EPSi™ 16.3

Creating a Payroll Budget in Enterprise Analyst

User Guide

Item number: EP10105A

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Telephone: (Domestic) 877.623.5702; (International) 1+ 636.532.8907 Email: EPSiSupport@allscripts.com

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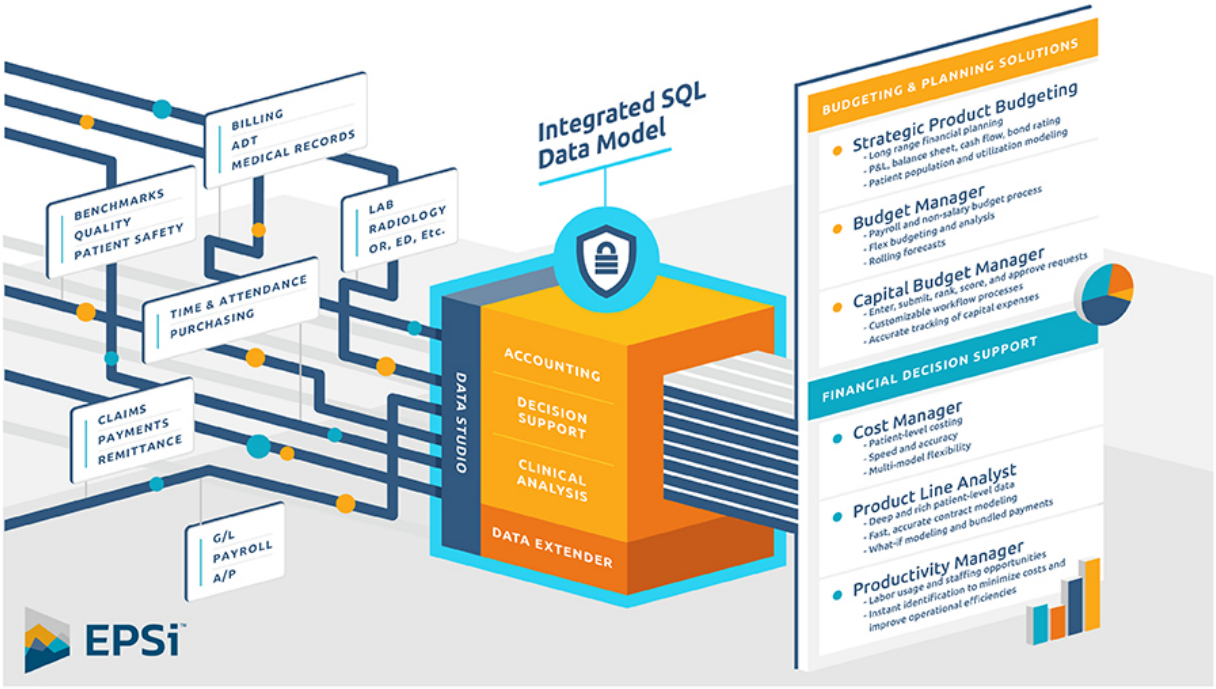
Chapter 1

EPSi solutions

The following image outlines the modules associated with the EPSi™ suite of applications.

Data is obtained from source applications and then loaded into the EPSi applications using the Data Loader and Data Studio applications. The Security application controls user access to each module.

Figure 1: Overview of EPSi applications



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Chapter 2

Enterprise Analyst Payroll module

Budget managers use the Enterprise Analyst Payroll module to build the framework of the payroll budget. Department managers can then view and modify the payroll budget by using the intranet-based Payroll Manager and Reporting Manager applications.

The labor master is the basis for the creating the payroll budget. After the labor master is loaded into the application, it can be viewed in the **Employee Detail** section of Enterprise Analyst and is a snapshot of the current scheduled hours and pay rates for all existing employees.

The labor distribution is also available in Enterprise Analyst after the information is data loaded. The labor distribution is the detail of actual payroll information for all employees' hours and dollars by pay period for the current actual and historical actual years. The actual payroll information can be used to analyze the variance between actual and budgeted payroll dollars, hours, and full-time employees and can also provide helpful historical information to managers during the budgeting process.

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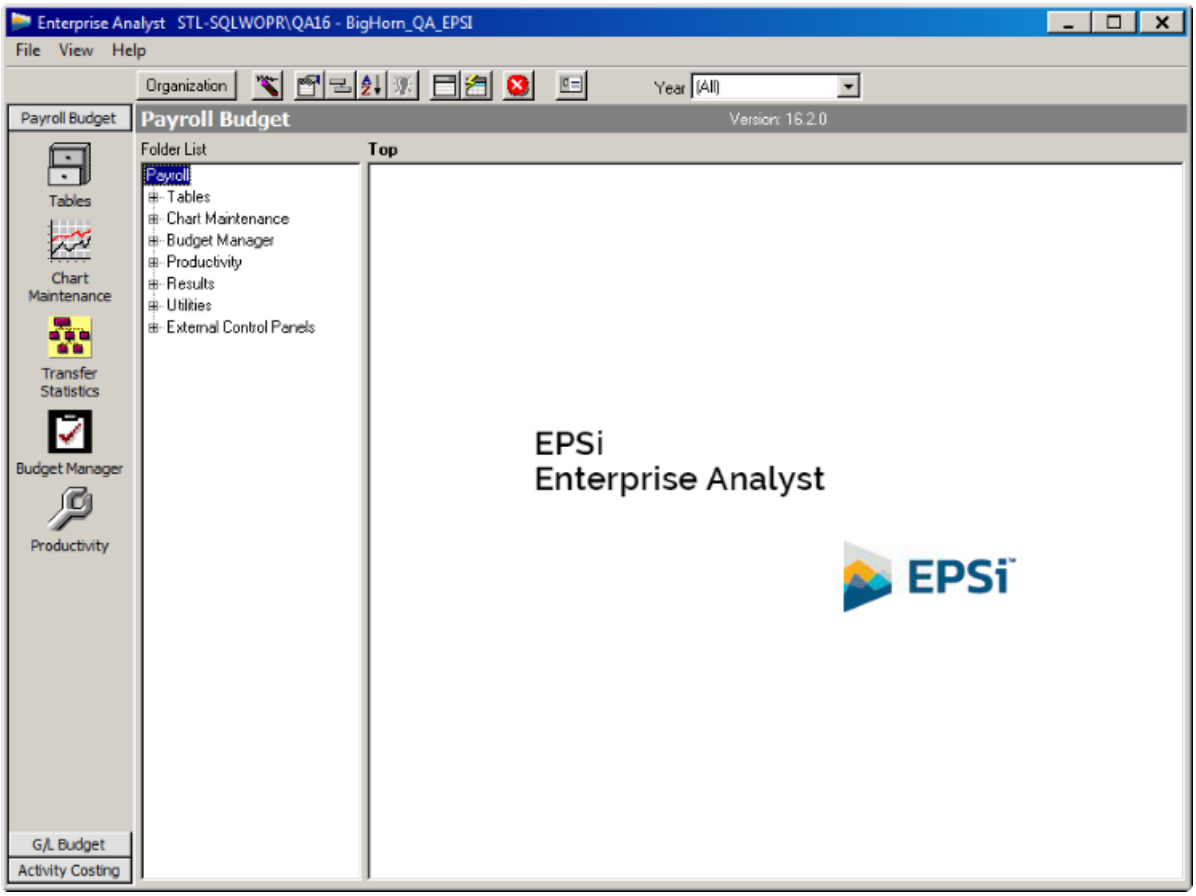
You can define security for Enterprise Analyst users by application option in the **Folder List**. You must have security rights to access the application options.

Figure 2: Enterprise Analyst Payroll module



Checklist for creating a payroll budget

The following checklist details the process to set up and create the payroll budget. The items in this list represent common practices. You might need to modify the list according to individual organizational processes.

Table 1: Payroll budget checklist

Task	Complete
1. Create the payroll budget data set (`PAYBUDYYYY`), accrual table, and corresponding year definition.	

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Task	Complete
2. Duplicate descriptive tables (Cost Centers, Job Classes, and Job Categories) to the newly created **PAYBUDYYYY** data set.	
3. Load labor master data using the Data Loader application, or create a labor master using the **Labor Master Creation** utility. (Calculate with scheduled hours immediately after loading or creating the labor master.)	
4. Determine if payroll will be budgeted at the employee level or the job class level. **Note:** A combination of employee and job class level can be used. In each department, you can budget an individual job class at the employee level or at the job class level.	
5. If you are using job class level budgeting, determine if the job classes summarized to the job class level are budgeted as fixed or as variable. If any job classes are variable, determine what statistics drive the labor expense.	
6. Establish and possibly project summary pay types. Identify all additional types of pay that will be budgeted, such as overtime, shift differential, bonus, on-call, call back, vacancy, or replacement.	
7. Establish increase codes to use in the payroll budget process.	
8. Determine what type of paid time off (PTO) will be budgeted (holiday, sick, or vacation). Obtain PTO schedules from the human resources department.	
9. Create overall PTO codes for any number of holiday, sick, and vacation codes that are used. Create the specific schedule for each code.	
10. Determine if any additional non-productive carve-out from base pay will be budgeted.	
11. Determine if FICA and FICA-M will be budgeted for all employees or selected employees. Obtain current FICA rates and salary limits. Create FICA codes in the **FICA/Taxes** table.	
12. Employee-level budgeting (if applicable): > Assign increase codes > Assign benefits eligible by employee > Assign PTO codes > Assign non-productive codes > Assign additional pay to the applicable cost centers and job classes	
13. Job class level budgeting (if applicable):	

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Task	Complete
> Summarize labor master employee detail to the job class level > Assign job class PTO > Assign increase codes > Assign statistics > Set targets > Assign additional pay	
14. Project additional pay.	
15. Calculate the payroll budget.	
16. Run reports to validate payroll budget data.	
17. Set up the **Payroll Control Panel**.	
18. Determine if you are using the **Fund Source** option. **Note**: **Fund Source** in the Enterprise Analyst Payroll module budgets any third party reimbursement to offset salary and wage expense, such as a grant.	
19. Conduct department manager training.	

Data sets

Data sets uniquely identify a set of data values in EPSi.

You can use the **Data Sets** table to create and define new data sets. In the EPSi applications, data sets identify or delineate a logical grouping of data over a period of time, such as a fiscal year of data. You can copy information from 1 data set to another using the **Duplicate Wizard**. Data sets can only be deleted by an Enterprise Analyst using the **Data Set Delete Utility**.

Typically, data sets are module specific and separate fiscal years and types of data. For example, there can be 1 data set for actual 2013 payroll data, 1 for actual 2014 payroll data, and another for budget 2014 payroll data. You must specify a data set when data is loaded into the application using Data Loader or manually entering data into the application. Data sets usually contain a single year, but they can consist of up to 60 periods (5 years), which enables 5-year forecasting and modeling.

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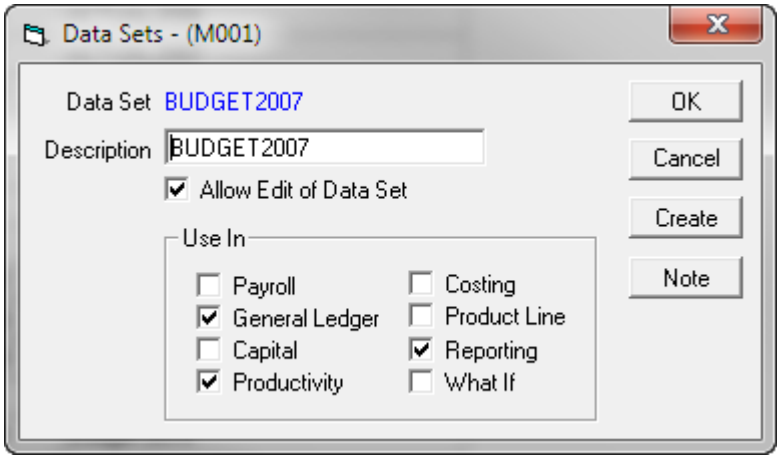
Create or edit a data set

Add and edit data sets, which idenfity a unique set of values, in the **Data Sets** table.

1. In the **Folder List**, select **Tables > Data Sets**.
2. Click **Add/New Record** , or select an existing data set and click **Edit Record** .
   Data Sets opens.



3. For **Data Set**, enter a name for the data set.
   The common naming convention for new payroll datasets is PAYACT or PAYBUD depending on whether the data set contains actual (ACT) or budget (BUD) data, followed by the 4-digit numerical year with no spaces (PAYBUD2016).
4. For **Description**, enter a description of the data set.
5. Select **Allow Edit of Data Set** to enable editing of the data set.

   > **Note:** Do not select this option for actual data sets, because this option will affect your actual data. Only select this option for budget data sets.

6. Under **Use In**, select the modules that the data set will be used in.
7. (Optional) Click **Note** to add a comment about the data set.
8. Click **Create**.
   Pay Period Accrual Table opens.
9. Set up the accrual information.
10. Click **Save**.
11. Click **Close**.

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Set up the pay period accrual table

Before you begin

Add a new data set and click **Create**, or select **Accruals** from the **Folder List** to access **Pay Period Accrual Table**.

You must have access to at least 1 cost center.

1. In **Pay Period Accrual Table**, for **Facility**, select the facility.
   Pay Period Accrual Table does not display data when **All** is selected in **Facility**, you must select and individual facility.
2. For **Data Set**, select the data set.
3. For **Calendar Type**, select the accrual methodology to use for the fiscal year.
   The standard EPSi 365 day/2085.71 hour accrual table is the **Standard (Gregorian)** method. The 4/4/5, 5/4/4, and 4/5/4 methods are also available. Other accrual methods can be loaded into the application.
4. For **Fiscal Year Start Date**, enter the first day of the fiscal year for which the data set is being created.
5. For **Pay Period Start Date**, enter the first day of the first pay period in the new fiscal year.
6. For **Number Of Years**, select the number of years the data set contains.
   You can select 1-5 years for the projection.
7. For **Standard Hours**, enter the number of hours in each pay period, or leave the value as **80** hours.
8. Click **Create Periods**.
   The pay period and month relationships are automatically established based on what you enter in **Fiscal Year Start Date**. The number of hours in each pay period and corresponding month are also automatically created. This information is used in the accrual calculations for pay period wage and salary data.
9. Click **Save**.

What to do next

Before you can use the data set, you must set up the years table.

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Years table

Use the **Years** table to view data sets in 12-period increments. It is important for reporting purposes that all months in the year definition be assigned labels.

For example, if you create a payroll budget data set that is 5 years (60 periods), 5 different years must be created that are defined by the applicable 12 periods for reporting purposes (PAYBUD2010, PAYBUD2011, PAYBUD2012, PAYBUD2013, and PAYBUD2014).

Data sets usually contain only data from 1 year and there is a 1 to 1 ratio between the data set and the year, so both can be named identically. For example, there will be a single year created in the years table named PAYBUD2015 that maps to all 12 periods from the PAYBUD2005 dataset.

> **Note:** Deleting a payroll year definition deletes all information associated with the year from all payroll tables.

Create or edit a year

Define years in the **Years** table.

1. In the **Folder List**, select **Tables > Years**.
2. Click **Add/New Record** , or select an existing year and click **Edit Record** .
   Year Definition opens.
3. For **Year**, enter the name of the year.
   The year name is usually the same as the data set name, unless you are creating a 5-year projection and 5 separate names must be created. The 5-year data set consisting of 60 months needs to be mapped to the year definition.
4. Select **Automatic** or **Manual**.
   If you select **Automatic**, data sets and months are automatically filled.
5. In the **Data Set** column, select the data set that corresponds to the year.
6. For **Month Label**, select the first month of the fiscal year.
   If you do not select month labels, the months do not display in the Productivity Manager module.
7. Click **OK**.

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Labor Master

Before completing the remaining tasks associated with creating the payroll budget, it is necessary to load a current labor master or create a labor master based on historical payroll information. The labor master is a snapshot of current employees, their current rates of pay, and their scheduled hours.

Typically, labor master data is obtained from human resources applications and then data loaded into the EPSi™ Payroll module before beginning of the budget process. As an alternative, the **Labor Master Creation** utility can be used to create a labor master from historical labor distribution data. This is helpful if you cannot obtain a labor master that only contains an employee's home department and does not take into account employees that work in several departments.

For a list of required fields associated with the labor master file, refer to the *EPSi Payroll Data Load Specifications* document. For more information on loading the labor master, refer to the *EPSi Data Loader User Guide*.

Create a labor master using the Labor Master Creation utility

The labor master is a snapshot of current employees, their current rates of pay, and their scheduled hours.

1. In the **Folder List**, select **Utilities > Labor Master Creation**.
   Labor Master Creation opens.
2. For **Budget DataSet**, select the payroll budget data set.
3. Select if the labor master will be created at the **Employee Level** or the **Job Class Level**.
   If payroll information budgeted at the detailed employee level, you must select **Employee Level**.
4. For **Actual DataSet**, select the applicable actual dataset to serve as the basis for the creation of the labor master data.
5. For **Hours Source Pay Period Range**, select the historical sampling period for hours.
6. For **Rate Source Pay Period Range**, select the historical sampling period for rates.
7. Under **Pay Types**, select the box in the **Include** column next to the actual pay types that will count towards base pay dollars and hours for the creation of scheduled hours and budget rates.
8. Click **Create** to finalize the creation of labor master data from labor distribution.

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Summary pay types

Summary pay types are user-defined pay types used for budgeting.

Because the Payroll module contains many pay types, you can decide what and how many additional pay categories department managers have for budgeting. For example, overtime might be budgeted as 1 pay type, but there might be 12 actual pay types for overtime. By creating a summary pay type for overtime, then mapping the 12 actual pay types to the overtime summary pay type in historical years, budgeting and reporting can be consolidated for all overtime. Summary pay types can be loaded into the application or you can manually enter them in Enterprise Analyst.

For the purpose of budgeting, categories of pay types are created in the summary pay types table. Typically, the expected number of summary pay types is 5 to 12. During the budget process, summary pay types are the categories the department managers address as additional pay. The following pay types are examples of summary pay types:

- **Overtime**
- **Shift Differential**
- **On call**
- **Replacement**
- **Vacancy**

- When you create a summary pay type in the payroll budget year, it is automatically added to the pay type table in the payroll budget year. It must exist in both tables in exactly the same form.
- Entries must be spelled exactly the same and contain exactly the same characters (this occurs automatically when you create the summary pay type – do not change the actual pay types that are created automatically after creating the summary pay type).

- The application uses the pay type **BASE** for all base pay. Both tables must contain the entry **BASE**. Enterprise Analyst uses this for calculation purposes.
- Summary pay types are automatically created and inserted into the summary pay type table for FICA codes (after FICA codes are created and the payroll budget is calculated), for paid-time-off (PTO) codes (after PTO codes are created, assigned and the payroll budget is calculated), for non-productive codes, (after the non-productive code is created, assigned and the payroll budget is calculated), and for fund sources (if used). It is not necessary to create summary pay types for these items.
- The summary pay type table must be the same for actual and budget. It is best practice that you create summary pay types in the payroll budget dataset and then copy them to the actual historical payroll dataset (the dataset where labor distribution data was loaded) using the duplicate wizard so that actual pay types can be mapped to summary pay types.

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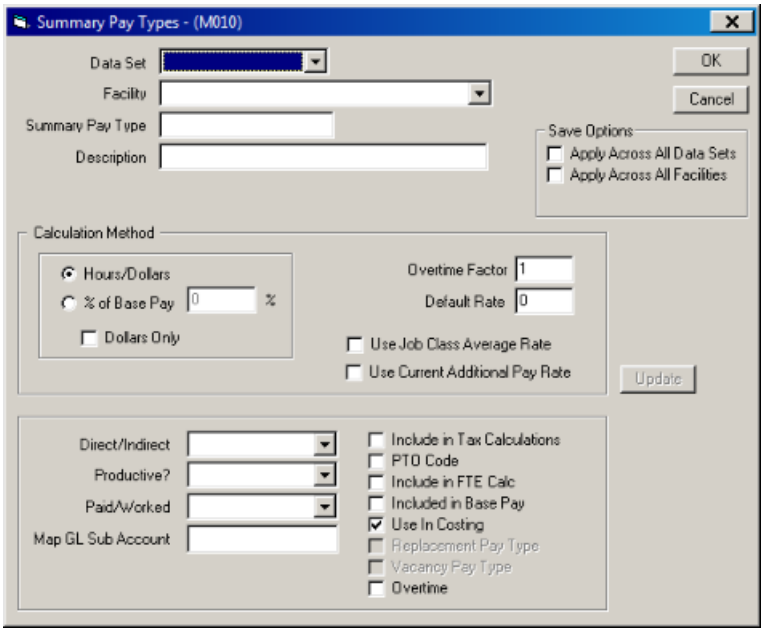
> It is not necessary to load or copy the actual pay types associated with labor distribution into the payroll budget year. There is a 1-to-1 correspondence between the pay types that are displayed in the pay (actual) types and summary (budget) pay types tables in the budget year.

Add or edit a summary pay type

Maintain summary pay types in the Enterprise Analyst **Summary Pay Types** table.

1. In the **Folder List**, select **Tables > Summary Pay Types**.
2. Click to add a new summary pay type, or select an existing summary pay type and click to edit an existing item.
   Summary Pay Types opens.



3. For **Data Set**, select the data set for the summary pay type.
   To add the pay type to all data sets, select **Apply Across All Data Sets** under **Save Options**.
4. For **Facility**, select the facility for the summary pay type.
   To add the summary pay type to all facilities, select **Apply Across All Facilities** under **Save Options**.
5. For **Summary Pay Type**, enter the name of the summary pay type.
6. (Optional) For **Description**, enter a description of the summary pay type.
7. Under **Calculation Method**, select the calculation method for budget managers to use when budgeting additional pay.

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- **Hours/Dollars**: Budget the additional pay type being created to track both payroll dollars and hours.
- **% of Base Pay**: Budget the additional pay type being created as a percentage of base pay. The application multiplies that percentage by the total **BASE** pay hours and dollars. **% Of Base Pay** must be selected to create vacancy and replacement pay types
- **Dollars Only**: Budget the additional pay type being created to track dollars only. Hours are not associated with this method.

8. For **Overtime Factor**, enter a value for the overtime factor.
   If the overtime calculation is paid at 1.5 times base, set the default overtime factor to 1.5. If you are just budgeting the premium portion, default the factor to .5.
9. For **Default Rate**, enter a value to use as a default a shift-differential pay rate.
   If you are editing an existing summary pay type, you must click **Update** to apply the change.
10. (Optional) Select **Use Job Class Average Rate** to calculate a job class average rate unique to each cost center.
    When budgeting overtime, the overtime would be budgeted as a number of hours (entered by department managers) multiplied by a factor (such as 1.5 for time and a half) multiplied by the job class average rate of pay.
11. Select **Use Current Additional Pay Rate** to use the current rate, budgeted in the additional pay function of Budget Manager, in calculations.
12. For **Direct/Indirect**, select if the pay type is direct or indirect.
    Definitions of direct and indirect in payroll varies between organizations. The direct or indirect flag can indicate whether the pay type is directly related to the employee's main task or not, if the pay type is directly related to patient care or not, or if the pay type is revenue generating or not.
13. For **Productive**, select if the pay type produces output or does not produce output.
    An example of productive is overtime, and an example of nonproductive is vacation.
14. For **Paid/Worked**, select if the pay type is worked, such as overtime, or is paid and not worked, such as sick time.
15. Select **PTO Code** if the pay type is a paid time off code such as holiday, sick, or vacation.
16. Select **Include in FTE Calc** if the hours associated with the pay type are included in full-time employee calculation.
17. Select **Include in Base Pay** if the pay type is already part of the employee's base hours.
    Pay types such as holiday, vacation, sick, or non-productive pay types are commonly included in base pay.
18. Select **Use In Costing** if the cost accounting application will use the pay type.
19. Select **Overtime** if the pay type is considered overtime.
    This can be used in reporting and on the **OT Percent** line in key indicators in Budget Manager.
20. (Optional) Select **Replacement Pay Type** to indicate the pay type is replacement.

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Replacement pay enables department mangers to budget, by job class, for pay to replace employee's time when they use paid time off. You must select **% of Base Pay** calculation method to set up replacement pay.

21. (Optional) Select **Vacancy Pay Type** top indicate the pay type is vacancy.
    Vacancy pay enables department mangers to budget for any time there is a vacant position. Vacancy pay is a negative payroll account and deducts payroll dollars from the budget for anticipated vacancies. You must select **% of Base Pay** calculation method to set up vacancy pay.
22. Click **OK**.

Results of this task

When a new summary pay type is established, it is also set up in the pay type table automatically. The exact same code and description must be used when setting it up in the pay type table.

Add or edit an increase code

The increase codes table holds the list of valid increase codes in a facility. An increase code contains a default increase rate (percent or dollar) that can then be attached to any or all employees. After creating increase codes, they must be assigned to employees and calculated in order to affect results. You can set up multiple increase codes. For example, one increase code may be for a market adjustment for registered nurses, another might be for merit increases, another might be for union increase. Increases can be edited by department managers if **Allow Department Manager Override** is selected. If selected, a department manager can edit that increase amount by employee.

An employee can only be assigned 1 increase code per day. If 2 separate increase codes with the same date are assigned to an employee, the last increase code assigned for that day remains assigned and the previously assigned increase code for that day is automatically unassigned.

If a salary limit was entered in the job class table, grade code table, or step code table, the salary limit is not exceeded regardless of the number or amount of increases assigned to an employee.

1. In the **Folder List**, select **Tables > Increase Codes**.
2. Click **Add/New Record** , or select an existing increase code and click **Edit Record** . **Increase Code Edit** opens.

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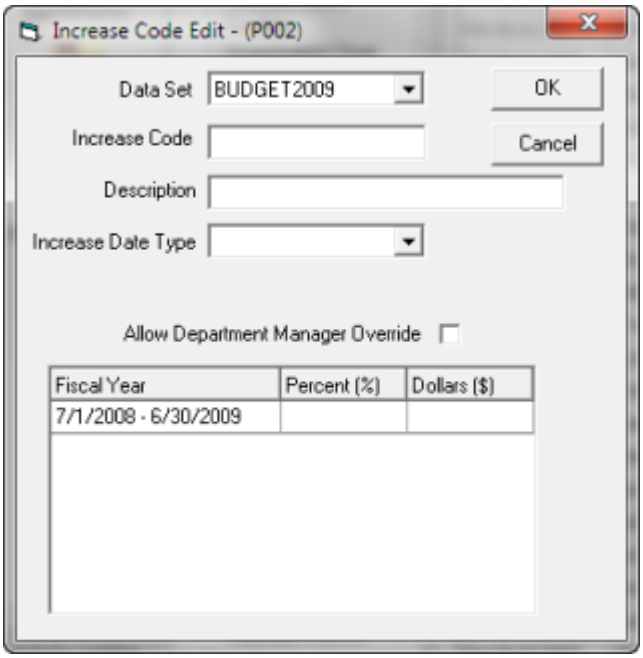

3. For **Data Set**, select the applicable data set.
4. For **Increase Code**, enter the name of the increase code.
   You can enter a maximum of 10 characters.
5. For **Description**, enter a description of the increase code.
6. For **Increase Date Type**, select the date type of the increase.
   - **Anniversary**: The date at the completion of the employee's probationary period.
   - **Hire**: The calendar date the employee began working at the facility.
   - **Increase**: Use is increases are applied to different job classes at different points during the year.
   - **Review**: Date the employee has a performance review.
   - **Other**: Other can be used if the increase is applied to all employees on a specific date, such as the beginning of the fiscal year.

   For an increase code to be applied based on **Increase Date Type** selection the date must exist in the labor master loaded into Enterprise Analyst and it must be applied to an individual in an employee level budget. Any employee without a date in the selected field does not receive the increase.

   If you are budgeting as the job class level, you must select Other.
7. If you selected **Other** for **Increase Date Type**, select the **Other Date**.
   The **Other Date** cannot be the first day of the fiscal year.
8. Select **Allow Department Manager Override** to enable department managers to change the default increase for any employee assigned to the increase code.
9. Click **OK**.

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Overall PTO codes

The overall paid time off (PTO) codes table contains the list of valid non-productive and PTO codes in a facility.

PTO codes are set up manually in Enterprise Analyst. The overall PTO codes must be set up for vacation, holiday and sick before setting up the human resources schedules.

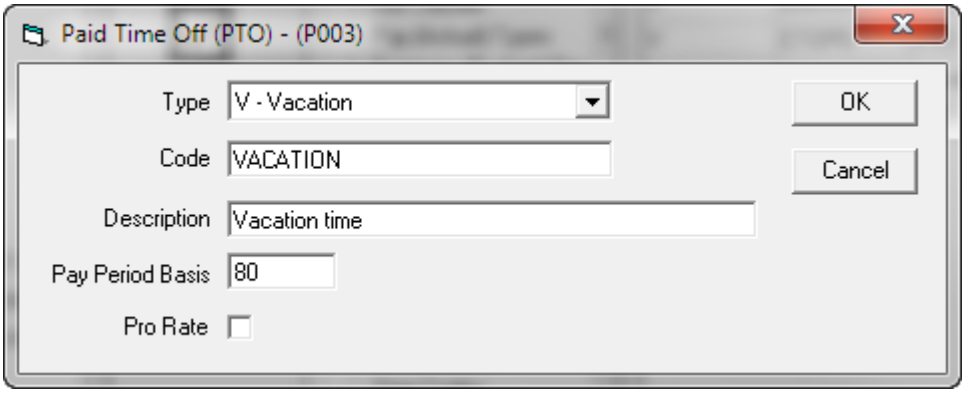
Default PTO code is used for job class level budgeting and specific types of PTO codes such as holiday, sick and vacation are used for employee level budgeting. For example, non-productive time can be set up if budgeting other non-productive time for nurses to reflect in-service or orientation time. If PTO is budgeted as a single line item, meaning that there is only 1 PTO code to budget for, set it up as V-Vacation.

Indicate if the PTO type should be prorated if the employee works less than the standard pay period basis. If the part time employee is on the same PTO schedule as other full time employees, but they should only receive the proportion of PTO schedule to the hours they work, then their PTO should be prorated. For example, an employee works 40 hours per pay period and their PTO is prorated, then they only get half of the PTO that a full time (80 hours) employee gets.

Add or edit PTO codes

Add and edit PTO (paid time off) codes in the the **Overall PTO Codes** table, which contains the list of valid non-productive and PTO codes in a facility.

1. In the **Folder List**, select **Tables > Overall PTO Codes**.
2. Click **Add/New Record** , or select an existing PTO code and click **Edit Record** . **Paid Time Off (PTO)** opens.



3. For **Type**, select the PTO type.

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4. For **Code**, enter the PTO code.
5. For **Description**, enter a description of the PTO code.
6. For **Pay Period Basis**, enter the pay period hours for a full-time employee, usually 80 hours.
7. (Optional) Select **Pro Rate** if the PTO code is prorated based on the employee's budgeted hours.
   Any PTO code using the pro-rate calculation takes the employees pay period hours and divides them by the pay period basis hours.
8. Click **OK**.

Add a holiday code

If holiday pay is budgeted as a separate line item, use holiday codes in Enterprise Analyst. The holiday codes table holds the list of valid holiday codes in a facility. Holiday codes are manually entered in Enterprise Analyst.

Before you begin

You must set up holiday codes in **Tables > Overall PTO Codes** before adding them in **PTO Holiday**.

1. In the **Folder List**, select **Tables > Holiday Codes**.
   PTO Holiday opens.

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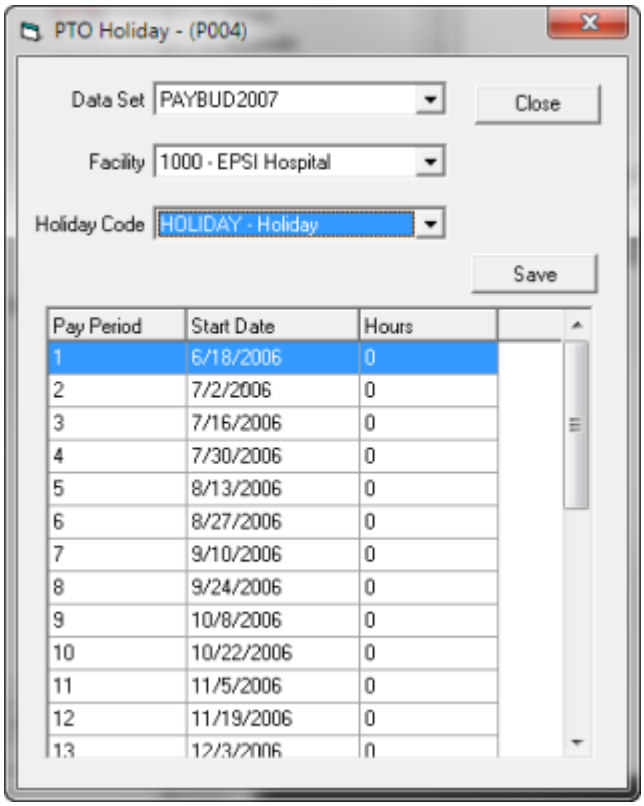

2. For **Data Set**, select the data set for the holiday code.
3. For **Facility**, select the facility for the holiday code, or select **ALL**.
4. For **Holiday Code**, select the holiday code.
5. In the grid, indicate the pay period and corresponding number of holiday hours. For example, 8 hours of holiday time in pay period 1 for New Year's Day.
6. Click **Save**.
7. Click **Close**.

Add a sick code

If sick pay is budgeted as a separate line item, use sick codes in Enterprise Analyst. The sick codes table contains a list of valid sick codes in a facility. Sick codes are manually entered into Enterprise Analyst.

Before you begin

You must set up sick codes in **Tables > Overall PTO Codes** before adding them in **PTO Sick**.

1. In the **Folder List**, select **Tables > Sick Codes**.

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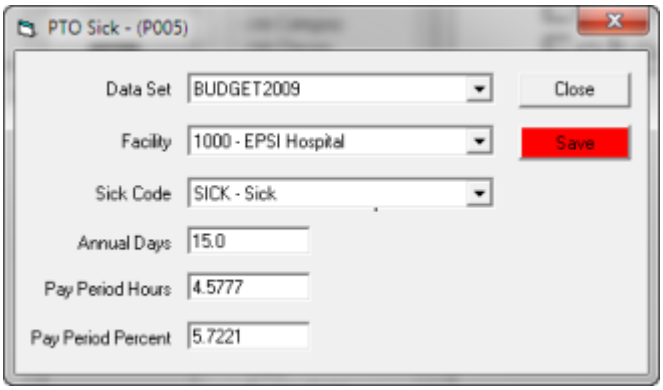
PTO Sick opens.



2. For **Data Set**, select the data set.
3. For **Facility**, select the facility, or select **ALL**.
4. For **Sick Code**, select the sick code.
5. For **Annual Days**, enter the number of annual sick days.
6. Press **Enter**.
   Enterprise Analyst automatically calculates the **Pay Period Hours** and the **Pay Period Percent**.
7. Click **Save**.
8. Click **Close**.

Add a vacation code

If vacation pay is budgeted as a separate line item, use vacation codes in Enterprise Analyst. The vacation codes entered should match the human resources vacation schedules. The vacation codes table contains a list of valid vacation codes in a facility. Sick codes are manually entered into Enterprise Analyst and are applied based on an employee's years of service as well as the paid time off (PTO) length of stay (LOS).

Before you begin

You must set up vacation codes in **Tables > Overall PTO Codes** before adding them in **PTO Vacation**.

If the LOS date entered in the **Payroll Control Panel** is before a new employee's hire date, then the new employee does not receive any PTO in the budget unless the start year is setup equal to –1 (end year = 0). Another way to ensure that the new employee receives PTO is to set the LOS date to be the last day of the fiscal year to ensure that the employee's start date cannot come before the LOS date.

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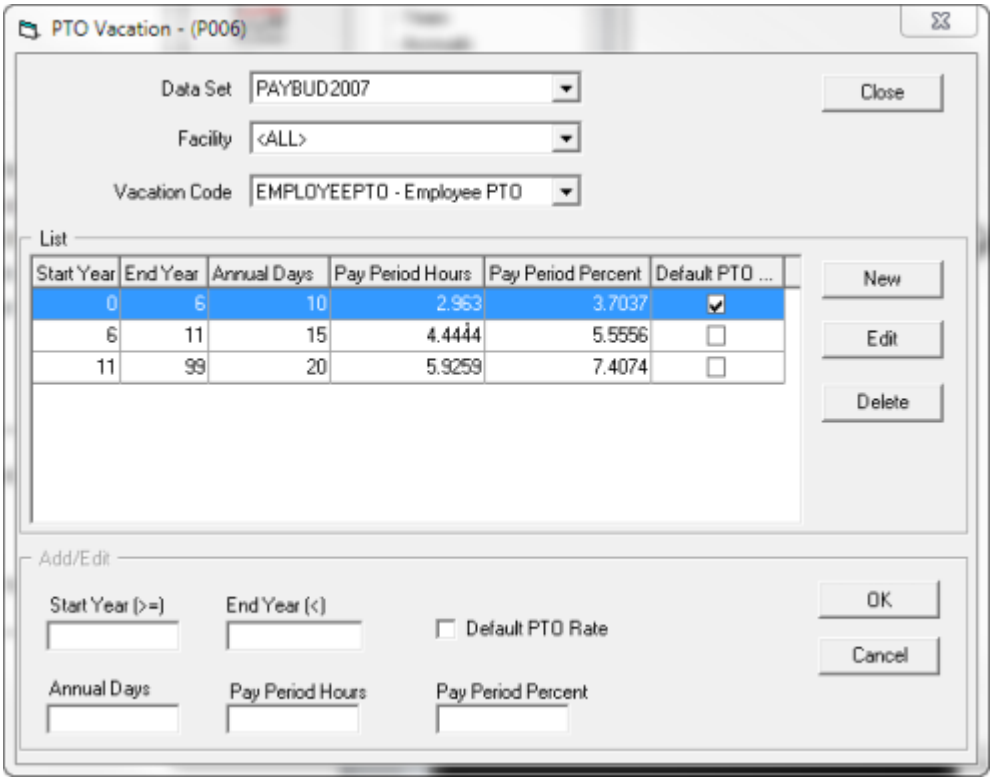
1. In the **Folder List**, select **Tables > Vacation Codes**.
   PTO Vacation opens.



2. For **Data Set**, select the data set.
3. For **Facility**, select the facility, or select **ALL**.
4. For **Vacation Code**, select the vacation code.
5. Select the box in the **Default PTO** column to apply the PTO amount to any employee who has no hire date.
   The first start year begins at zero and is indicated as the **Default PTO Rate**. The **Default PTO Rate** specifies the default level of the vacation schedule being entered that will be calculated for employee's who have no recorded date of hire.
6. Enter the **Start Year** and **End Year**.
   When defining the range using **Start Year (> =)** and **End Year (<)**, the start year is greater than or equal to the value entered and the end year is less than the value entered. Therefore, if an employee had completed 4.9 years of service, their PTO vacation allowance would fall within the first range. However, if an employee had completed exactly 5 years of service, their PTO vacation allowance would fall within the second range of the grid.
7. Click **OK**.
8. Click **Close**.

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FICA and taxes

If FICA and other taxes are budgeted as separate line items, use **FICA/Taxes** in Enterprise Analyst.

You can use the FICA/Taxes table to set up tax calculations for FICA, or any other applicable employee tax or benefit to be budgeted as a separate line item. You can create as many codes as needed. After setup, these codes automatically calculate the tax, by employee, based on the percentages and limits. This can also shift the taxes to reflect how taxes would be paid based on calendar year, even if your fiscal year is not on the calendar year.

You can create FICA codes with the option to assign them to all employees or selected employees. If you create the FICA to be assigned to all employees, there is no additional step necessary to assign the code – the FICA expense is automatically calculated for all employees. If the FICA code is created to be assigned to selected employees, the codes must be assigned under **Chart Maintenance > Employee Level Budget > Assign FICA/Taxes/Benefits by Employee**. For selected employees, you can automatically assign the FICA code to new employees (employees that are entered by budget managers using the payroll department manager application) by selecting **Assign to New Employees**.

Add or edit FICA and Taxes

Set up tax calculations for FICA, or any other applicable employee tax or benefit to be budgeted as a separate line item in **FICA/Taxes**.

1. In the Payroll module **Folder List**, select **Tables > FICA/Taxes/Benefits**.
2. Click **Add/New Record** , or select an existing entry and click **Edit Record** . **FICA/Taxes** opens.

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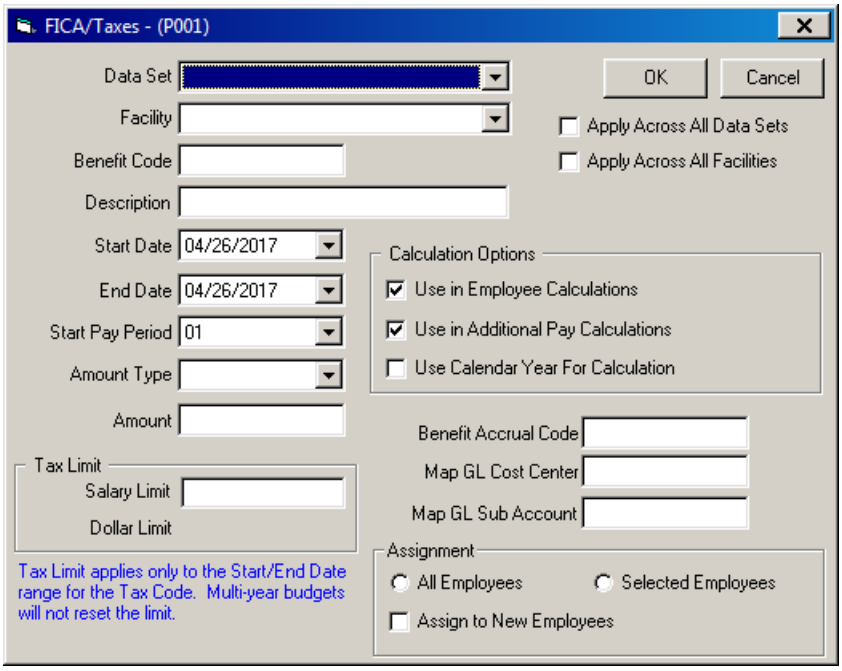

3. For **Data Set**, select the data set that the FICA/Taxes calculation will be applied to, or select **Apply Across all Data Sets**.
4. For **Facility**, select the facility that the FICA/Taxes calculation will be applied to, or select **Apply Across all Facilities**.
5. For **Benefit Code**, enter the applicable benefit code.
   There are separate benefit codes for FICA, FICA Medicare, state, and local taxes.
6. For **Description**, enter a description of the benefit code.
7. Select a **Start Date** and **End Date**.
8. For **Start Pay Period**, select the date the pay period starts.
9. For **Amount Type**, select if the amount is a dollar value or a percentage.
10. For **Amount**, enter the percent or dollar amount.
11. Under **Tax Limit**, enter a salary limit, if applicable.
12. (Optional) Under **Calculation Options**, select the applicable options.
    > Select **Use in Employee Calculations** for employee level budgeting
    > Select **Use in Additional Pay Calculation** to apply taxes to all additional summary pay types.
    > Select **Use in Calendar Year for Calculation** for facilities with a fiscal year that does not begin on January 1. Clear this if the fiscal year is the same as the calendar year.
13. Under **Assignment**, determine if the code is used for **All Employees** or **Selected Employees**. **Selected Employees** is only available for employee level budgets.
14. Select **Assign to New Employees** to automatically assign the code to employees that you add in the Budget Manager application.

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15. Click **OK**.

What to do next

If you select **Selected Employees**, you must assign the FICA code to individual employees in **Assign FICA/Taxes/Benefits by Employee**.

Payroll budgeting

The Payroll module is capable of budgeting payroll at the employee level or the job class level in the same cost center.

The payroll budgeting process in Budget Manager begins at the employee level due to the fact that the labor master file is comprised of individual employee records. Therefore, almost everyone has had exposure to the employee level functionality of Enterprise Analyst.

Budget Manager enables you to budget each job class within a cost center at either an employee level or at a job class level. If you are budgeting at a job class level, you can budget a fixed or variable portion in the job class. There are several important considerations to be made before determining to budget payroll expenses at the employee level or at the job class level.

Employee level

- Fewer assumptions, which provides the highest level of detail in the budgeting process.
- Salaries are fixed.
- Salary increases can be budgeted based on the employee's specific anniversary date, date of hire, increase date, review date (provided these dates are captured in the labor master load) or can be assigned on a specific date.
- Paid time off (PTO) is calculated for each individual employee as assigned (therefore, length of stay can affect the amount of PTO calculated on an employee-by-employee basis.
- Department managers can view but cannot edit PTO.
- Department managers can adjust the spread of base pay by pay period.
- FICA salary limit is enforced.
- Fund sources can be used.

Job class level

- More assumptions, which reduces the number of entries that department managers input.
- Salaries can be fixed or can fluctuate with volumes.
- Salary increases are budgeted based on a specific date.
- PTO can be budgeted by department managers as a flat percentage by job class or a default amount of PTO can be assigned to a job class (not editable by department managers).
- FICA salary limit is not enforced.
- Fund source feature is not available.

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> Department managers cannot adjust the spread of base pay or PTO by pay period. However, if a statistic drives the salary expense for a job class, the spread is determined by the related statistic.

Set up the employee level budget

Assign increase codes to employees

Use **Assign Employee Increases** in Enterprise Analyst to assign any applicable increase code established in **Tables > Increase Codes** to individual employees. The human resources or payroll department of the facility should assist in identifying the employees eligible for increases.

If employee increases are assigned after additional pay items are assigned, and the summary pay type was created to **Use the Job Class Average Rate of Pay**, you might need to update the job class average for that additional pay type. For example, if overtime is assigned before employee increases are assigned, you must update the job class average rate of pay for the overtime summary pay type.

1. In the Payroll module **Folder List**, select **Budget Manager > Employee Level Budget > Assign Employee Increases**.
   Assign Increase opens.

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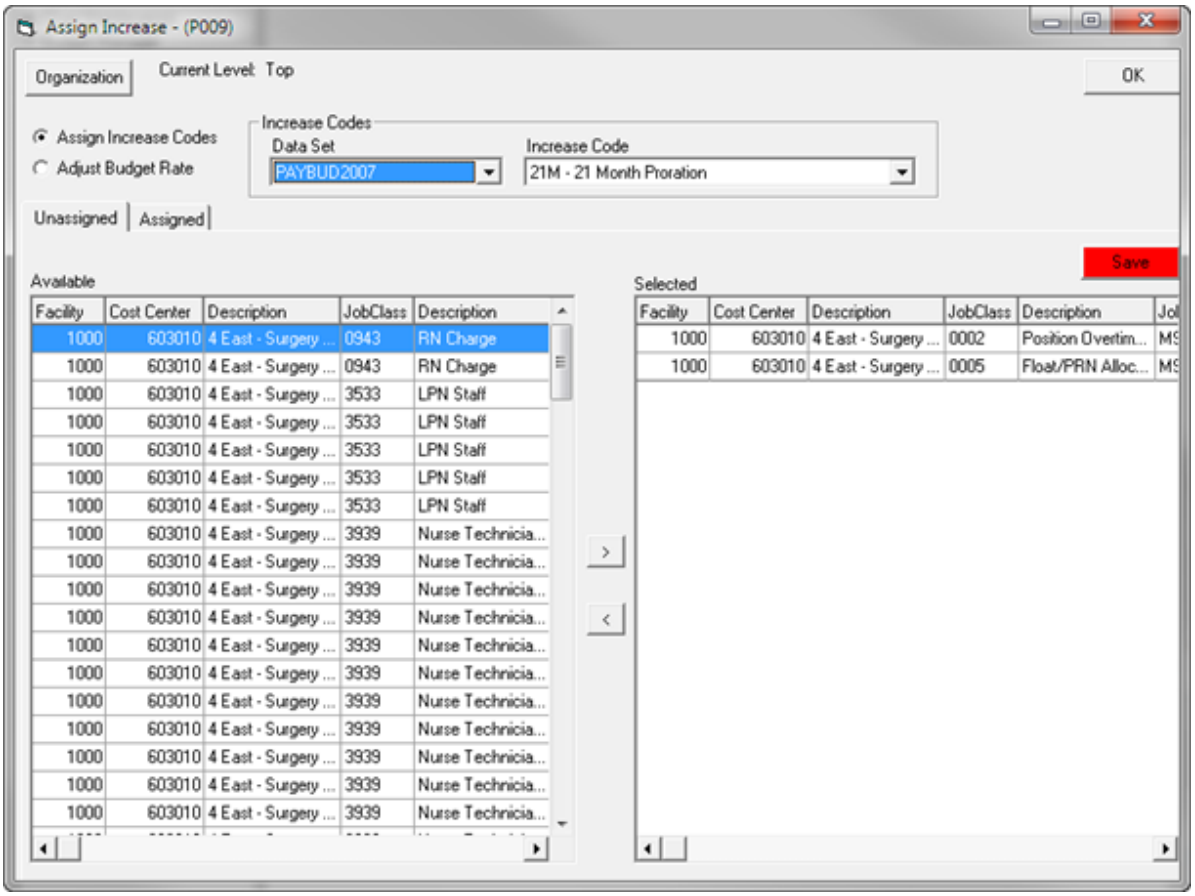

2. Select **Assign Increase Codes**.
3. Under **Increase Codes**, for **Data Set**, select the data set.
4. For **Increase Code**, select the increase code to assign to employees.
5. Under **Available**, select the employees to assign the increase code to and click > to move them to **Selected**.
   The application only assigns an increase to an employee that has a valid date for that increase. For example, if you are applying an increase for all registered nurses based on anniversary date, only those registered nurses that actually have an anniversary date are moved to the right hand list box.
6. Click **Save**.
7. Click the **Assigned** tab in **Assign Increase** to view increase code assignments.
8. Select an assignment and click **Delete** to delete assignments.
9. Click **OK**.

What to do next

You must calculate payroll before the increase is reflected in results.

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Adjust budget rate

Use **Adjust Budget Rate** in **Assign Increase** to apply an immediate increase based on a percent of base pay to an individual employee or multiple employees without creating an increase code in **Tables > Increase Codes**.

You can apply any increases to employees between the date of the data download and the beginning of the budget year.

1. In the **Folder List**, select **Budget Manager > Employee Level Budget > Assign Employee Increases**.
   Assign Increase opens.
2. Select **Adjust Budget Rate**.
3. Under **Adjust Budget Rates**, for **Data Set**, select the data set.
4. For **Increase Current Rate**, enter the increase amount by **Dollar** or **Percent**.
5. Under **Available**, select the employees to assign the increase code to and click > to move them to **Selected**.
6. Click **Save**.
7. Click **OK**.

What to do next

You must calculate payroll before the increase is reflected in results.

Assign benefits eligible

You must first assign benefits eligibility to employees before you can assign paid time off (PTO) codes and FICA, tax, and benefit codes to them.

1. In the **Folder List**, select **Budget Manager > Employee Level Budget > Assign Benefits Eligible**.
   Assign Benefits Eligible opens.

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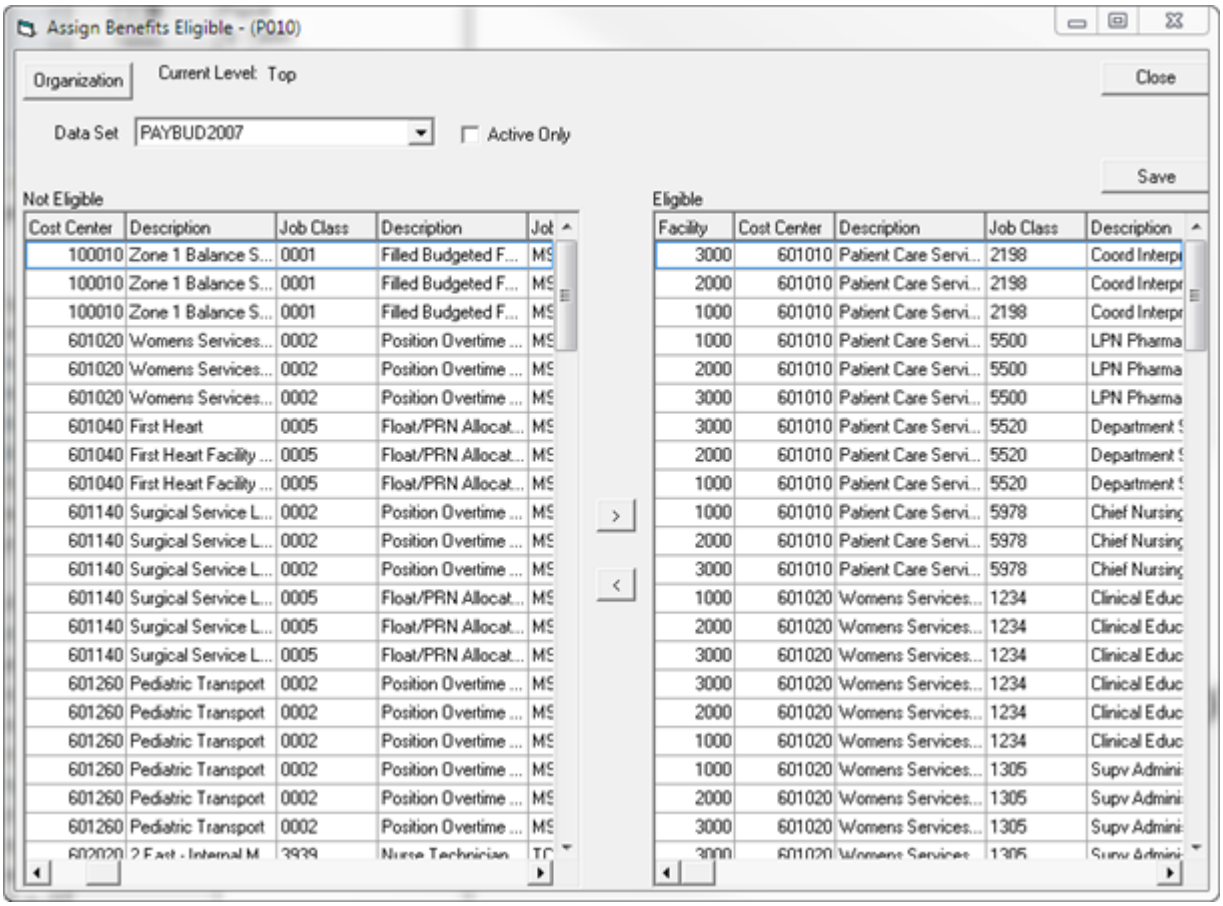

2. For **Data Set**, select the data set.
3. Select **Active Only** to view only active employees.
4. Under **Not Eligible**, select the employees to assign benefit eligibility to and click > to move them to **Eligible**.
5. Click **Save**.
6. Click **Close**.

Assign FICA/Taxes codes to employees

You must assign the codes created in **Tables > FICA/Taxes/Benefits** to employees using **Assign FICA/Taxes/Benefits**.

This assignment is only used for FICA/Taxes/Benefits codes created with the **Selected Employees** assignment option. FICA/Taxes/Benefits codes created with the **All Employees** option are assigned to all employees automatically and there is no additional assignment option that needs to be completed.

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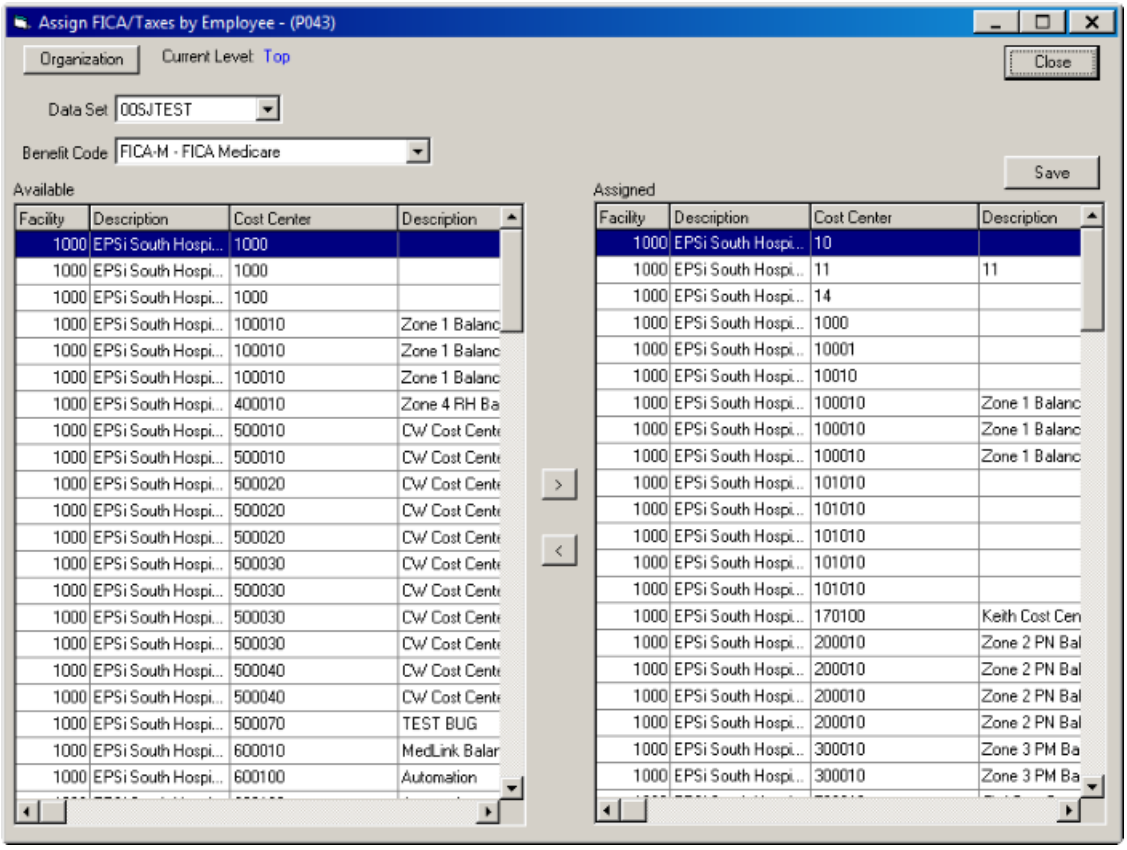
1. In the **Folder List**, select **Budget Manager > Employee Level Budget > Assign FICA/Taxes by Employee**.
   Assign FICA/Taxes by Employee opens.

Figure 3: Assign/FICA Taxes by Employee



2. For **Data Set**, select the data set.
3. For **Benefit Code**, select the FICA/Taxes/Benefits code to assign.
4. Under **Available**, select the employees to assign the code to and click > to move them to **Assigned**.
5. Click **Save**.
6. Click **Close**.

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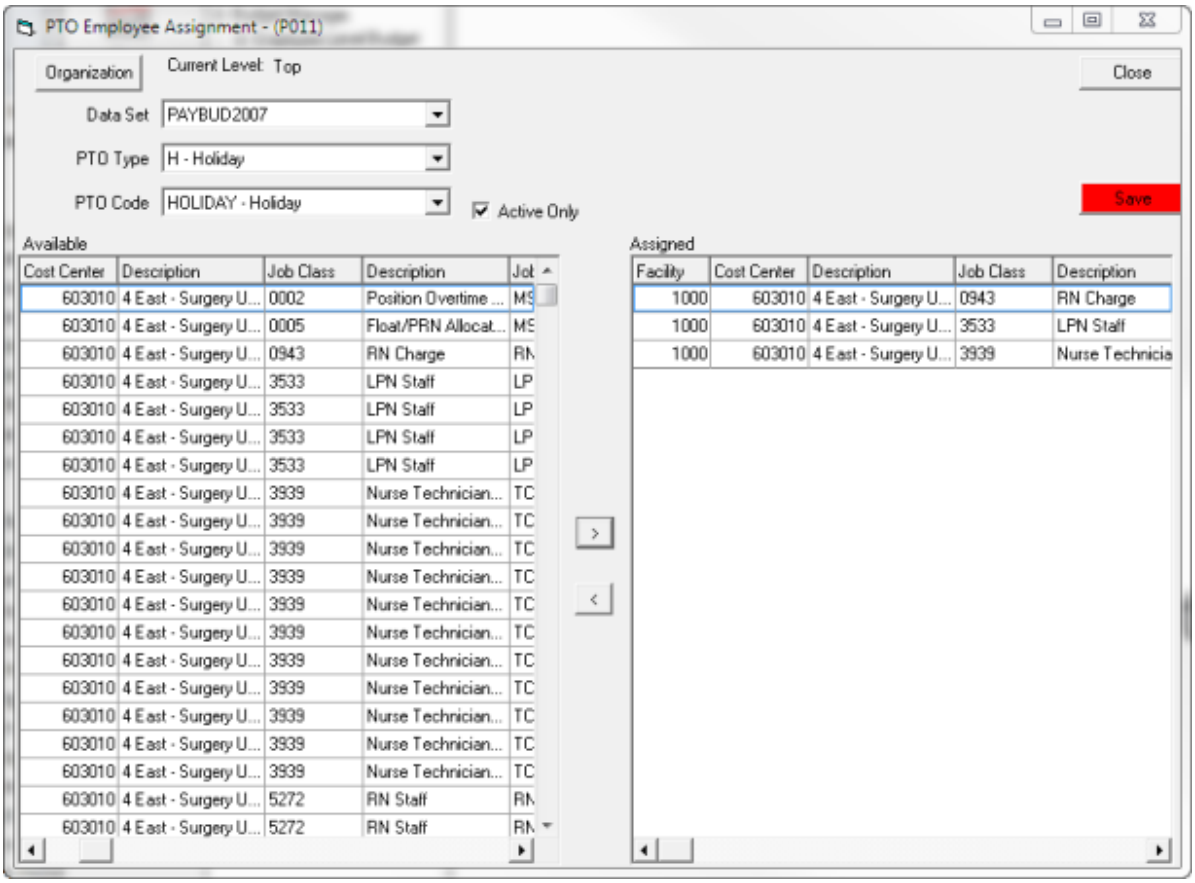
Assign paid time off codes to employees

Use **Assign PTO Codes** to assign paid time off codes (PTO) such as vacation, sick, or holiday, to the applicable employees.

> **Note:** The employees must be eligible for benefits to receive PTO assignments.

1. In the **Folder List**, select **Budget Manager > Employee Level Budget > Assign PTO Codes**. **PTO Employee Assignment** opens.



2. For **Data Set**, select the data set.
3. For **PTO Type**, select the PTO type.
4. For **PTO Code**, select the PTO code to assign.
5. Under **Available**, select the employees to assign the code to and click > to move them to **Assigned**.

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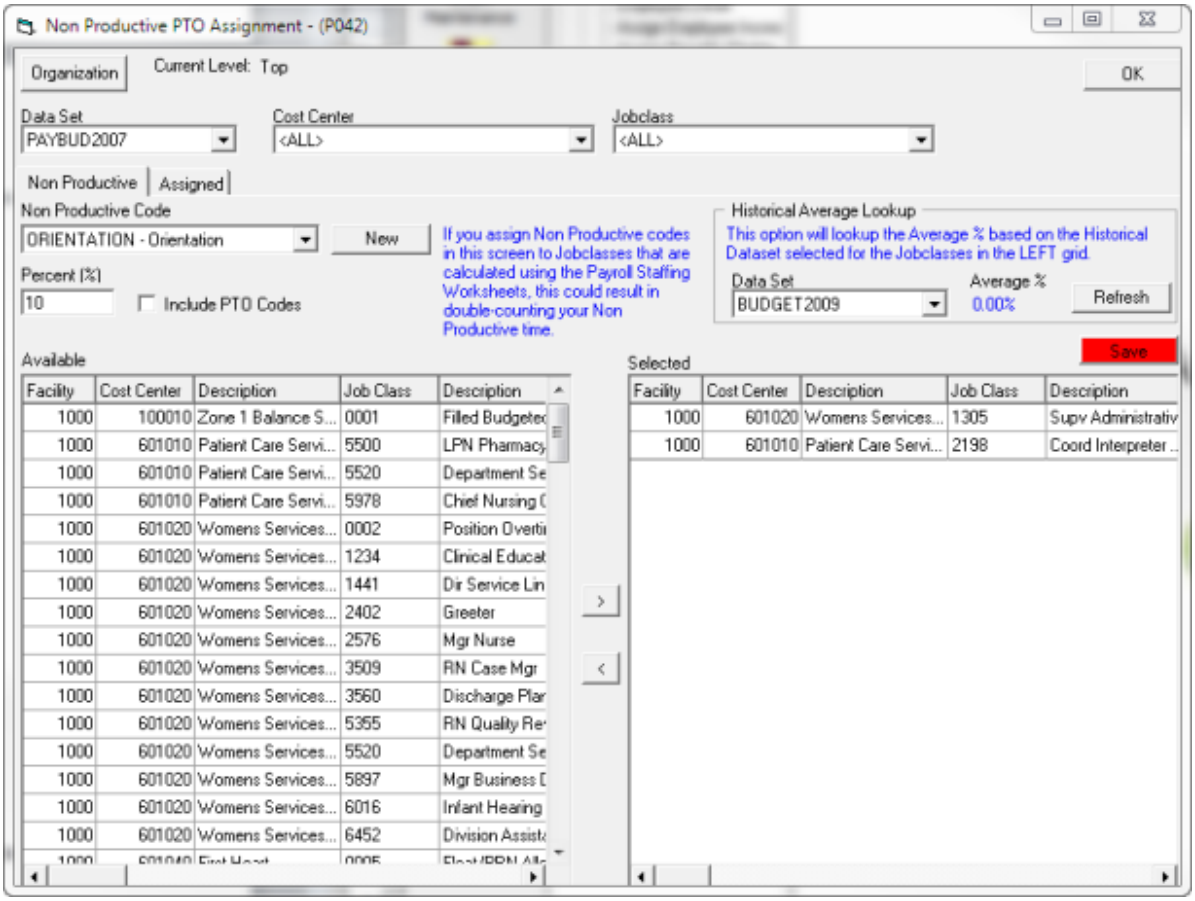
6. Select **Active Only** to view only active employees.
7. Click **Save**.
8. Click **Close**.

Assign non-productive codes to employees

Use non-productive codes carve out of base pay specific non-productive time. Non-productive codes are created in **Tables > Overall PTO Codes**.

If you are concerned with productive and non-productive hours, this option enables you to budget for non-productive time that might be already included in the base pay. Non-productive pay and paid time off (PTO) are displayed on the **Non Productive** tab in the Payroll Department Manager application. You can assign non-productive pay by job class by sorting the **Job Class** column.

1. In the **Folder List**, select **Budget Manager > Employee Level Budget > Assign Non Productive**.
   Non Productive PTO Assignment opens.



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2. For **Data Set**, select the data set that contains the non-productive code.
3. For **Cost Center**, select the cost center to assign the non-productive code to.
4. For **Job class**, select the job class to assign the non-productive code to.
5. On the **Non Productive** tab, for **Non Productive Code**, select the code to assign or click **New** to add a new code.
6. For **Percent (%)**, enter the percentage to associate with the assignment.
7. (Optional) Select **Include PTO Codes** to include PTO in the non-productive calculation.
   The application calculates the percentage of non-productive time, including all PTO codes. For example, if PTO is 3% and you enter 5%, 2% is used for non-productive time. If you want non-productive time to be 5%, then do not use this option.
8. (Optional) Under **Historical Average Lookup**, Select a data set to determine the percentage of non-productive time recorded in a different data set for the selected job class and click **Refresh**.
   The application looks up the average percent of non-productive time for the data set you select and returns the average for your reference when you click **Refresh**.

   Average % is displayed in blue for informational purposes. To use this figure as the basis for the non-productive calculation, enter the amount in **Percent (%)**.
9. Under **Available**, select the employees to assign the code to and click > to move them to **Selected**.
10. Click **Save**.
11. Click **Close**.

Assign additional pay to employees

Budget Manager enables you to assign additional pay types to specific cost centers and job classes. Additional pay types are created in summary pay types.

For example, certain job classes might receive bonus pay. Assigning additional pay enables you to assign bonus pay to only the applicable job classes, ensuring that job classes that are not eligible for bonus pay cannot input any budget dollars for that pay type. All additional pay is assigned and budgeted at the job class level.

It is not necessary to assign FICA taxes or paid time off here. FICA is automatically calculated for each employee after establishing FICA in **Tables**, or if FICA is set up to be **Assigned to Selected Employees Only** it is assigned under **Assign FICA/Taxes/Benefits**. PTO is assigned in **Assign PTO Codes**.

> **Note:** Additional pay dollars are not calculated unless they are assigned.

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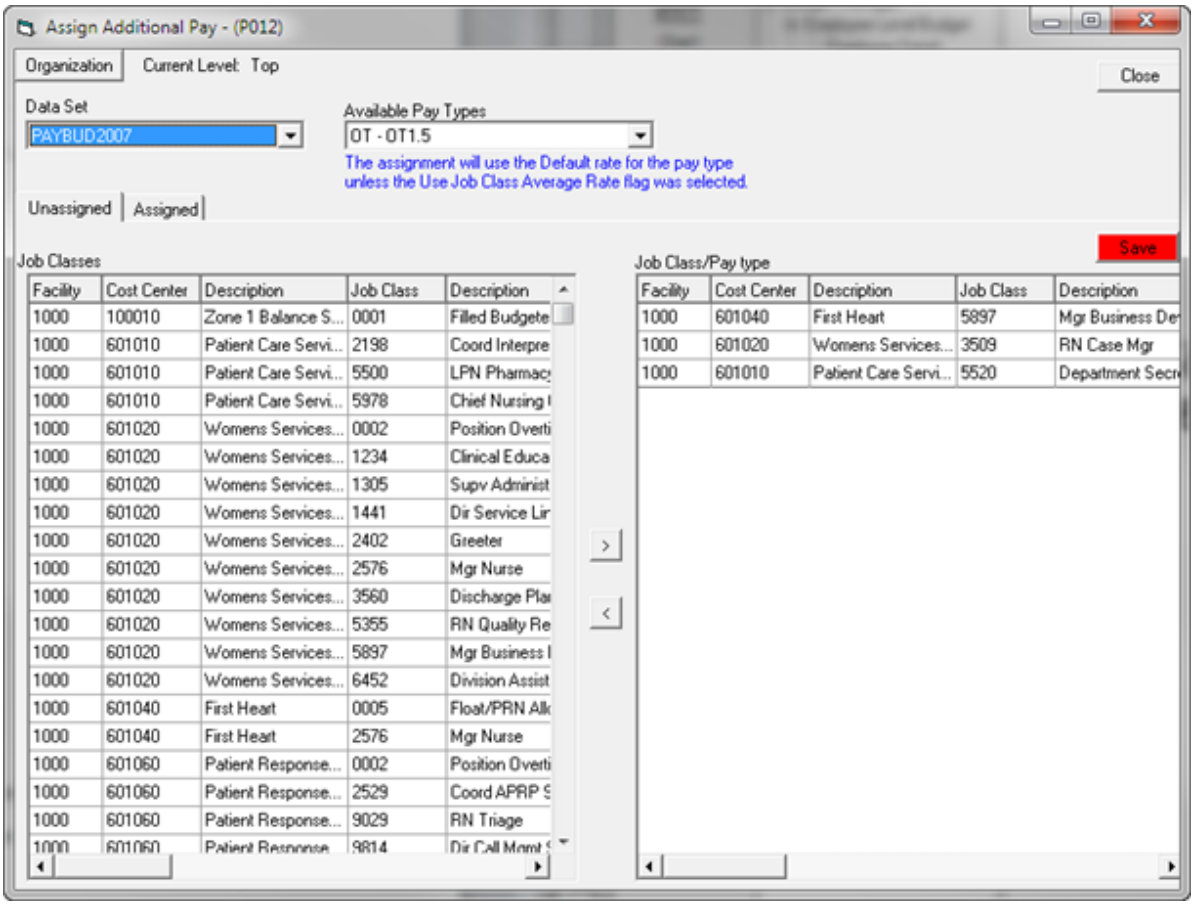
When additional pay is assigned, it calculates an average rate based on the average of the base pay of that job class in that cost center. The rate is statistic after it is assigned. If new increases are added, and you need them to affect the rate, you must update each summary pay type.

1. In the Payroll module **Folder List**, select **Budget Manager > Employee Level Budget > Assign Additional Pay**.
   Assign Additional Pay opens.



2. For **Data Set**, select the data set.
3. For **Available Pay Types**, select the additional pay type.
4. Under **Job Classes**, select the job classes to assign the pay type to and click > to move them to **Job Class/Pay type**.
5. Click the **Assigned** tab in **Assign Additional Pay** to view additional pay assignments.
6. Select an assignment and click **Delete** to delete assignments.
7. Click **Save**.
8. Click **Close**.

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What to do next

You must first calculate to see the additional pay for the facility, cost center, and job class on the payroll department manager.

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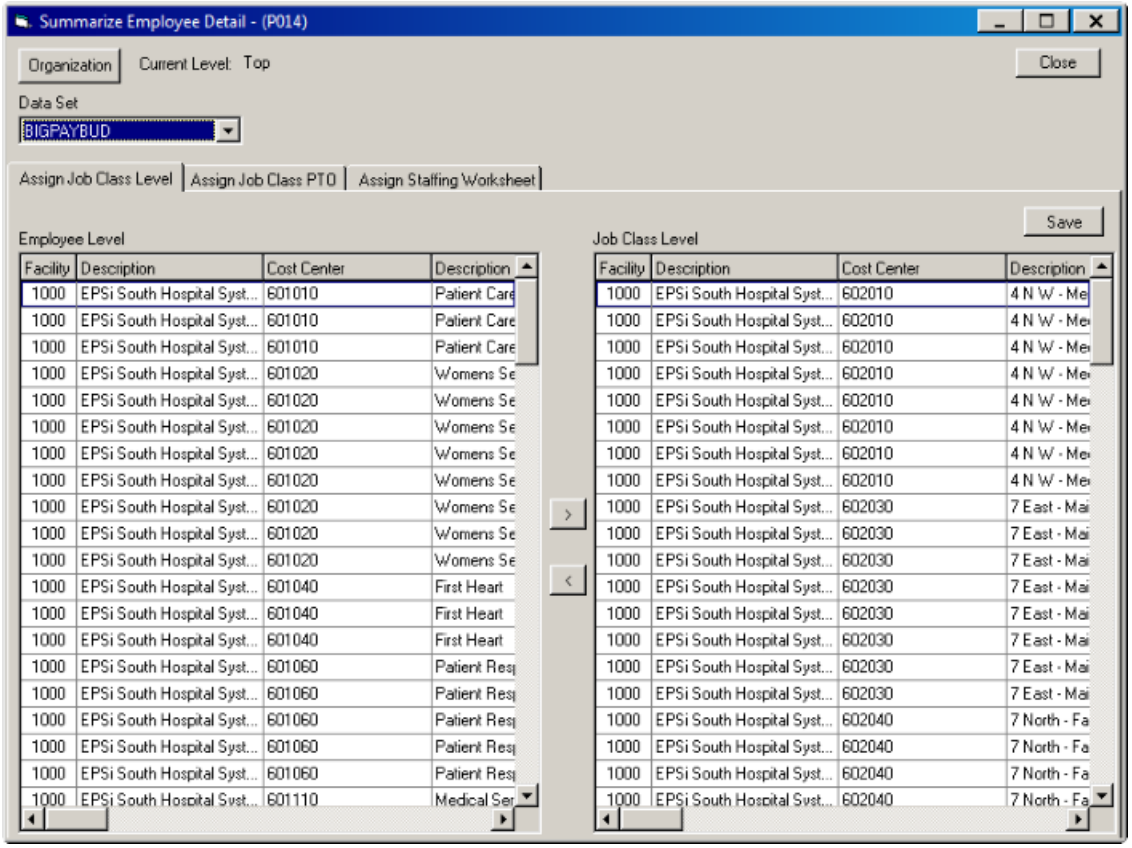
Chapter 3

Set up the job class level budget

Summarize employee detail

You can use **Summarize Employee Detail** in Enterprise Analyst to specify the job classes to budget at the job class level instead of the employee level. The employee detail information (hours per pay period and rate of pay) loaded as the labor master are summarized to the job code level for any cost center or job class you select. The employee detail records will be flagged as inactive and will not display unless you move the job class back to employee level.

1. In the **Folder List**, select **Budget Manager > Job Class Level Budget > Summarize Employee Detail**.
   Summarize Employee Detail opens.



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2. For **Data Set**, select the current payroll budget data set.
3. Under **Employee Level**, select the job classes to budget at the job class level and click to move them to **Job Class Level**.
   You can also move job classes back to the employee level.
4. Click **Save**.
   Only job classes assigned to **Job Class Level** budgeting will display in any job class level options.
5. Click **Close**.

Assign job class paid time off

You can assign job class paid time off (PTO) to the job classes that are budgeted at the job class level.

Before you begin

You must first create an overall PTO code for job class level PTO in the **Tables** section of Enterprise Analyst.

When assigning PTO codes to job classes budgeted at the job class level, the department managers can only view and adjust PTO if the PTO code being assigned is a default job class level PTO code. A default PTO percentage can be entered when assigning job class PTO. For job classes that are variable, which is related to a volume or statistic, PTO % is calculated based on history when targeted worked hour statistic calculations are processed.

Use the job class default PTO code when budgeting at the job class level. This can be calculated based on historical PTO utilization in job classes that are variable, can be defaulted by budget managers at the time of the PTO code assignment, or can be budgeted by department managers as an overall percentage in the payroll department manager application.

1. In the Payroll module **Folder List**, select **Budget Manager > Job Class Level Budget > Summarize Employee Detail**.
   Summarize Employee Detail opens.
2. Click the **Assign Job Class PTO** tab.

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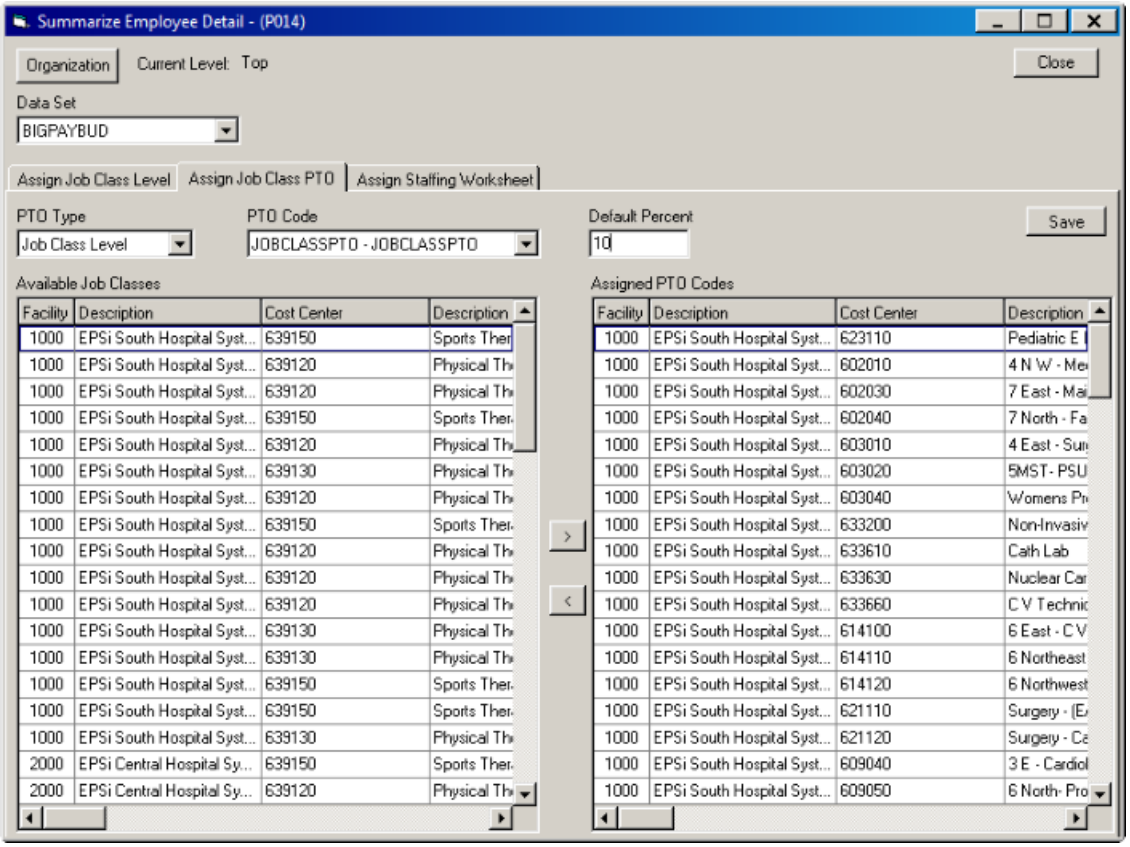

3. For **Data Set**, select the data set.
4. For **PTO Type**, select the type of PTO to assign.
5. For **PTO Code**, select the PTO code to assign.
6. For **Default Percent**, enter a value to represent PTO as a percentage of base hours.
7. Under **Available Job Classes**, select the job classes to assign the PTO code to and click > to move them to **Assigned PTO Codes**.
8. Click **Save**.
9. Click **Close**.

Assign increase codes to job classes

Use **Assign Job Class Increase** in Enterprise Analyst to assign any applicable increase code established in **Tables > Increase Codes** to job classes.

1. In the **Folder List**, select **Budget Manager > Job Class Level Budget > Assign Increases**. **Assign Job Class Increase** opens.
2. Under **Increase**, for **Data Set**, select the data set that contains the job classes.

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3. For **Increase Code**, select the increase code to assign to the job classes.
   You must create increase codes before assignment and with the date type of **Other**.
4. Under **Available**, select the job classes to assign the increase code to and click > to move them to **Selected**.
5. Click **Save**.
6. Click the **Assigned** tab in **Assign Job Class Increase** to view increase code assignments.
7. Select an assignment and click **Delete** to delete assignments.
8. Click **OK**.

What to do next

If you assign increases after additional pay items have been assigned and the summary pay type uses the job class average rate of pay, it might be necessary to **Update** the job class average for that additional pay type. For example, if overtime is assigned before employee increases have been assigned, you must update the job class average rate of pay for the overtime summary pay type.

Assign statistics to job classes

You can use the **Assign Statistic** feature of Enterprise Analyst to assign variable job classes to a statistic that will drive the calculation for the budget. The department manager can adjust the statistic during the budget process, if it is allowed by the EPSi™ administrator.

Before you begin

The statistic hierarchy must be created in Enterprise Analyst General Ledger in the current general ledger budget data set before you can map variable job classes to the statistic.

If statistic assignments have been created in previous years, you can copy them using Duplicate Wizard and copying the Job Relationships table. All job variable job classes must be summarized to the job class level before you can copy the mapping.

1. In the **Folder List**, select **Budget Manager > Job Class Level Budget > Assign Statistic**. **Job Class Relationship** opens.

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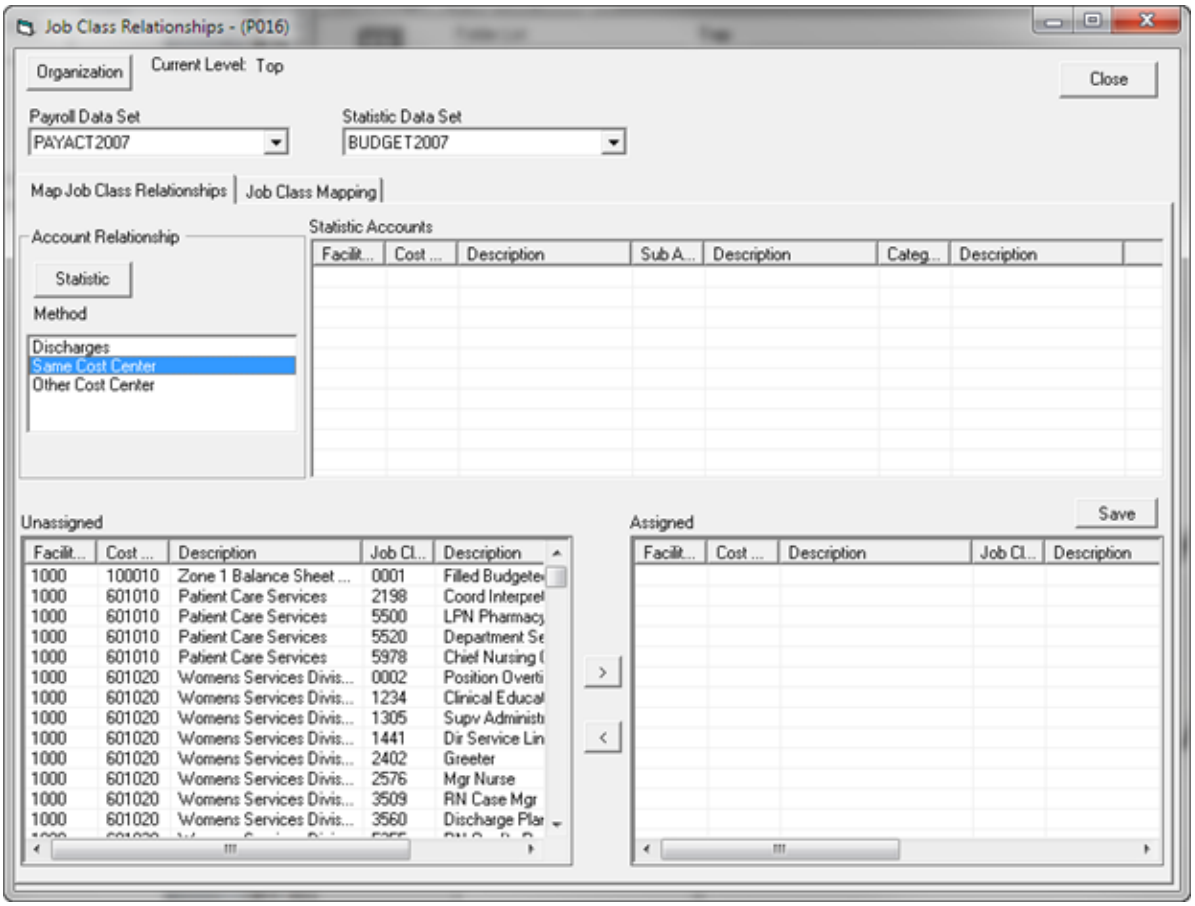

2. For **Payroll Data Set**, select the data set that contains the job classes you are mapping to statistics.
3. For **Statistic Data Set**, select the general ledger data set that contains the productivity statistic you are mapping to the variable job class.
   It is important to select the general ledger budget data set, not the projection, so when volumes are changed in the statistic accounts in the general ledger budget the result will impact the variable job classes in payroll.
4. Under **Account Relationship**, click **Statistic**.
   Statistics opens and the statistic hierarchy associated with the selected general ledger budget is displayed.
5. Select the level of the statistic hierarchy that contains the statistic you are mapping to the variable job class.
6. Click **OK**.
7. Under **Account Relationship**, in **Method**, select the relationship method to use for statistic mapping.

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> The first method displayed maps any selected job classes to all statistic accounts in the selected hierarchy level.
> The **Same Cost Center** method maps all job classes selected to the statistic accounts in the selected level of the hierarchy with the same cost center as the job class.
> The **Other Cost Center** method maps the selected job classes to a statistic in another cost center.

8. Under **Unassigned**, select the job classes to assign the statistic to and click > to move them to **Assigned**.
9. Click **Save**.
10. Click **Close**.

Copy statistic mappings from a previous year

Use the **Duplicate Wizard** to copy data from the previous year.

1. In the **Folder List**, select **Chart Maintenance > Duplicate Wizard**.
   Duplicate Wizard opens.
2. For **Copy From**, select the previous year's budget that contains the job class mappings.
3. For **Copy To**, select the current budget year.
4. Under **Table**, select the **Job Class Relationships** table.
5. Click **Copy**.
   The data set will map to the same budget data set that the **Copy From** data set was mapped to.

Map the payroll data set to the current year general ledger data set

1. In the **Folder List**, select **Payroll > Utilities > Update Job Class Related Data Set**.
   Update Related Data Set opens.
2. For **Payroll Data Set**, select the current year's budget data set.
3. For **Related Data Set From**, select the year the data set is currently mapped to, which is usually the last year's general ledger budget data set.
4. For **Related Data Set To**, select the current year's general ledger budget data set.
5. Click **Update**.

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Set budget targets based on history

Use **Set Budget Targets** to calculate the target worked hours per statistic for job classes that have been mapped to the applicable statistics.

> Targets are based on pay type flags set to **Include in Base**, **Include in FTE**, and **Paid/Worked=Worked**.

> In **Budget - Set Targets/Standard Allocation** you can manually edit the budget rate, budget target hours and work-load units (WLUs), budget base hours and WLU, budget paid time off (PTO) percentage, and budget-fixed full-time employees (FTEs).

> The budget base hours WLU is calculated by taking all hours with pay type flags set to **Include in Base** and **Include in FTE – Historic PTO Hours** from the pay periods in the historical payroll year selected and dividing them by the job-class-related statistics from the statistical year.

> If a general ledger data set is selected, the statistics will be reverse accrued to the pay period level. If you have transferred the monthly statistics to the pay period level using **Chart Maintenance > CDM Statistics > Transfer Statistics** and **Use G/L Statistics** is not selected, the Payroll Statistics will be used.

1. In the **Folder List**, select **Budget Manager > Job Class Level Budget > Set Budget Targets**. **Budget - Set Targets/Standard Allocation** opens with the **Set Targets based on History** tab selected.

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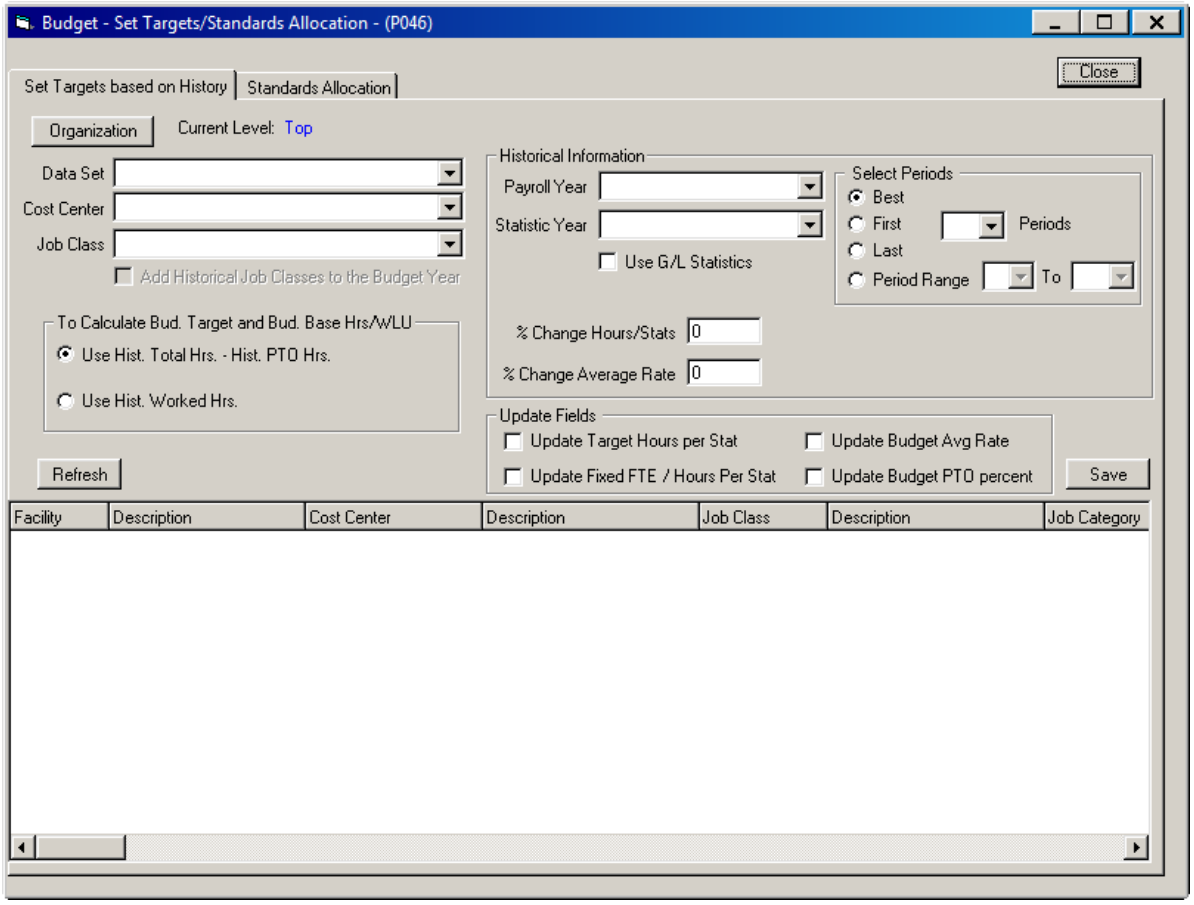

2. (Optional) Click **Organization** to select the facility.
   By default, the top level of the organization is selected.
3. For **Data Set**, select the data set.
4. For **Cost Center**, select the cost center.
5. For **Job Class**, select the job class.
6. Select **Add Historical Job Classes to the Budget Year** to include historical job classes.
   If a facility, cost center, job class combination is in the historical data set but not the budget data set for cost centers in which there are already variable job classes, they will be added into the budget as variable job classes.
7. Under **To Calculate Bud. Target and Bud. Base Hrs/WLU** select the historical hours to use.
   > Select **Use Hist. Total Hrs - Hist. PTO Hrs.** to use (Historical total hours - historical PTO hours) to calculate the budget target.
   > Select **Use Hist. Worked Hrs.** to use historical hours to calculate the budget target.
8. Under **Historical Information**, for **Payroll Year**, select the historical actual payroll data set to obtain work hours for.

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9. For **Statistic Year**, select the corresponding historical actual general ledger or payroll data set.
10. (Optional) Select **Use G/L Statistics** to use monthly statistics instead of pay period statistics.
11. Under **Select Periods**, select the method for obtaining the best ratio of worked hours to statistics.
12. Enter a value in **% Change Hours/Stats** to increase or decrease the historical target or budgeted work hours per stat being calculated.
13. Enter a value in **% Change Average Rate** to increase or decrease historical average pay rate being calculated.
14. Under **Update Fields**, select the job-class-level budget options to update.
    - Select **Update Target Hours per Stat** to update the **Static Targeted Hours per Stat** column in Budget Manager with the historical number in the grid.
    - Select **Update Fixed FTE/Hours Per Stat** to update the editable **Budgeted Hours/Stat Column** in Budget Manager with the historical number in the grid and set any fixed FTEs created when summarizing employee details to zero.
    - Select **Update Budget Avg Rate** to update the average rate field in Budget Manager with the historical number in the grid.
    - Select **Update PTO percent** to update **PTO %** in Budget Manager with the historical number in the grid.
15. Click **Refresh**.
16. Click **Save**.

Allocate standards

The **Standards Allocation** tab in **Budget - Set Targets/Standard Allocation** enables you to allocate cost center level worked, productive or paid benchmarks, standards, or targets at the job class level based on a historical worked hours per statistic percentage. Cost center level benchmarks, standards, and targets can be imported into the application using the Data Loader application.

- The allocation percentage will be divided among all historical job classes, whether you select to add historical job classes or not if you have employees at the employee level in the department. The only way the budgeted or targeted hours will equal the total target, standard, or benchmark that was loaded into the application, is if you choose to add historical job classes and you do not have any employees at the employee level.
- Targets are based on pay type flags set to **Include in Base**, **Include in FTE**, and **Paid/Worked=Worked**.
- In **Budget - Set Targets/Standard Allocation** you can manually edit the budget rate, budget target hours and work load unit (WLU), budget base hours and WLU, budget PTO percent and budget fixed full-time employees (FTEs).

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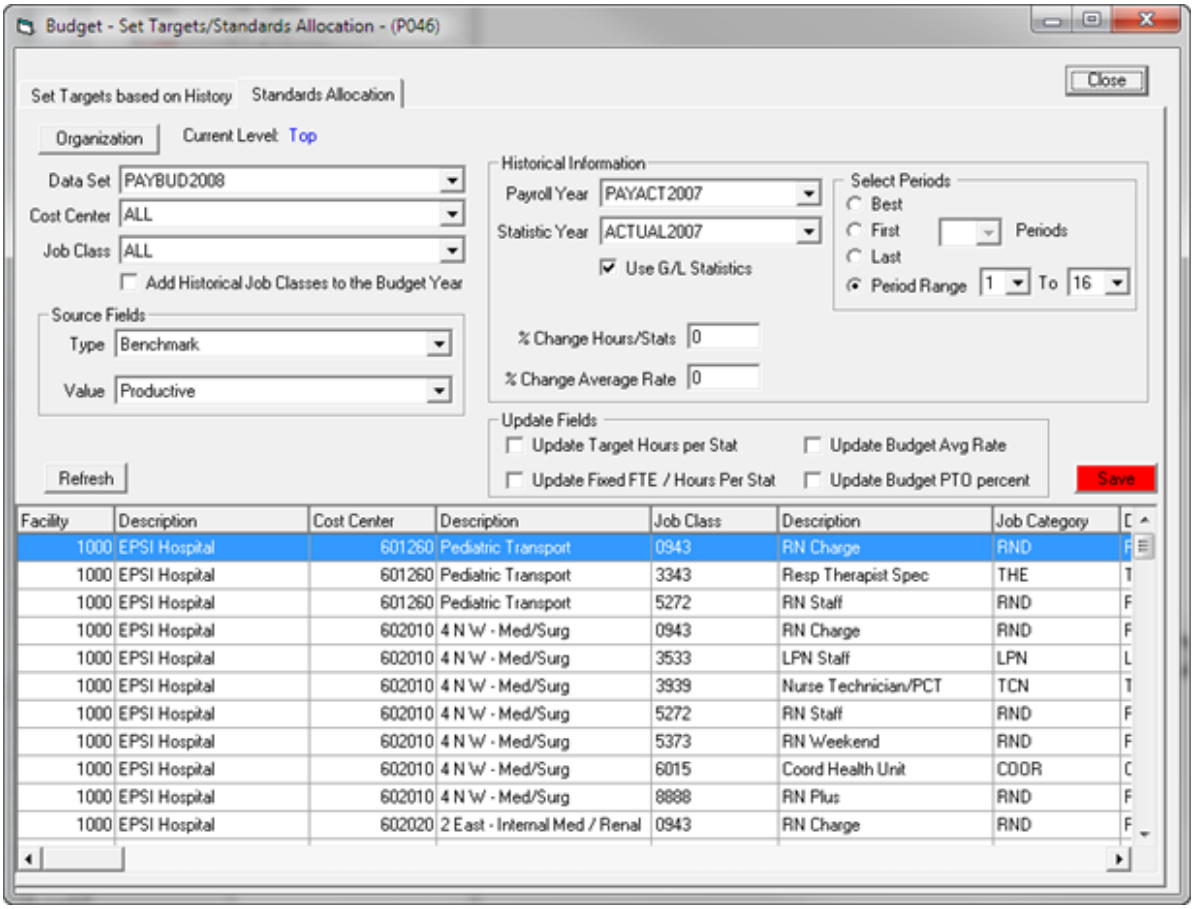
> The budget base hours WLU is calculated by taking all hours with pay type flags set to **Include in Base**, and **Include in FTE – Historic PTO Hours** from the pay periods in the historical payroll year selected and dividing them by the job class related statistics from the statistical year.

> If a general ledger data set is selected, the statistics will be reverse accrued to the pay period level. If you have transferred the monthly statistics to the pay period level using **Chart Maintenance > CDM Statistics > Transfer Statistics** and **Use G/L Statistics** is not selected, the Payroll Statistics will be used.

1. In the **Folder List**, select **Budget Manager > Job Class Level Budget > Set Budget Targets**. **Budget - Set Targets/Standard Allocation** opens.
2. Click the **Standards Allocation** tab.

Figure 4: Set Targets/ Standards Allocation



3. Click **Organization** to select the facility.
4. For **Data Set**, select the data set.

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5. For **Cost Center**, select the cost center.
6. For **Job Class**, select the job class.
7. Under **Source Fields**, select the cost center allocation information.
8. Under **Historical Information**, for **Payroll Year**, select the historical actual payroll data set to obtain work hours for.
9. For **Statistic Year**, select the corresponding historical actual general ledger or payroll data set.
10. (Optional) Select **Use G/L Statistics** to use monthly statistics instead of pay period statistics.
11. Under **Select Periods**, select the method for obtaining the best ratio of worked hours to statistics.
12. Enter a value in **%Change Hours/Stats** to increase or decrease the historical target or budgeted work hours per stat being calculated.
13. Enter a value in **% Change Average Rate** to increase or decrease historical average pay rate being calculated.
14. Under **Update Fields**, select the job class level budget options to update.
    - Select **Update Target Hours per Stat** to update the **Static Targeted Hours per Stat** column in Budget Manager with the historical number in the grid.
    - Select **Update Fixed FTE/Hours Per Stat** to update the editable **Budgeted Hours/Stat Column** in Budget Manager with the historical number in the grid and set any fixed full-time employees (FTEs) created when summarizing employee details to zero.
    - Select **Update Budget Avg Rate** to update the average rate field in Budget Manager with the historical number in the grid.
    - Select **Update PTO percent** to update **PTO %** in Budget Manager with the historical number in the grid.
15. Click **Refresh**.
16. Click **Save**.

Assign additional pay to job classes

All additional pay is assigned and budgeted at the job class level. Use **Assign Additional Pay** in Enterprise Analyst to assign all of the additional pay types, created in **Summary Pay Types**, to the appropriate job classes. It is not necessary to assign FICA taxes or paid time off (PTO). FICA is automatically calculated for each employee after establishing FICA in the **Tables** section of Enterprise Analyst. PTO is assigned in **Assign PTO Codes**.

1. In the **Folder List**, select **Budget Manager > Job Class Level Budget > Assign Additional Pay**.
   Assign Additional Pay opens.

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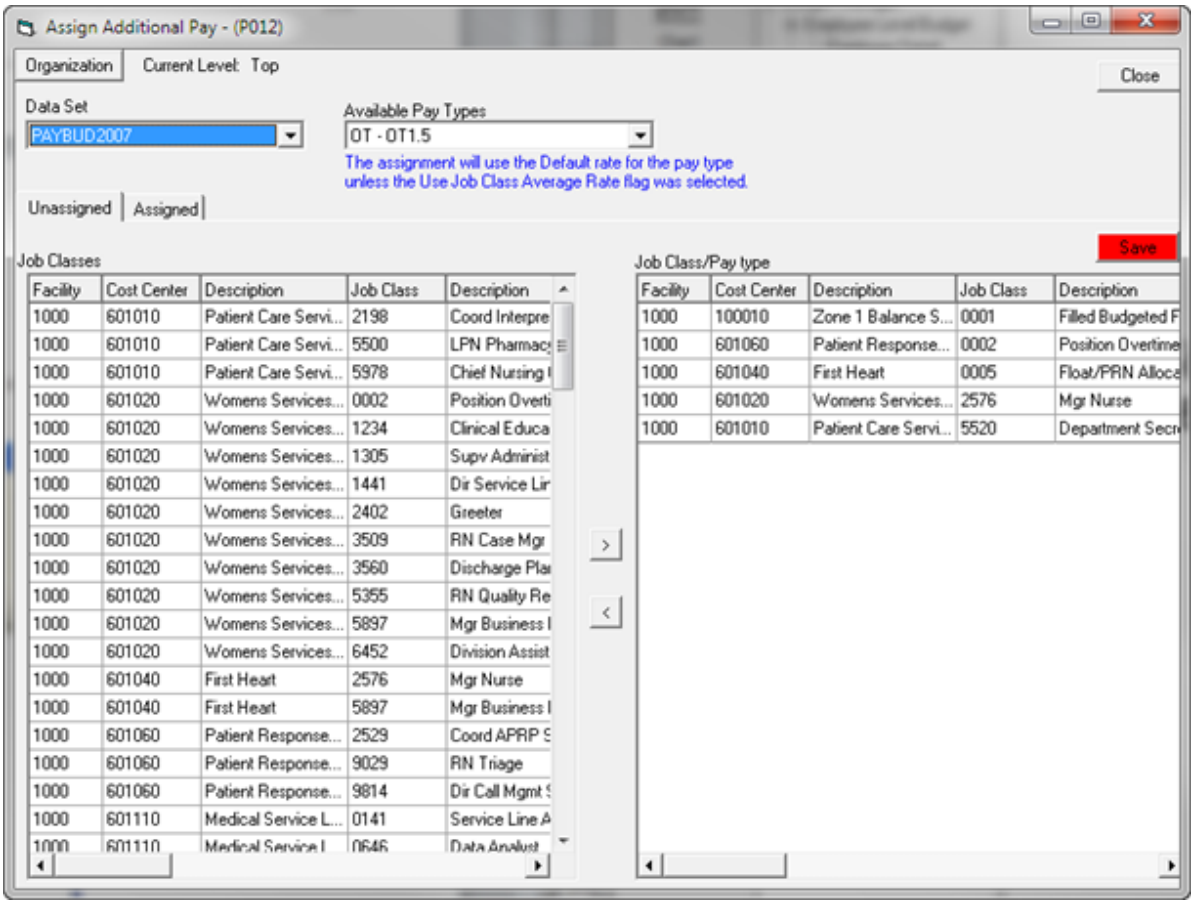

2. For **Data Set**, select the data set that contains the job classes you are assigning additional pay types to.
3. For **Available Pay Types**, select the additional pay type to assign.
4. Under **Job Classes**, select the job classes to assign the additional pay type to and click > to move them to **Job Class/Pay type**.
   When additional pay is assigned, it calculates an average rate based on average of the base pay of that job class in that cost center. The rate is statistic after it is assigned. If new increases are added, you need to update the summary pay type to affect the rate.
5. Click **Save**.
6. Click the **Assigned** tab to view additional pay type assignments.
7. Click **Close**.

What to do next

Additional pay dollars and hours are not calculated unless they are assigned. You must first calculate to view the additional pay for the facility, cost center, and job class for the payroll department manager.

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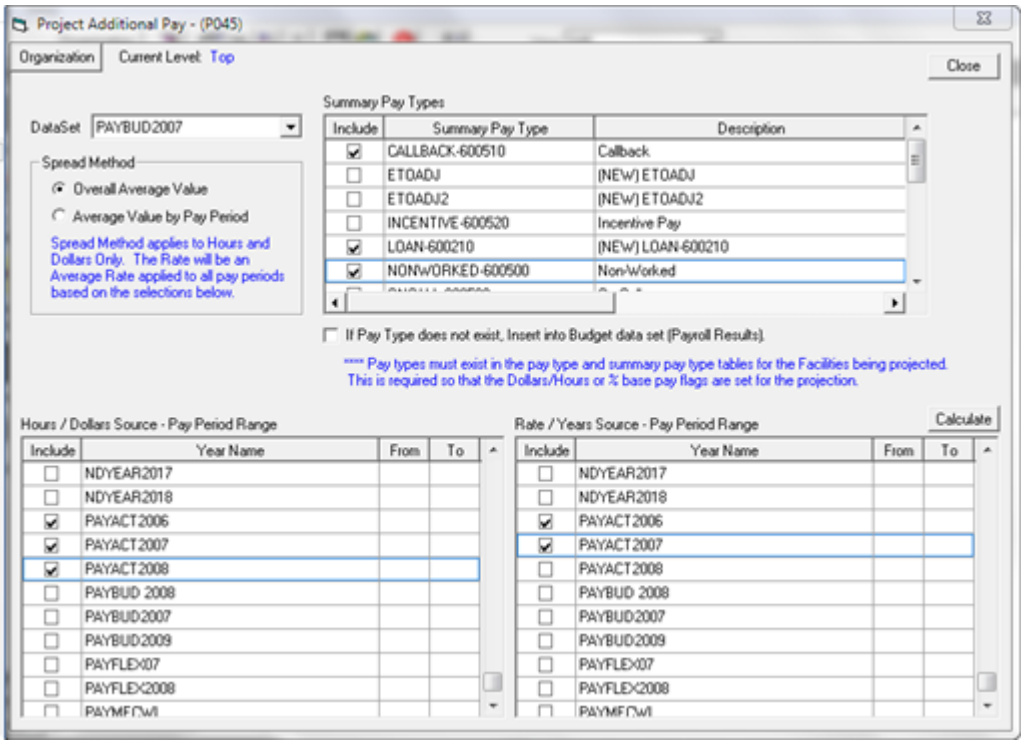
Chapter 4

Project Additional Pay utility

Additional pay is budgeted in Budget Manager from a zero base.

For example, if overtime, bonus, and shift differential summary pay types are created and assigned to the appropriate cost center and job classes, department managers are expected to budget these additional pay items from a zero base with an average rate that is the calculated average of that job class in that cost center including any increases assigned. As an alternative, additional pay detail in the budget year, can be projected based on historical labor distribution that has been data loaded into the application. The **Project Additional Pay** utility is used to complete this task.

1. In the **Folder List**, select **Utilities > Project Additional Pay**.
   Project Additional Pay opens.



2. For **DataSet**, select the payroll budget data set.
3. Select the **Spread Method**.
4. Under **Summary Pay Types**, select the summary pay types from the grid to project.

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5. Under **Hours/Dollars Source - Pay Period Range**, select the box in the **Include** column next to the payroll years to use and select the pay periods in the **From** and **To** columns. Typically, the hours and dollars sampling used to create additional pay span a larger period of time than the sampling of rates.

   Under **Rate/Years Source - Pay Period Range**, select the box in the **Include** column next to the years to use in the calculation of rates associated with additional pay projections and select the pay periods in the **From** and **To** columns.

6. Click **Calculate**.
7. Click **Close**.

What to do next

If the summary pay type you are projecting uses the **Job Class Average Rate**, you might want to update the rate based on the current labor master rather than using the historical rate you projected.

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Chapter 5

Calculations

Use **Calculations** to calculate the payroll budget. The first time you calculate payroll, you must use scheduled hours loaded from the labor master. Subsequent calculations should be made using spread hours, which contain any changes made by department managers.

After making changes in Enterprise Analyst, such as applying increases or assigning paid time off, you must calculate the payroll budget before those changes will be reflected in results.

Calculate the payroll budget

1. In the **Folder List**, select **Budget Manager > Calculations**.
   Payroll Calculations opens.

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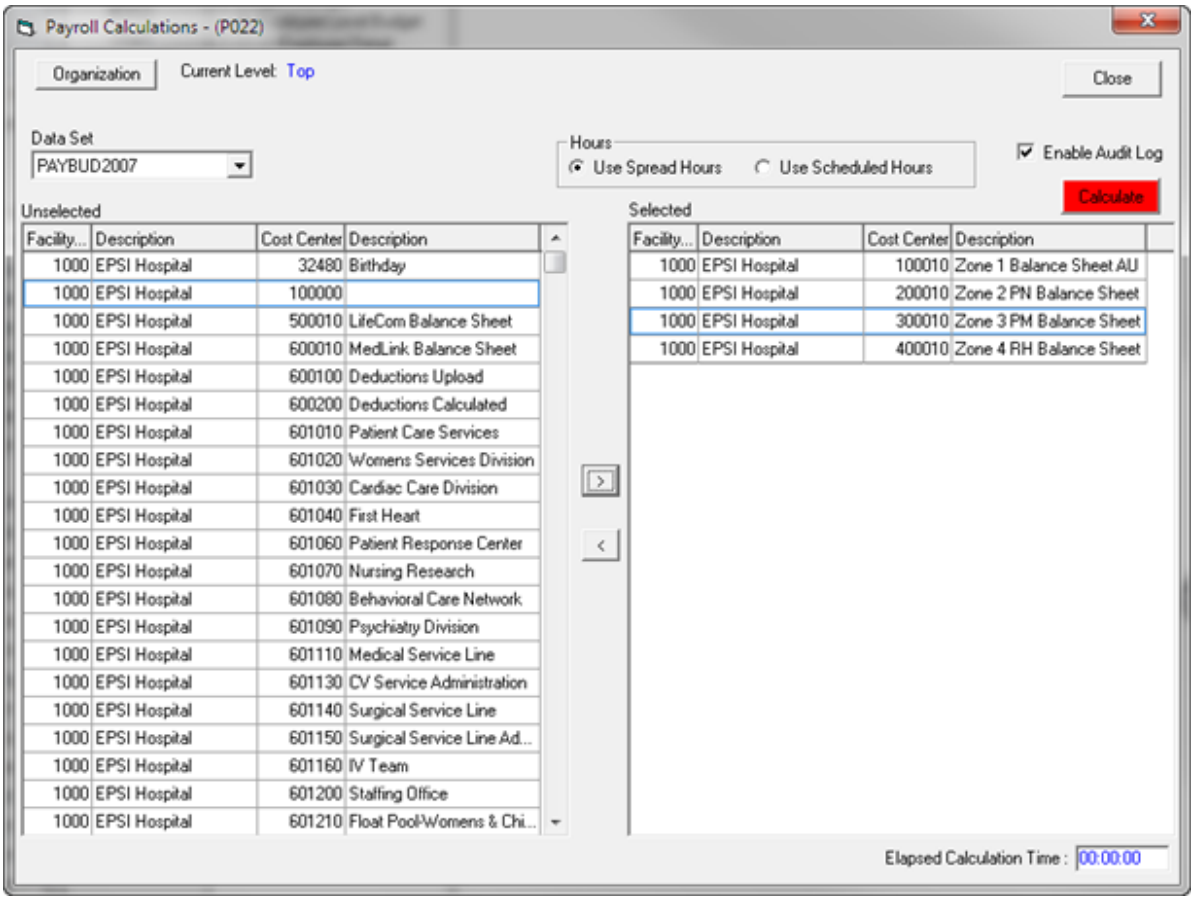

2. For **Data Set**, select the data set to calculate.
3. Under **Hours**, select the hours options.
   > **Use Spread Hours**: After department managers adjust hours and dollars during the budget process, the changes affect the spread. This option calculates the payroll budget using spread hours.
   > **Use Scheduled Hours**: Scheduled hours are loaded using the Data Loader application when loading the labor master. In the labor master, there is a setting that indicates scheduled hours for an employee. If a department manager makes multiple errors in the budget process and requests to have the data refreshed, it is possible to return to **Payroll Calculations** to recalculate the cost center using scheduled hours. Recalculation based on scheduled hours overwrites any changes the department manager has made.

   The first time the payroll budget is calculated after loading or creating the labor master, you must select **Use Scheduled Hours**.
4. Select **Enable Audit Log** to track all changes made to values in the data set.
5. Under **Unselected**, select the cost centers to calculate and click > to move them to **Selected**.
6. Click **Calculate**.
7. Click **Close**.

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Chapter 6

Payroll Control Panel

Payroll Control Panel is used to specify what department managers, using the payroll department manager application, are allowed to view and edit. Additionally, various application defaults pertaining to the payroll budgeting process are set up and maintained in **Payroll Control Panel**.

To open **Payroll Control Panel**, select **Budget Manager > Control Panel**.

Set up the Payroll Control Panel Data Sets tab

Use the **Data Sets** tab in the **Payroll Control Panel** to control the data sets that can be viewed and edited in the **Payroll** section of the Budget Manager application.

1. In the Payroll module **Folder List**, select **Budget Manager > Control Panel**. **Payroll Control Panel** opens.
2. For **Facility**, select the facility that you are setting up, or select **Apply across All Facilities**.

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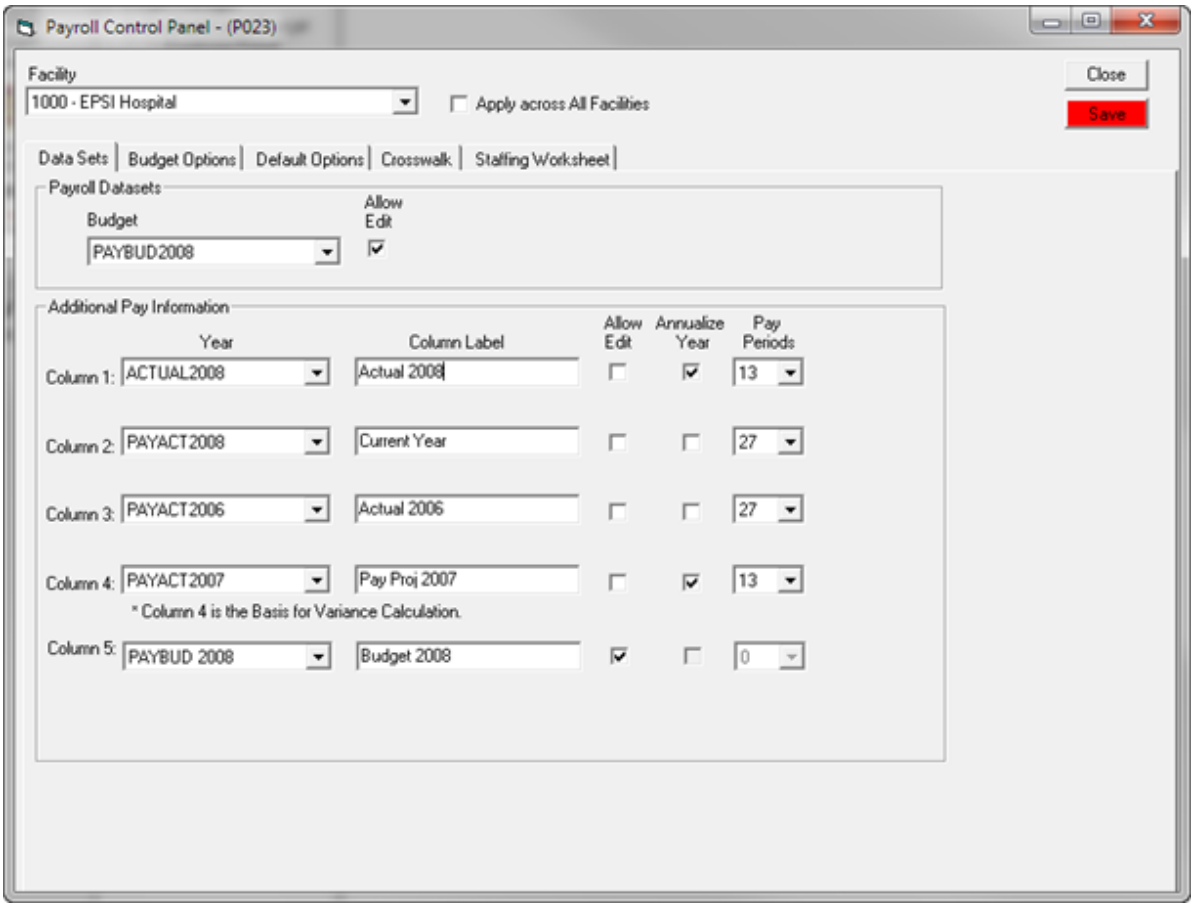
3. Click the **Data Sets** tab.

Figure 5: Data Sets



4. For **Budget**, select the payroll budget data set.
5. (Optional) Select **Allow Edit** to enable budget managers to edit the payroll budget data.
6. Under **Additional Pay Information**, select the years that will be available to department managers using the Payroll Department Manager applications.
   The years will be displayed in the **Key Indicators** section of the Budget Manager Payroll application.
   - For **Column 1**, include another historical year if available.
   - For **Column 2**, select a historical year.
   - For **Column 3**, select the current year-to-date information.
   - For **Column 4**, select the current year actual data set. Select **Annualize Year** to use the year-to-date data in the pay periods identified and annualize them for a 12 month period. This is for department managers viewing and information purposes only, the values are not projected or saved.
   - For **Column 5**, select the current budget year.

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7. For **Column Label**, enter a column label for each selected data set.
   The column label is displayed in the Payroll Department Manager application.
8. Select **Allow Edit** next to any column to enable department managers to make changes to the data set.
   Typically, only the current budget data set will be edited. Selecting **Allow Edit** enables the data set to be edited in Payroll Department Manager. However, the department manager must also have read and write access to any cost centers that will be edited. This access is assigned in the Security application. Also, when creating the data set in **Tables > Data Sets** in Enterprise Analyst, **Allow Edit** must be selected.
9. Select **Annualize Edit** next to any column if the actual data set is being displayed for informational and historical purposes and contains a data from only part of a year that needs to be averaged for the remaining months that do not contain data. Typically, this is only selected for the current actual data set.
10. For **Pay Periods**, select the pay periods for each columns to display.
11. Click **Save**.

Set up the Payroll Control Panel Budget Options tab

1. In the **Folder List**, select **Budget Manager > Control Panel**.
   Payroll Control Panel opens.
2. For **Facility**, select the facility that you are setting up, or select **Apply across All Facilities**.
3. Click the **Budget Options** tab.

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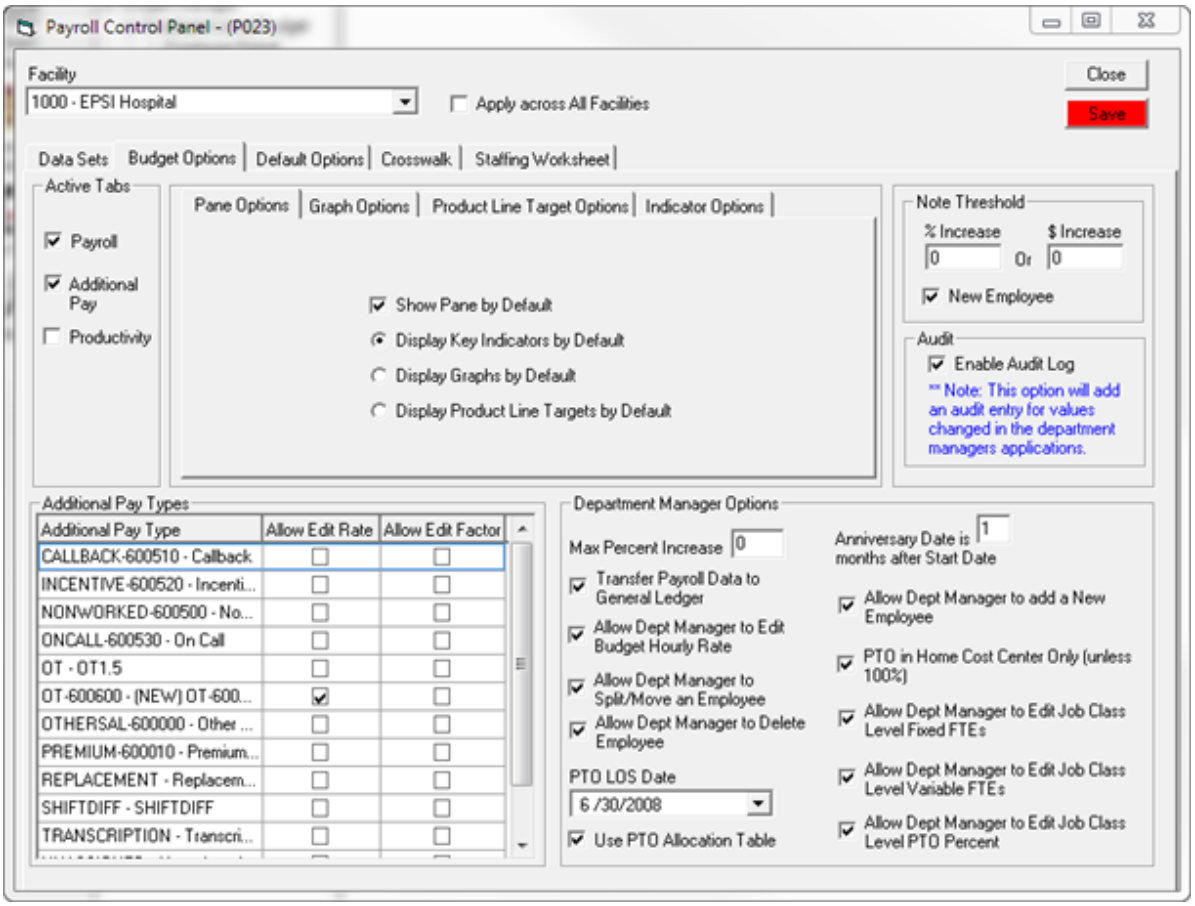

4. Under **Active Tabs**, select the data that the department mangers using the Payroll Department Manager application will be able to view and edit, **Payroll**, **Additional Pay**, or **Productivity**.
5. Under **Note Threshold**, enter a percent or dollar amount increase above which the department manager is required to add a note of explanation.
6. Select **New Employee** if a note is required to add a new employee.
7. Under **Audit**, select **Enable Audit Log** to turn the audit log on an record any changes made to the payroll budget.

> **Note:** Turning on the audit log might significantly slow down calculation time.

8. Under **Additional Pay Types**, in the grid, you can determine on a summary pay type basis whether department managers can change the rate or factor associated with that summary pay type.
9. Under **Department Manager Options**, select the applicable options.
   > **Max Percent Increase**: Increase will not be calculated above the percentage value entered.

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- **Anniversary Date is months after Start Date**: If the anniversary is based on a period (usually 1-3 months) of probation following the employee's start date, this value determines when the new employee benefits start.
- **Transfer Payroll Data to General Ledger**: After the crosswalk between payroll and general ledger is set up, select this option to automatically transfer payroll dollars and hours to the general ledger according to the payroll crosswalk that you defined.
- **Allow Dept Manager to Edit Budget Hourly Rate**: Select this option to enable department managers to change base rate.
- **Allow Dept Manager to Split/Move an Employee**: If an employee is used in more than 1 department, select this option to enable department managers to split the budget between the departments. The department manager must have read and write security access to the original cost center and the new cost center.
- **Allow Dept Manager to Delete Employee**: Select this option to enable the department manager to delete an employee if he or she will not be employed during the budget year. Deleting an employee changes their status in Enterprise Analyst to inactive rather than removing that employee from the **Employee Detail** table.
- **PTO LOS Date**: Select the date that determines the years of service to calculate vacation PTO. This is usually either the first or last day of the fiscal year. For example, if the LOS date is 01/01/03 and the employee's hire date is 09/01/02, this employee falls in the 0 years of service range for PTO determination.
- **Use PTO Allocation Table**: Select this option to indicate that the PTO allocation table will be used to spread the PTO values.
- **Allow Dept Manager to add a New Employee**: Select this option to enable the department manager to add a new position at a future date in the budget year.
- **PTO in Home Cost Center Only (unless 100%)**: When splitting an employee, if this option is not selected, PTO will follow the employee by percentage to the split cost centers. Employees moved (100%) will go exclusively to the new cost center.
- **Allow Dept Manager to Edit Job Class Level Fixed FTEs**: Select this option to enable department managers using the Payroll Department Manager application to edit the fixed portion of a job class level budget by entering a number of fixed full-time employees (FTEs) by job class.
- **Allow Dept Manager to Edit Job Class Level Variable FTEs**: Select this option to enable department managers using the Payroll Department Manager application to edit the variable portion of a job class level budget by adjusting the budget worked hours and statistics.
- **Allow Dept Manager to Edit Job Class Level PTO Percent**: Select this option to enable department managers to edit job class level PTO percents in the Payroll Department Manger Application.
- **Allow Dept Manager to Edit Job Class Level Total Variable FTEs**: Select this option to enable department mangers to edit job class level total variable FTEs in the Payroll Department Manager application.

10. On the **Pane Options** tab, set up the default pane options.

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- Select **Show Pane by Default** to determine if the pane containing either graphical data or key indicators is automatically displayed in the Department Manager application.
- Select **Display Key Indicators by Default** to automatically display the key indicators in the Department Manager application.
- Select **Display Graphs by Default** to automatically display graphs in the Department Manager application. If you do not select this option, graphs are minimized.
- Select **Display Product Line Targets by Default** to automatically display product line targets in the Department Manager application.

11. On the **Graph Options** tab, set up the default graph options.
    - **Display Values Per Statistic**: Select this option, to display graphical payroll information in the Department Manager application on a per unit basis.
    - **Year 1** and **Year 2**: Select years to compare that will be visible in graphs in the Department Manager application. You must indicate how many pay periods each of the comparison years using the **Pay Period** drop-down lists. Graphs will be annualized based on these settings.
    - **Summary**, **Cost Center**, and **Detail**: These options determine the default graph drill down level for graphs that are displayed in the Payroll department Manager application. **Summary** displays values in the graph for all departments in a facility that the user has security access to. **Cost Center** limits the graph to values in the selected cost center. **Detail** limits the graph to display base pay or additional pay detail only, depending on the function that the department manager has navigated to in the Department Manager application.
    - **Graph** and **Table**: These options determine if a graph is displayed or if the data displayed in the graphing portion is displayed in a table
12. On the **Product Line Target Options** tab, select the product line default options.
    - For **Model**, select the Strategic Product Budgeting model.
    - For **Budget Year**, select the budget year.
13. On the **Indicator Options** tab, set up the default indicator options.
    - For **Standard Variance Hours**, select the hours to use when calculating cost center standard variance, **Paid**, **Productive**, or **Worked**.
    - For **Target Type**, select the target to use for comparison purposes.
    - For **Budget Statistic Data set**, select the general ledger budget data set. The monthly statistics from this data set will be user in all per UOS calculations in column 1 of the **Key Indicators** section in Budget Manager. All other columns will use pay period statistics.
14. Click **Save**.

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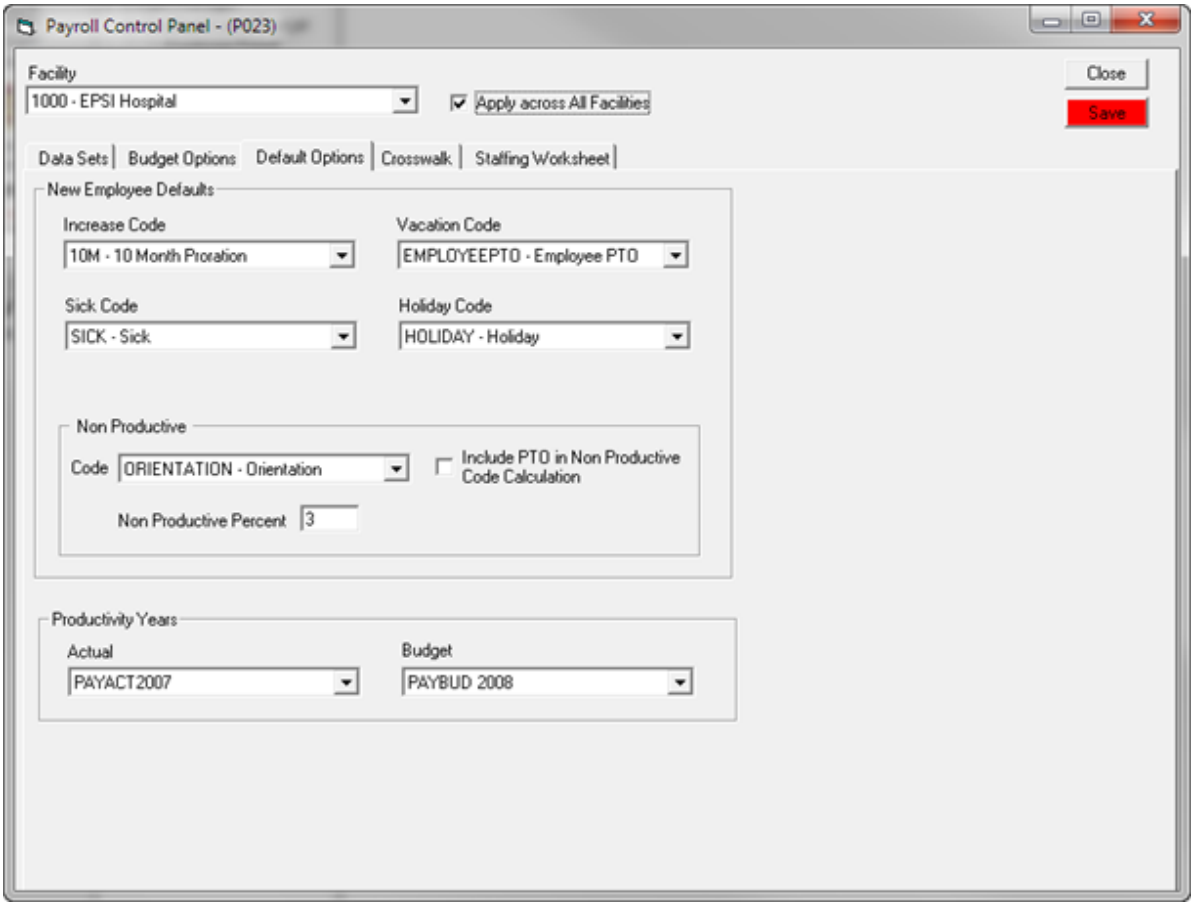
Set up the Payroll Control Panel Default Options tab

1. In the **Folder List**, select **Budget Manager > Control Panel**.
   Payroll Control Panel opens.
2. For **Facility**, select the facility that you are setting up, or select **Apply across All Facilities**.
3. Click the **Default Options** tab.



4. Under **New Employee Defaults**, for **Increase Code**, select the default increase code to apply to new employees created in the Payroll Department Manager application.
5. For **Vacation Code**, select the default vacation code to apply to new employees that are created in the Payroll Department Manager application.
6. For **Sick Code**, select the default sick code to apply to new employees created in the Payroll Department Manager application.

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7. For **Holiday Code**, select the default holiday code to apply to new employees created in the Payroll Department Manager application.
8. Under **Non Productive**, for **Code**, select the default non-productive code to apply to new employees created in the Payroll Department Manager application.
9. Select **Include PTO in Non Productive Code Calculation** to include paid time off (PTO) in the non-productive calculation.
10. For **Non Productive Percent**, enter the default non-productive percent for new employees created in the Payroll Department Manager application.
11. Under **Productivity Years**, select the **Actual** and **Budget** years to use on the **Productivity** tab in Budget Manager.
    The actual year is displayed as the target year on the **Productivity** tab,
12. Click **Save**.

Set up the Payroll Control Panel Crosswalk tab

After payroll crosswalk is set up in Enterprise Analyst in the general ledger section of the application, you must specify the crosswalk data sets in **Payroll Control Panel**. Use the **Crosswalk** tab to map the appropriate payroll data set to the corresponding general ledger data set.

1. In the **Folder List**, select **Budget Manager > Control Panel**.
   Payroll Control Panel opens.
2. For **Facility**, select the facility that you are setting up, or select **Apply across All Facilities**.
3. Click the **Crosswalk** tab.
   Existing payroll crosswalk mappings are displayed under **Payroll Crosswalk Months**.

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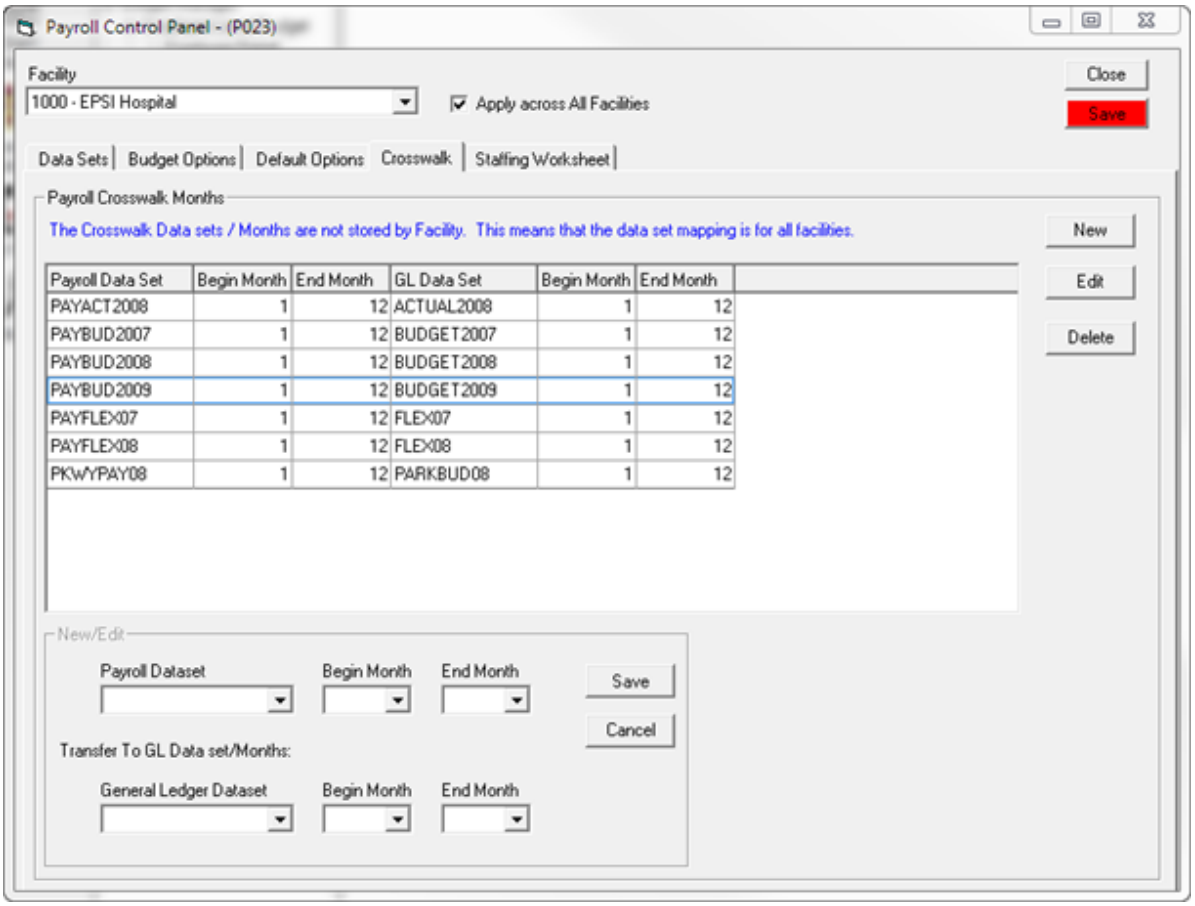

4. Select a row and click **Delete** to delete a mapping.
5. Click **New** to add a new mapping.
6. Under **New/Edit**, for **Payroll Dataset**, select the payroll data set to crosswalk to the general ledger data set.
7. For **Begin Month** and **End Month**, select the month range to crosswalk to the general ledger data set.
8. Under **Transfer to GL Data set/Months**, for **General Ledger Dataset**, select the general ledger data set to crosswalk to payroll data set to.
9. For **Begin Month** and **End Month**, select the month range to crosswalk the payroll data set to.
10. Click **Save**.

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