**ABOUT THE POSITION CALCULATOR**

The position calculator is used to calculate a projection of the anticipated costs associated with benefits provided to new state employees. The calculator will compute partial year projections as well as full year costs based on the annual salary of the new position.

Primarily used as a supporting document supplied to DPB for decision packages involving new positions, the calculator may be useful for planning throughout the fiscal year. The Calculator is updated each year with the latest rates provided by DHRM.

In summary, you will enter basic information about a given position and the calculator presents 2 years of benefit costs labeled Year 1 and Year 2. If the position will begin at some point in the middle of the year, the partial projection is computed based on how many pay periods are expected for Year 1 of employment.

The calculator can handle a variety of retirement types, including Regular VRS, VaLORS, SPORS, judges’ retirement, or defined contribution. The tool prompts you to indicate whether each individual/position participates in the deferred comp match program. You will also need to select a health premium from provided options.

More detail instructions are included as an Excel worksheet within the Position Calculator document.