

# Instructions for using employee statistics worksheet

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## Instructions for using employee statistics worksheet

This spreadsheet is intended to assist providers of representation with filling out Part 1 of the ILS-195. It is not required that you use this spreadsheet, and it is not part of the required submission of the ILS-195. It is hoped the spreadsheet will be of use to providers in calculating the numbers on the form, however. To use it, you will need to enter information about attorney and non-attorney employees in your provider. The spreadsheet will then interpret that information to produce the data required on the ILS-195.

### Using the sheet to compute attorney staff information

Click on the tab labeled 'Attorney employee list.' Enter the names of each attorney employed in your program on July 1 of last year in the column labeled 'employee.' (If you are not sure whether an employee should be counted as an 'attorney', consult the ILS-195 Glossary or the instructions that accompany the form online.)

In the next column, enter whether the attorney is 'full-time' or 'part-time' from the drop-down menu.

If you indicate the attorney is 'part-time', the cell in the next column will turn blue. This is to indicate you need to enter what percentage of full-time the attorney works. (Often, part-time employees are 50% employees, but you should enter the appropriate percentage for each attorney.) There is no need to put any information in this column if the attorney is full-time. Do NOT enter a '%' sign in this column, it will upset the calculations!

Next, enter the percentage of time that the attorney spends on criminal representation as a percentage of their total employment in your provider. The following examples serve to illustrate how to fill out this column. Do NOT enter a '%' sign in this column, it will upset the calculations!

- An attorney who works full-time at your provider spends all of his or her time working on criminal cases. Enter "100".
- An attorney who works part-time for your provider spends all their time at the provider working on criminal cases. Enter "100".
- An attorney who works full-time at your provider spends half of their time at the provider working on criminal cases. Enter "50".
- An attorney who works part-time at your provider spends half of their time at the provider working on criminal cases. Enter "50" (not "25"!).

If the attorney supervised others enter 'Yes' in the next column from the drop-down menu. If they did not supervise anyone, enter 'No'. (If you are not sure whether an employee should be counted as a 'supervisor', consult the ILS-195 Glossary or the instructions that accompany the form online.)

Last, enter the total cost of salary and benefits for this employee.

You can add up to 1,000 attorneys. If you need space for more, please contact ILS.

### Using the sheet to compute investigator, social worker, and other staff information

Click on the tab labeled 'Non-attorney employee list.' Enter the names of each non-attorney employed in your program on July 1 of last year in the column labeled 'employee.' This list should include every staff person not fitting the definition of 'attorney.'

In the next column, enter whether the individual is 'full-time' or 'part-time' from the drop-down menu.

In the next column, indicate whether the person is an 'investigator', 'social worker', or 'other' employee. For the definition of these terms, consult the ILS-195 Glossary or the instructions that accompany the form online.

If you indicated the individual was 'part-time', the cell in the next column will turn blue. This is to indicate you need to enter what percentage of full-time the individual works. (Often, part-time employees are 50% employees, but you should enter the appropriate percentage for each person.) There is no need to put any information in this column if the person is full-time. Do NOT enter a '%' sign in this column, it will upset the calculations!

Next, enter the percentage of time that the individual spends on criminal representation as a percentage of their total employment in your provider. The following examples serve to illustrate how to fill out this column. Do NOT enter a '%' sign in this column, it will upset the calculations!

- A person who works full-time at your provider spends all of his or her time working on criminal cases. Enter "100".
- A person who works part-time for your provider spends all their time at the provider working on criminal cases. Enter "100".
- A person who works full-time at your provider spends half of their time at the provider working on criminal cases. Enter "50".
- A person who works part-time at your provider spends half of their time at the provider working on criminal cases. Enter "50" (not "25"!).

Last, enter the total cost of salary and benefits for this employee.

You can add up to 1,000 non-attorney employees. If you need space for more, please contact ILS.

## **Retrieving numbers for ILS-195**

Click the tab labeled 'Employees and Salaries – ILS-195.' These data should be reported on the ILS-195 form.

If the data appear to contain errors and you are not sure how to fix them, please contact ILS.