njoit New Jersey Office of Information Technology

Employee Expenditure Reporting Worksheet

LBAM Software ID number

Project Description	Fiscal Year	Resource Type	Resource Name	Hourly Rate*	Hours**	Amount
I certify the employee costs reported above accurately reflect the personnel expenditures for the development of the application.			**Fiscal Year Total:**			

IT Software Development
Manager

* Calculated by dividing the annual salary on June 30th by 26 pay periods divided by 10 (days per period) divided by 7.5 hours

Example: As of June 30th, the salary $75,000. (((75,000/26)/10)/7.5) = 38.46.

** Include only actual hours charged to the project. Do not include indirect, fringe benefit, leave, or sick time costs