ET HANDBOOK NO. 410, 4th EDITION
APPENDIX B
WORKSHEET INSTRUCTIONS
CROSSWALK WORKBOOK

Purpose:

Convert data from state accounting records to the RJM format.

Data Sources:

Time distribution reports

Cost Accounting System (CAS) Report 94/95 or Financial Accounting and Reporting System (FARS) GA 12 or equivalent state report with data for positions paid by functional activity

State accounting reports for non-personal services

Procedure: States must complete the CROSSWALK workbook before any other worksheets because the data will be imported into the other worksheets. Users may add rows to the CROSS PSPB, and CROSS NPS worksheets, <u>except between rows 1 - 9</u>, if necessary.

STARTUPCW

Purpose:

This worksheet provides the identifying information that will be used on the worksheets including the state name, standard hours, and the fiscal years included in the budget cycle. Rows 6 through 23 must be completed prior to entering data in the other worksheets, and Rows 27 through 33 must be completed prior to transmitting the data to the Office of Workforce Security (OWS).

Procedures:

Row 6 - Click on "YOUR STATE." A drop down arrow will appear. Select a state name from the pull down list and click on name.

Row 7 - This is the two-letter FIPS state abbreviation. This value comes from the table contained in the worksheet below this form and corresponds to the state selected in Row 6.

Row 9 - Click on "ACCOUNTING SYSTEM." A drop down arrow will appear. Select the system name from the pull down list and click on name.

Row 11 - Budget Year is the federal fiscal year for which funds will be allocated. Enter the four-digit year (Ex. If the most recently completed fiscal year is 2006, then the budget year is 2008).

Row 13 - Enter the standard paid hours per workday.

Row 15 - Previous Year is the fiscal year just completed. The system will generate this information based on the Budget Year entered.

Row 16 - The system will generate the standard paid hours per position for the Previous Year

Row 18 - Current Year is the fiscal year in progress. The system will generate this information based on the Budget Year entered.

Row 19 - The system will generate the standard paid hours per position for the Current Year

Row 21 - Next Year is the next fiscal year, which is the same as the Budget Year. The system will generate this information based on the Budget Year entered.

Row 22 - The system will generate the standard paid hours per position for the Next Year.

Note: At least one of the three standard hours per year will be different due to a leap year.

Row 27 - Enter the date that the data was electronically transmitted to OWS and to the Region.

Row 28 - Enter the name of the agency contact person.

Row 29 - Enter the phone number of the agency contact person.

Row 30 - Enter the email address of the agency contact person.

Row 31 - Enter the type of submission.

C	Amended State submission --1st amendment
B	Amended State submission -- 2nd amendment
D	Amended State submission -- 3rd amendment
E	Amended State submission -- 4th amendment
R	Special Requirements file
S	Original State submission
V	Original Regional Office validated submission
W	Wage and benefits increases when estimate becomes law
Y	Amended Regional Office 2nd submission
Z	Amended Regional Office 3rd submission
ZZ	Amended Regional Office 4th submission

PS/PB Crosswalk - Previous Year

Rows 1-5, Columns J-N - Insert Row and Copy Formulas Buttons – Click these buttons to automatically insert rows and copy down formulas for the Federal Source, State Source and Adjustments sections of the worksheet.

Row 9, Columns D-G - The worksheet will subtract the non-RJM figures in Row 122, Columns AV-AY from the total RJM figures in Row 122, Columns D-G.

Rows 13-49, Column A - Enter the name for each fund ledger or functional activity for which there are hours paid that are federally funded from the UI grant.

Rows 13-49, Column B - Enter the fund ledger code or functional activity code number that corresponds to the entry in Column A.

Rows 13-49, Column C – Select the functional activity that corresponds to the entry in Column A.

Rows 13-49, Column D - Enter the number of hours paid for the Previous Year for the entries in Column A.

Rows 13-49, Column E - Enter the amount of personal services dollars for the Previous Year for the entries in Column A.

Rows 13-49, Column F - Enter the amount of personnel benefits dollars for the Previous Year for the entries in Column A.

Rows 13-49, Column G - Enter the number of hours worked for the Previous Year for the entries in Column A.

Rows 13-49, Columns H-AY – The system will automatically allocate the numbers entered in columns D through G based on the selection in column C. The formulas in columns H-AY may be overwritten in the event the user prefers to allocate the amounts manually. If the user chooses to enter the amounts manually, the user should not select anything (i.e. leave it blank) in column C. If the total amounts entered in columns D through G need to be allocated to multiple functional activities, the user should select "Split" in column C and then manually allocate the amounts.

Rows 13-49, Columns AZ-BC - The system will add across the figures entered into Columns H-AY and subtract the figures in Columns D-G.

Row 50 – The user should use this row to manually insert rows if the user chooses not to use the insert rows buttons mentioned above. Click on the "50" row number to highlight the entire row. Then right click with cursor on the "50" and select "insert". Be sure to copy down formulas from the row above the new row. **DO NOT DELETE ROW 50!**

Rows 51-98, Column A - Enter the name for each fund ledger or functional activity for which there are hours paid that are UI and state funded.

Rows 51-98, Column B - Enter the fund ledger code or functional activity code number that corresponds to the entry in Column A.

Rows 51-98, Column C – Select the functional activity that corresponds to the entry in Column A.

Rows 51-98, Column D - Enter the number of hours paid for the Previous Year for the entries in Column A.

Rows 51-98, Column E - Enter the amount of personal services dollars for the Previous Year for the entries in Column A.

Rows 51-98, Column F - Enter the amount of personnel benefits dollars for the Previous Year for the entries in Column A.

Rows 51-98, Column G - Enter the number of hours worked for the Previous Year for the entries in Column A.

Rows 51-98, Columns H-AY – The system will automatically allocate the numbers entered in columns D through G based on the selection in column C. The formulas in columns H-AY may be overwritten in the event the user prefers to allocate the amounts manually. If the user chooses to enter the amounts manually, the user should not select anything (i.e. leave it blank) in column C. If the total amounts entered in columns D through G need to be allocated to multiple functional activities, the user should select "Split" in column C and then manually allocate the amounts.

Rows 51-98, Columns AZ-BC - The system will add across the figures entered into Columns H-AY and subtract the figures in Columns D-G.

Row 99 – The user should use this row to manually insert rows if the user chooses not to use the insert rows buttons mentioned above. Click on the "99" row number to highlight the entire row. Then right click with cursor on the "99" and select "insert". Be sure to copy down formulas from the row above the new row. **DO NOT DELETE ROW 99!**

Row 100 - The worksheet will add the figures entered in Rows 13-98.

Row 102 - The worksheet will enter the totals on Row 100, Columns H-AY.

Row 104 - The worksheet will subtract the figures in Row 102 from Row 100.

Rows 108-118, Column A - Enter the names of special activities that should be included in the RJM calculation, e.g., GAL 4-91 adjustments.

Rows 108-118, Column B - Enter the fund ledger code or functional activity code number (if any) that corresponds to the entry in Column A.

Rows 108-118, Column C – Select the functional activity that corresponds to the entry in Column A.

Rows 108-118, Column D, - Enter the number of hours paid for the Previous Year for the entries in Column A.

Rows 108-118, Column E - Enter the amount of personal services dollars for the Previous Year for the entries in Column A.

Rows 108-118, Column F, - Enter the amount of personnel benefits dollars for the Previous Year for the entries in Column A.

Rows 108-118, Column G - Enter the number of hours worked for the Previous Year for the entries in Column A.

Rows 108-118, Columns H-AY – The system will automatically allocate the numbers entered in columns D through G based on the selection in column C. The formulas in columns H-AY may be overwritten in the event the user prefers to allocate the amounts manually. If the user chooses to enter the amounts manually, the user should not select anything (i.e. leave it blank) in column C. If the total amounts entered in columns D through G need to be allocated to multiple functional activities, the user should select "Split" in column C and then manually allocate the amounts.

Rows 108-118, Column AZ-BC - The system will add across the figures entered into Columns H-AY.

Row 119 - The user should use this row to manually insert rows if the user chooses not to use the insert rows buttons mentioned above. Click on the "119" row number to highlight the entire row. Then right click with cursor on the "119" and select "insert". Be sure to copy down formulas from the row above the new row. **DO NOT DELETE ROW 119!**

Row 120 - The worksheet will add the figures entered in Rows 108-118.

Row 122 - The worksheet will subtract the figures in Row 120 from Row 100.

NPS Crosswalk - Previous Year

Rows 1-4, Columns E-I - Insert Row and Copy Formulas Buttons – Click these buttons to automatically insert rows and copy down formulas for the Federal Source, State Source and Adjustments sections of the worksheet.

The NPS categories are listed in Cells E5&6 through Cells M5&6. The order in which these categories are presented is important. Starting with Cells E5&6, and proceeding down to Cells M5&6, a state object should be placed in the first category that is germane. In most cases it is expected that only one category will be pertinent. The category of last resort is Miscellaneous; ideally, this category should be zero.

Row 7, Columns D-O - The worksheet will enter the figures in Row 123, Columns D-O

Row 7, Column P - The worksheet will subtract the figure in Row 7, Column D from the sum of the figures in Row 7, Columns E-O.

Row 7, Column Q - The worksheet will enter the Resources on Order figure from Row 10, Column D.

Row 7, Column R - The worksheet will enter the end-of-year Resource on Order figure from Row 110, Column D.

Row 10, Column B - Enter the NPS code from state accounting records.

Row 10, Column C – Select the appropriate RJM NPS category.

Row 10, Column D - Enter the amount of dollars for Resources on Order.

Row 10, Columns E-O - The system will automatically allocate the number entered in column D based on the selection in column C. The formulas in columns E-O may be overwritten in the event the user prefers to allocate the amounts manually. If the user chooses to enter the amounts manually, the user should not select anything (i.e. leave it blank) in column C. If the total amount entered in column D needs to be allocated to multiple RJM NPS categories, the user should select "Split" in column C and then manually allocate the amount.

Row 10, Column P - The worksheet will subtract the amount entered in Column D from the amount allocated in Columns E-O.

Row 11 – Users should not do anything with this row.

Rows 12-49, Column A - Enter the NPS categories from state accounting records for UI expenditures funded with Federal Sources.

Rows 12-49, Column B - Enter the NPS codes from state accounting records.

Rows 12-49, Column C - Select the appropriate RJM NPS category.

Rows 12-49, Column D - Enter the NPS dollar amounts from state accounting records for UI expenditures funded with Federal Sources.

Rows 12-49, Columns E-O - The system will automatically allocate the number entered in column D based on the selection in column C. The formulas in columns E-O may be overwritten in the event the user prefers to allocate the amounts manually. If the user chooses to enter the amounts manually, the user should not select anything (i.e. leave it blank) in column C. If the total amount entered in column D needs to be allocated to multiple RJM NPS categories, the user should select "Split" in column C and then manually allocate the amount.

Rows 12-49, Column P - The worksheet will subtract the amounts entered in Column D from the amounts allocated in Columns E-O.

Row 50 - The user should use this row to manually insert rows if the user chooses not to use the insert rows buttons mentioned above. Click on the "50" row number to highlight the entire row. Then right click with cursor on the "50" and select "insert". Be sure to copy down formulas from the row above the new row. **DO NOT DELETE ROW 50!**

Rows 51-99, Column A - Enter the NPS categories from state accounting records for UI expenditures funded with State Sources.

Rows 51-99, Column B - Enter the NPS codes from state accounting records.

Rows 51-99, Column C - Select the appropriate RJM NPS category.

Rows 51-99, Column D - Enter the NPS dollar amounts from state accounting records for UI expenditures funded with State Sources.

Rows 51-99, Columns E-O - The system will automatically allocate the number entered in column D based on the selection in column C. The formulas in columns E-O may be overwritten in the event the user prefers to allocate the amounts manually. If the user chooses to enter the amounts manually, the user should not select anything (i.e. leave it blank) in column C. If the total amount entered in

column D needs to be allocated to multiple RJM NPS categories, the user should select "Split" in column C and then manually allocate the amount.

Rows 51-99, Column P - The worksheet will subtract the amounts entered in Column D from the amounts allocated in Columns E-O.

Row 100 - The user should use this row to manually insert rows if the user chooses not to use the insert rows buttons mentioned above. Click on the "100" row number to highlight the entire row. Then right click with cursor on the "100" and select "insert". Be sure to copy down formulas from the row above the new row. **DO NOT DELETE ROW 100!**

Row 101, Columns D-O - The worksheet will add the amounts in Rows 10-99.

Row 101, Column P - The worksheet will subtract the amount in Column D from the total amounts in Column E-O.

Row 103, Column D - The worksheet will enter the total amounts in Row 101, Columns E-O.

Row 105, Column D - The worksheet will subtract the amount in Row 103, Column D from the amount in Row 101, Column D.

Row 110, Column C - Select the appropriate RJM NPS category.

Row 110, Column D - Enter the amount of dollars for Resources on Order remaining at end-of-year.

Row 110, Columns E-O - The system will automatically allocate the number entered in column D based on the selection in column C. The formulas in columns E-O may be overwritten in the event the user prefers to allocate the amounts manually. If the user chooses to enter the amounts manually, the user should not select anything (i.e. leave it blank) in column C. If the total amount entered in column D needs to be allocated to multiple RJM NPS categories, the user should select "Split" in column C and then manually allocate the amount.

Row 110, Column P - The worksheet will subtract the amount entered in Column D from the amount allocated in Columns E-O.

Rows 111-119, Column A - Enter the NPS categories for Other Adjustments from state accounting records.

Rows 111-119, Column B - Enter the NPS codes for Other Adjustments from state accounting records.

Rows 111-119, Column C - Select the appropriate RJM NPS category.

Rows 111-119, Column D - Enter the NPS dollar amounts for Other Adjustments from state accounting records.

Rows 111-119, Columns E-O - The system will automatically allocate the number entered in column D based on the selection in column C. The formulas in columns E-O may be overwritten in the event the user prefers to allocate the amounts manually. If the user chooses to enter the amounts manually, the user should not select anything (i.e. leave it blank) in column C. If the total amount entered in column D needs to be allocated to multiple RJM NPS categories, the user should select "Split" in column C and then manually allocate the amount.

Rows 111-119, Column P - The worksheet will subtract the amounts entered in Column D from the amounts allocated in Columns E-O.

Row 120 - The user should use this row to manually insert rows if the user chooses not to use the insert rows buttons mentioned above. Click on the "120" row number to highlight the entire row. Then right click with cursor on the "120" and select "insert". Be sure to copy down formulas from the row above the new row. **DO NOT DELETE ROW 120!**

Row 121, Columns D-O - The worksheet will add the amounts in Rows 110-119.

Row 121, Column P - The worksheet will add the amounts in Rows 110-119.

Row 123, Columns D-P - The worksheet will subtract the amounts in Row 121 from the amounts in Row 101.

PERSONAL SERVICES/PERSONNEL BENEFIT INCREASES (1-AST INC - 1-SUP INC)

Each of the following worksheets requires the same basic methodology to complete. The instructions below apply to each. Data entered on the 1-AST INC Columns A, B, C, and D will automatically populate the corresponding cells in the other worksheets. The system works on the assumption that all functional activity codes would receive the same type of increase. If there are different increases for different functional activities, then change the incorrect data on the appropriate worksheet. The system defaults a 3% increase (inflated twice) to arrive at the PS/PB rate for the Budget (Next) Year. States may change the percentage(s)/formula(s) if they wish to reflect a different projected PS/PB rate.

- 1-AST INC – AS&T
- 1-IC INC – Initial Claims
- 1-WK INC – Weeks Claimed
- 1-NMD INC – Non Monetary Determinations
- 1-APP INC – Appeals
- 1-WR INC – Wage Records
- 1-TAX INC – Tax
- 1-BPC INC – Benefit Payment Control
- 1-UIP INC – UI Performs
- 1-SUP INC – Support

Purpose:

The RJM provides a method for states to request increases in personnel service costs and personnel benefit costs. These calculations have to be based on legislation, union agreements, state published increases or based on an established historical pattern of the state. States are permitted to include those anticipated increases if the state can provide a detailed justification on how the state determined the increases.

The 1-AST INC through 1-SUP INC worksheets are designed to allow the state to calculate its request for increases in personal services (PS) and/or personnel benefits (PB). Examples of PS/PB Increase calculations can be found in Appendix I of the RJM Handbook No. 410.

Procedures: The Rows and Columns described below are for the AST function. The same procedure would be repeated for each of the other functional activities.

Row 4, Column A   System will transfer name of state from CROSS PSPB worksheet.

Row 6, Column A   System will transfer the fiscal year from STARTUPCW worksheet.

Row 11, Column B   System will transfer the Total Personal Service Cost for the Previous
                            Fiscal Year from the CROSS PSPB worksheet.

Row 12, Column B   System calculates the Total Positions Paid for the Previous Fiscal Year
                            by taking the Total Personal Service Cost in cell B11 and dividing it by

the Standard Hours in the Previous Year found in the STARTUPCW worksheet.

Row 13, Columns E & F	System will calculate the Straight Line PS Cost Per Position for the Current Fiscal Year and Next Fiscal Year.
Rows 15, 16, 17, Column A	Enter a description of the increase for the Prior Year – Partial. If there are more than three increases, enter the total on Row 17 and explain in the narrative. **Do not insert or delete rows.**
Rows 15, 16, 17, Column B	Enter the effective date for each of the increases for the Prior Year – Partial. If there are more than three increases, enter the total on Row 17 and explain in the narrative. **Do not insert or delete rows.**
Rows 15, 16, 17, Column C	Enter the number of months for each of the increases for the Prior Year – Partial. If there are more than three increases, enter the total on Row 17 and explain in the narrative. **Do not insert or delete rows.**
Rows 15, 16, 17, Column D	Enter the percentage of these increases for the Prior Year–Partial. If there are more than three increases, enter the total on Row 17 and explain in the narrative. **Do not insert or delete rows.**
Rows 15, 16, 17, Column E	System will calculate the dollar amount for these increases for the Current Fiscal Year for the Prior Year – Partial.
Rows 19, 20, 21, Column A	Enter a description of the increases for the Current Year. If there are more than three increases, enter the total on Row 21 and explain in the narrative. **Do not insert or delete rows.**
Rows 19, 20, 21, Column E	System will calculate the dollar amount for these increases for the Current Fiscal Year.
Rows 19, 20, 21, Column F	System will calculate the dollar amount for these increases for the Next Fiscal Year.
Rows 23, 24, 25, Column A	Enter a description of the increases for the Next Year. If there are more than three increases, enter the total on Row 25 and explain in the narrative. **Do not insert or delete rows.**
Rows 23, 24, 25, Column F	System will calculate the dollar amount for these increases for the Next Fiscal Year.
Row 30, Column B	System will calculate the PS Cost Per Position for the Previous Fiscal Year.
Row 30, Column E	System will calculate the PS Cost Per Position for the Current Fiscal Year.

Row 30, Column F	System will calculate the PS Cost Per Position for the Next Fiscal Year.
Row 31, Columns E, F	System will calculate the Increase Per Year for the Current and Next Fiscal Years. This data imports into the Main RJM Workbook, RJM-1 series worksheets.
Row 33, Column B	System will transfer the Total Personnel Benefit Cost for the Previous Fiscal Year from the CROSS PSPB worksheet.
Row 34, Column B	System will transfer the Total Positions Paid from cell B12.
Row 35, Columns, E, F	System will calculate the Straight Line PB Cost Per Position for the Current and Next Fiscal Years.
Row 37, Column D	Enter the percentage amount for FICA. System will calculate the FICA amount for the Current Fiscal Year in Column E.
Row 38, Column D	Enter the percentage amount of Retirement Match for the Current Fiscal Year.
Row 38, Column E	System will calculate the Retirement Match amount for the Current Fiscal Year.
Row 39, Column D	Enter the percentage amount for any other percents for the Current Fiscal Year. **Do not insert or delete rows.**
Row 39, Column E	System will calculate the amount for any other percent for the Current Fiscal Year.
Row 41, Column B	Enter the Effective Date of the Current Year Benefit Rate Increase. If there is more than one increase, enter the total on Row 41 and explain in the narrative. **Do not insert or delete rows.**
Row 41, Column C	Enter the number of months for the Current Year Benefit Rate Increase. If there is more than one increase, enter the total on Row 41 and explain in the narrative. **Do not insert or delete rows.**
Rows 41, Column D	Enter the increase percentage for the Current Year Benefit Rate Increase. If there is more than one increase, enter the total on Row 41 and explain in the narrative. **Do not insert or delete rows.**
Rows 41, Column E	System will calculate the dollar amount for the Current Year Benefit Rate Increase.
Rows 41, Column F	System will calculate the dollar amount for the Next Year Benefit Rate Increase.

Row 42, Column B	Enter the Effective Dates of the Current Year Inflationary Increase. If there is more than one increase, enter the total on Row 42 and explain in the narrative. **Do not insert or delete rows.**
Rows 42, Column C	Enter the number of months for the Current Year Inflationary Increase. If there is more than one increase, enter the total on Row 42 and explain in the narrative. **Do not insert or delete rows.**
Rows 42, Column D	Enter the increase amount for each of the Current Year Inflationary Increase. If there is more than one increase, enter the total on Row 42 and explain in the narrative. **Do not insert or delete rows.**
Rows 42, Column E	System will calculate the dollar amount for the Current Year Inflationary Increase.
Rows 42, Column F	System will calculate the dollar amount for the Next Year Inflationary Increase.
Row 43, Column B	Enter the Effective Date of the Current Year Per Position Increase. If there is more than one increase, enter the total on Row 43 and explain in the narrative. **Do not insert or delete rows.**
Rows 43, Column C	Enter the number of months for the Current Year Per Position Increase. If there is more than one increase, enter the total on Row 43 and explain in the narrative. **Do not insert or delete rows.**
Rows 43, Column D	Enter the increase amount for the Current Year Per Position Increase. If there is more than one increase, enter the total on Row 43 and explain in the narrative. **Do not insert or delete rows.**
Rows 43, Column E	System will calculate the dollar amount for the Current Year Per Position Increase.
Rows 43, Column F	System will calculate the dollar amount for the Next Year Per Position Increase.
Row 45, Column D	Enter the percentage amount for FICA. System will calculate the FICA amount for the Next Fiscal Year in Column F.
Row 46, Column D	Enter the percentage amount of Retirement Match for the Next Year.
Row 47, Column F	System will calculate the Retirement Match amount for the Next Fiscal Year.
Row 48, Column D	Enter the percentage amount for any other percents for the Next Fiscal Year. **Do not insert or delete rows.**
Row 48, Column F	System will calculate the amount for any other percent for the Next Fiscal Year.

Row 49, Column B	Enter the Effective Date of the Nextt Year Benefit Rate Increase. If there is more than one increase, enter the total on Row 49 and explain in the narrative. **Do not insert or delete rows.**
Row 49, Column C	Enter the number of months for the Next Year Benefit Rate Increase. If there is more than one increase, enter the total on Row 49 and explain in the narrative. **Do not insert or delete rows.**
Rows 49, Column D	Enter the increase percentage for the Next Year Benefit Rate Increase. If there is more than one increase, enter the total on Row 49 and explain in the narrative. **Do not insert or delete rows.**
Rows 49, Column F	System will calculate the dollar amount for the Next Year Benefit Rate Increase.
Row 50, Column B	Enter the Effective Dates of the Next Year Inflationary Increase. If there is more than one increase, enter the total on Row 50 and explain in the narrative. **Do not insert or delete rows.**
Rows 50, Column C	Enter the number of months for the Next Year Inflationary Increase. If there is more than one increase, enter the total on Row 50 and explain in the narrative. **Do not insert or delete rows.**
Rows 50, Column D	Enter the increase amount for each of the Next Year Inflationary Increase. If there is more than one increase, enter the total on Row 50 and explain in the narrative. **Do not insert or delete rows.**
Rows 50, Column F	System will calculate the dollar amount for the Next Year Inflationary Increase.
Row 51, Column B	Enter the Effective Date of the Next Year Per Position Increase. If there is more than one increase, enter the total on Row 51 and explain in the narrative. **Do not insert or delete rows.**
Rows 51, Column C	Enter the number of months for the Next Year Per Position Increase. If there is more than one increase, enter the total on Row 51 and explain in the narrative. **Do not insert or delete rows.**
Rows 51, Column D	Enter the increase amount for the Next Year Per Position Increase. If there is more than one increase, enter the total on Row 51 and explain in the narrative. **Do not insert or delete rows.**
Rows 51, Column F	System will calculate the dollar amount for the Next Year Per Position Increase.
Row 60, Column B	System will calculate the PB Cost Per Position for the Previous Fiscal Year.
Row 60, Column E	System will calculate the PB Cost Per Position for the Current Fiscal Year.

Row 60, Column F   System will calculate the PB Cost Per Position for the Next Fiscal
                          Year.

Row 61, Columns E, F   System will calculate the Increase Per Year for the Current and Next
                          Fiscal Years. This data imports into the Main RJM Workbook,
                          RJM-1 series worksheets.

Row 63, Columns B, E, F   System will calculate the PS/PB Cost Per Position for the Previous,
                          Current and Next Fiscal Years.

PS CONT CROSS

Purpose:

The PS CONT CROSS worksheet provides the state with a worksheet to list Previous Year PS Contracts and, where applicable, to convert them to MPU values within the appropriate functional activities. The worksheet also provides the state with a mechanism to show which PS Contracts it chose not to convert.

Procedures:

Rows 1-4, Columns G-K	Insert Row and Copy Formulas Buttons – Click these buttons to automatically insert rows and copy down formulas for the Federal Source and State Source sections of the worksheet.
Row 3 Column A	System imports the state's name from the STARTUPCW Worksheet
Row 4 Column A	System imports the Previous Fiscal Year from the CROSS PSPB Worksheet
Row 7 Column C	The system imports the total PS contracts dollar amount from the CROSS NPS worksheet.
Row 7 Column D through N	Allocate the total dollars to the appropriate code(s).
Row 7 Column O	The system calculates the difference of Row 7 Column C and Row 101 Column N which equates to the total PS Contracts converted to MPU values. This total imports to the RJM Main Workbook, worksheet "2" Row 29 Column B.
Row 8 Columns C-N	The system sums the total for each column (C-N). Columns D-M import to the RJM Main Workbook, worksheets RJM-4 series Row 19 Column B; and 5-BPC, 5-UIP, 5-SUP & 5-AST Row 17 Column B.
Rows 9 and 10	The user should not do anything with these rows.
Rows 11–49 Column A	Enter the title of the Contract Identifier
Rows 11-49 Column B	Select the appropriate functional activity
Rows 11-49 Column C	Enter the total dollar amounts from state accounting records for UI expenditures funded with Federal Sources.
Rows 11–49 Columns D-N	The system will automatically allocate the number entered in column C based on the selection in column B. The formulas in columns D-N may be overwritten in the event the user prefers to allocate the amounts manually. If the user chooses to enter the amounts manually, the user should not select anything (i.e. leave it blank) in column B. If the total amount entered in column C needs to be

allocated to multiple functional activities, the user should select "Split" in column B and then manually allocate the amount.

Rows 11–49 Column O | The system calculates the difference between the sum of Columns D through N and Column C.

Row 50 | The user should use this row to manually insert rows if the user chooses not to use the insert rows buttons mentioned above. Click on the "50" row number to highlight the entire row. Then right click with cursor on the "50" and select "insert". Be sure to copy down formulas from the row above the new row. **DO NOT DELETE ROW 50!**

Rows 51–99 Column A | Enter the title of the Contract Identifier

Rows 51-99 Column B | Select the appropriate functional activity

Rows 51-99 Column C | Enter the total dollar amounts from state accounting records for UI expenditures funded with State Sources.

Rows 51–99 Columns D-N | The system will automatically allocate the number entered in column C based on the selection in column B. The formulas in columns D-N may be overwritten in the event the user prefers to allocate the amounts manually. If the user chooses to enter the amounts manually, the user should not select anything (i.e. leave it blank) in column B. If the total amount entered in column C needs to be allocated to multiple functional activities, the user should select "Split" in column B and then manually allocate the amount.

Rows 51–99 Column O | The system calculates the difference between the sum of Columns D through N and Column C.

Row 100 | The user should use this row to manually insert rows if the user chooses not to use the insert rows buttons mentioned above. Click on the "100" row number to highlight the entire row. Then right click with cursor on the "100" and select "insert". Be sure to copy down formulas from the row above the new row. **DO NOT DELETE ROW 100!**

Row 101 Columns C-N | The system sums the total for each column (C-N).

Row 101 Column O | The system calculates the difference between the sum of Columns D through N and Column C.

Row 103 Column C | System sums the total of each column in Row 101 Column (D-N).

Row 105 Column C | System calculates the difference of Row 101 Column C and Row 103 Column C.

Row 107 Column C | System calculates the difference between Total PS Contract Dollars and the amounts allocated to functional activity codes.

RJM-STARTUP

SYSTEM STARTUP

Purpose:
This worksheet provides the identifying information that will be used on the worksheets including the state name, standard hours, and the fiscal years included in the budget cycle. Rows 6 through 22 must be completed prior to entering data in the other worksheets, and Rows 27 through 31 must be completed prior to transmitting the data to the Office of Workforce Security (OWS) and the Region.

Data Source:

Data is imported from STARTUPCW when the Import Crosswalk button is selected on the DATA worksheet.

Procedures:

Row 6 - System imports State Name from STARTUPCW.

Row 7 - This is the two-letter FIPS state abbreviation. This value comes from the table contained in the worksheet below this form and corresponds to the state selected in Row 6.

Row 9 - System imports Accounting System from STARTUPCW.

Row 11 - System imports Budget Year from STARTUPCW.

Row 13 - System imports Standard Paid Hours from STARTUPCW.

Row 15 - Previous Year is the fiscal year just completed. The system will generate this information based on the Budget Year entered.

Row 16 - The system will generate the standard paid hours per position for the Previous Year

Row 18 - Current Year is the fiscal year in progress. The system will generate this information based on the Budget Year entered.

Row 19 - The system will generate the standard paid hours per position for the Current Year

Row 21 - Next Year is the next fiscal year, which is the same as the Budget Year. The system will generate this information based on the Budget Year entered.

Row 22 - The system will generate the standard paid hours per position for the Next Year.

Note: At least one of the four standard hours per year will be different due to a leap year.

Row 27 - System imports date that the data was electronically transmitted to OWS from STARTUPCW.

Row 28 - System imports name of the agency contact person from STARTUPCW.

Row 29 - System imports phone number of the agency contact person from STARTUPCW.

Row 30 - System imports email address of the agency contact person from STARTUPCW.

Row 31 - System imports type of submission from STARTUPCW.

Row 33 - When data entry is complete and the workbook is ready for transmission, click on "Export Data." The system will convert the Excel worksheet data to a delimited text file, which will be the export document that will link the Excel system to the National Office Informix database. **It is not necessary to complete this step at this time.**

Row 35 - The system enters the date that the data was exported to the delimited text file.

RJM-ACCT SUM

PREVIOUS YEAR FINANCIAL SUMMARY

Purpose:

This worksheet calculates the entire cost of operating the states' Unemployment Insurance program as defined by RJM instructions. The costs are shown by each fund ledger code used by the state and displays the personal service dollars, personnel benefit dollars and non-personal service cost by fund ledger. The worksheet provides a method of reducing the total cost of the fund ledgers by those costs which are not to be included in the RJM. This worksheet will provide the state a means to insure that all allowable costs are included. The information on this worksheet will be compared to the detail information displayed by functional activity and NPS category to balance.

Data Source:

Cost Accounting System (CAS) Report 61 or Financial Accounting and Reporting System (FARS) GA 17 or an equivalent state report that provides detail expenditure by fund ledger

Supporting Documentation Requirements:

Copies of all documents used in preparing the Crosswalk workbook. Include SF-269 for September 30 for the Previous Year. Include the SF 424 for all funded SBRs excluding postage.

Procedures:

The purpose of the RJM is to determine the cost of operating the program during the 12-month period beginning October 1 and ending September 30. All costs that were expended during that period of time are to be included, regardless of funding source.

If any portion of a specific fund ledger is used to support the UI program, the entire amount of the fund ledger should be included in Rows 9-19. Costs which are not to be included in the RJM by definition or other funds included in Rows 9-19 that are not associated with the UI program should be documented on Rows 32-47.

Column C - Enter the personal service cost for the respective fund ledger code.

Column D - Enter the personnel benefit cost for the respective fund ledger code

Column E - Enter the NPS cost for the respective fund ledger code

Column F - System will calculate the total cost for the fund ledger. This should equal the total amount shown on the corresponding accounting report.

Federal Sources:

Row 9 - Enter the expenditures for Fund Ledger 210 – Unemployment Insurance

Row 10 - Enter the expenditures for Fund Ledger 213 – UI Performs, if applicable

Row 11 through 18 - Enter the expenditures for other federally funded fund ledgers (including SBRs except postage SBRs) and the title of the ledger. Briefly describe the Item in Column A.

Row 19 - Enter resources on order from the Prior Year that were liquidated during the Previous Year

State Sources:

Row 21 - Enter any resources used from the state's Penalty and Interest fund.

Row 22 - Enter any resources used from the state's General fund.

Row 23 - Enter any resources used from the state's Administrative Tax fund.

Row 24 - Enter any resources used from the state's Reed Act Tax fund.

Row 25 - 28 - Enter other state funds used and provide a title of the funding source. Briefly describe the item in Col. A.

Row 29 - The system calculates the total expenditures from all sources.

Non-RJM Costs:

Row 32 - Enter all Multi Taxes costs for Non-UI per GAL 4-91 that should be excluded from the total expenditures.

Row 33 - Enter all Multi-claimant Activity costs that are included in total expenditures.

Row 34 - Enter all SAVE costs that are included in total expenditures, up to the amount funded in the previous FY.

Row 35 - Enter all TRA- Claims activity costs (up to the amount funded in the previous FY) that are included in total expenditures, less PS/PB expenditures associated with the Trade Coordinator (these expenditures are "allowable").

Row 36 - Enter all Profiling –ES activity costs that are included in total expenditures.

Row 37 - Enter all Postage costs that are included in total expenditures.

Row 38 - Enter all Resources on Order at the end of the fiscal year that are included in total expenditures.

Row 39 - 47 - Enter all other costs that are non-allowable UI costs included in total expenditures (including SBRs). Briefly describe the item in Col A.

Row 48 - The system calculates the total Non RJM cost.

Row 50 - The system calculates the total allowable RJM cost by subtracting Total Non RJM Cost from Total Expenditures.

RJM-DATA

PREVIOUS YEAR DATA ENTRY SHEET

Purpose:

This worksheet provides a summary of the hours paid, dollars paid and hours worked. The worksheet also provides for documenting the source of the state's data.

Data Source:

Data is imported from CROSS PSPB.

Supporting Documentation Requirements:

Accounting records used in preparing CROSS PSPB

Procedures:

Click on the "Import Crosswalk" button that is located on Rows 5-6, left side of the worksheet. Identify the most recent Crosswalk file you have completed and click on that file. The system will import the CROSS PSPB data and will replace previous data.

Row 7 - System displays the name of the file.

Row 8 - System displays the date the file was updated.

HOURS PAID

Column B (Hours):

Row 13 - System imports hours paid for Initial Claims from CROSS PSPB.

Row 14 - System imports hours paid for Weeks Claimed from CROSS PSPB.

Row 15 - System imports hours paid for Nonmonetary Determinations from CROSS PSPB.

Row 16 - System imports hours paid for Appeals from CROSS PSPB.

Row 17 - System imports hours paid for Wage Records from CROSS PSPB.

Row 18 - System imports hours paid for Tax from CROSS PSPB.

Row 19 - System imports hours paid for Benefit Payment Control from CROSS PSPB.

Row 20 - System imports hours paid for UI Performs from CROSS PSPB.

Row 21 - System imports hours paid for Support from CROSS PSPB.

Row 22 - System imports hours paid for AS&T from CROSS PSPB.

Row 24 - System totals hours paid for all functional activity codes.

Column C (POSITIONS):

Row 13 - System calculates positions paid for Initial Claims.

Row 14 - System calculates positions paid for Weeks Claimed.

Row 15 - System calculates positions paid for Nonmonetary Determinations.

Row 16 - System calculates positions paid for Appeals.

Row 17 - System calculates positions paid for Wage Records.

Row 18 - System calculates positions paid for Tax.

Row 19 - System calculates positions paid for Benefit Payment Control.

Row 20 - System calculates positions paid for UI Performs.

Row 21 - System calculates positions paid for Support.

Row 22 - System calculates positions paid for AS&T.

Row 24 - System totals positions paid for all functional activity codes.

Column D (Data Source):

Row 13 - Enter the accounting report name or number that was used as the source for hours paid for Initial Claims that was entered on CROSS PSPB.

Row 14 - Enter the accounting report name or number that was used as the source for hours paid for Weeks Claimed that was entered on CROSS PSPB.

Row 15 - Enter the accounting report name or number that was used as the source for hours paid for Nonmonetary Determinations that was entered on CROSS PSPB.

Row 16 - Enter the accounting report name or number that was used as the source for hours paid for Appeals from that was entered on CROSS PSPB.

Row 17 - Enter the accounting report name or number that was used as the source for hours paid for Wage Records that was entered on CROSS PSPB.

Row 18 - Enter the accounting report name or number that was used as the source for hours paid for Tax from that was entered on CROSS PSPB.

Row 19 - Enter the accounting report name or number that was used as the source for hours paid for Benefit Payment Control that was entered on CROSS PSPB.

Row 20 - Enter the accounting report name or number that was used as the source for hours paid for UI Performs that was entered on CROSS PSPB.

Row 21 - Enter the accounting report name or number that was used as the source for hours paid for Support that was entered on CROSS PSPB.

Row 22 - Enter the accounting report name or number that was used as the source for hours paid for AS&T that was entered on CROSS PSPB.

PERSONAL SERVICE DOLLARS

Column B (Dollars):

Row 28 - System imports dollars paid for personal services for Initial Claims from CROSS PSPB.

Row 29 - System imports dollars paid for personal services for Weeks Claimed from CROSS PSPB.

Row 30 - System imports dollars paid for personal services for Nonmonetary Determinations from CROSS PSPB.

Row 31 - System imports dollars paid for personal services for Appeals from CROSS PSPB.

Row 32 - System imports dollars paid for personal services for Wage Records from CROSS PSPB.

Row 33 - System imports dollars paid for personal services for Tax from CROSS PSPB.

Row 34 - System imports dollars paid for personal services for Benefit Payment Control from CROSS PSPB.

Row 35 - System imports dollars paid for personal services for UI Performs from CROSS PSPB.

Row 36 - System imports dollars paid for personal services for Support from CROSS PSPB.

Row 37 - System imports dollars paid for personal services for AS&T from CROSS PSPB.

Row 39 - System totals dollars paid for personal services for all functional activity codes.

Column D (Data Source):

Row 28 - Enter the accounting report name or number that was used as the source for dollars paid for personal services for Initial Claims that was entered on CROSS PSPB.

Row 29 - Enter the accounting report name or number that was used as the source for dollars paid for personal services for Weeks Claimed that was entered on CROSS PSPB.

Row 30 - Enter the accounting report name or number that was used as the source for dollars paid for personal services for Nonmonetary Determinations that was entered on CROSS PSPB.

Row 31 - Enter the accounting report name or number that was used as the source for dollars paid for personal services for Appeals that was entered on CROSS PSPB.

Row 32 - Enter the accounting report name or number that was used as the source for dollars paid for personal services for Wage Records that was entered on CROSS PSPB.

Row 33 - Enter the accounting report name or number that was used as the source for dollars paid for personal services for Tax that was entered on CROSS PSPB.

Row 34 - Enter the accounting report name or number that was used as the source for dollars paid for personal services for Benefit Payment Control that was entered on CROSS PSPB.

Row 35 - Enter the accounting report name or number that was used as the source for dollars paid for personal services for UI Performs that was entered on CROSS PSPB.

Row 36 - Enter the accounting report name or number that was used as the source for dollars paid for personal services for Support that was entered on CROSS PSPB.

Row 37 - Enter the accounting report name or number that was used as the source for dollars paid for personal services for AS&T that was entered on CROSS PSPB.

PERSONNEL BENEFIT DOLLARS

Column B (Dollars):

Row 43 - System imports dollars paid for personnel benefits for Initial Claims from CROSS PSPB.

Row 44 - System imports dollars paid for personnel benefits for Weeks Claimed from CROSS PSPB.

Row 45 - System imports dollars paid for personnel benefits for Nonmonetary Determinations from CROSS PSPB.

Row 46 - System imports dollars paid for personnel benefits for Appeals from CROSS PSPB.

Row 47 - System imports dollars paid for personnel benefits for Wage Records from CROSS PSPB.

Row 48 - System imports dollars paid for personnel benefits for Tax from CROSS PSPB.

Row 49 - System imports dollars paid for personnel benefits for Benefit Payment Control from CROSS PSPB.

Row 50 - System imports dollars paid for personnel benefits for UI Performs from CROSS PSPB.

Row 51 - System imports dollars paid for personnel benefits for Support from CROSS PSPB.

Row 52 - System imports dollars paid for personnel benefits for AS&T from CROSS PSPB.

Row 54 - System totals dollars paid for personnel benefits for all functional activity codes.

Column D (Data Source):

Row 43 - Enter the accounting report name or number that was used as the source for dollars paid for personnel benefits for Initial Claims that was entered on CROSS PSPB.

Row 44 - Enter the accounting report name or number that was used as the source for dollars paid for personnel benefits for Weeks Claimed that was entered on CROSS PSPB.

Row 45 - Enter the accounting report name or number that was used as the source for dollars paid for personnel benefits for Nonmonetary Determinations that was entered on CROSS PSPB.

Row 46 - Enter the accounting report name or number that was used as the source for dollars paid for personnel benefits for Appeals that was entered on CROSS PSPB.

Row 47 - Enter the accounting report name or number that was used as the source for dollars paid for personnel benefits for Wage Records that was entered on CROSS PSPB.

Row 48 - Enter the accounting report name or number that was used as the source for dollars paid for personnel benefits for Tax from that was entered on CROSS PSPB.

Row 49 - Enter the accounting report name or number that was used as the source for dollars paid for personnel benefits for Benefit Payment Control that was entered on CROSS PSPB.

Row 50 - Enter the accounting report name or number that was used as the source for dollars paid for personnel benefits for UI Performs that was entered on CROSS PSPB.

Row 51 - Enter the accounting report name or number that was used as the source for dollars paid for personnel benefits for Support that was entered on CROSS PSPB.

Row 52 - Enter the accounting report name or number that was used as the source for dollars paid for personnel benefits for AS&T that was entered on CROSS PSPB.

HOURS WORKED

Column B (Hours):

Row 58 - System imports hours worked for Initial Claims from CROSS PSPB.

Row 59 - System imports hours worked for Weeks Claimed from CROSS PSPB.

Row 60 - System imports hours worked for Nonmonetary Determinations from CROSS PSPB.

Row 61 - System imports hours worked for Appeals from CROSS PSPB.

Row 62 - System imports hours worked for Wage Records from CROSS PSPB.

Row 63 - System imports hours worked for Tax from CROSS PSPB.

Row 64 - System imports hours worked for Benefit Payment Control from CROSS PSPB.

Row 65 - System imports hours worked for UI Performs from CROSS PSPB.

Row 66 - System imports hours worked for Support from CROSS PSPB.

Row 67 - System imports hours worked for AS&T from CROSS PSPB.

Row 69 - System totals hours worked for all functional activity codes.

Column D (Data Source):

Row 58 - Enter the accounting report name or number that was used as the source for hours worked for Initial Claims that was entered on CROSS PSPB.

Row 59 - Enter the accounting report name or number that was used as the source for hours worked for Weeks Claimed that was entered on CROSS PSPB.

Row 60 - Enter the accounting report name or number that was used as the source for hours worked for Nonmonetary Determinations that was entered on CROSS PSPB.

Row 61 - Enter the accounting report name or number that was used as the source for hours worked for Appeals from that was entered on CROSS PSPB.

Row 62 - Enter the accounting report name or number that was used as the source for hours worked for Wage Records that was entered on CROSS PSPB.

Row 63 - Enter the accounting report name or number that was used as the source for hours worked for Tax from that was entered on CROSS PSPB.

Row 64 - Enter the accounting report name or number that was used as the source for hours worked for Benefit Payment Control that was entered on CROSS PSPB.

Row 65 - Enter the accounting report name or number that was used as the source for hours worked for UI Performs that was entered on CROSS PSPB.

Row 66 - Enter the accounting report name or number that was used as the source for hours worked for Support that was entered on CROSS PSPB.

Row 67 - Enter the accounting report name or number that was used as the source for hours paid for AS&T that was entered on CROSS PSPB

RJM-1
COST PER POSITION

Purpose:

These worksheets calculate the costs per position by year for Personal Services (PS) and Personnel Benefits (PB) for each functional activity.

Data Source:

The data for this worksheet is imported from the RJM-DATA worksheet.

Supporting Documentation Requirements:

Approved budgets, position reclassifications, collective bargaining agreements, and legislative resolutions

Procedures:

There are eleven RJM-1 Cost Per Position worksheets, one for each functional activity code and one for total UI Positions, which is all positions less AS&T.

Total Personal Service Cost – total salaries and wages (as defined under the guiding principles of RJM) of all positions by functional activity charged to the UI grant. If cost is not available by functional activity, use average cost of all UI Program (excluding AS&T) positions. Calculate cost per AS&T position separately.

Total Positions Paid – the total positions funded by the UI Program (e.g., all permanent and seasonal positions charged directly to the UI grant) by functional activity.

Documented PS Increases Per Position – documented (e.g., legislative enactment, reclassification requests approved by the state, collective bargaining agreements, etc.) increases per position in salaries and wages of all positions charged to the UI grant in the Current, Next, and Request Years (e.g., cost of living increases, position reclassifications, pay range increases).

Total Personal Benefit Cost – total fringe benefits of all positions by functional activity charged to the UI grant.

Documented PB Increases Per Position – documented (e.g., legislative enactment, reclassification requests approved by the state, collective bargaining agreements, etc.) increases per position in fringe benefits of all positions that are charged to the UI grant in the Current, Next, and Request Years (e.g., cost of living increases, approved position reclassifications, pay range increases).

Column B (Previous Year):

Row 12 - The system enters the total personal service (salaries and wages as defined under the RJM guiding principles) cumulative expense by functional activity from the DATA worksheet.

Row 14 - The system enters the total positions paid data from the DATA worksheet.

Row 23 - The system calculates the PS cost per position by dividing the total personal service cost for the functional activity code by total positions paid for the corresponding functional activity code.

Row 27 - The system enters fiscal year-end cumulative fringe benefits expense by functional activity from the DATA worksheet.

Row 29 - The system imports total positions paid from Row 14.

Row 38 - The system calculates the PB cost per position by dividing the total personnel benefit cost for the functional activity code by total positions paid for the corresponding functional activity code.

Row 42 - The system sums the total PS&PB rate by adding the calculated PS rate and the PB rate.

Column C (Current Year):

Row 16 - The system imports the data from Column B, Row 23.

Row 19 - The system imports the data from the crosswalk workbook, worksheets 1-XXX INC, Row 31 Column E.

Row 23 - The system calculates total PS rate by the sum of the straight-line projection plus documented increases.

Row 31 - The system imports the data from Column B, Row 38.

Rows 34 - The system imports the data from the crosswalk workbook, worksheets 1-XXX INC, Row 61 Column E.

Row 38 - The system calculates total PB rate by the sum of the straight-line projection plus documented increases.

Row 42 - The system sums the total PS&PB rate by adding the calculated PS rate and the PB rate.

Column D (Next or Budget Year):

Row 16 - The system imports the data from Column C, Row 23.

Row 19 - The system imports the data from the crosswalk workbook, worksheets 1-XXX INC, Row 31 Column F.

Row 23 - The system calculates total PS rate by the sum of the straight-line projection plus documented increases.

Row 31 - The system imports the data from Column C, Row 38.

Rows 34 - The system imports the data from the crosswalk workbook, worksheets 1-XXX INC, Row 61 Column F.

Row 38 - The system calculates total PB rate by the sum of the straight-line projection plus documented increases.

Row 42 - The system sums the total PS&PB rate by adding the calculated PS rate and the PB rate.

RJM-1-RATES
PS&PB COST PER POSITION

Purpose:

This worksheet summarizes the cost per position by functional activity by year.

Data Source:

The data for this worksheet is imported from the RJM-1 worksheets for each functional activity code and the UI Program summary.

Supporting Documentation Requirements:

None required

Procedures:

All of the information for the worksheet will automatically be imported from previously completed worksheets.

Column B (Previous Year):

Row 12 - The system imports cost per position for the UI Program from Row 42 (PS&PB cost per position) of the Previous Year Column of the RJM-1-UI worksheet.

Row 14 - The system imports cost per position for Initial Claims from Row 42 (PS&PB cost per position) of the Previous Year Column of the RJM-1-IC worksheet.

Row 15 - The system imports cost per position for Weeks Claimed from Row 42 (PS&PB cost per position) of the Previous Year Column of the RJM-1-WK worksheet.

Row 16 - The system imports cost per position for Non-Monetary Determinations from Row 42 (PS&PB cost per position) of the Previous Year Column of the RJM-1-NMD worksheet.

Row 17 - The system imports cost per position for Appeals from Row 42 (PS&PB cost per position) of the Previous Year Column of the RJM-1-APP worksheet.

Row 18 - The system imports cost per position for Wage Records from Row 42 (PS&PB cost per position) of the Previous Year Column of the RJM-1-WR worksheet.

Row 19 - The system imports cost per position for Tax from Row 42 (PS&PB cost per position) of the Previous Year Column of the RJM-1-TAX worksheet.

Row 21 - The system imports cost per position for Benefit Payment Control from Row 42 (PS&PB cost per position) of the Previous Year Column of the RJM-1-BPC worksheet.

Row 23 - The system imports cost per position for UI PERFORMS from Row 42 (PS&PB cost per position) of the Previous Year Column of the RJM-1-UIP worksheet.

Row 25 - The system imports cost per position for Support from Row 42 (PS&PB cost per position) of the Previous Year Column of the RJM-1-SUP worksheet.

Row 27 - The system imports cost per position for AS&T from Row 42 (PS&PB cost per position) of the Previous Year Column of the RJM-1-AST worksheet.

Column C (Current Year):

Row 12 - The system imports cost per position for the UI Program from Row 46 (PS&PB cost per position) of the Current Year Column of the RJM-1-UI worksheet.

Row 14 - The system imports cost per position for Initial Claims from Row 42 (PS&PB cost per position) of the Current Year Column of the RJM-1-IC worksheet.

Row 15 - The system imports cost per position for Weeks Claimed from Row 42 (PS&PB cost per position) of the Current Year Column of the RJM-1-WK worksheet.

Row 16 - The system imports cost per position for Non-Monetary Determinations from Row 42 (PS&PB cost per position) of the Current Year Column of the RJM-1-NMD worksheet.

Row 17 - The system imports cost per position for Appeals from Row 42 (PS&PB cost per position) of the Current Year Column of the RJM-1-APP worksheet.

Row 18 - The system imports cost per position for Wage Records from Row 42 (PS&PB cost per position) of the Current Year Column of the RJM-1-WR worksheet.

Row 19 - The system imports cost per position for Tax from Row 42 (PS&PB cost per position) of the Current Year Column of the RJM-1-TAX worksheet.

Row 21 - The system imports cost per position for Benefit Payment Control from Row 42 (PS&PB cost per position) of the Current Year Column of the RJM-1-BPC worksheet.

Row 23 - The system imports cost per position for UI PERFORMS from Row 42 (PS&PB cost per position) of the Current Year Column of the RJM-1-UIP worksheet.

Row 25 - The system imports cost per position for Support from Row 42 (PS&PB cost per position) of the Current Year Column of the RJM-1-SUP worksheet.

Row 27 - The system imports cost per position for AS&T from Row 42 (PS&PB cost per position) of the Current Year Column of the RJM-1-AST worksheet.

Column D (Next Year or Budget Year):

Row 12 - The system imports cost per position for the UI Program from Row 42 (PS&PB cost per position) of the Next Year Column of the RJM-1-UI worksheet.

Row 14 - The system imports cost per position for Initial Claims from Row 42 (PS&PB cost per position) of the Next Year Column of the RJM-1-IC worksheet.

Row 15 - The system imports cost per position for Weeks Claimed from Row 42 (PS&PB cost per position) of the Next Year Column of the RJM-1-WK worksheet.

Row 16 - The system imports cost per position for Non-Monetary Determinations from Row 42 (PS&PB cost per position) of the Next Year Column of the RJM-1-NMD worksheet.

Row 17 - The system imports cost per position for Appeals from Row 42 (PS&PB cost per position) of the Next Year Column of the RJM-1-APP worksheet.

Row 18 - The system imports cost per position for Wage Records from Row 42 (PS&PB cost per position) of the Next Year Column of the RJM-1-WR worksheet.

Row 19 - The system imports cost per position for Tax from Row 42 (PS&PB cost per position) of the Next Year Column of the RJM-1-TAX worksheet.

Row 21 - The system imports cost per position for Benefit Payment Control from Row 42 (PS&PB cost per position) of the Next Year Column of the RJM-1-BPC worksheet.

Row 23 - The system imports cost per position for UI PERFORMS from Row 42 (PS&PB cost per position) of the Next Year Column of the RJM-1-UIP worksheet.

Row 25 - The system imports cost per position for Support from Row 42 (PS&PB cost per position) of the Next Year Column of the RJM-1-SUP worksheet.

Row 27 - The system imports cost per position for AS&T from Row 42 (PS&PB cost per position) of the Next Year Column of the RJM-1-AST worksheet.

SUMMARY - CONTINGENCY SALARY RATE
NEXT YEAR

Column B (Positions):

Row 36 - The system imports positions for Initial Claims from Row 14 (positions) of the Next Year Column of the RJM-5-SUM (Position Requirements) worksheet.

Row 37 - The system imports positions for Weeks Claimed from Row 15 (positions) of the Next Year Column of the RJM-5-SUM (Position Requirements) worksheet.

Row 38 - The system imports positions for Non-Monetary Determinations from Row 16 (positions) of the Next Year Column of the RJM-5-SUM (Position Requirements) worksheet.

Row 39 - The system imports positions for Appeals from Row 17 (positions) of the Next Year Column of the RJM-5-SUM (Position Requirements) worksheet.

Row 41 - The system sums the total above base positions.

Column C (% Of Total Positions):

Rows 36 though 39 - The system calculates by dividing the positions for the corresponding functional activity by the total positions in the Positions Column.

Row 41 - The system sums the percent of positions.

Column D (PS&PB Cost Per Position):

Row 36 - The system imports cost per position for Initial Claims from Row 14 (PS&PB cost per position) of the Next Year Column of the RJM-1-Rates (PS&PB Cost Per Position) worksheet.

Row 37 - The system imports cost per position for Weeks Claimed from Row 15 (PS&PB cost per position) of the Next Year Column of the RJM-1-Rates (PS&PB Cost Per Position) worksheet.

Row 38 - The system imports cost per position for Non-Monetary Determinations from Row 16 (PS&PB cost per position) of the Next Year Column of the RJM-1-Rates (PS&PB Cost Per Position) worksheet.

Row 39 - The system imports cost per position for Appeals from Row 17 (PS&PB cost per position) of the Next Year Column of the RJM-1-Rate (PS&PB Cost Per Position) worksheet.

Column E (Weighted Rate):

Row 36 through 39 - The system calculates by multiplying the corresponding percent of total positions by PS&PB cost per position.

Row 41 - The system sums the weighted rate for the four functional codes to calculate the total weighted average contingency rate.

RJM-1-SUM-$

SUMMARY – PS&PB COST

Purpose:

This worksheet calculates the PS&PB dollars required for each functional activity code including AS&T by year and summarizes UI Program and total PS&PB costs.

Data Source:

The data for this worksheet is calculated from the RJM-1-RATES and the RJM-5-SUM for each of the functional activity codes including AS&T.

Supporting Documentation Requirements:

None required.

Procedures:

All of the information for the worksheet will be imported from previously completed worksheets.

Column B (Previous Year):

Row 12 - The system sums Rows 14 through 27 to calculate the PS&PB dollars for the UI Program excluding AS&T for the Previous Year.

Row 14 - The system calculates the total dollars needed for Initial Claims by multiplying positions from Row 14 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 14 of the RJM-1-RATES worksheet for the Previous Year.

Row 15 - The system calculates the total dollars needed for Weeks Claimed by multiplying positions from Row 15 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 15 of the RJM-1-RATES worksheet for the Previous Year.

Row 16 - The system calculates the total dollars needed for Non-Monetary Determinations by multiplying positions from Row 16 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 16 of the RJM-1-RATES worksheet for the Previous Year.

Row 17 - The system calculates the total dollars needed for Appeals by multiplying positions from Row 17 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 17 of the RJM-1-RATES worksheet for the Previous Year.

Row 18 - The system calculates the total dollars needed for Wage Records by multiplying positions from Row 18 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 18 of the RJM-1-RATES worksheet for the Previous Year.

Row 19 - The system calculates the total dollars needed for Tax by multiplying positions from Row 19 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 19 of the RJM-1-RATES worksheet for the Previous Year.

Row 23 - The system calculates the total dollars needed for Benefit Payment Control by multiplying positions from Row 23 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 23 of the RJM-1-RATES worksheet for the Previous Year.

Row 25 - The system calculates the total dollars needed for UI PERFORMS by multiplying positions from Row 25 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 25 of the RJM-1-RATES worksheet for the Previous Year.

Row 27 - The system calculates the total dollars needed for Support by multiplying positions from Row 27 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 27 of the RJM-1-RATES worksheet for the Previous Year.

Row 30 - The system calculates the total dollars needed for PS&PB Cost AS&T by multiplying positions from Row 30 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 30 of the RJM-1-RATES worksheet for the Previous Year.

Row 32 -The system sums the total PS&PB cost for UI Program and AS&T for the Previous Year.

Column C (Current Year):

Row 12 - The system sums Rows 14 through 27 to calculate the PS&PB dollars for the UI Program excluding AS&T for the Current Year.

Row 14 - The system calculates the total dollars needed for Initial Claims by multiplying positions from Row 14 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 14 of the RJM-1-RATES worksheet for the Current Year.

Row 15 - The system calculates the total dollars needed for Weeks Claimed by multiplying positions from Row 15 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 15 of the RJM-1-RATES worksheet for the Current Year.

Row 16 - The system calculates the total dollars needed for Non-Monetary Determinations by multiplying positions from Row 16 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 16 of the RJM-1-RATES worksheet for the Current Year.

Row 17 - The system calculates the total dollars needed for Appeals by multiplying positions from Row 17 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 17 of the RJM-1-RATES worksheet for the Current Year.

Row 18 - The system calculates the total dollars needed for Wage Records by multiplying positions from Row 18 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 18 of the RJM-1-RATES worksheet for the Current Year.

Row 19 - The system calculates the total dollars needed for Tax by multiplying positions from Row 19 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 19 of the RJM-1-RATES worksheet for the Current Year.

Row 23 - The system calculates the total dollars needed for Benefit Payment Control by multiplying positions from Row 23 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 23 of the RJM-1-RATES worksheet for the Current Year.

Row 25 - The system calculates the total dollars needed for UI PERFORMS by multiplying positions from Row 25 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 25 of the RJM-1-RATES worksheet for the Current Year.

Row 27 - The system calculates the total dollars needed for Support by multiplying positions from Row 27 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 27 of the RJM-1-RATES worksheet for the Current Year.

Row 30 - The system calculates the total dollars needed for PS&PB Cost AS&T by multiplying positions from Row 30 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 30 of the RJM-1-RATES worksheet for the Current Year.

Row 32 - The system sums the total PS&PB cost for UI Program and AS&T for the Current Year.

Column D (Next Year):

Row 12 - The system sums Rows 14 through 27 to calculate the PS&PB dollars for the UI Program excluding AS&T for the Next Year.

Row 14 - The system calculates the total dollars needed for Initial Claims by multiplying positions from Row 14 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 14 of the RJM-1-RATES worksheet for the Next Year.

Row 15 - The system calculates the total dollars needed for Weeks Claimed by multiplying positions from Row 15 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 15 of the RJM-1-RATES worksheet for the Next Year.

Row 16 - The system calculates the total dollars needed for Non-Monetary Determinations by multiplying positions from Row 16 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 16 of the RJM-1-RATES worksheet for the Next Year.

Row 17 - The system calculates the total dollars needed for Appeals by multiplying positions from Row 17 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 17 of the RJM-1-RATES worksheet for the Next Year.

Row 18 - The system calculates the total dollars needed for Wage Records by multiplying positions from Row 18 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 18 of the RJM-1-RATES worksheet for the Next Year.

Row 19 - The system calculates the total dollars needed for Tax by multiplying positions from Row 19 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 19 of the RJM-1-RATES worksheet for the Next Year.

Row 23 - The system calculates the total dollars needed for Benefit Payment Control by multiplying positions from Row 23 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 23 of the RJM-1-RATES worksheet for the Next Year.

Row 25 - The system calculates the total dollars needed for UI PERFORMS by multiplying positions from Row 25 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 25 of the RJM-1-RATES worksheet for the Next Year.

Row 27 - The system calculates the total dollars needed for Support by multiplying positions from Row 27 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 27 of the RJM-1-RATES worksheet for the Next Year.

Row 30 - The system calculates the total dollars needed for PS&PB Cost AS&T by multiplying positions from Row 30 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 30 of the RJM-1-RATES worksheet for the Next Year.

Row 32 - The system sums the total PS&PB cost for UI Program and AS&T for the Next Year.

RJM-2

BASE NON-PERSONAL SERVICES (NPS)

Purpose:

This worksheet summarizes NPS costs into ten categories. The Previous Fiscal Year information represents base and above base expenditures. The Current and Next Fiscal Years information represents base expenditures only.

Data Source:

The data source for this worksheet is the state's accounting system. Data is imported from CROSS NPS & PS CONT CROSS for Previous Fiscal Year.

Supporting Documentation Requirements:

Completion of CROSS NPS worksheet is required to provide a cross-reference between the state's accounting system object codes to the RJM NPS categories. For Current Fiscal Year and Next Fiscal Year, the entry for each category requires an explanation in an associated narrative document explaining the method of calculation and the basis for any increases greater than the 3% default.

Procedures:

For Previous Fiscal Year, the data is imported from the RJM Crosswalk and should include usage even if reimbursed from non-traditional sources such as state funding.

The NPS categories are listed in Column A. The order in which these categories are presented is important. Starting at the top (Row 16) and proceeding down to Row 33, a state object should be placed in the first category that is germane. In most cases it is expected that only one category will be pertinent. The category of last resort is Miscellaneous; ideally, this category should be zero. These numbers are imported for the Previous Year.

Column B (Previous Year):

Row 16 - The system imports Previous Fiscal Year expenditures for communications from the Crosswalk workbook.

Row 18 - The system imports Previous Fiscal Year expenditures for facilities from the Crosswalk workbook.

Row 20 - The system imports Previous Fiscal Year expenditures for computer services from the Crosswalk workbook.

Row 22 - The system imports Previous Fiscal Year expenditures for travel from the Crosswalk workbook.

Row 24 - The system imports Previous Fiscal Year expenditures for non-ADP office equipment from the Crosswalk workbook.

Row 26 - The system imports Previous Fiscal Year expenditures for supplies from the Crosswalk workbook.

Row 28 - The system imports Previous Fiscal Year expenditures for personal service contracts from the Crosswalk workbook.

Row 29 - The system imports Previous Fiscal Year expenditures for personal service contracts converted to MPU values from the Crosswalk workbook.

Row 31 - The system imports Previous Fiscal Year expenditures for state indirect costs from the Crosswalk workbook.

Row 33 - The system imports Previous Fiscal Year expenditures for miscellaneous from the Crosswalk workbook.

Row 35 - The system calculates the totals.

Column C (Current Year):

Row 16 – The system calculates this value by multiplying the Previous Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 18 - The system calculates this value by multiplying the Previous Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 20 - The system calculates this value by multiplying the Previous Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 22 - The system calculates this value by multiplying the Previous Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 24 - The system calculates this value by multiplying the Previous Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 26 - The system calculates this value by multiplying the Previous Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 28 - The system calculates this value by multiplying the Previous Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 29 - The system calculates this value by multiplying the Previous Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 31 - The system calculates this value by multiplying the Previous Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 33 - Enter The system calculates this value by multiplying the Previous Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 35 - The system calculates the totals.

Column D (Next Year):

Row 16 - The system calculates this value by multiplying the Current Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 18 - The system calculates this value by multiplying the Current Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 20 - The system calculates this value by multiplying the Current Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 22 - The system calculates this value by multiplying the Current Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 24 - The system calculates this value by multiplying the Current Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 26 - The system calculates this value by multiplying the Current Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 28 - The system calculates this value by multiplying the Current Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 29 - The system calculates this value by multiplying the Current Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 31 - The system calculates this value by multiplying the Current Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 33 - The system calculates this value by multiplying the Current Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 35 - The system calculates the total.

RJM-3

WORKLOAD

Purpose:

This worksheet provides historical data and projections for UI workload. The worksheet includes the six major workload items (also referred to as broadband activities). The workload information will be used in the following worksheets: RJM-4-IC through RJM-4-TAX, Minutes Per Unit, Initial Claims through Tax; RJM-5-MPU Position Requirements; and in the RJM-6.

Data Source:

For the Previous Year, the data will be obtained from the following reports.

- Initial Claims: ETA 5159, Columns 2, 3, 5, & 7, Rows 101 through 103
- Weeks Claimed: ETA 5159, Columns 10 and 12, Rows 201 through 203
- Non-Monetary Determination Activities: ETA207, Column 1, Rows 101, 103, and 103
- Benefit Appeals: ETA 5130, Column 1-6, Row 100
- Wage Records: ETA 581, Column 5, Row 101
- Subject Employers: ETA 581, Column 3, Row 101 (March report)

The Office of Workforce Security will provide the official workload to be used in the RJM. This data file can be downloaded from www.ows.doleta.gov/rjm. The file should be saved using the file name provided by OWS.

The file will contain the name of the file and the date the file was compiled. The preliminary workload file should be available in December. States should download this file to determine if they agree with the Previous Year workloads that have been calculated by OWS. If a state does not agree with their Previous Year, they should review all of the attached tables to attempt to determine where the discrepancies might have occurred. Differences could occur for several reasons: late filing of reports, not filing a report or an amended report has not been added to the database. Once the state has determined that a correction is needed, they need to inform their regional office that will then inform the appropriate OWS staff of the problem. The preliminary workload will be updated periodically as corrections to the Informix database are made. The new workload file will be posted to the website and should be downloaded for review. The Current Year workload will be the base workloads previously assigned. The Next Year workloads will be the same as used in the previous budget cycle. These workloads will be recalculated by OWS prior to the final workload allocation. The final base workloads will be available on the OWS website by January 12 each year. The total base workloads that OWS has to distribute are a fixed figure. Individual state's base workloads are adjusted based on projections of each state's proportional total workload to the total base workload.

The final workload file must be imported prior to submission of the RJM worksheets to OWS.

Supporting Documentation Requirements: None

Procedures: All of the information for the worksheet will be imported from a workbook provided by OWS.

Click on the "Import Workloads" button that is located on Rows 4-5, left side of the worksheet. Identify the most recent workload file you have downloaded and click on that file. The system will import the workload data and will replace previous data.

Row 7 - System displays the name of the file.

Row 8 - System displays the date the file was updated.

RJM-4 (IC, WC, APP, NMD, WR & TAX)
MINUTES PER UNIT (MPU)

Purpose:

These worksheets calculate the MPU values associated with UI workload broadband activities

Data Sources:

The time distribution reports that show hours, positions, and dollars worked by project and function

RJM-1 Cost Per Position

RJM-3 Workload

RJM-4 Minutes Per Unit

RJM-5-LV Position Requirements

Supporting Documentation:

None.

Procedures:

These worksheets are completed in the same way as Section A, Program Staff Year Usage, of the quarterly UI-3 (ETA 2208A) report. The only difference is that RJM uses hours worked rather than staff year positions/full time equivalents (FTE's). If the source document only lists FTE positions, then multiply positions by the standard hours in the period to compute the hours worked.

The row directions are the same for each of the separate broadband activity worksheets unless indicated.

Column B (Previous Year):

Row 12 - The system imports hours worked for the workload activity from the DATA worksheet.

Row 14 - The system imports workload data from the RJM-3 Workload worksheet.

Row 16 - The system calculates minutes per unit by multiplying the hours worked by 60, then dividing the result by the workload from Row 14.

Row 19 - The system imports Previous Fiscal Year expenditures for personal service contracts converted to MPU values from the Crosswalk workbook.

Row 20 - The system imports PS&PB cost per position from Row 42 of the Previous Year Column of the RJM-1 Cost Per Position worksheet for the functional activity.

Row 21 - The system imports hours worked per position from Row 39 of the Previous Year Column of the RJM-5-LV Position Requirements - Leave Summary worksheet.

Row 22 - The system imports annualized workload from the RJM–3 Workload.

Row 23 - The system calculates contracted out MPU by dividing Row 19 (annual cost of contracted out services) by Row 20 (PS&PB cost per position). The result is multiplied by Row 21 (hours worked per position), multiplied by 60, and divided by Row 22 (annualized workload).

Row 32 - The system calculates the MPU requirements by adding Row 16 (MPU/workload) to Row 23 (contracted out MPU).

Column C (Current Year):

Row 16 - The system imports MPU values from Previous Year Column, Row 16.

Row 19 – The system calculates the amount by multiplying the Previous Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 20 - The system imports PS&PB cost per position from Row 46 of the Current Year Column of the RJM-1 Cost Per Position worksheet for the functional activity.

Row 21 - The system imports hours worked per position from Row 39 of the Current Year Column of the RJM-5-LV Position Requirements – Leave Summary worksheet.

Row 22 - The system imports annualized workload from the RJM-3 Workload worksheet for the functional activity.

Row 23 - The system calculates the contracted out MPU value by dividing Row 19 (cost of contracted out services) by Row 20 (PS&PB cost per position). The result is multiplied by Row 21 (hours worked per position), multiplied by 60, and divided by Row 22 (annualized workload).

Row 32 - The system calculates the MPU requirements by adding Row 16 (MPU workload) to Row 23 (contracted out MPU).

Column D (Next Year):

Row 16 - The system imports MPU value from Current Year Column, Row 16.

Row 19 - The system calculates the amount by multiplying the Current Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 20 - The system imports PS&PB cost per position from Row 46 of the Next Fiscal Year Column of the RJM-1Cost Per Position worksheet for the functional activity.

Row 21 - The system imports hours worked per position from Row 39 (hours worked per position) of the Next Fiscal Year Column of the 5-LV Position Requirements – Leave Summary worksheet.

Row 22 - The system imports annualized workload from the RJM-3 Workload worksheet for the functional activity.

Row 23 - The system calculates the contracted out MPU values by dividing Row 19 (annual cost of contracted out services) by Row 20 (PS&PB cost per position). The result is multiplied by Row 21, multiplied by 60, and divided by Row 22 (annualized workload).

Row 32 - The system calculates MPU requirements by adding Row 16 (MPU workload) to Row 23 (contracted out MPU).

RJM-5-LV

POSITION REQUIREMENTS - LEAVE SUMMARY

Purpose: This worksheet calculates leave hours and hours worked per position.

Data Source: Time distribution reports

Supporting Documentation Requirements: None

Procedures:

Column B (Previous Year):

Row 13 - The system imports the standard hours paid per position for the Previous Year from the Startup worksheet.

Rows 16 through 24 - The system imports Hours Paid data from the DATA worksheet.

Row 26 - The system adds the Hours Paid for all functional activity codes.

Rows 29 through 37 - The system imports Hours Worked from the DATA worksheet.

Row 39 - The system adds the Hours Worked for all functional activity codes.

Row 41 - The system calculates Leave Hours by subtracting Row 39 (Total Hours Worked) from Row 26 (Total Hours Paid).

Row 43 - The system calculates Projected Leave Per Position by multiplying Row 13 by Row 41 and dividing by Row 26.

Row 50 - The system calculates Total Hours Leave by adding Row 43 to Rows 46 through 48.

Row 53 - The system calculates Hours Worked Per Position by subtracting Row 50 from Row 13.

Column C (Current Year):

Row 43 - The system calculates Projected Leave Per Position by multiplying Column C, Row 13 by Column B, Row 41 and dividing by Column B, Row 26.

Rows 46 through 48 - Enter documented (e.g., legislatively approved budget) leave increases or decreases per position directly charged to the UI Grant.

Indicate the effective date in the description and pro-rate increases that take effect after the beginning of the year.

If there are more than three increases or decreases, enter the total on Row 48 and explain in the narrative. Do not add additional rows to the spreadsheet.

Row 50 - The system calculates Total Hours Leave by adding Row 43 to Rows 46 through 48.

Row 53 - The system calculates Hours Worked Per Position by subtracting Row 50 from Row 13.

Column D (Next Year):

Row 43 - The system calculates Projected Leave Per Position by multiplying Column D, Row 13 by Column B, Row 41 and dividing by Column B, Row 26.

Rows 46 through 48 - Enter documented (e.g., legislatively approved budget) leave increases or decreases per position directly charged to the UI Grant.

Indicate the effective date in the description and pro-rate increases that take effect after the beginning of the year.

If there are more than three increases or decreases, enter the total on Row 48 and explain in the narrative. Do not add additional rows to the spreadsheet.

Row 50 - The system calculates Total Hours Leave by adding Row 43 to Rows 46 through 48.

Row 53 - The system calculates Hours Worked Per Position by subtracting Row 50 from Row 13.

RJM-5-MPU

POSITION REQUIREMENTS – WORKLOAD ITEMS

Purpose:

This worksheet calculates positions for claims and employer activities based on states' workloads, MPU values, and work hours. The six major workload items are included on the worksheet. The formula is (Workload * MPU) / (hours worked per position *60).

Data Source:

The data for this worksheet is imported from the RJM-3 Workload, the RJM-4 Minutes Per Unit and the RJM-5-LV Position Requirements worksheets. These worksheets must be completed prior to the RJM-5-MPU calculating the positions required.

Supporting Documentation Requirements: None

Procedures: All of the information for the worksheet is imported from previously completed worksheets.

Column B (Previous Year):

Row 12 - The system imports hours worked per position from the Row 53, Previous Year Column of the RJM-5-LV Position Requirements worksheet.

Row 15 - The system imports Initial Claims MPU value from Row 32, Previous Year Column of the RJM-4-IC worksheet.

Row 16 - The system imports Initial Claims workload from Row 17, Previous Year Column of the RJM-3 Workload worksheet.

Row 17 - The system calculates Initial Claims positions by multiplying Row 15 (MPU) by Row 16 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 20 - The system imports Weeks Claimed MPU value from Row 32, Previous Year Column of the RJM-4-WK worksheet.

Row 21 - The system imports Weeks Claimed workload from Row 19, Previous Year Column of the RJM-3 Workload worksheet.

Row 22 - The system calculates Weeks Claimed positions by multiplying Row 20 (MPU) by Row 21 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 25 - The system imports Non-Monetary Determinations MPU value from Row 32, Previous Year Column of the RJM-4-NMD worksheet.

Row 26 - The system imports Non-Monetary Determinations workload from the Row 21, Previous Year Column of the RJM-3 Workload worksheet.

Row 27 - The system calculates Non-Monetary Determinations positions by multiplying Row 25 (MPU) by Row 26 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 30 – The system imports Appeals MPU value from Row 32, Previous Year Column of the RJM-4-APP worksheet.

Row 31 - The system imports Appeals workload from Row 23, Previous Year Column of the RJM-3 Workload worksheet.

Row 32 - The system calculates appeal positions by multiplying Row 30 (MPU) by Row 31 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 35 - The system imports Wage Records MPU value from Row 32, Previous Year Column of the RJM-4-WR worksheet.

Row 36 - The system imports Wage Records workload from Row 25, Previous Year Column of the RJM-3 Workload worksheet.

Row 37 - The system calculates Wage Records positions by multiplying Row 35 (MPU) by Row 36 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 40 - The system imports Tax MPU value from Row 32, Previous Year Column of the RJM-4-TAX worksheet.

Row 41 - The system imports Tax workload from Row 27, Previous Year Column of the RJM-3 Workload worksheet.

Row 42 - The system calculates Tax positions by multiplying Row 35 (MPU) by Row 36 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 46 - The system calculates total position requirements by adding position requirements for each functional activity calculated above for the Previous Year.

Column C (Current Year):

Row 12 - The system imports hours worked per position from Row 53, Current Year Column of the RJM-5-LV Position Requirements worksheet.

Row 15 - The system imports Initial Claims MPU value from Row 32, Current Year Column of the RJM-4-IC worksheet.

Row 16 - The system imports Initial Claims workload from Row 17, Current Year Column of the RJM-3 Workload worksheet.

Row 17 - The system calculates Initial Claims positions by multiplying Row 15 (MPU) by Row 16 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 20 - The system imports Weeks Claimed MPU value from Row 32, Current Year Column of the RJM-4-WK worksheet.

Row 21 - The system imports Weeks Claimed workload from Row 19, Current Year Column of the RJM-3 Workload worksheet.

Row 22 - The system calculates Weeks Claimed positions by multiplying Row 20 (MPU) by Row 21 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 25 - The system imports Non-Monetary Determinations MPU value from Row 32, Current Year Column of the RJM-4-NMD worksheet.

Row 26 - The system imports Non-Monetary Determinations workload from Row 21, Current Year Column of the RJM-3 Workload worksheet.

Row 27 - The system calculates Non-Monetary Determinations positions by multiplying Row 25 (MPU) by Row 26 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 30 - The system imports Appeals MPU value from Row 32, Current Year Column of the RJM-4-APP worksheet.

Row 31 - The system imports Appeals workload from Row 23, Current Year Column of the RJM-3 Workload worksheet.

Row 32 - The system calculates Appeals positions by multiplying Row 30 (MPU) by Row 31 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 35 - The system imports Wage Records MPU value from Row 32, Current Year Column of the RJM-4-WR worksheet.

Row 36 - The system imports Wage Records workload from Row 25, Current Year Column of the RJM-3 Workload worksheet.

Row 37 - The system calculates Wage Records positions by multiplying Row 35 (MPU) by Row 36 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 40 - The system imports Tax MPU value from Row 32, Current Year Column of the RJM-4-TAX worksheet.

Row 41 - The system imports Tax workload from Row 27, Current Year Column of the RJM-3 Workload worksheet.

Row 42 - The system calculates Tax positions by multiplying Row 40 (MPU) by Row 41 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 46 - The system calculates total position requirements by adding position requirements for each functional activity calculated above for the Current Year.

Column D (Next Year):

Row 12 - The system imports hours worked per position from Row 53, Next Year Column of the RJM-5-LV Position Requirements worksheet.

Row 15 - The system imports Initial Claims MPU value from Row 32, Next Year Column of the RJM-4-IC worksheet.

Row 16 - The system imports Initial Claims workload from Row 17, Next Year Column of the RJM-3 Workload worksheet.

Row 17 - The system calculates Initial Claims positions by multiplying Row 15 (MPU) by Row 16 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 20 - The system imports Weeks Claimed MPU value from Row 32, Next Year Column of the RJM-4-WK worksheet.

Row 21 - The system imports Weeks Claimed workload from Row 19, Next Year Column of the RJM-3 Workload worksheet.

Row 22 - The system calculates Weeks Claimed positions by multiplying Row 20 (MPU) by Row 21 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 25 - The system imports Non-Monetary Determinations MPU value from Row 32, Next Year Column of the RJM-4-NMD worksheet.

Row 26 - The system imports Non-Monetary Determinations workload from Row 21, Next Year Column of the RJM-3 Workload worksheet.

Row 27 - The system calculates Non-Monetary Determinations positions by multiplying Row 25 (MPU) by Row 26 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 30 - The system imports Appeals MPU value from Row 32, Next Year Column of the RJM-4-APP worksheet.

Row 31 - The system imports Appeals workload from Row 23, Next Year Column of the RJM-3 Workload worksheet.

Row 32 - The system calculates Appeals positions by multiplying Row 30 (MPU) by Row 31 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 35 - The system imports Wage Records MPU value from Row 32, Next Year Column of the RJM-4-WR worksheet.

Row 36 - The system imports Wage Records workload from Row 25, Next Year Column of the RJM-3 Workload worksheet.

Row 37 - The system calculates Wage Records positions by multiplying Row 35 (MPU) by Row 36 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 40 - The system imports Tax MPU value from Row 32, Next Year Column of the RJM-4-TAX worksheet.

Row 41 - The system imports Tax workload from Row 27, Next Year Column of he RJM-3 Workload worksheet.

Row 42 - The system calculates Tax positions by multiplying Row 40 (MPU) by Row 41 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 46 - The system calculates total position requirements by adding position requirements for each functional activity calculated above for the Next Year.

RJM- 5-BPC, RJM-5-UIP, RJM-5-SUP & RJM-5-AST
POSITION REQUIREMENTS
(FOR NON-WORKLOAD STAFF)

Purpose:

These worksheets provide the usage data for the four non-workload related functional activities and calculate the positions required for the Current Fiscal Year and the Next Fiscal Year.

Data Source: Time distribution reports

Supporting Documentation Requirements:

None

Procedures:

All costs for contracting with outside sources to perform non-workload activities should be combined and used for the worksheet. All SBRs for non-workload activities should be combined and used as well. Figures should include all costs for the 12-month period, October through September.

Column B (Previous Year):

Row 12 - The system imports total positions paid YTD from Row 14, Previous Year Column of the RJM-1 Cost Per Position worksheet for the corresponding functional activity.

Row 17 - The system imports Previous Fiscal Year expenditures for personal service contracts converted to MPU values from the Crosswalk workbook.

Row 18 - The system imports PS&PB cost per position from Row 42, Previous Year Column of the RJM-1 Cost Per Position worksheet for the corresponding functional activity.

Row 19 - The system calculates position equivalents by dividing Row 17 (cost of contracted services) by Row 18 (PS&PB cost per position).

Row 26 - The system calculates total position requirements by adding Row 12 (total positions paid YTD) and Row 19 (contracted position equivalents).

Column C (Current Year):

Row 14 - The system imports straight-line projected positions from Row 12, Previous Year Column.

Row 17 - The system calculates the amount by multiplying the Previous Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 18 - The system imports PS&PB cost per position from Row 42, Current Year Column of the RJM-1 Cost Per Position worksheet for the corresponding functional activity.

Row 19 - The system calculates position equivalents by dividing Row 17 (cost of contracted services) by Row 18 (PS&PB cost per position).

Row 26 - The system calculates total position requirements by adding Row 12 (total positions paid YTD) and Row 19 (contracted position equivalents).

Column D (Next Year):

Row 14 - The system imports straight-line projected positions from Row 14, Current Year Column.

Row 17 - The system calculates the amount by multiplying the Current Year amount by an inflationary percentage (currently 3%). This formula may be overwritten if the state wishes to display a different amount.

Row 18 - The system imports PS&PB cost per position is imported from Row 42, Next Year Column of the RJM-1 Cost Per Position worksheet for the corresponding functional activity.

Row 19 - The system calculates position equivalents by dividing Row 17 (cost of contracted services) by Row 18 (PS&PB cost per position).

Row 26 - The system calculates total position requirements by adding Row 14 (straight-line projected positions) and Row 19 (contracted position equivalents).

RJM 5-SUM

POSITION REQUIREMENTS – POSITION SUMMARY

Purpose:

This worksheet summarizes all the positions required by functional activity code, giving the total position requirements for the program.

Data Source:

All data is derived from other worksheets.

Position Requirements worksheets:

5-LV

5-MPU

5-BPC

5-UIP

5-SUP

5-AST

Supporting Documentation Requirements: None

Procedures: All data is populated from the other Position Requirements worksheets.

Column B (Previous Year):

Row 12 - The system sums all of the UI Program positions on Rows 14 through 25.

Row 14 - The system imports Initial Claims positions from Row 17 of the 5-MPU Position Requirements worksheet.

Row 15 - The system imports Weeks Claimed positions from Row 22 of the 5-MPU Position Requirements worksheet.

Row 16 - The system imports Non-Monetary Determination positions from Row 27 of the 5-MPU Position Requirements worksheet.

Row 17 - The system imports Appeals positions from Row 32 of the 5-MPU Position Requirements worksheet.

Row 18 - The system imports Wage Records positions from Row 37 of the 5-MPU Position Requirements worksheet.

Row 19 - The system imports Tax positions from Row 42 of the 5-MPU Position Requirements worksheet.

Row 21 - The system imports Benefit Payment Control position requirement from Row 26 of the 5-BPC Position Requirements worksheet.

Row 23 - The system imports UI PERFORMS positions requirement from Row 26 of the 5-UIP Position Requirements worksheet.

Row 25 - The system imports Support positions requirement from Row 26 of the 5-SUP Position Requirements worksheet.

Row 28 - The system imports AS&T positions requirement from Row 26 of the 5-AST Position Requirements worksheet.

Row 31 - The system calculates total position requirements by adding Rows 14 through 28 for UI Program positions plus AS&T positions.

Column C (Current Year):

Row 12 - The system sums all of the UI Program positions on Rows 14 through 25.

Row 14 - The system imports Initial Claims positions from Row 17 of the 5-MPU Position Requirements worksheet.

Row 15 - The system imports Weeks Claimed positions from Row 22 of the 5-MPU Position Requirements worksheet.

Row 16 - The system imports Non-Monetary Determination positions from Row 27 of the 5-MPU Position Requirements worksheet.

Row 17 - The system imports Appeals positions from Row 32 of the 5-MPU Position Requirements worksheet.

Row 18 - The system imports Wage Records positions from Row 37 of the 5-MPU Position Requirements worksheet.

Row 19 - The system imports Tax positions from Row 42 of the 5-MPU Position Requirements worksheet.

Row 21 - The system imports Benefit Payment Control position requirement from Row 26 of the 5-BPC Position Requirements worksheet.

Row 23 - The system imports UI PERFORMS positions requirement from Row 26 of the 5-UIP Position Requirements worksheet.

Row 25 - The system imports Support positions requirement from Row 26 of the 5-SUP Position Requirements worksheet.

Row 28 - The system imports AS&T positions requirement from Row 26 of the 5-AST Position Requirements worksheet.

Row 31 - The system calculates total position requirements by adding Rows 14 through 28 for the UI Program positions plus AS&T positions.

Column D (Next Year):

Row 12 - The system sums all of the UI Program positions on Rows 14 through 25.

Row 14 - The system imports Initial Claims positions from Row 17 of the 5-MPU Position Requirements worksheet.

Row 15 - The system imports Weeks Claimed positions from Row 22 of the 5-MPU Position Requirements worksheet.

Row 16 - The system imports Non-Monetary Determination positions from Row 27 of the 5-MPU Position Requirements worksheet.

Row 17 - The system imports Appeals positions from Row 32 of the 5-MPU Position Requirements worksheet.

Row 18 - The system imports Wage Records positions from Row 37 of the 5-MPU Position Requirements worksheet.

Row 19 - The system imports Tax positions from Row 42 of the 5-MPU Position Requirements worksheet.

Row 21 - The system imports Benefit Payment Control position requirement from Row 26 of the 5-BPC Position Requirements worksheet.

Row 23 - The system imports UI PERFORMS positions requirement from Row 26 of the 5-UIP Position Requirements worksheet.

Row 25 - The system imports Support positions requirement from Row 26 of the 5-SUP Position Requirements worksheet.

Row 28 - The system imports AS&T positions requirement from Row 26 of the 5-AST Position Requirements worksheet.

Row 31 - The system calculates total position requirements by adding Rows 14 through 33 for the UI Program positions plus AS&T positions.

RJM - 6

BASE ALLOCATION REQUESTED

Purpose:

This worksheet summarizes the workload, MPU, staff years (SY), PS/PB cost per SY and dollars requested for the Next or Budget Year.

Data Source:

The data for this worksheet is imported from the RJM-1-Rates, RJM-2, RJM-3, RJM-5-MPU and RJM-5-SUM. These forms must be completed before the system can calculate the base allocation requested.

Supporting Documentation Requirements: None required

Procedures: The system automatically imports all information for the worksheet from previously completed worksheets.

Column B (Workload):

Rows 9 through 12 - The system imports workload for benefits functions from Column D of the RJM-3 (Workload) worksheet for the corresponding functional activity code.

Rows 13 through 14 - The system imports workload for employer related functions from Column D of the RJM-3 (Workload) worksheet for the corresponding functional activity code.

Column C (MPU):

Rows 9 through 12 - The system imports MPU values for claims activities from Column D of the RJM-5-MPU (Minutes Per Unit) worksheet for the respective functional activity code.

Rows 13 through 14 - The system imports MPU values for employer activities from Column D of the RJM-5-MPU worksheet for the respective functional activity code.

Column D (Positions):

Rows 9 through 17 - The system imports position requirements from RJM-5-SUM Position Requirements for the corresponding functional activity code.

Row 19 - The system calculates the total UI positions by adding Rows 9 through 17.

Row 21 - The system imports AS&T position requirements from Row 28 of the RJM-5-SUM worksheet.

Row 26 - The system imports Total Base position requirements from Row 31 of the RJM-5-SUM worksheet.

Column E (PS/PB Cost per SY):

Rows 9 through 17 - The system imports position requirements from RJM-1-RATES Summary - PS&PB Cost Per Position for the corresponding functional activity code.

Row 19 - The system calculates the average cost of a UI staff position by dividing total cost for UI positions (Column F) by the total UI positions (Column D).

Row 21 - The system imports AS&T PS&PB cost per position from Row 27 of RJM-1-RATES.

Column F (Total Cost):

Rows 9 through 17 - Each row multiplies positions (Column D) by PS&PB cost per position (Column E) for the corresponding functional activity code to calculate total dollars required.

Row 19 - The system calculates the total cost for the UI functional activity codes by adding Rows 9 through 17.

Row 21 - The system multiplies positions (Column D) by cost per position (Column E) for the AS&T functional activity code to calculate total AS&T dollars required for AS&T.

Row 23 - Total non-personal services is imported from Column D, Row 35 of RJM-2 Non-Personal Services.

Row 26 - The system calculates the total allocation dollars requested by adding Row 19 (total dollars for UI positions), Row 21 (total dollars for AS&T positions) and Row 23 (total dollars for non-personal services).

RJM- 6-BAL

RJM BALANCE SHEET – BALANCE REVIEW

Purpose:

This worksheet compares the Previous Year PS&PB and NPS data that were entered into the ACCT SUM worksheet with the data that were imported into the DATA and RJM-2 worksheets, and the NPS conversion data for all years that were entered into the RJM-4 and RJM-5 worksheets with the data that were entered into the RJM-2 worksheet.

Data Source:

The data for this worksheet is imported from the ACCT SUM, RJM-DATA, RJM-2, RJM-4, and the RJM-5 worksheets.

Supporting Documentation Requirements:

None required.

Procedures:

All of the information for the worksheet will be automatically imported from previously completed worksheets.

Column B (Previous Year):

Rows 10 - The system imports PS costs from Column C, Row 50 of the RJM-ACCT SUM worksheet.

Row 11 - The system imports PS costs from Column B, Row 39 of the RJM-DATA worksheet.

Rows 12 - The system subtracts Row 11 from Row 10.

Row 15 - The system imports PB costs from Column D, Row 50 of the RJM-ACCT SUM worksheet.

Row 16 - The system imports PS costs from Column B, Row 54 of the RJM-DATA worksheet.

Rows 17 - The system subtracts Row 16 from Row 15.

Row 20 - The system imports NPS costs from Column E, Row 50 of the RJM-ACCT SUM worksheet.

Row 21 - The system imports NPS costs from Column B, Row 35 of the RJM-2 worksheet.

Rows 22 - The system subtracts Row 21 from Row 20.

Row 25 - The system imports ROO costs from Column E, Row 19 of the RJM-ACCT SUM workbook.

Row 26 - The system imports ROO costs from Column C, Row 10 of the CROSS NPS worksheet of the Crosswalk workbook.

Row 27 - The system subtracts Row 26 from Row 25.

Row 29 - The system imports ROO costs from Column E, Row 39 of the RJM-ACCT SUM worksheet.

Row 30 - The system imports ROO costs from Column C, Row 39 of the CROSS NPS worksheet of the Crosswalk workbook.

Row 31 - The system subtracts Row 30 from Row 29.

Row 36 - The system imports NPS conversion costs from Column B, Row 19 of the RJM-4-IC.

Row 37 - The system imports NPS conversion costs from Column B, Row 19 of the RJM-4-WC.

Row 38 - The system imports NPS conversion costs from Column B, Row 19 of the RJM-4-NM.

Row 39 - The system imports NPS conversion costs from Column B, Row 19 of the RJM-4-AP.

Row 40 - The system imports NPS conversion costs from Column B, Row 19 of the RJM-4-WR.

Row 41 - The system imports NPS conversion costs from Column B, Row 19 of the RJM-4-TAX worksheet.

Row 42 - The system imports NPS conversion costs from Column B, Row 17 of the RJM-5-BPC.

Row 43 - The system imports NPS conversion costs from Column B, Row 17 of the RJM-5-UIP.

Row 44 - The system imports NPS conversion costs from Column B, Row 17 of the RJM-5-SUP.

Row 45 - The system imports NPS conversion costs from Column B, Row 17 of the RJM-5-AST.

Row 46 - The system sums the total of Column B, Rows 36 through 45 for the Previous Year.

Row 47 - The system imports the NPS conversion costs of Column B, Row 29 of the RJM-2 worksheet.

Row 48 - The system subtracts Row 47 from Row 46 for the Previous Year.

Column C (Current Year):

Row 36 - The system imports NPS conversion costs from Column C, Row 19 of the RJM-4-IC.

Row 37 - The system imports NPS conversion costs from Column C, Row 19 of the RJM-4-WC.

Row 38 - The system imports NPS conversion costs from Column C, Row 19 of the RJM-4-NM.

Row 39 - The system imports NPS conversion costs from Column C, Row 19 of the RJM-4-AP.

Row 40 - The system imports NPS conversion costs from Column C, Row 19 of the RJM-4-WR.

Row 41 - The system imports NPS conversion costs from Column C, Row 19 of the RJM-4-TAX worksheet.

Row 42 - The system imports NPS conversion costs from Column C, Row 17 of the RJM-5-BPC.

Row 43 - The system imports NPS conversion costs from Column C, Row 17 of the RJM-5-UIP.

Row 44 - The system imports NPS conversion costs from Column C, Row 17 of the RJM-5-SUP.

Row 45 - The system imports NPS conversion costs from Column C, Row 17 of the RJM-5-AST.

Row 46 - The system sums the total of Column C, Rows 36 through 45 for the Previous Year.

Row 47 - The system imports the NPS conversion costs of Column C, Row 29 of the RJM-2 worksheet.

Row 48 - The system subtracts Row 47 from Row 46 for the Current Year.

Column D (Next Year):

Row 36 - The system imports NPS conversion costs from Column D, Row 19 of the RJM-4-IC.

Row 37 - The system imports NPS conversion costs from Column D, Row 19 of the RJM-4-WC.

Row 38 - The system imports NPS conversion costs from Column D, Row 19 of the RJM-4-NM.

Row 39 - The system imports NPS conversion costs from Column D, Row 19 of the RJM-4-AP.

Row 40 - The system imports NPS conversion costs from Column D, Row 19 of the RJM-4-WR.

Row 41 - The system imports NPS conversion costs from Column D, Row 19 of the RJM-4-TAX worksheet.

Row 42 - The system imports NPS conversion costs from Column D, Row 17 of the RJM-5-BPC.

Row 43 - The system imports NPS conversion costs from Column D, Row 17 of the RJM-5-UIP.

Row 44 - The system imports NPS conversion costs from Column D, Row 17 of the RJM-5-SUP.

Row 45 - The system imports NPS conversion costs from Column D, Row 17 of the RJM-5-AST.

Row 46 - The system sums the total of Column D, Rows 36 through 45 for the Previous Year.

Row 47 - The system imports the NPS conversion costs of Column D, Row 29 of the RJM-2 worksheet.

Row 48 - The system subtracts Row 47 from Row 46 for the Next Year.