

How to Figure Salaries and Benefits

1. Take the total salary of the employee and the total benefits of the employee.
2. Add them together.
3. Then divide that amount by the total grant \$'s for salary and benefits to see what percentage can be paid.
4. Then adjust it up or down depending on how far off the totals are.
5. Here's an example:
 - a. Pretend example: Total salary is \$63,011, Total benefits is \$29,822. Total is \$92,833.
 - b. Total Grant allocations for salary and benefits is \$43,138.
 - c. Divide \$43,138 by \$92,833 = 46%. 46% of \$63,011 (salary) is \$28,985. 46% of benefits is \$13,718 for a total of \$42,703.
 - d. The amount on the grant was \$43,138. Take that minus the \$42,703 it's off \$435. Split the difference and add about \$235 to the salary and \$200 to the benefits so it would still be between 46-47% for a total of \$29220 for salary and \$13,918 for benefits to total \$43,138.



[How to Figure Salaries and Benefits Spreadsheet](#)