	Maryland Family Network Family Support Center/EHS Budget Sheet Salary Budget Detail Worksheet	
Step 1	**Center Name:**	
Step 2	**Grant/Program**	
Step 3	**Contract Period:**	

Position/Title	Incumbent (Last Name and First Initial)	Equivalent Full-Time Annual Wage	% of Full-Time	#of Months Employed	Total Salary to Be Paid	Salary Budgeted for This Program
A	B	C	D	E	F	G
Step 4	Step 5	Step 6	Step 7	Step 8	$0	Step 9
					$0	
					$0	
					$0	
Total					$0	

Salary Detail Worksheet

Complete Salary Detail Worksheet

Step 1 Enter Center Name

Step 2 Enter Grant/Program (i.e., Family Support Center or Planning Grant)

Step 3 Enter the Contract Period (i.e., July 1 – June 30, 2023 or contract dates)

Step 4 Enter the Position Title for each position that is a part of this program budget request in Column A

Step 5 Enter the name of the person (incumbent) currently filling the job. If it is vacant, please enter "TO BE NAMED" in Column B

Step 6 Enter the annual full-time-equivalent wages (FTE) for each person in Column C. Example: If someone works half-time and is paid $10,000 per year, the FTE salary is 2 times $10,000, or $20,000. If the secretary is paid at an FTE rate of $16,000, but only works 75% of the time, the secretary will be paid $12,000 for the year.

Step 7 Enter the percent of full-time employment for each position in Column D

Step 8 Enter the number of months that this position is expected to be filled during the budget period in Column E

Step 9 Total Salaries in Column F total automatically. Please be sure to verify that the totals match your records.

Step 10 Enter the Amount of each Person's salary budgeted for this program in Column G. Total of the Column will populate automatically.