

WBS Element Plan Summary

Finance Office Use Only:

Document # Revenue
Document # Expense
Date Entered
Initials

WBS Number _____

Description _____

Fiscal Year _____

Original _____
Revision _____

Commitment

Item	Description	Amount
511000	Faculty Salaries	
512000	Administrative Salaries	
513000	Mgr/Prof Salaries	
514000	Office/Serv Salaries	
515000	Grad Asst Salaries	
516000	Student Wages	
516600	Workstudy Wages	
517000	Other Personal Services	
519100	Retirement Contribution	
519200	FICA Contribution	
519300	Health Contribution	
519400	Life Contribution	
520000	Operating Expenses	
530000	Consumable Supplies	
540000	Travel	
550000	Capital Expenses	
560000	Government Aid	
580000	SUBTOTAL	
	Indirect Costs	
	TOTAL PLAN	

Prepared By:
PRINCIPAL INVESTIGATOR _____

Approved By:
DEAN OF COLLEGE _____

Instructions for Completing the UNK WBS Element Plan Summary

WBS Number - Leave blank as the number will be assigned by the Finance Office when the WBS is created.

Description - Enter the grant or project title, if known.

Fiscal Year - Self-explanatory.

Original or Revised Budget - Leave blank, as the Finance Office will complete.

Amount - Enter the amounts budgeted for each applicable commitment item. These amounts may be outlined in a grant award or other award document. Please note that the commitment items shown are at the top level of the G/L account category for budgeting purposes.

The following are general guidelines for calculating benefits.

Retirement - This amount is calculated at 8.0% of the gross wages.

Social Security - This amount is calculated at 7.65% of the gross wages. Please note that student workers must have greater than 7 credit hours to be exempt from Social Security.

Group Life Insurance - Group Life is \$60.00 per year for a full-time employee. Only employees who are 50% or greater FTE are eligible for Group Life benefits.

Group Health Insurance - Effective July 1, 2005 Group Health can be estimated at \$10,275 per employee per year. Only employees who are 50% or greater FTE are eligible for Group Health benefits.

Government Aid - This budget category applies if the grant is paying tuition, fees, room, or board for a student.

Signatures - The Responsible Person on the project should sign as Principal Investigator and send to the Dean for approval.