How to Use the GTF Calculator

Beginning in FY11, GTF tuition remissions became a component of OPE costs. As a result, GTF labor costs could no longer be separated from tuition remissions into different funds and/or indices. However, a similar cost split can be achieved through labor distributions among funds/indices. The GTF Labor Distribution Calculator form was developed to help with transitioning to this method of cost distribution; it is available in the Banner Guide.

To locate the calculator go to [http://bg.uoregon.edu/content/ght#hris-GTF](http://bg.uoregon.edu/content/ght#hris-GTF) and click on the “GTF Labor Distribution Calculator” link.

An Excel spreadsheet will open. Follow the instructions on the form:

A. Enter the GTF’s salary in cell B4
B. Enter the benefits from the schedule provided on the form [Fee Remission + Health Insurance + Tuition Remission (as applicable for school or college)] in cell B6
C. Enter the budget available for each fund and/or index in cells B12 – B18
D. The resulting percentages displayed in cells C12 – C18 may be used for the labor distribution