Add/Remove employee rows

Add an employee

1. Select/highlight the 3 rows of another employee currently in the budget (1st row is the header row of employee information [row 7 of screenshot], 2nd row is the employee information [row 8 of screenshot], 3rd is the employee narrative [row 9 of screenshot]).

Screenshot

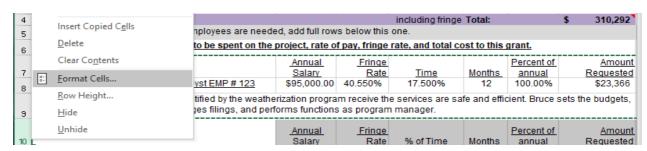|		Annual Salary	Fringe Rate	Time	Months	Percent of annual	Amount Requested
7							
8	Saitiev, Buvaisar ~ Management Analyst EMP # 123	$95,000.00	40.550%	17.500%	12	100.00%	$23,366
9	Energy: Ensuring that all homes identified by the weatherization program receive the services are safe and efficient. Bruce sets the budgets, monitors progress of projects, manages filings, and performs functions as program manager.						

2. Copy the 3 highlighted rows. This can be done by pressing "CTRL" + "C" or right clicking the highlighted rows and left clicking copy on the menu.

Screenshot

3. Right click 1 row below what you just copied (row 10 in screenshot below), and left click "Insert Copied Cells". This will insert 3 rows of an exact copy of your previous 3 row selection. This ensures all formulas are exactly copied and pasted, plus ensures all sum or sum product formulas for personnel/fringe total expand WITH your new employee data.

Screenshot

4. Screenshot below is example of the final result. Two employee sections of the same information and formulas that followed/expanded without any additional edits. **Modify the second employee area to account for the name/position/pay etc…. changes of the new employee area.**

Screenshot

		Annual Salary	Fringe Rate	Time	Months	Percent of annual	Amount Requested
7							
8	Saitiev, Buvaisar ~ Management Analyst EMP # 123	$95,000.00	40.550%	17.500%	12	100.00%	$23,366
9	Energy: Ensuring that all homes identified by the weatherization program receive the services are safe and efficient. Bruce sets the budgets, monitors progress of projects, manages filings, and performs functions as program manager.						
10		Annual Salary	Fringe Rate	Time	Months	Percent of annual	Amount Requested
11	Saitiev, Buvaisar ~ Management Analyst EMP # 123	$95,000.00	40.550%	17.500%	12	100.00%	$23,366
12	Energy: Ensuring that all homes identified by the weatherization program receive the services are safe and efficient. Bruce sets the budgets, monitors progress of projects, manages filings, and performs functions as program manager.						

Remove an employee

1. Highlight the 3 rows of employee data you want to delete (1st row is the header row of employee information [row 10 of screenshot], 2nd row is the employee information [row 11 of screenshot], 3rd row is the employee narrative [row 12 of screenshot]).

Screenshot

		Annual Salary	Fringe Rate	Time	Months	Percent of annual	Amount Requested
10							
11	Saitiev, Buvaisar ~ Management Analyst EMP # 123	$95,000.00	40.550%	17.500%	12	100.00%	$23,366
12	Meets with clients regarding workforce and direct resource; handling functions for clients in poverty for intake assistance. Program specific inventory counts for Head Start, EHS, PreK and Weatherization programs. Direct service card activities including ordering, checking in,						

2.   Press "CTRL" + "-" or right click the rows then left click "Delete".

Screenshot

Add/Remove contractor rows
Add a contractor

1.   Highlight/Select the row below the "Method of Accountability" row of the previous contractor (row 75 of screenshot). Add a new row by pressing "CTRL" + "+" or right clicking the highlighted row then and left clicking "Insert".

Screenshot

2.   Select/highlight the 10 rows of another contractor currently in the budget (1st row is the row with contractor name and "total" [row 65 of screenshot], 10th row is the "Method of Accountability" row [row 74 of screenshot]).

Screenshot

Paste Special

3. Right click 1 row below the blank row you just added (row 76 of the screenshot) then right click "Insert Copied Cells". **Update the information for the new contractor.**

Screenshot

68	Scope of Work: Define scope of work
69	* Sole Source Justification: Define if sole source method, not needed for competitive bid
70	Budget
71	Personnel — $14,000.00
72	Travel — $320.00
73	Total Budget — $14,320.00
74	Method of Accountability: Define - Describe how the progress and performance of the consultant will be monitored. Identify who is responsible for supervising the consultant's work.

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B I ≡ A .00

75	
76	
77	Other Total:
	Identify and justify these expenditures, which can include virtually any relevant expenditure as audit costs, car insurance, client transportation, etc. Stipends or scholarships that are a program may be included here, but require special justification.
78	
79	Printing Services: $ amount/mo. x 12 months $0
	Copier/Printer Lease: $ amount x 12

Cut
Copy
Paste Options:
Paste Special…
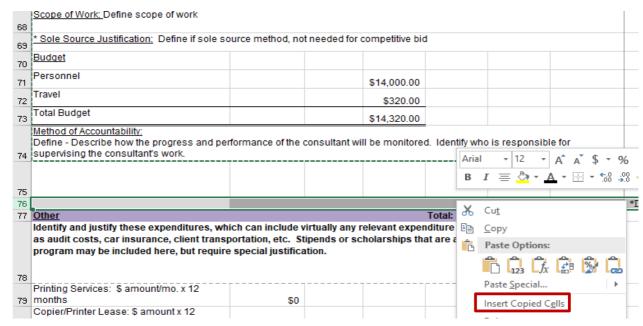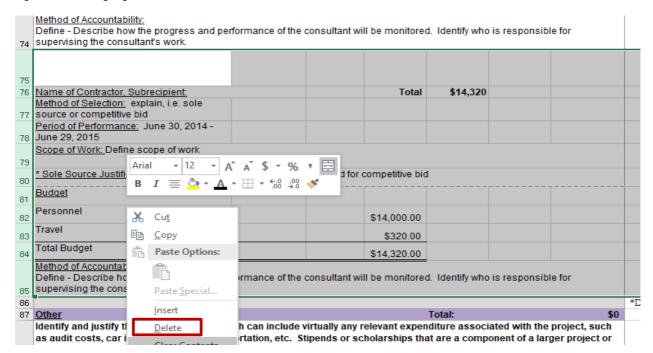**Insert Copied Cells**

Remove a contractor

1. Select/highlight the 11 rows of the contractor (the 1st row is the blank row above the contractor's name [row 75 of screenshot], the 11th row is the "Method of Accountability" row [row 85 of screenshot]). Press "CTRL" + - or right click the highlighted area and left click "Delete"

Screenshot

74	Method of Accountability: Define - Describe how the progress and performance of the consultant will be monitored. Identify who is responsible for supervising the consultant's work.
75	
76	Name of Contractor, Subrecipient: Total $14,320
77	Method of Selection: explain, i.e. sole source or competitive bid
78	Period of Performance: June 30, 2014 – June 29, 2015
79	Scope of Work: Define scope of work
80	* Sole Source Justifi… d for competitive bid
81	Budget
82	Personnel $14,000.00
83	Travel $320.00
84	Total Budget $14,320.00
85	Method of Accountab… Define - Describe hc …rmance of the consultant will be monitored. Identify who is responsible for supervising the cons…
86	
87	Other Total: $0
	Identify and justify th… h can include virtually any relevant expenditure associated with the project, such as audit costs, car i… …rtation, etc. Stipends or scholarships that are a component of a larger project or

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Cut
Copy
Paste Options:
Paste Special…
Insert
Delete

Add contractor line item

1. Highlight/select the row that says "Travel" (row 72 of screenshot). Add a new row by pressing "CTRL" + "+" or right click the highlighted area then left click "Insert"

Screenshot

71	Personnel
72	Travel $320.00
	Total Budget

B I ≡ A ⊞ .00

Cut

74	Method of Accountability: Define - Describe how the progress and performance of the con supervising the consultant's work.				Copy Paste Options:	Identify who is responsible for		
75								
76	**Other** Identify and justify these expenditures, which can include virt as audit costs, car insurance, client transportation, etc. Stipe program may be included here, but require special justificatic				Paste Special... Insert	**Total:** diture associated with the project, such t are a component of a larger project or	**$0**	

2. Highlight/Select the new blank row (row 72 of screenshot)

Screenshot

71	Personnel			$14,000.00	
72					
73	vel			$320.00	
	Total Budget				

3. Copy the data from the row above by pressing "CTRL" + "D"

Screenshot

70	Budget				
71	Personnel			$14,000.00	
72	Travel			$320.00	
73	Travel			$320.00	
74	Total Budget			$14,640.00	

4. Update the category title and amount. Repeat as needed. Adding line items this way ensures that all sum formulas expand with the new data and all new line items retain the same format.

Screenshot

69					
70	Budget				
71	Personnel			$14,000.00	
72	Travel			$320.00	
73	Operating			$1,500.00	
74	Total Budget			$15,820.00	
	Method of Accountability:				