August 13-2008: Module 6, Monitoring Payroll, part 1

For group discussion: Let's spend five minutes talking about module 5, Budget Restructure part 1. Any questions or success stories to share?

LEARNING OUTCOME

Successful completion of this module should increase your confidence. Before and after each new topic, assign yourself a "confidence rating" for that item.

When you have completed the workshop, ask yourself if you feel more confident.

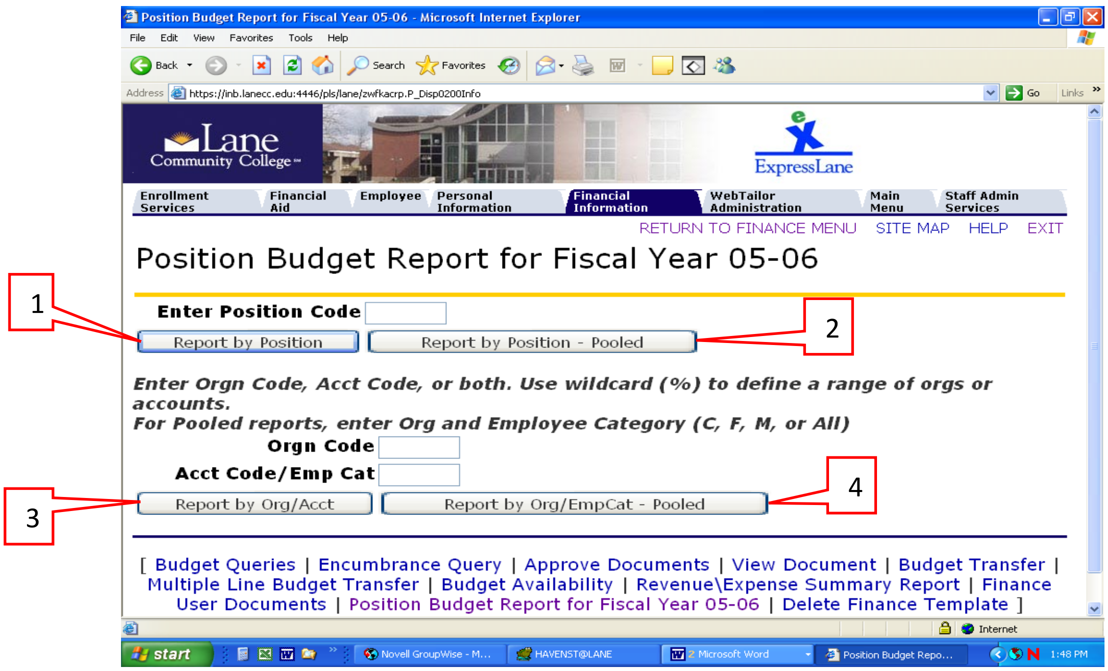
- Compare budget to Actual using the PBR (Position Budget Report)
- Specialized queries of payroll details using NHIDIST

Payroll: Compare Payroll to Actual using the PBR (Position Budget Report)

The PBR is designed to compare the budget for a position to the actual spending for that same position. The outcome of using the PBR should be that budget is set appropriately and spending is accurate. Most importantly, budget and expense must be equal. There should be "No Surprises" at the end of the year, as when payroll exceeded its budget a few years ago.

- Use the *PBR: Report by Position* (Option 1 – see screen shot next page) or *PBR: Report by Org/Acct* (Option 3) to verify budget for contracted, budgeted positions. The position usually has only one occupant, or "incumbent".
- Use the *PBR: Report by Position-Pooled* (Option 2) and *PBR: Report by Org/Employee Category-Pooled*, (Option 4) as implied by their names, for positions that are pooled. There are usually multiple, simultaneous incumbents, who all share a "Pooled" budget, such as hourly timesheet staff and PTSOAs. The table displays a list of incumbents, with basic NBAJOBS information, including scheduled Hours-per-Pay

and Dollars-per-Pay. An example of position pooling is when several time sheet positions draw down a single budget amount, and the department decides how many hours each person works. The entire amount goes against that one budget line.



OK. Now let's look at them grouped a different way.

- Options 1 and 2 report on one position at a time. Enter the position number, and
  - Click Option 1 if the position number begins with C13 or C18, F15 or F18, or M12 or M18. These are the codes for positions that are individually budgeted. Note %18 positions are grant funded and will not have a budgeted amount, since they are not really and expense to the college.
  - Click option 2 for all other (pooled) positions, ex: C93%.

Some helpful information about position parameters

Position Codes: Contracted & Budgeted

- C13xxx = Classified Gen Fund
- F15xxx = Faculty General Fund
- M12xxx = Management Gen Fd
- C18xxx = Classified Grant
- F18xxx = Faculty Grant
- M18xxx = Management Grant

Position Codes: Other (the most commonly used)

- C93xxx = Classified Hourly
- C94xxx = Student Workers
- C98xxx = Grant Classified
- F98xxx = Grant Faculty

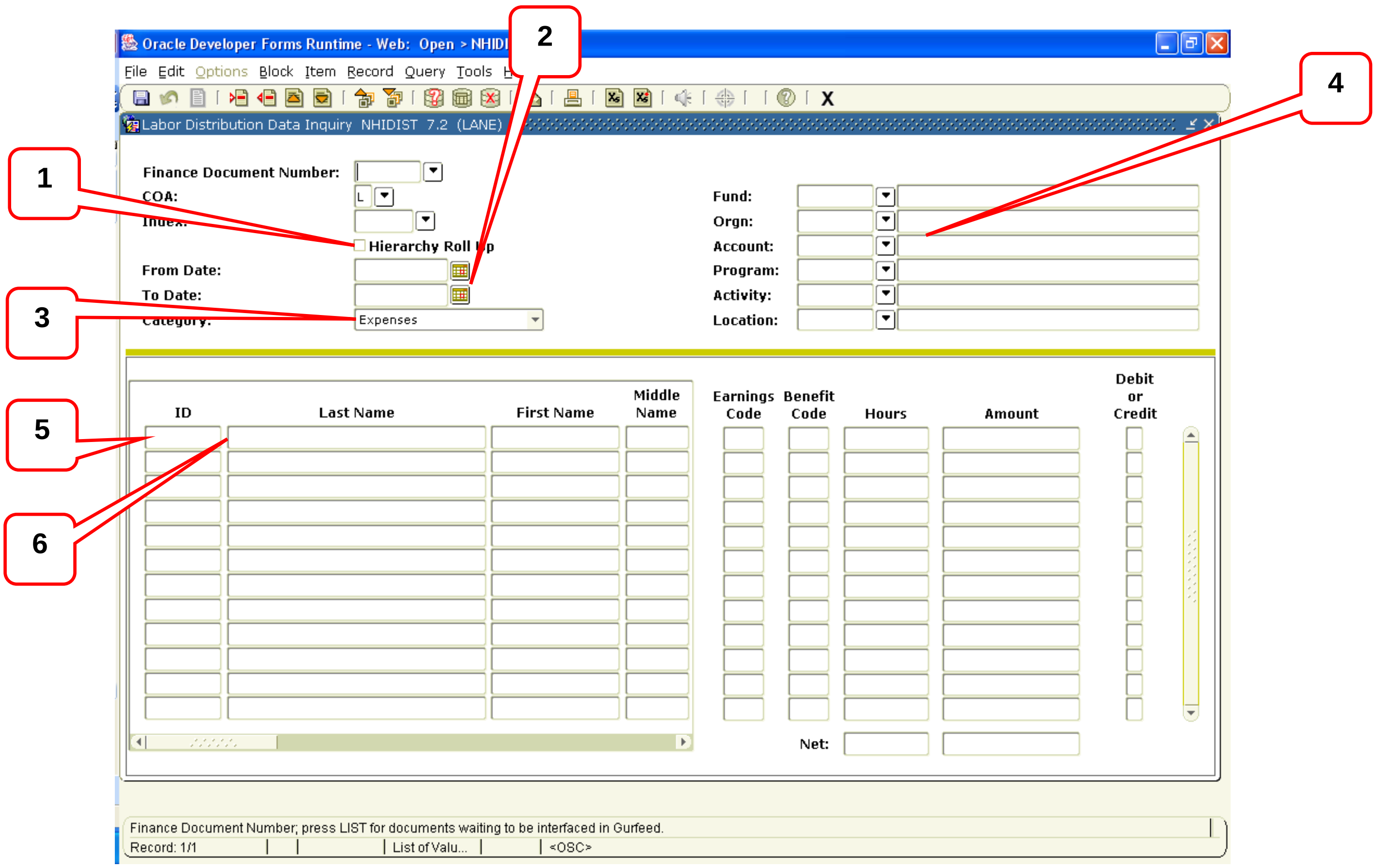
- Options 3 and 4 report data by Org for Contracted positions, or Org and Employee Category for pooled positions.
  - For Option 3, enter the Org or range of orgs using the wildcard (ex: 453%) and the account code IF you want to limit the data to a certain group.
  - To use Option 4, rather than selecting by Account code, you <u>must</u> enter a letter-code for the Employee Category (C for Classified, F for Faculty, M for Managers, or A for All).

Option 3 i.e. Budgeted positions (exhibited in Excel for column references)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Name	ID	Employee Class	Position	Suffix	Budget	Budget FTE	Spent as of 2006-SM-23	Remaining	Per Pay	End	End Date	Num of Pays	Committed	Over/ Under
		C1	C13146	0	38,583	1.00	16,076.30	22,506.70	1,607.63		30-Jun-07	14	22,506.82	0
		F1	F15246	0	27,975	0.50	6,725.66	21,249.35	1,398.75		15-Jun-07	13	18,183.75	3066
		C2	C13002	0	19,750	0.38	5,486.15	14,263.85	1,097.23	15-Jun-07	15-Jun-07	13	14,263.99	0
		C2	C13139	0	21,295	0.63	12,237.84	9,057.16	1,359.76	30-Jun-07	30-Jun-07	14	19,036.64	-9979
		F1	F15246	0	27,975	0.50	6,725.66	21,249.35	1,398.75		15-Jun-07	13	18,183.75	3066
		F1	F15046	0	51,978	1.00	18,192.30	33,785.70	2,598.90		15-Jun-07	13	33,785.70	0
		C2	C13943	0	30,030	1.00	5,167.32	24,862.68	1,291.83		30-Jun-07	14	18,085.62	6777
		C1	C13037	0	34,072	1.00	14,196.70	19,875.30	1,419.67		30-Jun-07	14	19,875.38	0
		F1	F15202	0	55,950	1.00	19,582.50	36,367.50	2,797.50		15-Jun-07	13	36,367.50	0

- Column F, Budget = amount budgeted in the Position Control module for the FY for the <u>position</u> (regardless of L# or suffix). If this amount is incorrect, contact HR.
- Column H, Spent as of <Pay Event>, is the amount that is drawing down the budget i.e. actual payroll expenditures during this Fiscal Year.
- Column I, Remaining = Column F, Budget minus Column H, Spent.
- Column N, Committed (pay) = Column J, Per Pay amount x Column M, Number of Pays (remaining in the FY).
- Column O is the "Over/Under Budget" amount (Column I, Remaining minus Column N, Committed). If it is negative, you will be Over-Expended at the end of the year, and if it is positive, you will be Under-Expended. This column <u>must</u> show approximately zero (with rounding) to identify correctly budgeted and expended positions.

Specialized queries of payroll details using NHIDIST



1. Hierarchy Roll Up

The Hierarchy Roll-up allows for the retrieval of payroll data from multiple orgs and accounts in one report. It can be done at several different levels as long as an org has roll ups attached to it. Select this box to enter any FOAP element or combination of elements and obtain all the data that rolls up to those parameters. For example Org = 453000 (Food Services) and Account = 520300 (Classified Employees). Without checking the box there will be no results because 453000 is a Budget Org. However, checking the box will return data that includes all the Actual Expense Orgs in that section of the Hierarchy Report (see excerpt).

Level	Orgn Code	Orgn Description	Status	Bgt Orgn
5	453000	Foodservices	A	453000
6	453100	Center Food Sales	A	453100
6	453200	Catering - Conference Center	A	453200
6	453300	Catering - General	A	453300
6	453400	Vending	A	453400

To execute a query using this feature, the Hierarchy Roll Up box ***must*** be checked each time you roll-back (the system will default to an unchecked box), and From and To dates ***must*** be entered. If either of these two steps is omitted, the error message at the bottom of the screen will indicate Query caused no records to be retrieved.

The Hierarchy Roll Up queries can be as broad or as defined as one would wish, depending on which parameters are used. The fewer the parameters, the larger the pool of data you'll retrieve. The higher the level number of the roll up (see above) the more defined the search will be.

Additional parameters

2. From Date: (MMDDYY)

If you do not enter a date, Banner will return data since its inception, which takes a really long time. Not what you're looking for? Be sure to specify a beginning date.

To Date (MMDDYY)

This is the end date of the date range you want to examine. Again, it is useful to get only the data you need and minimize the time it takes your query to run.

Shortcuts for Entering Date Information

- Today's date: In most date fields, entering a single, non-numeric character followed by Enter or Tab will display the current date. It's easy to remember T for Today, or S for System Date. Even special characters work for this shortcut. Forget what today's date is? Enter a question mark and Banner will tell you.
- Dates within the current month: If you enter a two-digit number in a date field, Banner assumes the current month and year. For example, if the month is May and the year 2005, 10-MAY-2005 has the shortcut 10.
- Dates within the current year: If you enter a four-digit number in a date field, Banner assumes the current year. For example, if the year is 2005, 15-JUN-2005 has the shortcut 0615.

3. Category

You will usually want to accept the default, which is Expenses, however it may be useful to select Budget and runt he query to get a quick budget amount, then run Expenses to see how they compare.

4. FOAP Elements

One or more parameters will focus your query. If you do not know what to enter, please refer to the hierarchy reports at http://www.lanecc.edu/ic/resources.html. As with any query, you may not get it right the first time. It is a good practice to write down your parameters once you are successful. Ex: to get PT Credit Instructors, enter 550000 in the account parameter, and check the Hierarchy Roll Up box.

Below the Block: the parameters you enter here must work with those in the previous block. Any fields can be blank or can enter parameters here. Press F8 to execute as is. To limit your data further, press F7 and then enter one or more parameters in the first line before you press F8, as follows:

5. ID

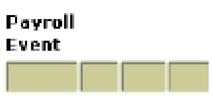
Enter an L Number here if desired.

6. Last name/First name/MI

Enter the last name exactly as spelled, with the first letter capitalized only. Alternately enter part of the name with a wildcard (%) in front, at the end or both! For example %ohn% will return Johnson, Johnston, Upjohn, etc.

For More…slide the scroll bar to the right

Payroll Event



The 1st field is calendar year, 2nd = "SM" – you don't need to enter that. 3rd field is which SM number – this is handy to just get one payroll event. The 4th field is the payroll run number, which is zero for the main payroll check run. Leaving that blank will return the entire payroll, including any additional checks after the main payroll check run.

Position Number

This is very useful for reconciling individual position budgets. There may be more than one employee in a given position. To see all earnings charged to a single position, do not specify a fund, org, account, or program. If any of these elements are being charged incorrectly, the error will be revealed by running the query. The second field is the suffix. For example: If you use 36 for backfill, enter that here for a list of only that data.

Employee Class: (the most commonly used)

- C1 = Classified 1.0 FTE
- C2 = Classified .5 - .99 FTE
- C3 = Classified Hourly
- F1 = Contracted Faculty
- F2 = Faculty PT Credit
- F3 = Faculty Hourly
- M1 = Management Contracted
- W9 = Work Study

Rule Class

For earnings enter HGRS, for OPE enter HFRD, or leave blank for both.

Fiscal Year

This may not be the same as calendar year. This tells you in which FY the charges actually were booked to the inidcated FOAP.

You get the idea. The more you enter in your first line, the more you define the data you want. However, caution should be exercised as you may eliminate data you need, and yet interpret the results as if they were complete.

To the right of the scroll box is pay data:

You may query on these items as well.

Earnings Code: Type of earnings – e.g., SAL, VAC, SIC, PSL (personal leave), CPO (comp time used), OT, EHS (extra hours at regular pay)

Hours: Hours for each type of earning

Amount: Gross pay for each earning type

Debit or credit: normally a debit; C(redit) indicates a journal entry has been done to correct something. *When a query that is downloaded to Excel contains C(redit)s, subtraction signs or brackets must be manually inserted to arrive at the correct total.*

GET RESULTS!

Remember press F7 to enter query mode. Enter your parameters and press F8 to run the query.

Downloading to an Excel Spreadsheet:

Select **Help** on the menu bar at the top of the screen; from the drop-down menu, select **Extract Data No Key;** a pop-up screen should appear (if it does not pop-up, notify FinanceHelp@lanecc.edu); select **Open.** Go to **File** on menu bar; select a file name and location convenient for you.

Important: Save As Type: select **Microsoft Excel Workbook;** click **Save.**

- If you cannot download, try enabling pop-ups and deleting search toolbars.

- If your columns do not have headings, select Preferences from the Banner File menu. On the Display Options tab, check the box under Data Extract: Include Header Row in Data Extract.

COMING NEXT:

- Lots of Review of this information
- Using the Leave Usage Report
- Correcting Budget for Contracted Positions