

# FACT SHEET FOR 2017-18

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1. The employee benefit rate to be charged to non-research index (Banner index) ledgers 2, 3, 4, 5, 6 and 9 is projected to be 33.5% of all applicable salary codes and 8.1% of wage codes. Research rate determination is not expected until June. Please check with the Office of Research for the appropriate rates to use on grants.
2. For 2017-18, we plan to have 0% change in the spending per share rate. The rate for 2017-18 will remain the same at \$6.868 per share. The appropriate spending amount has been automatically calculated and printed in the proposed column on the budget sheet.
3. The administrative fee for revenue producing activities will remain at 4.5%. Revenue Producing Activities include short courses, seminars, conferences, athletic games, facilities rentals, etc.
4. There is no standard increase for expense categories. Consult with your vice president or dean as to whether they are authorizing any change (flat dollar amount or percentage change).
5. The following is a list of commonly used expense categories for your reference.

Account Code	Description
71000	Office Operations
72600	Travel
73200	Equipment Purchase
74000	Contracted Services
74100	Insurance
74200	Building Maintenance
74900	Utilities
797XX*	Internal Charges
78690	Contingent

\*See Controller's Office website for complete list of Internal Charges account codes

6. Please contact the Budget Office regarding the process of turning in new year salaries via spreadsheets.