiscal year. This data should be the same (or very close to the same) information provided on the Uniformed Financial Report (UFR) submitted for that year. Enter Data in column G- F from the appropriate years' UFR. Use the Tab labeled Staff Guide to help determine which Staff goes in which category/column or see below the appropriate categories for Staff

* Note the Salary is and reported as Annual Salary
* Salary is defined as the mid-point for all salaries for that career category
* Vacancy rate is the average employee vacancy rate pertaining to direct care and front-line staff categories.
* For the Median Fringe percentage please use the **average** fringe percentage

The tab in the workbook labeled FY22 Salary Report should contain a combination of “***actual and projected***” data for the fiscal year. The actual data should be used for July 2021 – January 2022 and coupled with projected data for February 2022 – June 2022. Enter Data in column G- F from the appropriate years' UFR. Use the Tab labeled Staff Guide to help determine which Staff goes in which category/column or see below the appropriate categories for Staff

* Note the Salary is and reported as Annual Salary
* Salary is defined as the mid-point for all salaries for that career category
* Vacancy rate is the average employee vacancy rate pertaining to direct care and front-line staff categories.
* For the Median Fringe percentage please use the **average** fringe percentage