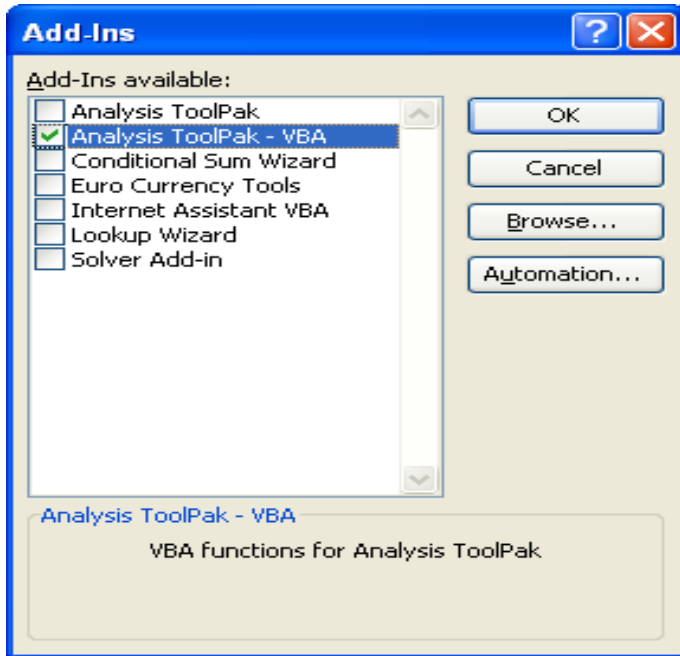


# Instructions For Completing One Page VSDP Spreadsheet

Step	Actions
1	Access VSDP spreadsheet on DOA Website.
2	Save a copy to your personal computer.
3	Open spreadsheet in Excel.
4	Access Tools Function in EXCEL.
5	Click on the ADD-INS selection. (See screenprint)
6	Check the Analysis ToolPak - VBA option.
7	Click on OK.
8	Exit Excel.
9	Open spreadsheet in Excel.



**NOTE:** Only have to perform this procedure **ONCE, EXCEPT**, in cases of desk-top refresh, or other maintenance. You will need to repeat these steps to re-install the ToolPak - VBA add in. You will see the following in certain fields, **NAME?** indicating this ToolPAK is not installed.

# Instructions For Completing One Page VSDP Spreadsheet

## Employee Information

Step	Actions
1	Enter <b>Employee Name</b> .
2	Enter Employee <b>Identification Number</b> .
3	Enter Employee's <b>Percent of Employment</b> .
4	Enter Employee's <b>Semi-Monthly Salary</b> .

## VSDP Information

NOTE: Information from the Action Report(s)

Step	Actions
1	Enter the <b>VSDP Start Date</b> .
2	Enter the <b>100% start date and the corresponding end dates</b> .
3	Enter the <b>VSDP End Date</b> .
4	Enter <b>N</b> for non-catastrophic, <b>Y</b> for catastrophic.
5	Enter <b>N</b> for non-Waived waiting period, <b>Y</b> for Waived waiting period.
6	Enter the Employee's <b>Months of Service</b> .

## Pay Period Information

Step	Actions
1	Enter the <b>FROM Pay Period Date</b> .
2	Enter the <b>TO Pay Period Date</b> .
3	<b>Calendar Days</b> are automatically calculated.
4	<b>Work Days</b> are automatically calculated.
5	<b>Standard Hrs 1</b> is automatically calculated.
6	<b>Pay Period Hrly Rate</b> is automatically calculated.

# Instructions For Completing One Page VSDP Spreadsheet

## Workers' Compensation Benefits

**Note:** Only use if employee is on approved Workers' Compensation.

<b>Step</b>	<b>Actions</b>
<b>1</b>	Enter <b>Workers' Comp Begin Date</b> .
<b>2</b>	Enter <b>Workers' Comp End Date (usually the end of pay period)</b> .
<b>3</b>	Enter the <b>Weekly Indemity Benefit</b> .
<b>4</b>	<b>Daily Indemity Benefit</b> is automatically calculated.
<b>5</b>	<b>Weekly Rate</b> is automatically calculated.
<b>6</b>	<b>Percentage of Workers' Comp</b> is automatically calculated.
<b>7</b>	<b>VSDP Max</b> is automatically calculated.
<b>8</b>	<b>WC Benefits</b> is automatically calculated.
<b>9</b>	<b>Difference</b> is automatically calculated.
<b>10</b>	<b>Work Day WC Benefit</b> is automatically Benefit.

# Instructions For Completing One Page VSDP Spreadsheet

## Calculation of Benefits

Step	Actions
1	<b>Date</b> is automatically completed (based on pay period information entered).
2	<b>Day</b> is automatically completed (based on pay period information entered).
3	<b>VSDP Percentage</b> is automatically completed based on VSDP Information entered).
4	<b>VSDP Coverage Hours</b> is automatically completed based on VSDP Information entered).
5	<b>VSDP Non Workers' Compensation Benefits</b> is automatically completed (based on WC Information entered).
6	<b>VSDP Workers' Compensation Benefits</b> is automatically completed (based on WC information entered).
7	<b>Workers' Compensation</b> is automatically completed (based on WC information entered).
8	Enter the number of leave hours used for <b>VSDP Supplement</b> to bring employee to 100% by date.
9	Enter the number of <b>Leave Hours</b> for waiting period or other purposes not dealing with the VSDP Supplement by date.
10	Enter the number of <b>Hours Worked</b> by the employee during the pay period by date.
11	Enter the number of <b>Hours of LWOP</b> used during the pay period by date.
12	<b>The Totals</b> field is automatically completed by day based upon automatically and manual data entry.

# Instructions For Completing One Page VSDP Spreadsheet

## Transaction Amounts

Step	Actions
1	<b>Regular Pay (HUA03)</b> is automatically calculated based on information from the Calculation of Benefits Section.
2	<b>VSDP (061)</b> is automatically calculated based on information from the Calculation of Benefits Section.
3	<b>VSDP (062)</b> is automatically calculated based on information from the Calculation of Benefits Section.
4	<b>Workers' Compensation (002)</b> is automatically calculated based on information from the Calculation of Benefits Section.
5	<b>Total</b> is automatically calculated (should never be more than the semi-monthly salary).
6	Enter the Employee's <b>Months of Service</b> .

## Deduction Overrides

Step	Actions
1	<b>Employee Deductions</b> are automatically calculated and should be entered if a value is shown.
2	<b>Employer Retirement and Retiree Credit Deductions</b> are automatically calculated and should be entered if a value is shown.
3	<b>LTD and Group Life Amounts</b> are automatically calculated and may not have to be entered if the salary on H0BID has not been changed.