Technology Recharge Fee:
Per Capita Count - Methodology

Primary Criteria
- All UW employees
- Based on headcount (not FTE)
  - Paid salaried (monthly) employees
  - Includes full-time and part-time
  - Based on HEPPS/Payroll data
- Allocated to Unit based on Payroll Home Department
- Exclusions
  - "Student Employee Types" including TA/RA, Graduate Stipends, and other student job classifications (800-890)
  - Hourly and Student Hourly
- Count is based on a 4 Quarter Average, and is taken in the previous calendar year—at a midpoint in each quarter for rates effective the following July 1

Criteria for the per capita data set were developed by a committee comprised of Human Resources, Academic Human Resources, Payroll Department, and the Decision Support Center in Finance and Facilities. Specific recommendations about inclusions and exclusions were made by the Technology Rate Implementation Team and endorsed by the Working Group.

The ongoing maintenance of the data set is provided by the Decision Support Center and distributed through UW Information Technology. The dataset is from the Human Resources database in the enterprise data warehouse.

Units will be provided with employee count details for all 4 quarters.