

TCO Proposal Help Notes

Step 1: TCO Proposal Cover Sheet

Please fill out the narrative Cover Sheet.

Step 2: TCO Budget Estimator Worksheet (Expenses Tab)

To calculate your expenses, you need to do the following: Please insert the cost of personnel (salaries and benefits) from rows 4 through 19.

For Classified Personnel:

- A. For classified personnel, go to the FC Classified Titles and FC Classified Salary Schedule. As an example, we are using the mid-range salary for Range 37 or \$3,273. Multiply the salary (\$3,273) by 12 to determine the annual salary of \$39,276.
- B. Under the "Benefits" tab, you will look for the FR-TOT and multiply the annual salary of \$39,276 by the Classified FR-TOT or .494 = \$19,402 total benefits.
- C. Add the salary of \$39,276 and the benefits of \$19,402 to get the total cost.
 $\$39,273 + \$19,401 = \$58,678$ total cost.
- D. Under the "TCO Estimate" Tab, insert cost and benefits.

For Faculty:

- A. Determine the Faculty Step (which is based on semester units). Please see the tab "FC FT Faculty Sal Schedule."
- B. As an example, we will use Step 7-D or \$70,375.
- C. See the "Benefit" Tab and use the FR-TOT for Faculty of 0.285.
- D. Multiply the salary of \$70,375 times the benefit of 0.285 to get the total benefits of \$20,057.
- E. Add the \$70,375 salary and the total benefits of \$20,057 to equal \$90,432 total cost.
- F. Under the "TCO Estimate" tab, enter cost and benefits.

Step 3: TCO Priority Sheet (Priority Tab of TCO Budget Estimator Worksheet)

Complete

