

**Form
AD 4349C
GUIDELINES**

ACTUAL DIRECT SALARIES

The salaries included on this page are the actual salaries for the following:

Line Item 1 - Provider Name: Please enter provider corporate name.

Line Item 2 - Program Name: Please enter the name of the specific PAARP program within your organization.

Line Item 3 - Actual Period: Please enter the dates of the actual fiscal period.

Position: List positions of PAARP direct staff or staff with actual time reports. These positions may be grouped by position or shown separately by each employee.

Annual Salary: List salary for a full time person in this position.

PAARP FTE: This column represents the full time equivalents for PAARP personnel (for example, a full time position will be 1.0 or 20% of 10 positions would be 2.0).

Total Payroll: This represents the total actual sum of PAARP direct staff or staff with actual time reports.

Fringe Benefit: This represents the fringe benefit percentage. Each agency will have its own individual fringe benefit percentage.