Instructions for use of the ES - 3103 Income Worksheet (Excel)

1. **Case Name and Case Number**: Self explanatory.

2. **Benefit Month:** List the first benefit month that benefits are being calculated for. If the prospective calculation will change in a subsequent benefit month, a new form is required. (Example: Application received 12/23 and being processed on 1/20. A new job was started on 1/10. An ES-3103 is required for December, January, and February since income from January will not be representative of a full month's earnings.)

3. **Type:** Indicate the type of action being taken - initial, review, IR or change.

4. **Local Agency Use:** To be determined locally.

5. **Employee:** List person employed. Complete a worksheet for each person that is employed.

6. **Employer:** Self explanatory.

7. **Hours scheduled:** List the number of hours the employee is scheduled to work.

8. **Frequency Paid:** Check the appropriate box as indicated.
   The boxes Weekly, Bi-Weekly and Semi-Monthly are tied to the calculation fields by the same name in the middle of the form. For example, when one of those boxes is checked, after the checks are entered in the middle columns, the form will calculate the # of Paychecks in Avg. Total Countable Gross Income, Average Pay per Paycheck and Average Hours per Pay Period. Based on the box checked at the top, the form will auto fill the Weekly Avg. x 4.3; Bi-Weekly Avg; x 2.15 or Semi-Monthly Avg x 2, respectively. The Monthly box has no calculations attached.

9. **Day of Week Paid:** List the day of the week the employee is paid.

10. **Type:** Indicate the type of estimate being made - best, past 30 days, more than 30 days, actual. If Best Estimate is checked, see asterisked field below for calculating the best estimate.

11. **Columns for Paycheck Information:** List up to 9 paychecks if calculating an estimate based on past 30 days, more than 30 days or actual. If doing best estimate, paychecks would not be listed, however, the form can be used to document pay if doing a best estimate. This can also be done later on the form. See item 25.

12. **Date of Check:** List the date on the paycheck.

13. **Rate of Pay:** List the rate of pay for that specific paycheck., or rate of pay for best estimate.

14. **Hours wk'd:** List the number of hours worked on that paycheck, or number of hours expected to work for best estimate.

15. **Reg Pay:** List the regular amount of pay for that specific check, or estimated regular pay.

16. **OT:** List any overtime pay received on the paycheck, or anticipated overtime.

17. **Tips, Bonus, Other:** List tips received, bonus or other countable payments, or anticipated, for that pay period

18. **Total Pay:** The Excel form will total the countable pay for the specific paycheck, or anticipated pay per paycheck (regular + OT + tips, bonus, other).

19. **X if Not Rep:** Check this box if the paycheck is not representative and should not be included in the income calculation. Provide an explanation why the check is not representative in the box indicated or at the bottom of the form.

20. **Computations and notes and explanation:** Use this space for any mathematical documentation needed. In the explanation box, document why any paychecks were not representative.

21. **# of Paychecks in Avg:** The Excel form will enter the number of paychecks used to determine average paycheck (if doing past 30 days or more than 30 days).

22. **Total Countable Gross Income:** The Excel form will enter the total countable gross income. It will not include any checks that are noted as not representative.

23. **Average Pay Per Paycheck:** The Excel form will enter the averaged amount. (Total countable gross divided by number of paychecks in average.) Use this amount when calculating monthly income and multiplying by 4.3, 2 or 2.15. See 25 below.

24. **Average hours per pay period:** The Excel form will enter the average hours per pay period. It will not include hours from any pay periods that are not representative.

25. **Weekly Avg, Bi-Weekly Avg. Semi-Monthly Avg:** Based on the box marked (see number 8 above), the form will enter the average pay per paycheck in the box and multiply by 4.3, 2.15 or 2.

26. **Avg. Hrs. Per pay period Times Hourly Rate*:** This space may be used to anticipate a best estimate or to document a prospective estimate if there has been a pay raise reflected on the paychecks being used. The Excel form will do the calculation after the Avg. Hours and Hourly Rate are entered.

27. **Unearned Income:** The Excel form will calculate an average of child support. Enter amount of child support received in Month 1, Month 2 and Month 3 and an average will be displayed. Document all other unearned income being counted. List the type and amount.

28. **Expenses:** List household expenses as indicated. If more than one person is employed in the case, the unearned income and expenses sections only need to be completed on one of the forms.

29. **Utilities:** Check box(s) for appropriate standards being used. Remember if the person gets LIEAP, check the SUA box and allow the SUA.

30. **Completed by:** Indicate name of person completing the form.

31. **Date:** The date completed will auto generate with the current date.

*To prospectively estimate **semi-monthly income from a new job**, pay periods with varying hours must be taken into account. The easiest and most accurate way to make this determination is to calculate a weekly estimate, take that times 2.15 and then take that amount by 2. Multiplying the weekly amount times 2.15 will take into account pay periods that have fluctuating hours. (For example a person working 40 hours a week will have more than 80 hours in a pay period when paid semi-monthly. Taking 40 X the hourly rate X 2.1.5 X 2 will get a closer anticipation of projected income than taking 40 X the hourly rate X 2 X 2.)