# Instructions For Completing One Page VSDP Spreadsheet

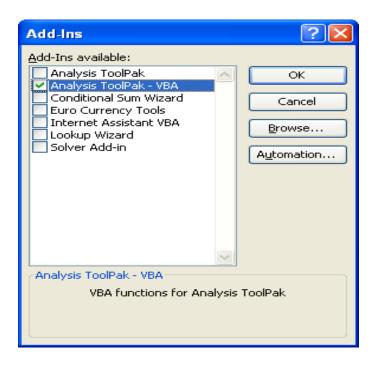| Step | Actions |
|:---:|:---|
| 1 | Access VSDP spreadsheet on DOA Website. |
| 2 | Save a copy to your personal computer. |
| 3 | Open spreadsheet in Excel. |
| 4 | Access Tools Function in  EXCEL. |
| 5 | Click on the ADD-INS selection. (See screenprint) |
| 6 | Check the Analysis ToolPak - VBA option. |
| 7 | Click on OK. |
| 8 | Exit Excel. |
| 9 | Open spreadsheet in Excel. |



**NOTE:**  Only have to perform this procedure **ONCE, EXCEPT,**
in cases of desk-top refresh, or other maintenance.
You will need to repeat these steps to re-install the
ToolPak - VBA add in.  You will see the following in certain
fields, **NAME?** indicating this ToolPAK is not installed.

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## Employee Information

| Step | Actions |
|------|---------|
| 1 | Enter **Employee Name**. |
| 2 | Enter Employee **Identification Number**. |
| 3 | Enter Employee's **Percent of Employment**. |
| 4 | Enter Employee's **Semi-Monthly Salary**. |

## VSDP Information

NOTE:  Information from the Action Report(s)

| Step | Actions |
|------|---------|
| 1 | Enter the **VSDP Start Date**. |
| 2 | Enter the **100% start date and the corresponding end dates**. |
| 3 | Enter the **VSDP End Date**. |
| 4 | Enter **N for non-catastrophic**, **Y for catastrophic**. |
| 5 | Enter **N for non-Waived waiting period**, **Y for Waived waiting period**. |
| 6 | Enter the Employee's **Months of Service**. |

## Pay Period Information

| Step | Actions |
|------|---------|
| 1 | Enter the **FROM Pay Period Date**. |
| 2 | Enter the **TO Pay Period Date**. |
| 3 | **Calendar Days** are automatically calcualted. |
| 4 | **Work Days** are automatically calculated. |
| 5 | **Standard Hrs 1** is automatically calculated. |
| 6 | **Pay Period Hrly Rate** is automatically calculated. |

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## Workers' Compensation Benefits

**Note:** Only use if employee is on approved Workers' Compensation.

| Step | Actions |
|------|---------|
| 1 | Enter **Workers' Comp Begin Date**. |
| 2 | Enter **Workers' Comp End Date (usually the end of pay period)**. |
| 3 | Enter the **Weekly Indemity Benefit**. |
| 4 | **Daily Indemity Benefit** is automatically calculated. |
| 5 | **Weekly Rate** is automatically calculated. |
| 6 | **Percentage of Workers' Comp** is automatically calculated. |
| 7 | **VSDP Max** is automatically calculated. |
| 8 | **WC Benefits** is automatically calculated. |
| 9 | **Difference** is automatically calculated. |
| 10 | **Work Day WC Benefi**t is automatically Benefit. |

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## Calculation of Benefits

| Step | Actions |
|---|---|
| 1 | **Date** is automatically completed (based on pay period information entered). |
| 2 | **Day** is automatically completed (based on pay period information entered). |
| 3 | **VSDP Percentage** is automatically completed based on VSDP Information entered). |
| 4 | **VSDP Coverage Hours** is automatically completed based on VSDP Information entered). |
| 5 | **VSDP Non Workers' Compensation Benefits** is automatically completed (based on WC Information entered). |
| 6 | **VSDP Workers' Compensation Benefits** is automatically completed (based on WC information entered). |
| 7 | **Workers' Compensation** is automatically completed (based on WC information entered). |
| 8 | Enter the number of leave hours used for **VSDP Supplement** to bring employee to 100% by date. |
| 9 | Enter the number of **Leave Hours** for waiting period or other purposes not dealing with the VSDP Supplement by date. |
| 10 | Enter the number of **Hours Worked** by the employee during the pay period by date**.** |
| 11 | Enter the number of **Hours of LWOP** used during the pay period by date. |
| 12 | **The Totals** field is automatically completed by day based upon automatically and manual data entry. |

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## Transaction Amounts

| Step | Actions |
|---|---|
| 1 | **Regular Pay (HUA03)** is automatically calculated based on information from the Calculation of Benefits Section. |
| 2 | **VSDP (061)** is is automatically calculated based on information from the Calculation of Benefits Section. |
| 3 | **VSDP (062)** is is automatically calculated based on information from the Calculation of Benefits Section. |
| 4 | **Workers' Compensation (002)** is automatically calculated based on information from the Calculation of Benefits Section. |
| 5 | **Total** is automatically calculated (should never be more than the semi-monthly salary). |
| 6 | Enter the Employee's **Months of Service**. |

## Deduction Overrides

| Step | Actions |
|---|---|
| 1 | **Employee Deductions** are automatically calculated and should be entered if a value is shown. |
| 2 | **Employer Retirement and Retiree Credit Deductions** are automatically calculated and should be entered if a value is shown. |
| 3 | **LTD and Group Life Amounts** are automatically calculated and may not have to be entered if the salary on H0BID has not been changed. |