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**Department of Transportation & Public Facilities*****Administrative Services Division******Phone: 907-465-3911******Fax: 907-465-3124*****MEMORANDUM**

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**TO:** Distribution**DATE:** August 22, 2019**FROM:** Sunny Haight *sh*  
Deputy Director**SUBJECT:** FY20 Labor  
Distribution Rate

The department has completed the FY20 labor rate analysis and this memo updates information for the timesheet process. The FY20 labor rate is 192% for “regular” time and 139% for “premium pay” time for all employees.

Changes occurring in FY20 result in various adjustments to the labor rate. The employer cost for benefits has remained the same at 45%, health insurance costs have increased to 29%, and the leave usage factor has remained the same at 17%. A 1% variance has been included due to the over/under distribution calculation.

The department uses the Time and Equipment (T&E) system as the method to distribute personal services and vehicle costs to projects and activities. The T&E system will be updated with an effective date of July 1, 2019 to reflect the FY20 rates for “regular” and “premium” time as shown in the tables below.

All timesheets processed in IRIS will be distributed at the new FY20 rates identified below, regardless of the timesheet pay period end date.

The first table identifies time type and the total rate applied, while the second table identifies the rate applied by personal service factors for both “regular” and “premium” time types.

Time Type	FY20 Rate
Regular (RG)	192%
Overhead (OH)	192%
Overtime (OT)	139%
Straight Time (ST)	139%
Double Time (DT)	139%

	FY20 Rate Regular	FY20 Rate Premium
Base Pay	100%	100%
Benefits	45%	38%
Insurance	29%	0%
Leave Taken	17%	0%
Variance	1%	1%
Total Labor Rate	192%	139%

If you have any questions, please contact Susan Endicott at 465-2079.

Distribution:     Regional Directors  
                          Division Directors  
                          Project Control Chiefs  
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cc:                   Christina Zepp, Accountant V  
                          Lee Ellenburg, Chief of Internal Review  
                          Susan Endicott, Accountant IV