

## Memorandum

10/14/08

**To:** Randy Ortgiesen**From:** Ed Crumpley**Subject:** FY'09 FESS Engineering Department Chargeback Rate Calculation

The chargeback rate for FY'09 calculates out to \$115.00/hr, a considerable increase over the FY'08 rate of \$100.00/hour. While a portion of this increase is due to annual salary adjustments, modifications of our accounting procedures to better fall in line with cost accounting standards and continued reduction in staff are the main drivers.

- Modified Accounting Procedures:

- *Overhead Costs;* As directed by the Finance Department, all costs of running the department will now be funded through the chargeback system. The FESS budget will no longer direct fund safety related costs or a portion of M&S.
- *Charging for hours;*
  - Time that was previously effort reported to Operating Reserve will now be charged to overhead. This includes continuing education, internal procedures, and non-ES&H training that is directly related to the work of the department. (Generic lab-wide training such as "supervisor training" will be effort reported to a Section task code.)
  - Time that was previously effort reported to funded ES&H and M&S tasks will now be charged to overhead. This includes ES&H training and computing support.

- Support of New Initiatives:

- Resource plans include on-site staffing from our consultants. Costs for upgrading of the work stations on the 5th floor crossover will be borne by the Section. Outfitting of consultant spaces with new computer work stations is included in our overhead projections.
- Software upgrades will be required to provide design documents compatible with project requirements. Costs for software licensing, training classes, and personnel time for training are expected to be covered by the emerging projects.

- Other key factors:
  - Reduction in staff resulting from the retirement of Paul Lahn reduces the base from which our overhead costs are funded, driving the rate higher.
  - Fringe and OPTO rates are calculated at 33.5% and 6.5% respectively.
  - Chargeback rate performance will be reviewed at the end of August with a target variance of no more than 5% from the set rate at the end of the fiscal year. The projected decrease in the calculated rate (\$6.00/hr) between the August and September reporting periods will be taken into account during this review.

### COSTS

• SWF (no new hires)	\$1,657K
• M&S	225K
• Allocation for awards	<u>8K</u>
Subtotal	\$1,890K
• Less income from effort reporting	<u>(11K)</u>
<b>Total Costs to be covered by chargebacks</b>	<b>\$1,879K</b>

### AVAILABLE HOURS

• Available hours of chargeback personnel	23,068
• Less holidays & floaters	(880)
• Less projected vacations, sick time, administrative time & "overhead" time	(5,606)
• Less hours to be effort reported	<u>(242)</u>
<b>Total Hours projected to be charged back</b>	<b>16,340</b>

**PROJECTED CHARGEBACK RATE:** **\$115.00/hour**

Balance  
 Period Monday, March 09, 2009 - Sunday, March 15, 2009  
 Approver Comments  
 Note to Approver / Reviewer

Payroll Details Earnings / Absence Codes

Leave Type	Mon, Mar 09	Tue, Mar 10	Wed, Mar 11	Thu, Mar 12	Fri, Mar 13	Sat, Mar 14	Sun, Mar 15	Total	Del
Details									
Add Another Row	0	0	0	0	0	0	0	0	0.0
Recalculate									0.0

Effort Details

Project	Task	Activity	Description	Mon, Mar 09	Tue, Mar 10	Wed, Mar 11	Thu, Mar 12	Fri, Mar 13	Sat, Mar 14	Sun, Mar 15	Total	Hours	Units	Del
Total Home Task Allocation														
		FES - En	FES - Engineering Staff Mtgs.								0.0	0.0		
		NOVA Sit								24	2.0	1.5		
		GCC Con	GCC Computer Room C T3 A							2	2.0	1.5		
		Footprint								3	3.0	2.2		
		CD - Corr	CD - Computer Room E Project Plan							0	0.0	0.0		
		CD - High	CD - High Availability Data Center Project Plan							0	0.0	0.0		
		PPD - MI	PPD - MUZE Alternate Studies							1	1.0	0.7		
		CD - HAC	CD - HAC ACD Support							10	10.0	7.4		
		CD - FCU	CD - FCU ACD Support							12	12.0	8.9		
		Calculate Hrs to Units		0	0	0	0	0	0	54.0	54.0	40.0		

I acknowledge this is a legal document and certify that this weekly electronic timesheet is complete and accurately reflects my time and effort.

5/27/15 = \$598000

	A	B	C	D	E	G	H	I	J	K	L	M	N
1	Project	Task	Expnd Type	Raw Co	Burdens	Expenditure Batch	Qty	Comme	Item Da	UOM	Expnd C	Non-Lat	Non-La
4	40	40.50.04	CONSTRUCTION E	115	115	ChargebackPJ66878	0.7		15-Mar-09	Currency	FES - ENGINEERING		
10	425	2.1.1.5.1.3	CONSTRUCTION E	2760	2760	ChargebackPJ66878	17.8		15-Mar-09	Currency	FES - ENGINEERING		
65	60	60.02.07.50	CONSTRUCTION E	1150	1150	ChargebackPJ66878	7.4		15-Mar-09	Currency	FES - ENGINEERING		
66	60	60.02.07.50	CONSTRUCTION E	1360	1360	ChargebackPJ66878	8.9		15-Mar-09	Currency	FES - ENGINEERING		
77	60	60.02.07.50	CONSTRUCTION E	0	0	ChargebackPJ69106	0		15-Mar-09	Currency	FES - ENGINEERING		
78	60	60.02.07.50	CONSTRUCTION E	0	0	ChargebackPJ69106	0		15-Mar-09	Currency	FES - ENGINEERING		
79	60	60.02.07.50	CONSTRUCTION E	1380	1380	ChargebackPJ69106	8.9		15-Mar-09	Currency	FES - ENGINEERING		
80	60	60.02.07.50	CONSTRUCTION E	1150	1150	ChargebackPJ69106	7.4		15-Mar-09	Currency	FES - ENGINEERING		
83	60	60.02.07.50	CONSTRUCTION E	-1380	-1380	ChargebackPJ69108	-8.9		15-Mar-09	Currency	FES - ENGINEERING		
84	60	60.02.07.50	CONSTRUCTION E	-1150	-1150	ChargebackPJ69108	-7.4		15-Mar-09	Currency	FES - ENGINEERING		
90	G07187	2.3	CONSTRUCTION E	345	345	ChargebackPJ66878	2.2		15-Mar-09	Currency	FES - ENGINEERING		
96	G07188	2.3	CONSTRUCTION E	230	230	ChargebackPJ66878	1.5		15-Mar-09	Currency	FES - ENGINEERING		
97													
98				5980	5980								
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La Daune Trierweiler  
<ladaune@fnal.gov>  
02/24/2009 04:00 PM

To monthendclose@bssmail1.fnal.gov  
cc  
bcc

Subject TD Machine Shop Chargeback Report Feb09

History:  This message has been forwarded.

Hi,

Enclosed is the February 2009 chargeback report for the TD Machine Shop.

Let me know if there are any problems, please.

Thanks,  
LaDaune



TD\_Mach\_Shop\_Feb09\_Chgbk\_Report.xls

9	Row	Transaction	atch													
10	Number	Source	am	Exp Item Date	Project Number	Task Number	Expenditure Type	Amount	Employee Number	Quantity	Comment					
834	824	Shops Chargeback		22-Feb-09	431	431.02.01.01	MACHINE SHOP	69.00	02522N	1.00	Feb-09 Chargeback					
835	825	Shops Chargeback		22-Feb-09	470	1.2.2.4	MACHINE SHOP	172.50	03486N	2.50	Feb-09 Chargeback					
836	826	Shops Chargeback		22-Feb-09	470	1.2.2.4	MACHINE SHOP	207.00	03486N	3.00	Feb-09 Chargeback					
837	827	Shops Chargeback		22-Feb-09	470	1.2.2.4	MACHINE SHOP	310.50	03486N	4.50	Feb-09 Chargeback					
838	828	Shops Chargeback		22-Feb-09	470	1.5.1.1	MACHINE SHOP	69.00	04417N	1.00	Feb-09 Chargeback					
839	829	Shops Chargeback		22-Feb-09	470	1.5.1.1	MACHINE SHOP	138.00	04417N	2.00	Feb-09 Chargeback					
840	830	Shops Chargeback		22-Feb-09	470	1.5.1.1	MACHINE SHOP	172.50	11665N	2.50	Feb-09 Chargeback					
841	831	Shops Chargeback		22-Feb-09	470	1.5.1.1	MACHINE SHOP	552.00	11665N	8.00	Feb-09 Chargeback					
842	832	Shops Chargeback		22-Feb-09	470	1.5.1.1	MACHINE SHOP	448.50	11665N	6.50	Feb-09 Chargeback					
843	833	Shops Chargeback		22-Feb-09	470	1.5.1.1	MACHINE SHOP	448.50	11665N	6.50	Feb-09 Chargeback					
844	834	Shops Chargeback		22-Feb-09	470	1.5.1.1	MACHINE SHOP	207.00	11665N	3.00	Feb-09 Chargeback					
845	835	Shops Chargeback		22-Feb-09	470	1.5.1.3	MACHINE SHOP	310.50	03486N	4.50	Feb-09 Chargeback					
846	836	Shops Chargeback		22-Feb-09	470	1.5.1.3	MACHINE SHOP	345.00	03486N	5.00	Feb-09 Chargeback					
847	837	Shops Chargeback		22-Feb-09	470	1.5.1.3	MACHINE SHOP	414.00	03486N	6.00	Feb-09 Chargeback					
848	838	Shops Chargeback		22-Feb-09	470	1.5.2.1	MACHINE SHOP	138.00	03486N	2.00	Feb-09 Chargeback					
849	839	Shops Chargeback		22-Feb-09	470	1.5.2.1	MACHINE SHOP	138.00	03486N	2.00	Feb-09 Chargeback					
850	840	Shops Chargeback		22-Feb-09	470	1.5.2.1	MACHINE SHOP	552.00	03486N	8.00	Feb-09 Chargeback					
851	841	Shops Chargeback		22-Feb-09	481	8.2.1	MACHINE SHOP	207.00	03800N	3.00	Feb-09 Chargeback					
852	842	Shops Chargeback		22-Feb-09	481	8.2.1	MACHINE SHOP	552.00	03800N	8.00	Feb-09 Chargeback					
853	843	Shops Chargeback		22-Feb-09	481	8.2.1	MACHINE SHOP	552.00	03800N	8.00	Feb-09 Chargeback					
854	844	Shops Chargeback		22-Feb-09	481	8.2.1	MACHINE SHOP	1,104.00	03800N	16.00	Feb-09 Chargeback					
855	845	Shops Chargeback		22-Feb-09	481	8.2.1	MACHINE SHOP	138.00	03800N	2.00	Feb-09 Chargeback					
856	846	Shops Chargeback		22-Feb-09	481	8.2.1	MACHINE SHOP	414.00	03800N	6.00	Feb-09 Chargeback					
857	847	Shops Chargeback		22-Feb-09	481	8.2.1	MACHINE SHOP	207.00	03800N	3.00	Feb-09 Chargeback					
858	848	Shops Chargeback		22-Feb-09	481	8.2.1	MACHINE SHOP	552.00	03991N	8.00	Feb-09 Chargeback					
859	849	Shops Chargeback		22-Feb-09	481	8.2.1	MACHINE SHOP	276.00	03991N	4.00	Feb-09 Chargeback					
860	850	Shops Chargeback		22-Feb-09	481	8.2.1	MACHINE SHOP	207.00	12261N	3.00	Feb-09 Chargeback					
861	851	Shops Chargeback		22-Feb-09	481	8.2.1	MACHINE SHOP	552.00	12271N	8.00	Feb-09 Chargeback					
862	852	Shops Chargeback		22-Feb-09	481	8.2.1	MACHINE SHOP	552.00	12271N	8.00	Feb-09 Chargeback					