

## **Instructions for completing the New Position Detail (Form NP)**

### **GENERAL INFORMATION**

(All data entry is on the “Position Calculator” sheet, You only need to enter data under items one through six and at the bottom of the sheet (to array the totals by GF and NGF). Do not change any formulas on the sheet, or the costs will not be calculated correctly. You may delete empty rows if you do not need them. In addition, you may insert additional rows, however, you must copy the formulas into the newly inserted rows in order to ensure that the costs are authorized correctly.

**Step 1:** For each position, enter a position title or other descriptive info.

**Step 2:** Select the retirement type for each position. (Regular VRS, VaLORS, SPORS, judges’ retirement, or defined contribution.)

**Step 3:** Indicate whether each individual/position participates in the deferred comp match program (Yes/No option).

**Step 4:** Enter the annual salary for each position.

**Step 5:** Select a health premium. The statewide average, or the actual employer premium for single, employee plus one, and family coverage can be selected.

**Step 6:** Enter the number of pay periods of funding for each year.

**Step 7:** For each year, identify the general fund and nongeneral fund share for the totals at the bottom of the spreadsheet. Include these amounts along with the total authorized positions you are requesting in item 16 of the Form NJ Word document for this amendment.

-No further data entry is required. The cost of the positions will be calculated based upon the data you entered. Scroll to the right of the “Position Calculator” sheet to see the calculated cost. Look at the “Benefit Rates” sheet to see the fringe rates used.