



Employer Payroll Calculator-No Exemptions

As an employer within the CCO program, it is your responsibility to ensure that the payroll you submit for your employees falls within your authorized funding amount. This amount is reflected on your budget.

Failure to stay within your funding amount puts you and your employees at risk with respect to state and federal laws, worker’s compensation and unemployment insurance, as well as Department of Labor regulations. Additionally, payroll that is submitted in excess of your authorized funding amount cannot be processed and will likely lead to required revisions/delays in the processing of payroll as a whole.

To assist you in submitting within your authorized funding amount, Veridian Fiscal Solutions has developed the Employer Payroll Calculator** (picture below).

Employer Payroll Calculator				
Enter Employer Tax Rate Here*: →				
Employees	Hours Worked - Regular	Hours Worked - Overtime †	Hourly Rate	SUM
Employee 1				\$ -
Employee 2				\$ -
Employee 3				\$ -
Employee 4				\$ -
Employee 5				\$ -
Employee 6				\$ -
Employee 7				\$ -
Employee 8				\$ -
Employee 9				\$ -
Employee 10				\$ -
Total Dollars				\$ -

* Employer Tax Rate is the employer tax rate found on your budget.

† Overtime hours are any hours worked over 40 hours in one work week. A work weeks runs from Sunday through Saturday. Overtime hours are paid at time and a half (1.5 times the regular pay rate).

****Veridian and its subsidiaries do not accept liability or financial responsibility in whole or in part for the use of this payment calculator. The member/employer is solely responsible for the scheduling, tracking and utilization of their spending and to stay within their authorized dollar amount. This payment calculator is to estimate the employer tax burden and should not be used to calculate an employee’s payroll.**

After reviewing the instructions provided in this document, you will be ready to use the Employer Payroll Calculator.

Overview

The Employer Payroll Calculator allows you to determine the cost of your employee's work.

The calculator does so utilizing the following equation:

$$\text{Hours worked} \times \text{Employee's hourly wage} \times \text{Your employer tax rate} = \text{Cost of hours}$$

By knowing the cost of your employee's work, you are better able to schedule your employees in such a way that their payroll will fall within your authorized funding amount.

To use the Employer Payroll Calculator, you will add the following information in to the calculator as pictured below:

Employer Payroll Calculator				
Enter Employer Tax Rate Here*: → 1				
Employees	Hours Worked - Regular	Hours Worked - Overtime +	Hourly Rate	SUM
Employee 1 2	3	4	5	\$ 6 -
Employee 2				\$ -
Employee 3				\$ -
Employee 4				\$ -
Employee 5				\$ -
Employee 6				\$ -
Employee 7				\$ -
Employee 8				\$ -
Employee 9				\$ -
Employee 10				\$ -
Total Dollars				\$ 7 -

To utilize the Employer Payroll Calculator, you will add the following information in to the calculator as pictured below:

- Employer Tax Rate-** Your employer tax rate.
 - If you are a new employer in 2023, your employer tax rate is 9.25%.
 - At the end of the year, VFS will mail employers with a tax rate change for the upcoming calendar year providing them with their new rate.
 - Your ISB will have your employer tax rate. You can also contact VFS and we will provide it.
 - For additional information on Employer Taxes, please reference the following section of this user guide.
- Employee names (optional)-**The employee providing services.
- Hours Worked-Regular-**The amount of hours your employee will work at their regular rate of pay.

4. **Hours Worked-Overtime**-The amount of hours your employee will work at the overtime rate of pay.
 - Overtime hours are paid at time-and-a-half the employee's regular pay rate.
 - Overtime hours are any hours worked in excess of 40 in a work week (the work week runs from Sunday to Saturday)
5. **Hourly Rate**-Your employee's hourly rate of pay.

Completing fields 1-5 for an employee will calculate the total billing for that employee in the SUM column (6). The total billing for all employees listed in the calculator (if more than one are added) will be listed in Total Dollars cell at the bottom of the calculator (7).

What are Employer Taxes?

Based on your role in the CCO program, you are considered a household employer. As a household employer, you are required to pay a percentage of certain taxes on your employee's wages, otherwise referred to as your employer taxes. Veridian processes these tax payments on your behalf and deducts the funds from your total authorized amount based off your submitted payroll.

Within this program, your employer taxes consist of the following and are applied to your employee wages at the rate listed:

- **6.2%** Social Security (Federal Insurance Contributions Act or FICA)
- **1.45%** Medicare
- **0.6%** Federal Unemployment Tax Act (FUTA)
- **X.X%** State Unemployment Tax Authority (SUTA)

The SUTA rate varies from employer to employer and is subject to change annually based on the following factors:

- The length of time an individual has been a household employer.
- The amount of payroll paid each year.
- The number of unemployment claims filed.

Combining the above percentages will give you your overall employer tax rate. This is the rate that you will add to the Employer Tax Rate field on the calculator.

Please note, your overall Employer Tax Rate can vary from year to year based off changes in workers' compensation, federal employer tax rates and state employer tax rates.

If your employer tax rate is set to change in the next calendar year, you will receive a letter from Veridian at the end of the previous year notifying you of your new rate.

Examples

To see how the Employer Payroll Calculator works, let's look at a few examples.

Example 1

You have an employer tax rate of 9.25%, an authorized funding amount of \$1700.00, and the following employee data:

Jane Doe- 27 hours worked (no overtime) and is paid \$10.00 an hour.

John Doe- 2 hours worked (no overtime) and is paid \$10.00 an hour.

Jim Doe- 42 total hours worked (2 of which are overtime) and is paid \$10.00 an hour.

Jack Doe- 50 total hours worked (10 of which are overtime) and is paid at \$15.00 an hour.

With the above employee data, the Employer Payroll Calculator should be filled out as follows:

Employer Payroll Calculator				
Enter Employer Tax Rate Here*: →			9.25%	
Employees	Hours Worked - Regular	Hours Worked - Overtime +	Hourly Rate	SUM
Jane Doe	27.00	0.00	\$ 10.00	\$ 294.98
John Doe	2.00	0.00	\$ 10.00	\$ 21.85
Jim Doe	40.00	2.00	\$ 10.00	\$ 469.78
Jack Doe	40.00	10.00	\$ 15.00	\$ 901.31
Employee 5				\$ -
Employee 6				\$ -
Employee 7				\$ -
Employee 8				\$ -
Employee 9				\$ -
Employee 10				\$ -
Total Dollars				\$ 1,687.91

Given the above data, the total payroll amount for these employees would be \$1687.91. With an authorized funding amount of \$1700.00 available, submitting this payroll would leave you within your authorized funding amount with \$12.09 to spare.

Example 2

To revise the above example, let's say your employer information remains the same (authorized funding amount of \$1700 and an employer tax rate of 9.25%), and John, Jim, and Jack's data remains the same, but Jane is now scheduled to work 30 hours instead of 27.

Jane Doe- 30 hours worked (no overtime) and is paid \$10.00 an hour.

John Doe- 2 hours worked (no overtime) and is paid \$10.00 an hour.

Jim Doe- 42 total hours worked (2 of which are overtime) and is paid \$10.00 an hour.

Jack Doe- 50 total hours worked (10 of which are overtime) and is paid at \$15.00 an hour.

With the above employee data, the Employer Payroll Calculator should be filled out as follows:

Employer Payroll Calculator				
Enter Employer Tax Rate Here*: →			9.25%	
Employees	Hours Worked - Regular	Hours Worked - Overtime +	Hourly Rate	SUM
Jane Doe	30.00	0.00	\$ 10.00	\$ 327.75
John Doe	2.00	0.00	\$ 10.00	\$ 21.85
Jim Doe	40.00	2.00	\$ 10.00	\$ 469.78
Jack Doe	40.00	10.00	\$ 15.00	\$ 901.31
Employee 5				\$ -
Employee 6				\$ -
Employee 7				\$ -
Employee 8				\$ -
Employee 9				\$ -
Employee 10				\$ -
Total Dollars				\$ 1,720.69

Given the above data, the total payroll amount for these employees would be \$1720.69. With an authorized funding amount of \$1700.00 available, submitting this payroll would exceed your authorized funding amount.

As submitted this payroll is unable to be processed. Hours would either need to be resubmitted within the authorized funding amount or hours would need to be shorted. Either of these options can lead to a delay in employees receiving payment. They would also put you and your employees at risk with respect to state and federal laws, worker's compensation and unemployment insurance, as well as Department of Labor regulations. To prevent this, it is recommended that you review and ensure payroll will fall within your authorized funding amount prior to submitting your employee's hours.

Helpful Hints for Staying Within your Authorized Funding Amount

Using the Employer Payroll Calculator, while keeping the following in mind, will assist you in successfully submitting payroll within your authorized funding amount.

- **Employee pay rates**-Be sure to accurately reflect your employee's rate of pay in the payment calculator. You can verify your employee's current rate of pay by logging into your online account and taking the following steps
 - Select Employees under the My Account Tab on the home screen
 - View the Employee in question
 - Scroll to the bottom of the web page. This will show the service codes your employee has active, the timeframe the code is active for, and the pay rate for the service (example below)

Code	Description	Start	End	Rate
Personal Care/CDAC15	Personal Care	5/1/2020	12/31/2050	10.0000
SCL (15 Min)	Supported Community Living (15 Min)	1/1/2022	12/31/2050	15.0000

If you believe an employee's pay rate is not correct, contact Veridian to confirm that the information reflected online is accurate.

- **Overtime**-All hours worked over 40 in a work week (Sunday through Saturday), must be processed at time-and-a-half the regular pay rate for the service(s) where overtime applies. While having an employee work overtime may be necessary for you as an employer, be aware that this will take up a larger portion of your budget than if the employee did not work overtime.
- **Account statements**-Verifying your account statement for accuracy allows you to see the total amount that is available within the monthly budget/savings, the total amount that has been spent already, and what the remaining balance is. Reviewing this information is essential as it allows you to schedule your employees in a manner such that you are able to stay within your monthly budget.

For additional information on what is provided in the Account Statement as well as how to generate one, please refer to the [Account Statement Web Report Instructions](#).