

STAFF COMPENSATION ADJUSTMENT WORKSHEET

1. Compute total compensation paid for the month.
2. Determine the average adjusted (net) collections for three (3) months.
3. Calculate 20% of collections.
4. Determine if there are any dollars due.
5. Allocate available dollars.
6. Adjust for employer's portion of FICA withholding.

Staff Compensation Adjustment

Larry M. Guzzardo, Inc.

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STAFF COMPENSATION ADJUSTMENT WORKSHEET

1. Compute total compensation paid

Example: March = \$7,200.00

2. Average Adjusted Collections (Gross collections minus patient refunds and adjustments)

January		\$42,000.00	
February		\$37,000.00	
March		<u>\$39,000.00</u>	
Total =		\$118,000.00/3 =	\$39,333.00

3. 20% of Collections

$\$39,333.00 \times 20\% = \$7,867.00$

4. Dollars Due

\$7,867.00
- <u>\$7,200.00</u>
\$ 667.00

5. Allocation of Dollars Due

Dollars/Total days worked for each staff member $\$667.00/55 = \12.12

<u>Team Member</u>	<u>Days Worked</u>	<u>\$/Day</u>	<u>Bonus before FICA&Adjustment</u>
1	16 X	\$12.12 =	\$193.92
2	15	X \$12.12 =	\$181.80
3	12	X \$12.12 =	\$145.44
4	<u>12</u>	X \$12.12 =	\$145.44
	55		

Dollars/Days = $\$667.00/55 = \12.12

6. Adjust for FICA (Divide each team members bonus by 1.0765)

<u>Team Member</u>	<u>Adjustment</u>	<u>Gross Check Amount</u>
1	\$193.92	\$180.14
2	\$181.80	\$168.88
3	\$145.44	\$135.10
4	\$145.44	\$135.10

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