|  |  |  |
| --- | --- | --- |
| U.S. Department of Labor**Bureau of Labor Statistics**  | National Compensation Survey | . |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent.  | ***This report is authorized by law, 29 U.S.C. 2. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate and timely.*** | O.M.B. #1220-0164Expires 1/31/11 |
| We estimate that it will take an average of 176.5 minutes to complete this form, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding this estimate or any other aspect of this survey, including suggestions for reducing this burden, please send them to the Bureau of Labor Statistics, Office of Compensation and Working Conditions (1220-0164), 2 Massachusetts Avenue N.E., Washington, D.C. 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number. |

**BENEFITS COLLECTION FORM FOR PRIVATE INDUSTRY**

Establishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Schedule #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

EIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Field Economist: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date Collected: \_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Status** | **Est.** | **Quotes** |
| **All** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| [ ]  Usable |  |  |  |  |  |  |  |  |  |  |
| [ ]  On strike |  |  |  |  |  |  |  |  |  |  |
| [ ]  Temporary non-response |  |  |  |  |  |  |  |  |  |  |
| [ ]  Refusal (Explain) |  |  |  |  |  |  |  |  |  |  |
| [ ]  No matching jobs |  |  |  |  |  |  |  |  |  |  |

**Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Benefit** | **Estab.** | **Quotes (Indicate NP or RE)** |
| **NP\*** | **RE\*** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| Overtime (Premium pay) |  |  |  |  |  |  |  |  |  |  |
| Vacations |  |  |  |  |  |  |  |  |  |  |
| Holidays |  |  |  |  |  |  |  |  |  |  |
| Sick leave |  |  |  |  |  |  |  |  |  |  |
| Other leave |  |  |  |  |  |  |  |  |  |  |
| Shift differentials |  |  |  |  |  |  |  |  |  |  |
| Non-production bonus |  |  |  |  |  |  |  |  |  |  |
| Life insurance |  |  |  |  |  |  |  |  |  |  |
| Health insurance |  |  |  |  |  |  |  |  |  |  |
| Short-term disability |  |  |  |  |  |  |  |  |  |  |
| Long-term disability |  |  |  |  |  |  |  |  |  |  |
| Defined benefit |  |  |  |  |  |  |  |  |  |  |
| Defined contribution |  |  |  |  |  |  |  |  |  |  |
| Social Security |  |  |  |  |  |  |  |  |  |  |
| Medicare |  |  |  |  |  |  |  |  |  |  |
| Federal Unemployment Tax Act |  |  |  |  |  |  |  |  |  |  |
| State unemployment |  |  |  |  |  |  |  |  |  |  |
| Workers compensation |  |  |  |  |  |  |  |  |  |  |

**\*NP=** no plan offered, \***RE=** unknown whether a plan exists

**NCS Form 04-5P (September 2010)**

Benefit Collection Address/Officials Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Fill out this page if different Address/Official contacted from the Wage Address/Officials listed on the “General Establishment Information” section in IDC.)

**Benefit Collection Address # 1.**

[ ]  Physical Address [ ]  Personal Visit Address [ ]  Mailing Address

|  |
| --- |
| Company Name: |
| Secondary Name (Doing Business As): |
| Address: |
| City/State/ZIP: |
| [ ] Authorizing [ ] Supplying 🡪 | Name: |
| Telephone |  | Title: |
| Fax |  |  |
| Email Address |  | Benefits to be collected here are:#’s\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_ |

**Benefit Collection Address # 2.**

[ ]  Physical Address [ ]  Personal Visit Address [ ]  Mailing Address

|  |
| --- |
| Company Name: |
| Secondary Name (Doing Business As): |
| Address: |
| City/State/ZIP: |
| [ ] Authorizing [ ] Supplying 🡪 | Name: |
| Telephone |  | Title: |
| Fax |  |  |
| Email Address |  | Benefits to be collected here are:#’s\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_ |

**Benefit Collection Address # 3.**

[ ]  Physical Address [ ]  Personal Visit Address [ ]  Mailing Address

|  |
| --- |
| Company Name: |
| Secondary Name (Doing Business As): |
| Address: |
| City/State/ZIP: |
| [ ] Authorizing [ ] Supplying🡪 | Name: |
| Telephone |  | Title: |
| Fax |  |  |
| Email Address |  | Benefits to be collected here are:#’s\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_,\_\_\_ |

**ESTABLISHMENT** Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HEALTH**

If no plan is available for matched employees, are health benefit plans offered to any employees?

[ ]  Yes

[ ]  No

[ ]  Not determinable

**RETIREE HEALTH INSURANCE**

Does the establishment offer health benefits to retirees under 65? (Choose one)

[ ]  No

[ ]  Yes, employer paid

[ ]  Yes, retiree paid

[ ]  Yes, jointly paid

[ ]  Yes, who pays unknown

[ ]  Not determinable

Does the establishment offer health benefits to retirees 65 and over? (Choose one)

[ ]  No

[ ]  Yes, employer paid

[ ]  Yes, retiree paid

[ ]  Yes, jointly paid

[ ]  Yes, who pays unknown

[ ]  Not determinable

**DEFINED BENEFITS**

If no plan is available for matched employees, are defined benefit plans offered to any employees?

[ ]  Yes

[ ]  No

[ ]  Not determinable

**DEFINED CONTRIBUTION**

If no plan is available for matched employees, are defined contribution plans offered to any employees?

[ ]  Yes

[ ]  No

[ ]  Not determinable

**OVERTIME (PREMIUM PAY, Benefit 01)** Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quotes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of expected change (DOEC): \_\_\_\_\_\_\_\_\_\_

Eligibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Quote:** | **Type, Premium, and Annual Hours** | **Average Occupational****Employment** |
| **Daily after****\_\_\_ hours** | **Weekly after****\_\_\_\_ hours** | **Paid Holidays\*****\_\_\_\_\_X –1 X** | Weekends | **Other (specify)** |
| **Premium: \_\_\_\_\_\_\_\_\_** | **Premium: \_\_\_\_\_\_\_\_\_** | **Premium: \_\_\_\_\_\_\_\_\_** | **Premium: \_\_\_\_\_\_\_\_\_** | **Premium: \_\_\_\_\_\_\_\_\_** |
| **Annual hours per quote** | **Annual hours per quote** | **Annual hours****per quote** | **Annual hours per quote** | **Annual hours per quote** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |

\*for paid holidays subtract out regular holiday pay

**Remarks/Calculations:**

Payment Basis: Time Basis:

[ ]  Base pay (BP) [ ]  Regular work schedule

 [ ]  AVERAGE HOURLY RATE (AHR) [ ]  Alternate work schedule

 [ ]  AHR + Shift (SD) [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  AHR + Bonus (BN)

 [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

###### **Expenditure cost:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expenditure:**

# of employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Calendar year \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  GR or [ ]  SE Payroll = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Fiscal year ending \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

###### Annual overtime hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VACATION** (**Benefit 02)** Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Plan # 1 name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **LOS** | Vacation Plan |
| Eligibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Quotes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Vacation schedule: |  |  |
| [ ]  Percent of earnings |  |  |
| [ ]  Union fund |  |  |
| [ ]  Time |  |  |
| **Is this part of a consolidated leave plan?** |  |  |
| [ ]  Yes [ ]  No [ ]  ND (NOT DETERMINABLE) |  |  |
| **If yes, check all that apply:** |  |  |
| [ ]  Vacation [ ]  Personal [ ]  ND (NOT DETERMINABLE) |  |  |
| [ ]  Military [ ]  Sick |  |  |
| [ ]  Holidays [ ]  Family |  |  |
| [ ]  Jury Duty [ ]  Funeral |  |  |

|  |  |  |
| --- | --- | --- |
| Plan # 2 name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **LOS** | Vacation Plan |
| Eligibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Quotes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Vacation schedule: |  |  |
| [ ]  Percent of earnings |  |  |
| [ ]  Union fund |  |  |
| [ ]  Time |  |  |
| **Is this part of a consolidated leave plan?** |  |  |
| [ ]  Yes [ ]  No [ ]  ND (NOT DETERMINABLE) |  |  |
| **If yes, check all that apply:** |  |  |
| [ ]  Vacation [ ]  Personal [ ]  ND (NOT DETERMINABLE) |  |  |
| [ ]  Military [ ]  Sick |  |  |
| [ ]  Holidays [ ]  Family |  |  |
| [ ]  Jury Duty [ ]  Funeral |  |  |

Payment Basis: Time Basis:

[ ]  Base pay (BP) [ ]  Regular work schedule

 [ ]  AVERAGE HOURLY RATE (AHR) [ ]  Alternate work schedule

 [ ]  AHR + Shift (SD) [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  AHR + Bonus (BN)

 [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

###### **Expenditure cost:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expenditure:**

# of employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Calendar year \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  GR or [ ]  SE Payroll = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Fiscal year ending \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

**VACATION (SUPPLEMENTARY SHEET)** Sched. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

######  Date of expected change (DOEC): \_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Schedule** | **Quotes** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| [ ]  L.O.S.[ ]  D.O.H. |  |  |  |  |  |  |  |  |
| Less 1 month |  |  |  |  |  |  |  |  |
| 1 month |  |  |  |  |  |  |  |  |
| 2 months |  |  |  |  |  |  |  |  |
| 3 months |  |  |  |  |  |  |  |  |
| 4 months |  |  |  |  |  |  |  |  |
| 5 months |  |  |  |  |  |  |  |  |
| 6 months |  |  |  |  |  |  |  |  |
| 7 months |  |  |  |  |  |  |  |  |
| 8 months |  |  |  |  |  |  |  |  |
| 9 months |  |  |  |  |  |  |  |  |
| 10 months |  |  |  |  |  |  |  |  |
| 11 months |  |  |  |  |  |  |  |  |
| 1 year |  |  |  |  |  |  |  |  |
| 2 years |  |  |  |  |  |  |  |  |
| 3 years |  |  |  |  |  |  |  |  |
| 4 years |  |  |  |  |  |  |  |  |
| 5 years |  |  |  |  |  |  |  |  |
| 6 years |  |  |  |  |  |  |  |  |
| 7 years |  |  |  |  |  |  |  |  |
| 8 years |  |  |  |  |  |  |  |  |
| 9 years |  |  |  |  |  |  |  |  |
| 10 years |  |  |  |  |  |  |  |  |
| 11 years |  |  |  |  |  |  |  |  |
| 12 years |  |  |  |  |  |  |  |  |
| 13 years |  |  |  |  |  |  |  |  |
| 14 years |  |  |  |  |  |  |  |  |
| 15 years |  |  |  |  |  |  |  |  |
| 16 years |  |  |  |  |  |  |  |  |
| 17 years |  |  |  |  |  |  |  |  |
| 18 years |  |  |  |  |  |  |  |  |
| 19 years  |  |  |  |  |  |  |  |  |
| 20 years |  |  |  |  |  |  |  |  |
| 21 years |  |  |  |  |  |  |  |  |
| 22 years |  |  |  |  |  |  |  |  |
| 23 years |  |  |  |  |  |  |  |  |
| 24 years |  |  |  |  |  |  |  |  |
| 25 years |  |  |  |  |  |  |  |  |
| 26 years |  |  |  |  |  |  |  |  |
| 27 years |  |  |  |  |  |  |  |  |
| 28 years |  |  |  |  |  |  |  |  |
| 29 years |  |  |  |  |  |  |  |  |
| 30 years |  |  |  |  |  |  |  |  |
| 30+ years |  |  |  |  |  |  |  |  |
| OccupationalEmployment |  |  |  |  |  |  |  |  |

**HOLIDAYS (Benefit 03)** Sched. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quotes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of expected change (DOEC):\_\_\_\_\_\_\_\_\_\_\_

Eligibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Holidays** | **Number of days** | **Holidays** | **Number of days** |
| **Paid** | **Unpaid** | **Paid** | **Unpaid** |
| New Year’s Eve | **.** | **.** | Veteran’s Day | **.** | **.** |
| New Year’s Day | **.** | **.** | Thanksgiving Day | **.** | **.** |
| Martin Luther King’s Birthday | **.** | **.** | Day after Thanksgiving | **.** | **.** |
| President’s Day | **.** | **.** | Christmas Eve | **.** | **.** |
| Good Friday | **.** | **.** | Christmas Day | **.** | **.** |
| Memorial Day | **.** | **.** | Employee’s Birthday | **.** | **.** |
| July 4th | **.** | **.** | Floating | **.** | **.** |
| Labor Day | **.** | **.** | Other (specify): | **.** | **.** |
| Columbus Day | **.** | **.** | Total days | **.** | **.** |
| Election Day | **.** | **.** |

**Remarks/Calculations:**

Payment Basis: Time Basis:

[ ]  Base pay (BP) [ ]  Regular work schedule

 [ ]  AVERAGE HOURLY RATE (AHR) [ ]  Alternate work schedule

 [ ]  AHR + Shift (SD) [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  AHR + Bonus (BN)

 [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

###### **Expenditure cost:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expenditure:**

# of employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Calendar year \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  GR or [ ]  SE Payroll = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Fiscal year ending \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

**SICK LEAVE (Benefit 04)** Sched. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quotes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of expected change (DOEC): \_\_\_\_\_\_\_\_\_\_

Eligibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Schedule**Sick leave plan:\_\_ Max. days per year\_\_ Other (specify)\_\_ Not determinable | **Paid Days at 100%** | **Unpaid Days** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Waiting Period: [ ]  Yes [ ]  No Number of Days for waiting period \_\_\_\_\_\_\_\_\_\_\_\_

Unlimited days: [ ]  Yes [ ]  No

Informal plan: [ ]  Yes [ ]  No

**Leave Usage (days) Worksheet:**

Cash-in: [ ]  Yes [ ]  No

Carry over: [ ]  Yes [ ]  No Maximum Days \_\_\_\_\_\_\_\_\_\_\_\_\_

Informal plan: [ ]  Yes [ ]  No

**Remarks/Calculations:**

Payment Basis: Time Basis:

[ ]  Base pay (BP) [ ]  Regular work schedule

 [ ]  AVERAGE HOURLY RATE (AHR) [ ]  Alternate work schedule

 [ ]  AHR + Shift (SD) [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  AHR + Bonus (BN)

 [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

###### **Expenditure cost:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expenditure:**

# of employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Calendar year \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  GR or [ ]  SE Payroll = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Fiscal year ending \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

**OTHER LEAVE (Benefit 05)** Sched. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date of expected change (DOEC): \_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Leave Plan** | **Quotes Covered** | **Eligibility** | **Paid Days** | **Payment Rate** | **Unpaid Days** |
| **Funeral Leave** |  |  |  |  |  |
| **Jury Duty Leave** |  |  |  |  |  |
| **Military Leave** |  |  |  |  |  |
| **Family Leave** |  |  |  |  |  |
| **Personal Leave** |  |  |  |  |  |
| Other (specify) Paid Leave |  |  |  |  |  |
| **Leave Without Pay** |  |  |  |  |  |

**Leave Usage (days) Worksheet:**

Cash-in: [ ]  Yes [ ]  No

Carry over: [ ]  Yes [ ]  No Maximum Days \_\_\_\_\_\_\_\_\_\_\_\_\_

Informal plan: [ ]  Yes [ ]  No

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Quote** | Personal | Funeral | Military | Jury Duty | Family | Other | Occ. Employ. |
| Paid | Unpaid | Paid | Unpaid | Paid | Unpaid | Paid | Unpaid | Paid | Unpaid | Paid | Unpaid |
| **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Remarks/Calculations:**

Payment Basis: Time Basis:

[ ]  Base pay (BP) [ ]  Regular work schedule

 [ ]  AVERAGE HOURLY RATE (AHR) [ ]  Alternate work schedule

 [ ]  AHR + Shift (SD) [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  AHR + Bonus (BN)

 [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

###### **Expenditure cost:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expenditure:**

# of employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Calendar year \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  GR or [ ]  SE Payroll = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Fiscal year ending \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

**SHIFT DIFFERENTIAL (Benefit 06)** Sched. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quotes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of expected change (DOEC): \_\_\_\_\_\_\_\_\_\_

Eligibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quote** | **Total EE\*** | **1st Shift EE\*** | **2nd shift** | **3rd shift** | **Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **2nd****EE\*** | **$\*** | **%\*** | **Hrs Pd** | **Hrs****Wk** | **3rd****EE** | **$** | **%** | **Hrs Pd** | **Hrs Wk** | **Other****EE** | **$\*** | **%\*** | **Hrs Pd\*** | **Hrs Wk\*** |
| **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\*Total EE= total employment of quote; \*1st Shift EE= first shift employment; \*$= cents or dollars per hour of differential; \*%= percent extra paid for shift differential over straight time rate; \*Hrs Pd= hours paid per shift; \*Hrs Wk= hours worked per shift

**Remarks/Calculations:**

Payment Basis: Time Basis:

[ ]  Base pay (BP) [ ]  Regular work schedule

 [ ]  AVERAGE HOURLY RATE (AHR) [ ]  Alternate work schedule

 [ ]  AHR + Shift (SD) [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  AHR + Bonus (BN)

 [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

###### **Expenditure cost:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expenditure:**

# of employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Calendar year \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  GR or [ ]  SE Payroll = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Fiscal year ending \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

**NONPRODUCTION BONUS (Benefit 07)** Sched. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quotes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of expected change (DOEC): \_\_\_\_\_\_\_\_\_\_

Eligibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | **Plan Type** | **Provisions/Benefit Formula** |
|  | Attendance |  |
|  | Cash profit sharing |  |
|  | Employee recognition program |  |
|  | End-of-year discretionary bonus |  |
|  | Hiring |  |
|  | In-lieu of benefit payment |  |
|  | Referral |  |
|  | Retention |  |
|  | Safety |  |
|  | Signing |  |
|  | Suggestion |  |
|  | Union-related |  |
|  | Other (specify) |  |
|  | Not determinable |  |

**Usage/Cost:**

Payment Basis: Time Basis:

[ ]  Base pay (BP) [ ]  Regular work schedule

 [ ]  AVERAGE HOURLY RATE (AHR) [ ]  Alternate work schedule

 [ ]  AHR + Shift (SD) [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  AHR + Bonus (BN)

 [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

###### **Expenditure cost:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expenditure:**

# of employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Calendar year \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  GR or [ ]  SE Payroll = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Fiscal year ending \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

**LIFE INSURANCE (Benefit 10)** Sched. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quotes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of expected change (DOEC): \_\_\_\_\_\_\_\_\_\_

Eligibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Plan No.** | **Name** | **Type** |
| **01** |  |  |
| **02** |  |  |
| **03** |  |  |

**Remarks/Calculations:**

Payment Basis: Time Basis:

[ ]  Base pay (BP) [ ]  Regular work schedule

 [ ]  AVERAGE HOURLY RATE (AHR) [ ]  Alternate work schedule

 [ ]  AHR + Shift (SD) [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  AHR + Bonus (BN)

 [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

###### **Expenditure cost:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expenditure:**

# of employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Calendar year \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  GR or [ ]  SE Payroll = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Fiscal year ending \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

**LIFE INSURANCE (Benefit 10)** Sched. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type:**

|  |  |
| --- | --- |
| **Plan no.** | **Eligibility** |
| **01** |  |
| **02** |  |
| **03** |  |

**Formula:** (Choose one formula and answer columns accordingly.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Plan no.** | **Multiple of earnings** | **Max. benefit amount.****Enter $, No, or ND\*** | **Flat Amount**  | **Other****()** | **ND\*****()** |
| **Varies ()** | **Fixed (Enter multiple)** | **Varies ()** | **Fixed****(Enter $)** |
| **01** |  |  |  |  |  |  |  |
| **02** |  |  |  |  |  |  |  |
| **03** |  |  |  |  |  |  |  |

**\*ND= Not determinable**

**Financing:** (Choose one financing type and answer columns accordingly.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Plan no.** | **Commercially Insured** | **Self-insured ()** | **Union Health/Welfare**  |
| **Enter: Carrier** | **Enter: Plan Year** | **Date of expected change (DOEC)** |
| **01** |  |  |  |  |
| **02** |  |  |  |  |
| **03** |  |  |  |  |

**Premiums:** (Enter $ amount, No cost, Not determinable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Plan no.** | Company (ER) Cost | **Employee (EE) Cost** | **Total Cost** | **Earnings Ceiling** |
| **01** |  |  |  |  |
| **02** |  |  |  |  |
| **03** |  |  |  |  |

**Participation** (Needed if collection by Rate and Usage)

|  |  |
| --- | --- |
| **Plan no.** | **Quotes** |
| **1R** | **1P** | **2R** | **2P** | **3R** | **3P** | **4R** | **4P** | **5R** | **5P** | **6R** | **6P** | **7R** | **7P** | **8R** | **8P** |
| **01** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **02** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **03** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

R= Participation (# employees in quote taking plan); P= potential participants (total # employees in quote)

**HEALTH INSURANCE (Benefit 11)** Sched. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Plan No.** | **Plan Name/****Carrier** | **Elig**  | **Coverage ()** | **Pay after services rendered****(1)** | **Restrictions choice of providers****(2)** | **Outside network higher cost** **(3)** |
| **M** | **D** | **V** | **P** |
| **01** |  |  |  |  |  |  |  |  |  |
| **02** |  |  |  |  |  |  |  |  |  |
| **03** |  |  |  |  |  |  |  |  |  |
| **04** |  |  |  |  |  |  |  |  |  |
| **05** |  |  |  |  |  |  |  |  |  |
| **06** |  |  |  |  |  |  |  |  |  |
| **07** |  |  |  |  |  |  |  |  |  |
| **08** |  |  |  |  |  |  |  |  |  |
| **09** |  |  |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |  |

M= Medical; D= Dental; V= Vision; P= Prescription drugs

1. Does this plan pay benefits after services are rendered, typically after coinsurance and deductibles?

*(Answer 2 and not 3 when Yes (Y) is checked. Answer 3 and not 2 when No (N) is checked.)*

1. Are there any restrictions on the choice of plan providers (e.g., network or list of preferred providers)?
2. Can the enrollee go outside the network of plan providers for coverage at higher cost?

**Basic Information:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Plan No.** | **EIN (Employer Identification #)** | **PN (Plan #)** | **SPD\*(Y/N)** | **SPD\* Date** | **Master Schedule** |
| **01** |  |  |  |  |  |
| **02** |  |  |  |  |  |
| **03** |  |  |  |  |  |
| **04** |  |  |  |  |  |
| **05** |  |  |  |  |  |
| **06** |  |  |  |  |  |
| **07** |  |  |  |  |  |
| **08** |  |  |  |  |  |
| **09** |  |  |  |  |  |
| **10** |  |  |  |  |  |

\*SPD= Summary Plan Description are required at initiation for all health plans.

**HEALTH INSURANCE (Benefit 11)** Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Financing:** (Choose one financing type and answer columns accordingly.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Plan no.** | **Commercially Insured** | **Self-insured****() answer 1. and 2.** | **1. Use of third-party administrators (Y/N)** | **Union Health/Welfare (Enter date)** | **2. Use of insurance for claims that exceed certain limits** **(stop-loss)** |
| **Carrier** | **Plan Year** | **Expected change** |
| **01** |  |  |  |  |  |  |
| **02** |  |  |  |  |  |  |
| **03** |  |  |  |  |  |  |
| **04** |  |  |  |  |  |  |
| **05** |  |  |  |  |  |  |
| **06** |  |  |  |  |  |  |
| **07** |  |  |  |  |  |  |
| **08** |  |  |  |  |  |  |
| **09** |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |

**Cost:** Plan No. \_\_\_\_\_ (Enter $ amount, No cost, Not determinable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Premiums | **Company (ER) Cost** | Employee (EE) Cost | **Conversion Code** | **Total Cost** |
| **Single** |  |  |  |  |
| **Family** |  |  |  |  |
| **EMP. + Spouse** |  |  |  |  |
| **EMP. + Child** |  |  |  |  |
| **EMP. + 1** |  |  |  |  |
| **EMP. + 2** |  |  |  |  |
| **EMP. + 3** |  |  |  |  |
| **EMP. + 4** |  |  |  |  |
| **OTHER:\_\_\_\_\_\_\_** |  |  |  |  |

**Participation:** Plan No. \_\_\_\_\_ (Enter % of quote employment, Not determinable, Not applicable)

|  |  |
| --- | --- |
|  | **Quotes** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **Single** |  |  |  |  |  |  |  |  |
| **Family** |  |  |  |  |  |  |  |  |
| **EMP. + Spouse** |  |  |  |  |  |  |  |  |
| **EMP. + Child** |  |  |  |  |  |  |  |  |
| **EMP. + 1** |  |  |  |  |  |  |  |  |
| **EMP. + 2** |  |  |  |  |  |  |  |  |
| **EMP. + 3** |  |  |  |  |  |  |  |  |
| **EMP. + 4** |  |  |  |  |  |  |  |  |
| **Total participation** |  |  |  |  |  |  |  |  |

**HEALTH INSURANCE (Benefit 11)** Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quotes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of expected change (DOEC): \_\_\_\_\_\_\_\_\_\_

Eligibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remarks/Calculations:**

Payment Basis: Time Basis:

[ ]  Base pay (BP) [ ]  Regular work schedule

 [ ]  AVERAGE HOURLY RATE (AHR) [ ]  Alternate work schedule

 [ ]  AHR + Shift (SD) [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  AHR + Bonus (BN)

 [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

###### **Expenditure cost:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expenditure:**

# of employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Calendar year \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  GR or [ ]  SE Payroll = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Fiscal year ending \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

**SHORT-TERM DISABILITY (Benefit 12)** Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Waiting Period: [ ]  Yes [ ]  No Number of Days of waiting period \_\_\_\_\_\_\_\_\_\_\_\_

Duration: [ ]  Fixed # weeks \_\_\_\_\_\_\_\_ [ ]  Number of weeks varies

**Formula**: (Choose one formula and answer columns accordingly.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Plan no.** | **Percent of earnings ()** | **Max. benefit per week.****Enter $, No, or ND\*** | **Flat Amount** | **Other****()** | **ND\*****()** |
| **Varies ()** | **Fixed (Enter %)** | **Varies ()** | **Fixed****(Enter $)** |
| **01** |  |  |  |  |  |  |  |
| **02** |  |  |  |  |  |  |  |
| **03** |  |  |  |  |  |  |  |

\*ND= not determinable

**Financing:** (Choose one financing type and answer columns accordingly.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Plan no.** | **Commercially Insured** | **Self-insured ()** | **Union Health/Welfare** **Date of expected change (DOEC)** | **Unfunded****(Write details in remarks)** | **State****()** | **Other****()** | **ND\*****()** |
| **Enter: Carrier** | **Enter: Plan Year** |
| **01** |  |  |  |  |  |  |  |  |
| **02** |  |  |  |  |  |  |  |  |
| **03** |  |  |  |  |  |  |  |  |

\*ND= not determinable

**Premiums:** (Enter $ amount, No cost, Not determinable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Plan no.** | Company (ER) Cost | **Employee (EE) Cost** | **Total Cost** | **Earnings Ceiling** |
| **01** |  |  |  |  |
| **02** |  |  |  |  |
| **03** |  |  |  |  |

**Participation:** (Enter % of quote employment, Not determinable, Not applicable)

|  |  |
| --- | --- |
| **Plan no.** | **Quotes** |
| **ALL** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **01** |  |  |  |  |  |  |  |  |  |
| **02** |  |  |  |  |  |  |  |  |  |
| **03** |  |  |  |  |  |  |  |  |  |

**SHORT-TERM DISABILITY (Benefit 12)** Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quotes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of expected change (DOEC): \_\_\_\_\_\_\_\_\_\_

Eligibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remarks/Calculations:**

Payment Basis: Time Basis:

[ ]  Base pay (BP) [ ]  Regular work schedule

 [ ]  AVERAGE HOURLY RATE (AHR) [ ]  Alternate work schedule

 [ ]  AHR + Shift (SD) [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  AHR + Bonus (BN)

 [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

###### **Expenditure cost:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expenditure:**

# of employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Calendar year \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  GR or [ ]  SE Payroll = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Fiscal year ending \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

**LONG-TERM DISABILITY (Benefit 23)**  Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Waiting Period: [ ]  Yes [ ]  No Number of Days \_\_\_\_\_\_\_\_\_\_\_\_

**Formula:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Plan no.** | **Percent of earnings ()** | **If fixed, enter # or ND\*** | **Max. benefit amount. Enter $, No, or ND** | **Flat Amount ()** | **Other****()** | **ND\*****()** |
| **Varies** | **Fixed**  |
| **01** |  |  |  |  |  |  |  |
| **02** |  |  |  |  |  |  |  |
| **03** |  |  |  |  |  |  |  |

\*ND= not determinable

**Financing:** (Choose one financing type and answer columns accordingly.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Plan no.** | **Commercially Insured** | **Self-insured ()** | **Union Health/Welfare**  |
| **Enter: Carrier** | **Enter: Plan Year** | **Date of expected change (DOEC)** |
| **01** |  |  |  |  |
| **02** |  |  |  |  |
| **03** |  |  |  |  |

**Premiums:** (Enter $ amount, No cost, Not determinable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Plan no.** | Company (ER) Cost | **Employee (EE) Cost** | **Total Cost** | **Earnings Ceiling** |
| **01** |  |  |  |  |
| **02** |  |  |  |  |
| **03** |  |  |  |  |

**Participation:** (Enter % of quote employment, Not determinable, Not applicable)

|  |  |
| --- | --- |
| **Plan no.** | **Quotes** |
| **ALL** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **01** |  |  |  |  |  |  |  |  |  |
| **02** |  |  |  |  |  |  |  |  |  |
| **03** |  |  |  |  |  |  |  |  |  |

**LONG-TERM DISABILITY (Benefit 23)** Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quotes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of expected change (DOEC): \_\_\_\_\_\_\_\_\_\_

Eligibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remarks/Calculations:**

Payment Basis: Time Basis:

[ ]  Base pay (BP) [ ]  Regular work schedule

 [ ]  AVERAGE HOURLY RATE (AHR) [ ]  Alternate work schedule

 [ ]  AHR + Shift (SD) [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  AHR + Bonus (BN)

 [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

###### **Expenditure cost:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expenditure:**

# of employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Calendar year \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  GR or [ ]  SE Payroll = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Fiscal year ending \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

**DEFINED BENEFIT PLANS** (Benefit 13) Sched. \_\_\_\_\_\_\_\_

**Basic Information:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Plan No.** | Plan Name/Carrier | **Eligibility** | **EIN (Employer identification #)** | **PN (Plan #)** | **SPD\*****(Y/N)** | **SPD\* Date** | **Master Schedule** |
| **01** |  |  |  |  |  |  |  |
| **02** |  |  |  |  |  |  |  |
| **03** |  |  |  |  |  |  |  |

\*SPD= Summary Plan Description are required at initiation for all defined benefit plans.

**Provisions:**

|  |  |
| --- | --- |
| **Employee required contributions** | **Other attributes** |
| **Plan no.** | **None****()** | **Percent of earnings** | **Coordinated with Social Security ()** | **Other****()** | **ND\*****()** | **Ad hoc****In last 5 yrs.****()** | **If Ad hoc, enter year** | **COLA\*****()** |
| **Enter %** | **% ND\*** |
| **01** |  |  |  |  |  |  |  |  |  |
| **02** |  |  |  |  |  |  |  |  |  |
| **03** |  |  |  |  |  |  |  |  |  |

COLA= Cost of living adjustment; \*ND= not determinable

**Financing: (Not necessary to code)**

|  |  |  |
| --- | --- | --- |
| **Plan no.** | **Commercially Insured** | **Union Fund**  |
| **Enter: Carrier** | **Enter: Plan Year** | **Date of expected change (DOEC)** |
| **01** |  |  |  |
| **02** |  |  |  |
| **03** |  |  |  |

**Premiums:** (Enter $ amount, No cost, Not determinable)

|  |  |  |  |
| --- | --- | --- | --- |
| **Plan no.** | Company (ER) Cost | **Employee (EE) Cost** | **Total Cost** |
| **01** |  |  |  |
| **02** |  |  |  |
| **03** |  |  |  |

**Participation:** (Enter % of quote employment, Not determinable, Not applicable)

|  |  |
| --- | --- |
| **Plan no.** | **Quotes** |
| **ALL** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **01** |  |  |  |  |  |  |  |  |  |
| **02** |  |  |  |  |  |  |  |  |  |
| **03** |  |  |  |  |  |  |  |  |  |

**DEFINED BENEFIT (Benefit 13)** Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quotes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of expected change (DOEC): \_\_\_\_\_\_\_\_\_\_

Eligibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remarks/Calculations:**

Payment Basis: Time Basis:

[ ]  Base pay (BP) [ ]  Regular work schedule

 [ ]  AVERAGE HOURLY RATE (AHR) [ ]  Alternate work schedule

 [ ]  AHR + Shift (SD) [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  AHR + Bonus (BN)

 [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

###### **Expenditure cost:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expenditure:**

# of employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Calendar year \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  GR or [ ]  SE Payroll = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Fiscal year ending \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

**PBGC**

[ ]  Annual per employee cost: \_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Annual Expenditure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **DEFINED CONTRIBUTION (Benefit 14), UNDUPLICATED TOTALS** Sched. #\_\_\_\_\_\_\_\_\_

**Basic Information:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Plan No.** | Plan Name/Carrier | **Eligibility** | **EIN (Employer identification #)** | **PN (Plan #)** | **SPD\*****(Y/N)** | **SPD\* Date** | **Master Schedule** |
| **01** |  |  |  |  |  |  |  |
| **02** |  |  |  |  |  |  |  |
| **03** |  |  |  |  |  |  |  |
| **04** |  |  |  |  |  |  |  |

\*SPD= Summary Plan Description are required at initiation for all defined contribution plans.

**Provisions:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Plan no.** | **Type\***  | **Required Employee contribution ()** | **Contributions tax-deferred?** |
| **01** |  |  |  |
| **02** |  |  |  |
| **03** |  |  |  |
| **04** |  |  |  |

\* Deferred Profit Sharing, ESOP, Money Purchase Plan, Savings & Thrift, SEP, SIMPLE, Stock bonus, Other (specify), or Not Determinable

**Participation:** (Enter % of quote employment, Not determinable, Not applicable)

|  |  |
| --- | --- |
| **Plan no.** | **Quotes** |
| **ALL** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **01** |  |  |  |  |  |  |  |  |  |
| **02** |  |  |  |  |  |  |  |  |  |
| **03** |  |  |  |  |  |  |  |  |  |
| **04** |  |  |  |  |  |  |  |  |  |

**Unduplicated Totals:**

Collect the percentage of employment in DC-only, DB-only, and both DC and DB data, if both the DB and DC plan participation, is between 0 and 100 percent. If the plan participation in either benefit is 0 or 100 percent, the system will compute the unduplicated totals.

|  |  |
| --- | --- |
| Quote | **Retirement Percentages** |
| **% DefinedContribution Only (DC-only)** | **% Defined Benefit Only (DB-only)** | **% Both DC and DB** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |

**DEFINED CONTRIBUTION (Benefit 14), UNDUPLICATED TOTALS**

Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quotes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of expected change (DOEC): \_\_\_\_\_\_\_\_\_\_

Eligibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remarks/Calculations:**

Payment Basis: Time Basis:

[ ]  Base pay (BP) [ ]  Regular work schedule

 [ ]  AVERAGE HOURLY RATE (AHR) [ ]  Alternate work schedule

 [ ]  AHR + Shift (SD) [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  AHR + Bonus (BN)

 [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

###### **Expenditure cost:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expenditure:**

# of employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Calendar year \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  GR or [ ]  SE Payroll = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Fiscal year ending \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

**SOCIAL SECURITY, MEDICARE, FUTA (Benefit 15, 16, 19)** Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

######  Date of expected change (DOEC): \_\_\_\_\_\_\_\_\_\_

Are all employees covered by:

Social Security: [ ]  Yes [ ]  No

Medicare: [ ]  Yes [ ]  No

FUTA: [ ]  Yes [ ]  No

**Participation:** (Enter % of quote employment, Not determinable, Not applicable)

|  |  |
| --- | --- |
| **Benefit** | **Quotes** |
| **All** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| Social Security |  |  |  |  |  |  |  |  |  |
| **Medicare** |  |  |  |  |  |  |  |  |  |
| **FUTA** |  |  |  |  |  |  |  |  |  |

Does employer report tips for any sampled occupation? [ ]  Yes (Answer table) [ ]  No

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Quote:** | **All** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **Average Hourly Rate** |  |  |  |  |  |  |  |  |  |
| **Average Tips Per Hour** |  |  |  |  |  |  |  |  |  |
| **Total Employees** |  |  |  |  |  |  |  |  |  |

**Remarks/Calculations:**

**STATE UNEMPLOYMENT INSURANCE, WORKERS’ COMPENSATION (Benefits 20, 21)**

Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STATE UNEMPLOYMENT INSURANCE**

Quotes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of expected change (DOEC): \_\_\_\_\_\_\_\_\_\_\_

Eligibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Financing:**

[ ]  State Insured (Enter rate and add-on data below if different from State)

Rate \_\_\_\_\_\_\_\_\_\_\_\_\_%

Add-on rate(s), if any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

[ ]  Self-Insured/Reimbursement

[ ]  Railroad plan

[ ]  Nonprofit plan

Does employer report tips for any sampled occupation? [ ]  Yes (Answer table) [ ]  No

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Quote: | **ALL** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Average Hourly Rate |  |  |  |  |  |  |  |  |  |
| Average Tips Per Hour |  |  |  |  |  |  |  |  |  |
| Total Employees |  |  |  |  |  |  |  |  |  |

###### **Expenditure cost:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expenditure:**

# of employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Calendar year \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  GR or [ ]  SE Payroll = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Fiscal year ending \_\_\_\_/\_\_\_\_\_/\_\_\_\_

**WORKERS’ COMPENSATION**

Quotes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of expected change (DOEC): \_\_\_\_\_\_\_\_\_\_\_

Eligibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Financing:**

[ ]  Self-Insured [ ]  Commercially Insured (Answer grid)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUOTE** | **W.C. Code** | **Rate** | **Experience Modifier** | **Premium Discount** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |

###### **Expenditure cost:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expenditure:**

# of employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Calendar year \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  GR or [ ]  SE Payroll = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Fiscal year ending \_\_\_\_/\_\_\_\_\_/\_\_\_\_

**Emerging Benefits** Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date of expected change (DOEC): \_\_\_\_\_\_\_\_\_\_\_

Eligibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Benefit** | **Access for each benefit** | **Quotes** |
| **ND\*** | **All** | **None** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| Adoption assistance |  |  |  |  |  |  |  |  |  |  |  |
| Child care: |  |  |
|  Funds |  |  |  |  |  |  |  |  |  |  |  |
|  On/off-site facility |  |  |  |  |  |  |  |  |  |  |  |
|  Resource and referral service |  |  |  |  |  |  |  |  |  |  |  |
| **Education:** |  |  |
|  Non-work related |  |  |  |  |  |  |  |  |  |  |  |
|  Work-related |  |  |  |  |  |  |  |  |  |  |  |
| Employee assistance programs |  |  |  |  |  |  |  |  |  |  |  |
| Employer-provided home computers |  |  |  |  |  |  |  |  |  |  |  |
| Fitness centers |  |  |  |  |  |  |  |  |  |  |  |
| Flexible work site |  |  |  |  |  |  |  |  |  |  |  |
| Long-term care |  |  |  |  |  |  |  |  |  |  |  |
| Medical savings accounts |  |  |  |  |  |  |  |  |  |  |  |
| OOS Salary reduction |  |  |  |  |  |  |  |  |  |  |  |
| **Sec. 125 Cafeteria benefits:** |  |  |
|  Flexible benefits |  |  |  |  |  |  |  |  |  |  |  |
| Health care reimbursement accounts |  |  |  |  |  |  |  |  |  |  |  |
| Dependent care reimbursement accounts |  |  |  |  |  |  |  |  |  |  |  |
| Stock options |  |  |  |  |  |  |  |  |  |  |  |
|  Signing |  |  |  |  |  |  |  |  |  |  |  |
|  Performance |  |  |  |  |  |  |  |  |  |  |  |
|  Other |  |  |  |  |  |  |  |  |  |  |  |
| Subsidized commuting |  |  |  |  |  |  |  |  |  |  |  |
| Travel accident insurance |  |  |  |  |  |  |  |  |  |  |  |
| Wellness programs |  |  |  |  |  |  |  |  |  |  |  |
| Does your establishment offer health benefits to unmarried domestic partners |
| 1. Of the opposite sex? |  |  |  |  |  |  |  |  |  |  |  |
| 2. Of the same sex? |  |  |  |  |  |  |  |  |  |  |  |
| As part of a defined benefit plan, does your establishment offer survivor benefits to unmarried domestic partners |
| 1. Of the opposite sex? |  |  |  |  |  |  |  |  |  |  |  |
| 2. Of the same sex? |  |  |  |  |  |  |  |  |  |  |  |

\*ND = Not determinable

Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cost Grids**

**Overtime**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Quote** | **Status Code** | **Value Entry** | **Conversion Code** | **Annual Overtime Hours** | **Average Premium** | **AWS\*** |
| ALL |  |  |  |  |  |  |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |

\*AWS= Alternate Work Schedule

**Vacation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Quote** | **Status Code** | **Value Entry** | **Conversion Code** | **Paid Weeks** | **Unpaid Weeks** | **AWS\*** |
| ALL |  |  |  |  |  |  |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |

\*AWS= Alternate Work Schedule

**Holiday**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Quote** | **Status Code** | **Value Entry** | **Conversion Code** | **Paid Days** | **Unpaid Days** | **AWS\*** |
| ALL |  |  |  |  |  |  |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |

\*AWS= Alternate Work Schedule

Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sick Leave**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Quote** | **Status Code** | **Value Entry** | **Conversion Code** | **Paid Days** | **Unpaid Days** | **AWS\*** |
| ALL |  |  |  |  |  |  |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |

\*AWS= Alternate Work Schedule

**Other Leave**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Quote** | **Status Code** | **Value Entry** | **Conversion Code** | **Paid Days** | **Unpaid Days** | **AWS\*** |
| ALL |  |  |  |  |  |  |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |

\*AWS= Alternate Work Schedule

Nonproduction Bonus

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quote** | **Status Code** | **Value Entry** | **Conversion Code** | **Paid Days** | **AWS\*** |
| ALL |  |  |  |  |  |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |

\*AWS= Alternate Work Schedule

Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Life Insurance**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Quote** | **Status Code** | **Value Entry** | **Multi Earnings Cov.** | **Flat Amount Cov.** | **Conversion Code** | **Ceiling** | **AWS\*** |
| ALL |  |  |  |  |  |  |  |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |

\*AWS= Alternate Work Schedule

Health Insurance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quote** | **Status Code** | **Value Entry** | **Conversion Code** | **AWS\*** |
| ALL |  |  |  |  |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |

\*AWS= Alternate Work Schedule

**Short-term Disability**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quote** | **Status Code** | **Value Entry** | **Conversion Code** | **Ceiling** | **AWS\*** |
| ALL |  |  |  |  |  |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |

\*AWS= Alternate Work Schedule

Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Long-term Disability**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quote** | **Status Code** | **Value Entry** | **Conversion Code** | **Ceiling** | **AWS\*** |
| ALL |  |  |  |  |  |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |

\*AWS= Alternate Work Schedule

Defined Contribution

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quote** | **Status Code** | **Value Entry** | **Conversion Code** | **Ceiling** | **AWS\*** |
| ALL |  |  |  |  |  |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |

\*AWS= Alternate Work Schedule

Defined Benefit

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quote** | **Status Code** | **Value Entry** | **Conversion Code** | **Ceiling** | **AWS\*** |
| ALL |  |  |  |  |  |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |

\*AWS= Alternate Work Schedule

Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Social Security**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quote** | **Status Code** | **Legally Required Factor** | **Value Entry** | **Conversion Code** | **AWS\*** |
| **ALL** |  |  |  |  |  |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |

\*AWS= Alternate Work Schedule

**Medicare**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quote** | **Status Code** | **Legally Required Factor** | **Value Entry** | **Conversion Code** | **AWS\*** |
| **ALL** |  |  |  |  |  |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |

\*AWS= Alternate Work Schedule

**FUTA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quote** | **Status Code** | **Legally Required Factor** | **Value Entry** | **Conversion Code** | **AWS\*** |
| **ALL** |  |  |  |  |  |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |

\*AWS= Alternate Work Schedule

Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State Unemployment Insurance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quote** | **Status Code** | **Value Entry** | **Conversion Code** | **Ceiling** | **AWS\*** |
| ALL |  |  |  |  |  |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |

\*AWS= Alternate Work Schedule

Workers’ Compensation

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Quote** | **Status Code** | **Value Entry** | **Conversion Code** | **Ceiling** | **Rate** | **Exp.****Mod** | **Prem. Disc** | **AWS\*** |
| ALL |  |  |  |  |  |  |   |  |
| **1** |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |

\*AWS= Alternate Work Schedule

Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional tables for health insurance cost and plan participation**

**Cost:** Plan No. \_\_\_\_\_ (Enter $ amount, No cost, Not determinable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Premiums | **Company (ER) Cost**  | Employee (EE) Cost  | **Conversion Code** | **Total Cost** |
| **Single** |  |  |  |  |
| **Family** |  |  |  |  |
| **EMP. + Spouse** |  |  |  |  |
| **EMP. + Child** |  |  |  |  |
| **EMP. + 1** |  |  |  |  |
| **EMP. + 2** |  |  |  |  |
| **EMP. + 3** |  |  |  |  |
| **EMP. + 4** |  |  |  |  |
| **OTHER:\_\_\_\_\_\_\_** |  |  |  |  |

**Participation:** Plan No. \_\_\_\_\_ (Enter % of quote employment, Not determinable, Not applicable)

|  |  |
| --- | --- |
|  | **Quotes** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **Single** |  |  |  |  |  |  |  |  |
| **Family** |  |  |  |  |  |  |  |  |
| **EMP. + Spouse** |  |  |  |  |  |  |  |  |
| **EMP. + Child** |  |  |  |  |  |  |  |  |
| **EMP. + 1** |  |  |  |  |  |  |  |  |
| **EMP. + 2** |  |  |  |  |  |  |  |  |
| **EMP. + 3** |  |  |  |  |  |  |  |  |
| **EMP. + 4** |  |  |  |  |  |  |  |  |
| **Total part.** |  |  |  |  |  |  |  |  |

**Cost:** Plan No. \_\_\_\_\_ (Enter $ amount, No cost, Not determinable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Premiums | **Company (ER) Cost**  | Employee (EE) Cost  | **Conversion Code** | **Total Cost** |
| **Single** |  |  |  |  |
| **Family** |  |  |  |  |
| **EMP. + Spouse** |  |  |  |  |
| **EMP. + Child** |  |  |  |  |
| **EMP. + 1** |  |  |  |  |
| **EMP. + 2** |  |  |  |  |
| **EMP. + 3** |  |  |  |  |
| **EMP. + 4** |  |  |  |  |
| **OTHER:\_\_\_\_\_\_\_** |  |  |  |  |

**Participation:** Plan No. \_\_\_\_\_ (Enter % of quote employment, Not determinable, Not applicable)

|  |  |
| --- | --- |
|  | **Quotes** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **Single** |  |  |  |  |  |  |  |  |
| **Family** |  |  |  |  |  |  |  |  |
| **EMP. + Spouse** |  |  |  |  |  |  |  |  |
| **EMP. + Child** |  |  |  |  |  |  |  |  |
| **EMP. + 1** |  |  |  |  |  |  |  |  |
| **EMP. + 2** |  |  |  |  |  |  |  |  |
| **EMP. + 3** |  |  |  |  |  |  |  |  |
| **EMP. + 4** |  |  |  |  |  |  |  |  |
| **Total part.** |  |  |  |  |  |  |  |  |

Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cost:** Plan No. \_\_\_\_\_ (Enter $ amount, No cost, Not determinable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Premiums | **Company (ER) Cost**  | Employee (EE) Cost  | **Conversion Code** | **Total Cost** |
| **Single** |  |  |  |  |
| **Family** |  |  |  |  |
| **EMP. + Spouse** |  |  |  |  |
| **EMP. + Child** |  |  |  |  |
| **EMP. + 1** |  |  |  |  |
| **EMP. + 2** |  |  |  |  |
| **EMP. + 3** |  |  |  |  |
| **EMP. + 4** |  |  |  |  |
| **OTHER:\_\_\_\_\_\_\_** |  |  |  |  |

**Participation:** Plan No. \_\_\_\_\_ (Enter % of quote employment, Not determinable, Not applicable)

|  |  |
| --- | --- |
|  | **Quotes** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **Single** |  |  |  |  |  |  |  |  |
| **Family** |  |  |  |  |  |  |  |  |
| **EMP. + Spouse** |  |  |  |  |  |  |  |  |
| **EMP. + Child** |  |  |  |  |  |  |  |  |
| **EMP. + 1** |  |  |  |  |  |  |  |  |
| **EMP. + 2** |  |  |  |  |  |  |  |  |
| **EMP. + 3** |  |  |  |  |  |  |  |  |
| **EMP. + 4** |  |  |  |  |  |  |  |  |
| **Total part.** |  |  |  |  |  |  |  |  |

**Cost:** Plan No. \_\_\_\_\_ (Enter $ amount, No cost, Not determinable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Premiums | **Company (ER) Cost**  | Employee (EE) Cost  | **Conversion Code** | **Total Cost** |
| **Single** |  |  |  |  |
| **Family** |  |  |  |  |
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| **EMP. + Child** |  |  |  |  |
| **EMP. + 1** |  |  |  |  |
| **EMP. + 2** |  |  |  |  |
| **EMP. + 3** |  |  |  |  |
| **EMP. + 4** |  |  |  |  |
| **OTHER:\_\_\_\_\_\_\_** |  |  |  |  |

**Participation:** Plan No. \_\_\_\_\_ (Enter % of quote employment, Not determinable, Not applicable)

|  |  |
| --- | --- |
|  | **Quotes** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **Single** |  |  |  |  |  |  |  |  |
| **Family** |  |  |  |  |  |  |  |  |
| **EMP. + Spouse** |  |  |  |  |  |  |  |  |
| **EMP. + Child** |  |  |  |  |  |  |  |  |
| **EMP. + 1** |  |  |  |  |  |  |  |  |
| **EMP. + 2** |  |  |  |  |  |  |  |  |
| **EMP. + 3** |  |  |  |  |  |  |  |  |
| **EMP. + 4** |  |  |  |  |  |  |  |  |
| **Total part.** |  |  |  |  |  |  |  |  |

Sched. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cost:** Plan No. \_\_\_\_\_ (Enter $ amount, No cost, Not determinable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Premiums | **Company (ER) Cost**  | Employee (EE) Cost  | **Conversion Code** | **Total Cost** |
| **Single** |  |  |  |  |
| **Family** |  |  |  |  |
| **EMP. + Spouse** |  |  |  |  |
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| **EMP. + 2** |  |  |  |  |
| **EMP. + 3** |  |  |  |  |
| **EMP. + 4** |  |  |  |  |
| **OTHER:\_\_\_\_\_\_\_** |  |  |  |  |

**Participation:** Plan No. \_\_\_\_\_ (Enter % of quote employment, Not determinable, Not applicable)

|  |  |
| --- | --- |
|  | **Quotes** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **Single** |  |  |  |  |  |  |  |  |
| **Family** |  |  |  |  |  |  |  |  |
| **EMP. + Spouse** |  |  |  |  |  |  |  |  |
| **EMP. + Child** |  |  |  |  |  |  |  |  |
| **EMP. + 1** |  |  |  |  |  |  |  |  |
| **EMP. + 2** |  |  |  |  |  |  |  |  |
| **EMP. + 3** |  |  |  |  |  |  |  |  |
| **EMP. + 4** |  |  |  |  |  |  |  |  |
| **Total part.** |  |  |  |  |  |  |  |  |

**Cost:** Plan No. \_\_\_\_\_ (Enter $ amount, No cost, Not determinable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Premiums | **Company (ER) Cost**  | Employee (EE) Cost  | **Conversion Code** | **Total Cost** |
| **Single** |  |  |  |  |
| **Family** |  |  |  |  |
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| **EMP. + 4** |  |  |  |  |
| **OTHER:\_\_\_\_\_\_\_** |  |  |  |  |

**Participation:** Plan No. \_\_\_\_\_ (Enter % of quote employment, Not determinable, Not applicable)

|  |  |
| --- | --- |
|  | **Quotes** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **Single** |  |  |  |  |  |  |  |  |
| **Family** |  |  |  |  |  |  |  |  |
| **EMP. + Spouse** |  |  |  |  |  |  |  |  |
| **EMP. + Child** |  |  |  |  |  |  |  |  |
| **EMP. + 1** |  |  |  |  |  |  |  |  |
| **EMP. + 2** |  |  |  |  |  |  |  |  |
| **EMP. + 3** |  |  |  |  |  |  |  |  |
| **EMP. + 4** |  |  |  |  |  |  |  |  |
| **Total part.** |  |  |  |  |  |  |  |  |