

# Reimbursement Cheat Sheet

**How to bill into the grant for wages and associated payroll liabilities and leave accruals for hours worked.**

## **Billing for time:**

So if you were billing for 10 hours @ \$16.00 an hour:

$$\text{\$16.00} \times 10 \text{ hrs} = \text{\$160.00 gross wages}$$

## **Company Paid Liabilities:**

Social Security (6.2%) = .0620

Medicare = (1.45%) = .0145

Unemployment Insurance (.15%) = .0015

PERS (8.37%) = .0837

## **To account for company paid liabilities:**

Take the liability rate X Gross Wages

Ex: Gross Wages = **\\$160.00**

SS = 160.00 X .0620 = \\$9.92

Med = 160.00 X .0145 = **\\$2.32**

UI = 160.00 X .0015 = **\\$.24**

PERS = 160.00 X .0837 = \\$ 13.392 (**\\$ 13.39**)

Ex: 160.00+9.92+2.32+.24+13.39 = **\\$185.87**

## **Leave Rates**

Sick leave rate = .046

Annual leave rate = .058

## **To account for leave:**

Sick leave rate + annual leave rate X number of hours worked in the reporting period x hourly rate

Breakdown would be:

$$.046 + .058 = .104$$

$$.104 \times 10 = 1.04 \text{ (1.04 hrs accrued total)}$$

$$1.04 \times \text{\$16.00} = \text{\$16.64}$$

Now calculate company paid liabilities on those hours:

$$\text{SS} = 16.64 \times .0620 = \text{\$ 1.03}$$

$$\text{Med} = 16.64 \times .0145 = \text{\$ .24}$$

$$\text{UI} = 16.64 \times .0015 = \text{\$ .02}$$

$$\text{PERS} = 16.64 \times .0837 = \text{\$ 1.39}$$

$$\text{Ex: } \text{\$16.64} + 1.03 + .02 + .24 + 1.39 = \text{\$19.32}$$

You would bill the following:

$$185.87 + 19.32 = \text{\$205.19}$$