

SF_PBCS User Guide

SF_PBCS INSTRUCTIONS

**SAN FRANCISCO STATE UNIVERSITY
BUDGET ADMINISTRATION AND OPERATIONS OFFICE**

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VERSION CONTROL

Date	Description of Changes	Modified By
12/11/19	Document created	n/a
4/13/20	Added Section "Additional Instructions"	BY
4/20/20	Added additional instructions on printing HTML report and converting to Excel to show GL Account Detail in "Reports Orientation" Section	BY
5/6/20	Revised instructions for "ADDING INCREMENTAL FTE AND SALARY TO AN EXISTING POSITION"	BY
5/14/20	Added subsection "Budgeting for Faculty Early Retirement Program (FERP)"	JM
5/20/20	Added subsection "FIXING ZERO FTE AND ZERO SALARY ON SINGLE INCUMBENT POSITION"	JM
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4/14/2021	Revised Reports listed in the reports table	BY
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10/18/21	Operational Report: P&L Actuals vs. Bud - report with Available Balance and Encumbrance	JM
10/22/21	CYP – Adding Pool Funding Position	JM
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12/06/21	Revise Manual for screenshots and added section on new Evergreen look	BY

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SECTION 1: SYSTEM INTRODUCTION

OVERVIEW

The SFSU Planning & Budgeting application utilizes Oracle's Enterprise Planning and Budgeting Cloud Service (EPBCS) to create an all funds budget and projection. The application will be responsible for a new position approval process that will track requests throughout the cycle and approval status throughout the budget cycle.

Additionally, financial reports will be available through the application. The following data will be present within the system and available for reports:

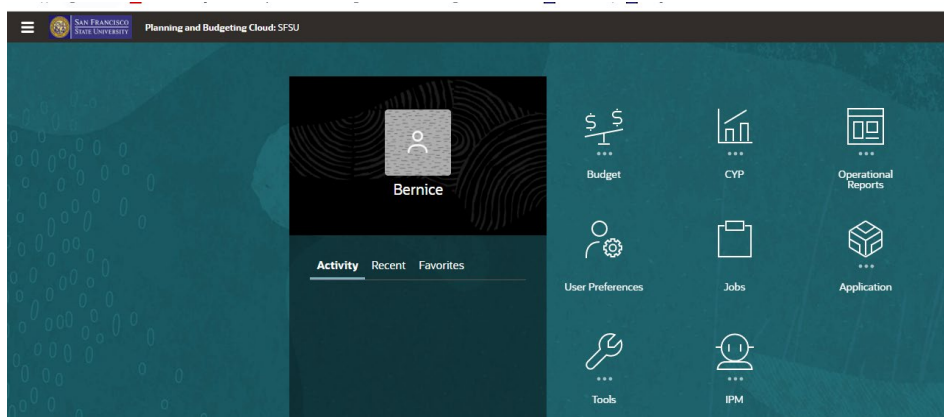
- Actuals (PeopleSoft Financials & HR)
- Revised Budget (PeopleSoft Financials)
- Encumbrances (PeopleSoft Financials)
- HR Roster (PeopleSoft HCM)
- Budget (sourced in EPBCS)
- Current Year Project (or Forecast-sourced in EPBCS)

In order to access the application, the following URL should be used with a supported browser, including:

- Firefox (**recommended**)
- Chrome (**recommended**)
- Microsoft Edge
- Safari

<https://planning-a431204.pbc.us2.oraclecloud.com/HyperionPlanning>

The home page and associated cards can be accessed one of two ways. Through the standard home page:

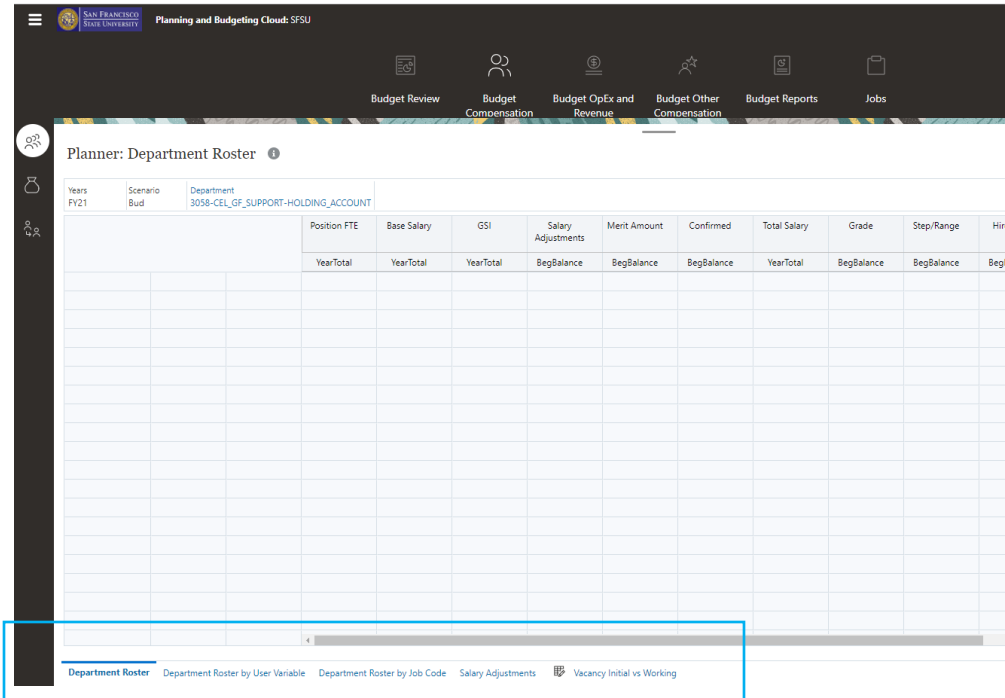


And additionally, through selecting the  (navigator) icon.

Navigator: Planners ▼

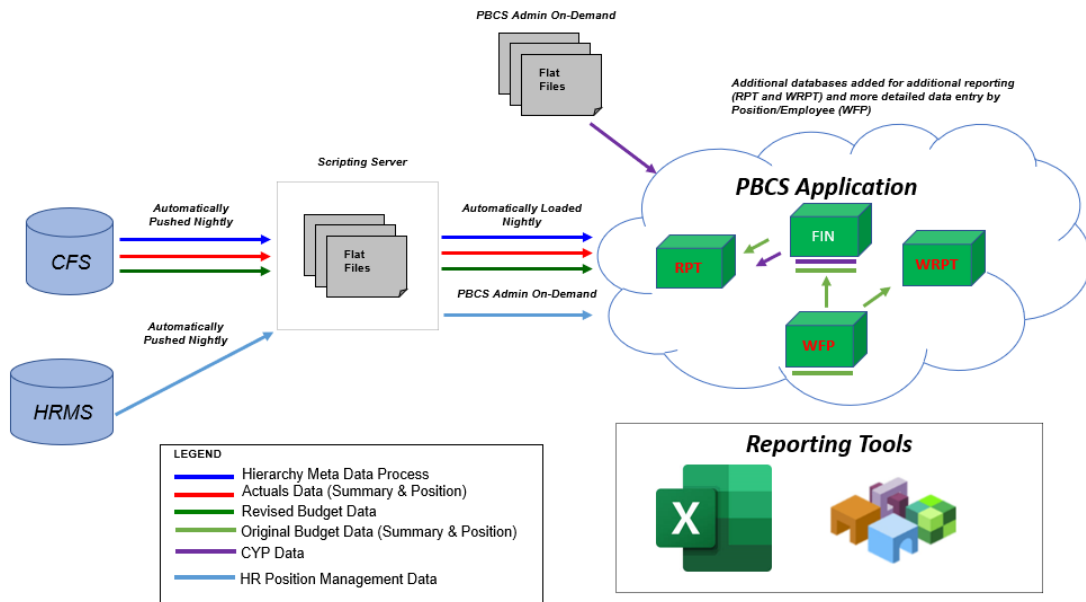
Budget	User Preferences	IPM	Actions
Budget Review	Jobs	ML Models	Clear Cell Details
Budget Compensation	Application	Setup	Copy Data
Budget OpEx and Revenue	Overview	Access Simplified Interface	Copy Versions
Budget Other Compensation	Settings	Integration	Reporting
Budget Reports	Data Exchange	Data Load Settings	Explore Repository
Jobs	Jobs	Data Management	Reporting Web Studio
CYP	Configure	Create and Manage	Monitor and Explore
CYP Review	Cell-Level Security	Action Menus	Task List Report
CYP Compensation	Tools	Alias Tables	Application Diagnostics
CYP OpEx and Revenue	Access Control	Dimensions	System Reports
CYP Other Compensation	Navigation Flows	Forms	Workflow
CYP Reports	Daily Maintenance	Rules	Manage Approvals
Operational Reports	Connections	Rules Security	Approval Unit
All Funds Reports	Migration	Smart Lists	Approval Unit Assignment
PL Act vs Bud	Clone Environment	Task Lists	Import and Export
Salaries/FTE Reports	User Preferences		

As of December 2021, when you click on an icon, the tabs for that icon will appear on the bottom of your screen (in the below screenshot it is highlighted in a blue rectangle). In addition, when you navigate to another form by right clicking and choosing from the drop down, you will now notice the last form you were using will be shown as a tab on the bottom of the screen. This should help in easily navigating back to the original form you were using.



DATA AVAILABILITY

DATA PROCESS FLOW



EXTERNAL SOURCES

DATA TYPE	DESCRIPTION	UPDATE TIME
Actuals, Revised Budget, & Encumbrances from PeopleSoft Financials	Data at COA detail (non-personnel) coming from PeopleSoft Financials	Nightly
Actuals from PeopleSoft HR	Data at personnel detail (position, employee, job code) that merges payroll actuals with positions	Nightly
Current HR Roster	The collection of jobs by position along with funding setup in position management for Budget	One-time, beginning of Budget
Starting Point of CYP (for single incumbents)	The collection of jobs by position along with funding setup in position management for CYP	One-time, beginning of CYP

INTERNAL SOURCES

Due to performance within the application, some data requires additional consolidation prior to being available for full reporting.

DATA TYPE	DESCRIPTION	UPDATE TIME
Summarized Non-Compensation Expenses	Expense data entered at COA detail (non-personnel)	On-save
Summarized Revenue	Revenue data entered at COA detail (non-personnel)	On-save
Detailed Compensation Expenses	Salaries and fringe re-calculated for position-driven expenses at a position-specific level	On-save
Consolidated Compensation Expenses	Total of compensation expenses at a department/fund level	Scheduled every 30 minutes (from 7AM to 11PM PST); note: at the beginning of each process, compensation data will be cleared prior to being reloaded

DATA SNAPSHOTS

During the budget cycle, forecasting during a fiscal year, and on specified deadlines, the Budget Office will take snapshots of the data in SF_PBCS. We will always notify the cabinet budget officers of when we will be taking the snapshots. The snapshots allow for us to capture the data at a specific day/time. Any

changes made after the snapshot is taken will not be included in that specific snapshot. You can view the snapshots by changing the Scenario dimension in SF_PBCS.

For example, a snapshot was taken on Friday 5/22/2020 at 1PM. The scenario is named: Bud_FY20_05292020.

In the Budget and CYP modules, there are Reports that the Scenario dimension can be changed.

See below for an example:

P&L Budget Division Report

File Format	HTML				
Period	Years	Scenario	Version	Department	Fund
YearTotal	FY20	Bud_FY20_05292020	Working	DP_SFCMP	FD_OPERATING_FUNDS
Select Output:	HTML Preview				

Select a Member



Scenario
Bud_FY20_05292020

Search Scenario ⚙

Scenario	Bud_Scenarios
Base_Budget	
Act	
RvBud	
Encumb	
SB_Adj	
CYP_Scenarios	
Bud_Scenarios	Bud_FY20_05292020
CYP_Scenarios_2020	
CYP_Scenarios_2021	

Members Scenario > Bud_Scenarios > Bud_FY20_05292020

TERMINOLOGY

Position and Operating Expense Data Input Tab Column Definitions:

Dimension	A dimension will represent either a piece of the chart of accounts (Fund, Program, etc), an HR segment (Employee, Position, etc.), or a PBCS-only dimension required for application usage (Scenario, Version, etc)
Member	A single instance of a dimension; for example, Fund NG001 is a member of the Fund dimension Note: Members within COA-driven dimensions will be prefixed; Fund NG001 will be FD_NG001
Breadcrumbs	When using right-click navigation to go from form-to-form, a blue hyperlink will appear for the initial launch form that will allow a user to click to go back. If using multiple stages of navigation, this may create multiple hyperlinks. The trail of these is referred to as “breadcrumbs”.
Compensation/Comp	The term compensation/comp will be the personnel driven expenses. This includes three different levels: Single Incumbent, Pooled, and Default. The matching Job Code -> Account mapping drives the detail at which the job code/account combination is planned. All of the salary expenses will be consolidated and utilize a calculated fringe percentage as well.
Single Incumbent Positions	Single Incumbent positions will utilize specific employee(s). Generally, 1-to-1 but including occasional exceptions, these single incumbent positions will represent the most detailed parts of personnel expenses.
Pooled Positions	Pooled positions are those types of positions that are planned by position/job code but are consolidated into a single employee grouping.
Default Position	Default positions will be used for the remaining salary expenses following those covered by single incumbents and pooled positions. For example, overtime will be planned at a bulk number.
New Assignment	For existing positions that will require a new employee assignment, an additional assignment would be utilized instead of a new request. This is because the position has already been approved and only the employee assignment is being changed.
New Request	For net new positions, a new request will be needed. This will go through the proper approval channels in order to be added to the working plan.
Distributed FTE/Salary	The term “distributed” will be used to clarify base salary/FTE vs those that are distributed across funding lines. Single Incumbents will see

	“distributed” calculated based on funding set while pools will have the distributed elements entered directly.
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STANDARD FUNCTIONALITY

MEMBER SELECTION

Member selection will be utilized throughout the application extensively. This section will show how to perform member selection whether it be for calculation prompts, entry form modifications, or user preferences.

Note: The path to get into the member selection screen for each instance above (calculations, forms, etc) will be different, but the ultimate member selection screen will be the same for each. This example will cover the member selection on data forms.

Whenever a blue hyperlink is shown, the selection should be selectable by clicking on the specific member with a left-click. In the example below, both Fund and Department can be selected by clicking “NG001...” or “6020...”. The member selection will be driven off which dimension (Fund or Department) is selected.

PRIMARY MEMBER SELECTION

For this example, the Department dimension will be selected by clicking “6020...”.

Planner: All Expenses Detail ⓘ


Fund NG001-GENERAL SUPPORT & STUDENT FEES	Department 6020-BUDGET_ADMIN_&_OPER_OFFICE
YearTotal	YearTotal
YearTotal	YearTotal
YearTotal	YearTotal
YearTotal	YearTotal
YearTotal	YearTotal

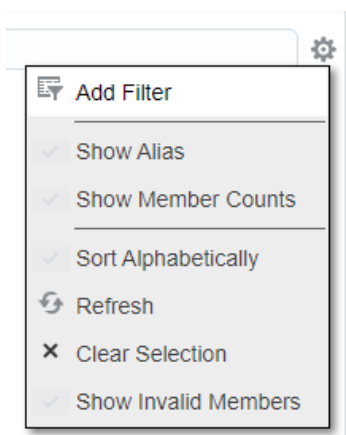
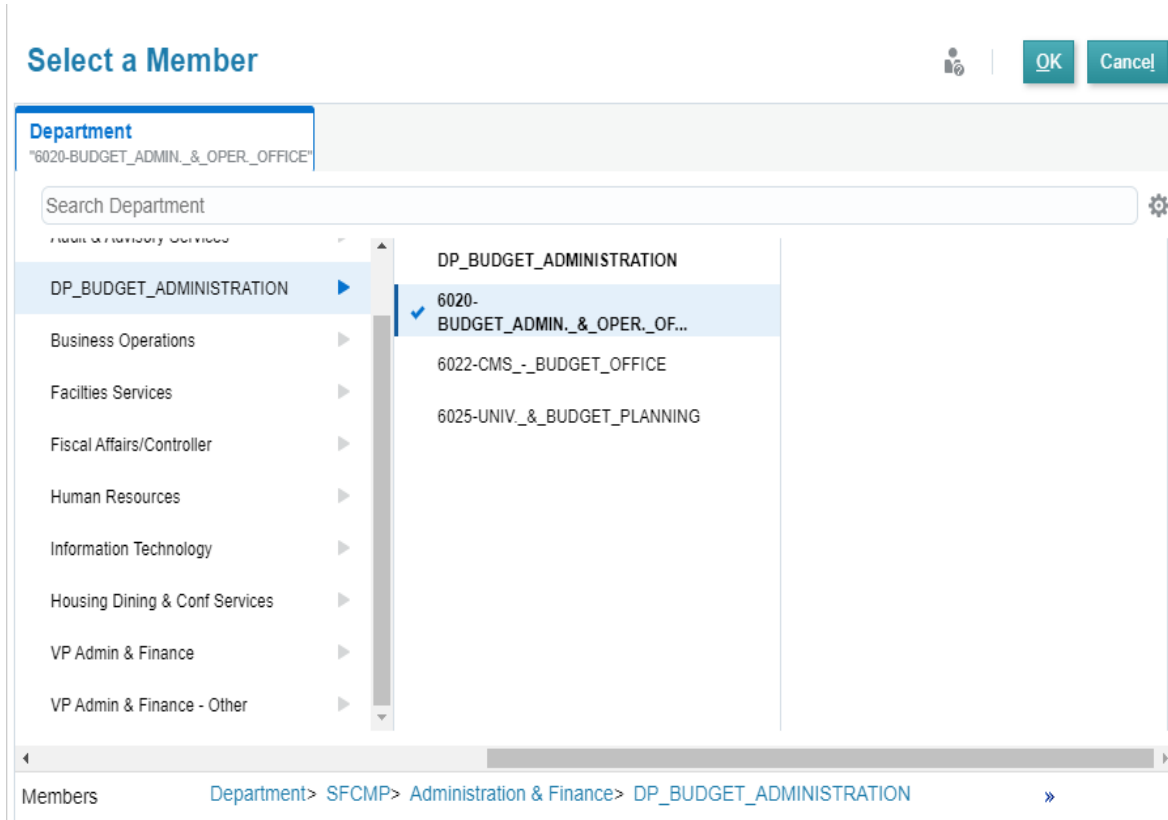
After selection, the member selection box brings up a list of available alternate members. The member box will always be filtered by the following:

1. Security – only members with proper security will be shown
2. System filter – in some cases, only some member selections are relevant and will be hidden


There are a couple specific areas to focus on in getting oriented with the member selection screen below:

- The current selection is shown in two places:
 - Directly underneath the dimension header at the top of dialogue box
 - Within the member selection area WITH a **blue checkmark**
- There will be a hierarchy path at the bottom of the member selection screen (Department->SFCMP->Administration & Finance->DP_BUDGET_AND_ADMINISTRATION). Since each of these are blue hyperlinks, they can be selected. This will help to navigate back to higher levels

- Additionally, the “Search Department” field can be used to search for any part of the new member. In the example below “6022” or “BUDGET” could be used as key words to search for 6022-CMS_-_BUDGET_OFFICE
 - Note: After typing the key word in, select “Enter” to perform the search
- Lastly, the  icon can be used to modify select display/filter options. For example, the “Show Alias” option (shown in second image) can be selected to show full descriptions if only the system members are displaying



To use the hierarchy structure...


- Select the  icon. This must be specifically clicked to go to the next level
- In the left pane below, Administration & Finance represents the previous parent level and DP_BUDGET_ADMINISTRATION represents the direct parent level
- The middle pane then has DP_BUDGET_ADMINISTRATION as the direct parent level with the available detailed departments as selectable

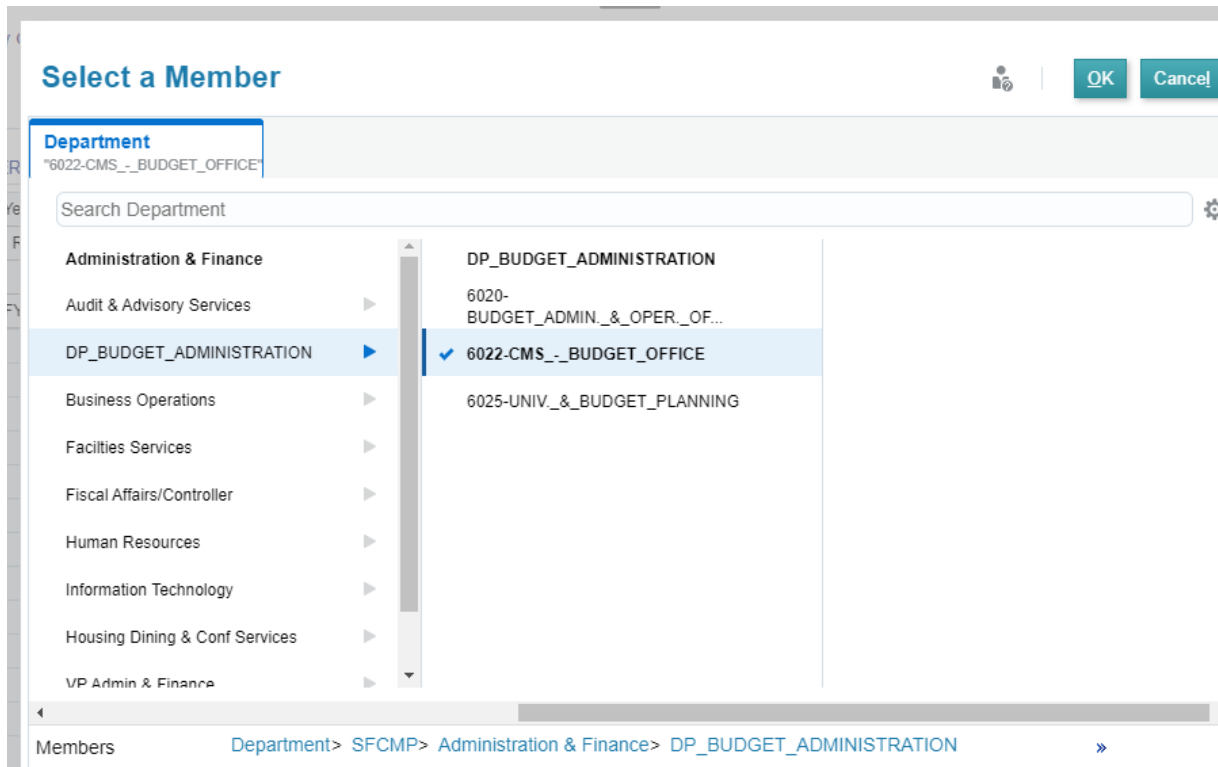
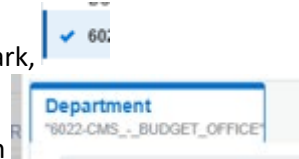
To select a new member...

- Either find the member using the above hierarchy structure or using the search functionality
- Click the desired member to make a new member selection. If selected correctly, the following will happen


- The selected member will have a blue checkmark,

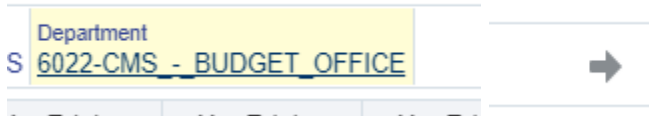
- The member will show up under the dimension

- Note: Do **NOT** click the  icon to make a member selection
- Once selected, select “OK”



Once selected, the box will show as yellow (shown below). Whenever anything in the system shows as yellow (data or member selection), it means that a submission is needed to complete the action. In this

case, the  button must be selected to apply the new selection.

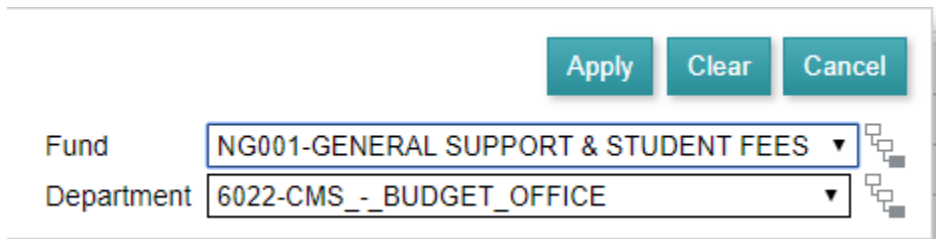


ALTERNATE MEMBER SELECTION – FORM ONLY

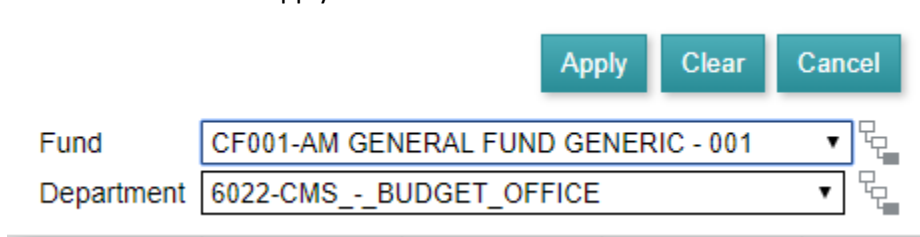
Alternatively, a small member set may allow for a faster member selection specifically on data forms. Select the pencil icon to open up a quick member selection.



The current member selections for each applicable dimension will show on the form (if available for this member selection). In the example below, both the fund and department dimensions show the current member selections, including the “6022” selection made with the previous section.



Change the fund and/or department selections to the new members. In this case, the fund “CF001” has been chosen. Select “Apply” to submit the member selections.



Note: Select the  button to go into the standard member selection screen if the list is too long.

SUBMITTING DATA

STANDARD SUBMISSION

Data submission will drive how data is both entered and officially submitted into the planning and budgeting system. There are two steps to submitting data:

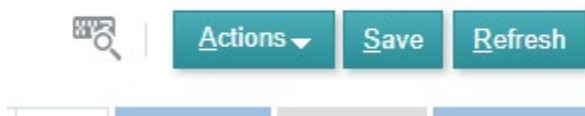
- Enter data into a writeable (white) cell
 - Cell will turn yellow to signal that it has been modified with no submission
 - Note: At this point, rollups (i.e. Communications below) will NOT reflect the updated number until submitted
- Click the submit button
 - Data is officially submitted to the database
 - Roll-ups within the form show the effects of the updated data
 - Certain calculations are run following the submission as well'

In the example below, data has been entered into 604090-Other Communications.

	YearTotal	YearTotal	YearTotal	⊕ YearTotal
	Act	RvBud	Bud	Bud
	Final	Final	Final	Working
	FY 18-19	FY 19-20	FY 19-20	FY 19-20
	All Programs	All Programs	All Programs	No Program
604090-Other Communications	35			12
☐ Communications	35			
606001-Travel In State	4,360	5,400		24
☐ Travel	4,360	5,400		24
613001-Contractual Services		0		
☐ Contractual Services		0		
616002-I/T Hardware Capital		1,346		
616802-It Hardware Non-Capital	1,335	5,628		


Select the “Save” button to officially submit data into the database. There is no “Undo” functionality here. However, you have the ability to clear the data afterwards by simply hitting the “Delete” key to clear out the data contents. Note: Another “Save” would be needed as well.

Note: Do NOT select “Refresh” unless truly needing to reload the form. This will NOT submit the data but rather just reset the data entry form.



YEARTOTAL VS MONTHS

The following forms/processes will have the ability to enter at different period levels: Natural Account Compensation, Operating Expense, and Revenue forms. They are as followed:

- Annual Entry: Click into any available white cell at the YearTotal level (shown below)
- Monthly and/or Quarterly Entry: Select the  icon next to YearTotal to expand to quarters. Continue to expand as needed. Select into each appropriate month/quarter as-needed.


Once selecting a writeable cell, put in the new number. If typing directly into a summarized period, the data will be spread based on any existing weight of each month. For example, a fully blank intersection will have an equal 12-month spread. If all data currently resides in July, then the new entry would still put the full new balance in July.

If entering in monthly, the summarized periods will change as data is entered into each month/quarter.






Any cell that has been modified, either directly or due to a spread, will turn yellow.

[All Budget Expenses](#) | [Program Revenue](#) | [All Budget Expenses \(Unsuppressed\)](#) | [Program Revenue \(Unsuppressed\)](#)


Planner: Program Revenue by Department and Fund

Fund		Department			
NG001-GENERAL SUPPORT & STUDENT FEES		6020-BUDGET_ADMIN_&_OPER_OFFICE			
		Actual	Revised Budget	Revised Budget	Original Budget
		Final		Final	Working
		FY 18-19		FY 19-20	FY 19-20
		YearTotal	YearTotal	YearTotal	 YearTotal
1102-Next Spring	501001-State University Tuition Fee				3,600
	501802-Transcripts				2,400

As an example, the following data was spread to periods under YearTotal as well, even though data was put directly into YearTotal:

FY 19-20									
1-July	2-August	3-September	 Q1	 Q2	 Q3	 Q4	 YearTotal		
300	300	300	900	900	900	900	3,600		
200	200	200	600	600	600	600	2,400		



Change all cells as necessary, and select . Data will be submitted to the database and reload as-needed.

ACTION MENUS

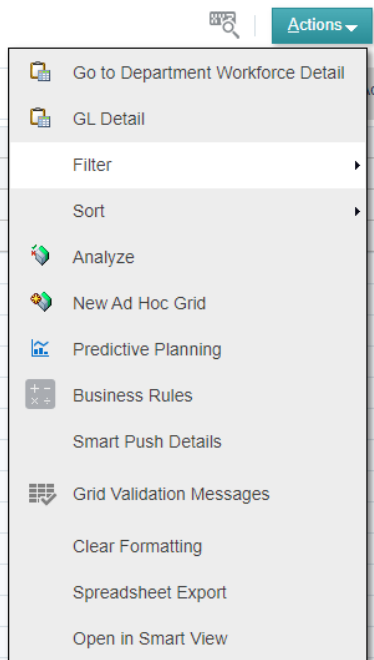
ACTION MENU OVERVIEW

Within each data entry form, a select number of actions will be available for actions such as:

- Custom calculations (i.e. Add Requested Position, Add New Line, etc)
- Custom navigations to other forms (Go To....)
- Out of the box form options

These action members will be available either through selecting the “Actions” icon (shown below) or by right-clicking on any part of the grid (next step).

Note: Only the actions that affect the **full** grid will be available through the “Actions” icon. Generally, a right-click will be preferred.



For actions specific to portions of the form, right-clicking will be vital. For example, there will be “launch” forms that exist.

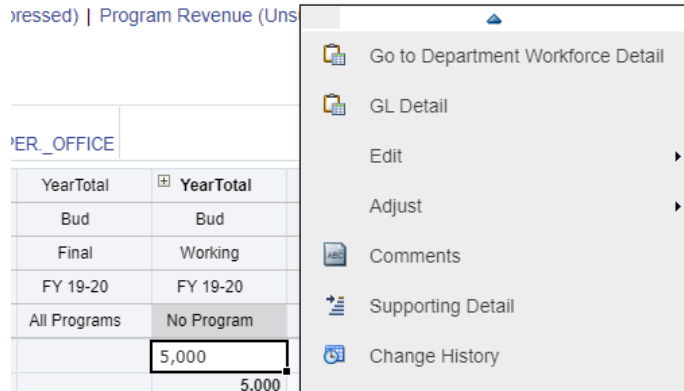
- Department roster shows all employees that are active for a selected department
- A right-click navigation will allow for a user to navigate from the roster form to view a specific employee

- To accomplish the navigation successfully, the right-click would need to be performed specifically on the desired employee

The following types of options are available on each right-click:

- Custom calculations and/or navigations
 - Ex. Go To Department Workforce Detail
 - Ex. GL Detail
 - In some cases, these options are **required**, depending on the action that needs to be performed
- Edit & Adjust
 - Shortcuts to making data modifications (**optional**)
- Comments
 - Right-click commenting that can be performed by each user with proper access to the intersection
 - Note: These comments can be stacked (meaning multiple comments can exist in the same cell)
 - Note: These comments will **NOT** show up on reports and should be used for specific tracking only; comment text fields (show up on the form similar to data) will be prioritized
- Supporting Detail
 - Alternate mode of populating data in the selected cell
 - For example, a single travel account could be updated with a breakdown of types of travel that are added together
 - Note: Supporting Detail will **NOT** show up on reports and should be used for user-specific tracking only
- Change History
 - The entering of data into each cell will be recorded for audit purposes along with the old value, new value, username, and date of change
 - Note: The change history is specific to a user making a specific data change; systematic changes are NOT recorded
 - Example: Fringe calculations will not show up in the change history location, but manual changes to an employee's salary would

To select a menu option, simply left-click the desired option.



ACTION MENU – RIGHT CLICKING

Throughout the application, right-clicks menus will be used extensively to handle on-demand calculations and form navigation. Each time a right-click is completed, it captures the members that were selected into “context”. This context is then used within calculations and form navigation. Example: Right-clicking on FD_NG001 to add a new funding line would default the prompts to show FD_NG001. Additional information has been provided below as well.

1. When performing a right-click action that uses members on the form, right-click to the most right of the existing line that is desired. The “context” that was mentioned above will then be able to pick up the right-clicked member in addition to all members to the left
2. Right-click on the specific line that needs to be used; for example, right-clicking on a line with a parent department value (DP_BUDGET_ADMINISTRATION in screenshot below) to navigate to a form that utilizes a detailed department would not return the expected results
3. If performing a right-click to add a new line, try to utilize an existing line that is close. For example, adding a new funding line to a position may be requiring a new funding source with a new fund. If the same department is being used, ensure that the right-click happens on the department that is being re-used. This will default the department into the prompt, saving time from having to select.

Example

In the screenshot below, the parent members of Operating Funds (Fund) and DP_BUDGET_ADMINISTRATION (Department) show at the top, along with breakdowns for Salary & Wages plus Operating Expenses. The second line shows the detailed line that make up this total.

Operating Funds	DP_BUDGET_ADMINISTRATION	Salary & Wages
		Operating Expenses
NG001-GENERAL SUPPORT & STUDENT FEES	6020-BUDGET_ADMIN._&_OPER._OFFICE	Salary & Wages
		Operating Expenses

- Question: Where would a right-click need to be to happen if trying to navigate to a form that expects a single, detailed department member to be selected?
 - Answer: The right-click should be performed on 6020-BUDGET_ADMIN.&OPER._OFFICE. This is because it is to the RIGHT of the Fund, and the right-click needs to be on the right-most relevant member. Additionally, DP_BUDGET_ADMINISTRATION is not a detailed member, so it would not be a relevant selection.
- Question: Where would a right-click need to happen if trying to navigate to a form that expects both a single, detailed department AND a single, detailed fund?
 - Answer, similar to the above example, the right-click would need to happen on the 6020... member since it is the right-most relevant member. By selecting the department, the fund would also be picked up.
- Question: Where would the right-click need to happen if trying to capture Salary & Wages in addition to the department/fund combination?
 - Unlike the previous two, the right-click has to go even farther to the right now since “Salary & Wages” represents the right-most selection. The right-click must be on “Salary & Wages” on the specific line that specifies NG001 and 6020. Since “Salary & Wages” is the right-most member, it will also take the fund and department.

REPORT ORIENTATION

STANDARD FUNCTIONALITY

Within reporting, functionality will be similar to the rest of the application. However, there are a few considerations:

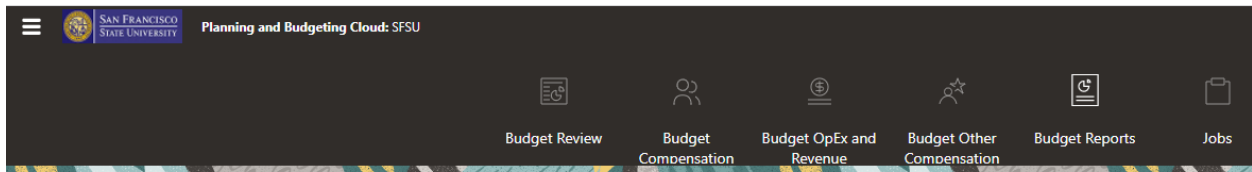
User Point of View

- The “User Point of View” represents the member selections available to drive the point of view of the report. In the screenshot below, there are four options (Years, Version, Department, and Fund)
- The member selection options may change as you go through either forms or reports
 - For example: When accessing the Department Roster form, you may choose a single department

- If you then navigate to a report which utilizes “Department”, it will show the last selection
- If changing the members, select the blue hyperlink showing for the selected member and follow the previous member selection instructions
- Reports will be refreshed with updated data each time the point of view is modified; additionally, the report header will reflect any applicable updates as well

File Format

- The following file formats are available for each report:
 - Excel
 - PDF
 - HTML
- Only HTML has the ability to engage in additional navigations within the grid
 - Ex. Drilling to other reports
 - Ex. Expanding a parent to see more detail




P&L and FTE Report

File Format: HTML

Years	Scenario	Version	Department	Fund
FY21	Bud	Final	DP_SFCMP	FD_OPERATING_FUNDS

Select Output: HTML Preview

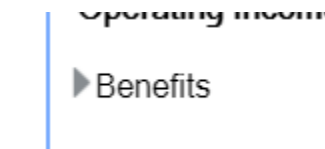


**SAN FRANCISCO
STATE UNIVERSITY**

**San Francisco State University
P&L and FTE Report
SFCMP
Fund: Operating Funds**

EXPANDING A PARENT

Within each form, there may be a small triangle next to a member. If this triangle is visible, the parent can be drilled further into. For example, the screenshot below identifies the parent “Benefits” which exists on a specified report. The arrow next to it means that the parent can be further expanded.

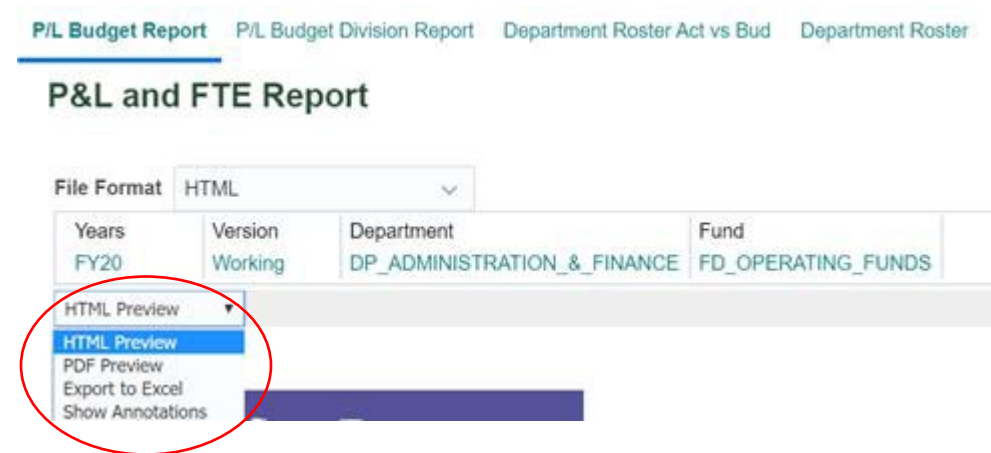


Once expanded, any applicable detail will appear under the parent. In the example below, three further subtotals appear with an additional triangle next to the member. This means that the member can be further broken down.

Alternatively, “Benefits” can be collapsed by selecting the altered triangle icon.

- ▶ Employment Related Benefits
- ▶ Health Related Benefits
- ▶ Retirement Benefits
- ▲ Benefits

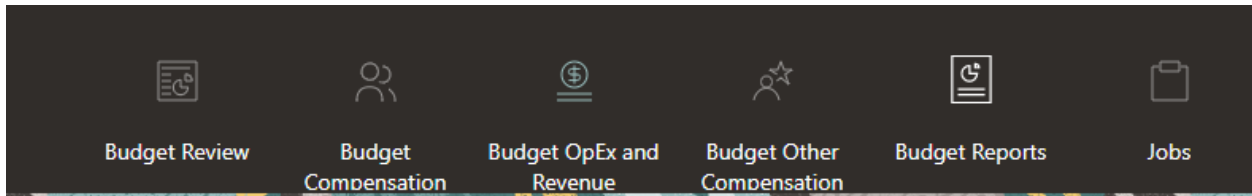
Note that if you are looking to download the report into excel, in order to see the GL account detail in the report you will have to open the report in HTML, expand on the grey arrows (See above instructions). Once you have expanded on the grey arrows you will then change the file format from “HTML Preview” to “Export to Excel”. This option can be found under the report filters.



CHECKING JOBS

There may be a desire to check previously run calculations/jobs in case there is any confusion. For example, you may have thought you add a new position request but do not see the position available in the specific roster form selected. To confirm where the position was added, you can navigate to “Jobs” icon within both the Budget and Forecast icons.

Additionally, the jobs area will show job failures if applicable. For example, only single incumbent positions can be requested. If a pooled position is requested, the job will return a failure that will also show in this Jobs screen.



Recent Activity

- WPLN: Planner - Request New Single Incumbent**
 Completed Now
 INTEGRATION: Admin Push Actuals WPLN to MBPT

Selecting into the job (i.e. WPLN: Planner – Request Single Incumbent) will show the details associated with the job.

Job Details

Application Name	SFSU	Start Time	12/2/19 6:27:54 AM
Cube	SFSUWPln	End Time	12/2/19 6:27:54 AM
Job Status	Completed		

Prompt Text	Prompt Value
Enter DeptID:	"DP_6020"
Enter Employee:	"EM_VACANT"
Enter Job Code:	"JC_1038"
Select Start Month for New Position:	"Jul"




Child Jobs

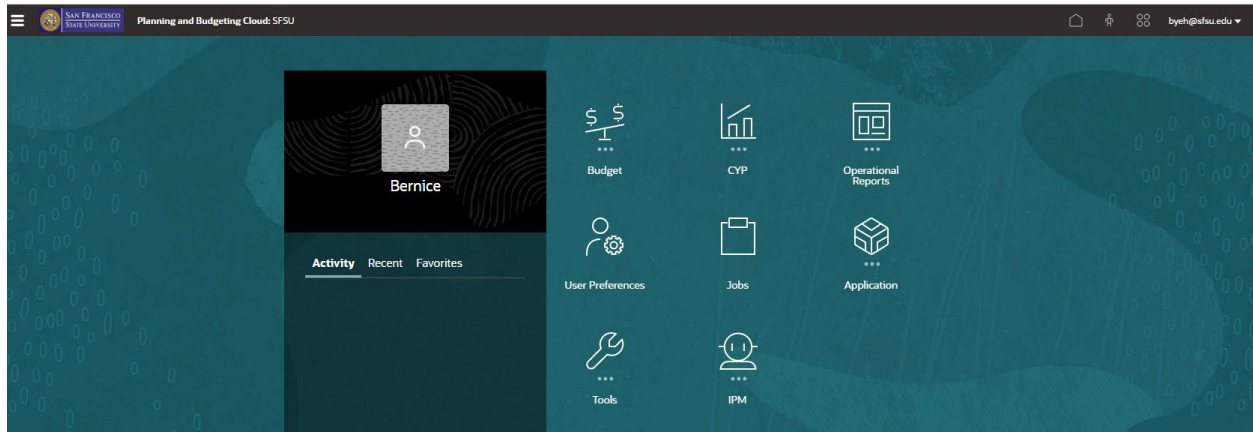
Type	Name

Note: The history will be cleared out after a period of time, however, each job should remain for at least a few days.

INITIAL SETUP


As a one-time setup (can be multiple times if other preferences are utilized throughout the application), a few user variable options will have to be initially set. Once set the first time, they will be able to be changed throughout data entry forms without having to go back to this user preferences area.

From the home page, select  icon. If this home page is not showing, select either the  icon or the  icon to go back to the home page.



Select the “User Variables” option.

User Variables


Use the  icon next to each User Variable to populate a member option within each user variable. These user variables will be used to drive certain types of forms. To begin, the Budget Office teams recommends setting the options to the following:

- **VarDepartment**: Set to the second lowest option for which you have security (unless security is only at the lowest level). This can be changed later, but the more detailed selection will allow for entry forms to load faster during initial orientation.
- **VarJobCode**: Set to “JC_ALL” initially to confirm all appointments are captured in each form. Going forward, this selection can be modified on select form(s) to allow for only specified job code groupings to be shown.
- **Review Department**: Set the same as “VarDepartment”. This variable will be used for reviewing data and will not be as volatile as the “VarDepartment” variable. To prevent both variables conflict, they have been separated.

- **Review Fund:** Set to “FD_All_Funds”. This variable will be used in coordination with “Review Department” to show the totals at the selected members as well as each Department-Fund combination with data. Note that this variable can be changed later to focus on fund groupings, such as General Funds only.

User Variables

Dimension	User Variable	Member
Department	Review Department	
Fund	Review Fund	
Department	VarDepartment	
Job Code	VarJobCode	

After each has a selection, select the  icon to ensure options are submitted. If this icon is not selected, the affected forms will return an error. Should this happen, repeat this step.

User Variables

Dimension	User Variable	Member
Department	Review Department	DP_BUDGET_ADMINISTRATION
Fund	Review Fund	FD_All_Funds
Department	VarDepartment	DP_COLLEGE_OF_BUSINESS
Job Code	VarJobCode	JC_E99

Additionally, there will be optional preferences that can be set by each user. Display and time zone options will be defaulted based on administrative setup; however, they can also be changed for each user if desired.

Preferences

General

Display

Notifications

Ad Hoc Options

User Variables

Financial Reports

Form Printing

General

Profile



tyler.fedderson@performancearchitects.com

Time Zone (UTC-08:00) Los Angeles - Pacific Time

Language English

Profile Image

Supported formats: .jpg, .png, and .gif.

Alias Setting

Preferences

General

Display

Notifications

Ad Hoc Options

User Variables

Financial Reports

Form Printing

Display

Number Formatting

Thousands Separator Comma

Decimal Separator Dot

Negative Sign Prefixed Minus

Negative Color Red

Page Options


Indentation of Members Indent level 0 members only

Number of Items on the Page Drop-down 100

Other Options

Show Consolidation Operators Form Setting

Date Format Automatically Detect

For each additional set of changes, ensure the icon is selected. Once completed, go back to the home screen by selection the  icon.

SECTION 2: NAVIGATION OVERVIEW - BUDGET

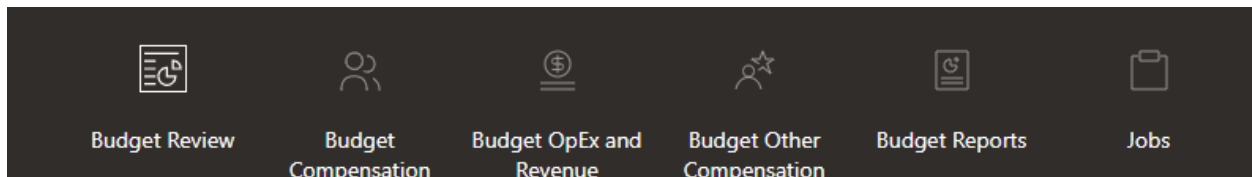
To provide a guided approach through the completion of the budget, a specific “Navigation Flow” has been created as shown below. By selecting the “Budget” icon, a series of nested icons will be displayed. To start with the navigation flow, select the “Budget Review” icon.

Note: Once comfortable with the capabilities of each icon, any of the icons can be selected to launch the Budget flow.

Note: If an error shows on opening, refer to the “INITIAL SETUP” section to set user variable preferences.



Once opened, the same icons will show across the top for easy access. A definition of each is provided below:



- **Budget Review**
 - Displays read-only forms that can be used to review and/or launch into more detailed forms
 - Note: “Launch forms” are summary forms that allow for right-click navigation to detailed forms for specific data entry
- **Budget Compensation**
 - Contains the process for maintain Single Incumbent positions ONLY
 - Also contains position request review process
 - Note: Entries in this process will utilize the 30-minute (7AM-11PM PST) schedule to update data in the “Budget Review” section
- **Budget OpEx and Revenue**
 - Includes standard forms for both non-compensation expenses and revenue by program
 - Note: Entries in this process will be updated on-save to update data in the “Budget Review” section
- **Budget Other Compensation**

- Contains the remaining compensation processes outside of single incumbents, including pools and natural accounts (i.e. overtime)
- Note: Entries in this process will utilize the 30-minute (7AM-11PM PST) schedule to update data in the “Budget Review” section
- **Budget Reports**
 - Contains financial reports to offer canned, formatted reports
 - Note: These reports are meant to be quick, formatted reports that can be opened in PDF, HTML, or Excel; they are NOT meant to act as interactive dashboards nor as “launch forms” similar to those in “Budget Review”
- **Jobs**
 - Tracks all calculations that have been run by each individual user, allowing each user to refer back to prior jobs that have been run in the case of failure or reminder
 - Note: Job history will be cleared after approximately a week

BUDGET REVIEW

The “Budget Review” icon can be used for a general review in addition to a launch form. This overview will utilize the “Review Fund” and “Review Department” variables that were set in the initial setup section.

Tabs	Description	Additional Notes
Planner: Review Budget	Displays the total associated with the selected Fund and Department subtotal members for Actuals, Budget, and Revised Budget. Additionally, this will display all detailed fund + department combinations that have data. By right-clicking on the DEPARTMENT of this fund, navigation to every major “by Department” form will be possible.	<ul style="list-style-type: none"> ● The “Salaries & Wages” data for the current Budget will be updated with the 30-minute (7AM-11PM PST) scheduled process ● Right-click on specific department members to use navigation as-needed ● The “Review Fund” and “Review Department” options can be modified from this form as well to show varying levels of data

BUDGET COMPENSATION

To allow for additional navigation capability, the “Budget Compensation” icon will utilize two forms of tabs: vertical and horizontal. The vertical tabs will drive the available horizontal tabs.

ROSTER (VERTICAL TAB 1)

The following forms will drive roster modifications, including the management of position requests. Note: The department used in these forms represents the owner of the position. The department(s) responsible for funding are handled in the next section.

Ex. If a department pays for a position but does not own the position within HR, then the position would not show in these roster forms.

Tabs	Description	Additional Notes
Department Roster	Allows for modification of all Employee/Position/Job Code appointments that are owned by the selected department. These appointments are populated either from the initial HR load or through on-demand calculations. Funding is not shown on this form.	<ul style="list-style-type: none"> • These appointments are populated either from the initial HR load or through on-demand calculations • All position management calculations can be performed here • All funding forms can be accessed from here
Department Roster by User Variable	Allows for modification of the same as Department Roster but allows for multiple departments to be modified all together.	<ul style="list-style-type: none"> • Utilizes a user variable set in the initial setup screens (must be set before opening) • Same options as Department Roster
Department Roster by Job Code	Allows for modification of the same as Department Roster but is ordered with Job Code as the first column to group by Job Code.	<ul style="list-style-type: none"> • Same options as Department Roster
Salary Adjustments	Overview form to show all appointments under the selected user variable that have been given a salary adjustment. This form can be used to review salary adjustments for a division.	<ul style="list-style-type: none"> • Utilizes a user variable set in the initial setup screens (must be set before opening) • Contains navigational options to go to other forms to see more information on the displayed appointments

FUNDING (VERTICAL TAB 2)

The following forms will drive funding modifications, including the funding associated with requested positions. Note: The department used in these forms represents the funding of the position. The department(s) responsible for the ownership of the position are handled in the previous section.

Ex. If a department owns the position within HR but does not pay for the position, then the position will not show up in these forms.

Tabs	Description	Additional Notes
Department Funding	Allows for modification of all requested and approved funding by Employee/Position/Job	<ul style="list-style-type: none"> • These funding lines are populated either from the

	Code/Fund for a selected department.	initial HR load or through on-demand calculations <ul style="list-style-type: none"> All funding calculations can be performed here All funding forms can be accessed from here
Employee Funding	Allows for modification of all requested and approved funding by Position/Job Code/Department/Fund for a selected employee.	<ul style="list-style-type: none"> Same options as Department Funding
Position Funding	Allows for modification of all requested and approved funding by Employee/Job Code/Department/Fund for a selected position.	<ul style="list-style-type: none"> Same options as Department Funding

REQUESTS (VERTICAL TAB 3)

The following forms will show the overview of new position requests at each stage: Current, Reviewed, and Approved. Requests will show up under roster and funding forms for modification, but they will not affect the budget until approved.

Tabs	Description	Additional Notes
Current Requests	Shows all outstanding position requests, inclusive of funding, that have not been moved to a reviewed status yet.	<ul style="list-style-type: none"> Requests can additionally be managed from this area; only users with proper access can move a request to reviewed
Reviewed	Shows all positions requests, inclusive of funding, that have been marked as reviewed but have not been fully approved yet.	<ul style="list-style-type: none"> Requests can additionally be managed from this area; only users with proper access can move a request to approved Requests in this state can no longer be removed by the initial requestor
Approved	Shows all position requests, inclusive of funding, that have been fully approved.	<ul style="list-style-type: none"> Position requests that have been approved should additionally show up in the working budget. Requests in this state can no longer be removed from the budget unless the system administrator removes it

BUDGET OPEX AND REVENUE

The forms related to Operating Expenses and Revenue will show in the “Budget OpEx & Revenue” icon. This will contain two versions of each: one suppressed and one unsuppressed. To fully utilize history-driven expense and/or revenue entry, the suppressed versions should be heavily used. When needing to add new data combinations with no historical data, the unsuppressed versions of the forms can be used.

Note: Once data is added to the unsuppressed form(s), it will additionally show in the suppressed forms going forward. Thus, the unsuppressed forms should generally only be used when needing to add new combinations of data.

Tabs	Description	Additional Notes
All Budget Expenses	Allows for the modification of all non-salary and benefit expenses at a No Program level by a selected Department/Fund combination for accounts with current or past data.	<ul style="list-style-type: none"> • Only shows intersections with data either in the working budget or in one of the historical data columns • Note: This form can additionally be accessed via the Budget Review option, which can assist in the Department/Fund selection. • Data updated on this form will be fully consolidated on-save.
Program Revenue	Allows for the modification of all revenues by program by a selected Department/Fund combination for account/program combinations with current or past data.	<ul style="list-style-type: none"> • Only shows intersections with data either in the working budget or in one of the historical data columns • Note: This form can additionally be accessed via the Budget Review option, which can assist in the Department/Fund selection • Data updated on this form will be fully consolidated on-save
All Budget Expenses (Unsuppressed)	Allows for the modification of all non-salary and benefit expenses at a No Program level by a selected Department/Fund combination for ALL accounts.	<ul style="list-style-type: none"> • Shows all available accounts for the selected intersection to allow for the addition of new expense lines • Data updated on this form will be fully consolidated on-save and available through the suppressed “All Budget Expenses” form

Program Revenue (Unsuppressed)	Allows for the modification of all revenues by a selected Department/Fund/Program combination for ALL accounts.	<ul style="list-style-type: none"> • Shows all available accounts for the selected intersection to allow for the addition of new expense lines • Data updated on this form will be fully consolidated on-save and available through the suppressed “Program Revenue” form
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BUDGET OTHER COMPENSATION

The forms related to pools and GL-driven compensation will show in the “Budget Other Compensation” icon.

Note: Once data is added to the unsuppressed form(s), it will additionally show in the suppressed forms going forward. Thus, the unsuppressed forms should generally only be used when needing to add new combinations of data.

Tabs	Description	Additional Notes
Pools	Allows for the modification of all pool lines by the selected department. Unlike the other position forms, pools are only handled via a single funding form without any concern for the “owner”.	<ul style="list-style-type: none"> • Additional pool funding can be added through a right-click functionality • Data modified on this form will be fully consolidated through the 30-minute (7AM-11PM PST) scheduled process
Pools by Department Variable	Same as the “Pools” option but allows for the modification of pools for all departments under the selected user variable	<ul style="list-style-type: none"> • Same functionality as Pools • Utilizes a user variable set in the initial setup screens (<i>must be set before opening</i>)
Natural Account Compensation	Allows for the modification of all salary expenses that fall outside of standard positions and pools (i.e. Workstudy). This form will be used similar to the standard OpEx entry.	<ul style="list-style-type: none"> • Only shows intersections with data either in the working budget or in one of the historical data columns • Note: This form can additionally be accessed via the Budget Review option • Data modified on this form will be fully consolidated through the 30-minute (7AM-11PM PST) scheduled process

Natural Account Compensation (Unsuppressed)	Allows for the modification of all salary expenses that fall outside of standard positions and pools (i.e. Workstudy) for ALL available accounts.	<ul style="list-style-type: none"> Shows all available accounts for the selected intersection to allow for the addition of new natural account compensation Data updated on this form will be available through the suppressed "Natural Account Compensation" form once submitted
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BUDGET REPORTS

The "Budget Reports" icon will hold relevant financial reports to the budget cycle. These reports are meant to be canned, structured reports that can be run within HTML, PDF, or Excel.

Tabs	Description	Additional Notes
P/L Budget Report	Shows a P&L vs Actuals for the selected prompts of: Years, Version, Department, and Fund Note: Actuals will always show the selected Year - 1	<ul style="list-style-type: none"> Version should be one of Working, Final, or a designated snapshot Department can be any level of the Department dimension Fund can be any level of the Fund dimension
P/L Budget Division Report	Shows a P&L similar to P&L Budget Report but removes Actuals and shows the selection for Department plus the level underneath Department. Prompts include: Years, Version, Scenario, Department, and Fund	<ul style="list-style-type: none"> Version should be one of Working, Final, or a designated snapshot Scenario can be any primary scenario, including Bud, Act, Enc, and RvBud Department can be any level of the Department dimension Fund can be any level of the Fund dimension
Department Roster Act vs Bud	Shows all appointment funding under selected department and fund selections. Data includes Actuals, the initial load from HR that seeded the budget, and the working budget. Prompts include: Period, Department, and Fund	<ul style="list-style-type: none"> Department can be any level of the Department dimension Fund can be any level of the Fund dimension <i>Period should be a single month; if a summarized period is selected, FTE will NOT show correctly</i>

Department Roster	Shows all appointments for a given scenario/version/year combination along with the build-up of salaries, benefits, and taxes into a total compensation amount.	<ul style="list-style-type: none"> • Version should be one of Working, Final, or a designated snapshot • Scenario can be any primary scenario, including Bud and Act • Department can be any level of the Department dimension
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JOBS (OPTIONAL)

The “Jobs” icon will hold the jobs that have been previously run. This section is optional for those that need to monitor long-running jobs or refer to past jobs, whether successful or not.

ALL FUNDS BUDGET PROCESSES

The processes below are supported within the SFSU Planning & Budgeting application for an all funds budget. To simplify this process,

Note: All data for this guide utilizes simulated data to protect data sensitivity and should NOT be utilized for any form of financial reporting beyond examples.

Note: All initial setup and orientation steps should be completed prior to the below sections, which assume at least minor system familiarity.

BUDGETING FOR REVENUE

Note: The most direct method of entry will be used for this section. Additional navigations can be utilized to get to the same form, including right-clicking from the Budget Overview section.

To budget all revenues, select the **Budget OpEx and Revenue** icon.



If not selected already, choose the **Program Revenue** tab.

At this step, all history and current data driven intersections will appear for the selected Fund/Department combination:

Planner: Program Revenue by Department and Fund ⓘ



Fund		Department		Revised Budget		Actual		Revised Budget							
NG001-GENERAL SUPPORT & STUDENT FEES		6240-CUSTODIAL_SERVICES		Final		Final		Final							
				FY 20-21		FY 21-22		FY 21-22							
				YearTotal		YearTotal		YearTotal		YearTotal		1-July	2-August	3-September	4-October
3012-Materials & Services-Custodial	580094-Idc Cost Rec From Csu465					4,559									
	580095-Cost Recovery From Auxiliaries					203									
No Program	580093-Other Non-Operating Revenue														
	580094-Idc Cost Rec From Csu465			20,000				15,000	15,000	15,000					

[All Budget Expenses](#) |
 [Program Revenue](#) |
 [All Budget Expenses \(Unsuppressed\)](#) |
 [Program Revenue \(Unsuppressed\)](#)

If a different Fund/Department combination is needed, use the member selection to change one or both. Reminder: Reference the **Member Selection** section as a guide in making member selections. Make all necessary changes and ensure to select **“Save”** prior to leaving the form.

If an intersection does not yet exist, either:

1. Right-click on the selected Fund/Department/Program (if exists) and select “Add New Revenue Lines” OR
2. Select the “Program Revenue (Unsuppressed)” option

Both options will lead to the same form. To navigate back to the suppressed form, either use the breadcrumbs from Step #1 or select back on the original form if Step #2 is used.

BUDGETING FOR SALARIES

The following table displays the scope of each account. For Single Incumbent detail, the “Budget Compensation” icon will be used. For both Pools and GL Summarized, the “Budget Other Compensation” icon will be used.

Compensation Detail	Accounts	Additional Calculations
Single Incumbent Positions	<ul style="list-style-type: none"> 601030-President 601100-Academic Salary 601101-Department Chair 601201-Mpp/Supervisory 601300-Support Staff Salary 	<ul style="list-style-type: none"> GSI New Requests Vacant vs Filled FTE Benefits Taxes
Pooled Positions (No Employee)	<ul style="list-style-type: none"> 601103-Graduate Assistant 601302-Temporary Help 601303-Student Assistant 601304-Teaching Associates 601806-Part Time Faculty 601809-Extension Faculty 601810-Summer Session Fac 601804-Winter Session Fac 602001- Gf Workstudy On Camp 	<ul style="list-style-type: none"> FTE Benefits Taxes
GL Summarized (No Position/Employee/Job Code)	<ul style="list-style-type: none"> All other accounts excluded from above that fall under the "Salary & Wages" subtotal 	<ul style="list-style-type: none"> Taxes

MODIFY EXISTING ROSTER DETAILS

SALARY AND OTHER INFORMATIONAL CHANGES

Note: The most direct method of entry will be used for this section. Additional navigations can be utilized to get to the same form, including right-clicking from the Budget Overview section.

To modify salaries and other informational changes associated with the roster, navigate to the "**Budget Compensation**" icon.





Select the first vertical tab:

Any of the three forms can be used for roster modifications: Department Roster, Department Roster by User Variable, and Department Roster by Job Code.

The following modifications can be made:

- Salary Adjustments (affects Total Salary)
- Merit Amount (affects Total Salary)
- Confirmed (informational only; requires specific access)
- Grade (informational only)
- Step/Range (informational only)
- Hire Date (informational only)
- Comment Field (informational only)

Modify details as-needed and select “**Save**” after each batch of updates. If salaries are modified, ensure that funding is properly handled.

Note: Funding within the same department will be updated on-save. If funding exists in a department(s) outside of the owning department, it will NOT be automatically updated on new salary submission. The 30-minute scheduled process (7AM-11PM PST) will complete all split funding circumstances.

In the example below, a 10,000-salary adjustment increase was entered. The Total Salary field has not been updated yet.

Planner: Department Roster ⓘ

Years FY19	Scenario Bud	Department 6020-BUDGET_ADMIN_&_OPER_OFFICE		Position FTE	Base Salary	GSI	Salary Adjustments	Merit Amount	Confirmed	Total Salary	
				YearTotal	YearTotal	YearTotal	BegBalance	BegBalance	BegBalance	YearTotal	B
Last Name, First - 000000853	Admin Analyst/Spclst 12 Mo:00003443	1038 - Admin Analyst/Spclst 12 Mo		1.00	50,000	0	10,000			50,000	GF
Last Name, First - 000000887	Sr Budget Analyst:00002946	5284 - Sr Budget Analyst		1.00	50,000	0				50,000	GF
Last Name, First - 000002158	Budget Analyst:00003555	5287 - Budget Analyst		1.00	50,000	0				50,000	GF

After “**Save**” is selected, a rule is executed and displays that it has completed. Additionally, three things happen:

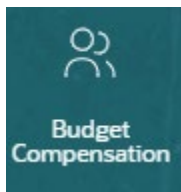
- Salary Adjustment number is saved
- The “Confirmed” field shows as orange to signal that confirmation is needed to accept the salary adjustment
- Total Salary is updated with the new number

Position FTE	Base Salary	GSI	Salary Adjustments	Merit Amount	Confirmed	Total Salary	Grade	S
YearTotal	YearTotal	YearTotal	BegBalance	BegBalance	BegBalance	YearTotal	BegBalance	B
1.00	50,000	0	10,000			60,000	GR_1	ST

VACATE AN EXISTING POSITION

Note: The most direct method of entry will be used for this section. Additional navigations can be utilized to get to the same form, including right-clicking from the Budget Overview section.

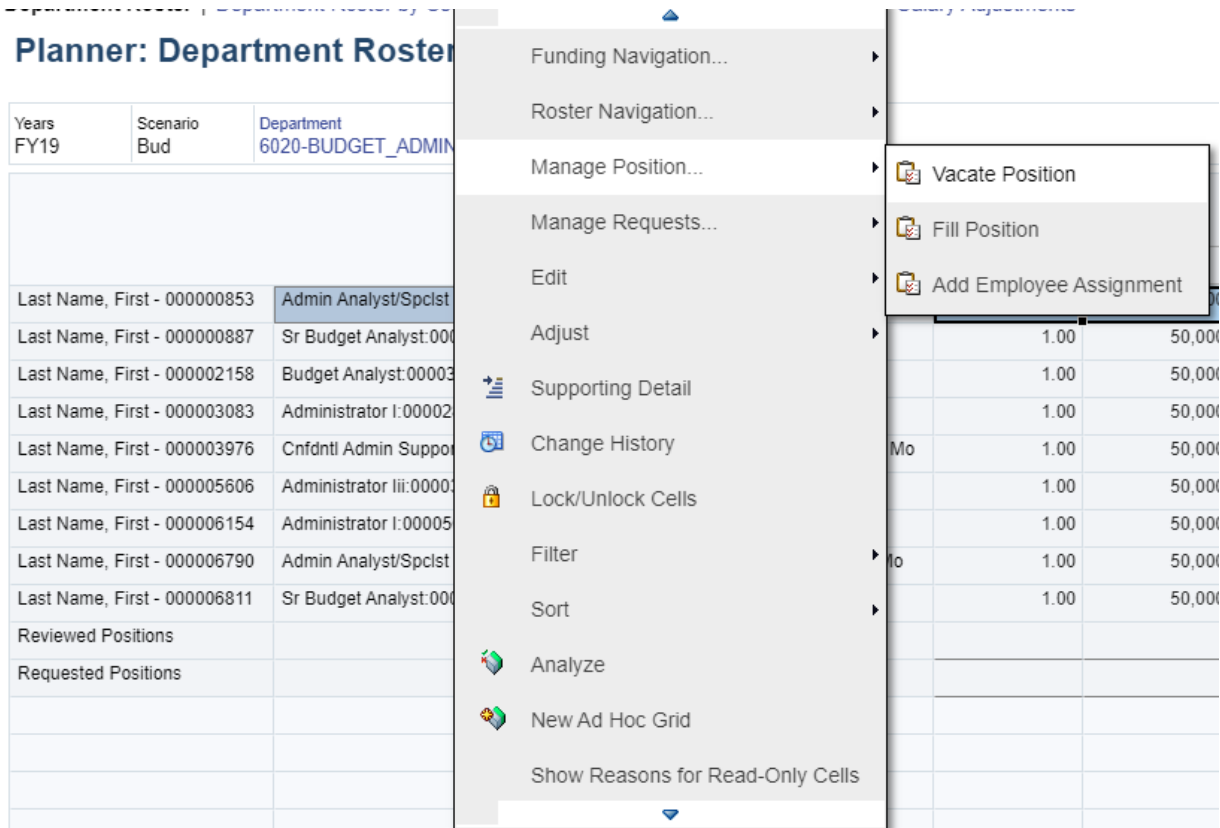
To access the position roster, navigate to the “**Budget Compensation**” icon.



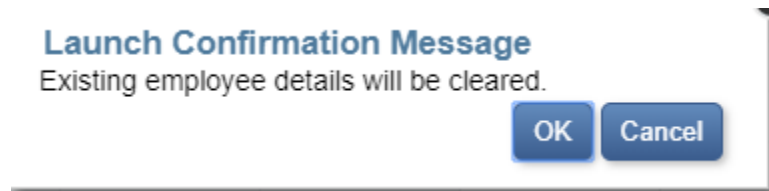
Select the first vertical tab:

Any of the three forms can be used for roster modifications: Department Roster, Department Roster by User Variable, and Department Roster by Job Code.

Right-click on a desired position member. Within the menu, select “Manage Position...”->“Vacate Position”.



A warning box will appear to confirm that the vacancy should occur. Select “OK” to continue or “Cancel” to exist.



Confirm that the position and employee selections are the desired members. Note: These will match the Employee/Position appointment that was right-clicked.

Select “Launch”.

A message will appear to say that the rule was successful. If it was not, check the “Jobs” section.



All data, inclusive of funding, will be moved. In this case, all data was moved from the selected employee of “Last Name, First – 000000853” to Vacant. The data for the existing employee has been cleared, and a Vacant line now shows on the roster.

Note: If salary needs to be changed, use the Salary Adjustment column.

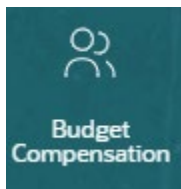
Planner: Department Roster ⓘ

Years FY19	Scenario Bud	Department 6020-BUDGET_ADMIN_&_OPER_OFFICE	Position FTE		Base Salary	GSI	Salary Adjustments	Merit
			YearTotal	YearTotal	YearTotal	BegBalance	BegF	
Last Name, First - 000000887	Sr Budget Analyst:00002946	5284 - Sr Budget Analyst	1.00		50,000	0		
Last Name, First - 000002158	Budget Analyst:00003555	5287 - Budget Analyst	1.00		50,000	0		
Last Name, First - 000003083	Administrator I:00002888	3318 - Administrator I	1.00		50,000	0		
Last Name, First - 000003976	Cnfdntl Admin Support 12 Mo:00003974	1176 - Cnfdntl Admin Support 12 Mo	1.00		50,000	0		
Last Name, First - 000005606	Administrator iii:00003534	3306 - Administrator III	1.00		50,000	0		
Last Name, First - 000006154	Administrator I:00005036	3318 - Administrator I	1.00		50,000	0		
Last Name, First - 000006790	Admin Analyst/Spclst 12 Mo:00008941	1038 - Admin Analyst/Spclst 12 Mo	1.00		50,000	0		
Last Name, First - 000006811	Sr Budget Analyst:00006344	5284 - Sr Budget Analyst	1.00		50,000	0		
Vacant	Admin Analyst/Spclst 12 Mo:00003443	1038 - Admin Analyst/Spclst 12 Mo	1.00		50,000			
Reviewed Positions								
Requested Positions								

FILL AN EXISTING POSITION

Note: The most direct method of entry will be used for this section. Additional navigations can be utilized to get to the same form, including right-clicking from the Budget Overview section.

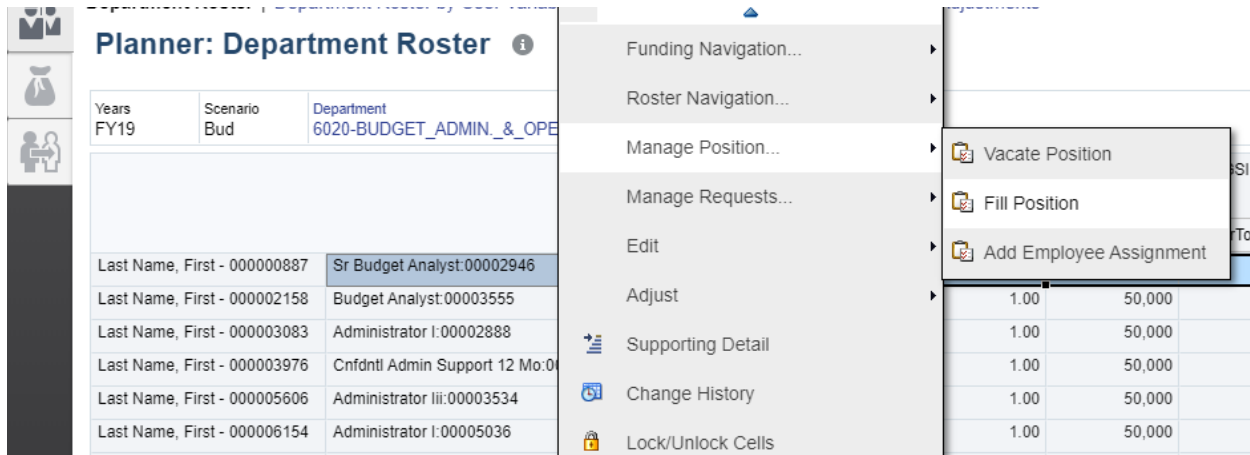
To access the position roster, navigate to the “**Budget Compensation**” icon.



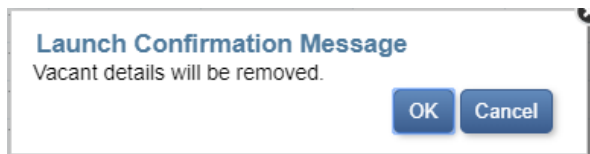
Select the first vertical tab:

Any of the three forms can be used for roster modifications: Department Roster, Department Roster by User Variable, and Department Roster by Job Code.

Right-click on a desired vacant position member. Within the menu, select “Manage Position...”->”Fill Position”.



A warning box will appear to confirm that the vacancy should occur. Select “OK” to continue or “Cancel” to exist.



Confirm that the position selection is correct. Use member selection to choose the employee that will be filling the position. Note: The position should be automatically populated based on the right-click selection.

Note: “Last Name, First – 000000853” has been selected as the target employee in this case.

Select “Launch”.

A message will appear to say that the rule was successful. If it was not, check the “Jobs” section.



All data is copied from the vacant position to the filled position under Last Name, First – 000000853.
 Note: If salary needs to be changed, use the Salary Adjustment column.

Planner: Department Roster ⓘ

Years	Scenario	Department		Position FTE	Base Salary
FY19	Bud	6020-BUDGET_ADMIN_&_OPER_OFFICE			
				YearTotal	YearTotal
Last Name, First - 000000853	Admin Analyst/Spclst 12 Mo:00003443	1038 - Admin Analyst/Spclst 12 Mo		1.00	50,000
Last Name, First - 000000887	Sr Budget Analyst:00002946	5284 - Sr Budget Analyst		1.00	50,000
Last Name, First - 000002158	Budget Analyst:00003555	5287 - Budget Analyst		1.00	50,000
Last Name, First - 000003083	Administrator I:00002888	3318 - Administrator I		1.00	50,000
Last Name, First - 000003976	Cnfdntl Admin Support 12 Mo:00003974	1176 - Cnfdntl Admin Support 12 Mo		1.00	50,000
Last Name, First - 000005606	Administrator Iii:00003534	3306 - Administrator III		1.00	50,000
Last Name, First - 000006154	Administrator I:00005036	3318 - Administrator I		1.00	50,000
Last Name, First - 000006790	Admin Analyst/Spclst 12 Mo:00008941	1038 - Admin Analyst/Spclst 12 Mo		1.00	50,000
Last Name, First - 000006811	Sr Budget Analyst:00006344	5284 - Sr Budget Analyst		1.00	50,000
Reviewed Positions					
Requested Positions					

ADD EMPLOYEE TO A POSITION

If a position already exists but will need multiple employee assignments for at least part of a year, this functionality should be utilized.

Note: The most direct method of entry will be used for this section. Additional navigations can be utilized to get to the same form, including right-clicking from the Budget Overview section.

To access the position roster, navigate to the “**Budget Compensation**” icon.



Select the first vertical tab:

Any of the three forms can be used for roster modifications: Department Roster, Department Roster by User Variable, and Department Roster by Job Code.

Right-click on a desired position member. Within the menu, select “Manage Position...”->”Add Employee Assignment”.

Complete all prompts as-needed:

- Enter DeptID – represents the owning department that should be driven by the initial right-click
- Enter Employee – represents the new employee to be added to the position
- Enter Position – represents the position to be used that should be driven by the initial right-click
- Enter Job Code – represents the job code to be used that should be driven by the initial right-click
- Enter Salary – represents the salary of the new assignment to be used
- Enter Funding Department – represents the funding department that will pay, if different than the owning department
- Enter Fund – represents the fund that will be used to pay the appointment

The screenshot shows a web form titled "WPLN: Planner - Add Employee Assignment". It contains several input fields with labels and values:

* Enter DeptID:	"DP_6020"	* Enter salary (based on FTE) for new position:	50000
* Enter Employee:	EM_100000000	* Enter Funding Department:	"DP_6020"
* Enter Position:	"PS_00003443"	* Enter Fund:	FD_NG001
* Enter Job Code:	"JC_1038"		

Buttons for "Launch" and "Cancel" are visible in the top right corner.

After the rule completes, both assignments should now exist. In the screenshot below, the assignments exist as the first and last rows. This is due to the fact that the form is sorted by employee rather than position.

Planner: Department Roster i

Years FY19	Scenario Bud	Department 6020-BUDGET_ADMIN_&_OPER_OFFICE		Position FTE	Base Salary	C
				YearTotal	YearTotal	Yea
Last Name, First - 000000853	Admin Analyst/Spclst 12 Mo:00003443	1038 - Admin Analyst/Spclst 12 Mo		1.00	50,000	
Last Name, First - 000000887	Sr Budget Analyst:00002946	5284 - Sr Budget Analyst		1.00	50,000	
Last Name, First - 000002158	Budget Analyst:00003555	5287 - Budget Analyst		1.00	50,000	
Last Name, First - 000003083	Administrator I:00002888	3318 - Administrator I		1.00	50,000	
Last Name, First - 000003976	Cnfdntl Admin Support 12 Mo:00003974	1176 - Cnfdntl Admin Support 12 Mo		1.00	50,000	
Last Name, First - 000005606	Administrator Iii:00003534	3306 - Administrator III		1.00	50,000	
Last Name, First - 000006154	Administrator I:00005036	3318 - Administrator I		1.00	50,000	
Last Name, First - 000006790	Admin Analyst/Spclst 12 Mo:00008941	1038 - Admin Analyst/Spclst 12 Mo		1.00	50,000	
Last Name, First - 000006811	Sr Budget Analyst:00006344	5284 - Sr Budget Analyst		1.00	50,000	
Test Employee: 10000000	Admin Analyst/Spclst 12 Mo:00003443	1038 - Admin Analyst/Spclst 12 Mo		1.00	50,000	
Reviewed Positions						

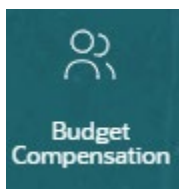
Should both or one of the employee assignments require only a partial year, the funding option should be utilized. Right-click on the position with multiple assignments and select “Funding Navigation...”->”Funding by Position”. More details on funding modifications can be found in ensuing sections.

REMOVE EMPLOYEE FROM POSITION AND/OR MODIFY MONTHLY ASSIGNMENTS

Should there be a situation that requires an employee to be removed from a position without being vacated, the funding option will be utilized.

Note: The employee appointment will still show on the roster with the initial salary for historical reasons. To note the removal of the employee, use the commentary field on the roster.

To access the position roster, navigate to the “**Budget Compensation**” icon.





Select the first vertical tab:

Any of the three forms can be used for roster modifications: Department Roster, Department Roster by User Variable, and Department Roster by Job Code.

Right-click on either the employee or position member. Select “Funding Navigation...”. If using the employee, then select “Funding by Employee”. If using position, select “Funding by Position”. In the example below, the employee was used.

All funding associated with the employee will show, including the ability to see both an annual view and monthly.

Planner: Funding by Employee

Planner: Department Roster > Planner: Funding by Employee

Years	Scenario	Employee	Funding %											
FY19	Bud	Test Employee: 10000000	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Working	Admin Analyst/Spclst 12 Mo.00003443	1038 - Admin Analyst/Spclst 12 Mo	6020-BUDGET_ADMIN_& OPER_OFFICE	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

Delete all months that should no longer be used. If deleting for the full year, delete the full data set out of YearTotal. In this case, all months are removed to prevent any funding from happening for the selected employee. Select "Save".

Note: Delete by highlighting one or multiple cells and selecting the "Delete" key. Do NOT hit the Backspace key.

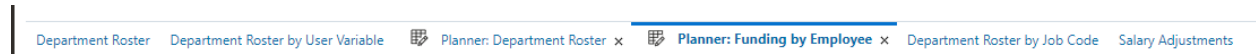
All funding has now been deleted, removing the assignment from funding.

Planner: Funding by Employee ?

Planner: Department Roster > Planner: Funding by Employee

Years	Scenario	Employee				
FY19	Bud	Test Employee: 10000000	Jul	Aug	Sep	Oct
There are no valid rows of data for this form.						

The last form that was opened will be a tab at the bottom of your screen and you can be used to navigate back to Planner: Department Roster.



Enter and submit a comment notifying the specific assignment that was deleted for future reference.

Planner: Department Roster ?

Years: FY19 | Scenario: Bud | Department: 6020-BUDGET_ADMIN_&_OPER_OFFICE

Last Name, First - 000000853	Admin Analyst/Spcist 12 Mo 00003443	1038 - Admin Analyst/Spcist 12 Mo	Position FTE	Base Salary	GSI	Salary Adjustments	Merit Amount	Confirmed	Total Salary	Grade	Step/Range	Hire Date	Comment Field
			YearTotal	YearTotal	YearTotal	BegBalance	BegBalance	BegBalance	YearTotal	BegBalance	BegBalance	BegBalance	BegBalance
Last Name, First - 000000887	Sr Budget Analyst:00002946	5284 - Sr Budget Analyst	1.00	50,000	0				50,000	GR_1	ST_0		
Last Name, First - 000002158	Budget Analyst:00003555	5287 - Budget Analyst	1.00	50,000	0				50,000	GR_1	ST_0		
Last Name, First - 000003083	Administrator I:00002888	3319 - Administrator I	1.00	50,000	0				50,000	GR_1	ST_0		
Last Name, First - 000003976	Cnfdrnt Admin Support 12 Mo 00003974	1176 - Cnfdrnt Admin Support 12 Mo	1.00	50,000	0				50,000	GR_1	ST_0		
Last Name, First - 000005606	Administrator III:00003534	3306 - Administrator III	1.00	50,000	0				50,000	GR_1	ST_0		
Last Name, First - 000006154	Administrator I:00005036	3318 - Administrator I	1.00	50,000	0				50,000	GR_1	ST_0		
Last Name, First - 000006790	Admin Analyst/Spcist 12 Mo 00008941	1038 - Admin Analyst/Spcist 12 Mo	1.00	50,000	0				50,000	GR_1	ST_0		
Last Name, First - 000006811	Sr Budget Analyst:00006344	5284 - Sr Budget Analyst	1.00	50,000	0				50,000	GR_1	ST_0		
Test Employee: 10000000	Admin Analyst/Spcist 12 Mo 00003443	1038 - Admin Analyst/Spcist 12 Mo	1.00	50,000					50,000				Employee removed
Reviewed Positions													

MODIFY POSITION FUNDING

Any of the forms on the Funding tab can be used to modify funding, and the results will appear in each. Additionally, roster forms can be utilized with right-click navigations as well. In the examples below, the Department Funding form has been used.

MODIFY EXISTING FUNDING (INCLUDING REMOVAL)

To access funding, navigate to the “**Budget Compensation**” icon.



Select the second vertical tab:

Select the “Department Funding” tab if it is not already selected and ensure the proper department member is selected.

Planner: Department Funding ⓘ

Years FY19	Scenario Bud	Department 6020-BUDGET_ADMIN_ & OPER_OFFICE			Funding %	Avg Funding %	Distributed Salary
					YearTotal	YearTotal	YearTotal
Working	Last Name, First - 000000853	Admin Analyst/Spclst 12 Mo:00003443	1038 - Admin Analyst/Spclst 12 Mo	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000
	Last Name, First - 000000887	Sr Budget Analyst:00002946	5284 - Sr Budget Analyst	NG001-GENERAL SUPPORT & STUDENT FEES	0.50	0.50	25,000
				NR301-COST RECOVERY	0.50	0.50	25,000
	Last Name, First - 000002158	Budget Analyst:00003555	5287 - Budget Analyst	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000
	Last Name, First - 000003083	Administrator I:00002888	3318 - Administrator I	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000
	Last Name, First - 000003976	Cnfdntl Admin Support 12 Mo:00003974	1176 - Cnfdntl Admin Support 12 Mo	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000
	Last Name, First - 000005606	Administrator III:00003534	3306 - Administrator III	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000
	Last Name, First - 000006154	Administrator I:00005036	3318 - Administrator I	NG001-GENERAL SUPPORT & STUDENT FEES	0.40	0.40	20,000
	Last Name, First - 000006790	Admin Analyst/Spclst 12 Mo:00008941	1038 - Admin Analyst/Spclst 12 Mo	NR301-COST RECOVERY	1.00	1.00	50,000
Last Name, First - 000006811	Sr Budget Analyst:00006344	5284 - Sr Budget Analyst	NR301-COST RECOVERY	1.00	1.00	50,000	
Reviewed	Positions						
Requested	Positions						

To make an update, either enter the full change into the cell showing by default OR expand out YearTotal to enter more detailed numbers. In the example below, a 50/50 funding has been modified to be 75/25 for the full year. Ensure that proper decimals are used when necessary.

Planner: Department Funding

Years	Scenario	Department					Funding %	Avg Funding %	Distributed Salary
FY19	Bud	6020-BUDGET_ADMIN_&_OPER_OFFICE					YearTotal	YearTotal	YearTotal
Working	Last Name, First - 000000853	Admin Analyst/Spclst 12 Mo:00003443	1038 - Admin Analyst/Spclst 12 Mo	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000		
	Last Name, First - 000000887	Sr Budget Analyst:00002946	5284 - Sr Budget Analyst	NG001-GENERAL SUPPORT & STUDENT FEES	.75	0.50	25,000		
				NR301-COST RECOVERY	.25	0.50	25,000		
	Last Name, First - 000002158	Budget Analyst:00003555	5287 - Budget Analyst	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000		
	Last Name, First - 000003083	Administrator I:00002888	3318 - Administrator I	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000		
	Last Name, First - 000003976	Cnfdntl Admin Support 12 Mo:00003974	1176 - Cnfdntl Admin Support 12 Mo	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000		
	Last Name, First - 000005606	Administrator Iii:00003534	3306 - Administrator III	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000		
	Last Name, First - 000006154	Administrator I:00005036	3318 - Administrator I	NG001-GENERAL SUPPORT & STUDENT FEES	0.40	0.40	20,000		
	Last Name, First - 000006790	Admin Analyst/Spclst 12 Mo:00008941	1038 - Admin Analyst/Spclst 12 Mo	NR301-COST RECOVERY	1.00	1.00	50,000		
Last Name, First - 000006811	Sr Budget Analyst:00006344	5284 - Sr Budget Analyst	NR301-COST RECOVERY	1.00	1.00	50,000			
Reviewed	Positions								

After submitting the data, the Distributed Salary and Avg Funding % are updated based on the new numbers.

Planner: Department Funding

Years	Scenario	Department					Funding %	Avg Funding %	Distributed Salary
FY19	Bud	6020-BUDGET_ADMIN_&_OPER_OFFICE					YearTotal	YearTotal	YearTotal
Working	Last Name, First - 000000853	Admin Analyst/Spclst 12 Mo:00003443	1038 - Admin Analyst/Spclst 12 Mo	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000		
	Last Name, First - 000000887	Sr Budget Analyst:00002946	5284 - Sr Budget Analyst	NG001-GENERAL SUPPORT & STUDENT FEES	0.75	0.75	37,500		
				NR301-COST RECOVERY	0.25	0.25	12,500		
	Last Name, First - 000002158	Budget Analyst:00003555	5287 - Budget Analyst	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000		
	Last Name, First - 000003083	Administrator I:00002888	3318 - Administrator I	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000		
	Last Name, First - 000003976	Cnfdntl Admin Support 12 Mo:00003974	1176 - Cnfdntl Admin Support 12 Mo	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000		
	Last Name, First - 000005606	Administrator Iii:00003534	3306 - Administrator III	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000		
	Last Name, First - 000006154	Administrator I:00005036	3318 - Administrator I	NG001-GENERAL SUPPORT & STUDENT FEES	0.40	0.40	20,000		
	Last Name, First - 000006790	Admin Analyst/Spclst 12 Mo:00008941	1038 - Admin Analyst/Spclst 12 Mo	NR301-COST RECOVERY	1.00	1.00	50,000		
Last Name, First - 000006811	Sr Budget Analyst:00006344	5284 - Sr Budget Analyst	NR301-COST RECOVERY	1.00	1.00	50,000			
Reviewed	Positions								

ADD NEW FUNDING

To access funding, navigate to the **“Budget Compensation”** icon.





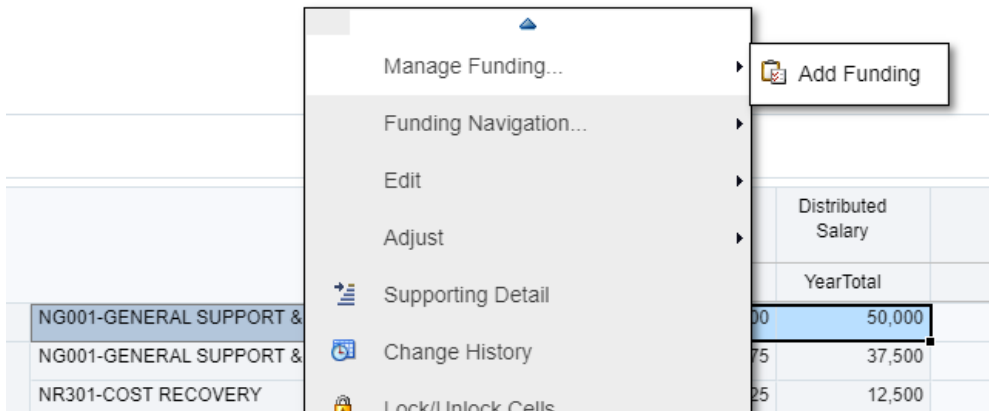
Select the second vertical tab:

Select the “Department Funding” tab if it is not already selected and ensure the proper department member is selected.

Planner: Department Funding

Years	Scenario	Department					Funding %	Avg Funding %	Distributed Salary
FY19	Bud	6020-BUDGET_ADMIN_&_OPER_OFFICE					YearTotal	YearTotal	YearTotal
Working	Last Name, First - 000000853	Admin Analyst/Spclst 12 Mo:00003443	1038 - Admin Analyst/Spclst 12 Mo	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000		
	Last Name, First - 000000887	Sr Budget Analyst:00002946	5284 - Sr Budget Analyst	NG001-GENERAL SUPPORT & STUDENT FEES	0.75	0.75	37,500		
				NR301-COST RECOVERY	0.25	0.25	12,500		
	Last Name, First - 000002158	Budget Analyst:00003555	5287 - Budget Analyst	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000		
	Last Name, First - 000003083	Administrator I:00002888	3318 - Administrator I	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000		
	Last Name, First - 000003976	Cnfdntl Admin Support 12 Mo:00003974	1176 - Cnfdntl Admin Support 12 Mo	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000		
	Last Name, First - 000005606	Administrator Iii:00003534	3306 - Administrator III	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000		
	Last Name, First - 000006154	Administrator I:00005036	3318 - Administrator I	NG001-GENERAL SUPPORT & STUDENT FEES	0.40	0.40	20,000		
Reviewed	Last Name, First - 000006790	Admin Analyst/Spclst 12 Mo:00008941	1038 - Admin Analyst/Spclst 12 Mo	NR301-COST RECOVERY	1.00	1.00	50,000		
	Last Name, First - 000006811	Sr Budget Analyst:00006344	5284 - Sr Budget Analyst	NR301-COST RECOVERY	1.00	1.00	50,000		
Reviewed	Positions								

For a new funding line, right-click on the fund of the line that the new funding line is to be based off. In this example, a new Cost Recovery line will be added to the first funding line on the screen. Select “Manage Funding...”->”Add Funding”.



Complete each prompt as needed. In this case, all of the prompts will be the left as-is from the initial right-click with the exception of Fund. Fund is set to the NR301 fund through the user of member selection.

Note: If the right-click was made on the incorrect intersection, it will likely be easier to cancel out of the rule and re-launch with the correct intersection selected.

* Enter Fund:

Select "Launch". The new line is added with a 0.

				YearTotal	YearTotal	YearTotal
Last Name, First - 000000853	Admin Analyst/Spclst 12 Mo:00003443	1038 - Admin Analyst/Spclst 12 Mo	NG001-GENERAL SUPPORT & STUDENT FEES	1.00	1.00	50,000
			NR301-COST RECOVERY	0.00	0.00	
Last Name, First - 000000887	Sr Budget Analyst:00002946	5284 - Sr Budget Analyst	NG001-GENERAL SUPPORT & STUDENT FEES	0.75	0.75	37,500

To complete the process, modify the funding to make the total equal to 1.00 / 100%. Select "Save".

	Funding %	Avg Funding %	Distributed Salary
	YearTotal	YearTotal	YearTotal
S	.50	1.00	50,000
	.50	0.00	
S	0.75	0.75	37,500

Following submission, the data is now showing as fully updated with a 50/50 split funding.

Planner: Department Funding

Years	Scenario	Department				Funding %	Avg Funding %	Distributed Salary
FY19	Bud	6020-BUDGET_ADMIN_&_OPER_OFFICE				YearTotal	YearTotal	YearTotal
Working	Last Name, First - 000000853	Admin Analyst/Spclst 12 Mo:00003443	1038 - Admin Analyst/Spclst 12 Mo	NG001-GENERAL SUPPORT & STUDENT FEES	0.50	0.50	25,000	
				NR301-COST RECOVERY	0.50	0.50	25,000	
	Last Name, First - 000000887	Sr Budget Analyst:00002946	5284 - Sr Budget Analyst	NG001-GENERAL SUPPORT & STUDENT FEES	0.75	0.75	37,500	

MANAGE POSITION REQUESTS

The request process below identifies how to add new position requests. Examples of required position requests would be net new positions and job code reclassifications.

Note: Vacating and/or modifying employee assignments do NOT require new position request. These can be done as part of the existing position process.

Once added, there will be additional steps required by users with additional access to ultimately move the position into the working budget.

REQUEST NEW POSITION

To access the position roster, navigate to the “**Budget Compensation**” icon.



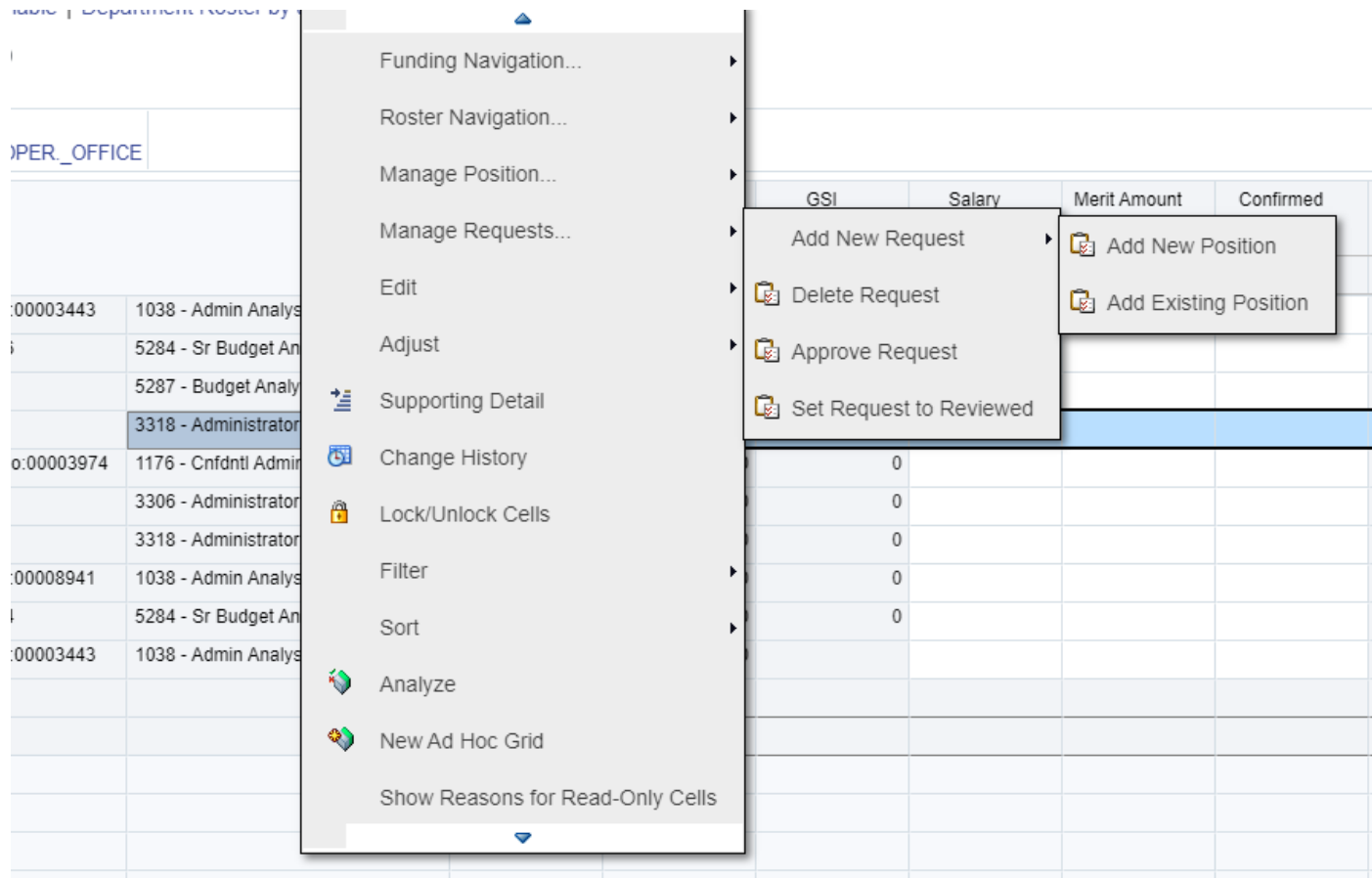
Select the first vertical tab:

Requests can be made in either the roster forms (tab 1) or the request forms (tab 3). For this example, the first option of roster will be used. This will be the recommended option since there are other positions setups that can be leveraged to help guide the right-click prompts.

For the example below, the Department Roster has been selected.

Right-click anywhere on the existing form to add a new request. If there are any existing members that can be utilized, such as Position and Job Code, ensure they are part of the right-click. In the example below, a net new Administrator position will be added.

Within the right-click menu, select “Manage Requests...”->“Add New Request”. Based on the type of request, select one of “Add New Position” or “Add Existing Position”. For our net new example, the “Add New Position” will be used since the position has not been added to HR. For an example like a job code reclassification, the “Add Existing Position” option would be used since the position already exists but is being reclassified to a different job code.



Complete the prompts as-needed. For an Existing Position, there will be an additional field to choose the necessary position. If the right-click was made on the desired position, it should show in the prompt field automatically.

Complete all prompts as-needed:

- Enter DeptID – represents the owning department of the position
- Enter Employee – represents the employee to be added to the position
- Enter Position (**only in Existing**) – represents the position to be used
- Enter Job Code – represents the job code to be used
- Enter Position FTE – represents the FTE of the full position
- Enter Salary – represents the salary of the new assignment to be used
- Enter Funding Department – represents the department that will pay the new position
- Enter Fund – represents the fund that will pay the new position

WPLN: Planner - Request New Single Incumbent



Launch

Cancel

* Enter DeptID:

* Enter Employee:

* Enter Job Code:

* Enter Position FTE (distributions will be added later):

* Enter salary (based on FTE) for new position:

* Enter Funding Department:

* Enter Fund:

After launching the business rule, the new position request will be added. If the “New Position” option was used, a generic identifier will show up. In the example below, “New Single Incumbent 10” was added under the “Requested Positions” section. If the “Existing Position” option is used, the chosen position would show along with the full assignment under “Requested Positions”.

Planner: Department Roster

Years FY19	Scenario Bud	Department		Position FTE	Base Salary	GSI	Salary Adjustments	Merit Amou
		6020-BUDGET_ADMIN_&_OPER_OFFICE		YearTotal	YearTotal	YearTotal	BegBalance	BegBalan
Last Name, First - 000000853	Admin Analyst/Spclst 12 Mo:00003443	1038 - Admin Analyst/Spclst 12 Mo		1.00	50,000	0		
Last Name, First - 000000887	Sr Budget Analyst:00002946	5284 - Sr Budget Analyst		1.00	50,000	0		
Last Name, First - 000002158	Budget Analyst:00003555	5287 - Budget Analyst		1.00	50,000	0		
Last Name, First - 000003083	Administrator I:00002888	3318 - Administrator I		1.00	50,000	0		
Last Name, First - 000003976	Cnfdntl Admin Support 12 Mo:00003974	1176 - Cnfdntl Admin Support 12 Mo		1.00	50,000	0		
Last Name, First - 000005606	Administrator Iii:00003534	3306 - Administrator III		1.00	50,000	0		
Last Name, First - 000006154	Administrator I:00005036	3318 - Administrator I		1.00	50,000	0		
Last Name, First - 000006790	Admin Analyst/Spclst 12 Mo:00008941	1038 - Admin Analyst/Spclst 12 Mo		1.00	50,000	0		
Last Name, First - 000006811	Sr Budget Analyst:00006344	5284 - Sr Budget Analyst		1.00	50,000	0		
Test Employee: 10000000	Admin Analyst/Spclst 12 Mo:00003443	1038 - Admin Analyst/Spclst 12 Mo		1.00	50,000			
Reviewed Positions								
Requested Positions								
Test Employee: 10000000	New Single Incumbent 10	3318 - Administrator I		1.00	50,000			

If no further data entry needs to occur, the request is now complete (note: a comment within the comment field is heavily suggested). For further funding, use the right-click navigation to “Funding Navigation...”->“Funding by...” to further add/modify funding the request.

In the example below, a right-click to Position Funding has been selected off of the New Single Incumbent 10 position. Further funding can then be added as-needed to this form prior to the request being approved.

Planner: Funding by Position i

Planner: Department Roster > Planner: Funding by Position

Years FY19	Scenario Bud	Position New Single Incumbent 10			Funding %	Distributed Salary	
					YearTotal	YearTotal	
Test Employee: 10000000	3318 - Administrator I	6020-BUDGET_ADMIN_&_OPER_OFFICE	NG001-GENERAL SUPPORT & STUDENT FEES		1.00	50,000	
					Total	50,000	

After you enter the new position request it will reside in “Requested Positions” until your cabinet budget officer “Set Request to Reviewed.” When that occurs, the new position will then reside in “Reviewed Positions.”

A new position request with the position number as “New Single Incumbent XX” will remain in “Reviewed Positions.” When the position number is created (Please see SF State Budget Guidelines for information on this process), the Budget Office will approve and add the position into your Department Roster with the newly created position number and associated information (FTE, Salary, Job Code, Fund). For your reference the Budget Office will not delete your “New Single Incumbent XX” position. Keep in mind, any position in Requested Positions and Reviewed Positions are not yet added your budget. Only when the position is approved does the position then move to the Department Roster and the dollars and FTE will then be included in your budget.

The screenshot displays the 'Planner: Department Roster' interface. At the top, there are navigation tabs: Budget Review, Budget Compensation, Budget OpEx and Revenue, Budget Other Compensation, Budget Reports, and Jobs. Below the tabs, the interface shows filters for Years (FY23), Scenario (Bud), and Department. The main table has the following columns: Position FTE, Base Salary, GSI, Salary Adjustments, Merit Amount, Confirmed, Total Salary, and Gra. The table is divided into sections: Reviewed Positions, Vacant, and Requested Positions. A large greyed-out area covers the middle part of the table. The 'Reviewed Positions' section shows a row for 'Admin Analyst/Spclst 12 Mo 00011' with a Total Salary of 68,991. The 'Vacant' section shows a row for 'New Single Incumbent 17' with a Total Salary of 68,991. The 'Requested Positions' section is currently empty.

DELETE NEW POSITION REQUEST

Note: Requests that are still pending can be deleted by the originator. However, they cannot be removed once set to reviewed and/or approved. At that point, only users with the proper access can remove.

To access the position roster, navigate to the **“Budget Compensation”** icon.



Select the third vertical tab:

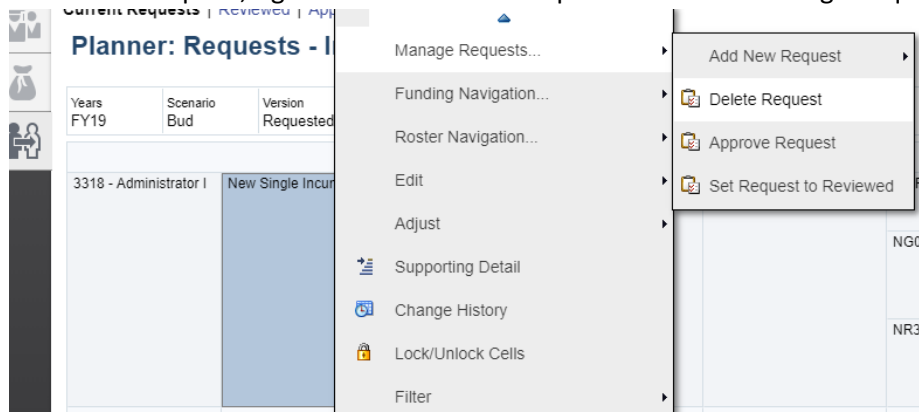
Requests can be made in either the roster forms (tab 1) or the request forms (tab 3). For this example, the third option of request forms will be used. This will be the recommended option since it focuses specifically on the requests at each stage.

This form will utilize the VarDepartment user variable to allow for the ability to see all requests under any level of the department hierarchy.

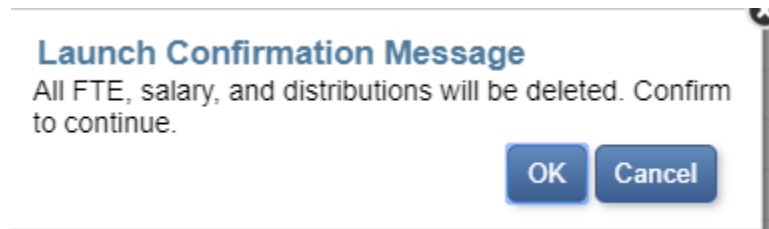
Planner: Requests - In Process ⓘ

Years	Scenario	Version	VarDepartment				YearTotal
FY19	Bud	Requested	Administration & Finance				
3318 - Administrator I	New Single Incumbent 10	6020-BUDGET_ADMIN_&_OPER_OFFICE	Test Employee: 10000000	No Fund	Total Salary	50,000	
					Position FTE	1.00	
				NG001-GENERAL SUPPORT & STUDENT FEES	Position FTE	0.50	
					Distributed FTE	0.50	
					Funding %	0.50	
				NR301-COST RECOVERY	Position FTE	0.50	
					Distributed FTE	0.50	
					Funding %	0.50	

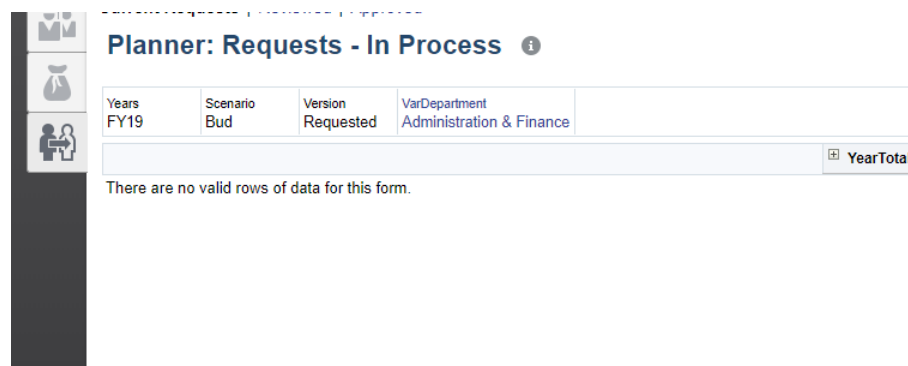
To delete a request, right-click on the desired position. Go to **“Manage Requests...”->“Delete Request”**.



Confirm deletion and select “OK”.



Confirm that the selections are as-expected, and execute the rule. Following completion, the request will be gone from both this screen and all others (roster and funding).



VIEW/MODIFY EXISTING REQUESTS

To modify or view requests beyond adding/deleting, navigate to the request process:

Navigate to the “**Budget Compensation**” icon.



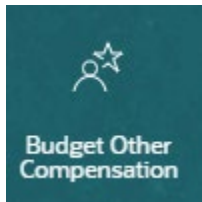
Select the third vertical tab:

From this area, utilize the three tabs as-needed to either modify or view where each request is at within the process. Additionally, right-click navigation to both funding and roster forms will also be available to simplify any modification process required.

MODIFY POOLED COMPENSATION

MODIFYING EXISTING POOLS

To access pool funding, navigate to the “**Budget Other Compensation**” icon.



Use the “Pools” or “Pools by Department Variable” form. In the example below, the “Pools” form has been used:

Planner: Pools ⓘ

Employee		Department		Act		Bud						
Default Employee		6020-BUDGET_ADMIN_&_OPER_OFFICE		FY19		FY19						
				YearTotal	YearTotal	1-July	2-August	3-September	4-October	5-November	6-December	7-Ja
1870 - Student Asst	Student Asst.00006746	NG001-GENERAL SUPPORT & STUDENT FEES	Distributed FTE		5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
			Distributed Salary		120,000	10,000	10,000	10,000	10,000	10,000	10,000	

Make modifications to existing FTE and Salary as needed. Unlike position setups, the pooled compensation will be entered directly. Both Distributed FTE and Salary should be entered as it would be expected to be incurred by month. For example, summer assistance would only be expected to occur in the summer months.

Additionally, FTE is a required entry due to its impact on benefits.

For this example, the pool entry shows that there are expected to be five full-time equivalent student assistants that will incur 10,000 dollars each month. Note that these five full-time equivalents may consist of far more than five headcounts, but the FTE is the priority for data entry.

Enter necessary changes and submit data. In the example below, September has been increased to allow for a higher student assistant budget for the first month of the academic year.

Planner: Pools ⓘ

Employee				Department							
Default Employee				6020-BUDGET_ADMIN_&_OPER_OFFICE							
				Act				Bud			
				FY19				FY19			
				YearTotal	YearTotal	1-July	2-August	3-September	4-October	5-November	6-December
1870 - Student Asst	Student Asst:00006746	NG001-GENERAL SUPPORT & STUDENT FEES	Distributed FTE		5.00	5.00	5.00	10.00	5.00	5.00	5.00
			Distributed Salary		120,000	10,000	10,000	20,000	10,000	10,000	10,000

On submission, data is retained. Additionally, the YearTotal number has increased to 130,000.

Planner: Pools ⓘ

Employee				Department							
Default Employee				6020-BUDGET_ADMIN_&_OPER_OFFICE							
				Act				Bud			
				FY19				FY19			
				YearTotal	YearTotal	1-July	2-August	3-September	4-October	5-November	
1870 - Student Asst	Student Asst:00006746	NG001-GENERAL SUPPORT & STUDENT FEES	Distributed FTE		5.42	5.00	5.00	10.00	5.00		
			Distributed Salary		130,000	10,000	10,000	20,000	10,000	10	

ADDING POOL FUNDING

To access pool funding, navigate to the **“Budget Other Compensation”** icon.



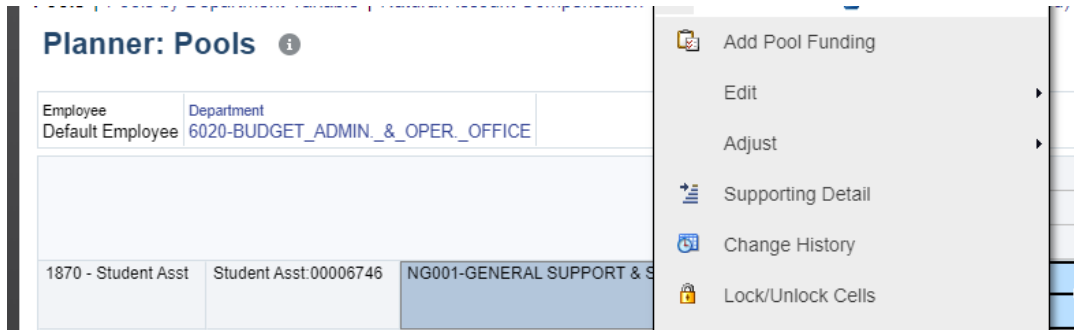
Use the “Pools” or “Pools by Department Variable” form. In the example below, the “Pools” form has been used:

Planner: Pools ⓘ

Employee				Department								
Default Employee				6020-BUDGET_ADMIN_&_OPER_OFFICE								
				Act				Bud				
				FY19				FY19				
				YearTotal	YearTotal	1-July	2-August	3-September	4-October	5-November	6-December	7-Jan
1870 - Student Asst	Student Asst:00006746	NG001-GENERAL SUPPORT & STUDENT FEES	Distributed FTE		5.00	5.00	5.00	5.00	5.00	5.00	5.00	
			Distributed Salary		120,000	10,000	10,000	10,000	10,000	10,000	10,000	

Right-click off the form to bring up the option to add additional pool funding. Note: Ensure the right-click is on a line that can be leveraged to assist with prompt selections.

In the example below, the right-click is off NG001 since the new pool will be a different position within the same job code, department, and fund. Select “Add Pool Funding”.



Use the member selection to update any necessary field changes. Select “Launch” once complete. In this example, Pool ID 00005383 has been selected.

The pool has now been added with all 0’s. The row is now available for modification.

Planner: Pools ⓘ

Employee		Department		Act						
Default Employee		6020-BUDGET_ADMIN_&_OPER_OFFICE		FY19						
				YearTotal	YearTotal	1-July	2-August	3-September	4-October	5
1870 - Student Asst	Student Asst:00006746	NG001-GENERAL SUPPORT & STUDENT FEES	Distributed FTE	5.42	5.00	5.00	10.00	5.00		
			Distributed Salary	130,000	10,000	10,000	20,000	10,000		
	Student Asst:00005383	NG001-GENERAL SUPPORT & STUDENT FEES	Distributed FTE	0.00	0.00	0.00	0.00	0.00		
			Distributed Salary	0	0	0	0	0		

DELETING POOL FUNDING

To delete pool funding, follow the section “MODIFYING EXISTING POOLS”. Rather than changing/adding, use the “delete” key to remove data from all cells. Save the altered data to see the row(s) removed.

Note: If actuals are driving a row, it cannot be deleted.

MODIFY GL COMPENSATION

MODIFY EXISTING GL COMPENSATION

To access GL Compensation funding, navigate to the “**Budget Other Compensation**” icon.



Use the “Natural Account Compensation” to enter data based on suppressed rows. These rows will show any data that exists within the working budget, actuals, or revised budget. Update the department selection accordingly.

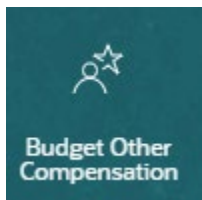
Planner: Natural Account Compensation ⓘ

Department 6020-BUDGET_ADMIN_&_OPER_OFFICE		Act	RvBud	RvBud	Bud
		FY18		FY19	
		YearTotal	YearTotal	YearTotal	⊕ YearTotal
NG001-GENERAL SUPPORT & STUDENT FEES	602001-Gf Workstudy On Camp	80,000	20,000	10,000	

Enter into the Bud column via YearTotal or monthly (using the + expansion). After each bulk of entries, submit the data. Data submitted via this form will be updated on the 30-minute (7AM-11PM PST) window.

ADD NEW GL COMPENSATION

To access GL Compensation funding, navigate to the “**Budget Other Compensation**” icon.



If an intersection does not yet exist, either:

1. Right-click on the selected Fund/Account (if exists) and select “Add GL Compensation Lines” OR

2. Select the “Natural Account Compensation (Unsuppressed)” option

Both options will lead to the same form. To navigate back to the suppressed form, either use the breadcrumbs from Step #1 or select back on the original form if Step #2 is used.

BUDGETING FOR OPERATING EXPENSES & TRANSFERS

Note: The most direct method of entry will be used for this section. Additional navigations can be utilized to get to the same form, including right-clicking from the Budget Overview section.

To budget all non-compensation expenses in addition to miscellaneous items such as transfers, select the **Budget OpEx and Revenue** icon.



If not selected already, choose the **All Budget Expenses** tab.

At this step, all history and current data driven intersections will appear for the selected Fund/Department combination:

Planner: All Budget Expenses ⓘ

Fund NG001-GENERAL SUPPORT & STUDENT FEES		Department 6020-BUDGET_ADMIN_&_OPER_OFFICE			
	YearTotal	YearTotal	YearTotal	YearTotal	
	Act	RvBud	Bud	Bud	
	Final	Final	Final	Working	
	FY 18-19	FY 19-20	FY 19-20	FY 19-20	
	All Programs	All Programs	All Programs	No Program	
604090-Other Communications	10,000			5,000	
<input type="checkbox"/> Communications	10,000			5,000	
606001-Travel In State	80,000	10,000			
<input type="checkbox"/> Travel	80,000	10,000			
613001-Contractual Services		10,000			
<input type="checkbox"/> Contractual Services		10,000			
616002-I/T Hardware Capital		10,000			
616802-It Hardware Non-Capital	10,000	10,000			
<input type="checkbox"/> It Costs	10,000	20,000			
617001-Serv From Other Fund	120,000	10,000			
<input type="checkbox"/> Services From Other Fnds Agency	120,000	10,000			

If a different Fund/Department combination is needed, use the member selection to change one or both. Reminder: Reference the **Member Selection** section as a guide in making member selections. Make all necessary changes and ensure to select “**Save**” prior to leaving the form. All data will be consolidated on-save.

If an intersection does not yet exist, either:

1. Right-click on the selected Fund/Department (if exists) and select “Add OpEx Lines” OR
2. Select the “All Budget Expenses (Unsuppressed)” option

Both options will lead to the same form. To navigate back to the suppressed form, either use the breadcrumbs from Step #1 or select back on the original form if Step #2 is used.

ADDITIONAL INSTRUCTIONS

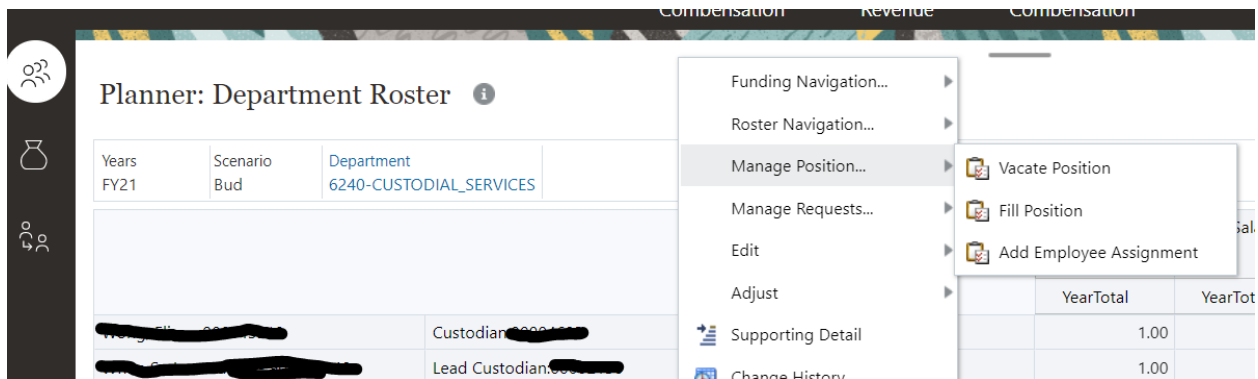
TRANSFER A POSITION TO A DIFFERENT DEPARTMENT

In order to move a position (and the associated employee) to a different department there are a few steps you will need to follow but to summarize those steps first you will need to:

1. Vacate the position in the current dept
2. Fill an existing position and change the Dept ID in the dialog box (keeping the position as vacant for now)
3. In the dept the the position is transferring to the position will need to be Reviewed and Approved in PBCS to be moved
4. You will then fill the position with the employee

The following are the step by step instructions:

In the Department Roster Form select the position you want to move to another department. Write down the Employee ID, Position Number and Salary of the employee before proceeding as you will need that information in future steps. Once you have highlighted the position, right click to “Manage Position” then “Vacate Position”



The below prompt will appear. Click “OK”

		Position FTE	Base Salary
		YearTotal	YearTotal
3	Custodian:00008175	0.5	16,686
	Custodian:00008745	0.50	18,102
	- 906993365 Custodian:00008040	0.00	36,204
5	Custodian:00006130	0.50	18,102
8	Custodian:00004592	0.50	18,102

Launch Confirmation Message
Existing employee details will be cleared.

OK Cancel

Verify that the Employee and Position info is correct to Vacate and click "Launch"

WPLN: Planner - Vacate Position

Launch Cancel

* Enter Employee: "EM_918832348"

* Enter Position: "PS_00008175"

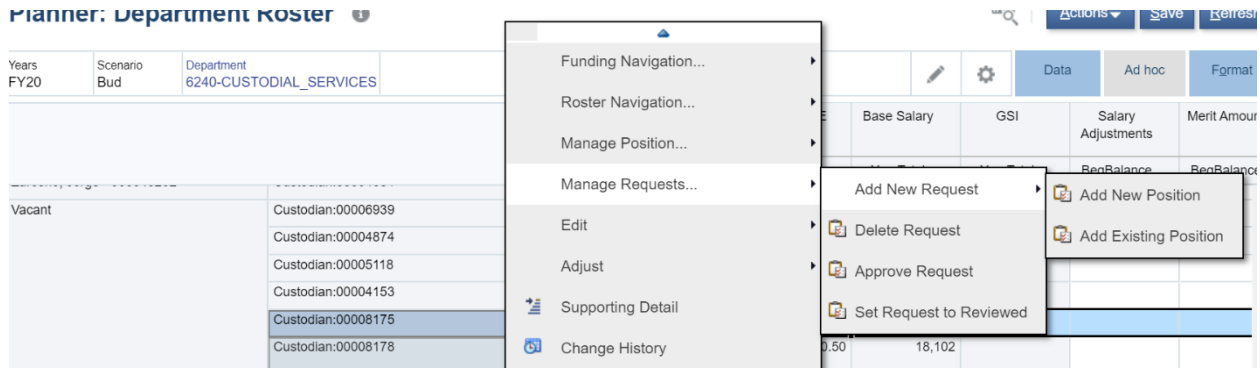
You should then see the below it vacating was successful. Click "OK"

Department Roster by Job Code | Salary Adjustments

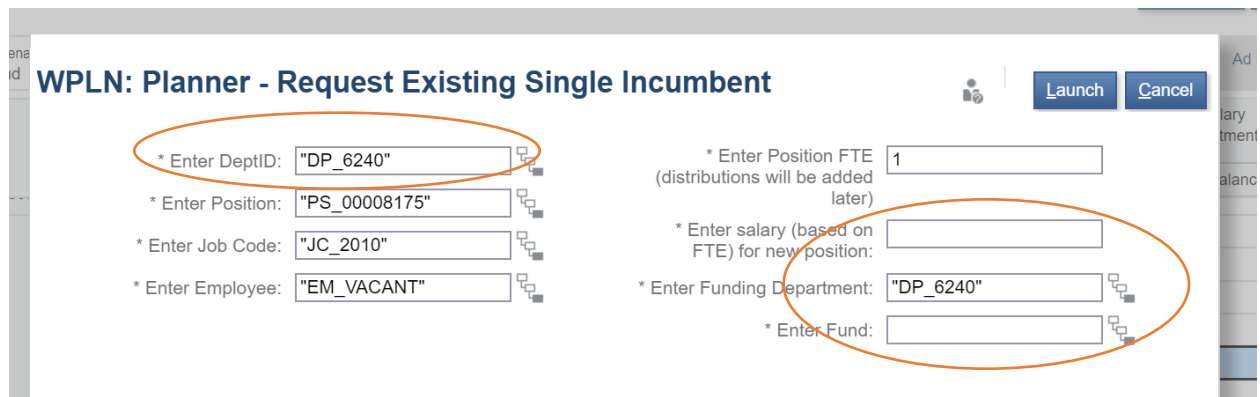
Information
WPLN: Planner - Vacate Position was successful.

OK

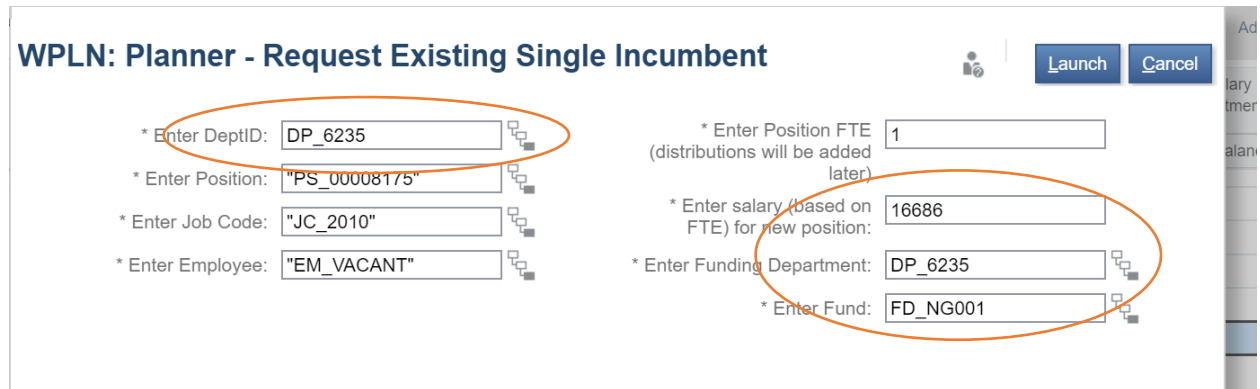
In the same Department Roster Form you are in, scroll down towards the bottom to see the Vacant Positions and find the one you just vacated. Highlight the position and right click "Manage Requests" then "Add New Request" then "Add Existing Position"



The below dialog box will appear. Change the “Enter DeptID” and “Enter Funding Department” to the new Dept ID for the position. Take a moment to verify the other areas and also fill in the Salary and Fund information. As a reminder you will enter in Fund information by clicking on the “Member Selector” icon next to the box.



In this example I am moving this position to Dept 6235. Click “Launch”



You should then see the below dialog box and click “OK”

SERVICES

Plan:00000			Base Salary
Custodian:00004683	2010 - Custodian	1.00	YearTotal 17,107
			49,404
			36,204

Information

WPLN: Planner - Request Existing Single Incumbent was successful.

OK

You will still see that Vacant Position in this roster but once all the steps are completed in the process then this position will not be seen here.

Next, change the DeptID on this form to the dept in which you've moved the position to. Don't forget to click the arrow button to have the form change to a different dept.

Planner: Department Roster i


Years FY20	Scenario Bud	Department 6235-GROUNDS_MAINTENANCE	➔
			Position FTE
			Base Salary
			YearTotal
			YearTotal

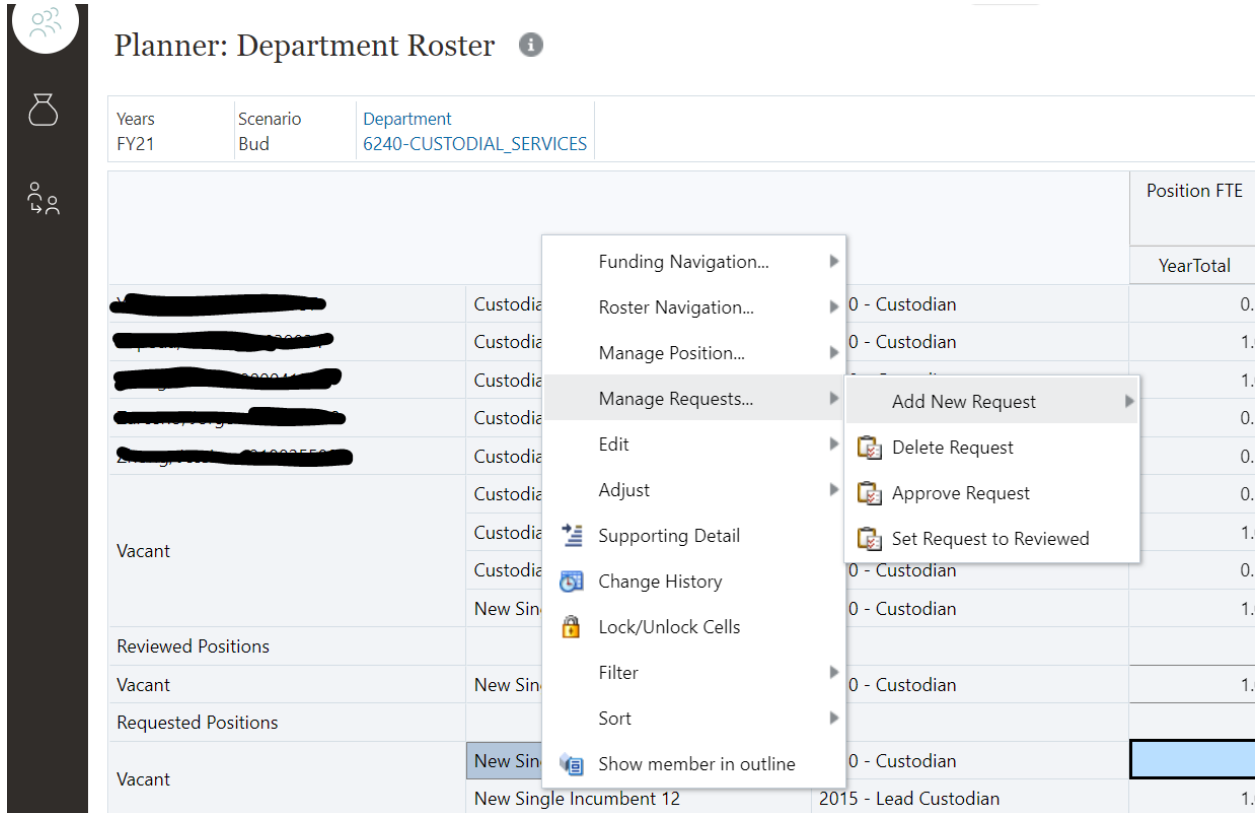
Once the dept has changed in the form scroll to the bottom of the list and find the position.

Planner: Department Roster i

Years FY20	Scenario Bud	Department 6235-GROUNDS_MAINTENANCE	✎ ⚙
			Position FTE
			Base Salary
			GSI
			YearTotal
			YearTotal
			YearTotal
Vacant	Irrigation Specialist:00004863	0735 - Irrigation Specialist	1.00
Reviewed Positions			
Requested Positions			
Vacant	Custodian:00008175	2010 - Custodian	1.00
	New Single Incumbent 23	0748 - Tree Trimmer II	1.00

As the position is Vacant and under “Requested Positions” you will need to have your Cabinet Budget Officer “Set the Request to Reviewed” as shown in the below screen. Your cabinet budget officer will either find the position in the same Department Roster Form that you are viewing or they can go to the

Requests icon  Highlight the position and right click and “Manage Requests” then “Set Request to Reviewed”



The screenshot shows the 'Planner: Department Roster' interface. At the top, there are filters for 'Years' (FY21), 'Scenario' (Bud), and 'Department' (6240-CUSTODIAL_SERVICES). Below this is a table with columns for 'Position FTE' and 'YearTotal'. A context menu is open over a 'Vacant' position, showing options such as 'Funding Navigation...', 'Roster Navigation...', 'Manage Position...', 'Manage Requests...', 'Edit', 'Adjust', 'Supporting Detail', 'Change History', 'Lock/Unlock Cells', 'Filter', 'Sort', and 'Show member in outline'. The 'Manage Requests...' option is selected, and a sub-menu is open showing 'Add New Request', 'Delete Request', 'Approve Request', and 'Set Request to Reviewed'.

			Position FTE	YearTotal
[Redacted]	Custodia		0 - Custodian	0.
[Redacted]	Custodia		0 - Custodian	1.
[Redacted]	Custodia			1.
[Redacted]	Custodia			0.
[Redacted]	Custodia			0.
Vacant	Custodia			0.
	Custodia		0 - Custodian	0.
	New Sin		0 - Custodian	1.
Reviewed Positions				
Vacant	New Sin		0 - Custodian	1.
Requested Positions				
Vacant	New Sin		0 - Custodian	
	New Single Incumbent 12	2015 - Lead Custodian		1.

Then the Budget Office will have to set the request to Approved. Once that is completed the vacant position will now be listed outside of the Requested or Reviewed categories.

Planner: Department Roster i

Years	Scenario	Department		Position FTE	Base Sal
FY20	Bud	6235-GROUNDS_MAINTENANCE		YearTotal	YearTot
		Roque Carranza, Gerardo - 918830619	Groundworker:00009382	0731 - Groundworker	1.00
		Sommers, Frederick - 913023350	Gardening Specialist:00003813	0745 - Gardening Specialist	1.00
		Torres Mendoza, Juan - 900018254	Tree Trimmer II:00002553	0748 - Tree Trimmer II	1.00
		Vacant	Irrigation Specialist:00004863	0735 - Irrigation Specialist	1.00
			Custodian:00008175	2010 - Custodian	1.00
		Reviewed Positions			
		Requested Positions			
		Vacant	New Single Incumbent 23	0748 - Tree Trimmer II	1.00

Highlight the position and right click and select "Manage Postiion" then "Fill Position"

Planner: Department Roster i

The screenshot shows the 'Planner: Department Roster' interface. A table lists positions, with 'Custodian:00008175' highlighted. A context menu is open over this row, showing options: Funding Navigation..., Roster Navigation..., Manage Position..., Manage Requests..., Edit, Adjust, Supporting Detail, Change History, Lock/Unlock Cells, and Filter. The 'Manage Position...' option is selected, and a sub-menu is open showing 'Vacate Position', 'Fill Position', and 'Add Employee Assignment'.


Click "OK"

The screenshot shows a dialog box titled 'Launch Confirmation Message' with the text 'Vacant details will be removed.' and two buttons: 'OK' and 'Cancel'.

The below screen will appear. You will now change the Employee ID by clicking on the Member Selector

WPLN: Planner - Fill Position

* Enter Employee: 

* Enter Position: 

Launch **Cancel**

You can type in the employee ID number then hit “Enter” on your keyboard. Then select the Employee ID and click “OK”.

Select a Member

Employee
EM_VACANT

- Employee
- EM_ALL
- EM_EXISTING_DEFAULT
- EM_VACANT

OK **Cancel**

Once you see the employee ID populated you will then click “Launch”

You should then see the Employee now listed in the Position with the Salary and FTE associated in your Department Roster.

Planner: Department Roster 

Years	Scenario	Department	Position FTE	Base Salary	GSI
FY20	Bud	6235-GROUNDS_MAINTENANCE			
			YearTotal	YearTotal	YearTotal
		Custodian:00008175	1.00	16,686	
		Lead Groundswoker:00002988	1.00	58,284	

ADDING INCREMENTAL FTE AND SALARY TO AN EXISTING POSITION

There might be instances where the position's FTE and Salary are less than what the amount is currently. For example, if your Dept Roster shows that for a position the FTE is .4 but that position is currently at .6 FTE. In order to add the incremental amount for FTE AND Salary you can follow the below steps. If the FTE is the correct number then you will only need to add a Salary Adjustment to the position and will NOT need to follow all of these steps.

In your Department Roster form highlight the position you would like to add the incremental FTE and Salary to. Be sure to write down on a piece of paper the Employee ID, Job Code, Position Number, etc before continuing. Right click and go to "Manage Requests" then "Add New Request" then "Add Existing Position."

Planner: Department Roster ⓘ

Years	Scenario	Department	Position FTE	Base Salary
FY21	Bud	6240-CUSTODIAL_SERVICES	YearTotal	YearTotal
[Redacted]	[Redacted]	Custodia	0 - Custodian	0.50
[Redacted]	[Redacted]	Custodia	0 - Custodian	1.00
[Redacted]	[Redacted]	Custodia		1.00
[Redacted]	[Redacted]	Custodia		0.50
[Redacted]	[Redacted]	Custodia		1.00
Vacant		Custodia		

Context Menu:

- Funding Navigation...
- Roster Navigation...
- Manage Position...
- Manage Requests...
 - Add New Request
 - Add New Position
 - Add Existing Position
 - Delete Request
 - Approve Request
 - Set Request to Reviewed
- Edit
- Adjust
- Supporting Detail

The below screen will display. Confirm that the populated areas are correct and then populate the "Enter Position FTE" and "Enter Salary" for the total amount of both that you want to add. Also select the "Fund." Then click "Launch."

WPLN: Planner - Request Existing Single Incumbent

Launch Cancel

* Enter DeptID: "DP_6240" ⓘ

* Enter Position: "PS_00004592" ⓘ

* Enter Job Code: "JC_2010" ⓘ

* Enter Employee: "EM_916424488" ⓘ

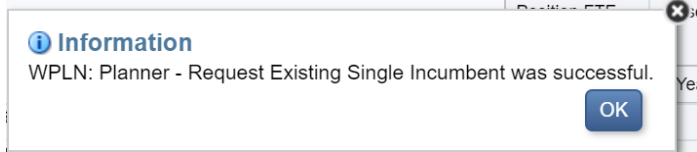
* Enter Position FTE (distributions will be added later): 1 ⓘ

* Enter salary (based on FTE) for new position: ⓘ

* Enter Funding Department: "DP_6240" ⓘ

* Enter Fund: ⓘ

If successful the below dialog box will appear.



If you scroll down to the bottom of your Dept Roster Form you should see the FTE and Salary added under the Requested Positions category. You will now need to have your Cabinet Budget Officer “Set the Request to Reviewed.” Once that is complete the Budget office will Approve the request and then it will be reflected in your Dept Roster Budget.

ZERO FTE AND SALARY FOR A POSITION

In order to zero out dollars associated with a position you will need to zero out the Salary and also the Distributed FTE. Zeroing out both is important as you will want to make sure the benefits associated are also zeroed out and benefits calculations are driven by the salary input and the Distributed FTE input.

In the Department Roster Form you will first adjust the salary in the Salary Adjustment column to zero out the salary. Then click “Save” You have now adjusted the salary to be zero. To zero out the Distributed FTE you will then follow the next step.

Planner: Department Roster ⓘ

Years FY20	Scenario Bud	Department 6240-CUSTODIAL_SERVICES		Position FTE	Base Salary	GSI	Salary Adjustments	Merit Amount	Confirmed	To
				YearTotal	YearTotal	YearTotal	BegBalance	BegBalance	BegBalance	Y
Au.		Custodian:00008	2010 - Custodian	0.50	18,102		-18,102			

In the Dept Funding Form, for that same position/employee you will then type in a “0” in the Funding %. Do not leave it blank but instead type in “0”. Then click “Save” You have now zeroed out the Distributed FTE.

Planner: Department Funding ⓘ

Years FY20	Scenario Bud	Department 6240-CUSTODIAL_SERVICES			Funding %	Avg Funding %	Distributed Salary
				#	YearTotal	YearTotal	YearTotal
Working	Au.	Custodian:00008	2010 - Custodian	NG001-GENERAL SUPPORT & STUDENT FEES	0	1.00	18,102

BUDGETING FOR FACULTY EARLY RETIREMENT PROGRAM (FERP)

In PBCS, some of the FERPs are listed with 1.00 FTE although their appointment should only be 0.50 since they work for only one semester. In order to adjust this for budgeting, please change the funding percentage from 1.00 to 0.50. This will adjust the distributed FTE from 1.00 to 0.50 and reflect in the Department Roster Report.

1. Click on Funding icon on the left vertical menu on the Budget Compensation form/page

Planner: Department Funding

Years: FY21, Scenario: Bud, Department: 3490-CREATIVE_WRITING

FERP should be 0.5

YearTotal	Funding %	Avg
	1.00	
	1.00	

2. Change funding % from 1.00 to 0.50 on the employee/position line

Planner: Department Funding

Years: FY21, Scenario: Bud, Department: 3490-CREATIVE_WRITING

Adjusted funding % from 1.0 to 0.5. This will adjust distributed FTE to 0.5.

YearTotal	Funding %	Avg
	1.00	
	.50	

3. Go to the Department Roster Report to check

P/L Budget Report | P/L Budget Division Report | Department Roster Act vs Bud | **Department Roster**

Department Roster

File Format: HTML

Years: FY20, Scenario: Bud, Department: DP_3490

HTML Preview

San Francisco State University

FY 20-21

Department Roster

FTE at 0.50

	FTE	Salary	Benefits	Tax	Total Comp
NG001-GENERAL SUPPORT & STUDENT FEES 3490-CREATIVE_WRITING & STUDENT FEES Chai, May-Lee - 901500254 Instr Fac Ay:00001391	1.00	808	.934	6,411	153
NG001-GENERAL SUPPORT & STUDENT FEES 3490-CREATIVE_WRITING & STUDENT FEES Chernof, Maxine - 900011806 Instr Fac Ay:00002005	0.50	544	.430	4,555	529

FIXING ZERO FTE AND ZERO SALARY ON SINGLE INCUMBENT POSITION

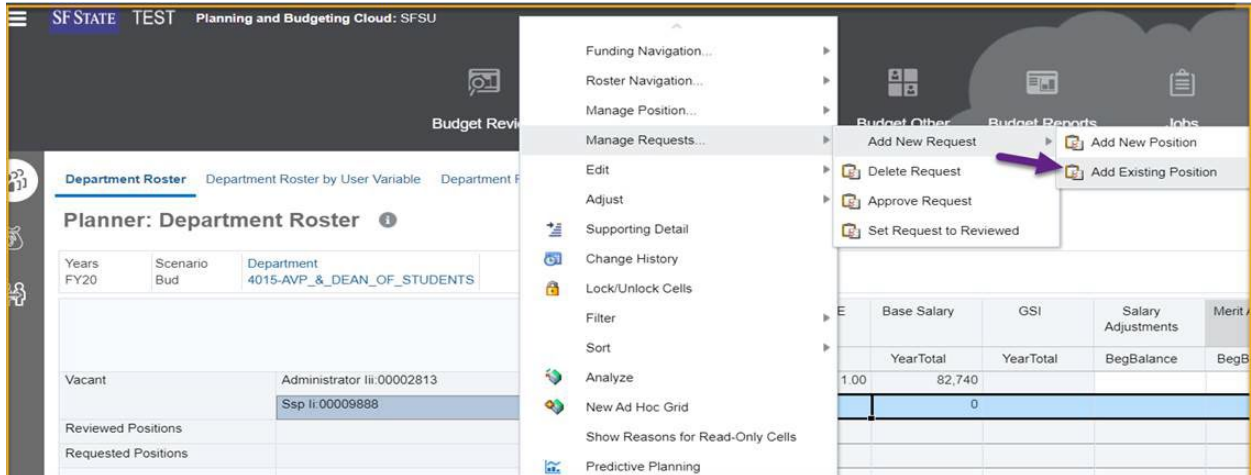
A position may display with zero FTE and zero salary in the Department Roster for Single incumbent. This is due to that the position has not been used. In order to fix this, Add Existing Position is recommended. This process will go through the approval steps.

1. Right click on the position with zero FTE and zero salary, select Manage Requests→Add New Request→Add Existing Position
2. Populate the fields required and Launch
3. Once Request is fully approved, it will be added to the Working Budget

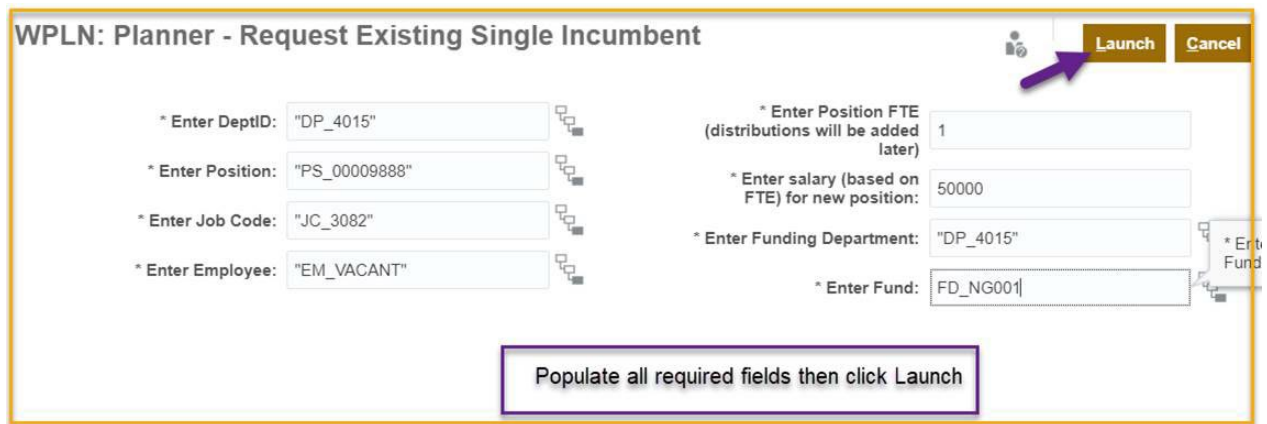
1. Right click on the position with zero FTE and zero salary, select Manage Requests→Add New Request→Add Existing Position

Planner: Department Roster

Years	Scenario	Department	Position FTE	Base Salary
FY20	Bud	4015-AVP &_amp;_DEAN_OF_STUDENTS		
			YearTotal	YearTotal
Vacant	Administrator Ii:00002813	3306 - Administrator III	1.00	82,740
	Ssp Ii:00009888	3082 - SSP II		0



2. Populate the required fields and Launch



3. Once Request is fully approved, it will be added to the Working Budget

Department Roster Department Roster by User Variable Department Roster by Job Code Salary Adjustments Vacancy Initial vs Working

Planner: Department Roster

Position#0009888 is in the Requested Positions queue. Once the position go through the approval steps, the position will replace the existing values.

Years	Scenario	Department		Position FTE	Base Salary	GSI
FY20	Bud	4015-AVP_&_DEAN_OF_STUDENTS				
				YearTotal	YearTotal	YearTotal
Vacant		Administrator Iii:00002813	3306 - Administrator III	1.00	82,740	
		Ssp Ii:00009888	3082 - SSP II		0	
Reviewed Positions						
Requested Positions						
Vacant		Ssp Ii:00009888	3082 - SSP II	1.00	50,000	

Department Roster Department Roster by User Variable Department Roster by Job Code Salary Adjustments Vacancy Initial vs Working

Planner: Department Roster

Position#00009888 has been fully approved and displayed as part of the Working Budget with FTE and Base Salary

Years	Scenario	Department		Position FTE	Base Salary	GSI
FY20	Bud	4015-AVP_&_DEAN_OF_STUDENTS				
				YearTotal	YearTotal	YearTotal
Vacant		Administrator Iii:00002813	3306 - Administrator III	1.00	82,740	
		Ssp Ii:00009888	3082 - SSP II	1.00	50,000	
Reviewed Positions						
Requested Positions						

SECTION 3: NAVIGATION OVERVIEW – CYP (CURRENT YEAR PROJECTION)

CYP OVERVIEW

The Current Year Projection (CYP) module in PBCS will be used for the financial forecast the campus will conduct throughout the year. This module is very similar to the Budget Module but with a few differences that will be described in the following sections.

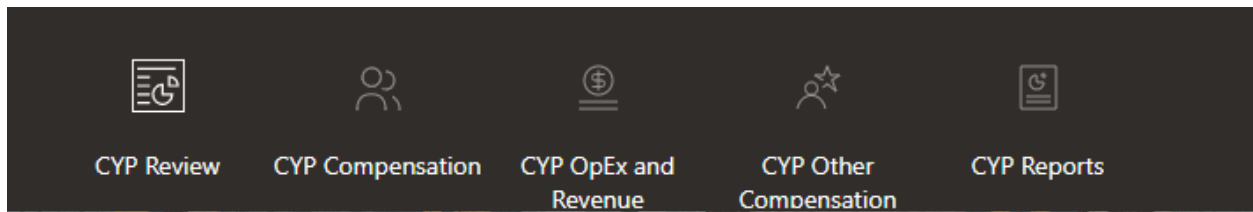
To provide a guided approach through the completion of CYP, a specific “Navigation Flow” has been created as shown below. By selecting the “CYP” icon, a series of nested icons will be displayed. To start with the navigation flow, select the “CYP Review” icon.

Note: Once comfortable with the capabilities of each icon, any of the icons can be selected to launch the CYP flow.

Note: If an error shows on opening, refer to the “INITIAL SETUP” section to set user variable preferences.



Once opened, the same icons will show across the top for easy access. A definition of each is provided below:



- **CYP Review**
 - Displays read-only forms that can be used to review and/or launch into more detailed forms
 - Note: “Launch forms” are summary forms that allow for right-click navigation to detailed forms for specific data entry
- **CYP Compensation**
 - Contains the process to maintain Single Incumbent positions ONLY
 - Note: Entries in this process will utilize the 30-minute schedule (7AM-11PM PST) to update data in the “CYP Review” section
- **CYP OpEx and Revenue**
 - Includes standard forms for both non-compensation expenses and revenue by program

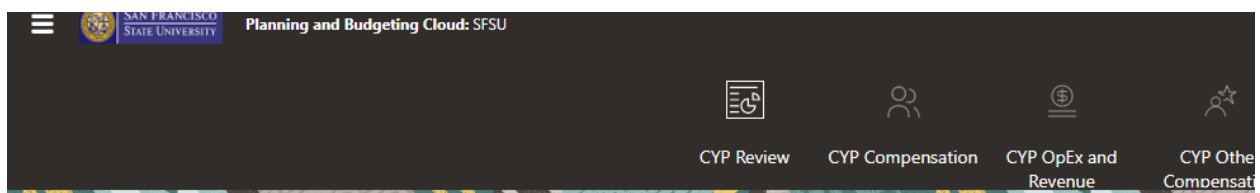
- Note: Entries in this process will be updated on-save to update data in the “CYP Review” section
- **CYP Other Compensation**
 - Contains the remaining compensation processes outside of single incumbents, including pools and natural accounts (i.e. overtime)
 - Note: Entries in this process will utilize the 30-minute schedule (7AM-11PM PST) to update data in the “CYP Review” section
- **CYP Reports**
 - Contains financial reports to offer canned, formatted reports
 - Note: These reports are meant to be quick, formatted reports that can be opened in PDF, HTML, or Excel; they are NOT meant to act as interactive dashboards nor as “launch forms” similar to those in “CYP Review”

CYP Terminology

TERM	DEFINITION
CYP	Current Year Projection or the financial forecast for a fiscal year
In-month(s)	An in-month are months that the month is closed and have actuals in those months. For example, after October fiscal month closes, the in-months are July, August, September, and October.
Out-month(s)	An out-month are months that are forecasted months.

SALARIES & WAGES

CYP vs HRLOAD – SINGLE INCUMBENT REVIEW FORM



Planner: CYP Department Roster - HR vs CYP ⓘ

Years	Department	CYP	HRLoad	Var CYP vs HRLoad
FY21	6020-BUDGET_ADMIN_&_OPER_OFFICE			
		Total Salary	Total Salary	
		BegBalance	BegBalance	

Once the budget is finalized for a fiscal year, HRMS and ePBCS should be very close (if all workforce actions were approved in HRMS) as the starting point of CYP. Depending on when the campus conducts its first forecast, that will determine the starting point of CYP for single incumbents. CYP is loaded once, with data sourced from HRMS, as the starting point of CYP. As we move through the year, CYP will be the last input by a user. CYP will incorporate the in months (actuals) plus the out months (forecast) to add up to a year total forecast.

HRLOAD is sourced from HRMS. The data is loaded nightly into PBCS.

All vacant positions will be brought over from HRMS with zero salary. A user can either “Sync with HR” (see below instructions) the position or a user can type in the amount in the Salary Adjustments column.

Note: Sync with HR if no changes to the base salary of the previous incumbent that left the position are included in the budget plan or your forecast.

In the Department Roster Forms the CYP column is giving you the annual salary and FTE for a single incumbent. This will match the CYP column in the above screenshot of Planner: CYP Dept Roster – HR vs CYP.

Revenue		Compensation			
Planner: CYP Department Roster ⓘ					
Years	Scenario	Department			
FY21	CYP	6020-BUDGET_ADMIN_&_OPER_OFFICE			
Position FTE	Base Salary	Salary Adjustments	Merit Amount	Confirmed	Total
BegBalance	BegBalance	BegBalance	BegBalance	BegBalance	BegBalance

SYNC WITH HRLOAD FUNCTION

In two forms the “Sync with HR” function can be used. By right clicking to locate and execute this function, a user is able to replace what is in CYP for a position/dept to what is being updated nightly from HRMS. This function can be useful if a user sees that the HRLoad is a more appropriate starting point of CYP.

The first form this function can be used is Planner: CYP Department Roster – HR vs CYP

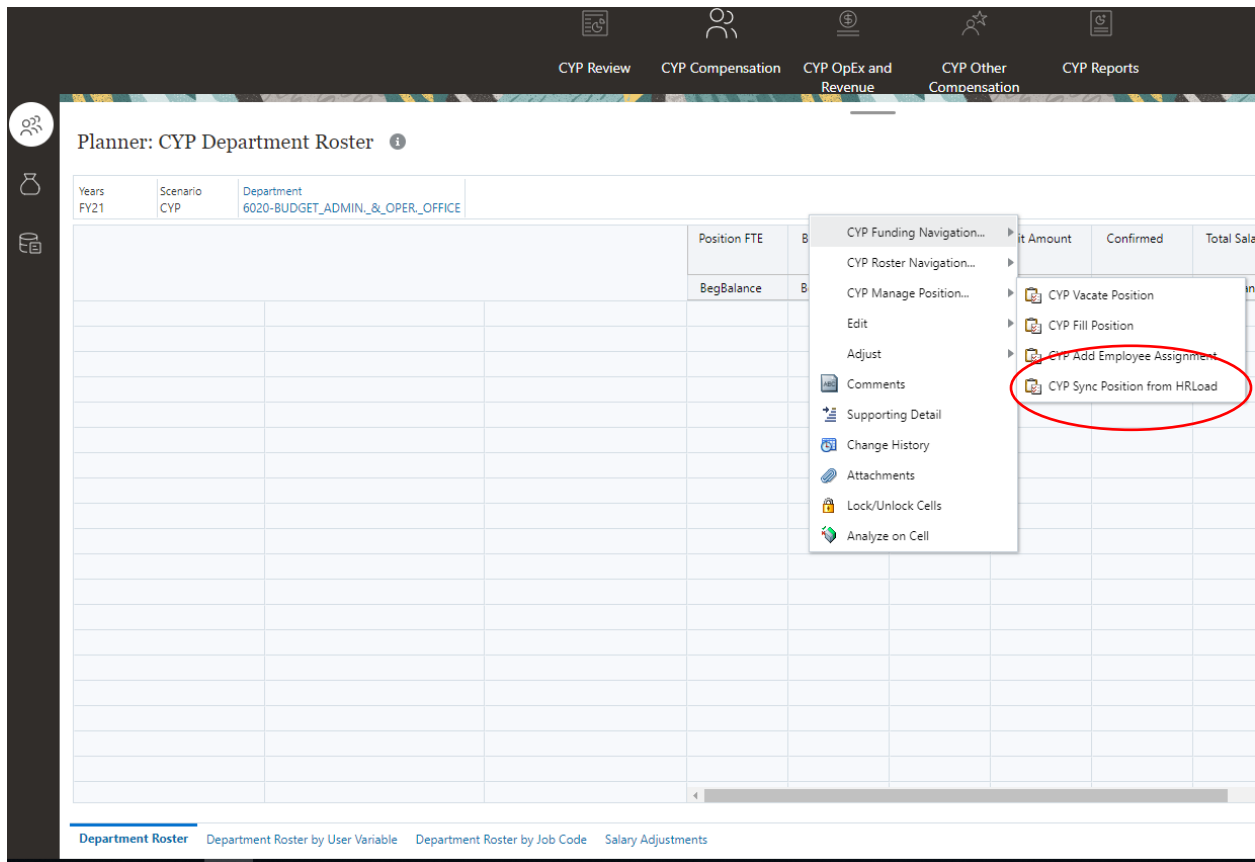
Planner: CYP Department Roster - HR vs CYP ⓘ

Years	Department				
FY21	6020-BUDGET_ADMIN_&_OPER_OFFICE				
			CYP	HRLoa	
			Total Salary	Total Sal	
			BegBalance	BegBal	

- CYP Funding Navigation...
- CYP Roster Navigation...
- CYP Manage Position...
- Sync with HR
 - Sync with HR - Position
 - Sync with HR - Department
- Edit
- Adjust
- Comments
- Supporting Detail
- Change History
- Attachments
- Lock/Unlock Cells
- Analyze on Cell

Planner: Review CYP | Planner: Compare HR to CYP | Planner: Compare Last Month Act vs First Month Projection

The second form this function can be used is Planner: CYP Department Roster



MAKING A SALARY ADJUSTMENT ON A SINGLE INCUMBENT POSITION FOR CYP BY USING THE DEPARTMENT ROSTER FORM

1. Keep in mind that this is a CYP module which you are projecting for the out-months.
2. For example, if the first quarter (July to September) has closed, you are projecting from October to June.
3. The formula is $(12 \text{ months' salary amount} / 12 \text{ months}) * \text{out months}$. If the goal is to add \$9,000 to a position on CYP, the Department Roster would need to be input a total salary of \$12,000, then it would be $(\$12,000 / 12) * 9$ out months. The total projection will be \$9,000.
4. If the total amount of \$12,000 needs to be adjusted to include retroactivities from July to September, the difference of \$3,000 needs to be input in bulk GL account by using the Natural Account Unsuppressed form.

Example: Adding \$9K to position#00003840. The first quarter (July to September) has closed.

Prior to adding 9K to position# 00003840

Planner: CYP Department Roster

Years	Scenario	Department	Position FTE	Base Salary	Salary Adjustments	Merit Amount	Confirmed	Total Salary
FY20	CYP	6235-GROUNDS_MAINTENANCE	BegBalance	BegBalance	BegBalance	BegBalance	BegBalance	BegBalance
		Beall, Timothy - 910509189	Lead Groundswoker:00002988	0726 - Lead Groundswoker	1.00	284		284
		Enriquez, Baudelio - 900045684	Lead Groundswoker:00001109	0726 - Lead Groundswoker	1.00	144		144
		Flores-Gonzales, Erasmo - 900031813	Lead Groundswoker:00003721	0726 - Lead Groundswoker	1.00	164		164
		Hernandez Paniagua, Alejandro - 918819608	Gardener:00003397	0743 - Gardener	1.00	780		780
		Martinez, Ricardo - 900044995	Lead Groundswoker:00004820	0726 - Lead Groundswoker	1.00	168		168
		Robert - 9188	Administrator II:00003840	3312 - Administrator II	1.00	84,720		84,720
		Rivera, Hernan - 917968368	Groundswoker:00002906	0731 - Groundswoker	1.00	472		472
		Roque Carranza, Gerardo - 918830619	Groundswoker:00009382	0731 - Groundswoker	1.00	260		260
		Torres Mendoza, Juan - 900018254	Tree Trimmer II:00002553	0748 - Tree Trimmer II	1.00	660		660
		Vacant	Groundswoker:00005110	0731 - Groundswoker	1.00			

Planner: CYP Department Compensation CYP by Month

Note the first three months are actuals and Oct thru June is projection


Years	Department	YearTotal	Jul	Aug	Sep	Oct
FY 20-21	6235-GROUNDS_MAINTENANCE	Total Salary				
		0509189	14	4,857	4,857	4,857
		900045684	4	4,512	4,512	4,512
		Erasmo - 900031813	4	4,347	4,347	4,347
		#293835	3	4,371	4,371	4,371
		918837236	700	3,565	3,565	3,565
		918819608	37	3,502	3,502	1,433
		3831685	8	5,014	5,014	5,014
		900044995	84,720	7,060	7,060	7,060
		Robert - 9188	72	3,456	3,456	3,456
		68368	0	3,355	3,355	3,355
		918830619	70	4,305	4,305	4,305
		900018254	70	4,305	4,305	4,305

CYP Compensation Comparison

File Format: HTML

Years: FY20 Department: DP_6235 Fund: FD_NG001

HTML Preview



San Francisco State University
CYP Compensation Comparison
FY 20-21
6235-GROUNDS_MAINTENANCE
NG001-GENERAL SUPPORT & STUDENT FEES

	Current Year Projection		Original Budget	Original Budget	CYP vs Bud	HRLoad		CYP vs HR
	Working	FTE				Initial	FTE	
601201-Mpp/Supervisory	84,720	1.00	84,720	1.00	0	84,720	1.00	0.00
601300-Support Staff Salary	382,222	7.45	495,408	10.00	-113,186	495,408	10.00	-113,186.36
601301-Overtime	-	-	5,000	-	-5,000	-	-	-
601834-Staff Salaries -Lump Sum Vac	957	-	-	-	957	-	-	957.08
601836-Holiday Pays	159	-	-	-	159	-	-	159.18
Salary & Wages	468,058	8.45	585,128	11.00	-117,070	580,128	11.00	-112,070.10

Fall Financial Review Report

Financial Review Report - Prior to adding 9K to a position with account 601201

File Format: HTML
 Years: FY20
 Department: DP_8235
 Fund: FD_NG001



Fund: NG001-GENERAL SUPPORT & STUDENT FEES

	Actual FY 19-20 YTD 3 September	Actual FY 20-21 YTD 3 September	Change from Prior Year	% of Year Expenses	Original Budget FY 20-21 Standard YearTotal	Revised Budget FY 20-21 Standard YearTotal	Actual FY 20-21 YTD 3 September	Forecast 4 October to 12 June	Current Year Projection FY 20-21 YTD YearTotal	Change from Revised Budget	%
General Fund Allocation	-	-	-	-	-	-	-	-	-	-	-
Other Financial Sources	3,079	3,478	399	23%	15,000	15,000	3,478	11,250	14,728	(272)	(2%)
All Revenue	3,079	3,478	399	23%	15,000	15,000	3,478	11,250	14,728	(272)	(2%)
Total Revenue / Other Sources	3,079	3,478	399	23%	15,000	15,000	3,478	11,250	14,728	(272)	(2%)
601100-Academic Salary	-	-	-	-	-	-	-	-	-	-	-
601103-Graduate Assistant	-	-	-	-	-	-	-	-	-	-	-
601180-Academic Salaries-Lump Sum Vac	-	-	-	-	-	-	-	-	-	-	-
601304-Teaching Associates	-	-	-	-	-	-	-	-	-	-	-
601804-Winter Session Fac	-	-	-	-	-	-	-	-	-	-	-
601806-Part Time Faculty	-	-	-	-	-	-	-	-	-	-	-
601807-Substitute Faculty	-	-	-	-	-	-	-	-	-	-	-
601808-Extension Faculty	-	-	-	-	-	-	-	-	-	-	-
601810-Summer Session Fac	-	-	-	-	-	-	-	-	-	-	-
601825-Research Fellow	-	-	-	-	-	-	-	-	-	-	-
601827-Honorarium For Emp Sal Or Ben	-	-	-	-	-	-	-	-	-	-	-
601828-Remote Release Time Salary	-	-	-	-	-	-	-	-	-	-	-
601829-Faculty Salary Reimbursement	-	-	-	-	-	-	-	-	-	-	-
601833-Academic Salaries-Lump Sum Vac	-	-	-	-	-	-	-	-	-	-	-
Instructional Faculty	-	-	-	-	-	-	-	-	-	-	-
601201-App/Supervisory	20,394	21,180	786	25%	84,720	84,720	21,180	63,940	84,720	0	0%
Management & Supervisory	20,394	21,180	786	25%	84,720	84,720	21,180	63,940	84,720	0	0%
Support Staff	125,034	112,675	(12,360)	23%	500,408	500,408	112,675	270,504	383,179	(117,238)	(23%)
601836-Holiday Pays	-	159	159	-	-	-	159	0	159	159	-
Other Salaries & Wages	-	159	159	-	-	-	159	0	159	159	-
Salary & Wages	145,428	134,014	(11,414)	23%	585,128	585,128	134,014	334,044	468,058	(117,070)	(20%)
Travel	58	-	(58)	-	700	700	-	525	525	(175)	(25%)
Services From Other Fnds Agncy	710	742	32	26%	2,900	2,900	742	2,175	2,917	17	1%
Equipment	58,537	-	(58,537)	-	10,000	10,000	-	7,500	7,500	(2,500)	(25%)
660003-Supplies And Service	23,626	8,639	(14,986)	14%	60,000	60,000	8,639	45,000	53,639	(6,361)	(11%)
660008-Professional Development	447	-	(447)	-	7,000	7,000	-	1,000	1,000	(600)	(85%)

CYP \$84,720

Department Roster

Department Roster Report - Prior to adding 9K to position# 00003840

File Format: HTML
 Years: FY20
 Scenario: CYP
 Department: DP_8235



San Francisco State University										
FY 20-21										
Department Roster										
					FTE	Salary	Benefits	Tax	Total Comp	
6235-NG001-GENERAL SUPPORT	Beall, Timothy -	Lead	0726 - Lead	Groundsworker:00002988	1.00		4	41,406	4,452	142
6235-NG001-GENERAL SUPPORT	Enriquez, Baudelio -	Lead	0726 - Lead	Groundsworker:00001109	1.00		4	38,903	4,095	141
6235-NG001-GENERAL SUPPORT	Flores-Gonzales, Erasmo -	Lead	0726 - Lead	Groundsworker:00003721	1.00		4	37,704	3,976	846
6235-NG001-GENERAL SUPPORT	Garnett, Dylan -	Tree Trimmer II	0748 - Tree Trimmer II	062628335	0.25		3	6,208	997	319
6235-NG001-GENERAL SUPPORT	Hernandez Panigua, Alejandro -	Gardener	0743 - Gardener	00003367	1.00		0	21,202	3,273	255
6235-NG001-GENERAL SUPPORT	Lund, Karson -	Irrigation	0735 - Irrigation	918831685	0.20		7	4,773	731	056
6235-NG001-GENERAL SUPPORT	Martinez, Ricardo -	Lead	0726 - Lead	Groundsworker:00004820	1.00		8	42,544	4,590	302
6235-NG001-GENERAL SUPPORT	Murphy, Robert -	Administrator II	00003840 3312 - Administrator II	917968368	1.00	84,720		42,100	6,475	133,295
6235-NG001-GENERAL SUPPORT	Rivers, Herman -	Groundsworker	00002906 0731 - Groundsworker	917968368	1.00		72	25,107	3,167	746
6235-NG001-GENERAL SUPPORT	Torres Mendoza, Juan -	Tree Trimmer II	00002553 0748 - Tree Trimmer II	900016294	1.00		30	30,359	3,942	861
6235-NG001-GENERAL SUPPORT	Vacant	Groundsworker	00005110 0731 - Groundsworker		0.75					
6235-NG001-GENERAL SUPPORT	Vacant	Tree Trimmer II	00004777 0748 - Tree Trimmer II		0.75					
6235-NG001-GENERAL SUPPORT	Vacant	Irrigation	0735 - Irrigation		0.75					
6235-NG001-GENERAL SUPPORT	Vacant	Specialist	00004863		0.75					
6235-NG001-GENERAL SUPPORT	Román Carranza									

After adding the 9K:

Department Roster Department Roster by User Variable Department Roster by Job Code Salary Adjustments Vacancy Initial vs Working

Planner: CYP Department Roster

Years FY20 Scenario CYP Department 6235-GROUNDS_MAINTENANCE

Note on the Department Roster form, 12K has to be input for 9K CYP, because first quarter is not part of the projection

Adding 9K on position# 00003840 on Department Roster with CYP

Years	Scenario	Department	Position FTE	Base Salary	Salary Adjustments	Ment Amount	Confirmed	Total Salary	Grade	Step/Range	Hire Date	Com Fr
FY20	CYP	6235-GROUNDS_MAINTENANCE	BegBalance	BegBalance	BegBalance	BegBalance	BegBalance	BegBalance	BegBalance	BegBalance	BegBalance	BegBalance
			1.00	58,284				58,284	GR_1	ST_0	9/3/09	
			1.00	54,144				54,144	GR_1	ST_0	1/8/99	
			1.00	52,164				52,164	GR_1	ST_0	5/6/00	
			1.00	42,780				42,780	GR_1	ST_0	6/3/18	
			1.00	84,720	12,000		Yes	96,720	GR_1	ST_0		
			1.00	60,168				60,168	GR_1	ST_0	2/10/02	
			1.00	41,472				41,472	GR_1	ST_0	10/4/17	
			1.00	40,260				40,260	GR_1	ST_0	2/1/19	
			1.00	51,660				51,660	GR_1	ST_0	1/10/02	
			1.00						GR_1	ST_0		
			1.00						GR_1	ST_0		
			1.00						GR_1	ST_0		

Planner: CYP Department Compensation CYP by Month

Years FY 20-21 Department 6235-GROUNDS_MAINTENANCE

From Oct to June, add \$1000 to each month. Formula $(+12,000/12) \times 9$ projected months

Diff is \$9K from the out months; July to Sept already closed

Year Total	Year Total	Jul	Aug	Sep	Oct	Nov
Total Salary	Total Salary					
Original Budget	Current Year Projection					
Final	Working	Working	Working	Working	Working	Working
58,284	58,284	4,857	4,857	4,857	4,857	4,857
54,144	54,144	4,512	4,512	4,512	4,512	4,512
52,164	52,164	4,347	4,347	4,347	4,347	4,347
52,452	13,113	4,371	4,371	4,371		
40,260						
42,780	42,780	3,565	3,565	3,565	3,565	3,565
42,024	8,437	3,502	3,502	1,433		
60,168	60,168	5,014	5,014	5,014	5,014	5,014
84,720	93,720	7,060	7,060	7,060	8,060	8,060
41,472	41,472	3,456	3,456	3,456	3,456	3,456
40,260	40,260	3,355	3,355	3,355	3,355	3,355
51,660	51,660	4,305	4,305	4,305	4,305	4,305

CYP Comparison Financial Review Report CYP - Vacancy Savings Department Roster Act vs CYP Department Roster

CYP Compensation Comparison

File Format HTML

Years FY20 Department DP_6235 Fund FD_NG001

HTML Preview

San Francisco State University
CYP Compensation Comparison
FY 20-21
6235-GROUNDS_MAINTENANCE
NG001-GENERAL SUPPORT & STUDENT FEES

Changed from \$84,720 to \$93,720

	Current Year Projection Working	Current Year Projection FTE	Original Budget Final	Original Budget FTE	CYP vs Bud	HRLoad Initial	HRLoad FTE	CYP vs HR
601201-Mpp/Supervisory	93,720	1.00	84,720	1.00	9,000	84,720	1.00	9,000.00
601300-Support Staff Salary	382,222	7.45	495,408	10.00	-113,186	495,408	10.00	-113,186.38
601301-Overtime			5,000		-5,000			
601834-Staff Salaries - Lump Sum Vac	957				957			957.08
601836-Holiday Pays	159				159			159.18
Salary & Wages	477,058	8.45	585,128	11.00	-108,070	580,128	11.00	-103,070.10

Fall Financial Review Report

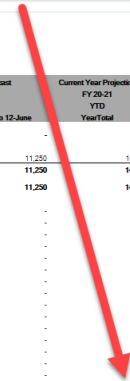
File Format: HTML
 Years: FY20
 Department: DP_6235
 Fund: FD_NG001



6235-GROUNDS MAINTENANCE
 Fund: NG001-GENERAL SUPPORT & STUDENT FEES

	Actual FY 19-20 YTD 3-September	Actual FY 20-21 YTD 3-September	Change from Prior Year	% of Year Expenses	Original Budget FY 20-21 Standard YearTotal	Revised Budget FY 20-21 Standard YearTotal	Actual FY 20-21 YTD 3-September	Forecast 4-October to 12-June	Current Year Projection FY 20-21 YTD YearTotal	Change from Revised Budget
General Fund Allocation	-	-	-	-	-	-	-	-	-	-
Other Financial Sources	3,079	3,478	399	23%	15,000	15,000	3,478	11,250	14,728	(272)
All Revenue	3,079	3,478	399	23%	15,000	15,000	3,478	11,250	14,728	(272)
Total Revenue / Other Sources	3,079	3,478	399	23%	15,000	15,000	3,478	11,250	14,728	(272)
601100-Academic Salary	-	-	-	-	-	-	-	-	-	-
601103-Graduate Assistant	-	-	-	-	-	-	-	-	-	-
601106-Academic Salaries-Lump Sum Vac	-	-	-	-	-	-	-	-	-	-
601304-Teaching Associates	-	-	-	-	-	-	-	-	-	-
601804-Winter Session Fac	-	-	-	-	-	-	-	-	-	-
601806-Part Time Faculty	-	-	-	-	-	-	-	-	-	-
601807-Substitute Faculty	-	-	-	-	-	-	-	-	-	-
601808-Extension Faculty	-	-	-	-	-	-	-	-	-	-
601810-Summer Session Fac	-	-	-	-	-	-	-	-	-	-
601825-Research Fellow	-	-	-	-	-	-	-	-	-	-
601827-Honorarium For Emp Sal Cr Ben	-	-	-	-	-	-	-	-	-	-
601828-Reimb Release Time Salary	-	-	-	-	-	-	-	-	-	-
601829-Faculty Salary Reimbursement	-	-	-	-	-	-	-	-	-	-
601833-Academic Salaries-Lump Sum Vac	-	-	-	-	-	-	-	-	-	-
Institutional Faculty	-	-	-	-	-	-	-	-	-	-
601201-Mgr/Supervisory	20,394	21,180	786	25%	84,720	84,720	21,180	72,540	83,720	9,000
Management & Supervisory	20,394	21,180	786	25%	84,720	84,720	21,180	72,540	83,720	9,000
Support Staff	125,094	112,875	(12,219)	23%	500,408	500,408	112,875	270,524	383,179	(117,229)
Other Salaries & Wages	-	159	159	-	-	-	159	0	159	-
Salary & Wages	145,428	134,014	(11,414)	23%	585,128	585,128	134,014	343,064	477,028	(108,070)
Travel	58	-	(58)	-	700	700	-	525	525	(175)
Services From Other Frnds Agncy	710	742	32	25%	2,900	2,900	742	2,175	2,917	17
Equipment	58,357	-	(58,357)	-	10,000	10,000	-	7,500	7,500	(2,500)
Supplies And Service	23,626	8,639	(14,987)	14%	60,000	60,000	8,639	57,000	65,639	5,639
Professional Development	447	-	(447)	-	7,000	7,000	-	1,500	1,500	(500)

Changed from \$84,720 to \$93,720



Department Roster

File Format: HTML
 Years: FY20
 Scenario: CYP
 Department: DP_6235

HTML Preview



San Francisco State University
 FY 20-21
 Department Roster

					FTE	Salary	Benefits	Tax	Total Comp
6235-GROUNDS_MAINTENANCE & STUDENT FEES	NG001-GENERAL SUPPORT	Beall, Timothy - 910509189	Lead Groundsworker:00002988	0726 - Lead Groundsworker	1.00	84	106	4,452	142
6235-GROUNDS_MAINTENANCE & STUDENT FEES	NG001-GENERAL SUPPORT	Enriquez, Baudelio - 900045684	Lead Groundsworker:00001109	0726 - Lead Groundsworker	1.00	44	303	4,095	141
6235-GROUNDS_MAINTENANCE & STUDENT FEES	NG001-GENERAL SUPPORT	Flores-Gonzales, Erasmo - 900031813	Lead Groundsworker:00003721	0726 - Lead Groundsworker	1.00	64	704	3,978	946
6235-GROUNDS_MAINTENANCE & STUDENT FEES	NG001-GENERAL SUPPORT	Garrett, Dylan - 906293835	Tree Trimmer II:00004777	0748 - Tree Trimmer II	0.25	13	208	997	319
6235-GROUNDS_MAINTENANCE & STUDENT FEES	NG001-GENERAL SUPPORT	Hernandez Paniagua, Alejandro - 918819608	Gardener:00003397	0743 - Gardener	1.00	80	202	3,273	255
6235-GROUNDS_MAINTENANCE & STUDENT FEES	NG001-GENERAL SUPPORT	Lund, Karson - 918831685	Irrigation Specialist:00004863	0735 - Irrigation Specialist	0.20	37	773	731	356
6235-GROUNDS_MAINTENANCE & STUDENT FEES	NG001-GENERAL SUPPORT	Martinez, Ricardo - 900044995	Lead Groundsworker:00004820	0726 - Lead Groundsworker	1.00	68	544	4,590	302
6235-GROUNDS_MAINTENANCE & STUDENT FEES	NG001-GENERAL SUPPORT	Robert - 22	Administrator II:00003840	3312 - Administrator II	1.00	93,720	46,307	7,164	147,191
6235-GROUNDS_MAINTENANCE & STUDENT FEES	NG001-GENERAL SUPPORT	Rivera, Hernan - 917968368	Groundsworker:00002906	0731 - Groundsworker	1.00	72	07	37	746
6235-GROUNDS_MAINTENANCE & STUDENT FEES	NG001-GENERAL SUPPORT	Torres Mendoza, Juan - 900018254	Tree Trimmer II:00002553	0748 - Tree Trimmer II	1.00	60	359	42	961

CYP – ADDING POOL FUNDING WHEN POOL PAGE IS BLANK

2. Select CYP Add Pool Funding

CYP Review CYP Compensation CYP OpEx and Revenue CYP Other Compensation

Planner: CYP Pools

Employee Department
Default Employee 6020-BUDGET_ADMIN_&_OPER_OFFICE

There are no valid rows of data for this form.

1. Right click on white area or an empty cell if they appear

- CYP Add Pool Funding
- Filter
- Analyze
- New Ad Hoc Grid
- Show Reasons for Read-Only Cells
- Predictive Planning
- Business Rules
- Smart Push Details
- Grid Validation Messages
- Clear Formatting
- Spreadsheet Export
- Open in Smart View

1-July 2-August 3-Sept

WPLN: Planner - CYP Add Additional Pool Assignment Launch Cancel

* Enter Funding Department: "DP_6020" * Enter Job Code:

* Enter Fund: * Select Pool:

3. Populate the required fields for Fund, Job Code and Pool. For fund, type in FD_the deptID. For Job Code, type in JC_the job code

WPLN: Planner - CYP Add Additional Pool Assignment Launch Cancel

* Enter Funding Department: "DP_6020" * Enter Job Code: JC_1871

* Enter Fund: FD_NG001 * Select Pool: PS_New_Pool

3. Populate the required fields for Fund, Job Code and Pool. You may also use the box selection on the right to select each of the four required fields. Click on Launch to execute.

Planner: CYP Pools ⓘ

Actions ▾

Employee		Department		Bud		Act					
Default Employee		6020-BUDGET_ADMIN_&_OPER_OFFICE		FY21	FY21	FY21	FY21	1-July	2-August	3-September	4-October
				YearTotal	YearTotal	YearTotal	YearTotal				
1871 - Stdnt Trainee On-Cmps WS	New Pooled Positions	NG001-GENERAL SUPPORT & STUDENT FEES	Distributed FTE			0.00					0.0
			Distributed Salary			0					

New pooled positions is now added

BULK AMOUNT TO GL ACCOUNTS – SALARIES AND WAGES

In the CYP module users are able to add a bulk amount to all Salaries & Wages GL accounts. The bulk amount will not apply to any single incumbent but will appear as an entry on its own. Please refer to the Financial Oversight Instructions for examples of when appropriate to use this

EXPENSES AND REVENUES

Forecasting operating expenses and revenues in the forms is similar to the budget forms. The difference

in these forms that if you open up the year total by clicking **YearTotal** on the “+” to expand the detail down to the months, you will see that the in-months are greyed out as those are actuals. A user will not be able to enter into these columns. A user will need to input the out-months by month or a user can input into YearTotal. The out-months are seeded with the final budget for that fiscal year. If entering into YearTotal, keep in mind that YearTotal will take that amount subtracting the in-months then will spread the difference evenly to the out-months.

The expense and revenue forms do not populate the out months based on a formula. To make changes to CYP you have to update the out-months.

SECTION 4: REPORTS



The Budget module, CYP module, and Operational Reports all contain different reports suitable for that particular module. Below is a table with a short description of each report.

MODULE	REPORT NAME	DESCRIPTION	DIMENSIONS THAT CAN BE CHANGED IN REPORT
Budget	P&L and FTE Report	P&L format report with prior year base budget compared to user selection, for \$ and FTE.	Year, Scenario, Version, Dept, Fund
Budget	P&L Budget Division Report	P&L format report and will break down each dept level below the highest grouping selected, in each column.	Period, Year, Scenario, Version, Dept, Fund
Budget	P&L and FTE Scenario Report	P&L format report with prior year base budget, the latest snapshot scenario, compared to user selection, for \$ and FTE.	Year, Scenario, Version, Dept, Fund
Budget	Dept Roster PrYr Act vs Bud	List of dept positions with associated fund, GL account, job code, employee. Actuals vs Budget Initial vs Budget Working for \$ and FTE.	Period, Dept, Fund
Budget	Department Roster	List of dept positions with associated job code, fund, employee, FTE, salary, benefits, taxes, and total compensation.	Year, Dept
Budget	Dept Roster – Req and Reviewed	List of dept requested and reviewed positions with associated job code, fund, employee, FTE, salary, benefits, taxes, and total compensation.	Year, Dept
Budget	CYP Compensation Comparison – CYP vs PrYrBud vs Bud	CYP vs Prior Year Budget Final for vs Current Year Budget for salaries and FTE. Click on the numbers to hyperlink to a detailed report by position.	Year, Dept, Fund
CYP	Financial Review Report	In a P&L format, prior YTD actuals compared to current YTD actuals. Also provides current year Original Budget and Rev Budget. The report provides the current YTD actuals, the forecast for remaining fiscal	Year, Dept, Fund

		year which equals to total CYP. The accounts are rolled at the account category level. The forecast column is computed as the difference between the CYP (from the CYP Working) and Actuals(CFS)	
CYP	CYP Budget Division Report	P&L format report and will break down each dept level below the highest grouping selected, in each column.	Period, Year, Scenario, Version, Dept, Fund
CYP	CYP Compensation Comparison	CYP vs Budget Final for vs HRLoad for salaries and FTE. Click on the numbers to hyperlink to a detailed report by position.	Year, Dept, Fund
CYP	CYP Detailed Compensation Comparison	CYP vs Budget Final for vs HRLoad for salaries and FTE by position.	Year, Dept, Fund
CYP	Dept Roster Act vs CYP	List of dept positions with associated fund, GL account, job code, employee. Actuals vs Budget Initial vs CYP Working for \$ and FTE.	Period, Dept, Fund
CYP	Department Roster	List of dept positions with associated job code, fund, employee, FTE, salary, benefits, taxes, and total compensation as adjusted in the CYP Working roster.	Year, Scenario, Dept
CYP	Department Roster – Final Org Budget	List of dept positions with associated job code, fund, employee, FTE, salary, benefits, taxes, and total compensation as adjusted in the final original budget roster.	Year, Dept
CYP	Financial Review – NR401	In a P&L format, prior YTD actuals compared to current YTD actuals. Also provides current year Original Budget and Rev Budget (in this report the Rev Budget excludes Original Budget). The report provides the current YTD actuals, the forecast for remaining fiscal year which equals to total CYP. The accounts are rolled at the account category level. The forecast column is computed as the difference between the CYP (from the CYP Working) and Actuals(CFS)	Year, Dept
Operational Reports	All Funds Report	P&L report and FTE report with Fund being the columns	Period, Years, Scenario, Version, Dept, Fund
Operational Reports	Vacancy Savings Report	Actuals compared to Original Budget for the current fiscal year, to determine savings from actual vacancies vs salaries savings	Period, Dept, Fund
Operational Reports	Dept Roster Act vs Budget vs HRLoad	Dept Roster detail comparing Actuals vs Budget vs HRLoad	Period, Years, Dept, Fund
Operational Reports	P&L Actuals vs Budget Report	Actuals compared to Original Budget for the a fiscal year	Period, Years, Dept, Fund

Operational Reports: P&L Actuals vs. Bud - report with Available Balance and Encumbrance



San Francisco State University
P&L Actuals vs Budget Report
6180-HDCS - HSG_DINING & CONF_SVCS
Fund: Housing Fund

	Final Actual YTD	Final Actual YTD	Final Original Standard	Budget Available \$	%	Final Revised Budget Standard	Final Encumbrances Standard	Revised Budget Available \$	%
	Aug FY 20-21	Aug FY 21-22	Year Total FY 21-22			Year Total FY 21-22	Aug FY 21-22		
	a	b	c	d	e	f	g	h	i
				d=c-b	e=b/c			f-b	b/f
690002-Py Expense Adj.	0	(1,861)	-	1,861	100	-	-	1,861	100
General Fund Allocation	0	(1,861)	-	1,861	100	-	-	1,861	100
Sales & Services Of Aux	3,450,793	26,988,957	53,077,845	26,088,888	51	53,077,845	-	26,088,888	51
Reimbursed Activity	-	12,413,752	-	(12,413,752)	100	-	-	(12,413,752)	100
Rev From Investments	0	-	350,000	350,000	0	350,000	-	350,000	0
Other Financial Sources	(159)	10,624	263,859	253,235	4	263,859	-	253,235	4
All Revenue	3,450,634	39,413,333	53,691,704	14,278,371	73	53,691,704	-	14,278,371	73
Total Revenue / Other Sources	3,450,634	39,411,472	53,691,704	14,280,232	73	53,691,704	-	14,280,232	73
Instructional Faculty	-	-	-	-	100	-	-	-	100
Management & Supervisory	21,964	21,964	131,784	109,820	17	131,784	-	109,820	17
Support Staff	21,146	21,704	146,344	124,640	15	146,344	-	124,640	15
Salary & Wages	43,110	43,668	278,128	234,460	16	278,128	-	234,460	16
Operating Expenses	125,101	4,055,148	39,710,474	35,655,326	10	39,710,474	9,624,213	35,655,326	10
Utilities	770,130	573,757	5,914,320	5,340,563	10	5,914,320	-	5,340,563	10
Risk Pool	854	852	5,347	4,495	16	5,347	-	4,495	16
Carryforward Total	-	-	-	-	100	956,180	-	956,180	0
Total Operating Expenses	896,085	4,629,756	45,630,141	41,000,385	10	46,596,321	9,624,213	41,966,565	10
Total Operating Expenses w/o Benefits	939,195	4,673,424	45,908,269	41,234,845	10	46,874,449	9,624,213	42,201,025	10
All Transfers In	424,301	102,797	360,000	257,203	29	360,000	-	257,203	29
All Transfers Out	70,245	25,000	17,956,806	17,931,806	0	17,956,806	-	17,931,806	0
Net Transfers	354,056	77,797	(17,596,806)	(17,674,604)	0	(17,596,806)	-	(17,674,604)	0
Operating Income (Loss) excluding Benefits	2,865,496	34,815,845	(9,813,371)	(44,629,216)	(355)	(10,779,551)	-	(45,595,396)	(323)
Benefits	105,941	126,195	555,418	429,223	23	555,418	-	429,223	23
Operating Income (Loss)	2,759,555	34,689,650	(10,368,790)	(45,058,440)	(335)	(11,334,970)	-	(46,024,620)	(306)

P&L Actuals vs Budget and encumbrance Report Column Definitions:

Column	Description
a	Actual data for prior YTD – This column displays historical data of prior year as desired by the user selection. It could be year total or by month up to date.
b	Actual data for current YTD - This column displays historical data of current year as desired by the user selection. It could be year total or by month up to date.
c	Final Original Budget = This is the original budget of the current year – Year Total
d	Budget Available \$ = Column c minus Column b – This column shows how much is left between Final Original Budget and Actual for Current YTD to be used in the case of OE and/or to be collected in case of Revenue.
e	Budget Available % = Column b divided by column c – This shows the percentage of performance on each revenue/expense category. If red fond percentage shows on revenue, that indicates revenue is lacking. If red fond percentage shows on expense, which indicates over spending occurred.
f	Revised Budget Current fiscal year – This column displays the revised budget by adding the original budget and period to date budget.
g	Encumbrances – This column shows encumbrances as of certain period including period 0.
h	Revised Budget Available \$ - Column f (Revised budget current fiscal year) minus column b (Actual data for current YTD)
i	Revised Budget Available % = Column b (Actual data for Current YTD) divided by column f (Revised Budget Current fiscal year). This shows the percentage of performance on each revenue/expense category. If red fond percentage shows on revenue, that indicates revenue is lacking. If red fond percentage shows on expense, which indicates over spending occurred.