

Instructions for Completing CBRF / RCAC Payroll Survey:

1. **Payroll dates used for survey:** Please use your most recently completed payroll data, and be sure to indicate if it is biweekly, weekly, twice per month, or other.
2. **Residents:** Include the **number of residents** in your facility during the payroll period utilized for the survey.
3. **Employee Name:** list each employee by entering a first name only, or initials. (Include on-site owner-administrator where applicable)
4. **Current Job Classification:** Make a check under the appropriate job classification. Please list an employee with more than one job on separate lines (see Todd on the example) so that duties and total hours in each classification are clearly delineated.
5. **Hours Worked by Shift:** For each employee, enter the *number of hours* worked in each shift during the *entire payroll period*. (Do not include hours worked in facilities other than this CBRF.) *The "Total hours worked on site" should equal the sum of the hours worked* for each shift during the payroll period.
6. **Total Hours Worked on Site:** In the final column, enter the total number of hours worked by each employee for the **entire payroll period**. Again, this should match the sum of hours listed in the Day, Evening and Night boxes.

An example is attached. If you have any questions, please call Sharon Larson at 251-8405.

Please return the completed survey to Sharon Larson at the South Madison Coalition, 128 E. Olin Ave., Ste 110, Madison, WI 53713, fax 251-9028 or email larson@smcelder.com.
Thank you!