Cost Calculator Guidance – Single Contribution Payments

General guidance

Institutions should:

1. Refer to the scheme guidance available here before using the cost calculator.
2. Record details of all cases, including unsupported cases (ideally using the eligibility report to copy data and paste into the cost calculator to reduce manual typing)
3. Send the completed cost calculator to the relevant Awarding Authority, along with the completed proposal forms (PD30a and PD30b).

Purpose of the calculator tool

This spreadsheet has been designed as an aid to help institutions estimate the cost of contribution payment awards. The only on-cost applicable is 10% for Employers National Insurance.

Contribution payments are either 2% or 3% of the annual salary (pro-rata if part-time) of the member of staff as at 1 January of the year it is awarded. Members of staff are eligible for a single contribution payment regardless of whether or not they are already at the top of the contribution range for their grade. The ‘Estimated Value of Single Contribution Payment to Individual’ is the estimated gross value of the Single Contribution Payment to the individual. Please note that due to rounding this may be slightly different to what will appear in the payslip.

Completing the sheet

1. Staff data is available in the Listings of Eligible staff sent electronically to Institutions as part of the launch of the scheme. Institutions are encouraged to copy information from csv document to the cost calculator to reduce the need for manual typing.
2. Begin by completing the leftmost cell in Row 1. Fill out all the columns in that Row from left to right
3. When you have successfully completed the Row the Estimated Cost column will contain an amount and the line errors column will be blank.
4. Work through the spreadsheet filling out consecutive rows one at a time. The estimated cumulative cost of your supported proposals in the current financial year will be shown in the sheet header and will automatically update as you enter data.

Line errors and their resolution

As and when you enter any invalid data the Line Error cell of that row will turn red and display a message indicating what the error is (see below for error messages and their resolution)

<table>
<thead>
<tr>
<th>Line error message</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Type must be completed</td>
<td>On-costs such as pension costs vary according to whether an employee is in the Assistant or Academic Related category. The staff type should be completed.</td>
</tr>
<tr>
<td>FTE must be completed</td>
<td>The full time equivalent for the member of staff must be completed to calculate the cost.</td>
</tr>
<tr>
<td>Spine point not available for this grade/staff type.</td>
<td>The point you have selected is not available for this grade or staff type - consult the single salary spine chart. Assistants are in Grades 1-8 and Academic Related Staff in Grades 5-11 (Grade 12 staff are not eligible for contribution awards under this scheme.</td>
</tr>
</tbody>
</table>

Advice and support

If you have any queries or feedback please contact ContributionRewardScheme@admin.cam.ac.uk