

Employer Payroll Calculator

As an employer within a self-direction program, it is your responsibility to ensure that the payroll you submit for your employee(s) falls within your authorized funding amount. This provides protection to both you and your employees with respect to state and federal laws, as well as Department of Labor regulations.

To assist you in submitting within budget, Veridian Fiscal Solutions has developed the Employer Payroll Calculator** (picture below)

Employer Payroll Calculator					
Employer Tax Rate*:					
Employees	Hours Worked- Regular	Hours Worked- Overtime†	Hourly Rate	SUTA Exempt‡	SUM
Employee 1			\$	No	
Employee 2			\$	No	
Employee 3			\$	No	
Employee 4			\$	Yes	
Total Dollars Spent					

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

† Overtime hours are any hours work 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).

‡ An employee is SUTA exempt if their relationship to the employer exempts them from paying into State Unemployment Taxes.

***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, click [here](#) to utilize the Employer Payroll Calculator.

Overview

The Employer Payroll Calculator allows you to determine the cost of your employee’s labor based off of the number of hours they will work, their hourly rate of pay, and your employer tax responsibilities (known as your employer tax rate).

By being able to accurately determine the cost of your employee’s labor with regards to your authorized funding amount, you are better able to schedule your employees in such a way that their payroll will fall within your authorized funding amount.

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

Example 1

An employer has the following employee data, an employer tax rate of 11.16%, and a monthly budget of \$1750.00

Employee 1- 27 hours worked (no overtime), paid \$10.00 an hour, and not SUTA exempt

Employee 2- 2 hours worked (no overtime), paid \$10.00 an hour, and not SUTA exempt

Employee 3- 43 total hours worked (3 of which are overtime), paid \$10.00 an hour, and not SUTA exempt

Employee 4- 50 total hours worked (10 of which are overtime), paid at \$15.00 an hour, and is SUTA exempt

With the employee data above, the Employer Payroll Calculator should be filled out as follows (Note, the SUM column does not need to be filled out, this will be calculated based off the data added to the prior columns. Employer tax rate information can be located on your budget, or you can request this information from your ISB or Veridian)

Employer Payroll Calculator					
Employer Tax Rate*:		11.16%			
Employees	Hours Worked- Regular	Hours Worked- Overtime†	Hourly Rate	SUTA Exempt‡	SUM
Employee 1	27.00		\$10.00	No	300.13
Employee 2	2.00		\$10.00	No	22.23
Employee 3	40.00	3.00	\$10.00	No	494.66
Employee 4	40.00	10.00	\$15.00	Yes	917.07
Total Dollars Spent					1734.10

If the employer has a budget amount of \$1750.00 a month and they submitted payroll for their employees based off the data given above, their total payroll amount would equal \$1734.10, which would leave them within their total monthly budget amount with \$15.90 to spare.

Example 2

To revise the above example, let's say the employer information remains the same (budget of \$1750 and an employer tax rate of 11.16%), and Employees 2-4's data remains the same, but Employee 1 is now scheduled to work 30 hours instead of 27.

Employee 1- 30 hours worked (no overtime), paid \$10.00 an hour, and not SUTA exempt

Employee 2- 2 hours worked (no overtime), paid \$10.00 an hour, and not SUTA exempt

Employee 3- 43 total hours worked (3 of which are overtime), paid \$10.00 an hour, and not SUTA exempt

Employee 4- 50 total hours worked (10 of which are overtime), paid at \$15.00 an hour, and is SUTA exempt

With the employee data above, the Employer Payroll Calculator should be filled out as follows (Note, the SUM column does not need to be filled out, this will be calculated based off the data added to the prior columns. Employer tax rate information can be located on your budget, or you can request this information from your ISB or Veridian)

Employer Payroll Calculator					
Employer Tax Rate*:		11.16%			
Employees	Hours Worked- Regular	Hours Worked- Overtime†	Hourly Rate	SUTA Exempt‡	SUM
Employee 1	30.00		\$10.00	No	333.48
Employee 2	2.00		\$10.00	No	21.85
Employee 3	40.00	3.00	\$10.00	No	486.16
Employee 4	40.00	10.00	\$15.00	Yes	893.06
Total Dollars Spent					1767.44

Assume once again that the employer has a budget amount of \$1750.00 a month and they submitted payroll for their employees based off the above given data. Their total payroll amount this time would equal \$1767.44, which would **exceed their monthly budget amount.**

If this payroll were submitted, both the employer and their employees face potential risks with respect to state and federal laws, as well as Department of Labor regulations. This submission of payroll could also lead to delay in employees receiving payment.

Helpful Hints for Staying Within Budget

Using the Employer Payroll Calculator, while keeping the following in mind, will assist you in successfully submitting payroll within budget.

- **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/CDAC (15 Min)	6/1/2017	12/31/2050	11.2000
Respite2 (15)	Respite (15 Min)	4/1/2016	7/31/2017	18.0000
Respite-Group (15)	Respite-Group (15 Min)	6/1/2018	12/31/2050	14.0000
Respite-Group (15)	Respite-Group (15 Min)	4/1/2016	4/30/2016	12.0000
Respite-Indv (15)	Respite-Indv (15 Min)	5/1/2017	5/31/2018	13.0000
Respite-Indv (15)	Respite-Indv (15 Min)	3/1/2016	4/30/2017	12.0000

Note, 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, just be aware that this will take up a larger portion of your budget than if the employee did not work overtime.
- **Member statements**-Verifying your member 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.