BUDGETED POSITION REPORT

GENERAL NOTES

This report lists all positions for all fund types and includes various position and incumbent details. Criteria is used to filter results.

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 pushed to the reports. The data is loaded at particular intervals and is currently a manual process. It does <u>not</u> load daily (except during the annual budget entry window).

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".

Funds and Projects: For technical reasons, C&G projects are concatenated with fund in Hyperion. Therefore, if you want to limit your results to a particular project, you would need to select the fund <u>and</u> project within the "Fund" criteria. For example, to view results for project 027832, your selection would look something like this: "F520027832" (where "F" stands for "fund", 520 is the fund code, and 027832 is the project number).

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

Version Types: There are three primary "Version Types": **Operating Budget**, **Previous**, and **Current**. Each version contains a distinct data set.

> **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 <u>from the previous reporting period</u> (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. Current is the more recent data and would be the recommended version for most intents and purposes of this report.

Home Department vs. Funding Department: The home department is an attribute of the position identifying what department the position belongs to. The home department may sometimes deviate from how a position is funded. For instance, a faculty position may be currently funded by the Office of Distance Learning but belong to the College of Business. The prefix "HD" refers to a Home Department.

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

If you have any questions or concerns, please contact Gail Friedrich (gfriedri@admin.fsu.edu or 4-4245) at the Budget Office.

NAVIGATION

You can navigate to the Budgeted Position report in OBI by first accessing OBI. Select the "Dashboards" drop down menu, under the "HYP – Salary Reporting" header, select the "Budgeted Position" report.

The default results displayed show the results for Finance and Administration for all fund types. You can refine the criteria using the criteria selection panel on the left.

You can select criteria for <u>Fiscal Year</u>, hierarchical criteria like <u>Division</u>, <u>School</u>, <u>Area</u>, and <u>Department</u> (please see above for more details about the hierarchy), <u>Fund</u> (see section above regarding Funds and Projects), and <u>Salary Admin Plan</u> (USPS, A&P, and Faculty). You may also select which <u>Version Type</u> you want to limit your results to (see section above regarding Version Types). Finally, you may also select criteria for <u>Funding Department</u> (as opposed to the <u>Department</u> selection which is for home department).

CAUTION: Due to the volume of data being queried by this report, for the best performance, please avoid selecting criteria at multiple levels in the hierarchy. For example, if you want results for all of the College of Arts & Sciences, do **not** include a selection for <u>Division</u> (leave it blank). Or if you want results only for home department 059000, select this <u>Department</u> while leaving <u>Division</u>, <u>School</u>, and <u>Area</u> blank. In other words, do **not** over-specify your criteria selection (use as few selection criteria as is possible).

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 <u>Refresh</u>, <u>Print</u>, and <u>Export</u> to various formats.

Depending on your criteria selection, your results may include more than 25 rows. In order to see all the rows, you may need to click the expand row icon (⚓) at the bottom.

REVIEWING THE DATA

The results include details not only about the position and incumbent but also funding, salary, and benefits.

HD Division	Salary Admin Plan	Position No	Job Code-Description	Employee ID- Names	Pay Type	Funding Department ID	Fund	Base Salary	Dist %	Comp / Dist %	Health	Retirement	Life Ins	Social Security	Medicare	Total
HD - DIV FA - Finance & Administration	USPS	P00051022	1427 - Accounting Associate	E000000000	Base Pay	026000 - Public Safety	110 - E&G General Revenue	46,336.00	100.00	46,336.00	8,575.00	9,183.80	55.00	2,872.83	671.87	67,694.50
		P00051025	1427 - Accounting Associate	E000000000	Base Pay	026000 - Public Safety	110 - E&G General Revenue	19,194.00	100.00	19,194.00	7,098.00	1,414.60	55.00	1,190.03	278.31	29,229.94
		P00051026	1427 - Accounting Associate	E000000000	Base Pay	026000 - Public Safety	110 - E&G General Revenue	29,587.00	87.38	25,852.82	7,492.75	1,905.35	48.06	1,602.88	374.87	37,276.73
			1427 - Accounting Associate	E000000000	Base Pay	026000 - Public Safety	360 - Parking Operations	29,587.00	12.62	3,734.18	1,082.25	275.21	6.94	231.52	54.15	5,384.24

Multiple Funding Distributions: If a position has multiple funding distributions, you will notice that the "Position No" column merges for the two rows indicating that both rows are relating to the position.

P00051026	1427 - Accounting Associate	E000000000		Base Pay	026000 - Public Safety	110 - E&G General Revenue	29,587.00	87.38
	1427 - Accounting Associate	E000000000		Base Pay	026000 - Public Safety	360 - Parking Operations	29,587.00	12.62

Base Salary: "Base salary" is the compensation rate prorated for FTE. For instance, if an employee's compensation rate is $50,000 and they are currently at 0.75 FTE, they will be listed on this report as having a "base salary" of $37,500. Also note that the base salary repeats for each funding distribution. Please see the column "Comp / Dist %" for extended amounts by funding distribution.

Fringe Benefits: Please note that while the fringe amounts are included and designed to be as accurate as possible, there may be differences due to timing if an employee recently changed their benefits selections.

For health insurance, vacant positions default to an average of family and individual health insurance. For retirement, vacant faculty and A&P positions default to ORP_OP and FRS_HA for USPS. Please visit the Budget Office website for additional details regarding fringe benefit calculations.