

## Finance Systems Management

Date: 10/24/2016

### FNGSLBE – Salary Labor Benefits and Encumbrance Guided Ad Hoc (Data Extract)

This Guided Ad Hoc is intended for the purpose of providing an analytical tool, to allow departments the flexibility of creating customized ad hoc queries for additional complex aggregation and analysis; it is not to be construed as a published report with defined parameters. When opening this dashboard, please be patient as it does take a few moments to open.

1. Navigate to the F Guided Ad Hoc folder in MyReports and double-click FNGSLBE – Salary Labor Benefits and Encumbrance Guided Ad Hoc (Data Extract) to open the dashboard.
2. Select fields from the top of the dashboard. Double-click the field or use the arrows to select it. You can also use the up/down arrows to change the order of the fields, which affects the sort order and display. You must choose at least one field from each listbox.

*Please select columns for extract and sort order:*

Account Desc 4		
Account Level 4		
Activity Code		
Banner ID		
Employee Name		
Fiscal Period		
Fiscal Year		
Fund		

3. Choose your search criteria from the bottom portion of the dashboard. Only provide information you want to filter by; leave all other options as the default.
4. If running by employee or index, use the search boxes to search for the data. This functionality is similar to published reports; note that you will need to click on the result to actually select it; it must be in the “Selected Values” box.

*Index Codes*

*Search for index codes:*

59400\*

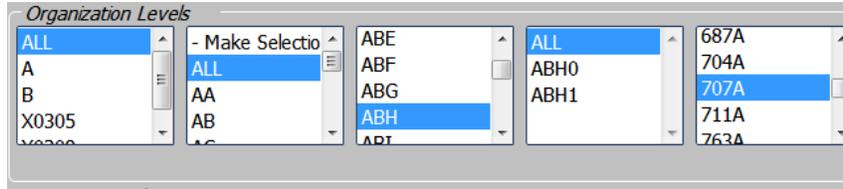
*Search Results:*

594000	113210-MANAGEMENT SYS-General Activ
594001	Financial Services Support Center
594002	113207-Finance Systems Management
594007	013650-Reserve Deposit
594008	013655-MAIN CAMPUS CL-

*Selected Values:*

'594002'

- If running by any FOAPAL element, use the grouped boxes when searching. Each box in a group (e.g. Organization Levels) represents a level. Make a selection in a listbox within the group to narrow down the results further in the group or choose "All" to have all results show in lower-level listboxes.



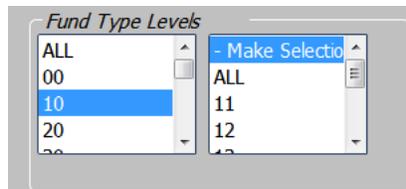
- Apply as many or as few search criteria as you'd like.
- Select fiscal year(s) and calendar month(s).
- Choose the display output (Excel is default).
- Note that you can save your selections to your MyContent folder by clicking the Save icon.



## FAQ's/Additional Information

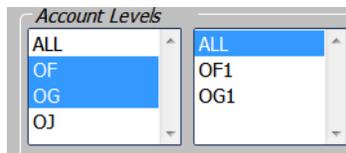
***How do I view expenses for restricted indices only? I do not want unrestricted indices included in my extract.***

Select Fund Type Level 1 = 10 as part of your criteria.



***How do I exclude Temp Expenses from the Expense Amount shown in the data extract?***

Select Account Level 1 = OF and OG as part of your criteria.



***Why don't I see terminated employees when querying based on my home org?***

Home organization reflects only the *current* home organization for *active* employees. If an employee has transferred to another department, their home organization will reflect their new home organization – and they will no longer be associated with their former home organization. If an

employee has terminated from the University, they will not have a currently active home organization. For this reason, it is not recommended that home organization be used when querying historical data.

### ***Why are some employees missing from my home org?***

When querying based on Home Org, please be aware that organization hierarchy is not factored in. That is, if an employee belongs to level 6 Home Org 000B, for example, you must select this organization code from the Home Org drop-down in order for them to show up in the results (they will not be included if you select level 5 Org 000A). Additionally, any terminated employees or employees who have transferred to another org will not be in the result set. Any shared employees (e.g. research faculty) who are paid from your org code but who belong to another department's home org will also be excluded from the result set.

### ***Why is computed fringe rate shown as zero on certain indices?***

Your filter criteria will affect the calculation of computed fringe rate. Fringe rate is computed *for your filter(s)* and is affected by your Sort choices. If the index you are querying does not pay fringe (but rather has fringe paid from a pooled fringe index), the computed fringe rate *for that index* will be 0%. If you would like to see an overall fringe rate across all sources, it is recommended that you query based on the employee's Banner ID or based on the current home organization. This will provide a higher-level calculation of fringe rate.

### ***How is computed fringe rate calculated?***

This field is calculated as  $\text{Fringe Total} / \text{Labor Amount}$  and is affected by your filter and sort criteria. For example, if you filter based on a certain index, the computed fringe rate will be the fringe rate charged *on that index*. This can differ from average fringe for a faculty member's summer salary versus regular year salary, for example. Additionally, if you query based on a given index, fringe rate will not be calculated if all fringe charges were applied to another index (as with I&G salary sources, for instance). For a high-level view of fringe rate, it is recommended that you query based on your home organization, which will provide fringe rate across all sources for all currently active employees within that org. For a more detailed view (as when budgeting an index), querying based on the index code will give you a more accurate picture of fringe charges to that index. It is recommended that you also pull Fringe – Total and Labor Amount when pulling this computed field. If fringe has been charged to an index but no labor has been charged (e.g. pooled fringe index), the Fringe Rate will be reflected as zero for that index to prevent a "division by zero" error.

\*\*\*END\*\*\*