


DHHS Salary Cap Template Use

Context: This template was developed for University of Kentucky use to ensure compliance with DHHS Salary Cap Requirements. The template is designed to be user friendly and to be utilized for both faculty and staff.

Steps for Use:

1. Enter the information highlighted in blue at the top of the template for either the 12-month contract period, 10-month contract period or 9-month contract period. This includes Grant Number, Budget Period, Cost Share fund, Person ID, Employee Name, FTE % and Salary (for faculty use True Annual Salary as this is Institutional Base salary, for staff use annual salary).

	Grant Number	
	Budget Period	
	Cost Share Fund	
	Person ID	00000001
	Employee Name	Micky Mouse
	FTE %	100%
	Institutional Base Salary/Annual Salary	\$ 229,122.96
	Annual Salary Cap (July to January)	\$ 189,600.00
	Annual Salary Cap (February to June)	\$ 189,600.00
	Months in contract	12

2. Enter the total monthly effort on the grant (for example if the cost distribution is set up with 1.75% direct charge and 2.25% cost share, enter 4%) on the Effort Per Month Line. The effort can be different per month.

Effort Per Month	0.00%	1.00%	11.26%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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3. The template will generate dollar figures and percentages to be compliant with the DHHS Salary Cap requirement. Use the percentages that are generated in these fields on the cost distribution for the employee either in Infotype 0027 or FES Cost Distribution.

Direct Charge % for Compliance	0.00%	0.82%	9.31%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Cost Share % for Compliance	0.00%	0.18%	1.95%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Notes:

- A. Do not enter an annual salary that is less than the salary cap amount. This will generate negative results in the dollar figures and percentages.
- B. The annual salary cap established by DHHS is for 1.0 FTE or 100% Full-Time Equivalency. This template is adjusted for part-time faculty and staff utilizing FTE %.

If you have any questions or concerns, please reach out to the Research Financial Services office for guidance.