

Name. Typed name of approving official.

Date. Date of signature.

10. Detailed Instructions and Facsimile for Staff Compensation Supplement to Form 2181.

Following are detailed instructions for making entries in the various blocks and columns of Job Corps 2181 Staff Compensation Supplement. A facsimile of the forms is attached. Working versions of the supplement form are available from the national office in Excel.

INSTRUCTIONS FOR PREPARING THE 2181 STAFF COMPENSATION SUPPLEMENT	
GENERAL INSTRUCTIONS	
Purpose	To provide information that is needed to by DOL to determine whether the salaries offered by the center are appropriate and competitive within the local labor market.
All Budgeted Positions Must be Reflected	All staff positions whose salaries are budgeted in the "personnel" expense categories of the center's operating budget (Lines 01, 03, 05, 09, 11, 13, 15, 18, or 20) must be reflected on the worksheet, including those that are occupied by subcontractor employees. Complete and comprehensive information is needed on all budgeted positions in order to ensure agreement of supplement worksheet data with the budget data that appears on the center's 2181 budget
NTC Staff Not Included	The worksheet must NOT REFLECT positions occupied by National Training Contractor instructors.
Submit to Regional Office in Electronic Spreadsheet Format Using Model Supplied by the Job Corps National Office	Contractors must submit the staff compensation supplement to the regional office as an electronic spreadsheet in Excel. Submittal as an e-mail attachment is preferred. Model worksheets will be disseminated by the Job Corps national office. From time to time, updated model worksheets will be issued for centers/contractors to use. The model worksheets have example data, which should be overwritten with "live" data.
Overall Structure Must be Maintained	Do not add or delete any columns or rows. The existing structure of the model worksheet must be maintained.
When to Submit	Contractors must submit a staff compensation supplement with the initial 2181 that is submitted for each contract year. Submittal of the supplement should be simultaneous with submittal of the 2181, itself. Supplements need not be submitted with subsequent 2181 revisions, unless expressly requested by the regional office.
Making Entries	Make entries in the blue-shaded cells. The yellow-shaded cells are filled by formulas and do not require entry by the contractor.
I. HEADING INFORMATION	

A. Center Name	Enter name of Job Corps center. Just the name, and NOT the words "Job Corps Center".
B. Contractor Name	Self-explanatory.
C. Contract Number	Contract number assigned by DOL to the center operations contract.
D. Geographic Adjustor for this Center	Refer to the "geo_adj" tab in the model worksheet and look up your center on the table. The "Aggregate Differential" in the column immediately to the right of your center's name should be copied and entered into this cell of the worksheet. The entry should be as a percentage.
E. Start Date of Current Contract Year	1) Start Date of the Current Contract Year. Enter start date of the current contract year.

II. ANNUAL BUDGETED PERSONNEL EXPENSE	
ROWS/STUB HEADINGS	
1) Base Salaries - Position Categories/Titles	In each expense category, the most common position titles are pre-printed. A number of "other/fill-in" lines are also supplied in each category. These may be used if the center has position titles that are not among those that are pre-printed. If the only difference between a center's position title and a pre-printed title is a minor variation in nomenclature, it is requested that the position be reported against the pre-printed title instead of using one of the "other/fill-in" lines supplied on the worksheet. In each instance where an "other/fill-in" line is used, the operator or center must enter data in columns (a) and (b) for each position title. All other columns will automatically calculate except column (d), which will be "0".
2) Employer Paid Fringe Benefits: a) Benefits Sensitive to Salary; and b) Benefits Not Sensitive to Salary	Budget data needs to be reported on an "expense category" subtotal basis for employer-paid fringe benefits, with a further break out in terms of a) benefits that are sensitive to salary (i.e., consistently determined as a percentage of salary); and b) benefits that are not directly sensitive to salary (e.g., most health insurance benefits).
3) Other Salary/Benefits Expense/Savings	Budget data needs to be reported on an "expense category" subtotal basis for various add-ons and reductions to base salary. The pre-printed row headings include vacancy factor savings (labor float); over-time and night/holiday pay differentials, and bonus or incentive pay. An "other/fill-in" row is provided for any other types of budgeted adjustments to base salary costs.
4) Other Personnel Expense Not Listed Above	Budget data needs to be reported on an "expense category" subtotal basis for other personnel expense that does not fit any of the preceding categories, such as sub-contracted medical personnel. If entries are made in this row, the types of expense being budgeted should be described or captioned in the "box" provided under the stub heading.
COLUMN HEADINGS	
(a) Budgeted FTE Positions	The focus is on budgeted positions, which is not the same thing as positions that happen to be occupied at the time the worksheet is completed. For each position title listed, enter the number of FTE (full-time equivalent) positions that are funded in the budget for the current contract year.
Average Budgeted Staff Compensation Rates and Costs, Columns (b) and (c)	These columns are used to reflect the contractor's budgeted compensation rates and costs. Entries are made under columns (b) and (c).
(b) Average Base Salaries for Current Contract Year	The focus is on budgeted annual salaries, which is not necessarily the same thing as salaries that are actually being paid to current employees at the time the worksheet is being completed. For each position title listed, enter the average (mean) budgeted annual base salary for the current contract year.

(c) Total Budgeted Costs	Base salary expense is computed by formula as per FTE data and average annual salary data. For the other items of expense (fringe benefits, etc), enter the amounts budgeted in the current contract year on the appropriate rows. The bottom line total on row 5, TOTAL PERSONNEL EXPENSE, must agree with the corresponding line item on the center's "2181" operating budget.
DOL- Recommended Salaries, Columns (d) - (h) (NO ENTRY REQUIRED)	For each position title, these columns display the average annual salary levels that are deemed competitive in the center's local labor market. For purposes of this spreadsheet, these salary levels are being displayed for information purposes only. Also displayed is the DOL-recommended fringe benefit level of 24.8%, which is used in computations to display differences between overall DOL-recommended compensation levels (salary + fringe) and those budgeted by the contractor.
(d) Pay Level	The staff compensation model recommended by the Job Corps compensation consultant provides a graduated salary structure containing 10 pay levels, with the center director position being in the highest level (10). Other position titles are assigned to pay levels based on the consultant's database and supplementary research on the prevailing rates of pay for these types of positions.
(e) DOL-Recommended Average Base Salaries and Fringe – Per FTE	For each position title, the worksheet will display recommended average annual salary plus employer paid fringe benefits based on the pay level (1-10) that has been designated. These salary plus fringe amounts reflect appropriate adjustment for geographic labor cost differences and cost inflation due to time elapsed since the Job Corps compensation study was conducted.
(f) DOL-Recommended Salary at Contractor's Fringe Rate – Per FTE	This column will display the DOL-recommended average salary. This amount is determined by simply reducing the DOL-recommended salary plus fringes in column (e) by the dollar value of fringes that would be paid at the contractor's existing rate.
(g) DOL Recommended Total Budgeted Salary and Fringe Costs – All FTEs	This column displays the DOL-recommended amount for salaries and fringe benefits for all FTEs in each position title.
Average Budgeted Compensation As Percentage of DOL Recommended Level, Column (h)	This column will display, for each position title, the degree to which the center's budgeted compensation (salary + fringe benefits) matches up against the DOL-recommended level.