



## **BENEFIT BUDGETING TIPS**

Fringe benefits are employer expenses directly associated with individual employee classes. Benefit rates are based on the most recent budget approved by the legislature. Always ensure the most recent benefit rates are being used. Benefits will most likely be required when budgeting any type of salary.

### **SHRA**

SHRA employees are paid from account codes 912XXX for regular salaries and 914XXX for premium pay. Budget for Social Security (918100) and TSERS Retirement (918200). Medical Insurance is budgeted based on the annual employer Medical Insurance Premium multiplied by number of FTE (normally 1.0 FTE per employee).

### **EHRA**

EHRA Staff are paid from account codes 911XXX. EHRA Faculty are paid from account codes 913XXX. This includes overload and supplemental payments. Budget for Social Security (918100) and ORP Retirement (918400). Medical Insurance is budgeted based on the annual employer Medical Insurance Premium multiplied by number of FTE (normally 1.0 FTE per employee).

### **Law Enforcement Officers**

LEO are paid from account codes 911090 and 912090. Budget for Social Security (918100) and LEO Retirement (918300). Medical Insurance is budgeted based on the annual employer Medical Insurance Premium multiplied by number of FTE (normally 1.0 FTE per employee).

### **EHRA Temps**

EHRA Temps are paid from account code 911XXX. Budget for Social Security ONLY (918100).

### **Contract Faculty**

Contract Faculty are paid from account code 913XXX. Budget for Social Security ONLY (918100).

### **SHRA Temps**

SHRA Temps are paid from account code 915100 for regular wages and 915200 for overtime. Budget for Social Security ONLY (918100).



## Students

Hourly students are paid from account code 915550. No benefits are budgeted for either graduate or undergraduate students paid from this account code.

## Calculations

Whenever possible, use the [benefits budgeting worksheet](#) to calculate benefits. The following calculations are built in the worksheet to prevent calculation mistakes.

1. Social Security is calculated as follows: *Base Salary\*Social Security Rate=Social Security Budget*
2. Retirement is calculated as follows: *Base Salary\*Retirement Rate=Retirement Budget*
3. Medical Insurance Premium is prorated based on Position FTE. *FTE\*Medical Rate=Medical Budget*

(Time-Limited assignments require Medical Insurance Premium budgeted only for the assignment period.)