

# 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 includes 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 loaded into Hyperion where various calculations and transformations are completed in order to create the reports in BI. New data is loaded after each payperiod 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.

**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 annualized 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: “000000000” for the Employee ID and “Vacant” for the Employee Name.

**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](mailto:gfriedri@admin.fsu.edu), 4-4245) or Ken Gloeckner ([kgloeckner@fsu.edu](mailto:kgloeckner@fsu.edu), 5-0092).

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## NAVIGATING AND SELECTING DATA

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

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 above 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 (Recurring)** 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.

<b>E&amp;G Allocations Variance</b>			
Please note that allocation amounts are for the current fiscal year only.			
Time run: 2/14/2019 10:27:24 AM			
Fund ID and Name ▲▼	Previous	Current	Variance
<b>110 - E&amp;G General Revenue</b>	\$325,144,396.32	\$325,173,841.12	(\$29,444.80)
<b>121 - Tuition Differential</b>	\$18,423,624.32	\$18,423,624.32	\$0.00
<b>210 - General Revenue</b>	\$30,167,601.79	\$30,167,601.79	\$0.00
<b>211 - Engineering General Revenue</b>	\$8,823,280.52	\$8,823,280.52	\$0.00
<b>Grand Total</b>	<b>\$382,558,902.95</b>	<b>\$382,588,347.75</b>	<b>(\$29,444.80)</b>

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.

<b>E&amp;G Rate Variance</b>									
Time run: 2/14/2019 1:34:44 PM									
Funding School	Salary Admin Plan	Fund Codes-Description	Funded FTE			E&G Rate			
			Previous	Current	Variance	Previous	Current	Variance	
AS - College of Arts & Sciences	USPS	110 - E&G General Revenue	123.96530	123.96530	0.00000	4,841,445.44	4,841,795.44	(350.00)	
		121 - Tuition Differential	0.86470	0.86470	0.00000	31,085.76	31,085.76	0.00	
	USPS Total		124.83000	124.83000	0.00000	4,872,531.20	4,872,881.20	(350.00)	
	A&P	110 - E&G General Revenue	102.50000	102.50000	0.00000	4,978,336.99	4,977,986.99	350.00	
	A&P Total		102.50000	102.50000	0.00000	4,978,336.99	4,977,986.99	350.00	
	Faculty	110 - E&G General Revenue	539.25000	540.25000	(1.00000)	54,876,067.19	54,881,067.19	(5,000.00)	
		121 - Tuition Differential	80.50000	80.50000	0.00000	6,703,856.00	6,703,856.00	0.00	
	Faculty Total		619.75000	620.75000	(1.00000)	61,579,923.19	61,584,923.19	(5,000.00)	
	AS - College of Arts & Sciences Total			847.08000	848.08000	(1.00000)	71,430,791.38	71,435,791.38	(5,000.00)

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### 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 School Descr	Funding Area	Funding Dept ID	Funding Dept ID Descr	Salary Admin Plan	Fund Code	Fund Code Descr	Position	Job Code	Job Code Descr	Employee ID	Employee I	Funded FTE			E&G Rate		
													Previous	Current	Variance	Previous	Current	Variance
AS	College of Arts & Sciences	059 - Ctr Ocean Atmos Prediction Stu	059000	Ctr Ocean Atmos Prediction Stu	USPS	110	E&G General Revenue	00082190	2403	Grants Compliance Asoc	000000000	Vacant	0.33000	0.33000	0.00000	10,890.00	10,890.00	0.00
USPS Total													0.33000	0.33000	0.00000	10,890.00	10,890.00	0.00
A&P													1.00000	1.00000	0.00000	59,766.20	59,766.20	0.00
A&P Total													1.00000	1.00000	0.00000	59,766.20	59,766.20	0.00
059000 Total													1.33000	1.33000	0.00000	70,656.20	70,656.20	0.00
		069 - Earth, Ocean & Atmospheric Sci	069000	Earth, Ocean & Atmospheric Sci	USPS	110	E&G General Revenue	00052022	4250	Program Associate	000000000	Vacant	1.00000	1.00000	0.00000	36,335.31	36,335.31	0.00
								00052079	4613	Technical_Research Designer	000000000	Vacant	1.00000	1.00000	0.00000	51,098.79	51,098.79	0.00
								00052081	2403	Grants Compliance Asoc	000000000	Vacant	1.00000	1.00000	0.00000	36,151.13	36,151.13	0.00
								00052246	1427	Accounting Associate	000000000	Vacant	1.00000	1.00000	0.00000	28,000.00	28,000.00	0.00
								00053712	4250	Program Associate	000000000	Vacant	1.00000	1.00000	0.00000	31,900.00	31,900.00	0.00
								00053866	4613	Technical_Research Designer	000000000	Vacant	1.00000	1.00000	0.00000	53,822.23	53,822.23	0.00
								00054192	4613	Technical_Research Designer	000000000	Vacant	1.00000	1.00000	0.00000	54,201.71	54,201.71	0.00
								00056826	2403	Grants Compliance Asoc	000000000	Vacant	1.00000	1.00000	0.00000	43,803.80	43,803.80	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 identify changes to positions and allocation details related to salary. 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 starts with the number 9 (e.g., 00092020).

In the example below, E&G Allocation Variance report shows that, within this department, there was an allocation adjustment of \$147.75. Looking at the E&G Rate Variance report, we can see this adjustment was related to position 00094910. If you recall from the previous section, positions which start with the number 9 are rate pool positions. Therefore, we know that there was an adjustment to the rate pool and an associated adjustment to the budget. The E&G Allocation and Rate Report for this department is in balance. Please see below:

Fund ID and Name	Previous	Current	Variance
<b>110 - E&amp;G General Revenue</b>	\$312,124.83	\$312,272.58	(\$147.75)
<b>Grand Total</b>	<b>\$312,124.83</b>	<b>\$312,272.58</b>	<b>(\$147.75)</b>

The E&G Allocation Variance for this department shows a change of \$147.75.

Position	Job Code	Job Code Descr	Employee ID	Emplo	Version Types	Funded FTE			E&G Rate		
						Previous	Current	Variance	Previous	Current	Variance
00058034	9396	Academic Program Specialist	000000000	Vacant		1.00000	1.00000	0.00000	50,959.32	50,959.32	0.00
00080952	9454	Facilities Specialist	000000000	Vacant		1.00000	1.00000	0.00000	48,373.48	48,373.48	0.00
00080977	9388	Media Specialist	000000000	Vacant		1.00000	1.00000	0.00000	41,121.64	41,121.64	0.00
00081212	9418	Technology Specialist	000000000	Vacant		1.00000	1.00000	0.00000	50,305.48	50,305.48	0.00
00081465	9402	Event Coordinator	000000000	Vacant		1.00000	1.00000	0.00000	30,000.00	30,000.00	0.00
00081532	9388	Media Specialist	000000000	Vacant		1.00000	1.00000	0.00000	30,000.00	30,000.00	0.00
00081788	9254	Program Coordinator	000000000	Vacant		1.00000	1.00000	0.00000	2,651.86	2,651.86	0.00
00081881	9254	Program Coordinator	000000000	Vacant		1.00000	1.00000	0.00000	38,000.00	38,000.00	0.00
00081920	9309	Development Coordinator	000000000	Vacant		0.51743	0.51743	0.00000	18,641.55	18,641.55	0.00
00082206	9250A	Director, Admin Services	000000000	Vacant		1.00000	1.00000	0.00000	0.00	0.00	0.00
00094910	9459	Business Manager	000000000	Vacant		1.00000	1.00000	0.00000	2,071.50	2,219.25	(147.75)
						<b>10.51743</b>	<b>10.51743</b>	<b>0.00000</b>	<b>312,124.83</b>	<b>312,272.58</b>	<b>(147.75)</b>
						<b>10.51743</b>	<b>10.51743</b>	<b>0.00000</b>	<b>312,124.83</b>	<b>312,272.58</b>	<b>(147.75)</b>

The E&G Rate Variance report for this department shows a variance in p.94910 of \$147.75.

## 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 Rate 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.