

E&G RATE VARIANCE REPORT

GENERAL NOTES

This report includes an Overview and a Detailed Report of E&G salary rate and variances between reporting periods. The Overview is at a higher-level looking at totals by school, salary admin plan, and fund code. The Detailed Report includes rate and variances at the position level. Overall, the E&G Rate Variance report is designed for reviewing, tracking, and balancing how your E&G rate is being used.

Data: The data in this report comes indirectly from OMNI HR data. Data from OMNI HR is pulled from various sources and fed into Hyperion. Within Hyperion, the data undergoes various calculations and transformations before being used to generate reports. The data is loaded each pay period and is currently a manual process. It does not load daily. The “Last Run Information” box identifies how up-to-date the data is.

Funded FTE: The “Funded FTE” is equal to $FTE \times \text{Funding Distribution \%}$. For example, if an employee has a 0.75 FTE and is split 60/40 on two different budgets, the resulting Funded FTE would be 0.45 and 0.30, respectively. This information is helpful when reviewing funding or FTE changes.

Hierarchy: A hierarchy is used to define and organize the data for the University. At the highest level is the University followed by Division, School, Area, and Department. Be careful not to confuse a formal department (such as the Department of Anthropology) with a specific “Department” ID (e.g., 072000, 072001, 072006, etc.). Within the hierarchy, a formal department (like Anthropology) is considered an “Area”. Likewise, a formal college is considered a “School”.

Rate: Rate represents the current annualized rate (not including benefits) of pay for filled, vacant, or reserved positions. Please keep in mind that rate is in **recurring** dollars.

Salary Admin Plan: The salary admin plans used for the report help distinguish positions between USPS, A&P, and Faculty.

Vacant Positions: Vacant positions have a placeholder incumbent of “E000000000” (the “E” stands for employee).

Versions and Variances: There are three primary “versions” of the data: **Operating Budget**, **Previous**, and **Current**. Each version contains a distinct data set. There is also a **Variance** version which is calculated by Hyperion as **Previous** minus **Current** versions. An increase of rate, therefore, appears as a negative amount.

Operating Budget – data is from the operating budget and remains static throughout the year until the next operating budget is loaded.

Previous – data roughly mirrors that of the Current version from the previous reporting period (with the addition of new positions or manual adjustments since the last reporting period).

Current – data is based on the Previous version in the current reporting period but includes various programmatic and manual adjustments made in OMNI HR. The data is as of the pay period ending date indicated in the top left corner of the report (“Last Run Information”).

If you have any questions, please contact Gail Friedrich (gfriedri@admin.fsu.edu, 4-4245) or Ken Gloeckner (kgloeckner@fsu.edu, 5-0092).

Last updated: 10/14/16

NAVIGATING AND SELECTING DATA

* Fiscal Year
 FY17

School
 --Select Value--

Area
 --Select Value--

Department
 --Select Value--

Fund
 110 - E&G General R

Salary Admin Plan
 --Select Value--

Version Types
 Current;Previous;Vari

Apply Reset

You can navigate to the E&G Rate Variance report in BI by first accessing BI. Select the “Dashboards” drop down menu, under the “HYP – Rate and Salary Reports” header, select the “E&G Rate Variance” report.

You can select criteria for Fiscal Year, hierarchical criteria like School, Area, and Department (please see above for more details about the hierarchy), Fund, Salary Admin Plan (USPS, A&P, and Faculty), and Version Types (Operating Budget, Previous, Current, and Variance).

Once you have made your criteria selections, press “Apply”. Depending on your selection criteria, your results may take a few moments to display. Once they have been displayed, you may use the links at the bottom to Refresh, Print, and Export to various formats.

Depending on your criteria selection, your results may include more than 25 rows. Use the scroll bar to the right of your results to scroll through more data.

LAST RUN INFORMATION

Last Run Information
 Data as of the pay period ending 08/11/2016

Above the criteria selection options, the “Last Run Information” indicates the effective date of the data being displayed. As mentioned above, the Current version is always as of a pay period end date. Since the rate reports are updated incrementally based on this date, this information is useful for determining how old the data is.

OVERVIEW AND DETAILED REPORTS

At the top left are two tabs which switch the report between a higher level “overview” and a lower level “detailed report”. Please see the following section (“Reviewing the Data”) for more details about these tabs and the results shown for each.



E&G Allocations Variance

To help with balancing and reconciling your E&G rate, a variance of your E&G rate allocation is provided at the top of the E&G Rate Variance report. The E&G Allocations Variance does not provide complete details – only summarized allocation amounts based on the selection criteria you have entered. If you need complete details for your E&G allocation changes, please review the **E&G Allocations** report in BI.

NOTE: The E&G Allocations Variance only displays current fiscal year allocation data. If you select another fiscal year, the allocation details will still be for the current fiscal year and reporting period.

E&G Allocations Variance				
Please note that allocation amounts are for FY17 only.				
Time run: 10/10/2016 8:49:26 AM				
Fund ID and Name	Previous	Current	Variance	Grand Total
110 - E&G General Revenue	\$2,511,132.29	\$2,516,121.19	(\$4,988.90)	\$2,516,121.19
121 - Tuition Differential	\$402,744.57	\$402,744.57	\$0.00	\$402,744.57
Grand Total	\$2,913,876.86	\$2,918,865.76	(\$4,988.90)	\$2,918,865.76
Refresh - Print - Export				

Overview

The Overview report totals rate by school, salary admin plan, and fund code for each version (please see first page for more details about versions). It may be useful as a preliminary report to review to see if any changes have happened overall. However, it is recommended that you also review the Detailed Report as the Overview may not show any variance in spite of changes that may have happened *within* a school, salary admin plan, and fund.

Funding School	Salary Admin Plan	Fund Codes-Description	Funded FTE			E&G Rate			
			Previous	Current	Variance	Previous	Current	Variance	
EX - College of Examples	USPS	110 - E&G General Revenue	106.95505	106.96916	0.00000	4,034,310.49	4,035,276.69	(966.20)	
		121 - Tuition Differential	0.95495	0.94084	0.00000	31,552.17	31,085.97	466.20	
	USPS Total		107.91000	107.91000	0.00000	4,065,862.66	4,066,362.66	(500.00)	
	A&P	110 - E&G General Revenue	91.25000	91.25000	0.00000	4,135,903.08	4,134,936.88	966.20	
	A&P Total		91.25000	91.25000	0.00000	4,135,903.08	4,134,936.88	966.20	
	Faculty	110 - E&G General Revenue	496.25000	503.25000	21.00000	47,257,331.06	47,814,628.90	(557,297.84)	
		121 - Tuition Differential	76.00000	77.00000	9.00000	6,703,856.00	6,703,856.00	0.00	
	Faculty Total		572.25000	580.25000	30.00000	53,961,187.06	54,518,484.90	(557,297.84)	
	EX - College of Examples Total			771.41000	779.41000	30.00000	62,162,952.80	62,719,784.44	(556,831.64)

Detailed Report

The Detailed Report provides detail at the position level. In addition to providing details included in the Overview report, it also includes specific funding details (Area and Department ID) as well as job code, job description, and incumbent. This is particularly helpful when reviewing position and incumbent specific information such as appointment changes and new or abolished positions.

Funding School	Funding Area	Funding Department ID	Salary Admin Plan	Fund Codes-Description	Position	Job Code-Description	Employee ID - Name	Funded FTE			E&G Rate				
								Previous	Current	Variance	Previous	Current	Variance		
EX - College of Examples	012 - Ctr. for Adv. Examples	012345 - Dept. of Examples	USPS	110 - E&G General Revenue	P00080776	2403 - Grants Compliance Asoc	000054321 - Russell, Bertrand	0.33000	0.33000	0.00000	11,967.69	11,967.69	0.00		
					P00081604	2403 - Grants Compliance Asoc	000043215 - Wittgenstein, L.	0.33000	0.33000	0.00000	10,383.45	10,383.45	0.00		
					USPS Total			0.66000	0.66000	0.00000	22,351.14	22,351.14	0.00		
			A&P	110 - E&G General Revenue	P00080785	9254 - Program Coordinator	E000000000	1.00000	1.00000	0.00000	56,704.63	56,704.63	0.00		
			A&P Total			1.00000	1.00000	0.00000	56,704.63	56,704.63	0.00				
			Total			1.66000	1.66000	0.00000	79,055.77	79,055.77	0.00				
			023 - Ctr. for More Examples	023451 - Dept. of More Examples	USPS	110 - E&G General Revenue	P00052079	4613 - Technical_Research Designer	000032145 - Spinoza, Baruch	1.00000	1.00000	0.00000	50,343.64	50,343.64	0.00
							P00053866	4613 - Technical_Research Designer	000021543 - Leibniz, G. W.	1.00000	1.00000	0.00000	51,489.60	51,489.60	0.00
							P00053914	0114 - Office Administrator	000015432 - Locke, John	1.00000	1.00000	0.00000	27,630.50	27,630.50	0.00
					P00054192	4613 - Technical_Research Designer	E000000000	1.00000	1.00000	0.00000	50,959.05	50,959.05	0.00		
	USPS Total					4.00000	4.00000	0.00000	180,422.79	180,422.79	0.00				
	A&P	110 - E&G General Revenue			P00053769	9396 - Academic Program Specialist	000098764 - Clarke, Arthur C.	1.00000	1.00000	0.00000	33,345.25	33,345.25	0.00		
	P00053834	9415 - Application Developer_Designer			000087649 - Mandelbrot, B.	0.50000	0.50000	0.00000	23,275.14	23,275.14	0.00				
	P00054038	9418 - Technology Specialist			000076498 - Shannon, Claude	1.00000	1.00000	0.00000	63,238.05	63,238.05	0.00				
	P00055167	9396 - Academic Program Specialist			E000000000	1.00000	1.00000	0.00000	45,005.43	45,005.43	0.00				
	P00056827	9419 - IT Support Specialist			0000221133 - Sagan, Carl	1.00000	1.00000	0.00000	32,000.00	32,000.00	0.00				
	P00058240	9396 - Academic Program Specialist	000094678 - Conway, John	1.00000	1.00000	0.00000	32,000.00	32,000.00	0.00						
	P00058393	9300 - Scientific Research Specialist	000047682 - Asimov, Isaac	1.00000	1.00000	0.00000	49,760.38	49,760.38	0.00						
	P00058398	9300 - Scientific Research Specialist	000067482 - Curie, Marie	1.00000	1.00000	0.00000	54,468.78	54,468.78	0.00						
	A&P Total			7.50000	7.50000	0.00000	333,093.03	333,093.03	0.00						

TRACKING & BALANCING RATE

The E&G Rate Variance report is designed for reviewing, tracking, and balancing how your E&G rate is being used. Used in conjunction with the **E&G Allocations Variance** (available on top of the E&G Rate Variance report) or the **E&G Allocations** report (available as a separate BI report), this report will help you determine how allocation changes have been allocated amongst your E&G funded positions. For instance, if you have converted non-salary budget to salary for the purposes of a new position, you will be able to reconcile that change in your E&G rate allocations with your E&G Rate Variance report.

Balancing your E&G rate requires that the rate allocated to your positions equals your E&G rate allocation. For faculty, many schools have vacant faculty positions in which “unused” rate is kept throughout the year. In the event a new faculty member is hired, increases are given, or funding changes are made, the needed rate is taken from the vacant position to cover the changes. For support (USPS and A&P), the situation is similar to faculty in that vacant positions hold “unused” rate. However, many schools have positions specifically intended to hold unused rate throughout the year. These positions are called “rate pool positions” and are designated with a position number that looks like this: P0009XXXX.

In the example below, E&G allocation rate report total for the department equals (with a slight rounding difference) to that of the positions. The rate reports, therefore, are in balance. Please see below:

Group	Division	School	Area	Fund Id	Fund Desc	Dept ID	Dept ID Description	Journal Date	Journal Id	Long Description	Budget A&P	Budget USPS	Total
University	Academic Affairs	EX - Example College	543 - Ctr. for Adv. Examples	110	E&G General Revenue	543210	Ctr. for Adv. Examples	7/1/2015	0000235857	-	54,076.00	11,530.00	65,606.00
						543210 Total					54,076.00	11,530.00	65,606.00
				110 Total							54,076.00	11,530.00	65,606.00
			543 - Ctr. for Adv. Examples Total								54,076.00	11,530.00	65,606.00
		Ex - Example College Total									54,076.00	11,530.00	65,606.00
	Academic Affairs Total										54,076.00	11,530.00	65,606.00
University Total											54,076.00	11,530.00	65,606.00

The rate allocations for this department are \$54,076 for A&P and \$11,530 for USPS.

Funding Department ID	Salary Admin Plan	Fund Codes-Description	Position	Job Code-Description	Employee ID - Name	Operating Budget	Previous	Current	Variance
543210 - Ctr. for Adv. Examples	USPS	110 - E&G General Revenue	P00053421	2403 - Grants Compliance Asoc	000054321 - Russell, Bertrand	11,530.40	11,530.40	11,530.40	0.00
	USPS Total					11,530.40	11,530.40	11,530.40	0.00
	A&P	110 - E&G General Revenue	P00054231	9254 - Program Coordinator	000043215 - Wittgenstein, L.	54,075.50	54,075.50	54,075.50	0.00
	A&P Total					54,075.50	54,075.50	54,075.50	0.00

The total rate allocated to positions in this department are \$54,075.50 for A&P and \$11,530.40 for USPS.

BALANCING PROCESS

As mentioned above, the rate allocated to your positions needs to equal your E&G rate allocation. It is recommended that you review both the Overview and Detailed Report to determine whether your rate is balanced. If the rate allocated to your positions does not equal your E&G rate allocation, you likely have three options:

1. **Adjust rate in vacant positions** – If you need to adjust the rate in a vacant position to balance your rate to your allocation, you can request this by contacting the Budget Office. Please indicate the vacant position number, the amount it needs to be adjusted to, and any details you may feel necessary or relevant to the adjustment (ex: “Reducing vacant position 00012345 by \$2,000 to fund increase for position 00054321.”).
2. **Adjust appointments of filled positions** – You should be tracking your E&G appointments and be proactive in ensuring your appointments are adjusted as necessary to avoid exceeding your allocation. However, if you need to retroactively adjust your appointments to balance your rate report to your allocation, please inform the Budget Office.
3. **Adjust rate allocation by converting budget to/from salary** – Please use the E&G Allocation Change Form located on the Budget Office website to submit your request. The form needs to be signed by an authorized signer. If the allocation change is affecting two different schools or divisions, you will need signatures from both parties approving the change.