

Introduction

Special Act 18-5 allows the Office of Policy and Management to allocate funds to increase the wages of certain employees of Department of Developmental Services (DDS) funded private providers. The special act requires providers to submit documentation that such funds will be used to:

1. increase the minimum wage paid to employees to \$14.75 per hour by January 1, 2019 and
2. provide a wage increase (up to 5%) to employees earning between \$14.76 and \$30.00 per hour by January 1, 2019

DDS is providing the attached template for your organization to populate with actual fiscal year 2019 expenses. Total DDS funded wages and fringe benefits reported on this template must equal DDS funded wages and fringe benefits reported on the End of Year Expense Report or on the Annual Report of Residential and Day Services. This will be captured on the Reconciliation tab of the template.

DDS will upload all responses into a database for analysis. The upload process includes a data validation, so please use the provided template without modification to worksheet names, column and row names, and column and row order. Do not include any blank rows before the end of your response. The payroll data upload script stops running when it encounters an empty cell in the Employee ID column. Note that information provided on additional worksheets, in additional columns on the payrollData and startingWages worksheets or in additional rows in the fringeAndOther worksheet will not be loaded into the database and therefore will not be reviewed. The Department will return your response for correction for the following issues:

1. The workbook does not contain organizationInformation, payrollData, fringeAndOther, startingWages, reconciliation worksheets.
2. Changes to column names or order in the payrollData or startingWages worksheets.
3. Non-numeric values entered in columns E – P on the payroll data worksheet or in column C on the fringeAndOther.
4. Values less than 0 or greater than 1 in any field entered as a percent. Remember that 100% = 1 and 5% = 0.05.
5. Regular wages / Regular hours, Overtime Wages / Overtime hours, or Holiday Wages / Holiday hours equal less than \$10.10.
6. Changes to row titles or order in column A on the organizationInformation, payrollData, fringeAndOther and fringeAndOther worksheets.

Please upload your completed response to the Myers and Stauffer website no later than 12/31/19.

Instructions

The template has five worksheets:

1. organizationInformation: Populate the organization information worksheet with the name, PIN, and the date your organization implemented the minimum wage bill.
2. payrollData: The payroll data worksheet should be populated with employee level detail for fiscal year 2019. The survey should include all staff funded fully and partly funded by DDS, include administrative and managerial staff. Do not include contracted staff that are not employees of your organization.

The payrollData worksheet has 16 fields:

- a. Employee ID: Your internal employee ID for employee
 - b. Position title: Position title for employee
 - c. Service Type: DDS service type. If employee works in multiple service types break hours and wages into multiple lines. Admin and allocated staff should have a Service Type of Allocated.
 - d. DDS Funding Percent: Percent of funding provided by DDS
 - e. Pay Periods Prior to Implementation of \$14.75 minimum wage: Report total wages and hours prior to implementation of the minimum wage bill.
 - i. Regular Wages: Include sick, vacation, and personal time
 - ii. Total Regular Hours: Include sick, vacation, and personal time
 - iii. Overtime Wages: Include holiday over-time for staff that work on the holiday
 - iv. Overtime Hours: Include holiday over-time for staff that work on the holiday
 - v. Holiday Wages: Include paid time off for the holiday
 - vi. Holiday Hours: Include paid time off for the holiday
 - f. Pay Periods After Implementation of \$14.75 minimum wage: Report total wages and hours after implementation of the minimum wage bill.
 - i. Regular Wages: Include sick, vacation, and personal time
 - ii. Total Regular Hours: Include sick, vacation, and personal time
 - iii. Overtime Wages: Include holiday over-time for staff that work on the holiday
 - iv. Overtime Hours: Include holiday over-time for staff that work on the holiday
 - v. Holiday Wages: Include paid time off for the holiday
 - vi. Holiday Hours: Include paid time off for the holiday
3. fringeAndOther: The fringe and other worksheet should be populated with percentages for expense items that vary directly with payroll.
 4. startingWages: List the starting hourly wage for all DDS funded positions. Note that the position title and starting hourly wage will be populated on the payrollData worksheet automatically.
 5. Reconciliation:
 - i. Line 1: Enter the total salaries from line 10.f of the Summary Employee tab of the FY19 annual report.
 - ii. Lines 1a:1.d Enter any non-DDS funded salaries on the applicable line
 - iii. Line 1e: Enter DDS year end salary accrual adjustments
 - iv. Lines 1f:1.h: Enter other adjustments and provide explanation in available space
 - v. Line 1.i: Enter the year end vacation accrual adjustments

DDS FY 2019 Minimum Wage Reporting Instructions

- vi. Line 2: Total Annual Report DDS Salaries: This line represents total salaries listed on the annual report less non-DDS funded positions.
- vii. Line 3: The total salaries is populated from line 8 of the organizationInformation worksheet