

OPE WORKSHEETS INSTRUCTIONS

These are the sheets (tabs) in the Excel workbook:

Template
OPE Rates
Unclassified by Individual
Classified by Individual
Unclassified by List
Classified by List
Students
Triple Deduct
OPE Actual
Select OPE
Simplified Formulas
PERS Eligibility

Template contains the OPE rates used for the worksheet calculations. Since these rates often change they are posted here and the rest of the worksheets are linked to them.

OPE Rates is a list of average rates for the entire University. The rates are calculated from the actual OPE expenditure from prior fiscal periods.

“Individual” details the methodology used to determine OPE for a single employee. If you are unfamiliar with how OPE is calculated, you may wish to work through a few samples (yourself works best) on the “individual” worksheets. You can compare the results to PWIEMPL—OPE Summary.

“List” enables budget managers to enter information on many employees and have the worksheet calculate OPE for all of them.

CELL BY CELL INSTRUCTIONS

The worksheets are set up so that you need to fill out only a few cells (those with bold black borders). The worksheet will calculate everything else.

Annual Rate:

Unclassified: enter the employee’s annual rate.
Classified: *Calculated.*

Monthly Rate:

Unclassified: *Calculated* from Annual Rate & Annual Basis
Classified: Monthly rate in accordance with the OPEU monthly salary schedule.

Annual Basis: 9 month or 12 month

Assigned Salary

Unclassified: *Calculated* from Appt Salary & Mo Working
Classified: amount of salary an employee will receive per month

Months Working: Number of months the employee will work before and after November. New medical rates are effective for the employee January 1st, but for employers the new rates charge starts December 1. Half-months should be shown as decimals (e.g., 2.5)

Monthly Opt-Out return

Employees who opt-out of insurance coverage will get the difference between their dental coverage (mandatory) and the insurance rate. This amount can be found by looking at an individual's OPE Summary through PWIEMPL.

Triple Deduct? “Y”es or “N”o (*Unclassified only*): 9-month employees who have a contract Spring Term, will also have a contract Fall Term, and who have an Appt% greater than 49 (this includes almost all tenured & tenure-track faculty), are eligible for insurance coverage over the summer months. Some fixed-term employees may also elect to have this option (see "Triple Deduct" in **OPE Overview**).

- If you say “Y”, it will calculate the cost of 12 months of insurance coverage paid over 10 months, plus the extra OPE on 12 months of medical opt-out (where applicable).
- If you say “N” or leave the cell blank, the monthly insurance is simply multiplied by how many “Months Working” you enter.

Appointment Salary

Unclassified: The total amount of salary you intend to pay the employee over the period of the “Months Working”

Classified: *Calculated* from Assigned Sal & Mo Working

Appointment %: *Calculated* - Percent of Assigned Salary to Monthly Rate

Emp OPE Rate: *Calculated* - The OPE rate based on the individual

Avg UO OPE Rate: The University average OPE rate calculated from the prior year's actual OPE

The Student, Triple Deduct, OPE Actual, Select OPE, Simplified Formulas and PERS Eligibility sheets are (hopefully) self-explanatory.

Final Caveat:

Remember, this is budgeting—i.e., a *plan*. While these worksheets will bring you *close* to actual OPE--there are many reasons why the worksheets figures may not be exact. (see "**OPE Pitfalls**").