Funding Request Instructions

Guidelines and Timeline:

- Complete one Payroll Report for each payroll.
- Submit all Payroll Reports for the month and all corresponding Payroll Registers for the month to info@excelerateillinois.com by the 15th of the following month at midnight; however, you may submit them as soon as you have the month completed. The quicker you return them, the quicker they can be verified and approved for payment.

  (examples: July reports are due August 15th, August reports are due September 15th…)

  NOTE: Late reports will put the center out of compliance with contract.

Format

The Funding Request workbook is an Excel document that contains the following 7 tabs:

1) Payroll Report
2) Center Budget
3) Salary Scale
4) Center 1 Budget Preparation
5) Center 2 Budget Preparation
6) Center 3 Budget Preparation
7) Center 4 Budget Preparation

For FY2022 (July 1, 2021 – June 30, 2022), participating Pilot centers will be utilizing the **Payroll Report** tab to complete each pay period report. The remaining tabs are available resources that have been locked to provide a continuous accurate budget for reference.

The **Center Budget** tab shows the FY2022 funding request identifying number of staff approved in each category and the breakout of PDG B-5 and IDHS funds in the budget. This is the same form that is attached to the FY2022 IDHS Contract.

The **Salary Scale** tab provides the minimum salary guidelines that centers must pay to receive increments and added positions under the Pilot project. This tab includes the center's responsibility for anticipating minimum wage increases.

The **Center 1 Budget Preparation** tab is the worksheet utilized to determine the number of staff funded in the Pilot project. The ideal Pilot Staffing Schedule with explanations is included on this tab, as well as an alternative Pilot Staffing Schedule for smaller class sizes. These schedules are meant to provide guidance – each individual center will create a staffing schedule that best meets the centers needs within the Pilot Staffing pattern.

If you have multiple locations, **Center 1 Budget Preparation** was utilized for one location, **Center 2 Budget Preparation** for second location; **Center 3 Budget Preparation** for third location; and **Center 4 Budget Preparation** for forth location.

All four of the center tabs are exactly the same (subsequent sheets were utilized only if you have more than one location; the sheets were utilized in consecutive order to ensure sure there are no empty sheets between completed sheets).

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All sheets pull to the Center Budget to create the required/approved staff under each category.

Payroll Report (first tab).

One Payroll Report will be completed for each pay period.

Enter center information (blue shaded area at the top of the spreadsheet):

Complete ALL white cells, and ONLY white cells. The others are formulas.

Contract Number

This cell automatically fills pulling from the Center 1 Budget Preparation tab.

Very important: If Contract Number is incorrect, please notify Dr. Rumage at
Anita.J.Rumage@illinois.gov **immediately for a correction – Do NOT continue completing this spreadsheet until the correction has been made.**

Name of Center

Type in the name of the child care center.

> If you have more than one location, do NOT specify location. Only list the name of the organization.

Completed by:

Type in name

This is the person that will be contacted if there are questions about the information provided.

Phone:

Type in phone number

This is the phone number that will be called if there are questions about the information provided.

Email

Type in email

This is the email that will be contract if there are questions about the information.

Today's date

This is the date you are completing the Payroll Report

Payroll schedule

This cell automatically fills pulling from the Center 1 Budget Preparation tab. The choices are:

> Weekly
> Every two weeks

       Twice monthly
       Other

Very important: If Payroll Schedule is incorrect, please notify Dr. Rumage at Anita.J.Rumage@illinois.gov immediately for a correction – Do NOT continue completing this spreadsheet until the correction has been made.

<u># of payrolls per year</u>

This cell automatically fills pulling from the **Center 1 Budget Preparation** tab. The choices are:

       52 for weekly payroll
       26 for every 2 weeks payroll
       24 for twice per month payroll
       Other

Very important: If # of payrolls per year data is incorrect, please notify Dr. Rumage at Anita.J.Rumage@illinois.gov immediately for a correction – Do NOT continue completing this spreadsheet until the correction has been made.

<u>Dates covered by this payroll</u>

Type in date the pay period started and the date the pay period ended.

<u>Pay Date:</u>

This is the pay check date – actual date the employees got paid.

<u>Certifications</u>

Type in Name and Title

This is the person responsibility for the information reported

<u>Payment Guidelines</u>

Specific information regarding payments. Please read this section.

Directly under this section, notice that the information to submit your Payroll Report when it is completed is highlighted in dark yellow color. Also notice that reports are expected to be submitted by the due date, according to your contract.

Submit all reports for the month with corresponding payroll registers to:
info@excelerateillinois.com
All reports for the month are due by midnight the 15th of the following month.
Late reports will put the center out of compliance with contract.

Entering employee information:

Directly under the blue area at the top is the area to enter employee information. There are two sections for employee information: ENHANCED RATE POSITIONS and FULL RATE POSITIONS

- **Enhanced Rate** positions are those required by DCFS licensing standards based on the **Center Budget** tab. The rates paid by this contract help you meet the minimum salaries required by the contract.
- **Full Rate** positions go beyond minimum DCFS licensing requirements, so you have enough staff to carry out the required Pilot activities. The rates paid help add or maintain those additional positions. You must have at least 80% of your Enhanced Rate positions filled before the contract will pay for the Full Rate positions

Enhanced Rate positions are listed as follows:

- Enhanced Directors
- Enhanced Teachers – Infant, Toddler, 2-yr-olds, Preschool
- Enhanced Teacher Assistants – Infant, Toddler, 2-yr-olds, Preschool
- Enhanced Teachers – School Age
- Enhanced Teacher Assistants – School Age

Be sure to list every employee in their proper category.

Multiple locations: <u>All</u> employees from <u>all</u> locations are listed on one Payroll Report.

<u>Staff member name</u>

Type the name of the employee in section that corresponds with their position.

Type in the following format:

LAST NAME, FIRST NAME

- Please notice that the teaching staff are separated by the PDG B-5 funding and IDHS funding. PDG B-5 funding pays for your Infant, Toddler, 2-yr-old and Preschool Staff, while IDHS funding pays for your School Age Staff.
- Only list teachers in the teacher section. Do NOT list teacher assistants who are acting in the role of teacher under COVID-19 guidelines or emergency staff guidelines. List teacher assistants in the teacher assistant section of the report.
- List EVERY director, teacher and teacher assistant who is on payroll <u>and</u> received a pay check for the pay period. Do NOT list vacant positions. Do NOT list employees who did not receive pay during this pay period. Do NOT list support staff (cooks, office assistants, janitors, maintenance, etc.)

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If you need more lines in any category, please notify Dr. Rumage at Anita.J.Rumage@illinois.gov. She will build you a new Payroll Report to accommodate all the staff in your center.

<u>Position</u>

The position is listed to assist you to be sure you are recording in the correct row.

<u>Gateways Registry Number</u>

List the employee's Gateways Registry Number.

All teaching staff and directors <u>must</u> be registered with Gateways to receive Pilot funding. No employee will receive Pilot pay without a Gateways Registry Number. There are no exceptions. Be sure your new employees enroll in the Gateways Registry as part of their first day of employment paperwork.

<u>Credential</u>

The *Credential column* has a drop down box. Choose the credential level that is **currently awarded**. Do not choose the level in which the employee has submitted an application, but has not been awarded. INCCRRA must verify the credential. If INCCRRA has not awarded the credential, but the paperwork has been submitted, the applied for credential salary cannot be paid until the credential has been awarded. Failure to report the current credential will result in non-payment of the rate for the payroll period. NOTE: Expired Credentials do NOT earn the enhanced increment for that credential – only report active credentials. When a credential expires and is no longer active, record "0" for "no credential."

For directors, the choices are:

> 0 = no Director Credential
>
> 1 = Illinois Director Credential 1
>
> 2 = Illinois Director Credential 2
>
> 3 = Illinois Director Credential 3

For teachers and assistants, the choices are:

> 0 = no ECE or SAYD Credential
>
> 1 = ECE or SAYD Level 1
>
> 2 = ECE or SAYD Level 2
>
> 3 = ECE or SAYD Level 3
>
> 4 = ECE or SAYD Level 4
>
> 5 = ECE or SAYD Level 5

Pilot Payment Rate/hour

Pilot Payment Rate/hour will calculate based on credential level. (If an employee does not have a credential, be sure to choose "0" in the *Credential* column or the *Pilot Payment Rate/hour* column will not calculate.)

Hours paid

Type the number of hours the employee was paid for the pay period. Copy the number of hours paid directly from the payroll register - this number must match the number on your payroll register.

Note: If the employee does not have a Gateways Registry Number, the spreadsheet will not allow you to record hours paid. Employees without a Gateways Registry Number are not eligible for payment.

Guidelines:

- "Hours Paid" may include paid time off (holiday, vacation, sick, personal, bereavement, etc.) if that benefit is indicated in the Center Personnel Policies.
- Include over time hours in calculation for "Hours paid," but note that contract payment rates do not increase for overtime hours; however, center is responsible to pay legally required time and half.

Full hourly rate paid

Type in the hourly rate the employee was paid. This amount must match the payroll register.

Pilot Salary

Pilot Salary will calculate based on credential level. (If an employee does not have a credential or their credential has expired/has not been renewed, be sure to choose "0" in the *Credential* column or the *Pilot Salary* column will not calculate.)

Does full hourly rate paid meet scale?

The *Full hourly rate paid* column, must equal or be higher than that *Pilot Salary* to be eligible for payment. If this column returns "No," payments in the next three columns will not calculate.

Total Pilot wages

Total Pilot wages calculates the *Pilot Payment Rate/hour* and *Hours Paid* if there is a "Yes" in the *Does full hourly rate paid meet scale?* column. It will not calculate if there is a "No."

Allowance for payroll taxes & fringe 10%

Allowance for payroll taxes & fringe 10% multiplies the *Total Pilot wages* column by 10%. This is the allowance for the payroll taxes and fringe benefits. Note that the center is responsible for the actual taxes and fringes, not only this "allowance."

Total due

Total due adds the *Total Pilot wages* and the *Allowance for payroll taxes & fringe 10%* columns.

Continue through this section of the report and list all employees in their categories.

When you complete this section, review the totals:

- Reported ENHANCED HOURS calculates the hours reported on this report.
- Budgeted ENHANCED HOURS pulls from the Center Budget tab (cell C36) divided by # of payrolls per year (cell B12 of this worksheet)
- Total ENHANCED hours subtracts the Reported ENHANCED hours from the Budgeted ENHANCED hours. Note that the Total ENHANCED hours cannot exceed Budgeted ENHANCED hours. If they do, you must adjust the hours as you cannot be paid over allotted budgeted hours.

Note the *Percent of budget hours utilized*: If the total ENHANCED hours is greater than 80%, FULL RATE positions in the next section are paid a full rate. If the total ENHANCED hours is 80% or less, FULL RATE positions will be paid at the enhanced rate and positions in the FULL RATE section should be moved to the ENHANCED section.

FULL RATE positions are listed as follows:

- FULL RATE Teachers – Infant, Toddler, 2-yr-olds, Preschool
- FULL RATE Teacher Assistants – Infant, Toddler, 2-yr-olds, Preschool
- Notice that **no** school age staff qualify for the FULL RATE section.

Be sure to list every employee in their proper category.

All instructions for the columns are the same as the ENHANCED RATE section

When you complete this section, review the totals:

- Reported FULL RATE HOURS calculates the hours reported on this report.
- Budgeted FULL RATE HOURS pulls from the Center Budget tab (cell C53) divided by # of payrolls per year (cell B12 of this worksheet)
- Total FULL RATE hours subtracts the Reported FULL RATE hours from the Budgeted FULL RATE hours. Note that the Total FULL RATE hours cannot exceed Budgeted FULL RATE hours. If they do, you must adjust the hours as you cannot be paid over allotted budgeted hours.

Funding Request Instructions

INCCRRA Use Only (section highlighted green)

INCCRRA will verify the information reported on the Payroll Report. In addition to verifying that the report is filled out correctly, they will be verifying the following items:

- the employee is listed in the Gateways Registry in the position reported (director, teacher, teacher assistant)
- the credential listed is the credential awarded
- the salary listed in column G (Full hourly rate) is the rate paid on the payroll register

Discrepancies *may* result in returning the Payroll Report for corrections or *may* result in nonpayment of item. Please refer to contract for compliance information.

As with all processes, reports and documents, the Pilot is meant to provide opportunities to experiment. As such, the Payroll Report will change with director feedback and when the salary scale changes. You will be alerted through email when the Payroll Report changes.

These instructions and a sample Funding Request workbook can be found on the webpage
https://www.excelerateillinoisproviders.com/pilot-project

If you have any questions about the Funding Request workbook or Payroll Report, please contact Dr. Rumage at Anita.J.Rumage@illinois.gov.