

# Position & Rate Management

OMNI Business Intelligence Reports

E&G Rate Reconciliation

February, 2016



THE FLORIDA STATE UNIVERSITY

# Position & E&G Rate Management

## Old System:

- Allocations manually kept in Access database
- Rate balanced monthly
- HR position data extracted to Excel
- 400+ manual adjustments to Excel file to balance
- Manual adjustments to HR
  - Hundreds on a monthly basis
  - Thousands when university raises occurred
- PDF reports from Access databases



# Position & E&G Rate Management

## New System using Hyperion:

- Allocations manually kept in OMNI FI
- Rate balanced bi-weekly
- HR position data updated bi-weekly with HR Process
- HR data imported into Hyperion SALARY
- OBI reports for end users (PDF, Excel, etc.)
  - E&G Allocation report
  - E&G Rate Variance report
  - Budgeted Positions report (all funds)



# Position & E&G Rate Management

Position budgeting data is pulled into Hyperion after every payroll from OMNI HR

- Staff funding and rate changes, including Shift Pays
- E&G faculty rate changes only, including ADSs  
(Permanent funding changes must be reported to the Budget Office for manual adjustments in OMNI)
- Non-E&G faculty funding and rate changes, including ADSs



# New Reports

Currently, the Budget Office balances this data to E&G Allocations and reports are run in OBI

## Financials Dashboard:

- **E&G Allocation report** – your recurring E&G budget

## HYP – Salary Reporting Dashboard:

- **E&G Rate Variance report** – all E&G positions funded by your departments
- **Budgeted Positions report** – your E&G and non-E&G position information with benefits calculated



# Budget Office responsibilities:

1. Provide accurate position data to OBI
2. Keep E&G recurring salary budgets and positions in balance by department and salary budgetary account (Faculty, A&P, USPS)
3. Keep benefit available balances at zero
4. Process non-recurring budget reimbursements for annual leave payouts, sick leave payouts, and comp leave payouts
5. Process non-recurring budget reimbursements for approved staff overlaps and overtime when requested
6. Process budget journals that involve salary budgetary accounts, including faculty rate conversions



# Department responsibilities:

1. Understand the correlation between your E&G Rate Variance reports and your E&G Allocation by department and salary budgetary account (Faculty, A&P, USPS)
2. Review all changes and ensure that they are correct and appropriate and take action to have issues corrected, if need be
3. Ensure that salary available balances are kept positive by creating non-recurring budget transfer journals, processing RDFs, or changing funding on positions
4. Notify the Budget Office when approved staff overlaps and overtime need to be reimbursed



# E&G Allocation Report

## E&G Allocations Dept Level Data

Time run: 11/18/2015 12:18:00 PM

School	Area	Fund Id	Fund Desc	Dept ID	Dept ID Description	Journal Date	Journal Id	Long Description	Budget Faculty	Budget Faculty Benefits	Budget A&P	Budget A&P Benefits	Budget USPS	Budget USPS Benefits	OPS	Expense	Total
College of Business	Accounting	110	E&G General Revenue	117000	Accounting	7/1/2015	0000235857	-	2,435,106.00	551,618.00	0.00	0.00	78,181.00	29,155.00	0.00	39,000.00	<b>3,133,060.00</b>
						7/16/2015	0000237349	Rate adjustment, July 2015	0.00	0.00	0.00	0.00	3,327.00	0.00	0.00	0.00	<b>3,327.00</b>
						9/1/2015	0000238768	3% Faculty Sustained Performance Increase: Pierno (p. 52351)	1,965.65	294.85	0.00	0.00	0.00	0.00	0.00	0.00	<b>2,260.50</b>
						9/10/2015	0000239210	Rate Adjustment, August 2015	-1,965.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>-1,965.42</b>
						9/21/2015	0000239673	2015-2016 Faculty Performance Increase	18,483.81	2,772.57	0.00	0.00	0.00	0.00	0.00	0.00	<b>21,256.38</b>
						9/23/2015	0000239817	2015-2016 1.5% Staff Pay Adjustment	0.00	0.00	0.00	0.00	554.00	83.10	0.00	0.00	<b>637.10</b>
							0000239866	Rate adjustment, September 2015	0.00	0.00	0.00	0.00	-0.63	0.00	0.00	0.00	<b>-0.63</b>







# Budgeted Position Report

Budgeted Position Department												
Time run: 12/17/2015 8:07:08 AM												
HD	HD School	HD Department Area	HD Department ID	Salary Admin	Position No	Job Code-Description	Employee ID-Names	FTE	Funding Department ID	Fund	Pay Type	Base Salary
HD - DIV FA - Finance & Administration	HD - ADM - AYP	HD - 030 - Univ Business	HD - 030000 - Univ Business	USPS	P00051026	1306 - Univ Business	000106887 -	1.0000	030000 - Univ Business	110 - E&G General Revenue	Base Pay	28,500.00
		HD - 305 - PCC Finance &	HD - 305050 - PCC Police &		P00051047	8515A - Law Enforce	000080350 -	1.0000	305050 - PCC Police &	110 - E&G General Revenue	Base Pay	45,594.64
		HD - 027 - Procurement	HD - 027000 - Procurement		P00051142	0189 - Administrative	000002749 -	1.0000	027000 - Procurement	110 - E&G General Revenue	Base Pay	29,827.31
		HD - 013 - Business	HD - 013000 - Business		P00051347	0927 - Campus Service	000004302 -	1.0000	020000 - Postal Services	110 - E&G General Revenue	Base Pay	31,779.66
		HD - 013 - Business	HD - 013000 - Business		P00051590	1427 - Accounting	000006351 -	1.0000	020000 - Postal Services	110 - E&G General Revenue	Base Pay	37,242.07
		HD - 013 - Business	HD - 013000 - Business		P00051609	0927 - Campus Service	000012996 -	1.0000	020000 - Postal Services	110 - E&G General Revenue	Base Pay	23,998.58
		HD - 013 - Business	HD - 013000 - Business		P00051614	0927 - Campus Service	000066182 -	1.0000	020000 - Postal Services	110 - E&G General Revenue	Base Pay	23,727.82
		HD - 027 - Procurement	HD - 027000 - Procurement		P00051620	4250 - Program	000071577 -	1.0000	027000 - Procurement	110 - E&G General Revenue	Base Pay	38,342.10
		HD - 027 - Procurement	HD - 027000 - Procurement		P00051622	0078 - Clerical	000003124 -	1.0000	027000 - Procurement	110 - E&G General Revenue	Base Pay	28,037.21
		HD - 030 - Univ Business	HD - 030000 - Univ Business		P00051875	0114 - Office	000067451 -	1.0000	030000 - Univ Business	110 - E&G General Revenue	Base Pay	35,862.20
		HD - 030 - Univ Business	HD - 030000 - Univ Business		P00051926	0114 - Office	000072514 -	1.0000	030000 - Univ Business	110 - E&G General Revenue	Base Pay	31,926.73
		HD - 030 - Univ Business	HD - 030000 - Univ Business		P00051964	0114 - Office	000008632 -	1.0000	030000 - Univ Business	110 - E&G General Revenue	Base Pay	46,794.93
		HD - 030 - Univ Business	HD - 030000 - Univ Business		P00051967	0189 - Administrative	000093680 -	1.0000	030000 - Univ Business	110 - E&G General Revenue	Base Pay	25,375.00
		HD - 030 - Univ Business	HD - 030000 - Univ Business		P00052022	1306 - Univ Business	000017042 -	1.0000	030000 - Univ Business	110 - E&G General Revenue	Base Pay	34,607.23
		HD - 030 - Univ Business	HD - 030000 - Univ Business		P00052081	2403 - Grants	000025507 -	1.0000	030000 - Univ Business	110 - E&G General Revenue	Base Pay	32,102.97
		HD - 030 - Univ Business	HD - 030000 - Univ Business		P00052219	0114 - Office	000003342 -	1.0000	030000 - Univ Business	110 - E&G General Revenue	Base Pay	48,452.35
		HD - 030 - Univ Business	HD - 030000 - Univ Business		P00052257	1306 - Univ Business	000077246 -	1.0000	030000 - Univ Business	110 - E&G General Revenue	Base Pay	36,704.25
		HD - 030 - Univ Business	HD - 030000 - Univ Business		P00053001	1306 - Univ Business	000093627 -	0.7500	030000 - Univ Business	110 - E&G General Revenue	Base Pay	25,713.49
		HD - 030 - Univ Business	HD - 030000 - Univ Business		P00053037	1306 - Univ Business	100330260 -	1.0000	030000 - Univ Business	110 - E&G General Revenue	Base Pay	30,000.00
		HD - 055 - Television	HD - 055000 - WFSU TV		P00053157	4600 - Broadcast	000021733 -	1.0000	055001 - WFSU TV Auxiliary	320 - Auxiliary Enterprises	Base Pay	35,767.98
		HD - 055 - Television	HD - 055000 - WFSU TV				000021733 -	1.0000	055000 - WFSU TV	F545035774	Base Pay	35,767.98
		HD - 055 - Television	HD - 055000 - WFSU TV		P00053162	4611 - Broadcast	000004948 -	1.0000	055000 - WFSU TV	110 - E&G General Revenue	Base Pay	46,912.36
		HD - 055 - Television	HD - 055000 - WFSU TV		P00053165	4601 - Broadcast	000023806 -	1.0000	055000 - WFSU TV	110 - E&G General Revenue	Base Pay	56,533.81



# Budgeted Position Report (cont'd)

Base Salary	Dist %	Comp / Dist %	Health	Retirement	Life Ins	Social Security	Medicare	Total
28,500.00	100.00	28,500.00	0.00	2,100.45	55.00	1,767.00	413.25	32,835.70
45,594.64	100.00	45,594.64	0.00	9,036.86	55.00	2,826.87	661.12	58,174.49
29,827.31	100.00	29,827.31	7,098.00	2,198.27	55.00	1,849.29	432.50	41,460.37
31,779.66	100.00	31,779.66	15,169.00	2,342.16	55.00	1,970.34	460.81	51,776.96
37,242.07	100.00	37,242.07	7,098.00	2,744.74	55.00	2,309.01	540.01	49,988.83
23,998.58	100.00	23,998.58	15,169.00	1,768.70	55.00	1,487.91	347.98	42,827.17
23,727.82	100.00	23,727.82	15,169.00	1,748.74	55.00	1,471.12	344.05	42,515.74
38,342.10	100.00	38,342.10	15,169.00	2,825.81	55.00	2,377.21	555.96	59,325.08
28,037.21	100.00	28,037.21	7,098.00	2,066.34	55.00	1,738.31	406.54	39,401.40
35,862.20	100.00	35,862.20	8,575.00	2,643.04	55.00	2,223.46	520.00	49,878.70
31,926.73	100.00	31,926.73	7,098.00	2,353.00	55.00	1,979.46	462.94	43,875.12
46,794.93	100.00	46,794.93	15,169.00	5,746.42	55.00	2,901.29	678.53	71,345.16
25,375.00	100.00	25,375.00	7,098.00	3,116.05	55.00	1,573.25	367.94	37,585.24
34,607.23	100.00	34,607.23	8,575.00	2,550.55	55.00	2,145.65	501.80	48,435.24
32,102.97	100.00	32,102.97	15,169.00	2,365.99	55.00	1,990.38	465.49	52,148.84



# Reconciling Rate Reports

1. Run the E&G Rate Variance Report for your school. Review and identify each variance to ensure they are correct using OMNI HR:

- **Job Data** (Workforce Administration > Job Information)
- **Department Budget Tables** (Workforce Administration > FSU Employee Funding Setup)
- **Add/Update Position Info** (Organizational Development > Position Management > Maintain Positions/Budgets)


	42,414.00	44,299.90	44,299.90	0.00	
			37,000.00	(37,000.00)	New hire
	262,285.00	273,803.88	310,803.88	(37,000.00)	
	24,944.00				
	43,189.00	45,387.17		45,387.17	Promotion + reclassified from USPS to A&P
	23,345.00	26,248.00	26,248.00	0.00	
	27,662.00	31,328.00	31,328.00	0.00	
	119,140.00	102,963.17	57,576.00	45,387.17	
		32,428.42	32,428.42	0.00	
			49,880.50	(49,880.50)	Promotion + reclassified from USPS to A&P
		32,428.42	82,308.92	(49,880.50)	
	27,433.00	28,480.50	28,480.50	0.00	



# Reconciling Rate Reports

- Review the “Current” grand total for your faculty and support (USPS + A&P) on the E&G Rate Variance report.


			E&G Rate			
Funding School	Salary Admin Plan	Fund Codes-Description	Operating Budget	Previous	Current	Variance
EX - Example College	USPS	110 - E&G General Revenue	4,233,550.70	4,210,606.14	4,164,906.14	45,700.00
		121 - Tuition Differential	31,086.00	31,086.00	31,086.00	0.00
	USPS Total		4,264,636.70	4,241,692.14	4,195,992.14	45,700.00
	A&P	110 - E&G General Revenue	3,944,924.75	3,911,538.36	3,957,238.36	(45,700.00)
	A&P Total		3,944,924.75	3,911,538.36	3,957,238.36	(45,700.00)
School Total			8,209,561.45	8,153,230.50	8,153,230.50	0.00



# Reconciling Rate Reports

3. The “Current” grand total from your E&G Rate Variance report should balance to your current E&G Allocation report. Keep in mind that your E&G Allocation may change from day to day.

Group	Fund Id	Fund Desc	Budget A&P	Budget USPS	Total
University	110	E&G General Revenue	3,957,238.36	4,164,906.14	8,122,144.50
	121	Tuition Differential	-	31,086.00	31,086.00
University Total			3,957,238.36	4,195,992.14	8,153,230.50



# Reconciling Rate Reports

4. Using the “Drill to department level” feature on the E&G Allocation report will give you to the changes that have taken place with your allocation including journal dates and descriptions.

Journal Date	Journal Id	Long Description	Budget A&P	Budget USPS	Total
7/1/2015	0000235857	-	238,006.00	96,611.00	<b>334,617.00</b>
9/23/2015	0000239817	2015-2016 1.5% Staff Pay Adjustment	3,570.09	1,449.17	<b>5,019.26</b>
	0000239866	Rate adjustment, September 2015	0.12	-0.12	<b>0.00</b>
11/17/2015	0000242614	2015-2016 Staff Merit Increases	3,570.00	1,449.00	<b>5,019.00</b>
			<b>245,146.21</b>	<b>99,509.05</b>	<b>344,655.26</b>



# Reconciling Rate Reports

5. Your E&G Allocation should balance at the department level as well. Use the “Drill to department level” feature on the E&G Rate Variance report for these totals.

USPS	110 - E&G General Revenue	P00051722	0114 - Office Administrator	000012345 -- Example, Name	43,945.00	45,159.63	45,159.63	0.00
		P00051723	0189 - Administrative Assistant	000012345 -- Example, Name	30,036.00	31,041.51	31,041.51	0.00
<b>USPS Total</b>					<b>73,981.00</b>	<b>76,201.14</b>	<b>76,201.14</b>	<b>0.00</b>
A&P	110 - E&G General Revenue	P00081496	9396 - Academic Program Specialist	000012345 -- Example, Name	28,000.00	28,840.00	28,840.00	0.00
<b>A&amp;P Total</b>					<b>28,000.00</b>	<b>28,840.00</b>	<b>28,840.00</b>	<b>0.00</b>

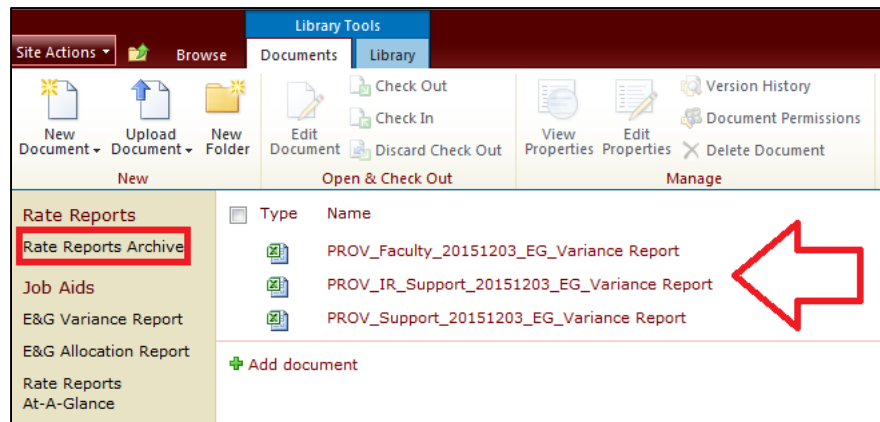
Journal Date	Journal Id	Long Description	Budget A&P	Budget USPS	Total
7/1/2015	0000235857	-	28,000.00	73,981.00	101,981.00
9/23/2015	0000239817	2015-2016 1.5% Staff Pay Adjustment	420.00	1,109.72	1,529.72
	0000239866	Rate adjustment, September 2015	0.00	0.42	0.42
11/17/2015	0000242614	2015-2016 Staff Merit Increases	420.00	1,110.00	1,530.00
			<b>28,840.00</b>	<b>76,201.14</b>	<b>105,041.14</b>





# Historical Rate Reports

- In OBI, only the most recent E&G Variance Report and Budgeted Positions reports exist.
- To review historical rate reports, you will need to sign in to the Budget Office's SharePoint site.



The screenshot displays a SharePoint library interface. The top navigation bar includes 'Site Actions', 'Browse', 'Documents', and 'Library'. Below this, there are several toolbars: 'New' (with 'New Document', 'Upload Document', 'New Folder'), 'Open & Check Out' (with 'Edit Document', 'Check Out', 'Check In', 'Discard Check Out'), and 'Manage' (with 'View Properties', 'Edit Properties', 'Delete Document', 'Version History', 'Document Permissions').

The main content area shows a list of documents. On the left, a sidebar lists 'Rate Reports' and 'Rate Reports Archive' (highlighted with a red box). The main list has columns for 'Type' and 'Name'. The items listed are:

Type	Name
	PROV_Faculty_20151203_EG_Variance Report
	PROV_IR_Support_20151203_EG_Variance Report
	PROV_Support_20151203_EG_Variance Report

A red arrow points to the first item in the list, 'PROV\_Faculty\_20151203\_EG\_Variance Report'. Below the list is an 'Add document' button.



# Rate + Benefits Adjustments

When position details change, the budget also needs to change. The Budget Office processes recurring “Rate + Benefits Adjustment” journals to move budget to match positions.

**Example:** A USPS position with \$47,500 is reclassified to A&P.

E&G Variance Details:

USPS → A&P

			E&G Rate			
Position	Job Code-Description	Employee	Operating Budget	Previous	Current	Variance
P00052245	4250 - Program Associate	00000513	47,000.00	47,500.00	0.00	47,500.00
P00054963	2403 - Grants Compliance	00006102	15,570.50	16,214.06	16,214.06	0.00
			<b>62,570.50</b>	<b>63,714.06</b>	<b>16,214.06</b>	<b>47,500.00</b>
P00052245	9254 - Program Coordinator	00000513	0.00	0.00	47,500.00	(47,500.00)
P00058051	9300 - Scientific Research	00009596	43,645.00	44,299.68	44,299.68	0.00
			<b>43,645.00</b>	<b>44,299.68</b>	<b>91,799.68</b>	<b>(47,500.00)</b>

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E&G Allocation Details:

USPS → A&P

Journal Date	Journal Id	Long Description	Budget A&P	Budget USPS	Total
7/1/2015	0000235857	-	43,645.00	62,570.50	106,215.50
9/23/2015	0000239817	2015-2016 1.5% Staff Pay Adjustment	654.68	500.32	1,155.00
	0000239866	Rate adjustment, September 2015	0.00	0.24	0.24
11/17/2015	0000242614	2015-2016 Staff Merit Increases	0.00	643.00	643.00
12/10/2015	0000243726	Rate + Benefits Adjustments, Pay Period L, 12/03/15	47,500.00	-47,500.00	0.00
<b>Department Total</b>			<b>91,799.68</b>	<b>16,214.06</b>	<b>108,013.74</b>



# Available Balances

- E&G Allocation  $\neq$  Commitment Control budget
- Commitment Control budgets include recurring and non-recurring journals
- Salary expenses and encumbrances can reflect more than just regular salary (i.e. overtime, leave payouts, temporary pays, bonus pays, etc.)
- Encumbrances are determined by appointments

