WSIPC

Inspired by education.
Empowered by technology.™

WSIPC Guide to Human Resources Budgeting

Contents

Contents i

About This Guide 1

Software Coding Updates 1
What You Should Know Before You Start 1
Be Sure You're Signed In 2
How to Use This Guide 2
Navigation Paths 2
Getting Around 2
Screen Shots 2
What's in a WSIPC Guide 3
Do Not Post This Guide to the Public Internet 3
What's New in This Edition 3

Resources to Help You Plan Your Budget 4

Understanding Human Resources Budgeting 7

2018-2019 Budgeting Changes 9
Following the Processing Sequence 9

STEP 1: Review and Update Hire Dates 11

Use a Data Mining Report to Review Hire Dates 11
Update the Hire Date 12

STEP 2: Update and Review Education and Experience Data 13

Update Education Data 13
Update Experience Data 14
Import Experience 14
Run the Create WESPaC Experience Utility 14
Update Experience in Employee Profile 18
Review Education and Experience Data 18
Run the Calculate Education and Experience Utility 18
Add a Data Mining Report to Review Education and Experience Data 20

STEP 3: Set Up Calendars for the New Fiscal Year 22

Calendar Events and Dates 22
Calendar Cycle (Roll) 23
Review the New Fiscal Year Calendars 23

STEP 4: Set Up Salary Matrixes for the New Fiscal Year 25

STEP 5: Set Up Budget Benefits 26

Add a Ded/Ben Group for Budget Plans 26
Add Benefits to the Ded/Ben Group 26
Import Benefits from an Existing Ded/Ben Group 27
Add Individual Benefits to the Ded/Ben Group 28
Import Deductions to the Ded/Ben Group 30

STEP 6: Modify Ded/Ben Group Benefit Codes 32

Modify Unemployment Benefit Amounts 32
Modify Retirement Benefit Amounts 35
Modify Medical (Insurance) Benefit Amounts 36
Add a Workers' Compensation Code with Percent 39
Modify Other Benefit Codes 40

STEP 7: Add New Placement Trackers 42

Step Increase Process 42
Professional Development Update Process 43

STEP 8: Set Up Budget Plans 45

Set Up the Salary Calculation Method Configuration 45
Add a Salary Negotiations Budget Plan 46
Import Assignments from Existing Employee Management or Salary Negotiations Plans 49
Review Source Data 49
Select Import Assignments Options 50
Run the Report 55
Process the Import Assignments 56
View the Imported Assignments 57
Add a Workers' Compensation Rate Table 57
Clone a Workers' Compensation Rate Table 59
Modify a Workers' Compensation Rate Table 60

STEP 9: Add Unfilled Positions and Vacant Assignments 61

Add Vacant Assignments 65

STEP 10: Create Miscellaneous Dollar Information 67

Add a Budget Plan for Miscellaneous Dollars 67
Add Miscellaneous Dollar Positions and Assignments 68

STEP 11: Update Assignment Calendars and Audit Assignments 71

Update Assignment Calendars Using the Plan Calendars Cycle Process 71
Using the Assignment Audit Process 72
Run Assignment Audit Process 73
Fix Assignment Exceptions 74

STEP 12: Review and Update Positions and Assignments Data 77

Position - Assignments Mass Change Utility 77
Change Salary Matrixes on Assignments Using the Filter Mass Processing Utility 79
Add Matrix Filters 80
Select Filters 81
Salary – Hourly Mass Change Utility 83
SPI Browse Utility 85
Mass Change Assignment Breakdown Utility 89
Account Mass Processing Utility 91
Assignment Breakdown Account Mass Processing Utility 93
Verify Assignment Breakdown Account Changes 97
Update Account Dist Mass Utility 97
Data Mining Reports 101

STEP 13: Update Individual Positions and Assignments 102

Update Positions 103
Update Assignments 107
Update Account Distribution on the Payroll Information Tab 108
Update Duty Codes 108
Updating the Grade Codes Table 110

STEP 14: Audit Budget Plans 111

STEP 15: Create the Working Budget Plans 112

STEP 16: Add and Modify Benefits on Assignments 113

Add Benefits to Employee Assignments 113
Add Benefits to Assignments by Importing from Pay Records 114
Add Benefits to Assignments Using the Benefit Mass Processing Utility 118
Add Benefits to Individual Assignments 121
Add Benefits to Unfilled Positions and Miscellaneous Dollar Assignments 123
Add Deductions to Employee Assignments 125
Modify Benefits on Assignments Using the Filter Mass Processing Utility 128
Add Available Filters 129
Select Filters 131
Set Benefit FTE on Base Assignments for Medical (Insurance) 132
Benefit Mass Processing Utility – Recalc Ben FTE Based on Hrs/Year 132
Prorate Benefit FTE Utility 135
Position – Assignments Mass Change Utility 140

STEP 17: Run Generate Plan Detail and Reports 141

View Benefits after the Generate Plan Detail Process in Complete 143
Recommendations to Consider When Creating New Accounts 143
Run Reports 144
Assignment Breakdown Report 144
Detail Report 147
Employee Cost by Account Report 148
Pay/Benefit Distribution Report 150
Position Control Report 151

Summary Report 153
Mix Factor Report 154
SPI Salary Exhibit Report 155

STEP 18: Create Combined and Backup Budget Plans 156

Run the Data Validation Report 156
Create a Combined Budget Plan 157
Create a Backup Budget Plan 157
Continue Working with the Combined Budget Plan 158

STEP 19: Create and Export Personnel Budget 159

Create the Budget Data 159
Access the Budget Screen 160
Select Options on the Budget Compare Setup Screen 161
Select Options on the Breaks Selection Screen 163
Review the Budget Data 164
Buttons on the Budget Screen 168
Export the Budget 169
Review HR Budget in Financial Management 171
Review HR Budget Data with a Financial Management Budgetary Data Mining Report 173

STEP 20: Create SPI Salary Exhibit Report and OSPI Extract File 174

Running the SPI Salary Exhibit Report 174
Reviewing the Reports in My Print Queue 176
Data Validation Report 176
Salary Exhibit Report 177
View/Save the OSPI Extract File 177
Transmittal File Transmission Information 178
OSPI Extract File Name Structure 178
Verify the Extract File Was Sent to OSPI 179

Appendix A – Budgeting State Extraction (F-195) Data Flow 181

Appendix B – Assignment Audit Exceptions 182

Appendix C – Data Validation Exception Messages 185

Appendix D – Frequently Asked Questions 191

How can I add Benefits to Assignments that don't have a matching Profile Pay Record Pay Code?191
How can I assign/update a changed calendar to a group of employees after the Plan Calendar Cycle has already been run? 191
How can I find out what Step is in the Placement Tracker for all Assignments in my Plan? 192
How can I mass change salary amounts? 192
What are some quick ways to find where discrepancies are originating? 192
Why are some Assignments excluded from the Budget Create screen? 193
Why are the Plan Detail amounts two or more times than what they should be? 193
Why are the SPI Salary Exhibit and Budget Create Amounts different? 193

Why doesn't the HR Budget exported to Financial Management match? 193
Why doesn't the Budget in OSPI's EDS interface match the Budget in Financial Management? 194
Why is my Budget Create button grayed out? 194
Why is my Budget not balanced to my Employee Cost by Account Report? 195
Why is the Revised Budget column on the Budget Create screen showing amounts are doubled? 195
Why is the total on the Budget screen different from the total on the SPI Browse screen? 195
Why isn't my Budget data showing up at OSPI? 196

Appendix E – Troubleshooting 197

Assignments 197
Assignments for Teachers with Placement Tracker Steps Like 4.45 and 9.73 197
Assignments Not Showing Up in OSPI EDS 197
Calculated Contract amount does not match Per Diem Contract Amount 198
Error screens appear while working with Assignments 198
Plan Detail Account Distribution did not match Breakdown and Payroll Distribution when expanding the areas from the Assignment Browse 199
Assignment Audit Issues 199
Assignment Calendars did not Advance for some Assignments when the Assignment Audit Process was run 199
Calendar exceptions 199
"Fiscal Year on Assignment does not equal the Fiscal Year of Plan" audit exception message 200
"Fiscal Year on Position does not equal the Fiscal Year of Plan" audit exception message 200
"No records were found to process" message 200
Assignment Breakdown Issues 201
Assignment Breakdown Information Missing 201
Assignment Breakdown Percent 201
Copy PPAADDD to Assignment Breakdown Report Exception Report appears and our plans were migrated 203
Copy PPAADDD to Assignment Breakdown Report Exception Report appears listing mix style records 203
Benefit Issues 203
Benefit amount for Workers' Compensation is not calculating 203
Benefit Code maximum is ignored on unfilled Assignments 204
Benefit Dollars don't look correct 205
Benefit totals differ between individual and combined plans 205
Insurance Benefit amount not calculating for some employees 206
"Partial WC rate not found" message appears on the Generate Plan Detail Exception Report 206
Budget Issues 207
Budget amounts don't match when comparing Budget Records in Financial Management to Salary Negotiations Reports and Budget screen 207
Budget Create button is grayed out 207
Budget dollars compared to previous year are not accurate 207
Budget dollars are not exported 208
Budget Total in Financial Management is different from what is exported from Salary Negotiations 208
SPI Salary Exhibit Report Issues 209
Add-On amounts not included on SPI Salary Exhibit Report 209
Benefit Value is either null (not 0) or is too high on the SPI Salary Exhibit Report 209
Budget amounts don't match the SPI Salary Exhibit Report amounts 210
Budget dollars are missing on the SPI Salary Exhibit Report or in the Budget Creation 210
Classified Assignment FTE is different on the SPI Salary Exhibit Report 211

"** High Classified Hourly Rate has a null value or overflow format error" message appears on the SPI Salary Exhibit Exception Report 211
"Null Value or Overflow Format" error appears on the SPI Salary Exhibit Exception Report 212
"** Program xx Not Found **" error appears on the SPI Salary Exhibit Exception Report 212
Program total amount is different between the SPI Salary Exhibit Report and the data in Financial Management 212

Appendix F – Sample Budgetary Data Mining Report 213

Appendix G – Checklist 217

About This Guide

This Guide shows you how to create the personnel budget data for salary dollars, benefit dollars, unfilled Position dollars, and miscellaneous dollars in the Salary Negotiations module. This Guide also explains the budget data export to the Financial Management module and discusses the SPI Salary Exhibit F-195 Extract for Objects 2 and 3.

This Guide is organized in Steps. These Steps are general guidelines—the process that your school district or Educational Service District uses may be slightly different. Be sure you use the process that your agency recommends.

This Guide doesn't provide detailed information about Budget Management in Financial Management. To learn about Budget Management in Financial Management, refer to the *WSIPC Guide to Financial Management Budgeting*.

Software Coding Updates

Software coding updates are completed each year after the instructions are available from the Office of Superintendent of Public Instruction (OSPI). You can complete final personnel budget-related processes and reports only after OSPI releases the annual software updates.

As of this publishing, OSPI's 2018-19 budget instructions have not yet been released. Therefore, this Guide contains projected salary and benefit values as of March 2018. OSPI's 2018-19 budget instructions are projected to be released in the first or second quarter of 2018.

What You Should Know Before You Start

You'll find that this Guide is much more helpful if you have experience with the following processes:

- Creating Salary Negotiations Plans, Positions, and Assignments
- Using Salary Negotiations Utilities to apply and modify benefits
- Using Salary Negotiations Reports
- Preparing Human Resources personnel budget data

Be Sure You're Signed In

This Guide is intended to be read while you are working in the Human Resources product line, so be sure you are signed in. Many of the procedures and concepts discussed in the Guide are best understood if you practice as you read.

How to Use This Guide

This section shows you how to follow navigation paths in a Guide, and how to navigate around the Guide using various features. This section also describes how and when screen shots are used in the Guide.

Navigation Paths

The procedures in this Guide begin with navigation menu paths. Select the Display Navigation Menu Paths check box in User Preferences to ensure that you can follow these paths. The option is not available in User Preferences if it is already enabled for the entire district. To learn more about setting User Preferences, see the *WSIPC Guide to Skyward's School Management System*.

Getting Around

If you're using this Guide electronically, you can click any text in blue font to move to the section of the Guide that the text refers to. Because the Guides are published in PDF format, you can also use the PDF navigation pane to quickly move from one section to another. If the pane is hidden, click the Bookmark button in the menu bar on the left side of the screen.

Screen Shots

You'll find screen shots throughout the guide to help you learn how to use the software. The data entered in the screen shots in this Guide is an example of the data you might enter. Many of these screen shots are updated with each edition to make sure what you see on your screen matches what you see in the Guide. To prevent the Guide from becoming a lengthy picture book, WSIPC Guides use screen shots only to help illustrate a key idea or when options on a screen are described. This allows WSIPC Guides to be effective *and* concise.

What's in a WSIPC Guide

WSIPC Guides are designed to provide readers with everything they need to know to safely and effectively use Skyward's software. WSIPC strives to make Guides that address the diverse needs of these audiences. Therefore, this Guide doesn't contain information customized for specific audiences, districts, or schools.

If you need to create educational materials that address the specific needs of your Service Center or district, consider using this Guide as a starting point for developing your own customized materials.

Do Not Post This Guide to the Public Internet

The information contained in this Guide is copyright protected. You may store a digital copy of this Guide on your internal server for access by authorized users. Allowing access to this Guide by anonymous users, including search engine crawlers, is not permitted. If you are unsure whether your website is open or your server is protected from crawlers, contact your Systems Administrator.

What's New in This Edition

This section highlights the significant changes to the Guide since the last edition such as content about new features, important notes and cautions, and sections of the Guide that have been expanded or moved.

Description of Change	Page #
Updated the Guide to reflect WSIPC's March 2018 software release version 05.18.02.00.04.	N/A
Updated the Guide to reflect current mandatory benefit rates.	N/A
Removed LEAP Document 1, Insurance Benefit, and HCA value placeholders from Budgeting Changes section.	9

Resources to Help You Plan Your Budget

The documents listed in Table 1 below will help ensure that you have the information you need to effectively plan your budget.

Title	Relevance
Administrative Budgeting and Financial Reporting Handbook (ABFR)	Additional guidance and instruction for preparing and completing your budget, including F-195 Reporting. You can find the AFBR Handbook at http://www.k12.wa.us/SAFS/default.asp. In the left navigation pane, click Instructions, AFBR Handbook, and then click the current year. You can usually find a link on the OSPI School Apportionment and Financial Services website home page for Budget Preparations information.
Accounting Manual for School Districts	Washington State school district accounting with budgeting instructions. You can find the Accounting manual at http://www.k12.wa.us/SAFS/default.asp In the left navigation pane, click Instructions, Accounting Manual, and then click the current year.
DRS Employer Handbook	Retirement contribution rate tables are in Chapter 6 of the Employer Handbook. URL to DRS Handbook: http://www.drs.wa.gov/
WSIPC Guide to Financial Management Budgeting	Comprehensive information about non-personnel budgeting in the Financial Management module.
WSIPC Guide to Education and Experience Import	Detailed information and instructions for importing education (credits) and experience data into Employee Profile.

Title	Relevance
WSIPC Guide to Employee Data Mining	Detailed information and instructions for creating and managing user-defined Data Mining Reports.
WSIPC Guide to Employee Management and Salary Negotiations Enhanced Salary Calculation	Detailed information and instructions for configuring the Salary Calculation Method start year and setting a Calculate FTE by default option for Position Control Records.
WSIPC Guide to Employee Utilities for Washington	Detailed information and instructions for employee utilities used for Washington State Reporting (Washington Feature Set). The Create WESPaC Experience Utility is typically run during budget preparations.
WSIPC Guide to Human Resources Calendars	Detailed information and instructions for setting up and maintaining calendars and calendar events. Calendars are used for Positions and Assignments in the Budget Plans.
WSIPC Guide to Human Resources Washington State Reporting	Detailed information and instructions for using the Washington Feature Set Reports including Data Validation and SPI Salary Exhibit used during budgeting.
WSIPC Guide to Plan Processes in Employee Management and Salary Negotiations	Detailed information and instructions for using Plan Processes. Various Plan Processes are run on the Budget Plans (such as the Assignment Audit).
WSIPC Guide to Position Control and Assignments in Employee Management and Salary Negotiations	Detailed information and instructions for maintaining Position Control and Assignment Records.
WSIPC Guide to Positions and Assignments Migration	Instructions on migrating from a SPI Code-defined Position structure to an agency-defined Position structure. Budget preparation time is the time to migrate. If you decide to migrate, contact your service center for help.

Title	Relevance
WSIPC Guide to S-275 Reporting	Detailed information and instructions about Education and Experience plus various Education and Experience Reports.
WSIPC Guide to Salary Matrixes (Matrix Master)	Detailed information and instructions for creating salary matrixes which define pay structures for the Assignments in the Budget Plans.
WSIPC Guide to the Salary Negotiations\ Employee Management Position-Assignments Mass Change Utility	Detailed information and instructions for the Position – Assignments Mass Change Utility. This utility is useful during budget preparations to change multiple Assignment fields such as hours per day.
WSIPC Guide to Salary Negotiations: Workers' Compensation Calculations	This Guide explains how the Workers' Compensation benefit amount is calculated in the Salary Negotiations module for WSIPC Washington districts.
WSIPC Guide to Skyward's School Management System	This Guide explains features in Skyward's School Management System that are common across all product lines (Educator Access Plus, Employee Access, Financial Management, Human Resources, Product Setup, and Student Management).

Table 1 - Guides and reference materials that complement the contents of this Guide

Understanding Human Resources Budgeting

Figure 1 shows an overview of the HR Budgeting Process:

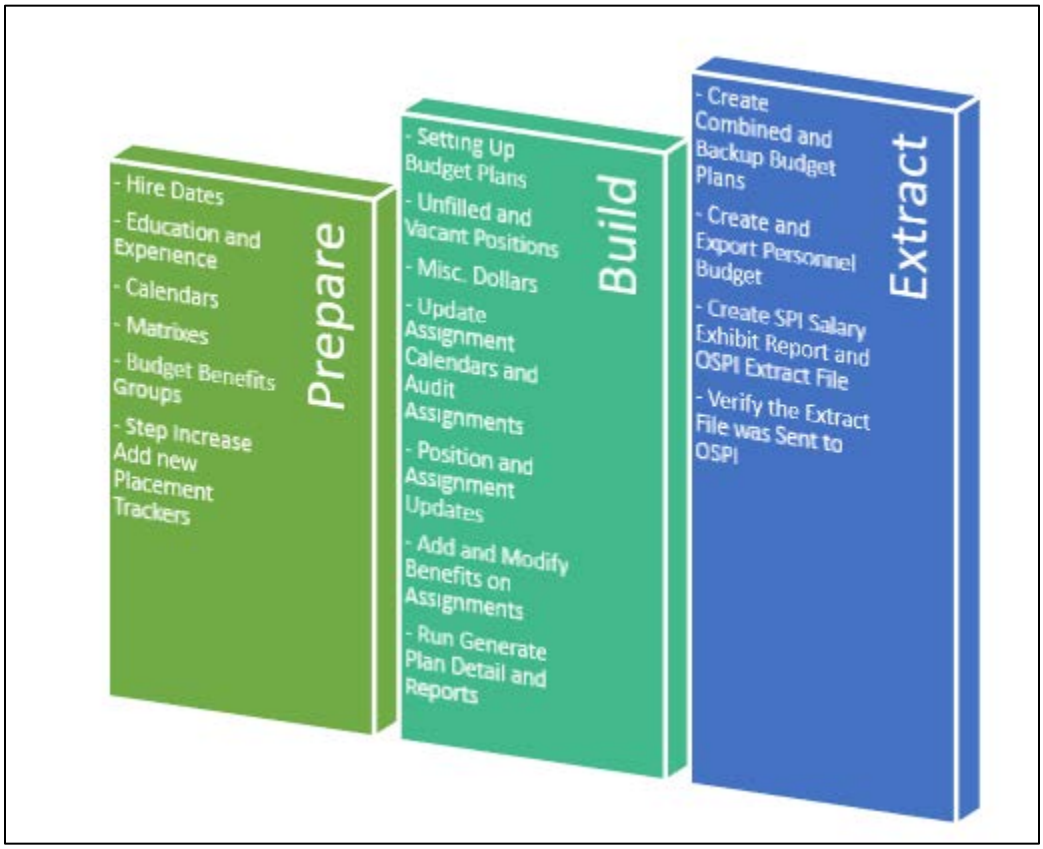
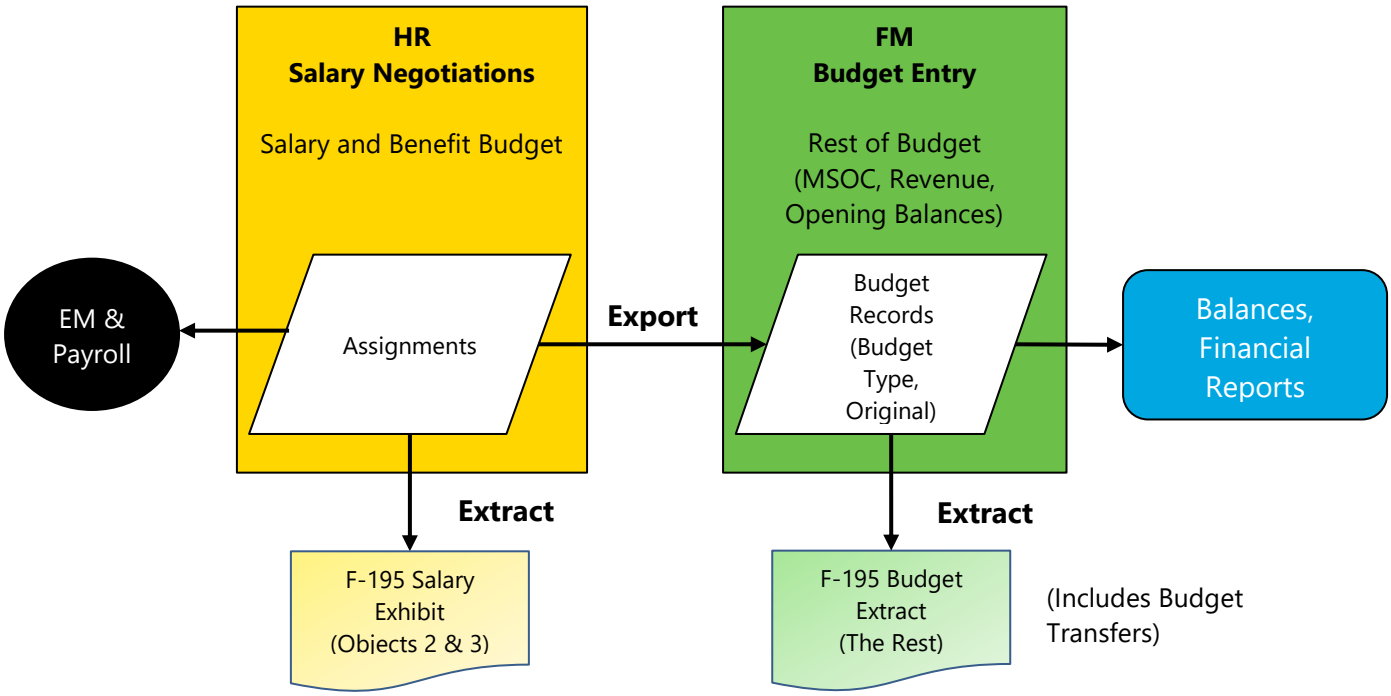


Figure 1 - Overview of the HR Budgeting Process

You prepare your Personnel/Human Resources budget in Salary Negotiations and develop the rest of your budget in Financial Management Budget Entry. At the appropriate time, you combine your Personnel/Human Resources budget with the rest of your budget. When you are ready, you extract your budgetary data and populate OSPI's apportionment system for F-195 Reporting.



The Human Resources Budgeting Process budgets personnel salary and benefit dollars. The reporting of these dollars is the basis for the Budget Year's apportionment beginning in September. To ensure your district receives the appropriate apportionment dollars, the budget must accurately reflect expected expenditures.

All School Districts and ESDs must submit the proposed budget to their School Board, ESD Financial Office, and to OSPI. Dates for these submissions are established in the personnel budget instructions from OSPI.

2018-2019 Budgeting Changes

Budgeting instructions from OSPI are generally not available until the first or second quarter of the calendar year. You can find the annual budget information instructions for Public School Districts at the OSPI School Apportionment & Financial Services website.

Washington State school budgeting changes are taking place as a result of EHB 2242 passed in 2017. There is a shift away from using the LEAP Document 1 for Certificated Instructional Staff (and Mix Factor table) to using average salaries. As a result, the certificated starting base salary information has been removed from this section. Salary Matrix and Mix Factor Report information remains in the guide as the related processes may still be used by agencies. To learn more about EHB 2242, see http://apps2.leg.wa.gov/billsummary?BillNumber=2242&Year=2017&BillNumber=2242&Year=2017. You can also find information on the WAS site https://www.wasa-oly.org/.

Following the Processing Sequence

This Guide walks you through the following steps for completing and exporting the HR personnel budget.

Note	The steps that your school district or Educational Service District uses may be different. For example, some districts may do some of the processes in Step 12 sooner. Some districts may create various backup copies of Budget Plans throughout the processing. Use the process that your agency recommends.

- STEP 1: Review and Update Hire Dates
- STEP 2: Update and Review Education and Experience Data
- STEP 3: Set Up Calendars for the New Fiscal Year
- STEP 4: Set Up Salary Matrixes for the New Fiscal Year
- STEP 5: Set Up Budget Benefits
- STEP 6: Modify Ded/Ben Group Benefit Codes
- STEP 7: Add New Placement Trackers
- STEP 8: Set Up Budget Plans
- STEP 9: Add Unfilled Positions and Vacant Assignments
- STEP 10: Create Miscellaneous Dollar Information
- STEP 11: Update Assignment Calendars and Audit Assignments
- STEP 12: Review and Update Positions and Assignments Data
- STEP 13: Update Individual Positions and Assignments
- STEP 14: Audit Budget Plans
- STEP 15: Create the Working Budget Plans

- STEP 16: Add and Modify Benefits on Assignments
- STEP 17: Run Generate Plan Detail and Reports
- STEP 18: Create Combined and Backup Budget Plans
- STEP 19: Create and Export Personnel Budget
- STEP 20: Create SPI Salary Exhibit Report and OSPI Extract File

STEP 1: Review and Update Hire Dates

Before you run the Create WESPaC Experience Utility (explained in STEP 2 of this Guide), you must first verify that each Employee Record has a hire date. Since this utility does not provide an exception list for employees with missing hire dates, you can use a Data Mining Report to look at employee hire dates and then update Employee Records with missing hire dates.

Use a Data Mining Report to Review Hire Dates

In this step, you run a Data Mining Report to show blank employee hire dates. The Hire Date field is in the Personnel Field area in Data Mining.

To use a Data Mining Report to review blank hire dates:

1. In the Web interface, go to Human Resources\Employee\EP\DM.
2. Click Add to create a report that includes the Hire Date field.

Note	If you have already created a Data Mining Report that includes the Hire Date field, select that report template and click Print.

3. Configure the Data Mining screen, making sure that you do the following:
   a. Go to the Ranges tab and verify that Fixed is selected for the Range Low and Range High boxes.
   b. Leave the Range Low box empty and delete the default date in the Range High box.
4. Click Save.
5. Click Print.

6. When the process is complete, click View Report.

7. Review the report and determine whether the hire date must be updated for any employees.

The report in Figure 2 shows an employee with a blank Hire Date.

```
4pmpro06.p 00-2                                  Emerald School District
05.15.10.00.00                                      Hire Date - Blank


            Last                            First            Hire
Nalphakey   Name                            Name             Date
JOHNSSHA000 JOHNSON                         SHARON


Employee Count:1

     ************************* End of report *************************
```

Figure 2 - Report showing blank Hire Date

Update the Hire Date

If you find blank employee hire dates on the Data Mining Report, you must update each Employee Record that is missing a hire date but should have one.

To update the Hire Date:

1. In the Web interface, go to Human Resources\Employee\EP\EP.

2. Select an employee.

3. Under the Employee tab, click the Personnel sub-tab.

4. Click Edit and update the Hire Date.

5. Click Save.

STEP 2: Update and Review Education and Experience Data

Follow the instructions in this section if your agency generally updates education (credits, degrees, and certifications) and experience data during budget time. The *WSIPC Guide to S-275 Reporting* contains more information about education and experience data and reports that you may find helpful.

Update Education Data

Education is counted in State Reports based on the Approved Date and Earned Date. Review employee education information to be sure employees are placed appropriately on the Salary Matrix. If an employee has enough credits to move to a new lane on the Salary Matrix, enter the credits in the Employee Profile Credits tab.

Note	Credits added to the Employee Profile Credits tab do not automatically update a Placement Tracker. You'll add a Placement Tracker later in Step 7.

Note	If the Approved Date is blank, the credits are not reported on the current year S-275.

To update education data in Employee Profile:

1. In the Web interface, go to Human Resources\Employee\EP\EP.

Tip	You can also complete this process in Employee Browse (Human Resources\Employee\EP\EB). This allows you to use views and filters to review employee data.

2. Select an employee to update.

3. Click the Credits, Degrees, or Certification tab.

4. Click Add or Edit to update education data.

Update Experience Data

When you budget, assume that employees are paid based on having another year of experience. Because experience is based on dates, you can project and add experience based on their current-year experience. Experience with an end date after 08/31/17 is not counted on 2017-2018 State Reports.

Note	You can create a Placement Tracker with a future effective date for the budget. The Placement Tracker does not validate education or experience. Placement Trackers are separate from the actual education and experience levels in the Employee Profile Records. You'll add a Placement Tracker later in Step 7.

To update experience during budget time, you can use one or a combination of these processes:

- Import Experience
- Run the Create WESPaC Experience Utility
- Update Experience in Employee Profile

This section explains each process.

Import Experience

The import process is helpful if a new employee in your district has experience data at another district. For detailed information about the import processes, see the "Importing Experience Data" section in the *WSIPC Guide to Education and Experience Import*.

Run the Create WESPaC Experience Utility

The Create WESPaC Experience Utility process updates several employees at once by adding another Experience Record. The experience update is based on the current Fiscal Year Employee Management Plans.

Each time (not just each year) you run the Create WESPaC Experience Utility on a group of employees, you must use a new Experience Update Code. If you are updating groups of employees separately and using the same annual Update Code, this deletes the experience of other employees who already have the same code.

Tip	To create an Experience Code, in the Web interface, go to Human Resources\Employee\EP Setup\CO\EC.

To learn more about this utility and about each option description, see the "Create WESPaC Experience Utility" section in the *WSIPC Guide to Employee Utilities for Washington*.

To run the Create WESPaC Experience Utility:

1. In the Web interface, go to Human Resources\Employee Administration\EM Setup\UT\CR.

2. Click Add.

3. In the Template Description box, type a description.

4. Select the 2017 in the Plan Year box. (You are adding experience based on employees' current Fiscal Year Assignments in the selected Plan.)

5. Change the Start Date and End Date ranges as needed. You can use the default values.

6. Change the settings in the Selection criteria area as needed. You can use the default values.

7. To add experience to all employees in the Plan, leave the FTE Amount Range as the defaults (0.0000 to 9.9999).

Note	The Create WESPaC Experience Utility uses the Calc FTE values from the Assignments in the selected Plan. You can manually remove or update experience data on individual employees after the process is complete.

8. Click Experience Code and select the correct code.

9. In the Comments box, type information (such as "Annual Mass Update <YYYY-YY>"). The information in the Comments box is what you see in the Position field on the Experience Details screen.

10. Do one of the following for the Increase by option:

    - If you are creating experience for certificated employees such as teachers, click FTE. This gives employees the amount of their calculated FTE from selected Assignments in the Plan.

    - If you are creating experience for classified employees, click Amount and type a value in the Increase Amount box. The default amount is 1.00.

Note	A negative amount is allowed in the Increase Amount box.

11. Click Select Plans and select the Select check box next to an Employee Management Plan.

12. Click Save.

13. Click Select Experience Summary Codes and select the Select check box next to DI (District In-State) and SI (SPI In-State). The SI (SPI In-State) experience credit is the experience counted on State Reports.

14. Click Save.

15. Click Selection Parameters and define which employees to run the utility on (such as Certificated Positions only).

16. Click Save and Select if you added new Employee Selection Parameters.

17. Click Save and Process.

18. When the process is complete, click Preview Data to Process and review the Mass WESPaC Create Experience screen.

Note	The preview screen displays information about the experience. From this screen, you can delete records or create a Verification Report. If you create the Verification Report, it shows data similar to what you see on the preview screen.

19. Click Back.

20. Click Run the Update to make the changes. A message asks if you're sure you want to run the update.

21. Click OK.

22. When the process is complete, click Display Report. The report shows data similar to what you saw on the preview screen.

Tip	To reverse the mass-update of experience entry, use the same process parameters and Experience Code and enter a negative 1 (-1) in the Increase Amount box. A negative amount is allowed in the Increase Amount box.

Figure 3 shows a configuration example for updating employees by FTE based on the current year certificated Employee Management Plan.

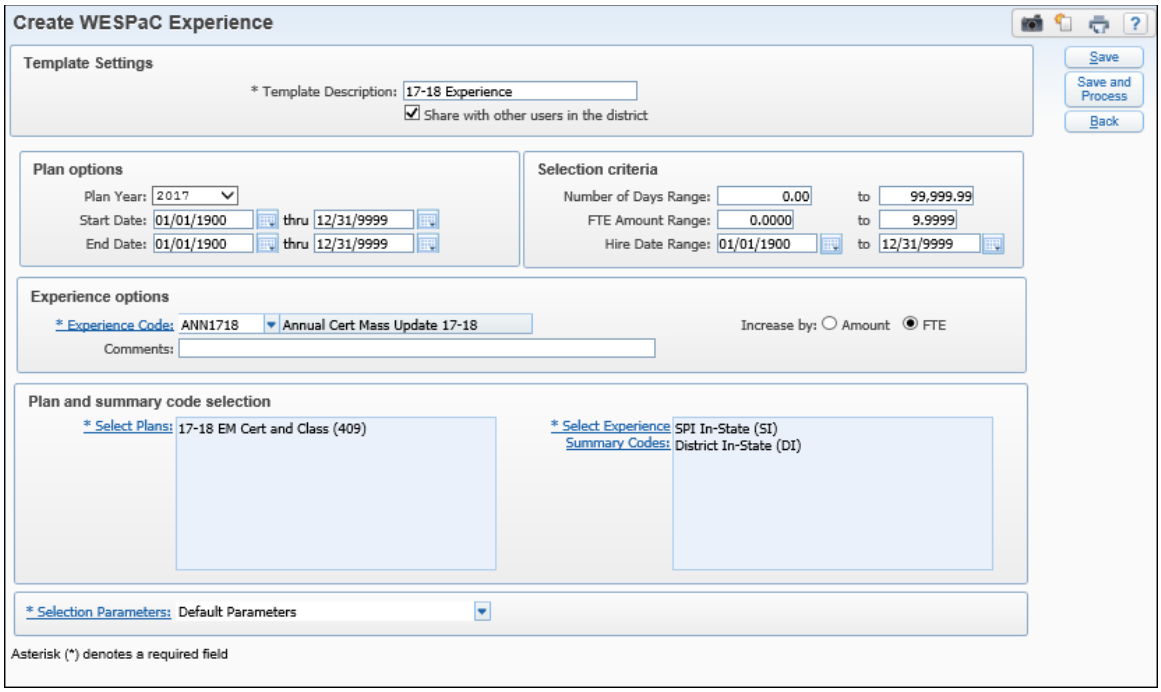


Figure 3 - Example Create WESPaC Experience screen

Update Experience in Employee Profile

Use this procedure to update details for a selected employee.

To update Experience in Employee Profile:

1. In the Web interface, go to Human Resources\Employee\EP\EP.
2. Select an employee.
3. Click the WA – Experience tab.
4. Click Add or Edit.
5. Configure the Experience Maintenance screen.
6. Click Save.

Review Education and Experience Data

This section shows you how to run the Calculate Education and Experience Utility and how to create a Data Mining Report. You can then total the credit values in Excel. This is the easiest way to review both the education and the experience totals on one line for each employee.

There are other reports that you can also use to review education and experience data. These reports are described in the annual *WSIPC Guide to S-275 Reporting*.

Run the Calculate Education and Experience Utility

The Calculate Education and Experience Utility provides a quick way to recalculate and view employee Education and SPI Experience totals. The screen displays a summary line for each employee (Figure 4). You can also download this information to Excel.

See the "Calculate Education and Experience Utility" section in the *WSIPC Guide to Employee Management and Salary Negotiations Utilities for Washington* for detailed information about this utility.

Caution If the utility is run multiple times in less than 30 days, multiple summary records will exist in the table.

Example:
This utility is run today. Credits are added on some employees and the utility is run again today. A record with the totals from the first run is in the table. Another record with totals from the second run is also in the table. Both records are listed in the Data Mining Report.

To run the Calculate Education and Experience Utility:

1. In the Web interface, go to Human Resources\Employee Administration\EM Setup\UT\CE.
2. Click Add to create a template.
3. In the Template Description box, type a description.
4. In the Calculate Experience Through box, type "8/31/18."
5. In the Calculate Credits and Degrees Through box, type "10/1/18."
6. Click Save and Run.
7. Review the data that appears on the Calculate Education and Experience screen (Figure 4). You may also want to download the information to an Excel file to view the data.
8. Click Back.

Note Because this utility calculates totals for all employees including those who are fake unfilled employees, you can either filter in Excel or create a Data Mining Report and filter in Ranges.

Figure 4 has a selected employee (ACTIOAND000) at the top of the screen who is retired. The employee (BAXTEBET000) highlighted in Figure 4 is a prof-tech employee, so credits and experience are not required for Washington State Reporting.

Views: General Filters: *Skyward Default

NAME KEY	CALCULATED EDUCATION DATE	CALCULATED EXPERIENCE DAT	HIGHEST DEGREE	HIGHEST DEGREE YEAR	ACADEMIC CREDITS	IN-SERVICE CREDITS	EXCESS CREDITS	NON-DEGREE CREDITS	SPI EXPERIENCE	SUMMARY DATE
ACTIOAND000	10/01/2016	08/31/2016	M	1998	33.8	.4	0	0	26.5	09/14/2015
ALLYNETH000	10/01/2016	08/31/2016	M	1999	79	.7	55	0	12	09/14/2015
ANDREMAR000	10/01/2016	08/31/2016	M	1999	10	6.4	5	0	17	09/14/2015
ATTABYUR000	10/01/2016	08/31/2016	B	1998	14.5	0	0	0	15	09/14/2015
BAKERGIN000	10/01/2016	08/31/2016	B	1998	101	.8	0	0	16.7	09/14/2015
BALL CRY000	10/01/2016	08/31/2016	B	1998	0	.4	0	0	9.3	09/14/2015
BALL DAN000	10/01/2016	08/31/2016	B	1980	0	0	0	0	34.4	09/14/2015
BALLOCRI000	10/01/2016	08/31/2016	B	1999	90	0	0	0	17	09/14/2015
BALONTON000	10/01/2016	08/31/2016	B	1990	45	0	0	0	31.7	09/14/2015
BAXTEBET000	10/01/2016	08/31/2016		0	0	0	0	0	0	09/14/2015
BAXTESTE000	10/01/2016	08/31/2016		0	0	0	0	0	0	09/14/2015
BEAN GRE000	10/01/2016	08/31/2016	G	1974	115.5	26.4	0	0	2	09/14/2015

Figure 4 - Example results from the Calculate Education and Experience Utility

Add a Data Mining Report to Review Education and Experience Data

This is optional. If you downloaded the Calculate Education and Experience screen data to Excel in the previous procedure, you may not need to run a Data Mining Report because it provides the same information. You might consider a Data Mining Report if you want to include additional fields or want to run the report with selection parameters such as Employee Type. The procedure below shows how to add a report that includes the WA Employee Summary fields for education and experience totals.

To add a Data Mining Report to review education and experience data:

1. In the Web interface, go to Human Resources\Employee\EP\DM.
2. Click Add.
3. Configure the Data Mining screen, making sure you do the following:
    a. On the Report Information tab, select the following options:
        - Next to Employee Status, select Active.
        - Next to Employee Inclusion, select Include Only Employees Who Have Data in All the Selected Field Areas.

b. On the Fields tab, include WA Employee Summary fields (Figure 5).

c. On the Ranges tab, configure a low and high range to exclude your fake unfilled employee names.

4. Click Save.

5. Click Print.

6. When the process is complete, click View Report.

7. Review the report and determine whether any education or experience data must be updated for any employees.

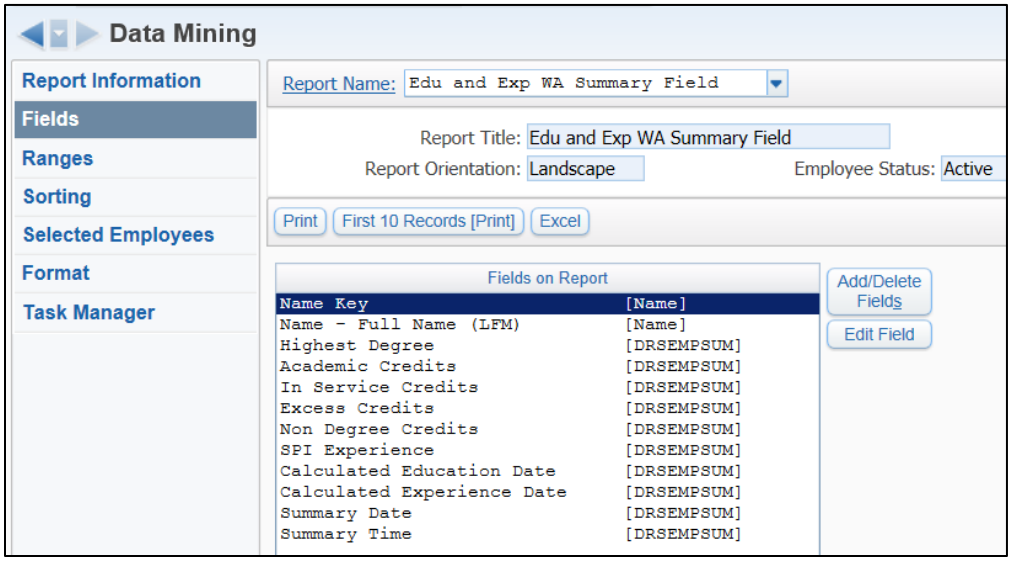


Figure 5 - Example WA Employee Summary fields for Education and Experience data

STEP 3: Set Up Calendars for the New Fiscal Year

Calendars are a vital component of the Budget process because they affect Positions and Assignments, which in turn affect budget dollars. Calendars are defined by the year, Calendar Code, and description, and include valid workdays, default hours per day, and start and end dates.

For in-depth information about calendars in Human Resources (including information about adding and maintaining calendars and calendar events, running utilities, and troubleshooting), see the *WSIPC Guide to Human Resources Calendars*.

Calendar Events and Dates

Budget preparation is the time to start using calendar events. After the initial setup year for calendar events, the annual calendar maintenance thereafter is streamlined.

To set up calendar events and dates:

- In the Web interface, go to Human Resources\Employee Administration\SN Setup\CO\CE and ED.

Note	For step-by-step instructions for setting up calendar events and dates, see the "Calendar Events" section in the *WSIPC Guide to Human Resources Calendars*.

Tip	**Rolling Calendar Event Dates** If you are already using calendar events, you can roll event dates before setting up calendars for the new fiscal year. For step-by-step instructions on how to roll event dates, see the "Roll Event Dates" section in the *WSIPC Guide to Human Resources Calendars*. To roll event dates: ▪ Go to Human Resources\Employee Administration\SN Setup\CO\ED.

Calendar Cycle (Roll)

Using the Plan Calendar Cycle process is the most efficient way to set up calendars for the new fiscal year (especially if you are using calendar events). For step-by-step instructions on how to use the Plan Calendar Cycle process, see "Using the Plan Calendar Cycle Process" section in the *WSIPC Guide to Human Resources Calendars*.

Best Practice	The Plan Calendar Cycle process is used to accomplish two tasks during budget preparations: ▪ You first use it to cycle (roll) calendars from one year to another year (instead of adding and cloning calendars). ▪ Then you use it to update calendars and work dates on Positions and Assignments in a Budget Plan. This is done in Step 11 of the budget processing sequence in this guide.

To cycle (roll) calendars:

- Go to Human Resources\Employee Administration\SN\PP\PC.

Note	For step-by-step instructions on how to cycle (roll) calendars, see the "Selecting Calendars to Cycle" and "Updating Calendar Codes" sections in the *WSIPC Guide to Human Resources Calendars*.

Review the New Fiscal Year Calendars

Use this procedure to review the new Fiscal Year calendars you set up. Review all calendars again to verify that information is still correct or to make updates if information has changed.

To review the new Fiscal Year calendars:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\CO\CC.

Note	The Calendar Codes listed are for the selected Fiscal Year. To see a different Fiscal Year, click Filter Options, select a Processing Year, and click Apply Filter.

2. Select the calendar you want to review.

3. Click Edit and review the calendar.

4. (Optional) Make changes to the calendar. The changes you make may include entering the following data:

    - Non-standard (non-work days or days with different hours) and paid holidays

    - Notes in the Days Different From Default section to describe non-standard days

5. Click Close.

STEP 4: Set Up Salary Matrixes for the New Fiscal Year

Salary Matrixes are needed for the Budget process because they provide Budget Year pay structures. You can set up Salary Matrixes before you have all of the budget information and then make any necessary updates when information is finalized. Create new Salary Matrixes for the new Fiscal Year by cloning any of the existing Salary Matrixes or by adding new Salary Matrixes. You may also want to edit the District Base and use the Step Amount Mass Change process.

To set up Salary Matrixes:

- In the Web interface, go to Human Resources\Employee Administration\SN Setup\CO\MM.

Note	For step-by-step instructions on how to set up Salary Matrixes, see the *WSIPC Guide to Salary Matrixes (Matrix Master)*.

STEP 5: Set Up Budget Benefits

In this Step, you create a new Ded/Ben Group for the next year benefits and add benefits or deductions to the group. You'll modify benefits or deductions in the Ded/Ben Group in Step 6.

Add a Ded/Ben Group for Budget Plans

A Ded/Ben Group is a list of potential Benefit or Deduction Codes for use in a Salary Negotiations Plan. Each Budget Plan for the next year must use the same Ded/Ben Group.

To add a Ded/Ben Group for Budget Plans:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\CO\DB.
2. Click Add.
3. In the Group Code box, type a code (such as "BUD18").
4. In the Description box, type a description (such as "Budget 2018-19 Benefits").
5. Click Save.

You now have a new empty Ded/Ben Group.

Add Benefits to the Ded/Ben Group

You can add benefits to the Ded/Ben Group by using the import feature or by adding individual benefits. The method you choose depends on how you prefer to budget the benefits. Each method is described below.

Import Benefits from an Existing Ded/Ben Group

This option may save you significant time if the benefit amounts in the previous year's Budget Ded/Ben Group are consistent with this year's amounts.

Best Practice	Benefits imported from last year's Budget Ded/Ben Group already have the insurance Benefit Codes. You can follow these steps to import any Existing Group Benefits if another group is more current and better reflects what you want for this year's budget.

To import the benefits from an existing Ded/Ben Group:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\CO\DB.

2. Select the Group you want to import into and click Edit.

3. Click the Benefits tab.

4. Click Import Benefits from Group.

5. On the Import Benefits from Group list, select the Benefit Group you want to import from (such as last year's Budget Ded/Ben Group).

   The group you are importing into is listed on the screen along with the following message:

   "Are you sure you wish to continue with the import process?"

6. Click Continue.

7. When the process is complete, click View Report. The report lists the number of codes imported.

Benefit Codes and rates from the existing group benefits you selected, populate the Ded/Ben Group.

Add Individual Benefits to the Ded/Ben Group

Use this option if you want to individually select Benefits for the Ded/Ben Group. You can add selected benefits individually from Payroll with this option and you can also manually add new benefits.

If you did not import Benefits from an existing group, you would typically add FICA, Medicare, Retirement, Unemployment, and Workers' Compensation benefits. You may wish to add other benefits used in Payroll such as insurances or Health Care Authority. As long as you type the code exactly as it already exists in Payroll, the software can automatically load and fill in the Benefit Code information from Payroll.

Adding an Individual Benefit from Payroll to the Ded/Ben Group

You might use this option if you cloned benefits from an existing group, but also want to add some individual benefits from Payroll. You may want to add specific Medical Insurance Codes from Payroll. In the example below, the HCA Benefit Code (which is in Payroll) is added to the Ded/Ben Group.

Note	The HCA Benefit Code may already be in the Ded/Ben Group if the benefits were cloned from an existing Ded/Ben Group that already included HCA.

To add an individual benefit from Payroll to the Ded/Ben Group:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\CO\DB.

2. Select the Group you want to import into and click Edit.

3. Click the Benefits tab.

4. Click Add.

5. In the Benefit Code box, type "HCA."

6. Press the Enter key on your keyboard. The following message appears:

   "The Benefit Code (HCA) has been found in payroll. Would you like to automatically populate this screen from the information in Payroll?"

7. Click Yes. All data for the HCA benefit automatically fills in from the Payroll Benefit Code information.

Note	You may need to update the Amount box. If the Amount box has an incorrect value from the Payroll Benefit Code, update the Amount box to the current HCA value.

8. Click Save. The Ded/Ben Group is now populated with the HCA benefit.

9. Repeat steps 4 through 8 to add all the payroll benefits you want in the Ded/Ben Group.

Adding a New Insurance Benefit Code to the Ded/Ben Group

If you budget insurance with the state allocation, you can add Benefit Codes as needed for insurance. You may only need one INS Benefit Code for all the employees, or you may have multiple insurance Benefit Codes for different state allocation amounts or different bargaining units.

Example	Examples of employee bargaining unit insurance amounts: ▪ INS for everyone at $780.00 ▪ INS1 for Teachers at $800.00 ▪ INS2 for Para Educators at $780.00 ▪ INS3 for Transportation at $785.00

To add a new insurance Benefit Code to the Ded/Ben Group:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\CO\DB.

2. Select the Group you want to import into and click Edit.

3. Click the Benefits tab.

4. Click Add.

5. Configure the Benefit Code Maintenance screen. See Figure 6 for an example.

6. Click Save.

Figure 6 shows an insurance amount slightly higher than the state allocation. You can add additional insurance benefits to the Ded/Ben Group.

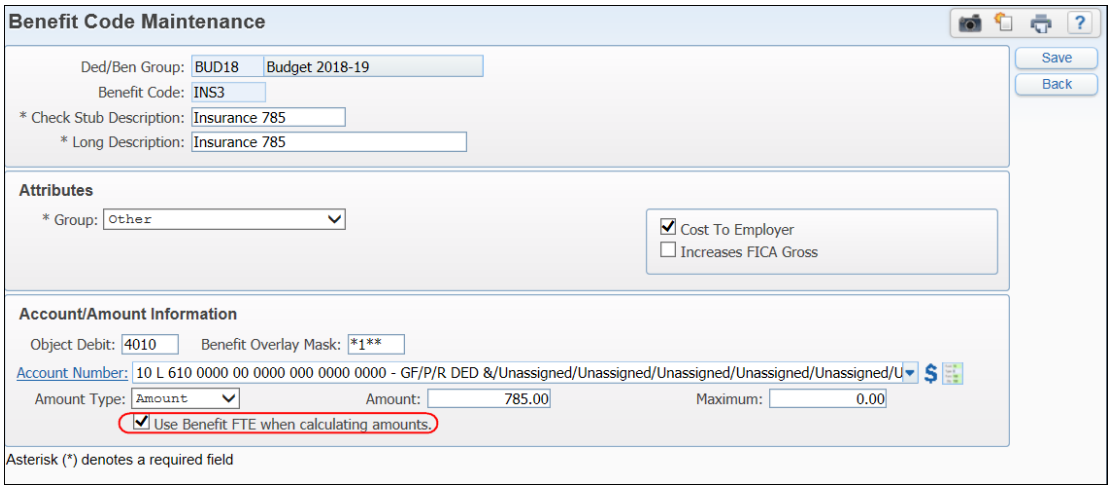


Figure 6 - Example of an additional insurance benefit amount

Import Deductions to the Ded/Ben Group

This process is optional. Employee deductions are not a cost to the agency and are generally not included in the budget. However, because certain deductions reduce FICA and Medicare Gross, this impacts the amount of FICA and Medicare the agency pays. Because the agency must pay the same amount of FICA and Medicare as an employee does, including employee deductions that reduce FICA and Medicare Gross in the Ded/Ben Group is a way for agencies to reduce their budget estimate of what they pay for FICA and Medicare.

You may decide not to use this if you want to include some padding in the budget. Because you would assume employees keep the same deductions (that reduce FICA and Medicare Gross) from one year to the next and throughout the year, if the employee changes a deduction you could possibly end up under-budgeted for FICA and Medicare.

Note	This process imports all active deductions from Payroll that decrease FICA Gross.

To import deductions to the Ded/Ben Group:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\CO\DB.

2. Select the Group you want to import into and click Edit.

3. Click the Deductions tab.

4. Click Import Deductions from Payroll. The following message appears:

   "This process will import all active Deductions that decrease FICA gross, from Payroll to the current Ded/Ben Group, '[group code]'. Do you want to delete any existing Deduction codes in this group before processing?"

5. Click Yes.

6. When the process is complete, click View Report. The report lists the number of codes imported.

The Ded/Ben Group is now populated with a list of active Payroll Deduction Codes that decrease FICA Gross.

STEP 6: Modify Ded/Ben Group Benefit Codes

Now that the Ded/Ben Group has Benefit Codes and values, you may need to modify some Benefit Code settings. Review each of the Benefit Codes in the Ded/Ben Group and make changes if needed. Changes to Unemployment, Retirement, Workers' Compensation, and insurance benefit amounts are discussed in more detail below.

You must modify these codes because any values from the Payroll benefits are just placeholders. Payroll benefits, like Unemployment, are calculated from rate tables. The values and code attributes that are imported from Payroll are not correct.

Modify Unemployment Benefit Amounts

Look at the current Unemployment (UC) percent in the Rate column found in the Payroll Unemployment Compensation Table (HR\PA\UT\PA\TA\PT). Figure 7 (page 33) shows an example Unemployment Compensation screen. Enter the same percent in the Salary Negotiations Ded/Ben Group Unemployment (UC) Benefit Code. See Figure 8 (page 34) for an example.

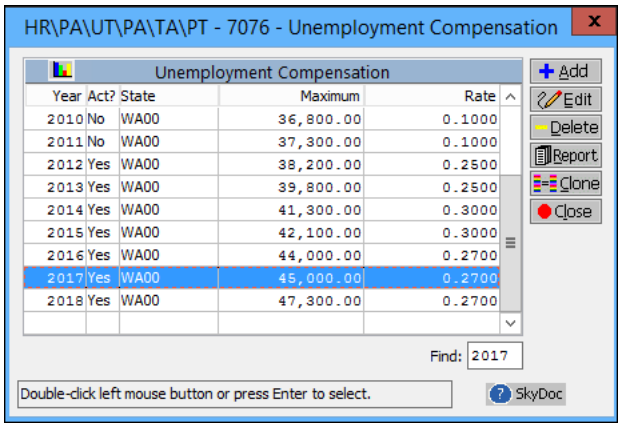
The Unemployment Compensation percent is based on a calendar year. The 2018 taxable wage Base is $47,300. The taxable wage base is the maximum amount on which you must pay taxes for each employee. If an employee's salary is $59,385, you are only required to pay taxes on $47,300. The amount over the taxable wage is excess wages.

You can find taxable wage information on the Washington Employment Security Department website at:

https://esd.wa.gov/employer-taxes/taxable-wage-base

Note	The rates shown in Figure 7 are only an example. Your district may use different rates.

Figure 7 shows an example of the 2018 Maximum (47.300.00) and 0.2700 percent in the Rate column. In the Act? column, the 2018 rate is currently active.



Year	Act?	State	Maximum	Rate
2010	No	WA00	36,800.00	0.1000
2011	No	WA00	37,300.00	0.1000
2012	Yes	WA00	38,200.00	0.2500
2013	Yes	WA00	39,800.00	0.2500
2014	Yes	WA00	41,300.00	0.3000
2015	Yes	WA00	42,100.00	0.3000
2016	Yes	WA00	44,000.00	0.2700
2017	Yes	WA00	45,000.00	0.2700
2018	Yes	WA00	47,300.00	0.2700

Figure 7 - Example Payroll Unemployment Compensation Rate Table

To modify Unemployment benefit amounts:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\CO\DB.
2. Select the Ded/Ben Group and click Edit.
3. Click the Benefits tab on the left.
4. Select the Benefit Code and click Edit.
5. In the Amount Type box, the Percent box, and the Maximum box, modify the data as needed.

Note	The Amount Type box should be Percent and the Percent box should contain the percent displayed in the Payroll Unemployment Compensation Table (HR\PA\UT\PA\TA\PT). If not, change it to the correct percent. The Maximum box is the percent multiplied by the Maximum amount found in the Payroll Unemployment Compensation rate table. See Figure 8 to view the modified data example.

6. Click Save.

Figure 8 shows an example of the payroll 0.2700 percent (from the Rate column in Figure 7 on page 33) entered in the Salary Negotiations Ded/Ben Group.

Note	The rates shown in Figure 8 are only an example. Your district may use different rates.

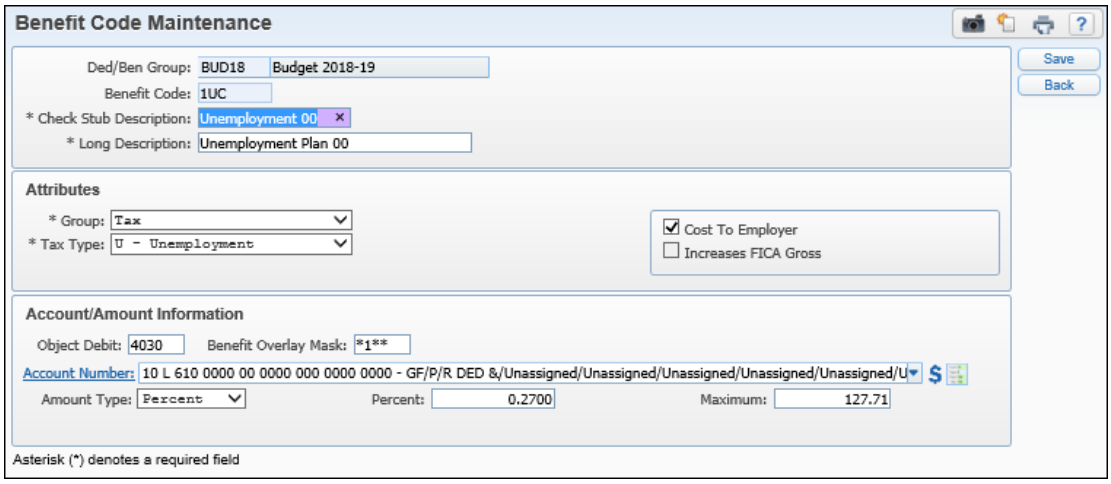


Figure 8 - Example Unemployment Benefit Code

The Unemployment benefit amount is calculated based on the Unemployment percent (from the Unemployment Benefit Code in the Ded/Ben Group) multiplied by the Assignment pay amount. If the pay amount exceeds the Unemployment maximum amount (47,300 for 2018), Unemployment is calculated based on the maximum multiplied by the Unemployment percent.

Note	If the Unemployment percent is .27 in Payroll and Salary Negotiations, the software uses .0027 in the Unemployment calculation (just as you would enter on a calculator using the decimal method and not using the % key). The maximum amount is calculated as 47,300.00 x .0027 = 127.71.

Example	Example of Unemployment Benefit Calculation: Pay amount is 36,182.58 (less than the 47,300 maximum). Unemployment percent in the Ded/Ben Group is .2700. Benefit amount is 97.69 rounded (36,182.58 x .0027).

Modify Retirement Benefit Amounts

You must modify the Ded/Ben Group Retirement Codes' properties to match the current Retirement rates. You can view the current Retirement rates at Human Resources\Employee\EP Setup\CO\RR in the Web interface. The projected Plan 1, 2, and 3 Retirement rates are listed below.

E – SERS Plans 2 and 3 Employer Percent as of 9/1/2017 = 13.48%
P – PERS Plan 1 and 2 Employer Percent as of 7/1/2017 = 12.70%
T – TRS Plans 1, 2, and 3 Employer Percent as of 9/1/2017 = 15.20%

Note	These are current rates. You can find more information on Retirement rates on the DRS website at `http://www.drs.wa.gov`.

To modify Retirement benefit amounts:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\CO\DB.

2. Select the Ded/Ben Group and click Edit.

3. Click the Benefits tab on the left.

4. Select the Benefit Code and click Edit.

5. In the Amount Type box and the Percent box, modify the data as needed.

Note	The Amount Type box should be Percent and the Percent box should contain the percent (Retirement rate) you expect. If it does not, change it to the correct percent. Entering the Percent provides a record of the Retirement rates used in the Ded/Ben Group. See Figure 9 to view the modified data. The rate is also automatically entered when you run the Filter Mass Processing Utility to correct imported Benefit Records. To learn more about this utility, see "Modify Benefits on Assignments Using the Filter Mass Processing Utility" (page 128).

6. Click Save.

7. Repeat steps 4 through 6 to modify all the Retirement Benefits in the Ded/Ben Group.

The example in Figure 9 shows how the Retirement Benefit Code looks after the values are modified.

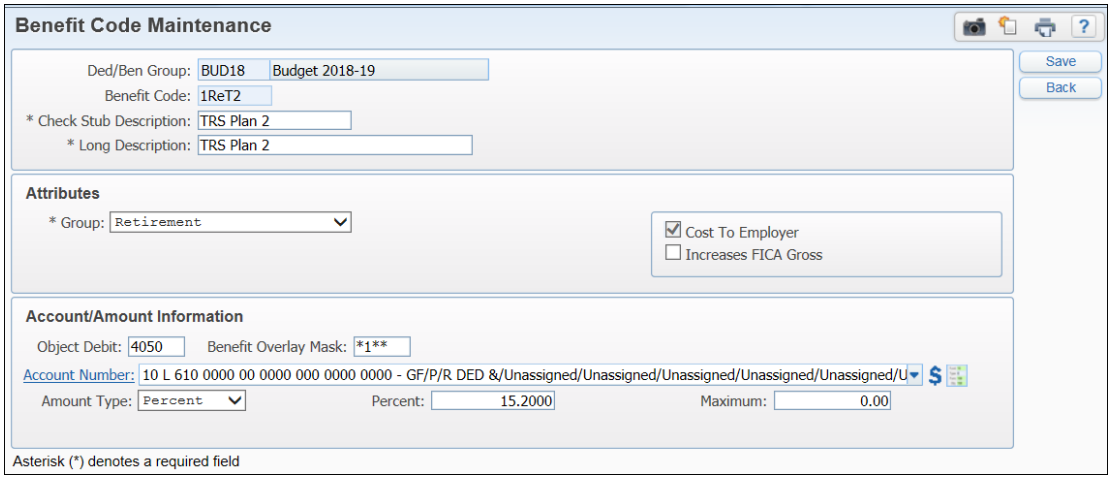


Figure 9 - Example showing the modified TRS 2 Retirement Benefit Code fields

Modify Medical (Insurance) Benefit Amounts

Medical benefits are part of the budget. This Guide assumes that the state-funded insurance amount is used when budgeting.

If you cloned benefits from last year's Budget Ded/Ben Group or another existing Ded/Ben Group, the medical benefit amounts may be the amounts you want. Review the codes to verify that the amounts are what you expect.

To modify medical (insurance) benefit amounts:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\CO\DB.

2. Select the Group you want to update and click Edit.

3. Click the Benefits tab.

4. Select the Code you want to update and click Edit.

5. In the Amount Type box and the Amount box, modify the data as needed.

   The Amount Type box should be Amount. The Amount box should have the amount you expect. The Insurance amount your districts uses may be different from this example.

6. Select the Use Benefit FTE when calculating amounts check box.

7. Repeat steps 4 through 6 to modify all medical (insurance) benefits in the Ded/Ben Group.

The INS Benefit Code reflects the current state allocation amount and the Use Benefit FTE when calculating amounts check box is selected as shown in Figure 10.

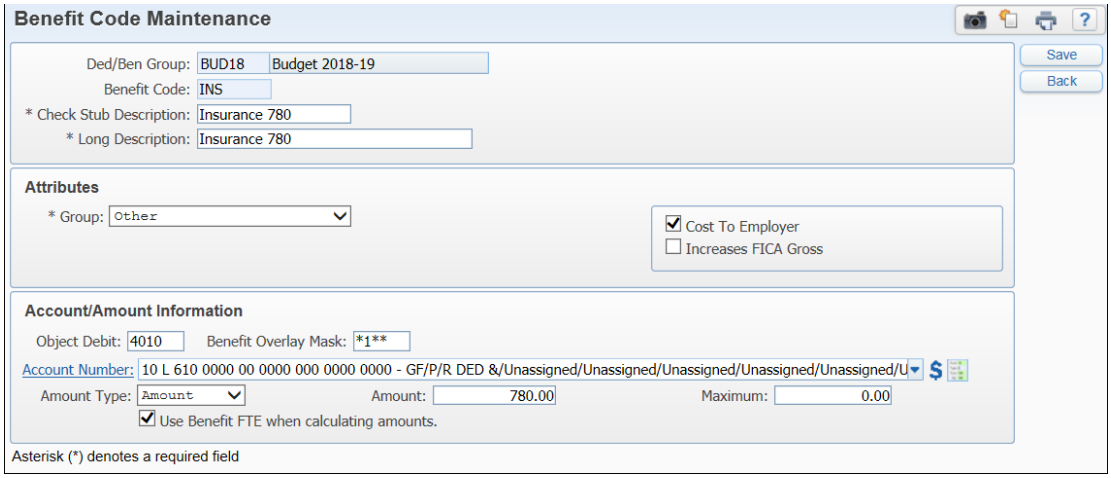


Figure 10 - Example INS Benefit Code

If you added medical benefits to the Ded/Ben Group individually, you may need to update the Benefit Codes. Modify medical benefit amounts as needed. Two examples are included below.

Figure 11 shows another medical (insurance) Benefit Code added for an amount higher than the state allocation.

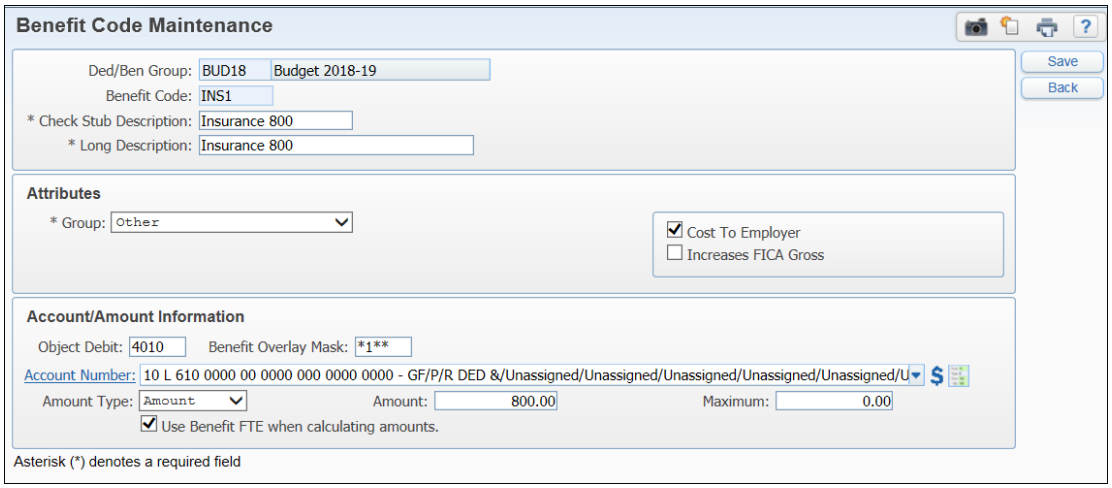


Figure 11 - Example Insurance Benefit Code amount is more than the state allocation

Figure 12 is an example insurance Benefit Code that you can use to budget for an additional medical amount.

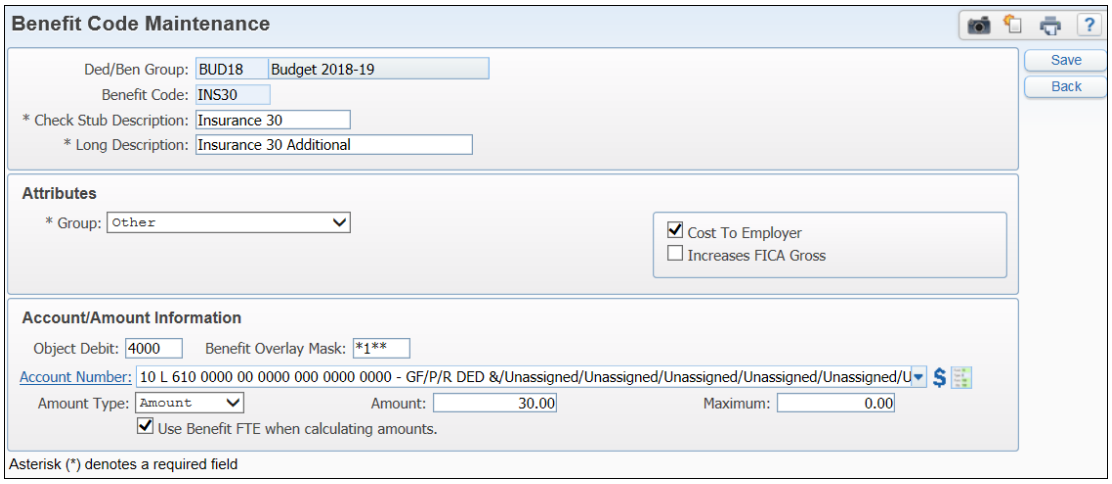


Figure 12 - Example Insurance Benefit Code amount to be used as an additional amount

Tip	You can add a different INS Code (such as INSUF) for use with unfilled or miscellaneous dollar Assignments. You can manually determine what the annual insurance amount is, based on the monthly state-funded amount multiplied by the total unfilled Benefit FTE. Enter the annual total in the Amount box for the INSUF benefit in the Budget Ded/Ben Group. *Example:* 780.00 monthly state-funded amount multiplied by 15.4 total unfilled Benefit FTE (780 * 15.4 = 12,012). Add the INSUF Benefit Code to the Assignments. The insurance benefit calculates based on the Benefit FTE for each Unfilled Assignment.

Add a Workers' Compensation Code with Percent

Adding a Workers' Compensation Code with a percent is optional. Instead of using the Salary Negotiations Plan Workers' Compensation Rate Table, you can create a replicated Workers' Compensation Benefit Code that calculates as a percentage of the salary (contract amount). You can also use this method to add more Workers' Compensation Benefit Codes for Unfilled Positions (Assignments) that may not have hours on the Assignment.

Note	If you add Workers' Compensation Benefit Codes with a percent to the Ded/Ben Group, the calculation of Workers' Compensation benefit amounts is based on salary, not hours. Assignment salary multiplied by the percentage equals the amount.

To add a Workers' Compensation Code with a percent:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\CO\DB.
2. Select the Group you want to add a code to and click Edit.
3. Click the Benefits tab.
4. Click Add.
5. Configure the Benefit Code Maintenance screen (Figure 13).

6. Click Save.

7. Repeat steps 4 through 6 to add all the Workers' Compensation Codes in the Budget Ded/Ben Group for percentages.

Note	The percent shown in Figure 13 is only an example. Your district may use a different percent.

Figure 13 shows a Workers' Compensation Benefit Code with Percent selected in the Amount Type box. You can use this Benefit Code instead of using the Salary Negotiations Plan Workers' Compensation Rate Table.

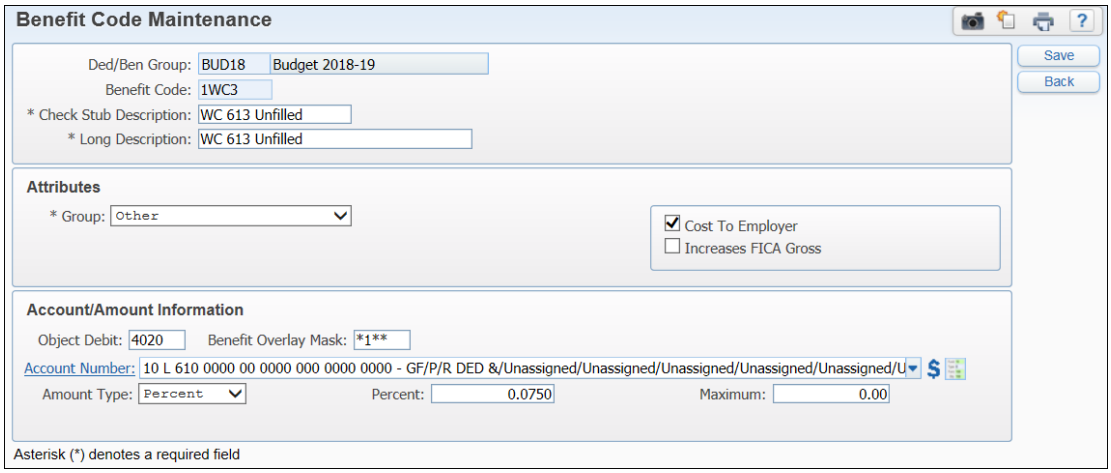


Figure 13 - Example code to use instead of rates in the Workers' Compensation Rate Table

Modify Other Benefit Codes

Use the procedure below to modify any other Benefit Codes that were not discussed in the procedures above.

To modify other Benefit Codes:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\CO\DB.

2. Select the Group you want to update and click Edit.

3. Click the Benefits tab.

4. Select the code you want to update and click Edit.

5. In the Amount Type box and the Amount box, modify the data as needed.
6. Click Save.
7. Repeat steps 4 through 6 to modify all other benefits in the Ded/Ben Group.

STEP 7: Add New Placement Trackers

This section describes two processes that add new Placement Trackers. The Step Increase process adds a new Placement Tracker for groups of employees. The Professional Development Update process also adds a new Placement Tracker, but this process can only be run once for a selected Placement Code. You can use either process.

Step Increase Process

The Step Increase process is a quick way to add a new Placement Tracker for groups of employees. A Step Increase is based on experience, so employees can advance a step on the salary matrix. Once you run the Step Increase process, you verify the Placement Tracker on some employees.

You complete the Step Increase process in Employee Management because you must base the future step increase on the current year Employee Management payroll plans (and because you cannot run the process in Salary Negotiations before updating the calendars on the Assignments in the Budget Plans).

To run the Step Increase process:

- In the Web interface, go to Human Resources\Employee Administration\EM\PP\SI.

Note	For step-by-step instructions, see the "Using the Step Increase Process" section in the *WSIPC Guide to Plan Processes in Employee Management and Salary Negotiations*.

To review the new Placement Tracker:

- In the Web interface, go to Human Resources\Employee\EP.

Note	For step-by-step instruction, see "Reviewing the New Step in the Placement Tracker" section in the *WSIPC Guide to Plan Processes in Employee Management and Salary Negotiations*.

Note	The Assignments in the Budget Plans will reflect the new Placement Tracker after you complete Step 11 for updating Assignment calendars and running the Assignment audit (page 71).

Tip	The Step Increase process does not automatically round up or down. A step that has a decimal ending with a 5 or higher is rounded up (a 4 or lower is rounded down). For example, if the new step for a teacher is 10.6667, you would change the new step to 11. This equates to 11 years of experience and step 11 on the salary matrix. If the new step is 10.3300, you would change the new step to 10.

Professional Development Update Process

Some districts use the Professional Development Update process, found in Employee Management Plan Processes, to add a new Placement Tracker each year. The process updates the Placement Tracker in every Employee Management Plan and in the selected Salary Negotiations Plans that use the same selected Placement Code and have Assignments with Work Start Dates on or after the Effective Date.

Once you select the effective date and the Placement to update, the process automatically adds a new Placement Tracker with the effective date. Any credits from the Profile tab that do not have an Update Date are added to the Current Credits field of the Placement Tracker.

Caution	This utility updates the Placement Tracker in every Employee Management Plan and in the selected Salary Negotiations Plans. There are very few options in the Employee Selection Parameters. You can only count the credits once, so you cannot run the process more than once. For example, you cannot run the process at budget time and again at September payroll time. The process does not accurately place Grandfathered employees (reported at BA+ 135 or earned less than 135 total credits before 1/1/1992).

To use the Professional Development Update process:

- In the Web interface, go to Human Resources\Employee Administration\EM\PP\PD.

Note	For step-by-step instructions, see the "Using the Professional Development Update Process" section in the *WSIPC Guide to Plan Processes in Employee Management and Salary Negotiations*.

To review the new Placement Tracker:

- In the Web interface, go to Human Resources\Employee\EP.

Note	For step-by-step instructions, see the "View the New Placement Tracker" section in the *WSIPC Guide to Plan Processes in Employee Management and Salary Negotiations*.

STEP 8: Set Up Budget Plans

Before you can begin the Budget process, Budget Plans must exist in Salary Negotiations. To create a Budget Plan in Salary Negotiations, you must perform the following processes:

- Set Up the Salary Calculation Method
- Add a Salary Negotiations Budget Plan
- Import Assignments from Existing Employee Management or Salary Negotiations Plans
- Add a Workers' Compensation Rate Table
- Clone a Workers' Compensation Rate Table
- Modify a Workers' Compensation Rate Table

This section explains each process.

Set Up the Salary Calculation Method Configuration

This configuration option and enhanced functionality of salary calculations was a highly desired enhancement request by WSIPC that released in July 2013. Salary calculations are more precise. Calc FTE can be driven by either the values entered in the Hours Per Day and Dec Hrs Per Day fields or the value entered in the FTE field.

If your district is not yet set up to use the new salary calculation method, set the configuration to 2018 to begin using this recommended salary calculation method.

To set up the Salary Calculation Method configuration:

1. In the Web interface, go to Human Resources\Employee Administration\EM Setup\CF\EM.

2. Click the Assignment Calculation tab and click Edit.

Note	If "9999" is entered in the Begin Using New Salary Calculation in EM/SN plans beginning in year box, the more precise calculation method is not configured yet. If you have already configured this option, do not change the year.

3. Type "2018" in the Begin Using New Salary Calculation in EM/SN plans beginning in year box. If you enter "2018" or a later year, your plans are configured to use the more precise salary calculations beginning in that plan year.

4. Click Save.

Figure 14 shows the Salary Calculation Method configured to use the more precise calculations in Employee Management and Salary Negotiations Plans beginning in 2018 (Plan Year = 2018-2019).

Figure 14 - Salary Calculation Method area of the Assignment Calculations screen

Caution	Do not change the Salary Calculation Method in the middle of a Plan Year. For example, if the software is not already configured for 2018 EM/SN plans, the configuration should not be changed to Plan Years 2017-2018 and earlier.

To learn more about the enhanced salary calculations and about setting a default Calculate FTE by option on the Position Control Records, see the *WSIPC Guide to Employee Management and Salary Negotiations Enhanced Salary Calculation*.

Add a Salary Negotiations Budget Plan

You initially create at least one original Salary Negotiations Budget Plan, which is created from data in Employee Management Plans, for the next year's Human Resources budgeting. You continue to use the original plans until you create working Plans in Step 15.

Although only one plan is necessary, you may want to create several original Salary Negotiations Budget Plans to make Human Resources budgeting preparation easier. Your preferences determine how many plans you create, and what groups are included in those plans.

Example	You might create Plans for the following groups or purposes: ▪ Bargaining units, such as teachers, custodians, bus drivers, food service, and paraeducators ▪ Certificated staff and classified staff ▪ Employee Types, such as administrators and managers, not part of a bargaining unit ▪ Budgeting miscellaneous dollars ▪ You may also want to create plans for "what if" scenario testing or planning. For example, you may want to look at the impact of different pay increases.

Tip	To view your plans by year, select Display Plan Year Descending, Plan Description as the EM\SN Configuration Display Option (Human Resources\Employee Administration\EM Setup\CF\EM). Another option to consider is creating a Custom Filter for the Plan Management screen to display a specific range for Plan Year.

To add a Salary Negotiations Budget Plan:

1. In the Web interface, go to Human Resources\Employee Administration\ SN\PL.
2. Click Add.
3. In the Description box, type a description.

Best Practice	Add the Fiscal Year designation in the Description box so that plans can be sorted by the Description. You may want to consider using SN or EM and employee initials as part of the description. You can also put X, Y, or Z in the description on the prior year plans in the Description box. The older plans then sort to the bottom of the Plans list on the Plan Management screen.

4. In the Detailed Description box, type information about the Salary Negotiations Plan. Consider including the following information:

   - Date the Salary Negotiations Plan was created
   - Employee Management Plans the Assignments were imported from
   - Who is responsible for maintaining the Salary Negotiations Plan
   - Benefit group

5. In the Plan Year box, type the year.

6. In the Ded/Ben Group box, select the Ded/Ben Group.

Caution	Use the same Ded/Ben Group for all Budget Plans. If you do not use the same Ded/Ben Group, some benefits are lost on employee Assignments when the Salary Negotiations Plans are combined.

7. Select the Track changes made in this Plan check box.

Note	This option lets you use History to view changes to the plan. Security must be set up for the History option. The security path is Human Resources\ Employee Administration\EM or SN\PL\SE\HI. To learn more about setting up Security, see the *WSIPC Guide to Security*.

8. Click Save.

Figure 15 shows example Salary Negotiations Plans. You can see information in the Description box and in the Detailed Description box that makes the plan easy to find.

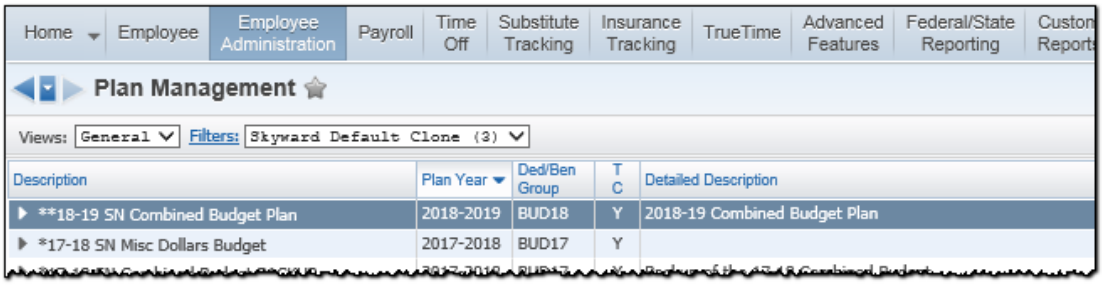


Figure 15 - Salary Negotiations Budget Plans

Import Assignments from Existing Employee Management or Salary Negotiations Plans

You can import Positions and Assignments from any existing Employee Management or Salary Negotiations Plans into the newly created Budget Plans.

The Import Assignments process requires the following processes:

- Review Source Data
- Select Import Assignments Options
- Run the Report
- Process the Import Assignments
- View the Imported Assignments

This section explains each process.

Review Source Data

Because you initially import data from existing Employee Management Plans, review the Plans you are importing from. Verify that the Employee Management Plans Position and Assignment information is correct before you import Assignments into the new Salary Negotiations Budget Plans. Coordinate this verification with the staff responsible for the current year Employee Management Payroll Plans.

Tip	Carefully select parameters when importing Positions and Assignments. The process is faster, and less cleanup is needed if you don't import unnecessary data into the new Budget Plans.

The following sections show you how to import Positions and Assignments from a current-year Employee Management Plan into a Salary Negotiations Budget Plan.

Select Import Assignments Options

Before you can import Positions and Assignments from an existing Employee Management Plan, you must first select Import Options.

To select Import Assignments Options:

1. In the Web interface, go to Human Resources\Employee Administration\ SN\PL.
2. Click the Plan you want to import Assignments into.
3. Click Import Assign from Emp Mgt Plans.
4. Select one or multiple Plans from the Available Plans for Import list (the Plans you are importing Assignments from).
5. Configure the Import Assignments from Emp Mgt Plans screen (Figure 16). Table 2 describes several options on this screen.
6. Continue to "Run the Report" (page 55).

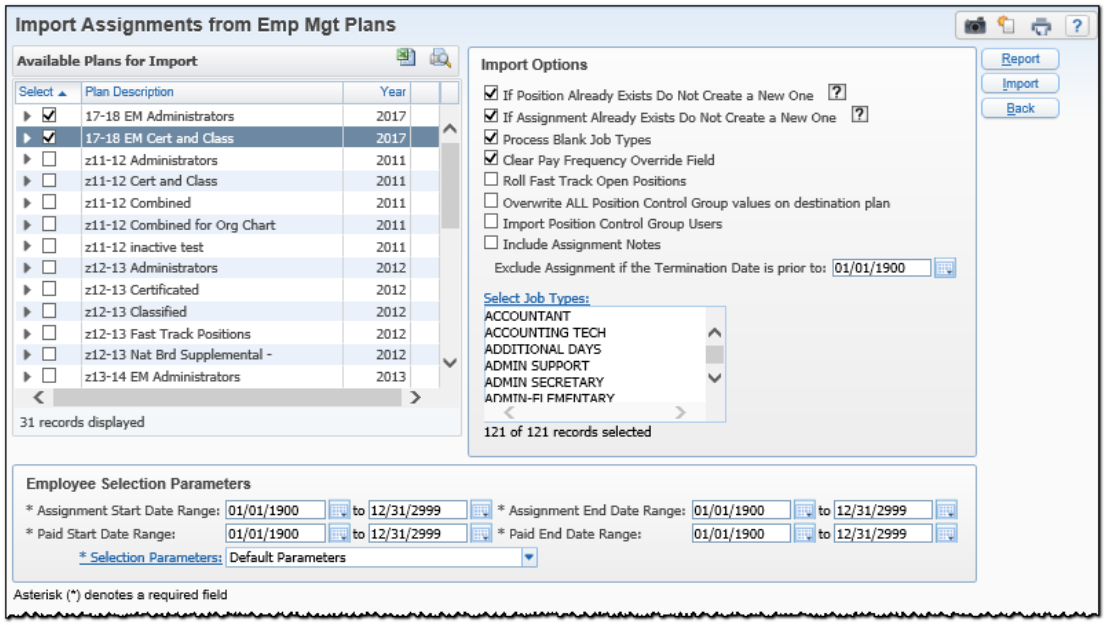


Figure 16 - Example Import Assignments from Emp Mgt Plans screen

AREA	PURPOSE OF AREA
Available Plans for Import	Defines which plan to import from.
Options in This Area	**Description of Options**
Available Plans for Import	Plans that can be imported. You can sort the list by Plan Description or Year. Select one or more Plans you are importing Assignments from.
AREA	**PURPOSE OF AREA**
Import Options	Defines which Positions and Assignments to import.
Options in This Area	**Description of Options**
If Position Already Exists Do Not Create a New One	Determines what happens if a Position already exists. Clear the check box if you want to import all Positions. Leave the check box selected if you are concerned about importing duplicate Positions. If you don't clear this check box, some Positions might not be imported. To see the criteria that determine what a duplicate Position is during the import process, click the question mark next to the check box. **Note:** The Position and Assignment duplicate options function independently from one another. You can select the Position check box and clear the Assignment check box. With these settings, you will not import duplicate Positions but you could still import Assignments that are coded identically.

Options in This Area	Description of Options
If Assignment Already Exists Do Not Create a New One	Determines what happens if an Assignment already exists. Clear the check box if you want to import all Assignments. Leave the check box selected if you are concerned about importing duplicate Assignments. If you don't clear this check box, some Assignments might not be imported. To see the criteria that determine what a duplicate Assignment is during the import process, click the question mark next to the check box. This setting is also honored if you are importing from multiple Plans. Duplicates are not imported if this check box is selected, and you have duplicate Assignments in multiple Plans, and you are importing from the multiple Plans. **Note:** The Position and Assignment duplicate options function independently from one another. You can select the Position check box and clear the Assignment check box. With these settings, you will not import duplicate Positions but you could still import Assignments that are coded identically.
Allow Duplicate Vacant Assignments to be Imported	This option only appears on the Import Assignment from Sal Neg Plans screen. The Allow Duplicate Vacant Assignments to be Imported option follows the same rules as the If Assignment Already Exists Do Not Create a New One Assignment option. Determines what happens if a Vacant Assignment already exists. Clear the check box if you want to import all Vacant Assignments. Leave the check box selected if you are concerned about importing duplicate Vacant Assignments. If you don't clear this check box, some Vacant Assignments might not be imported. To see the criteria that determine what a duplicate Vacant Assignment is during the import process, click the question mark next to the Assignment check box.

Options in This Area	Description of Options
Process Blank Job Types	Imports Assignments with blank Job Types. You can clear the Process Bank Job Types check box if you are only importing Assignments with specific Job Types.
Clear Pay Frequency Override Field	The Pay Frequency Override Field resides on the Assignment Payroll Information tab and controls the number of payments and pay amount the Assignment will have when it is imported to the Profile. You can clear the check box if the Employee Management Configuration (SA\FM\FM) Use Contract Paid to Date Totals when Calculating Pay Record Amounts option is not selected and you want to import a pay frequency other than monthly. This option is used mostly for mid-year Assignment imports.
Roll Fast Track Open Positions	You are creating the Budget Plan, do not select this option.
Overwrite ALL Position Control Group values on destination plan	Overwrites All Position Control Group values on the destination Plan. This option is only used with Position Control Groups (generally not used in Washington State). Leave the option blank if your district does not use Position Control Groups. If your district is using the Position Control Groups, then test the difference between selecting and not selecting the option.
Import Position Control Group Users	Imports Position Control Group users. This option is only used with Position Control Groups (generally not used in Washington State). Leave the option blank if your district does not use Position Control Groups.
Exclude Assignment if the Termination Date is prior to: 01/01/1900	Excludes Assignments with a Termination Date prior to: 01/01/1900. This option is generally not used because you want to import all Assignments when setting up a new Plan.
Select Job Types	Determines the Job Types that are included. All Job Types are included by default.

AREA	PURPOSE OF AREA
Employee Selection Parameters	Defines which employees to import Assignments for.
Options in This Area	**Description of Options**
Employee Selection Parameters	The various date ranges (Assignment and Paid) are generally not used because you want to import all Assignments when setting up new Budget Plans. You can make choices based on codes to make the import process more defined. Use the Selection Parameters to include or exclude Assignments in the import. Determine whether you want to include Inactive Profiles. Including Inactive Profiles ensures Assignment data is imported into the Plan for any Employee Profiles, such as unfilled JDOE Type employees, that are not active (the Active box on the Profile Personnel tab is set to No). If you configure the parameters using various code options (like Building Codes), you must include data values that reside at both the Position Control and Assignment levels. For example, if the Building is blank at the Position level you must include the blank building along with the Assignment level buildings selections.

Table 2 - Options on the Import Assignments from Emp Mgt Plans screen

Run the Report

Now that you've selected the Plan to import into, and you've made selections for the import criteria, you run the report. The software doesn't require the Report step, but it is recommended because it is good to have a record of the imported employees and Assignments.

To run the report:

1. Click Report.

   If you cleared either of the following check boxes in the Import Options area (Figure 16 on page 50), a message tells you this and asks if you want to continue:

   - If Position Already Exists Do Not Create a New One check box
   - If Assignment Already Exists Do Not Create a New One

2. If the message appears, click OK.

3. When the report is ready, click View Report.

4. Review the Plan Import Verification Report to see if the employees and data should be imported into the Plan. The last page of the report shows totals.

5. Continue to "Process the Import Assignments" below.

Process the Import Assignments

After you verify that the information listed on the report should be imported, you process the import.

To process the import Assignments:

1. Click Import.

Note	If you cleared either of the following check boxes in the Import Options area (Figure 16 on page 50), a message tells you this and asks if you want to continue: ▪ If Position Already Exists Do Not Create a New One ▪ If Assignment Already Exists Do Not Create a New One

2. If the message appears, click OK. The following message appears:

   "Are you sure you want to import the data from following plans into '[plan name of the plan you are importing into]' '[plan name of the plan you are importing from]'?"

3. Read the message carefully to verify that the Plans listed are the ones you want to import into (first Plan name listed in the message) and import from (second Plan name listed in the message).

4. Click Yes. When the processing is complete, the following message appears:

   "Import Assignments from Emp Mgt Plans (Import) has finished processing."

5. Click Back.

6. Continue to "View the Imported Assignments" below.

View the Imported Assignments

Now that you've imported Assignments from one or more Employee Management Plans, you can view the Assignments. The purpose of this process is to show you where you can look to verify that the employees and Assignments are in the newly created Budget Plan.

To view the imported Assignments:

1. In the Web interface, go to Human Resources\Employee Administration\ SN\AS.
2. In the upper-left corner of the screen, click the arrow and select a plan.

The employees and Assignments appear in the list with information based on the selected Views and Filters options.

Add a Workers' Compensation Rate Table

Workers' Compensation rates for each Salary Negotiations Plan reside in a Workers' Compensation Rate Table, separate from the Salary Negotiations Plan Ded/Ben Group. You must add a Workers' Compensation Rate Table for each Budget Salary Negotiations Plan.

You can view the current payroll Workers' Compensation Rate List at Human Resources\Payroll\PA Setup\CO\WC. You can use the current Payroll Workers' Compensation Rates for the budget Workers' Compensation Rates and you can add additional rates and effective dates if you believe the rates could increase.

Tip	To save time, you can add the Workers' Compensation Rate Table to one Budget Plan and then clone from that plan to other Budget Plans.

Workers' Compensation benefit amounts are calculated using either the actual or average number of hours worked, depending on the Workers' Comp Average setting associated with the Employee Type Code. The Workers' Compensation benefit amount calculates for each Salary Negotiations Assignment.

Note	For "_Vacant" employees, there is no associated Employee Type Code, so the Workers' Compensation benefit amount is calculated using the actual method (hours multiplied by the rate).

To add a Workers' Compensation Rate Table:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\CO\WC.

2. In the Rates For box, select a Plan.

Note	The Rates For box defaults to the first Plan in the list.

3. Click Add.

4. Type the Workers' Compensation Code in the WC Code box. (Add the 613 and 614 Codes.)

Note	If you use the 615 Code on Assignment Pay Codes, remember to add the 615 Code with 0 rate to the Workers' Compensation Rate Table.

5. Type the date in the Effective Date box.

Note	If you have multiple rates for different effective dates, enter them. You will have some with a 7/1/YYYY effective date because some Assignments start 7/1.

6. Type the Employer rate in the following boxes:

   - Accident Fund
   - Supplemental Pension
   - (Optional) Medical Aid
   - (Optional) Stay at Work

   Use the same rates you see in the Payroll Workers' Compensation Rate Table.

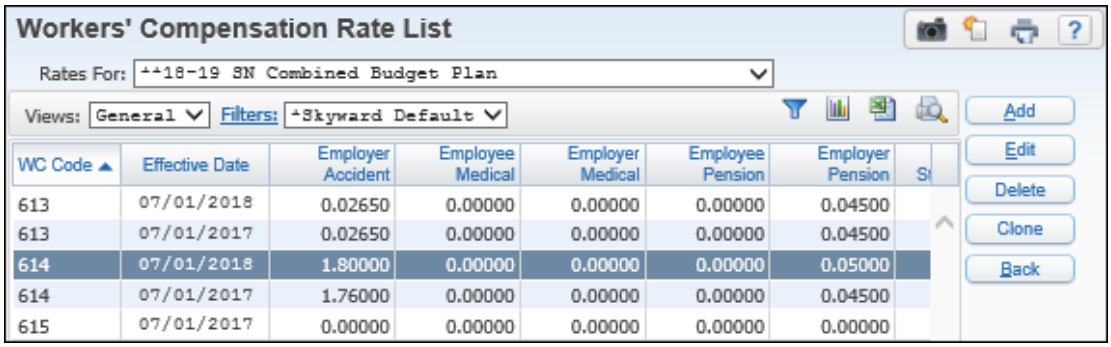
Tip	To save time, you can also combine all the WC Code Employer rates into one field such as Employer Accident.

7. Click Save.

Figure 17 shows all rates with the 07/01/2018 effective dates.

Note The percentages your district uses for Payroll Workers' Compensation calculations may be different from this example. If your district participates in a cooperative, then the Payroll Workers' Compensation Rate Table would show the percentages that the co-op provides to the district. Similarly, some districts are self-insured and may use their own percentages.

There isn't a Report button on the screen, but you can use the Excel option to get a list of the rates.



WC Code	Effective Date	Employer Accident	Employee Medical	Employer Medical	Employee Pension	Employer Pension
613	07/01/2018	0.02650	0.00000	0.00000	0.00000	0.04500
613	07/01/2017	0.02650	0.00000	0.00000	0.00000	0.04500
614	07/01/2018	1.80000	0.00000	0.00000	0.00000	0.05000
614	07/01/2017	1.76000	0.00000	0.00000	0.00000	0.04500
615	07/01/2017	0.00000	0.00000	0.00000	0.00000	0.00000

Figure 17 - Examples of WC rates

Note Later in Step 17, you run the Generate Plan Detail process which updates Assignments using the Workers' Compensation rates. To learn how the Workers' Compensation benefit amount is calculated, see the *WSIPC Guide to Salary Negotiations: Workers' Compensation Calculations*.

Clone a Workers' Compensation Rate Table

After you add one Workers' Compensation Rate Table for one of the Budget Plans, you can clone to the other Budget Plans. The clone process adds rates from one table to another. It does not overwrite existing rates in the table.

To clone a Workers' Compensation Rate Table:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\CO\WC.

2. Click Clone.

3. Click Clone from Plan and select a plan.

4. Click Clone to Plan and select a plan.

5. Click Run. The following message appears:

   "Are you sure you want to Clone the Worker's Compensation Rates from [plan name] to [plan name]?"

6. Click Yes.

7. Click Back when the processing has finished.

Modify a Workers' Compensation Rate Table

Review and update rates as needed. You cannot change the Effective Date on existing WC Code Records in the Workers' Compensation Rate Table. For example, if you entered the wrong Effective Date, delete the existing WC Code and add a new one with the correct Effective Date.

To modify a Workers' Compensation Rate Table:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\CO\WC.

2. In the Rates For box, select a Plan.

Note	The Rates For box defaults to the first Plan in the list.

3. Select the WC Code you want to update and click Edit.

4. If the "To apply new rates to Salary Negotiations benefits, run the Generate process" message appears, click OK.

5. Make updates to the Employer Accident Fund, Medical Aid, or Supplemental Pension boxes, and click Save.

Note	If you use the 615 Code on Assignment Pay Codes, verify that the 615 Code with 0 rate is in the Workers' Compensation Rate Table.

STEP 9: Add Unfilled Positions and Vacant Assignments

You previously created Budget Plans in "Add a Salary Negotiations Budget Plan" (page 46). This Step provides information about adding Unfilled Positions and Assignments and Adding Vacant Assignments.

You can budget Unfilled Positions (unfilled employees) in the same way you budget existing employees. You can assign unfilled employees to Positions and Assignments just like you would for any other employee. These unfilled employees represent the Assignment dollars and are placeholders in Unfilled Positions.

You can include Unfilled Positions in the respective Plans for the type of Position (like teachers or food service employees), keep them separately in a Plan just for Unfilled Positions, or include them in the miscellaneous salaries Plan. You decide which Plans to budget the Unfilled Positions in.

Best Practice	Add Unfilled Positions and Assignments before adding benefits to Assignments and before creating working Budget Plans.

This Guide does not discuss how to set up unfilled employees in Employee Profile. Your agency may already have all the unfilled employees created in the Profile area with Last Names starting with ZZ, *, or some other unique identifier. The unfilled employees are generally set as Active on the Employee Profile Personnel tab.

Note	If you prefer to have the unfilled employees set as Not Active on the Employee Profile Personnel tab, select Inactive Profiles should be: Included on the Employee Selection Parameters screen during various processes such as running reports, benefit mass processing, and the create budget step.

Create as many unique unfilled employee names as needed. Small agencies may want to use one or two Employee Types for all of the unfilled employees. Larger agencies may prefer to use their regular Employee Types on the unfilled employees. Some agencies may change the name of the unfilled employee after an employee is hired for the Assignment. This name change minimizes the amount of work needed to set up the Assignment.

Table 3 lists examples of unfilled employees.

Unfilled Last Name	Unfilled First Name	Unfilled Employee Type
ZZJDOE	BUS DRIVER	JDoe
ZZJDOE	TEACHER	JDoe
OPNT	728	CERT UNF FTE
OPNE	ELL	CLASS UNF FTE
ZZ INST HRS		TEACHERS
ZZ ORCH CONSULTANT	AHS	PARA EDUCATORS

Table 3 - Examples of unfilled employees

You may be able to import Unfilled Positions and Assignments that already exist in another Plan (like last year's Budget Plan). To do this, follow the instructions in "Import Assignments from Existing Employee Management or Salary Negotiations Plans" (page 49) making sure to use selection parameters for the unfilled Employee Types. Unfilled Assignments can represent one open Position or multiple open Positions. Assignment Records can have a maximum of 9.0000 FTE. The Benefit FTE cannot be greater than 1.0000 on multiple FTE Assignments.

Note	If you have an Unfilled Position Assignment with FTE more than 1.0000, you may want to select the Enter Salary Amount and Use FTE instead of Calc FTE to calculate pay amounts options rather than budgeting with Salary Matrixes. You can budget Unfilled Positions with FTE more than 1.0000 using Salary Matrixes if the Hours Per Day is not greater than 24 like the example in Figure 19 (page 64).

This Guide provides the main steps to help you understand the general concepts for manually adding employees or unfilled employees to Assignments.

To add unfilled Positions and Assignments:

1. In the Web interface, go to Human Resources\Employee Administration\ SN\PC.
2. In the upper-left corner of the screen, click the arrow and select a plan.
3. Select and expand the Position Control you want to add unfilled employees to.

To learn more about adding Positions and Assignments, see the *WSIPC Guide to Position Control and Assignments in Employee Management and Salary Negotiations.*

To add multiple unfilled employees:

1. Click Mass Add Staff Assignments.

2. Find the unfilled employees in the Mass Add Assignments screen.

Tip	To save time and display only unfilled employees, add a filter for unfilled employees. Make appropriate selections in the filter in order to see a list of only the unfilled employees. For example, you could list the Employee Type Code in the Low Value and High Value boxes, or you could make selections with the AlphaKey and Active boxes.

3. Select the Sel check box for each employee you want to add.

Tip	If you created a filter that only lists the employees you want to add, click Select All.

4. Click Preview Process.

5. Review the Create Status of Selected Employees area on the Mass Add Assignments Validation Report screen.

6. Click Process to add the selected unfilled employees to the Position Control.

7. Expand Staff Assignments to see the newly added unfilled employees.

Figure 18 and Figure 19 provide examples of unfilled employees (Positions and Assignments).

Figure 18 is an example of one unfilled employee Assignment for a part-time bus driver.

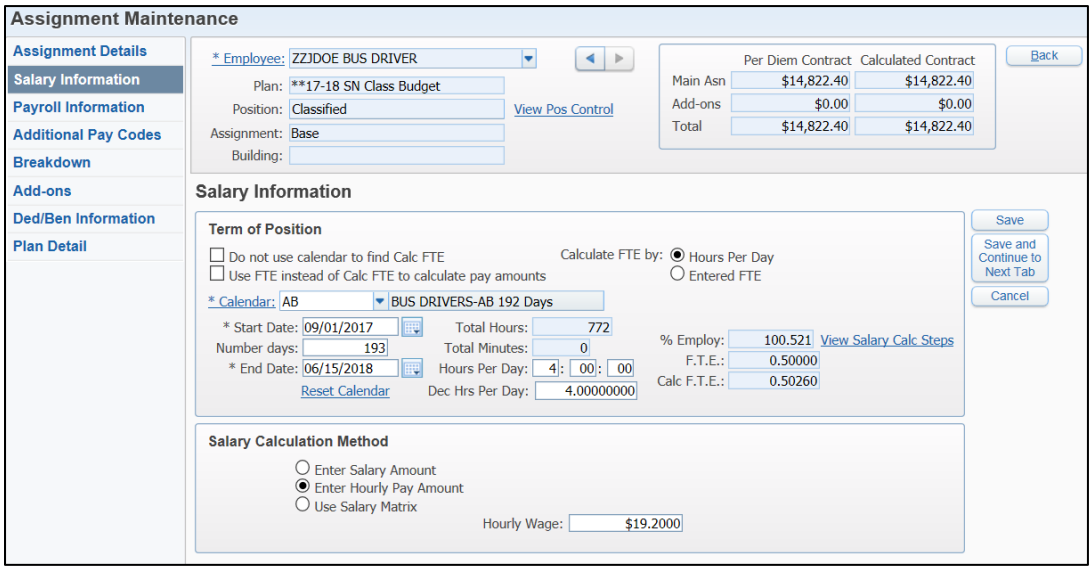


Figure 18 - Unfilled hourly bus driver Assignment

Figure 19 shows an unfilled elementary teacher Assignment for 4 FTE at South Elementary with a placement at Lane BA and Step 5.

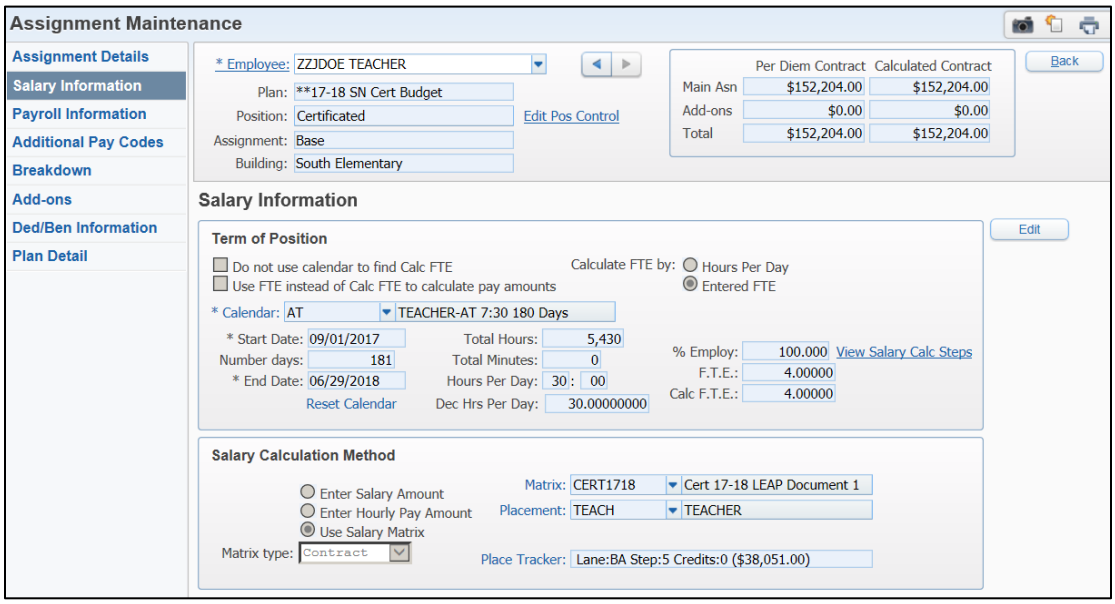


Figure 19 - Unfilled elementary teacher Assignment

Add Vacant Assignments

Vacant Assignments are similar to Unfilled Positions. Assignments must be created for each vacancy. The "employee" last name is a generic "_Vacant." One advantage of the vacant Assignment is that you do not need to create a fake employee in Employee Profile, so this option could save you time. One disadvantage is that Vacant Assignments do not have Salary Matrix Placements so you cannot use Placement or Placement Tracker on the Salary Information tab (you select a Matrix and Lane, and manually enter Current Credits and Step). Another disadvantage is that you can't trace costs to an employee identifier on the Employee Cost by Account Report. You also need to verify that the Include Vacant Assignments option (if that option exists) is selected on the Employee Selection Parameters screen for reports and processes.

Note	Workers' Compensation benefit amounts are calculated using the actual method (hours multiplied by the rate).

To add Vacant Assignments:

1. In the Web interface, go to Human Resources\Employee Administration\ SN\PC.
2. In the upper-left corner of the screen, click the arrow and select a plan, and then select the Position Control View.
3. Select and expand the Position Control you want to add Vacant Assignments to.
4. Click Add Vacant Assignment. The Assignment Maintenance screen appears with a vacant employee name entered (Figure 20).
5. Click Save and Continue to Next Tab.
6. Enter Salary Amount, Hourly Pay Amount, or Salary Matrix Lane, Credits, and Step information depending on the selected Salary Calculation Method.
7. Click Save.

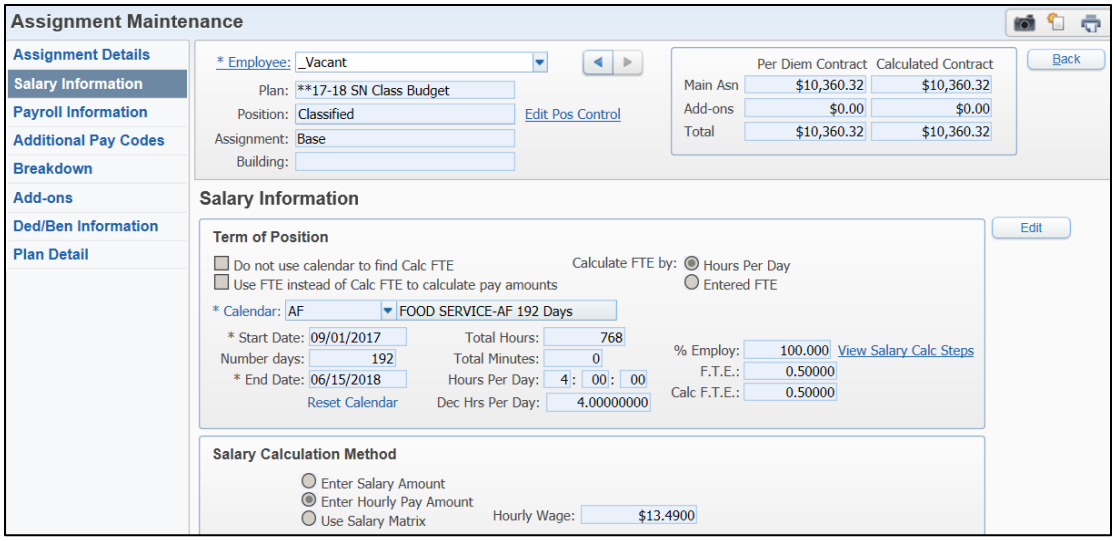


Figure 20 - Assignment Maintenance screen _Vacant Employee example

STEP 10: Create Miscellaneous Dollar Information

Budget information for miscellaneous dollars is set up in a separate Salary Negotiations Budget Plan and can be used from year-to-year. At some districts, someone other than an HR employee creates the Salary Negotiations Budget Plan information.

Information in the miscellaneous dollar plan is generally for expenses, which are not directly related to a regular Assignment. Examples for these types of expenses include leave cash-outs, pay for substitutes and salary adjustments.

Tip	Only account distributions with Objects 2 and 3 are expected in the Assignment Payroll Information area. The SPI Salary Exhibit Report lists errors with this message when the Object is 4: "Object 4 (Dimension 6) Account Code found for Pay Detail Record."

Add a Budget Plan for Miscellaneous Dollars

Miscellaneous dollars are budgeted in a separate Salary Negotiations Plan. This plan is used for budgeting only and is not imported to Employee Management for payroll.

To learn about the processes and steps for adding a Budget Plan for Miscellaneous Dollars, see "Add a Salary Negotiations Budget Plan" (page 46).

Tip	You'll save time by importing from the prior year's Miscellaneous Dollars Budget Plan. To learn about the processes and steps for importing from existing plans, see "Import Assignments from Existing Employee Management or Salary Negotiations Plans" (page 49).

Add Miscellaneous Dollar Positions and Assignments

As discussed in "STEP 9: Add Unfilled Positions and Vacant Assignments" (page 61), agencies generally create unfilled employees to use when budgeting miscellaneous dollars. You can create as many unfilled employees as you need. Smaller agencies may want to use one or two Employee Types for all of the unfilled employees. Larger agencies may prefer to use their regular Employee Types on the unfilled employees. Some agencies also create calendars for use with the miscellaneous dollar Assignments.

Note	The maximum total benefit amount for an Assignment is $99,999. The example in Figure 19 (page 64) is an Unfilled Position Assignment for 4 FTE. The total benefit amount for this Assignment would not likely exceed $99,999. However, if this Unfilled Position Assignment was for 9 FTE, the medical (insurance) benefits could possibly exceed $99,999. Create several Unfilled Position Assignments as needed to avoid exceeding the total benefit amount of $99,999.

Table 4 lists possible examples for unfilled employee names and Employee Types. The unfilled employees are added to miscellaneous dollar Assignments.

Unfilled Last Name	Unfilled First Name	Unfilled Employee Type
ZZJDBENEFITS	CERTIFICATED	JDoe
ZZJDBENEFITS	CLASSIFIED	JDoe
ZZJDOE	SK LV BY BK CLASS	JDoe
1ST	AID	CLASS EXT PAY
WKSP	TRAINING	CERT EXT PAY
ZZ CERT SUBS		CERT SUBS
ZZ CLASS SUBS		CL HRLY MISC

Table 4 - Unfilled employee examples

Assignments may include various mandatory benefits. You typically budget miscellaneous dollars with Duty Codes 001-005 entered in the Assignment Breakdown screen.

Example F-195 budgeting Duty Codes Examples:

- 001 Sick Leave
- 002 Substitute Pay
- 003 Salary Adjustment
- 004 Vacation Payoff
- 005 Other Salary

You can enter miscellaneous dollar Assignments as you would any other type of Assignment in the Budget Plan. Typically, you use the Enter Salary Amount option for the Salary Calculation Method and select the Use FTE instead of Calc FTE to calculate pay amounts option. The FTE value acts as a factor instead of actual FTE. When you select the Use FTE instead of Calc FTE to calculate pay amounts option, this also selects the Do not use calendar to find Calc FTE option and the calendar is not used to calculate salary dollars.

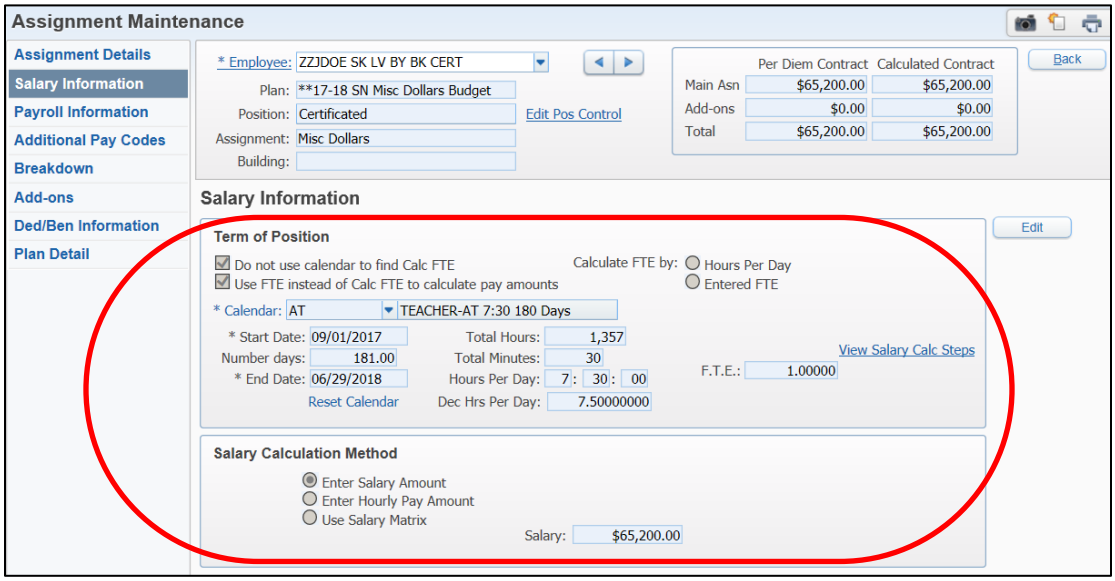


Figure 21 - Certificated sick leave buy back Assignment example

Figure 22 shows a lump sum dollar amount entered in the Benefits area for certificated benefits. You could create a similar Assignment for classified benefits using a different ZZJDOE (fake employee). The Assignment Salary must be at least 50 cents ($0.50) because the SPI Salary Exhibit Report rounds up to one dollar. This also keeps the Assignment from being in error in the Assignment Audit process. The Account Distribution uses a salary account with a 2000 Object Code. The Generate Plan Detail process creates the benefit account with a 4000 Object Code.

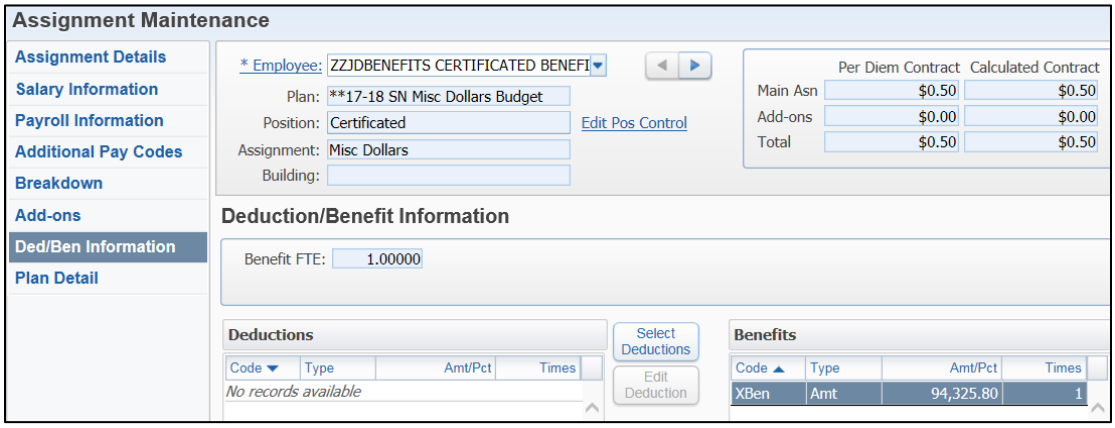


Figure 22 - Example lump sum dollar amount in the Benefits area

Note	Later in Step 17, you run the Generate Plan Detail process which updates Assignments for the benefit accounts.

STEP 11: Update Assignment Calendars and Audit Assignments

This section describes updating the Assignment Calendars and auditing Assignments in the Budget Plans. The Assignment Calendars (Start/End Dates) are updated using the Plan Calendars Cycle process. After that, it is a good time to run the Assignment Audit process.

Note	You cannot run the Step Increase process in Salary Negotiations before updating the calendars on the Assignments. If you did not run the Step Increase process back in Step 7, you can do that now from Salary Negotiations after updating the calendars on the Assignments. To learn how to run the Step Increase process, see "Step Increase Process" (page 42).

Update Assignment Calendars Using the Plan Calendars Cycle Process

After Budget Plans and all calendars are set up for the new Fiscal Year, use the Preview and Continue options of the Plan Calendars Cycle process to update calendars on Assignments in the Budget Plan. This is the recommended method for updating Assignment calendars. Positions and Assignments in the selected Budget Plan advance to the new Fiscal Year calendars.

Tip	You can run the Preview and Continue option on the same calendars multiple times for each Budget Plan. For example, if a calendar is changed after you previously updated the Assignment calendars, you can run this process again.

To update Assignment calendars using the Plan Calendars Cycle process:

- In the Web interface, go to Human Resources\Employee Administration\SN\PP\PC.

Note	For step-by-step instructions on how to cycle (roll) calendars, see the "Running the Plan Calendar Cycle Preview and Continue Options" section in the *WSIPC Guide to Human Resources Calendars*.

Tip	If a Calendar Code is changed from one year to another, or if a new calendar is added with a Calendar Code that didn't exist before, use the Position – Assignments Mass Change Utility to update the calendars on the Assignments. To learn more about the Position – Assignments Mass Change Utility, see the *WSIPC Guide to the Salary Negotiations\Employee Management Position - Assignments Mass Change Utility*.

Using the Assignment Audit Process

The Assignment Audit process corrects calculation issues after changes are made to Assignments and/or Positions. The process verifies that each Position and Assignment Record in the selected Salary Negotiations Plan is valid (such as pay calculations or missing calendars) and current (such as dates for correct Fiscal Year designation).

You can use the Assignment Audit process multiple times during Budget processing. Auditing the Budget Plans at this point in the process (after you set up the Budget Plans) may find inconsistencies in the data. Finding inconsistencies now lets you fix data before continuing with the Budget processes.

Note	If you have not updated Assignments yet with the new Fiscal Year calendars, then you'll see exceptions about the calendars. You can do the Assignment Audit later in Step 14 after you add, delete, and update Positions and Assignments in the Budget Plans.

Tip	Some districts like to create backup Budget Plans throughout the Budget process after some of the major steps in the Budget process. If you do make a backup plan after this step, you can still continue working in the original plan.

The Audit Assignments process requires the following two processes:

- Run Assignment Audit Process
- Fix Assignment Exceptions

Each process is described below.

Run Assignment Audit Process

The Assignment Audit process finds changes in areas such as salary, work days, calendars, and hours per day. A list of issues found with Positions and Assignments appears when the audit is complete.

To run the Assignment Audit process:

1. In the Web interface, go to Human Resources\Employee Administration\SN\PP.
2. In the upper-left corner of the screen, click the arrow and select a plan.
3. Click Assignment Audit.
4. Click Add.
5. Configure the Template Settings screen (Figure 23). Table 5 describes the options on this screen.
6. Click Save and Process.
7. When the process is complete, click Preview Data to Process and review the list of Assignment exceptions and proposed changes.

Tip	To view the Assignment exceptions in a larger view, click the Export Options button. See "Appendix B – Assignment Audit Exceptions" (page 182) for a list of possible exception messages.

Note	If you choose to let the software fix the exceptions, save the spreadsheet to keep a record of the changes.

8. Click Back.
9. If you want to fix the exceptions now, continue to "Fix Assignment Exceptions" (page 74) and use the Run the Update option.

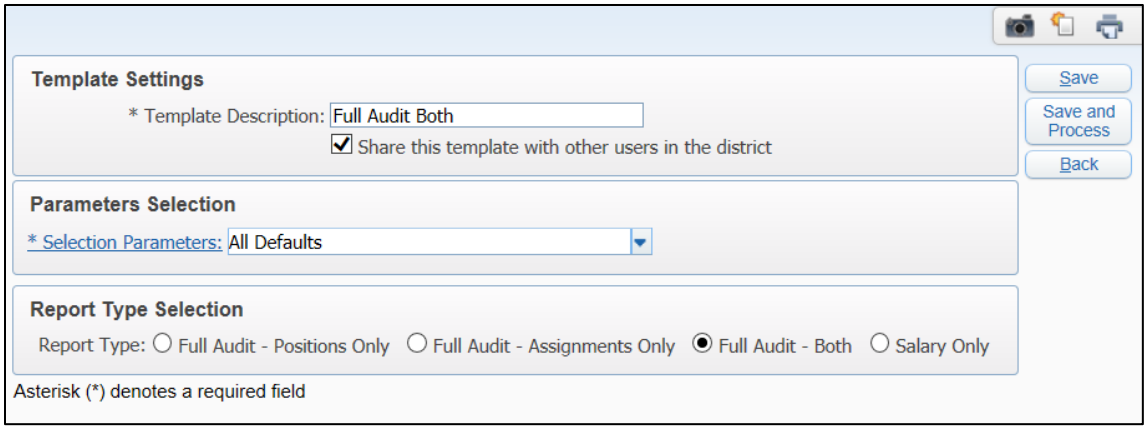


Figure 23 - Assignment Audit Template Settings screen

Option	Description
Template Description	Name that describes the template.
Share this template with other users in the district	Allows other users in your district to use this template. When selected, the Template Type is listed as District.
Selection Parameters	Defines which employees to report on.
Report Type Selection	Allows you to select the type of audit to run. The best practice is to use Full Audit – Both. This is the most thorough audit.

Table 5 - Options on the Assignment Audit Template Settings screen

Fix Assignment Exceptions

You may need to run the Assignment Audit process several times to preview and fix exceptions that the audit process finds. When you click Run the Update, the process makes permanent changes (fixes) for the Position and Assignment exceptions, but all exceptions may not be fixed during the first phase. The Run the Update option can't correct all exceptions. When the number of fixes made is zero, you must manually correct the remaining exceptions.

You have fewer exceptions if the following conditions are true:

- All calendars are accurate
- The same calendar is used on the Position and the Assignment
- The Position and Assignment dates fall within the calendar dates
- The Assignment work dates fall within the Position work dates
- The Use FTE instead of Calc FTE to calculate pay amounts check box is cleared

Caution Be cautious when using the Run the Update option. Verify what the software is going to fix before selecting this option.

To fix Assignment exceptions:

1. Click Run the Update. The following message appears:

   "By clicking OK, the update process will be run, making permanent changes that cannot be undone! The update process will be run on the print queue and the status can be viewed there. Are you sure you want to run the update?"

2. Click OK. The software tries to fix the exceptions. The Audit Status screen displays the number of old exceptions, number of fixes made, and number of exceptions remaining.

3. Click OK on the Audit Status screen.

   Note You must continue running the Assignment Audit and fixing exceptions until Number of fixes made is 0 or until the software can no longer fix the exceptions.

4. On the Assignment Audit Maintenance screen, select your template and click Process to run the Assignment Audit again.

   Note To learn how to run the Assignment Audit, see "Run Assignment Audit Process" (page 73).

5. Continue to run the Assignment Audit, review the results and fix (Update) the exceptions until the Number of fixes made is 0 or until the Update could not fix the remaining exceptions.

Tip	You can manually fix the remaining exceptions, but it may be time-consuming. In some cases, it may be easier to delete and re-add the Position from the Position Control screen and use the Assignment Mass Add option to recreate the Assignments. To learn more about this option, see the "Adding Staff Assignments in a Position Control Record" section in the *WSIPC Guide to Position Control and Assignments in Employee Management and Salary Negotiations.*

6. Click Back.

If you need to add and change Position and Assignment data after running the Assignment Audit, see "STEP 12: Review and Update Positions and Assignments Data" (page 77) and "STEP 13: Update Individual Positions and Assignments" (page 102).

Best Practice	Set up all the Positions and Assignments before importing and adding benefits.

STEP 12: Review and Update Positions and Assignments Data

This section discusses various Salary Negotiations Utilities you can use to update Positions and Assignments. You may also find it helpful to use Data Mining to look for potential issues with Assignment dates.

Note	The utilities listed in this section are optional. The utilities you are likely to find most helpful are listed first.

Position - Assignments Mass Change Utility

This utility provides a way to quickly make changes all at once to many of the Position and Assignment fields. Some examples are listed below:

- Change Assignments to the new Fiscal Year Salary Matrix. Verify that the "from" and "to" Salary Matrixes have the same lane structure.

Note	You can also use the Filter Mass Processing Utility to change multiple matrixes at a time, and the utility has fewer screens than the Position – Assignments Mass Change Utility. To learn more about the Filter Mass Processing Utility, see "Change Salary Matrixes on Assignments Using the Filter Mass Processing Utility" (page 79).

- Change Detail Assignment / Position Information such as Building or Grade From.

- Change Assignment / Position Calendar Information such as start or end dates. You can use this utility to change the "from" and "to" calendar. If a Calendar Code is changed from one year to another, or if a new calendar is added with a Calendar Code that didn't exist before, use this utility to change the "from" and "to" calendar.

- Change Assignment / Position Calendar Information such as number of days or hours per day on Assignments.

- Change Assignment / Position Calendar Information such as the Do not use calendar to find Calc FTE check box.
- Change Assignment / Position Calendar Information such as the Use FTE instead of Calc FTE to calculate pay amounts check box.
- Change Assignment / Position Salary Information such as Matrix Type, Matrix, or Placement.
- Change Payroll Information such as Pay Record (pay code), pay frequency, frequency override, salary account number, or paid start and end dates.
- Change Benefit FTE.

Caution	The settings remain from the last time you used this utility. The Reset option in this utility resets the settings to what they were the last time you used the utility. This is different from other Reset options in other parts of the software. The Clear option blanks out any selected values on the screen. Remember the hierarchical Position and Assignment structure. Changes to Positions may affect related Assignments. Changes to Assignments may isolate them from the Position. Consider the impacts before running the utility.

To run the Position - Assignments Mass Change Utility:

- In the Web interface, go to Human Resources\Employee Administration\SN Setup\UT\PA.

Note	For step-by-step instructions, see the *WSIPC Guide to the Salary Negotiations\Employee Management Position – Assignments Mass Change Utility*.

Change Salary Matrixes on Assignments Using the Filter Mass Processing Utility

The advantage of using the Filter Mass Processing Utility to change salary matrixes on Assignments is that you can add several matrix filters and run them all at once. This utility produces a verification report with the old value and new value listed.

Note	To change from one salary matrix to another, one at a time, you can use the Position – Assignments Mass Change Utility described in "Position - Assignments Mass Change Utility" (page 77).

Caution	If you use the Filter Mass Processing Utility to update Salary Matrixes, be aware that the Placement Tracker can be detached if the matrixes do not have the same structure. The selected From Matrix and To Matrix must have the same Lane Code structure (Lane Codes must be the same in both matrixes).

To change Salary Matrixes on Assignments using the Filter Mass Processing Utility:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\UT.
2. In the upper-left corner of the screen, click the arrow and select a plan.
3. Click Filter Mass Processing.
4. Click Add.
5. In the Template Description box, type a description.
6. Continue to "Add Matrix Filters" below to add filters.

Note	If you previously used this process and added filters, then you may not need to add new filters.

Add Matrix Filters

If there are no filters in the Available Filters list, or if the type of filter you want has not been added yet, follow the steps below to add a filter. A filter describes a change process for benefits, deductions, or matrixes.

Tip	If you have previously used the Filter Mass Processing Utility, you can save time by editing existing filters rather than adding new filters.

To add Matrix Filters:

1. Click Add.
2. Click Matrix Filter.
3. In the Matrix Type box, select a Matrix Type.
4. In the From Matrix box, select a matrix.
5. In the To Matrix box, select a matrix.
6. Click Save. The newly added Matrix Filter appears in the Available Filters list.
7. Repeat steps 1 through 6 to add more filters.
8. Continue to "Select Filters" below to select filters.

Figure 24 shows two newly added matrix filters. Existing filters can be edited to update the From and To matrix.

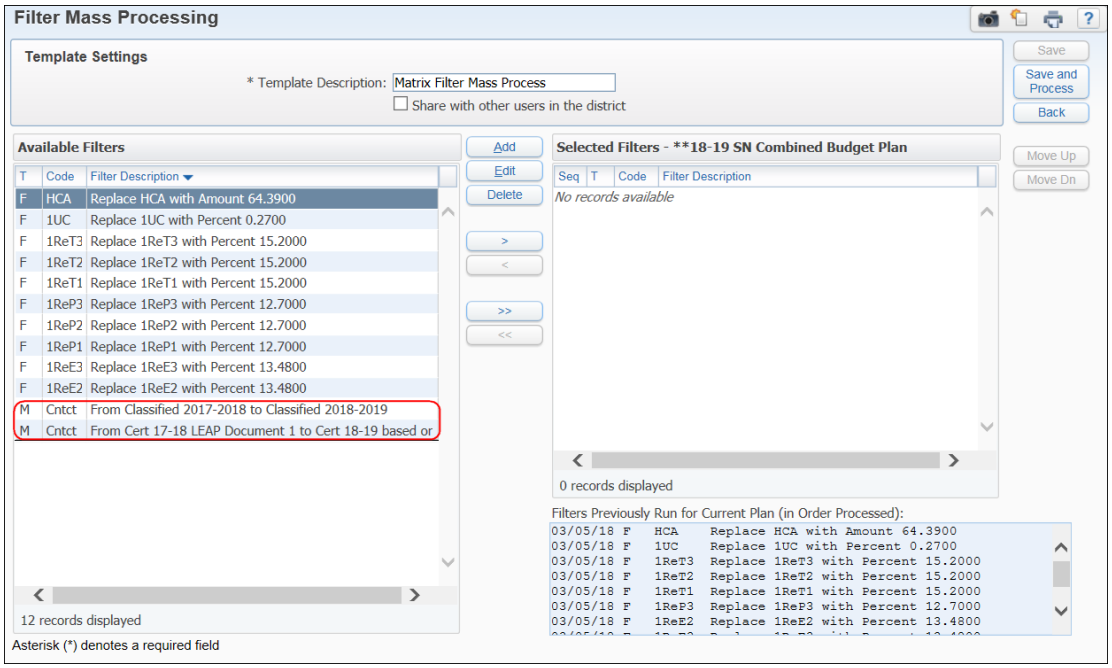


Figure 24 - Example of two matrix filters going from 2017-18 to 2018-19

Select Filters

You may need to select one or more of the Available Filters for processing.

To select filters:

1. Click > to individually move an Available Filter to the Selected Filters list.

Tip	To remove a Selected Filter, select it and click <. Use the Move Up and Move Down buttons to move the Selected Filters up or down in the processing order of the Selected Filters list. To move all Available Filters to the Selected Filters list, click >>.

2. Click Save and Process.

3. When the process is complete, click Preview Data to Process and review the Mass Filter Processing screen.

Note	The old and new values are listed in the Check Code and New Code columns. A blank report appears if the selected filters did not apply to the data in the selected Plan.

4. Click Back.

5. Click Run the Update to continue the process. A message asks if you want to run the update.

6. Click OK.

7. When the process is complete, click Display Report. The report lists information as it appeared in the Mass Filter Processing screen.

Figure 25 shows the matrix filters added to the Selected Filters area. You also see information in the Filters Previously Run for Current Plan (in Order Processed) area after processing was run on a Plan.

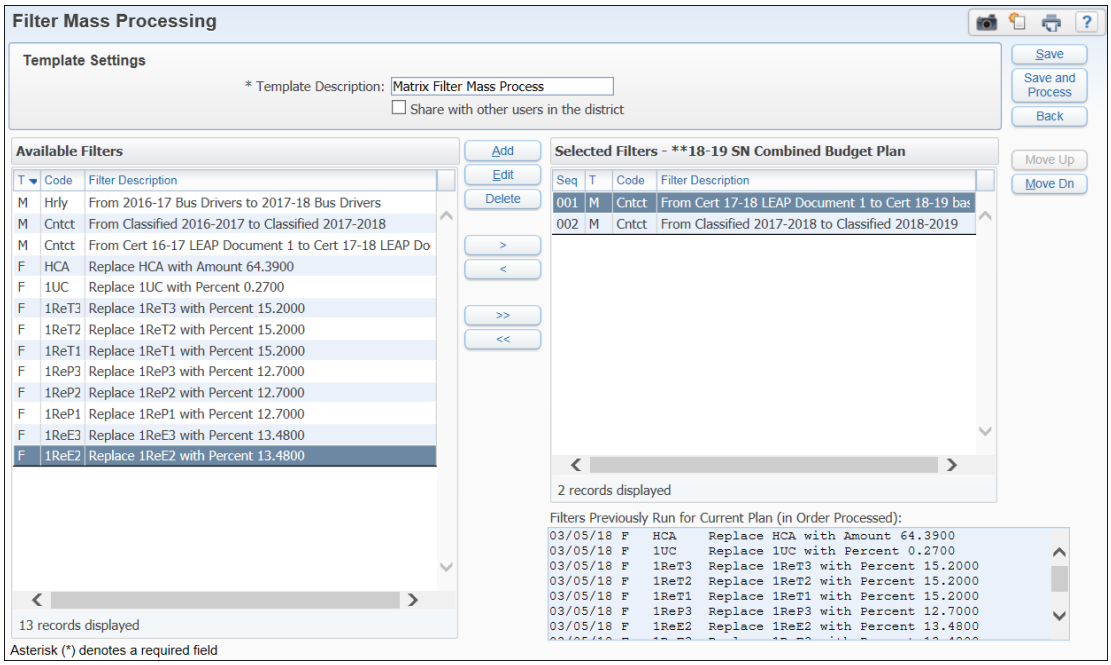


Figure 25 - Example Filter Mass Processing for changing matrixes

Salary – Hourly Mass Change Utility

This utility is useful for changing Assignment salaries for Assignments that use the Enter Salary Amount or Enter Hourly Pay Amount options.

To run the Salary – Hourly Mass Change Utility:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\UT\SH.
2. In the upper left corner of the screen, click the arrow and select the Budget Plan.
3. Click Add.
4. Configure the Template Settings screen (Figure 26). Table 6 describes the options on this screen.
5. Click Save and Process.
6. When the process is complete, click Preview Data to Process and review the Salary Amounts Mass Change Preview screen (or the Hourly Amounts Mass Change Preview screen).

Note	The preview screen displays the old and new information. This screen has options to remove records or create a report. If you create the report, it shows data similar to what you see on the preview screen.

7. Click Back.
8. Click Run the Update to make the changes. A message asks if you're sure you want to run the update.
9. Click OK.
10. When the process is complete, click Display Report. The report lists information as it appeared in the Salary Amounts Mass Change Preview screen.

Figure 26 shows an example configuration to replace the old stipend amount of $1,200.00 to $1,075.00.

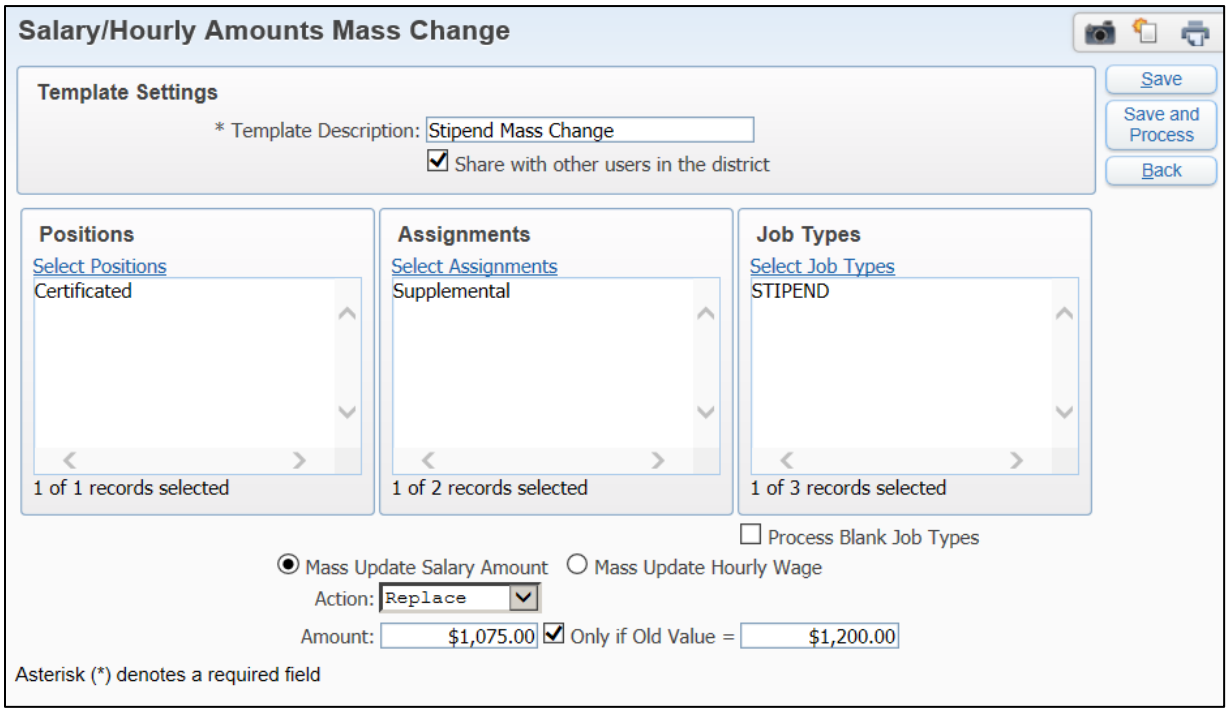


Figure 26 - Salary/Hourly Amounts Mass Change example screen

Option	Description
Template Description	Name that describes the template.
Share this template with other users in the district	Allows other users in your district to use this template. When selected, the Template Type is listed as District.
Select Positions	You must select at least one Position you want to run the utility on.
Select Assignments	You must select at least one Assignment you want to run the utility on.
Select Job Types	Select any Job Types you want to run the utility on.
Process Blank Job Types	The check box for Process Blank Job Types is automatically selected. You can clear the check box.
Mass Update Salary Amount	Update a salary amount.
Mass Update Hourly Wage	Update date an hourly wage.

Option	Description
Action	Modify increases or decreases the salary or hourly amounts. Replace changes (replaces) an amount.
Update By	Appears when Modify is selected in the Action box. You can make changes based on Amount or Percent.
Amount	The amount you want to change to.
Only if Old Value	Only records with the indicated value are changed.
Percent	Appears when Mass Update Hourly Wage, Modify, and Percent options are selected. You can enter the percent you want to change the hourly wage by.
Round To	Appears when Mass Update Hourly Wage, Modify, and Percent options are selected. You can round to two or four decimals.

Table 6 – Options on the Salary/Hourly Amounts Mass Change Template Settings screen

SPI Browse Utility

You can use the SPI Browse Utility to review Assignments for selected Plans. It can help you review and update Assignment breakdown information.

The SPI Browse shows Assignment data in a view you can scroll through or export to Excel. You can display detail lines only, total lines only, or both detail and total lines. You can group by SPI Code, employee, building, grade from, or Account Code.

The SPI Browse tool can be a powerful resource for reviewing data. You can review FTE totals by building, FTE totals by employee, or by any other Group By option, and you can export the browse data to Excel and then give the saved Excel document to someone else for review.

Note	The SPI Browse displays “0.0000” for Calc FTE on Assignments that have the Use FTE instead of Calc FTE to calculate pay amounts box selected. The SPI Browse displays the FTE. The Calculated Contract amount from Assignments is what appears in the SPI Browse Main Asn column.

To run the SPI Browse Utility:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\UT\SB.

2. Click Add.

3. Configure the SPI Browse Parameters screen.

Tip	You may want to leave the Selection Parameters options wide open at first until you see what it looks like and then decide which selection parameters to use. It might be useful to select Breakdown Duty in the Additional Codes and Settings list and then use the xx0, xx1, xx2, and xx3 options. If you select xx1, for example, all Duty Codes ending in 1 are automatically added to the Select Breakdown Duty list. If you know that certain types of employees can be in more than one Salary Negotiations Budget Plan, use the SPI Browse screen to look at the data by employee for multiple Plans at once.

4. Click Save and Run.

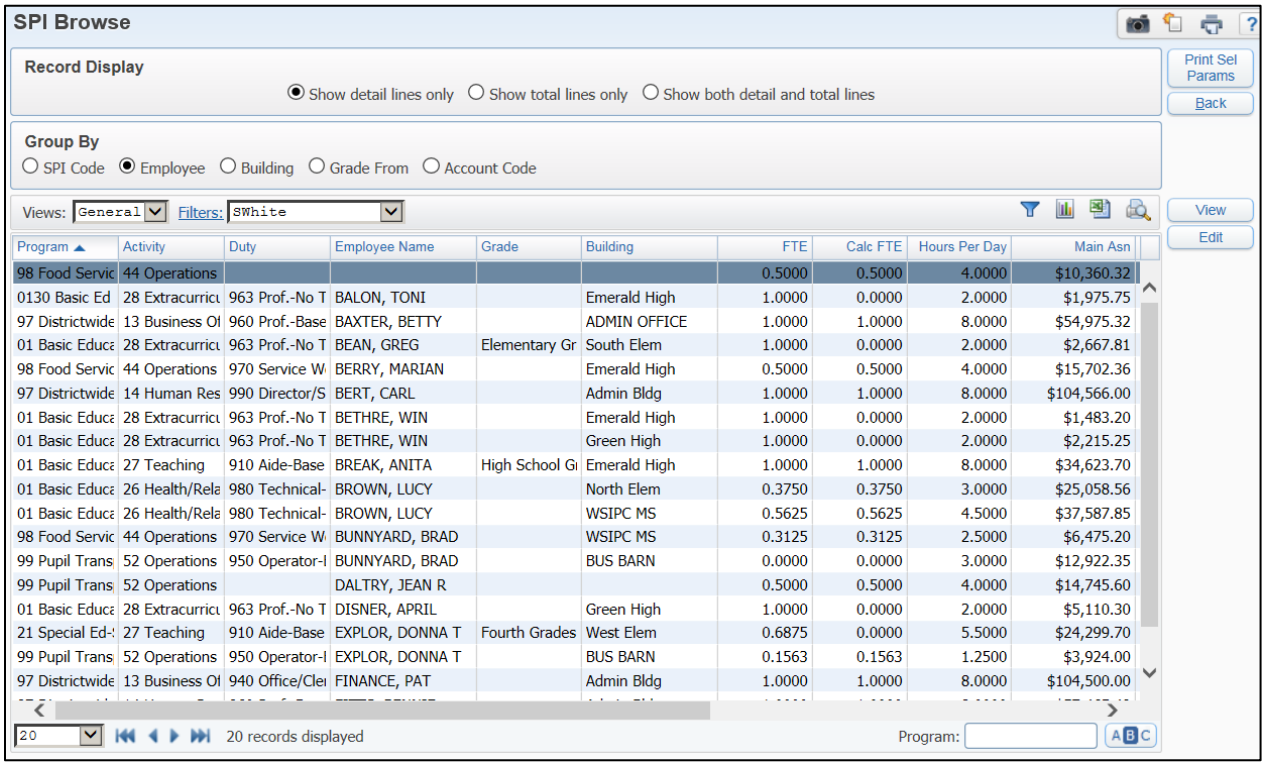
5. Configure the SPI Browse screen to change the types of records that appear and how they are grouped. See Figure 27 (page 87) and Figure 28 (page 88) for two examples. Table 7 describes the options on this screen.

Tip	Try different options on the SPI Browse screen to view or edit data to meet your needs. For example, if you select Show total lines only and Group By Account Code, you can then open the data in Excel and create your own summary totals for Activity and Object. This is how you can compare the totals by account number to the Budget screen data in Excel (or compare to a QPrint Report).

6. To view more details for an Assignment, select the Assignment and click View.

7. To edit an Assignment, select the Assignment and click Edit.

Figure 27 shows the SPI Browse screen with a custom Filter. The Record Display option is Show detail lines only, and the Group By option is set to Employee.

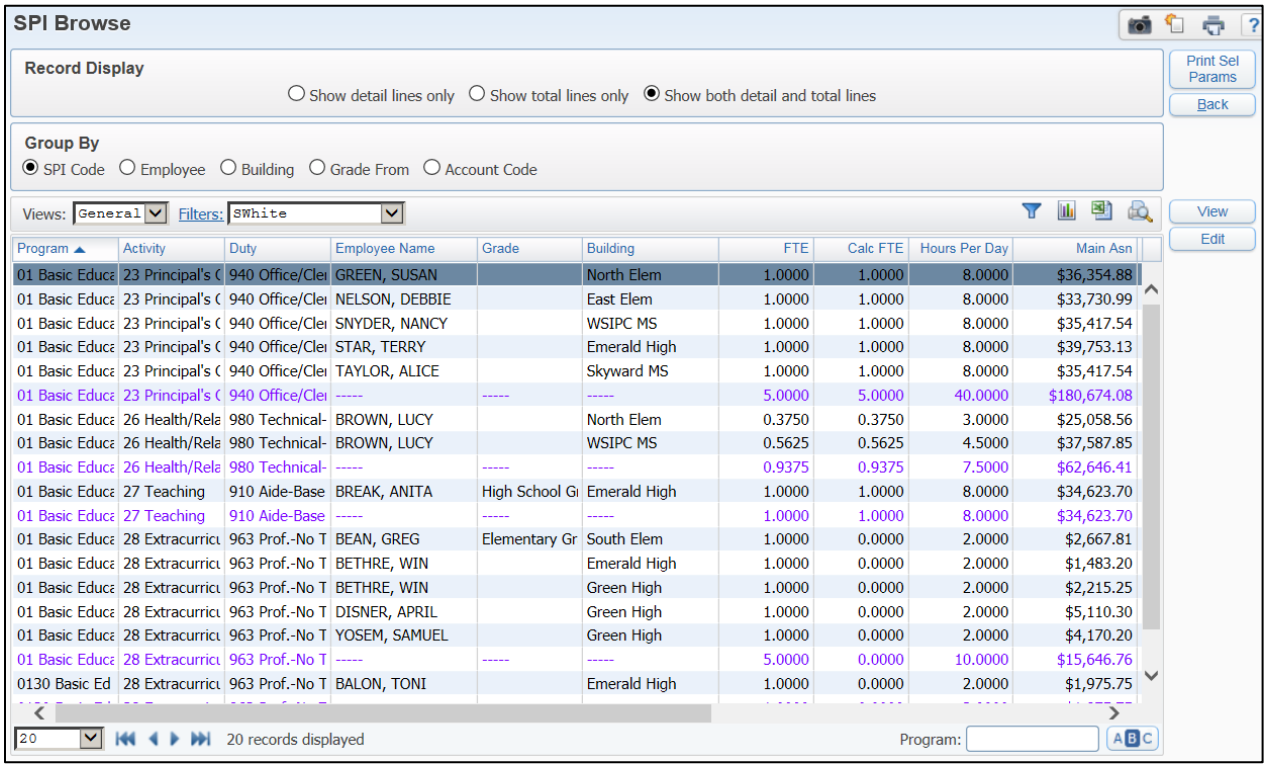


Program	Activity	Duty	Employee Name	Grade	Building	FTE	Calc FTE	Hours Per Day	Main Asn
98 Food Servic	44 Operations					0.5000	0.5000	4.0000	$10,360.32
0130 Basic Ed	28 Extracurricu	963 Prof.-No T	BALON, TONI		Emerald High	1.0000	0.0000	2.0000	$1,975.75
97 Districtwide	13 Business Of	960 Prof.-Base	BAXTER, BETTY		ADMIN OFFICE	1.0000	1.0000	8.0000	$54,975.32
01 Basic Educa	28 Extracurricu	963 Prof.-No T	BEAN, GREG	Elementary Gr	South Elem	1.0000	0.0000	2.0000	$2,667.81
98 Food Servic	44 Operations	970 Service W	BERRY, MARIAN		Emerald High	0.5000	0.5000	4.0000	$15,702.36
97 Districtwide	14 Human Res	990 Director/S	BERT, CARL		Admin Bldg	1.0000	1.0000	8.0000	$104,566.00
01 Basic Educa	28 Extracurricu	963 Prof.-No T	BETHRE, WIN		Emerald High	1.0000	0.0000	2.0000	$1,483.20
01 Basic Educa	28 Extracurricu	963 Prof.-No T	BETHRE, WIN		Green High	1.0000	0.0000	2.0000	$2,215.25
01 Basic Educa	27 Teaching	910 Aide-Base	BREAK, ANITA	High School Gr	Emerald High	1.0000	1.0000	8.0000	$34,623.70
01 Basic Educa	26 Health/Rela	980 Technical-	BROWN, LUCY		North Elem	0.3750	0.3750	3.0000	$25,058.56
01 Basic Educa	26 Health/Rela	980 Technical-	BROWN, LUCY		WSIPC MS	0.5625	0.5625	4.5000	$37,587.85
98 Food Servic	44 Operations	970 Service W	BUNNYARD, BRAD		WSIPC MS	0.3125	0.3125	2.5000	$6,475.20
99 Pupil Trans	52 Operations	950 Operator-I	BUNNYARD, BRAD		BUS BARN	0.0000	0.0000	3.0000	$12,922.35
99 Pupil Trans	52 Operations		DALTRY, JEAN R			0.5000	0.5000	4.0000	$14,745.60
01 Basic Educa	28 Extracurricu	963 Prof.-No T	DISNER, APRIL		Green High	1.0000	0.0000	2.0000	$5,110.30
21 Special Ed-S	27 Teaching	910 Aide-Base	EXPLOR, DONNA T	Fourth Grades	West Elem	0.6875	0.0000	5.5000	$24,299.70
99 Pupil Trans	52 Operations	950 Operator-I	EXPLOR, DONNA T		BUS BARN	0.1563	0.1563	1.2500	$3,924.00
97 Districtwide	13 Business Of	940 Office/Cler	FINANCE, PAT		Admin Bldg	1.0000	1.0000	8.0000	$104,500.00

Figure 27 - SPI Browse options for details by employee

Tip	If the Program and Activity columns on the SPI Browse screen don't have the SPI Code you expect, you must change the Breakdown Record. For example, Certificated appears in the Program column. Certificated is not a SPI Code and it needs changed.

Figure 28 shows the SPI Browse screen with a custom Filter. The Record Display option is Show both detail and total lines and Group By is SPI Code.



Program	Activity	Duty	Employee Name	Grade	Building	FTE	Calc FTE	Hours Per Day	Main Asn
01 Basic Educa	23 Principal's (	940 Office/Clei	GREEN, SUSAN		North Elem	1.0000	1.0000	8.0000	$36,354.88
01 Basic Educa	23 Principal's (	940 Office/Clei	NELSON, DEBBIE		East Elem	1.0000	1.0000	8.0000	$33,730.99
01 Basic Educa	23 Principal's (	940 Office/Clei	SNYDER, NANCY		WSIPC MS	1.0000	1.0000	8.0000	$35,417.54
01 Basic Educa	23 Principal's (	940 Office/Clei	STAR, TERRY		Emerald High	1.0000	1.0000	8.0000	$39,753.13
01 Basic Educa	23 Principal's (	940 Office/Clei	TAYLOR, ALICE		Skyward MS	1.0000	1.0000	8.0000	$35,417.54
01 Basic Educa	23 Principal's (	940 Office/Clei	-----	-----	-----	5.0000	5.0000	40.0000	$180,674.08
01 Basic Educa	26 Health/Rela	980 Technical-	BROWN, LUCY		North Elem	0.3750	0.3750	3.0000	$25,058.56
01 Basic Educa	26 Health/Rela	980 Technical-	BROWN, LUCY		WSIPC MS	0.5625	0.5625	4.5000	$37,587.85
01 Basic Educa	26 Health/Rela	980 Technical-	-----	-----	-----	0.9375	0.9375	7.5000	$62,646.41
01 Basic Educa	27 Teaching	910 Aide-Base	BREAK, ANITA	High School Gi	Emerald High	1.0000	1.0000	8.0000	$34,623.70
01 Basic Educa	27 Teaching	910 Aide-Base	-----	-----	-----	1.0000	1.0000	8.0000	$34,623.70
01 Basic Educa	28 Extracurricu	963 Prof.-No T	BEAN, GREG	Elementary Gr	South Elem	1.0000	0.0000	2.0000	$2,667.81
01 Basic Educa	28 Extracurricu	963 Prof.-No T	BETHRE, WIN		Emerald High	1.0000	0.0000	2.0000	$1,483.20
01 Basic Educa	28 Extracurricu	963 Prof.-No T	BETHRE, WIN		Green High	1.0000	0.0000	2.0000	$2,215.25
01 Basic Educa	28 Extracurricu	963 Prof.-No T	DISNER, APRIL		Green High	1.0000	0.0000	2.0000	$5,110.30
01 Basic Educa	28 Extracurricu	963 Prof.-No T	YOSEM, SAMUEL		Green High	1.0000	0.0000	2.0000	$4,170.20
01 Basic Educa	28 Extracurricu	963 Prof.-No T	-----	-----	-----	5.0000	0.0000	10.0000	$15,646.76
0130 Basic Ed	28 Extracurricu	963 Prof.-No T	BALON, TONI		Emerald High	1.0000	0.0000	2.0000	$1,975.75

Figure 28 - SPI Browse options for both detail and total lines grouped by SPI Code

Option	Description
Show detail lines only	The default. Once you make another selection, it remains selected the next time you are in the SPI Browse screen.
Show total lines only	Lists detail totals in blue and the grand total in red. This is a great option to use if you are verifying totals based on any of the Group By options. If you'd like to know whether the FTE totals for each building are correct, this option can help.
Show both detail and total lines	Lists detail lines. The total for the detail is listed in blue. The grand total is listed at the bottom in red.
SPI Code	Sorts by Program, Activity, and Duty Codes.

Option	Description
Employee	Sorts in alphabetical order. The Vacant Assignments appear at the top because they don't have an Employee Name.
Building	Sorts by building.
Grade From	Sorts by Grade.
Account Code	Sorts by Account Number.

Table 7 - Options on the SPI Browse screen

Note	If you select an Assignment and click Edit, the Assignment Maintenance screen appears and you can make changes. For example, you may see on the SPI Browse screen that a Grade or Building is blank. You can quickly edit the Assignment and add data. You can also export the data to Excel. This can be helpful if you save the Excel documents and have others review data in Excel. You may also want to create some of your own totals or want to look at the data another way using Excel.

Mass Change Assignment Breakdown Utility

You can use the Mass Change Assignment Breakdown Utility on Assignment Records to update data in all Assignment Breakdown Records at once. You can save time by selecting individual employees in the Employee Selection By area of the Employee Selection Parameters screen when using this utility.

This utility changes various fields in the Assignment Breakdown. For example, you can change the following information at the same time:

- Program, Activity, or Duty Codes
- Grade
- Building
- Account Number

To run the Mass Change Assignment Breakdown Utility:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\UT\AB.

2. Click Add.

3. Configure the Mass Change Assignment Breakdown screen.

Note	The Define Breakdown Fields option allows you to change the Program, Activity, Duty, Grade, Building, or Account Number. The Mass change option defaults with A = ALL. Select O = Equal to old code if you are not changing all codes.

4. Click Save and Process.

5. When the process is complete, click Preview Data to Process.

Tip	Select the Display only the elements that have changed check box to see only the fields that are changing (Figure 29). If you don't select this option, you can scroll to the right on the Assignment Breakdown Mass Change Preview screen to see the fields that are changing.

6. Review the list and use the Remove Record option to delete records you do not want changed.

7. Click Back.

8. Click Run the Update to make the changes. A message asks if you're sure you want to run the update.

9. Click OK.

The example in Figure 29 shows possible Grade changes.

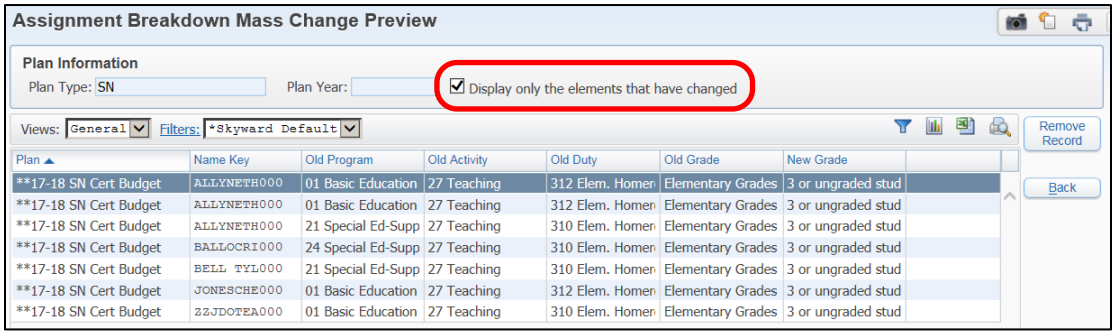


Figure 29 - Assignment Breakdown Mass Change Preview screen

Account Mass Processing Utility

You may find this utility quite useful because you can update segments of the account numbers on the Payroll Information screen all at once. You can replace the current account numbers, add additional account numbers, change the distribution percentages, or change account dimensions. An asterisk (*) can be used as a placeholder to change all accounts with specific values.

To run the Account Mass Processing Utility:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\UT\AP.

2. In the upper left corner of the screen, click the arrow and select the Budget Plan.

3. Click Add.

4. In the Template Description box, type a description.

5. Do one of the following for the Choose Process to Run option:

   - Click Mass Change Account and Percent Data to change account numbers and distribution percentages.

   - Click Mass Change Account Dimensions to change account number dimensions.

   - Click Mass Change Account from Pay Code to change account numbers based on a selected Pay Code or the primary Pay Record.

6. Configure options in the Choose Criteria for Position and Assignment Selection area.

7. Click Continue.

8. Do one of the following:

   - If you selected Mass Change Account and Percent Data, configure the Mass Change Account and Percent Data screen. Select the existing account number range and percent, then make choices about the new account number and percent.

   - If you selected Mass Change Account Dimensions, configure the Mass Change Account Dimensions screen. Select the low and high Account Filter Ranges, and then select the New Account.

   - If you selected Mass Change Account from Pay Code, configure the Mass Change Account from Pay Code screen.

9. Click Save and Process.

10. When the process is complete, click Preview Data to Process and review the Account Mass Processing Preview screen.

Note	The preview screen displays the old and new information. This screen has options to remove records or create a report. If you create the report, it shows data similar to what you see on the preview screen.

Tip	Click the arrow next to the Views box and select either Positions To Be Changed or Assignments To Be Changed.

11. Click Back.

12. Click Run the Update to make the changes. A message asks if you're sure you want to run the update.

13. Click OK.

14. When the process is complete, click Display Report. The report lists information as it appeared in the Account Mass Processing Preview screen.

Figure 30 is an example of the Mass Change Account Dimensions process to change the account location dimension from 000 to 021.

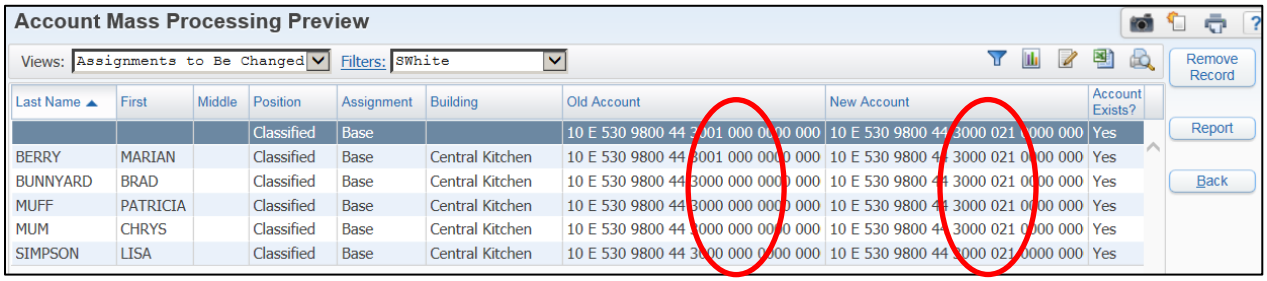


Figure 30 - Account Mass Processing Preview screen

Assignment Breakdown Account Mass Processing Utility

The Assignment Breakdown Account Mass Processing Utility updates an existing Assignment Breakdown account number with another account number. With this utility, you can change an Assignment Breakdown account number as needed in the selected Plan.

The Assignment Breakdown Account Mass Processing Utility has some limitations that you must consider.

- System edits are in place to enforce the OSPI Budget Reporting standards. Account numbers must be the same in the Breakdown and the Payroll areas. After running the Assignment Breakdown Account Mass Processing Utility, run the Update Acct Dist Mass Utility to update the Payroll area with the Assignment Breakdown accounts and distributions (account percentage).

- The account number must be the same in the Breakdown and the Payroll areas before you run the utility. Account changes appear on the report but the utility does not change the Breakdown Account.

- The Create accounts that do not already exist in the chart of accounts option functions like other Add Account options in the software. The option does not prompt for the Account Description to be added. A new account is not added if it does not meet the ESAM rule. A message appears on the Preview screen and report (Equity Summary Rules: GL does not fit rules).

- Use individual accounts or a small range in the Low and High Parameters. The process may time out or you may see no records to change in the Preview area if you use a large account range.

To run the Assignment Breakdown Account Mass Processing Utility:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\UT.
2. In the upper-left corner of the screen, click the arrow and select your plan.
3. Click Assignment Breakdown Account Mass Processing.
4. Click Add.
5. Type a description in the Template Description box.
6. Click Account Filter.
7. Enter information in the Dimension Low and High boxes. This range information determines which account(s) will change.

Note	Pay close attention to the values you enter in each dimension. For example, enter "10" in both the Low and High boxes for Fund.

8. Click Save.
9. Click inside the New Account box. The New Account Dimensions screen appears.
10. Enter the change-to account number. Enter values only in the dimensions you want to change. If you want to keep the existing value in a dimension, press the Tab key on your keyboard to move through the box to autofill the dimension with asterisks (*).
11. Click Save.

12. If you want to create accounts that do not already exist in the Chart of Accounts, select the Create accounts that do not already exist in the chart of accounts check box.

13. Click Selection Parameters and select parameters that define the employees to run the utility on.

Tip	Add new parameters if the existing parameters don't meet your needs.

Note	The parameters include the Assignment Breakdown fields so you can further refine which Assignment Breakdown Records to change account numbers on. It might be useful to select Breakdown Duty in the Additional Codes and Settings list and then use the xx0, xx1, xx2, and xx3 options. For example, if you select xx1, all Duty Codes ending in 1 are automatically added to the Select Breakdown Duty list.

14. Click Save and Select.

15. Click Save and Process.

16. When the process is complete, click Preview Data to Process and review the Assignment Breakdown Account Mass Processing preview screen. The old and new values are listed.

Note	The preview screen displays information about the account numbers. This screen has options to remove records or create a report. If you create the report, it shows data similar to what you see on the preview screen.

17. Click Back.

18. Click Run the Update to make the changes. A message asks if you're sure you want to run the update.

19. Click OK.

20. When the process is complete, click Display Report.

The report shows data similar to what you saw earlier on the preview screen.

The example configuration in Figure 31 shows a possible change in the account number for the Activity dimension for Breakdown Records with Duty Code 320 and Grade H.

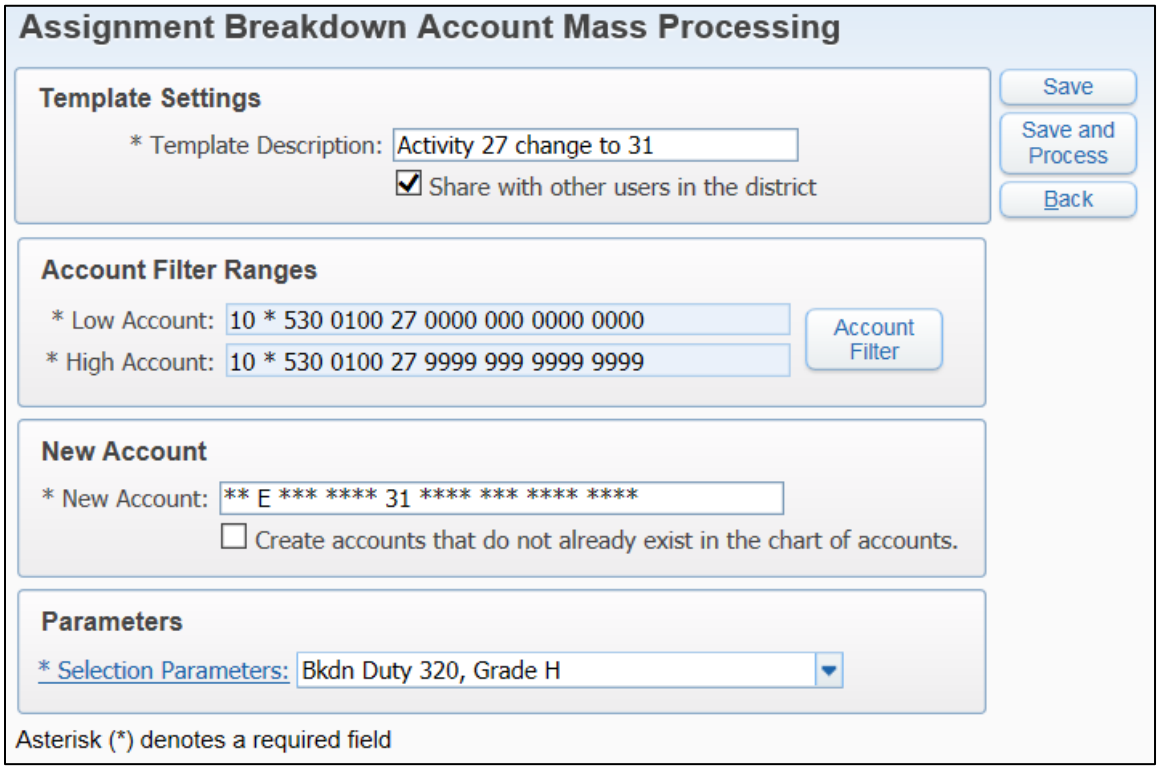
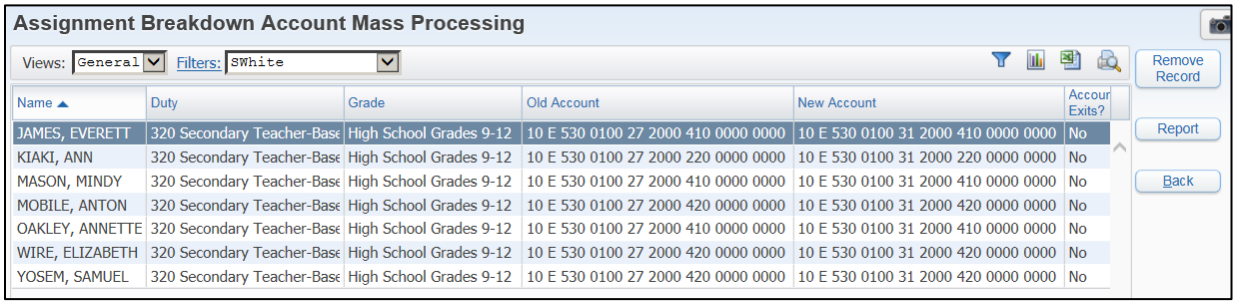


Figure 31 - Assignment Breakdown Account Mass Processing example

Figure 32 is an example of the preview screen. "No" is listed in the far-right column, which indicates that the New Account number does not exist in the Chart of Accounts.

Changing from Activity 27 to Activity 31 may not be an appropriate change to make, so in this situation you would not click Run the Update. Back out of the process and check with the appropriate staff to find out what needs to be done (add the account to Chart of Accounts or correct the utility configuration).



Name	Duty	Grade	Old Account	New Account	Accour Exits?
JAMES, EVERETT	320 Secondary Teacher-Base	High School Grades 9-12	10 E 530 0100 27 2000 410 0000 0000	10 E 530 0100 31 2000 410 0000 0000	No
KIAKI, ANN	320 Secondary Teacher-Base	High School Grades 9-12	10 E 530 0100 27 2000 220 0000 0000	10 E 530 0100 31 2000 220 0000 0000	No
MASON, MINDY	320 Secondary Teacher-Base	High School Grades 9-12	10 E 530 0100 27 2000 410 0000 0000	10 E 530 0100 31 2000 410 0000 0000	No
MOBILE, ANTON	320 Secondary Teacher-Base	High School Grades 9-12	10 E 530 0100 27 2000 420 0000 0000	10 E 530 0100 31 2000 420 0000 0000	No
OAKLEY, ANNETTE	320 Secondary Teacher-Base	High School Grades 9-12	10 E 530 0100 27 2000 410 0000 0000	10 E 530 0100 31 2000 410 0000 0000	No
WIRE, ELIZABETH	320 Secondary Teacher-Base	High School Grades 9-12	10 E 530 0100 27 2000 420 0000 0000	10 E 530 0100 31 2000 420 0000 0000	No
YOSEM, SAMUEL	320 Secondary Teacher-Base	High School Grades 9-12	10 E 530 0100 27 2000 420 0000 0000	10 E 530 0100 31 2000 420 0000 0000	No

Figure 32 - Assignment Breakdown Account Mass Processing preview screen example

Verify Assignment Breakdown Account Changes

You can verify that account changes are correct in the Breakdown Records in View mode. You must run the Update Account Dist Mass Utility next to synchronize the accounts in the Breakdown and Payroll areas before you can edit a Breakdown Record.

Tip	If you try to edit an Assignment Breakdown Record that is out of synch with the Payroll area, a message appears saying the account entered is not valid. Close the message and cancel the edit.

To verify Assignment Breakdown account changes:

1. In the Web interface, go to Human Resources\Employee Administration\SN\AS.
2. In the upper-left corner of the screen, click the arrow and select a plan.
3. Select an employee.
4. Click View Staff Assgn.
5. Click Breakdown.
6. Scroll to the right in the Assignment Breakdown area to see the Account number.

Update Account Dist Mass Utility

This utility assumes that the values in the Assignment Breakdown area are correct and updates the Assignment Payroll Information area to match. Therefore, you may want to use this utility simply as a reporting tool rather than making the changes the utility recommends.

This utility creates exception and verification reports before modifying any data. The same Account Codes must already exist in the Assignment Breakdown and Payroll areas. (If they are not present, you must manually add the Account Codes to the Payroll area.)

The utility has three parts: Update Account Distributions Exception Report, Update Account Distributions Verification Report, and the option to update data based on information listed in the Update Account Distributions Verification Report.

- The Update Account Distributions Exception Report displays records where there are differences between the Assignment payroll information Account Code, and the Assignment breakdown Account Code. These differences will not be corrected with the update, but should be reviewed.

- The Update Account Distributions Verification Report also displays records that differ between the Assignment payroll information Account Code and the Assignment breakdown Account Code. These differences are corrected with the update (if the utility is allowed to complete).

- After the reports have generated, you are given the option to complete the update. As previously stated, based on known district business practices, you may not want to run the update.

The account numbers and percentages in the Assignment Breakdown area are used in Washington State Reporting, which must match the account numbers and percentages in the Assignment Payroll Information area. The verification report shows account numbers and percentages that do not match. You can use the verification report as a tool to help you make corrections to the Assignment Breakdown area.

Districts typically update the account numbers and percentages in the Assignment Payroll Information area first and then select the account number from the Assignment to the Assignment Breakdown. Because the Assignment Payroll Information area generally has the current account numbers and percentages, districts usually manually update the Assignment Breakdown area instead of running the update part of the utility.

Caution Use this utility as a reporting tool to find Assignments where the account numbers and percentages do not match the breakdown values.

You generally do not want to allow the update part of this utility to complete because the process was designed to take the account numbers and percentages from the breakdown and put them on the Assignment. The design of this utility conflicts with most district practices of updating the payroll information account distribution first.

To use the Update Account Dist Mass Utility:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\UT\UA.

2. Click Add.

3. Configure the Update Acct Dist Mass Utility screen.

Tip	To review only the proposed changes, select Display Assignments Being Changed Only.

4. Click Save and Process.

5. When the process is complete, click Preview Data to Process and review the list on the Update Account Distribution screen.

Note	You can expand a record to see the Account Distributions (Figure 33) or you can click Print Verification Report for a report (Figure 34). You can also click Print Exceptions, for a report of potential exceptions.

6. Click Back to exit the Update Account Distribution screen.

7. Click Back to avoid the update process.

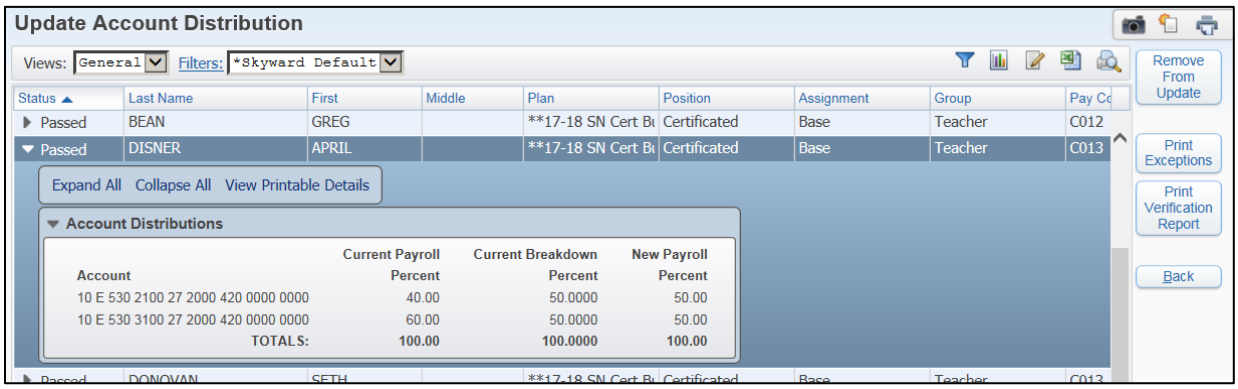


Figure 33 - Update Account Distribution screen example

```
4wa6pmbrk20b.p 05-4                                    Emerald School District
05.17.02.00.00                                  Update Employee Account Distribution Records

"Current Payroll Percent":  Percent of funding this account code supplies for the Assignment.  "Not Found" in this column indicates
                            that the account code is used on an associated Breakdown record but not on the Assignment itself.
                            "Not Found" account codes will be added to the Assignment Payroll Area, with the percentage from
                            Breakdown, as part of this Update process.

"Current Brkdwn Percent":   Total percentage of the Assignment's associated Breakdown records using this account code.
                            "Not Used" in this column indicates that the account code is present in the Assignment Payroll Area but
                            is not used by any associated Breakdown records. "Not Used" account codes will have Assignment Payroll
                            Area percentages set to 0% as part of this Update process.

"New Payroll Percent":      Percentage values that will be written to the Assignment Payroll Area by this Update process.


NAME KEY      EMPLOYEE                    POSITION          ASSIGNMENT          GROUP                PAY CODE
     ACCOUNT NUMBER                          CURRENT PAYROLL PERCENT     CURRENT BRKDWN PERCENT    NEW PAYROLL PERCENT

Plan: **17-18 SN Cert Budget

DISNEAPR000     DISNER, APRIL               Certificated          Base                 Teacher              C013
     10 E 530 2100 27 2000 420 0000 0000                        40.00              50.0000               50.00
     10 E 530 3100 27 2000 420 0000 0000                        60.00              50.0000               50.00
     TOTALS:                                                   100.00             100.0000              100.00


   ******************* End of Updated Record Summary *******************

   There were no records with exceptions present.

   ******************* End of Exception Summary *******************


    ************************* End of report *************************
```

Figure 34 - Update Employee Account Distribution Records Report example

Data Mining Reports

Data Mining Reports can help you find potential data issues with Assignment Dates. You can create Data Mining Reports to look for Assignments with Assigned Dates that are after the Work Start Dates. You may also find it useful to create Data Mining Reports that show Assignment Paid Dates and Work Dates to find dates that are not for the new Fiscal Year. To learn more about Data Mining, see the *WSIPC Guide to Employee Data Mining*.

Tip	When creating a Data Mining Report for EM or SN Assignments, select Profile as the Driver Table (not the Assignment Driver Table). Select the fields to appear on the report in this hierarchical order – Name, Position, and Assignment.

To run Data Mining Reports:

1. In the Web interface, go to Human Resources\Employee\EP\DM.

2. Do one of the following:

   - To create a new report, click Add.
   - To update an existing report, select the report and click Edit.
   - To print an existing report, select the report and click Print.

3. Export the report to Excel and use Excel to filter data to look for data issues with Assignment Dates.

STEP 13: Update Individual Positions and Assignments

You may need to individually update some Positions and Assignments.

Below are some examples of when individual updates may be needed:

- Position is changing from a salary amount to a Salary Matrix (or vice versa)
- Full-time Position duration has changed from 220 days to 260 days
- Employee's calculated FTE is changing for the next year
- Employee is on a different calendar next year
- Employee is moving to a different Assignment
- Employee is moving to a different column on the Salary Matrix and a new Placement Tracker is needed to reflect this

The following options can be used to help you review the budget data:

- The Mix Factor Report can help you find people with salaries out of compliance. To learn about the Mix Factor Report, see the "Using the Mix Factor Report" section in the *WSIPC Guide to Human Resources Washington State Reporting*.
- You can use the SPI Salary Exhibit Report to view FTE amounts by program and SPI Assignment. To learn about the SPI Salary Exhibit Report, see "Running the SPI Salary Exhibit Report" (page 174).

Tip	The SPI Browse Utility may be a better option because you can sort by SPI Code and see the Assignments in each code. To learn about the SPI Browse Utility, see "SPI Browse Utility" (page 85).

- The Excel option on the Assignments tab generates an Excel file that you can sort and total as you like.

The following sections explain how to update Positions and Assignments. To learn more details about Positions and Assignments, see the *WSIPC Guide to Position Control and Assignments in Employee Management and Salary Negotiations.*

Update Positions

You can add, view, edit, or delete Positions from the Position Control screen.

Tip	To prevent the warning message about FTE not being available for a Position from appearing, edit a Position Control Record and change the number of Positions in the FTE Total column to match or exceed the number of Positions filled.

Note	You can also update Assignments from the Position Control screen by expanding a selected Position to see the Staff Assignments and options.

To update Positions:

1. In the Web interface, go to Human Resources\Employee Administration\SN\PC.
2. Select Position Control in the Views box.
3. Select the Position Control Record you want to update.
4. Click Edit Pos Ctrl.
5. Click any of the three tabs (Position Details, Payroll Information, or Breakdown) and click Edit.
6. Make the changes you want on the Position Control Maintenance screen on any of the three tabs.
7. Click Save.
8. Configure the Assignment Processing Options screen. Table 8 explains the options on this screen.

Caution	Changing the Position can change all of the Assignments associated with the Position. Be sure you know what you are changing.

9. Click OK.

Note	If the Account Distribution percent doesn't equal 100%, the following message appears: "The Account Distribution Percent must equal 100%." If this message appears, click OK, correct the Account Distribution Percent on the Payroll Information tab, and click Save again.

10. Repeat steps 3 through 9 to update all Positions.

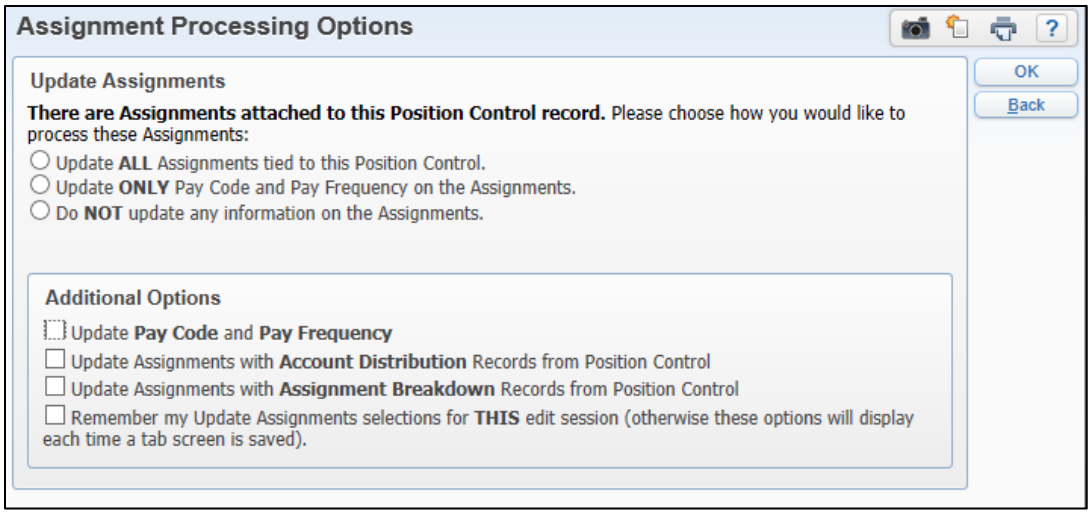


Figure 35 - Assignment Processing Options screen

Option	Description
Update **ALL** Assignments tied to this Position Control	**Caution**: Updates all Assignments attached to the Position Control with the Position Control default values. All of the default values on the Position Control are updated for all Assignments. The process does not update all attached Assignments with only the default value you changed on the Position Control. **Example:** You update the Matrix on the Position Control and also want to update all Assignments with this Matrix. The process does not just update the Matrix on the Assignments; it updates all attached Assignments with all default values from the Position Control. If the attached Assignments have Building, Job Type, and other data that the Position Control does not have, this option updates those fields based on the Position Control (the Building and Job Type are now blank on the Assignments).
Update **ONLY** Pay Code and Pay Frequency on the Assignments	Only the Pay Code and Pay Frequency changes made on the Position Control are updated to the Assignments, even if other fields are changed on the Position Control. **Example:** You change the Paid Start and Paid End dates on the Position Control in addition to the Pay Code and Pay Frequency. Only Pay Code and Pay Frequency are updated on the Assignments.
Do **NOT** update any information on the Assignments	Changes made on the Position Control are not updated to any of the Assignments for the Position Control. You will typically select this option. **Example:** You update the account number on the Position, but you do not want to update the Assignments with this account number.

Option	Description
Update **Pay Code** and **Pay Frequency**	Works in conjunction with the Update ALL Assignments tied to this Position Control option and updates Pay Codes and Pay Frequency. **Example:** You update information on the Payroll Information tab of the Position Control for the Pay Code and the Hourly Pay Code (in the Additional Pay Rate Codes area).
Update Assignments with **Account Distribution** Records from Position control	Works in conjunction with any of the Update Assignments options. Changes made to the Account Distribution on the Position Control are updated to the Assignments even if the Assignment information does not match the original values on the Position Control.
Update Assignments with **Assignment Breakdown** Records from Position Control	Works in conjunction with any of the Update Assignments options. Changes made to the Assignment Breakdown on the Position Control are updated to the Assignments even if the Assignment information does not match the original values on the Position Control.
Remember my Update Assignments selections for **THIS** edit session (otherwise these options will display each time a tab screen is saved).	This option is useful if you are making changes on several Position Control Records that you know use the same Update Assignments and/or Additional Options.

Table 8 - Options on the Assignment Processing Options screen

Update Assignments

You can add, view, edit, delete, or clone Assignments from the Assignments screen.

Note	You can also update Assignments from the Position Control screen by expanding a selected Position to see the Staff Assignments and options.

Tip	To select which of the seven tabs you want to start on in the Assignment Maintenance screen, click the User Preferences button on the Assignments screen. You can also select whether you want the fields for that tab to open in edit mode.

To update Assignments:

1. In the Web interface, go to Human Resources\Employee Administration\SN\AS.
2. In the Views box, select Staff Assignment.
3. Select the Assignment Record you want to update.
4. Click Edit Staff Assgn.
5. Click the desired tab and click Edit. The Salary Information, Payroll Information, and Breakdown tabs are the tabs where you typical may need to make updates.
6. Make the changes you want on the Assignment Maintenance screen.
7. Click Save.
8. Repeat steps 3 through 7 to update Assignments.

Update Account Distribution on the Payroll Information Tab

The Payroll Information tab is where you update the Account Distribution. There are different ways to change the account number. Depending on what you need to change, you may prefer one of these methods over another.

- **Change One Dimension of the Account Number**
  You can change an existing account number by using your mouse pointer to highlight the portion of the number you want to change. For example, if you want to change the Activity dimension from 27 to 28, you highlight 27 and type "28." If the account number already exists, the number appears for selection.

- **Change More Than One Dimension of the Account Number**
  If you want to change more than one portion of the number, you can start typing the account number from "10 E 530" or from the part of the number that you need to change.

- **Select from Available Accounts Screen**
  When you click the underlined Account link, the Available Accounts screen appears with the account number selected. You can see the Account Level Description box on the right side of the screen, which shows the description for each dimension of the account number.

  From this point, you can scroll or page to find the account you want. To go to a different area of the Available Accounts, type a portion of the number in the Account box and press the Enter key on your keyboard. This search feature takes you to that area of the Available Accounts.

Update Duty Codes

The Assignment Breakdown tab is where you update Duty Codes.

- Duty Codes 110 – 640 are used for certificated Assignments.

- Duty Codes 900 – 990 are used for classified Assignments.

- The last character of the Duty Code is called the suffix, which is related to the type of contract salary.

Table 9 contains information about Duty Codes.

Duty Code	Duty Code Suffix	Certificated	Classified
110-640		X	
900-990			X
	0	Base Contract Assignments	Time-Driven Assignments
	1	Not Time-Driven Supplemental Assignments	Not used
	2	Time-Driven Supplemental Assignments	Not used
	3	Not used	Not Time-Driven Assignments
	4	Not Time-Driven Supplemental Assignments	Not used

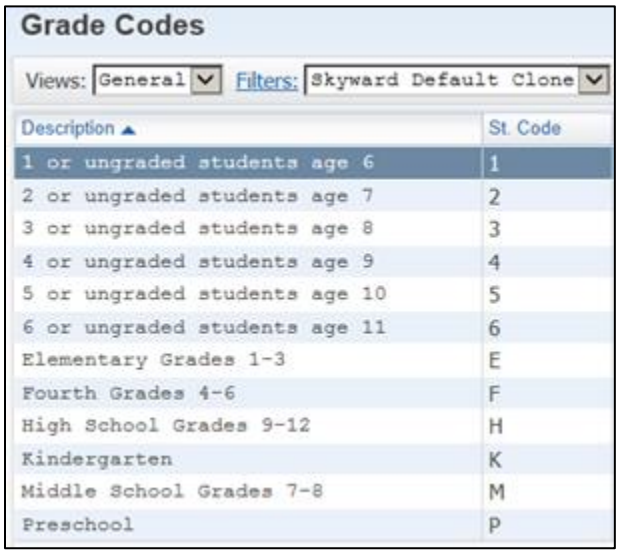
Table 9 - Certificated and Classified Duty Code information

Updating the Grade Codes Table

Consider changing the codes in the Grade Codes Table so the code descriptions include the valid State Codes. Figure 36 shows an example of Grade Codes with State Code descriptions.

Tip	When entering the Grade on the Breakdown Maintenance screen, type the first letter to make the list to select from appear.

Note	You cannot delete a Grade Code that is tied to Historical Records. In Figure 36 the Fourth code has been replaced with the 1-6 codes. However, the Fourth code remains in the list because it is tied to Historical Records from previous year Assignments.



Grade Codes

Views: General Filters: Skyward Default Clone

Description	St. Code
1 or ungraded students age 6	1
2 or ungraded students age 7	2
3 or ungraded students age 8	3
4 or ungraded students age 9	4
5 or ungraded students age 10	5
6 or ungraded students age 11	6
Elementary Grades 1-3	E
Fourth Grades 4-6	F
High School Grades 9-12	H
Kindergarten	K
Middle School Grades 7-8	M
Preschool	P

Figure 36 - Grade Codes example

STEP 14: Audit Budget Plans

You can use the Assignment Audit process multiple times during Budget processing. Now that you've completed Assignment clean up, added Positions and Assignments, and made other updates to this point in the Budget processing, it is a good time to audit the Budget Plans again.

Finding inconsistencies in the data now lets you fix data before adding benefits to the Assignments and continuing with the Budget processing.

See "Run Assignment Audit Process" (page 73) to learn about the Assignment Audit process.

STEP 15: Create the Working Budget Plans

Now that you've made updates in the original Plans, you create (add) the working Plans. The original Plans contain Positions and Assignments data before benefits are added to Assignments, and they act as a safety net in case you need to recreate another working Plan.

Tip	Use the working Plans to complete the Budget processing. Remember to use the same Ded/Ben Group for the working Plans as the one used for the original Plans.

You may also want to create additional working Plans for backups as changes are made to data throughout benefit mass processing. This is a safety net in case you want to see what was there before or after processes are completed.

The steps for creating working Plans are similar to those described in "Add a Salary Negotiations Budget Plan" (page 46).

Note	After you create working Plans, you must add a rate table as discussed in "Add a Workers' Compensation Rate Table" (page 57). You can clone the rate table from the 2018-2019 original plans to the working plans.

STEP 16: Add and Modify Benefits on Assignments

You previously set up the Ded/Ben Group and modified codes in the Ded/Ben Group in Steps 5 and 6 of this Guide. You are now ready to start adding and updating benefits on the Assignments.

- The Import Benefits From Pay Records process is recommended for bringing in current employee benefits to the Budget Plan.
- The Benefit Mass Processing Utility is recommended for mass adding benefits.
- The Filter Mass Processing Utility is recommended for modifying benefit values.
- You can also add benefits to individual Assignments if needed.

This section describes each for these processes and utilities. It also discusses adding deductions, which is considered optional, and includes information about setting the Benefit FTE.

Note	If you have not already created working copies of Budget Plans, create working copies after you finish adding and updating benefits.

Add Benefits to Employee Assignments

You can add benefits to Assignments by importing the benefits from Pay Records, by using the Benefit Mass Processing Utility, or by adding benefits to individual Assignments. The calculations for mandatory and permissive benefits must reflect the funding and rates for the Budget Year. Permissive benefits, like insurance, are budgeted based on the employee's Benefit FTE. Mandatory benefits, like Retirement, are budgeted based on the Retirement Plan (TRS, SERS, and PERS) the employee is in.

Tip	Some users have found it helpful to use the Benefit Mass Processing Utility to add mandatory benefits, one flat rate for insurance, and one Retirement employer rate.

Add Benefits to Assignments by Importing from Pay Records

This process imports (adds) the benefit amounts into the Assignments in the Salary Negotiations Plan. The benefit amounts import based on the selection parameters used for the process. If the Assignment Pay Codes match the Profile Pay Record Pay Codes, and if the Profile Pay Record Benefit Codes are in the budget Ded/Ben Group, the benefit amounts import (are added) successfully to the Assignments.

Examples	▪ The 1FIC Benefit Code is in the budget Ded/Ben Group and is also in the Profile Pay Record, so this benefit amount is imported (added) to the Assignments from Pay Records. ▪ The XWC3 Benefit Code is in the budget Ded/Ben Group and is not in the Profile Pay Record, so this benefit amount is not imported (added) to the Assignments from Pay Records.

The benefits import with a dollar amount. Only the benefits on the employee's Pay Records are imported when the Benefit Codes are in the Salary Negotiations Ded/Ben Group.

Caution	This is a replacement process. If you run the process again with the same Pay Codes, previous benefit entries are replaced.

To add benefits to Assignments by importing from Pay Records:

1. In the Web interface, go to Human Resources\Employee Administration\SN\PL.

2. Click the Plan containing the Assignments you want to add Benefits to by importing from Pay Records.

3. Click Import Benefits from Pay Records.

4. In the Exclude employee benefits with a stop date prior to this date box, type a date (such as 09/01/2018).

Note	Benefits that have been stopped in the employee's record should not be included in the budget.

5. Clear the Use Insurance Tracking Benefits FTE for Calculations check box.

Caution	Do not use the Use Insurance Tracking Benefit FTE for Calculations option. You are importing from Payroll and those insurance benefits already reflect the amounts based on Benefit FTE.

6. Click Select Pay Code Set. The Pay Code Sets screen appears.

7. Click Add. The Pay Code Set Maintenance screen appears.

8. In the Description box, enter a description for the Pay Code Set and click Pay Codes.

9. Click Select All '[#]' Records.

10. Clear the Select check box next to any Pay Code you don't want included in the process. Typically, you should import all Benefits for all Pay Codes.

Tip	You may prefer to do the import process multiple times on different selected Pay Codes for different Benefits. This is done in order to reduce the likelihood for non-mandatory Benefits (Retirement and Insurances) from being overstated. For example, import all Benefits on the first base Assignment. Then import only mandatory Benefits on additional base Assignments. To do this type of processing, you'd need to know the Pay Codes well and know which Pay Codes should have all Benefits versus which Pay Codes should have selected Benefits.

11. Click Save. The Pay Code Set Maintenance screen appears.

12. Click Save again. The Pay Code Sets screen appears.

13. Click Select.

14. Click Select Benefit Code Set. The Benefit Code Sets screen appears.

15. Click Add. The Benefit Set Maintenance screen appears.

16. In the Description box, type a description for the Benefit Code Set and click Benefit Codes.

17. Click Select All '[#]' Records.

18. Clear the Select check box next to any Benefit Code you don't want included in the process.

Tip	Generally, you can skip this step because any unrelated Budget Benefits that have already been removed from the Budget Ded/Ben Group are included in the list of Unavailable Benefit Codes and are not imported. See Figure 37 on page 118 for an example.

19. In the Available Benefits list, select the Workers' Compensation Benefit Code Record (usually a WC or 1WC).

Note	The question mark in the Times column of the Available Benefits indicates that the Benefit uses the Pay Record's frequency. If the Pay Record has a monthly frequency, the process uses 12 Times to Pay.

20. Click the Times box in the 1WC Record and type "1." See Figure 37 (page 118) for an example.

21. Click Save. The Benefit Set Maintenance screen appears.

22. Click Save again. The Benefit Code Sets screen appears.

23. Click Select.

24. Click Run to complete the process and replace all benefits in the Assignments.

25. When the process is complete, click View Report.

The Assignment Exception Report lists Employee Pay Records not found for the Pay Code on the Assignment.

You can manually set up Benefits for employee Assignments displayed on the report that did not have a matching Pay Code in use on a Profile Pay Record. To learn more about manually adding benefits, see "Add Benefits" (page 121). You can also use the Benefit Mass Processing Utility to add benefits. To learn about this utility, see "Add Benefits to Assignments Using the Benefit Mass Processing Utility" (page 118).

Figure 37 shows the Import Benefits from Pay Records screen. In this example:

- The Exclude employee Benefits with a stop date prior to this Date option is set to 09/01/2018.
- The use Insurance Tracking benefit FTE for Calculations option is not selected.
- The Workers' Comp Times column has been changed to "1" so that the correct Workers' Compensation annual amount imports.

In the Pay Codes section of the screen, you can see the following in Figure 37:

- The Available box contains a list of all available Pay Codes for selection. Figure 37 shows 0 Pay Codes (all Pay Codes are selected).
- The Selected box contains a list of all Pay Codes selected for import. All 180 available Pay Codes are selected.

In the Benefit Codes section of the screen, you can see the following in Figure 37:

- The Available box contains a list of all Benefit Codes from all Salary Negotiations Ded/Ben Groups. Figure 37 shows all but one Benefit Code selected.
- The Selected box contains a list of the Benefit Codes from all Salary Negotiations Ded/Ben Groups that are selected for import. 33 of 74 Benefit Codes are selected.
- The Not Available box contains a list of the Benefit Codes from all Salary Negotiations Ded/Ben Groups that are selected for import. These codes are not a part of Ded/Ben Group for the specified Salary Negotiations plan and will not be imported. 40 Benefit Codes are not in the Budget Ded/Ben Group.

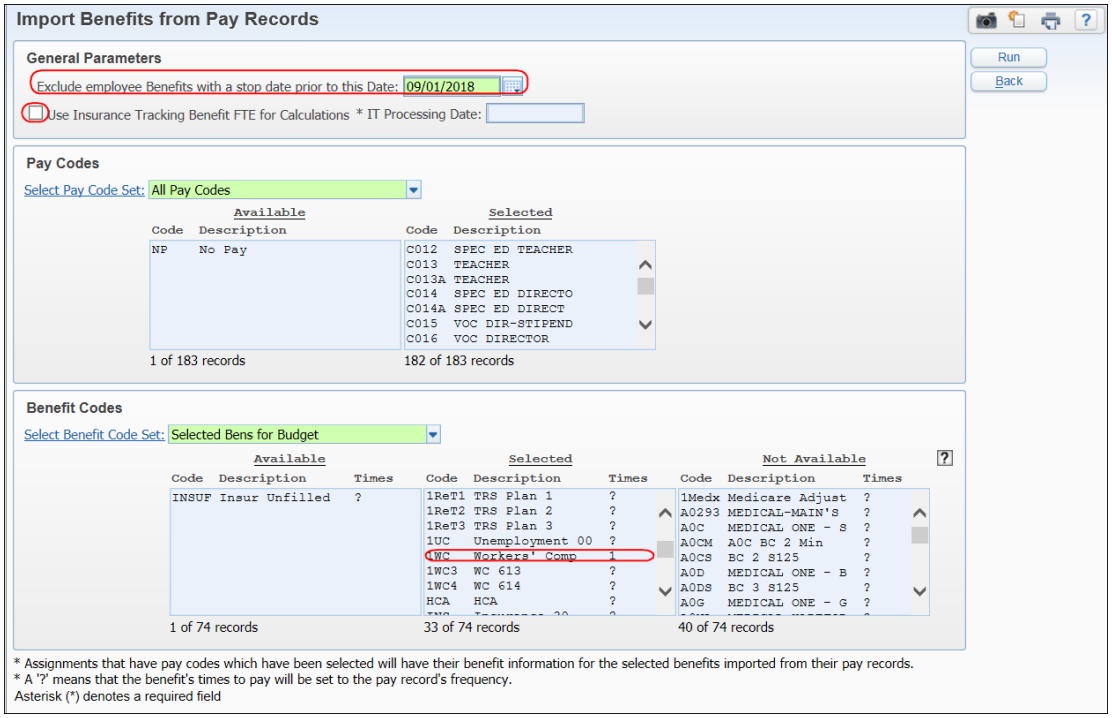


Figure 37 - Import Benefits from Pay Records screen

View the Newly Imported Benefits

You can examine the newly imported benefits on the Assignment Maintenance screen on the Ded/Ben Information tab. The Benefits listed are not the calculated amounts, but reflect the values that imported from Payroll. You also see that the Benefit FTE defaults to 1.0000. You can run the Generate Plan Detail process (Human Resources\Employee Administration\SN\PP\GP) to update the benefit amounts to the calculated values.

Add Benefits to Assignments Using the Benefit Mass Processing Utility

The Benefit Mass Processing Utility is the only method for mass adding benefits to Assignments. Use the Benefit Mass Processing Utility to add benefits to groups of Assignments in the selected Salary Negotiations Plan. This utility allows you to apply a benefit to groups of employees in the Plan. The mass adding of benefits is particularly useful if the Ded/Ben Group has any manually added benefits not in Payroll and is therefore not going to be imported from payroll benefits (such as INS).

Note	The following steps add the INS Benefit Code to base Assignments only.

To add benefits to Assignments using the Benefit Mass Processing Utility:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\UT.
2. In the upper-left corner of the screen, click the arrow and select a plan.
3. Click Benefit Mass Processing.
4. Click Add.
5. In the Template Description box, type a description.
6. Select INS in the Available Benefits list and click ->.

   INS appears in the Available Benefits list in red because the INS benefit is in the Selected Benefits list.
7. In the Processing Options for INS area, click Add Benefit.
8. In the Benefit Amount box, type "780" (or the amount you want).
9. Click Selection Parameters.
10. Click Add to create Employee Selection Parameters for base Assignments only.
11. In the Description box, type a description (such as "Base Assignments").
12. (Optional) If you have _Vacant assignment and want to add benefits to those assignment, verify that the Include Vacant Assignments check box is selected.
13. Verify that the Inactive Profiles should be option is set to Included.

Tip	Including Inactive Profiles ensures Assignment data is included for any Employee Profiles, such as unfilled JDOE Type employees, that are not active (Active box on the Profile Personnel tab is set to No).

14. Select the codes you need for base Assignments and click Save.
15. Click Save and Select.

16. Click Save and Process.

17. When the process is complete, click Preview Data to Process and review the Benefit Mass Processing Preview screen.

Note	The preview screen displays information about the benefits. This screen has options to remove records or create a report. If you create the report, it shows data similar to what you see on the preview screen.

18. Click Back.

19. Click Run the Update to make the changes. A message asks if you're sure you want to run the update.

20. Click OK.

21. When the process is complete, click Display Report. The report lists information as it appeared on the preview screen.

You can examine the newly added benefits on the Ded/Ben Information tab on the Assignment Maintenance screen after each process to add benefits.

Tip	You may want to set the Benefit FTE now because you're already in the Benefit Mass Processing Utility. To learn how to set the Benefit FTE, see "Benefit Mass Processing Utility – Recalc Ben FTE Based on Hrs/Year" (page 132).

Figure 38 shows an INS Benefit Code being added to Assignments with the state allocation amount.

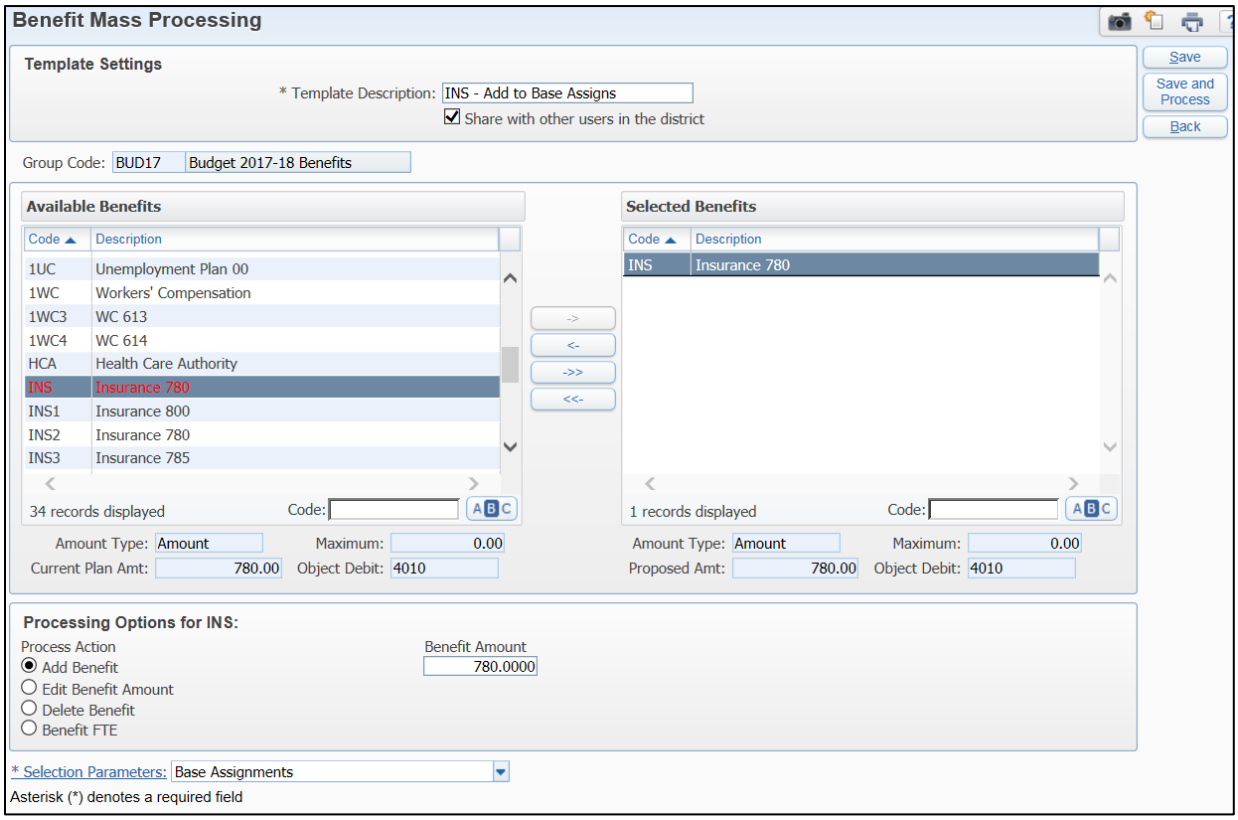


Figure 38 - Benefit Mass Processing screen

Add Benefits to Individual Assignments

You can add benefits to individual Assignments as needed. Because adding Benefits to individual Assignments is time-consuming, it should be done only in exceptional cases.

The following list explains when you may need to add benefits to individual Assignments:

- For employee Assignments that did not have corresponding Pay Records in the Profile when benefits were imported from Pay Records
- For new Assignments added to the Plan after benefits processing is completed
- For _Vacant Assignments because you may want to individually select different benefits for different _Vacant Assignments

To add benefits to individual Assignments:

1. In the Web interface, go to Human Resources\Employee Administration\SN\AS.

2. In the upper left corner of the screen, click the arrow and select the Budget Plan.

3. Select the employee and click the employee Assignment.

4. Click Edit Staff Assgn.

5. Click the Ded/Ben Information tab.

6. Click Select Benefits.

7. Select the Select check box next to the Benefit Codes you want to add.

8. Click Save.

9. To edit a Benefit Code, do the following:

Note	You may need to edit a Benefit Code to change the Amount or Times boxes.

   a. Select the code.

   b. Click Edit Benefit.

   c. Make changes as needed.

   d. Click Save.

Add Benefits to Unfilled Positions and Miscellaneous Dollar Assignments

You can add benefits to Unfilled Positions and miscellaneous dollar Assignments as you would any other type of Assignment. Some of the unfilled and miscellaneous Assignments may already have benefits attached if benefits were added with the Benefit Mass Processing Utility or if the Assignments were imported from last year's Plan. To learn more about the Benefit Mass Processing Utility, see "Add Benefits to Assignments Using the Benefit Mass Processing Utility" (page 118).

The following examples show manually added benefits to budget a specific percent for benefits, and to budget a flat amount for benefits.

You could create other XBEN Codes with different percentages to use. For example, XBENA for 10.00, or XBENB for 20.00.

Figure 39 shows a $3,645.00 budget for incentive days with 10 percent Benefit Code.

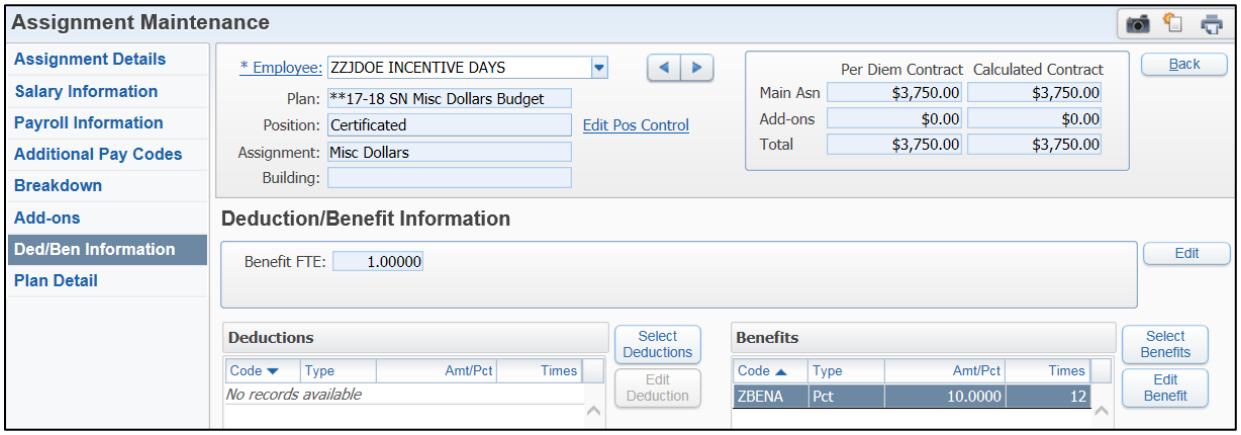


Figure 39 - Example miscellaneous salary Assignment with 10 percent benefit

To use a Flat Amount Type benefit on an employee, each of the employee's Assignments must use a different Benefit Code with different flat amounts (for example, ZBEN1 on Assignment 1 or ZBEN2 on Assignment 2). This example is for unfilled employee ZZJDOEXT001 (ZZJDOE, EXTRA DUTY) and is the only Assignment. You can create different ZBEN Codes with different flat dollar amounts as needed. (For example, ZBEN1 for $100.00, ZBEN2 for $200.00, or ZBEN3 for $300.00).

Figure 40 shows an extra duty Assignment example with a flat dollar amount Benefit Code manually added that pays one time.

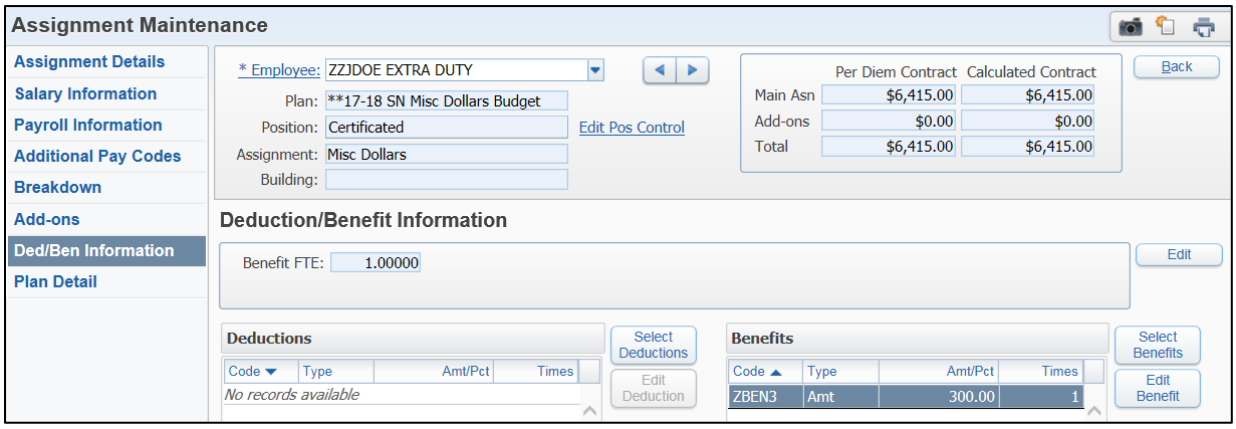


Figure 40 - Example extra duty Assignment with 300.00 benefit amount

If there are multiple Account Distribution numbers with different percentages for an Assignment, Generate Plan Detail creates the benefits for each Pay Amount. Figure 41 shows the extrapolated 57 percent Pay Amount ($3,616.65) and Benefit Amount (300 multiplied by .57 = 171) for the extra duty unfilled employee Assignment.

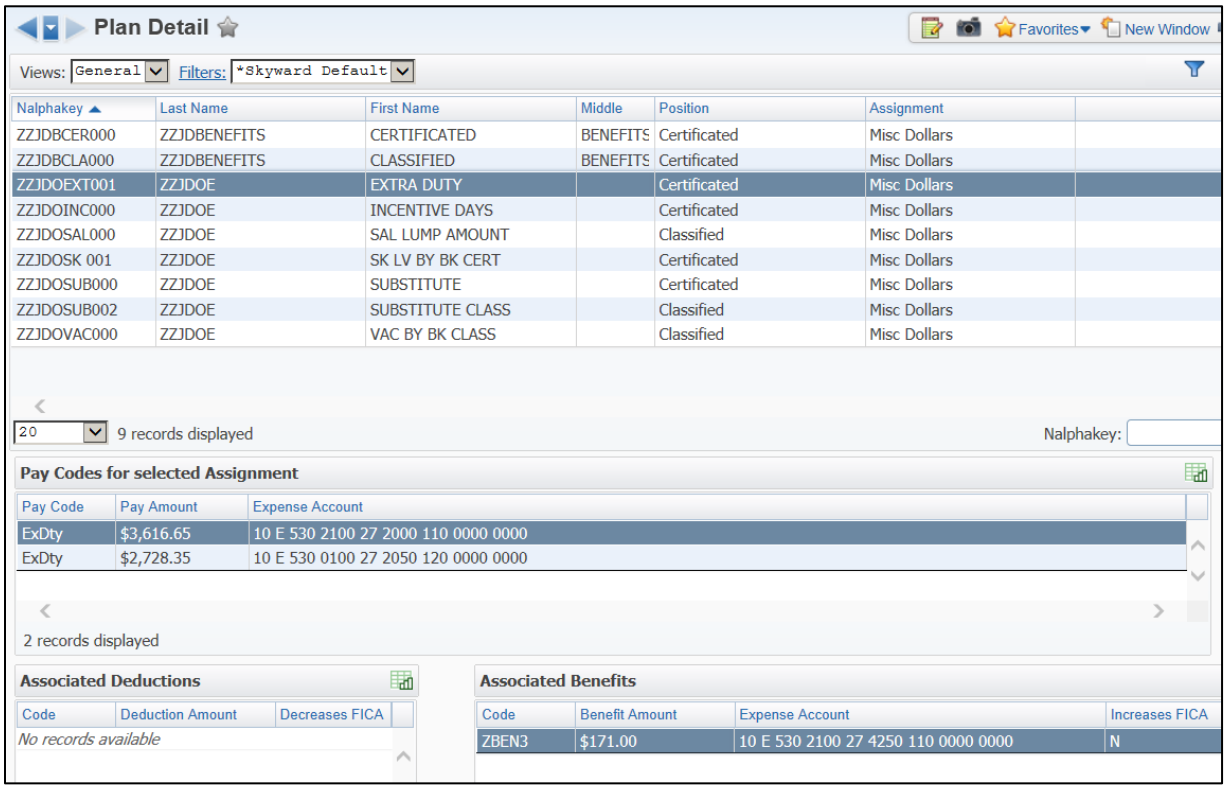


Figure 41 - Plan Detail area for pay and benefit amounts

Add Deductions to Employee Assignments

Adding deductions to employee Assignments is optional. If you previously added deductions to the Ded/Ben Group, discussed in "Import Deductions to the Ded/Ben Group" (page 30), and you plan to budget with deductions that reduce FICA Gross, then you must complete this process.

Import the deductions from Pay Records to add deductions to Assignments.

This process imports (adds) the deduction amounts into the Assignments in the Salary Negotiations Plan. The deduction amounts are imported successfully if the Assignment Pay Codes match the Profile Pay Record Pay Codes, and if the Deduction Codes are in the Ded/Ben Group. The deduction amounts import based on the selection parameters used for the import process.

Caution	This is a replacement process. If you run the process again with the same Pay Codes, previous deduction entries are replaced.

To add deductions to employee Assignments:

1. In the Web interface, go to Human Resources\Employee Administration\SN\PL.

2. Click the Plan containing the Assignments you want to add deductions to by importing from Pay Records.

3. Click Import Deductions from Pay Records.

4. In the Exclude employee deductions with a stop date prior to this date box, type a date (such as 09/01/2018).

Note	Deductions that have been stopped in the employee's record should not be included in the budget.

5. Click Select Pay Code Set. The Pay Code Sets screen appears.

6. Click Add. The Pay Code Set Maintenance screen appears.

7. In the Description box, enter a description for the Pay Code Set and click Pay Codes.

8. Click Select All '[#]' Records.

9. Clear the Select check box next to any Pay Code you don't want included in the process. Typically, you should import all deductions for all Pay Codes.

10. Click Save. The Pay Code Set Maintenance screen appears.

11. Click Save again. The Pay Code Sets screen appears.

12. Click Select.

13. Click Select Deduction Code Set. The Deduction Code Sets screen appears.

14. Click Add. The Deduction Set Maintenance screen appears.

15. In the Description box, enter a description for the Deduction Set and click Deduction Codes.

16. Click Select All '[#]' Records.

17. Clear the Select check box next to any Deduction Code unrelated to budget deductions.

Tip	Generally, you can skip this step because only deductions that reduce FICA Gross are available for selection. Any unrelated Budget deductions that have already been removed from the Budget Ded/Ben Group are included in the list of Unavailable Benefit Codes and are not imported. See Figure 42 (page 127) for an example.

18. Click Save. The Deduction Set Maintenance screen appears.

19. Click Save. The Deduction Code Sets screen appears.

20. Click Select.

21. Click Run.

22. When the process is complete, click View Report.

The report lists Employee Pay Records not found for the Pay Code on the Assignment.

You can examine the newly imported deductions on the Assignment Maintenance screen on the Ded/Ben Information tab. The deductions listed reflect the values that imported from Payroll.

Note	If you need to make any changes to the deductions on employee Assignments, you can do this manually or possibly with the Deduction Mass Processing Utility or the Filter Mass Processing Utility. Because each employee's deductions that reduce FICA Gross are different, you would typically make manual changes. The steps for changing deductions are similar to the steps and utilities for changing benefits discussed in "Add Benefits to Employee Assignments" (page 113).

Figure 42 is an example of the Import Deductions from Pay Records screen.

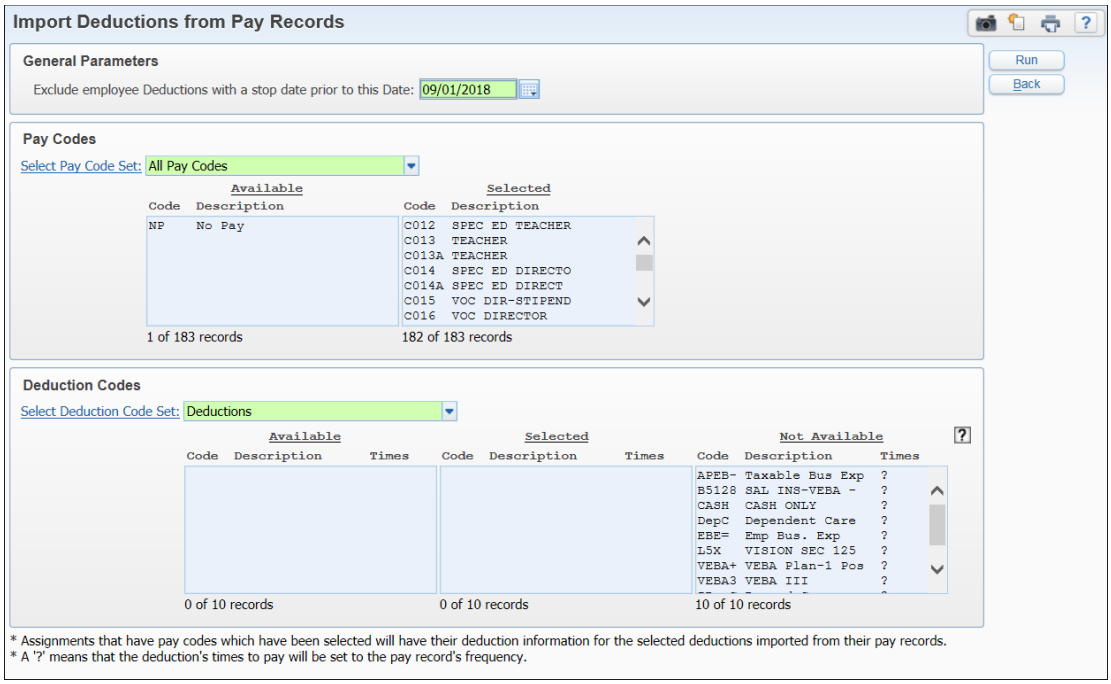


Figure 42 - Example Import Deductions from Pay Records

In the Pay Codes area of the screen, you can see the following:

- The Available box contains a list of all available Pay Codes for selection.
- The Selected box contains a list of all Pay Codes selected for import.

In the Deduction Codes area of the screen, you can see the following:

- The Available box contains a list of all Deduction Codes from all Salary Negotiations Ded/Ben Groups. Figure 42 shows 8 Deduction Codes available.
- The Selected box contains a list of the Deduction Codes from all Salary Negotiations Ded/Ben Groups that are selected for import. Figure 42 shows 8 of 18 Deduction Codes selected.
- The Not Available box contains a list of the Deduction Codes from all Salary Negotiations Ded/Ben Groups that are selected for import, but are not a part of Ded/Ben Group for the specified Salary Negotiations plan and will not be imported. Figure 42 shows 2 Deduction Codes not in the Budget Ded/Ben Group.

Modify Benefits on Assignments Using the Filter Mass Processing Utility

The Filter Mass Processing Utility is recommended for modifying benefit values. Use the Filter Mass Processing Utility to modify Retirement and Unemployment Benefit values on Assignments in the selected Salary Negotiations Plan. The utility is useful if you need to modify existing benefit values. Because the utility has no selection parameters to identify groups of Assignments within the Plan, the utility has limited value for adding benefits.

The Filter Mass Processing Utility produces a verification report with the old value and new value listed.

The Retirement benefit in the Profile Ded/Ben tab contains a dollar amount that has been calculated using the correct percentage in the rate table. If you imported benefits from Pay Records, you know the Retirement values are amounts that must be percentages. This utility replaces the amount with a percentage and processes several Retirement benefit filters at once.

Example	The Retirement amount on the Profile Ded/Ben tab is $458.08. Benefits are imported from Payroll and the employee has four Assignments. Each Salary Negotiations Assignment has the $458.08 amount.

You can view the current Retirement rates at Human Resources\Employee\EP Setup\CO\RR in the Web interface. The projected Plan 1, 2, and 3 rates are listed below.

- E – SERS Plans 2 and 3 Employer Percent as of 9/1/2015 = 11.58%
- P – PERS Plan 1 Employer Percent as of 9/1/2015 = 11.18%
- T – TRS Plans 1, 2, and 3 Employer Percent as of 9/1/2015 = 13.13%

To modify benefits on Assignments using the Filter Mass Processing Utility:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\UT.
2. In the upper-left corner of the screen, click the arrow and select a plan.
3. Click Filter Mass Processing.

Tip	If you have previously used the Filter Mass Processing Utility, you may not need to add new filters. You can save time by editing existing filters rather than adding new filters.

4. Click Add.
5. In the Template Description box, type a description.
6. Continue to "Add Available Filters" below to add filters.

Best Practice	Delete old filters from the Available Filters list. For example, delete old Retirement filters so you do not accidentally select a filter with the wrong Retirement percent.

Add Available Filters

If there are no Available Filters or the type of filter you want has not been added yet, follow the steps below to add a filter. A filter describes a change process for benefits, deductions, or matrixes.

To add Available Filters:

1. Click Add.
2. Click Benefit Filter.

3. Click Benefit Code.

4. Click a Retirement Benefit Code and click Select.

5. In the Modified By area select Percent.

6. In the Select To area, click Replace.

7. In the With Amount box, type the percent. You can see a description of what the change will be in the Results of Benefit using Above Parameters area at the bottom of the screen.

Note	The percent shows as a dollar amount. After you save and then edit the filter, you see the value as a percent.

8. Click Save. The newly added benefit filter appears in the Available Filters list.

9. Repeat steps 1 through 7 to add more benefit filters.

10. Continue to "Select Filters" below to select filters.

Figure 43 shows previously added existing benefit filters. You can edit the existing filters as needed. You must have at least one filter in the Selected Filters area before you can save any updates to Available Filters.

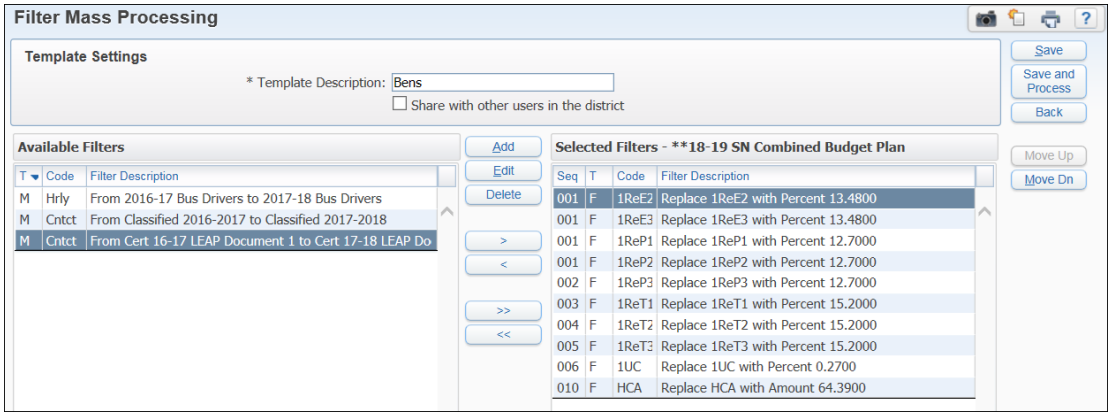


Figure 43 - Filter Mass Processing screen with Retirement, UC, and HCA benefit filters selected

Select Filters

You may need to select one or more of the Available Filters for processing.

To select filters:

1. Click >> to move all Available Filters to the Selected Filters list.

Tip	To remove a Selected Filter, select it and click <. The Move Up and Move Dn buttons are helpful if you created multiple filters for the same benefit and want to process the filters in order. For example, one filter sets data to zero and another filter sets the data to some other value.

2. Click Save and Process.

3. When the process is complete, click Preview Data to Process and review the Mass Filter Processing preview screen.

Note	The old and new values are listed in the Check Code and New Code columns. A blank report appears if the selected filters did not apply to the data in the selected Plan.

4. Click Back.

5. Click Run the Update to continue the process. A message asks if you want to run the update.

6. Click OK.

7. When the process is complete, click Display Report. The report lists information as it appeared on the preview screen.

Figure 44 shows benefit filters added to the Selected Filters area. Each of these filters was previously modified for the current rates. You also see information in the Filters Previously Run for Current Plan (in Order Processed) area after filter mass processing is run on a Plan.

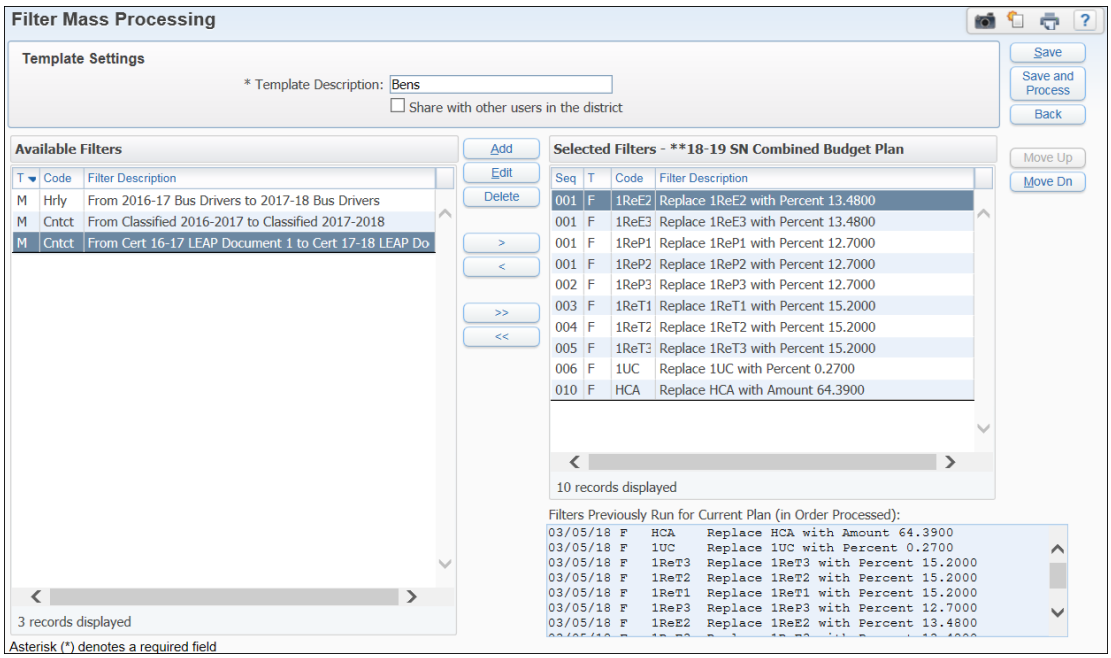


Figure 44 - Example Filter Mass Processing for Benefits

Set Benefit FTE on Base Assignments for Medical (Insurance)

If you are using a flat amount, such as the state insurance benefit funding rate, when budgeting medical (insurance), set the Benefit FTE on base Assignments. There are three ways that you can set the Benefit FTE on the base Assignments. Each way is explained below.

Benefit Mass Processing Utility – Recalc Ben FTE Based on Hrs/Year

The Benefit Mass Processing Utility can set Benefit FTE on employee Assignments based on selected hours per year (for example, 1,440 or 2,080). This example uses the state mandated basis of 1,440 hours of work per year for classified medical (insurance) benefits. You can find more details about insurance benefits in the "Budget Preparation" chapter of the *OSPI Administrative Budgeting and Financial Reporting Handbook*.

Note	If employees have multiple classified base Assignments, you can use a combination of the Benefit Mass Processing options. First, use the Benefit Mass Processing Utility to recalculate Benefit FTE based on 1440 hours. Then run the Prorate Benefit FTE Utility to ensure the employee's Benefit FTE does not exceed 1.

To run the Benefit Mass Processing Utility – Recalc Ben FTE Based on Hrs/Year:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\UT.
2. In the upper-left corner of the screen, click the arrow and select a plan.
3. Click Benefit Mass Processing.
4. Click Add.
5. In the Template Description box, type a description.
6. In the Available Benefits list, select INS and click ->. INS appears in the Available Benefits list in red because the INS benefit is in the Selected Benefits list.
7. In the Processing Options for INS area, click Benefit FTE.
8. In the Update Options column, click Recalc Ben FTE Based on and type "1,440" in the Hrs/Year box.
9. Click Selection Parameters.
10. Click Add to create Employee Selection Parameters for classified base Assignments only.
11. In the Description box, type a description (such as "Classified Base Assignments").
12. (Optional) If you have _Vacant assignments and want to add benefits to those assignments, verify that the Include Vacant Assignments check box is selected.

13. Verify that the Inactive Profile should be option is set to Included.

Tip	Including Inactive Profiles ensures Assignment data is included for any Employee Profiles, such as unfilled JDOE Type employees, that are not active (Active box on the Profile Personnel tab is set to No).

14. Select the codes you need for classified base Assignments, and click Save.

15. Click Save and Select.

16. Click Save and Process.

17. When the process is complete, click Preview Data to Process.

18. In the Views box, select Benefits To Be Updated (Benefit FTE).

    The preview screen displays information about the FTE. This screen has options to remove records or create a report. If you create the report, it shows data similar to what you see on the preview screen. The report has pages for each of the different Views. The Benefit FTE information is located at the end of the report.

19. Click Back.

20. Click Run the Update to make the changes. A message asks if you're sure you want to run the update.

21. Click OK.

22. When the process is complete, click Display Report. The report lists information as it appeared on the preview screen. The Benefit FTE information is located at the end of the report.

You can examine the Benefit FTE on the Ded/Ben Information tab on the Assignment Maintenance screen after each process to recalculate the Benefit FTE. For example, a classified base Assignment with 570 hours per year has Benefit FTE of 0.39580 (570 divided by 1,440 = 0.39580).

Figure 45 shows an example configuration for 1,440.00 Hrs/Year. You may also have some groups of employees that you need to run the process on to recalculate based on 2,080.00 Hrs/Year or some other number of hours.

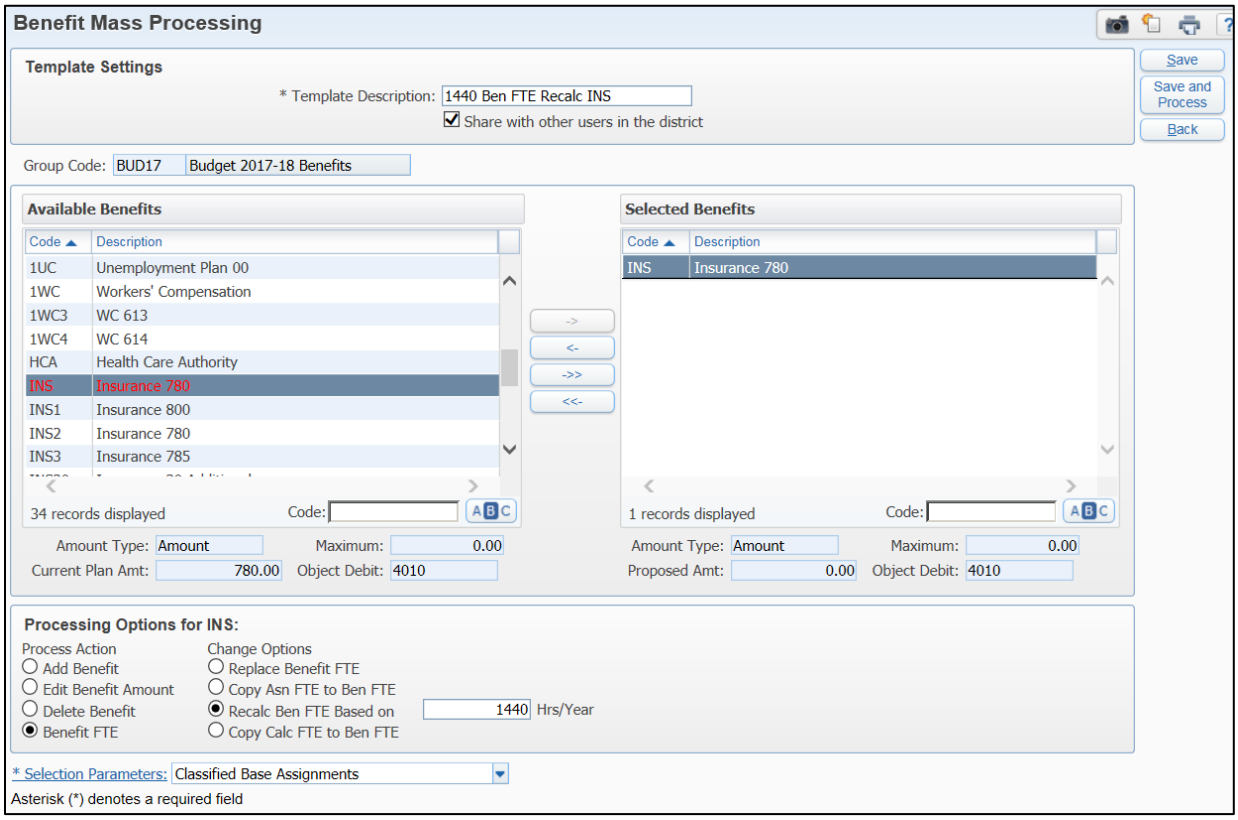


Figure 45 - Benefit Mass Processing screen for recalculating FTE

Prorate Benefit FTE Utility

This utility sets the Benefit FTE on a selected Salary Negotiations Plan. Run this utility to ensure that the employee's Benefit FTE does not exceed 1. You can check the Benefit FTE on the Ded/Ben Information tab on the Assignment Maintenance screen after the utility processes.

Tip	Do not set the Benefit FTE on Assignments if the budget uses actual medical benefits, because the actual benefits would already be prorated based on Benefit FTE.

Note	The FTE in this process is the insurance Benefit FTE on the Assignments (not the calculated FTE on the Assignments). This option does the following: ▪ Sets the Benefit FTE on base Assignments ▪ Sets the Benefit FTE on non-base Assignments ▪ Splits the FTE proportionately on multiple base Assignments

To learn more about this utility, see the "Prorate Benefit FTE Utility" section in the *WSIPC Guide to Employee Management and Salary Negotiations Utilities for Washington*.

To run the Prorate Benefit FTE Utility:

1. In the Web interface, go to Human Resources\Employee Administration\SN Setup\UT\PB.

2. Click Add.

3. Configure the Prorate Benefit FTE screen.

4. Click Save and Run. The processing begins and the two parts of the process are listed on the screen:

   - Copy SPI Codes to Asn Breakdown.

     This process runs for Plans that have either an SPI Code-defined Position structure or an agency-defined Position structure.

   - Prorate Benefit FTE.

   When a report for each process is ready, the My Print Queue screen and a Report Finished Processing screen appear.

5. Do one of the following:

   - Click Back on the My Print Queue screen if your Positions were migrated to an agency-defined Position structure. You don't need to view the report because the report relates to the SPI Code-defined Position structure.

   - Click Display Report. Close the Copy SPI Codes to Asn Breakdown Report, and click Back on the My Print Queue screen if your Positions are in the SPI Code-defined Position structure.

Note	A checkmark appears next to each part when the part is complete.

6. When the process is complete, click Preview Data to Process and review the Prorate Benefit Preview screen.

Note	The preview screen displays information about the FTE. This screen has an option to remove records. The verification report does not appear on the screen.

7. Click Back.

Caution	Do not run the update yet. Back out of all screens and review the report in My Print Queue. If you run the update without reviewing the report, you could change Benefit FTE values you don't intend to change.

8. Click My Print Queue.

9. Select the Prorate Benefit FTE – Preview Create Report in My Print Queue and click View.

10. Do one of the following:

    - If there are no exceptions, continue to Step 12.

    - If there are exceptions, print the exception page and close the report without updating the Benefit FTE values. Make the corrections before running the Prorate Benefit Utility again.

Note	Exceptions contain information about the Assignment breakdown data that you *must* correct. You may see exceptions such as a missing or invalid Duty Code.

11. Review the rest of the report, especially the old benefit and proposed new Benefit FTE values in the two columns on the right side of the report. Towards the end of the report you'll see total employee counts and total Assignment counts.

12. Go back to the Utilities screen and run the Prorate Benefit FTE process again.

13. When the process is complete, click Preview Data to Process, review the Prorate Benefit Preview screen, and then click Back.

14. Click Run the Update to make the changes. A message asks if you're sure you want to run the update.

15. Click OK.

Figure 46 shows Ethan Allyn's Supplemental Assignments with 0 New Benefit FTE. The process sets the Benefit FTE to zero for non-base Assignments. Ginger Baker's Supplemental Assignment has a Duty Code in the Assignment Breakdown ending in 0, so all three of her base Assignments have the FTE split equally.

4wa6pmben01.p 02-4 Emerald School District 01/20/17
05.17.02.00.00 Prorate Benefit FTE Verification Report

Processing Plan: **17-18 SN Cert Budget

NAME xxx	EMPLOYEE	BUILDING	CHECK LOCATION	EMPLOYEE TYPE		
	POSITION	ASSIGNMENT	GROUP		OLD BENEFIT FTE	NEW BENEFIT FTE
ALLYNETH000	ALLYN, ETHAN	North Elem	North Elem	TEACHING		
	Certificated	Supplemental	Extra Time		1	0
	Certificated	Supplemental	Extra Curricular		1	0
	Certificated	Base	Teacher		1	1
ANDREMAR000	ANDREWS, MARK	Skyward MS	Skyward MS	TEACHING		
	Certificated	Base	Teacher		1	.5
	Certificated	Supplemental	Extra Curricular		1	.5
ATTABYUR000	ATTABOY, YURI	Skyward MS	Skyward MS	TEACHING		
	Certificated	Base	Teacher		1	1
BAKERGIN000	BAKER, GINGER	WSIPC MS	WSIPC MS	TEACHING		
	Certificated	Base	Teacher		1	.3333
	Certificated	Base	Teacher		1	.3333
	Certificated	Supplemental	Extra Curricular		1	.3334

Figure 46 - Example Prorate Benefit FTE Verification Report

Position – Assignments Mass Change Utility

This utility is another possible option for setting Benefit FTE on Assignments. The Benefit FTE appears on the last screen of this process. You can make the following two changes with this utility:

- Set the Benefit FTE to zero
- Copy the Assignment FTE to the Benefit FTE

To run the Position – Assignments Mass Change Utility:

- In the Web interface, go to Human Resources\Employee Administration\SN Setup\UR\PA.

Note	For step-by-step instructions on how to use this utility to set the Benefit FTE on Assignments, see the *WSIPC Guide to Salary Negotiations\Employee Management Position – Assignments Mass Change Utility*.

STEP 17: Run Generate Plan Detail and Reports

The Generate Plan Detail process in Salary Negotiations calculates the pay and benefit amounts for each Assignment in the selected Salary Negotiations Plan. You must run the Generate Plan Detail process before running State Reports, such as the SPI Salary Exhibit.

You can run the Generate Plan Detail process if a change is made to an Assignment that impacts only benefits. If a change is made to an Assignment that impacts pay, consider running the Assignment Audit process. To learn about the Assignment Audit process, see "Run Assignment Audit Process" (page 73).

Caution	You must re-run the Generate Plan Detail process after any Account Numbers are added to the Chart of Accounts so that the associated salary and benefit amounts are included in your budget plans. You can run the process as often as needed.

To run the Generate Plan Detail process:

1. In the Web interface, go to Human Resources\Employee Administration\SN\PP.

2. In the upper-left corner of the screen, click the arrow and select a plan.

3. Click Generate Plan Detail. The following message appears:

   "It is recommended that you run the Audit before running the Generate Plan Detail Process, otherwise the data created during the generate may be inaccurate. Would you like to run the Audit now?"

4. Do one of the following:

   - If you just want to Generate Plan Detail to review benefits, click No.

   - If you made changes to Assignments that impact pay, click Yes to run the Assignment Audit. To learn about the Assignment Audit, see "Run Assignment Audit Process" (page 73).

5. Leave the Do Not Create New Account Number option selected (Figure 47 on page 142) so that you do not create new accounts in this process. See "Recommendations to Consider When Creating New Accounts" (page 143), to learn more about creating new accounts.

6. Leave the Include only Add-ons with matching Pay Codes option selected (Figure 47). Add-ons in Washington State use the same Pay Code as the Pay Code on the Assignment.

7. Click Run. When the process is complete, the following message appears:

   "Calculation of Plan Detail is complete."

8. Do one of the following:

   - If there are exceptions, click View Exceptions.

     a. When the process is complete, click View Report.

     b. Review the report and determine what needs to be done to fix the exceptions. For example, the Assignment may have the wrong account number or new account numbers may need to be added to the Chart of Accounts.

   - If there are no exceptions, click OK.

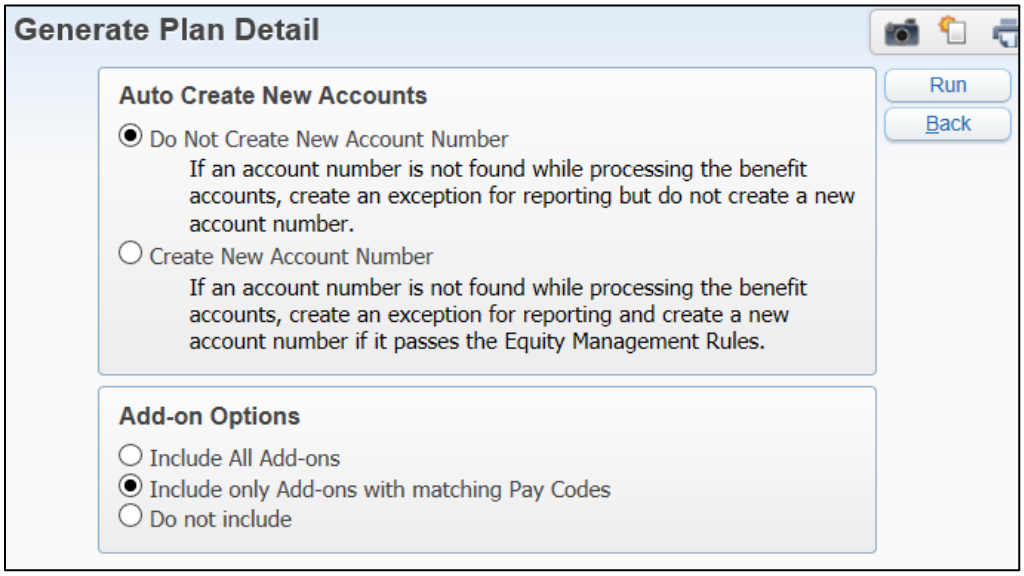


Figure 47 - Generate Plan Detail configuration screen

View Benefits after the Generate Plan Detail Process in Complete

Now that you've completed the Generate Plan Detail process, you can view information in the Plan Detail area.

To view benefits after the Generate Plan Detail process is complete:

1. In the Web interface, go to Human Resources\Employee Administration\SN\AS.
2. Locate the employee and select the employee Assignment.
3. Click View Staff Assgn.
4. On the Assignment Maintenance screen, click the Plan Detail tab.
5. Expand the Pay Code Record to see the benefits and amounts.

Tip	If you do not see benefits data, you probably have not added benefits to Assignments yet, or you have not created the benefit expense accounts.

Recommendations to Consider When Creating New Accounts

When setting up the Auto Create New Accounts area of the Generate Plan Detail process, discuss the recommendations listed in Table 10 with your business office.

Recommendation	Reason
Add missing Account Codes to the Chart of Accounts now so the benefits calculate and report properly.	Any accounts not already in the Chart of Accounts are listed on the Assignment Exception Report for Plan Detail Calculations each time you run the Generate Plan Detail process. These are generally salary-related benefit accounts to review and consider adding to the Chart of Accounts.

Recommendation	Reason
Add all accounts (if appropriate) to the Chart of Accounts before you run the Generate Plan Detail Process.	Run the Generate Plan Detail process before running State Reports. If there are missing accounts, the State Reports may be missing salary or benefit data.
Ensure staff members who create new accounts have a Security Lookup Level access 2 or greater for the Profile/Pay Records.	If someone without this Security Level selects the Create New Account Number option for the Generate Plan Detail process, an error occurs.
Consider having someone with the appropriate Security Level select the Create New Account Number option and run the last Generate Plan Detail Process on Budget Plans.	Management of the Chart of Accounts (COA) is a specialized role. A staff member with the Security Level to manage the Chart of Accounts can review the Generate Plan Detail list and determine whether account descriptions are set up in the COA or need to be added. Allowing the software to automatically create the accounts saves time.

Table 10 - Recommendations for creating new accounts for the Chart of Accounts

Run Reports

After the Generate Plan Detail process is complete, you can run any of the Salary Negotiations or Washington State Reports. This section discusses some of the reports you may want to use to review and validate Budget data.

Best Practice	Save your reports. To learn how to save your reports, see the *WSIPC Guide to Skyward's School Management System.*

Assignment Breakdown Report

The Assignment Breakdown Report provides information that includes SPI Assignment, Benefit FTE, FTE, Calculated FTE, and salary information.

You can select one or multiple Plans for this report. You may want to try one Plan at a time at first until you are more familiar with the report and all the various options.

To run the Assignment Breakdown Report:

1. In the Web interface, go to Human Resources\Employee Administration \SN\RE\PR\AB.

2. Click Add.

3. Configure the Assignment Breakdown Report screen.

Tip	You may want to leave the Selection Parameters options wide open at first until you see what it looks like and then decide which selection parameters to use. It might be useful to select Breakdown Duty in the Additional Codes and Settings list and then use the xx0, xx1, xx2, and xx3 options. If you select xx1, for example, all Duty Codes ending in 1 are automatically added to the Select Breakdown Duty list.

Note	The Select Report Parameters option allows you to include several categories of detailed information and choose various sort options as well. Figure 48 shows an example of the Select Information to Report screen with selected options.

4. Click Save and Print.

5. When the process is complete, click View Report. The report lists information from the Assignments and the Breakdown.

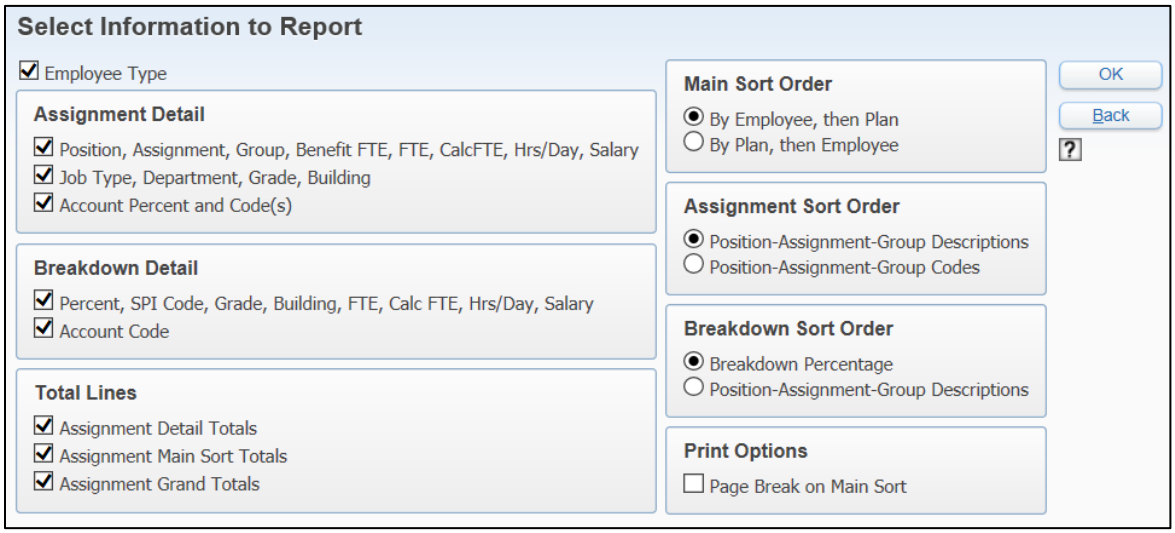


Figure 48 - Select Information to Report screen with default options selected

Figure 49 shows an example Assignment Breakdown Report that used all the default configurations for the report and was run on the certificated and classified Budget Plans. You can see in this example that Samuel Yosem has an Assignment in the Certificated and Classified Plans with the totals for all plans.

```
4wa6pmbrk10.p 04-4                                  Emerald School District                                  01/20/17          Page:21
05.17.02.00.00                                    Assignment Breakdown Report                                                 10:02 AM

NAMEKEY        LAST, FIRST MI                      EMPLOYEE TYPE
**** PLAN                          TYPE  YEAR ****
  POSITION       ASSIGNMENT       GROUP          BEN FTE      FTE          CALC FTE      HRS/DAY       SALARY
    JOB TYPE       DEPARTMENT     GRD   BUILDING
                                                              ACCT %   ASSIGNMENT ACCT CODE
          BRKDWN %    PP-AA-DDD   GRD   BUILDING                        BREAKDOWN ACCT CODE                      FTE      CALC FTE   HRS/DAY   SALARY

WORK NAT000      WORK, NATE                          2PT PROF-TECH
**** **17-18 SN Class Budget          SN    2017 ****
  Classified       Base             Technician          1.0000        1.0000        1.0000        8.0000        77,610.73
    NETWK          NETWK                Admin Bldg
                                                        100.0   10 E 530 9700 13 3000 000 0000 0000
          100.0000    97-13-960          Admin Bldg              10 E 530 9700 13 3000 000 0000 0000              1.0000     1.0000     8.0000     77,610.73
                 EMPLOYEE TOTALS IN THIS PLAN:          1.0000        1.0000        1.0000        8.0000        77,610.73
                 EMPLOYEE TOTALS IN ALL PLANS:          1.0000        1.0000        1.0000        8.0000        77,610.73
YOSEMSAM000      YOSEM, SAMUEL                       1MA TEACHING
**** **17-18 SN Cert Budget           SN    2017 ****
  Certificated     Base             Teacher             1.0000        1.0000        1.0000        7.5000        60,532.00

                                                        100.0   10 E 530 0100 27 2000 420 0000 0000
          100.0000    01-27-320    H     Green High              10 E 530 0100 27 2000 420 0000 0000              1.0000     1.0000     7.5000     60,532.00
                 EMPLOYEE TOTALS IN THIS PLAN:          1.0000        1.0000        1.0000        7.5000        60,532.00
**** **17-18 SN Class Budget          SN    2017 ****
  Classified       Supplemental     Coach               1.0000        0.2500        0.0821        2.0000           342.17
                                        Green High
                                                        100.0   10 E 530 0100 28 3000 420 0000 0000
          100.0000    01-28-963          Green High              10 E 530 0100 28 3000 420 0000 0000              0.2500     0.0821     2.0000        342.17
                 EMPLOYEE TOTALS IN THIS PLAN:          1.0000        0.2500        0.0821        2.0000           342.17
                 EMPLOYEE TOTALS IN ALL PLANS:          2.0000        1.2500        1.0821        9.5000        60,874.17
ZZJDOBUS000      ZZJDOE, BUS DRIVER                  JDoe JDoe
```

Figure 49 - Assignment Breakdown Report

Detail Report

This report has details about Assignments, such as FTE, salary and benefit amounts, and account number. There is an option to create an Excel file. There is a report total for amount, but no report total for Benefit FTE.

Tip	On the Detail Report, the Workers' Compensation Benefit (1WC) total amount is listed in the Amt/Pct column. The Assignment amount appears to the right of the amount in the Amt/Pct column.

To run the Detail Report:

1. In the Web interface, go to Human Resources\Employee Administration\SN\RE\PD\DR.
2. In the upper-left corner of the screen, click the arrow and select a plan.
3. Click Add.
4. Configure the Detail Report screen.

Tip	An additional report option allows you to create an Excel file of vital data from the report after it finishes printing.

5. Click Save and Print.
6. When the process is complete, click View Report.

Tip	The Report Total on the last page of the Detail Report should be the same value you see in the lower-left corner of the Budget Create screen.

Figure 50 shows an example Salary Negotiations Plan Detail Report run on the classified Budget Plan after benefits were generate. Brad Bunnyard's Benefit FTE is highlighted on his two Assignments.

```
4pmpln39.p 07-4                                        Emerald School District
05.17.02.00.00                                   Salary Negotiations Plan Detail Report

                                          Plan: **17-18 SN Class Budget     Year: 2017-2018

Name Key                      Name                          Type
  Position/Assignment         Lane  Step      Credits  POYE  Ben FTE Dys Wrk  Dys/Yr
                              Code  Desc                    Factor    Amt/Pct                Frq  Pay/Benefit Account
BUNNYBRA000                   BUNNYARD, BRAD                (Continued....)
  Classified/Base                     0.00      0.00    100 0.3333
                              C074  FOOD SERVICE           0.3125                 6,475.20  CON  10 E 530 9800 44 3000 000 0000 0000
                              1FIC  FICA                            6.2000%       401.46  12   10 E 530 9800 44 4340 000 0000 0000
                              1MED  Medicare                        1.4500%        93.89  12   10 E 530 9800 44 4340 000 0000 0000
                              1ReE3 SERS Plan 3                    11.5800%       749.83  12   10 E 530 9800 44 4350 000 0000 0000
                              1UC   Unemployment Plan 00            0.2700%        17.48  12   10 E 530 9800 44 4330 000 0000 0000
                              1WC   Workers' Compensation         866.40         866.40  1    10 E 530 9800 44 4320 000 0000 0000
                              HCA   Health Care Authority          64.39         278.45  12   10 E 530 9800 44 4310 000 0000 0000
                              INS   Insurance 780                 780.00       9,360.00  12   10 E 530 9800 44 4310 000 0000 0000
  Classified/Base             BUDR      2.38      0.00    100 0.4021
                              C064  BUS DRIVER               0.3750                11,493.15  CON  10 E 530 9900 52 3000 000 0000 0000
                              1FIC  FICA                            6.2000%       712.58  12   10 E 530 9900 52 4340 000 0000 0000
                              1MED  Medicare                        1.4500%       166.65  12   10 E 530 9900 52 4340 000 0000 0000
                              1ReE3 SERS Plan 3                    11.5800%     1,330.91  12   10 E 530 9900 52 4350 000 0000 0000
                              1UC   Unemployment Plan 00            0.2700%        31.03  12   10 E 530 9900 52 4330 000 0000 0000
                              1WC   Workers' Compensation       1,045.10       1,045.10  1    10 E 530 9900 52 4320 000 0000 0000
                              HCA   Health Care Authority          64.39         494.23  12   10 E 530 9900 52 4310 000 0000 0000
                              INS   Insurance 780                 780.00       9,360.00  12   10 E 530 9900 52 4310 000 0000 0000
                                                        Employee Total:        42,876.36
```

Figure 50 - Salary Negotiations Plan Detail Report

Employee Cost by Account Report

The Employee Cost by Account Report lists both salary and benefit totals (Figure 51 on page 149). You configure how benefits are combined into groupings, and how data is pulled into Excel. The columns that appear on the Employee Cost by Account Report include Employee Type, Building, Pay Code, Hours Per Day, Days Per Year, FTE, Calculated FTE, and Benefit FTE. Figure 51 does not show all of the columns that appear on the Employee Cost by Account Report.

To run the Employee Cost by Account Report:

1. In the Web interface, go to Human Resources\Employee Administration\SN\RE\PD\EC.

2. In the upper-left corner of the screen, click the arrow and select a plan.

3. Click Add.

4. Configure the Employee Cost by Account Report screen.

5. Click Selection Parameters and select parameters that define the employees you want to report on.

Tip	Add new parameters if the existing parameters don't meet your needs. Include vacant Assignments and inactive profiles.

6. In the User-Defined Benefit Group Headings area, enter benefit summary categories like FICA, Medicare, PERS, SERS, TRS, UC (for Unemployment), WC (for Workers' Compensation), HCA, Ins, and Other.

7. In the Benefit Information area, click the Column cell and select the appropriate Group heading option.

Note	You must select a Group heading option for each of the Benefit Codes.

8. Continue this process until all Benefit Codes used in the Plan are linked to a Group heading.

9. Click Save and Print.

10. When the process is complete, click View Report.

Note	If you use Vacant Assignments you cannot trace employee costs by individual name on the report (because all Vacant Assignments are identified as _Vacant Assignment).

Tip	If you sum the TOTAL column (far right column in the report), the total should be the same value you see in the lower-left corner of the Budget Create screen.

Figure 51 shows an example from the certificated Budget Plan. Several columns are hidden in order to show Benefit examples.

	A	B	C	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
1	NAME KEY	LAST NAME	FIRST NAME	FICA	Medicare	SERS2	SERS3	PERS1	TRS1	TRS2	TRS3	Unemp	WC	INS	HCA	Other Ben	SALARY	TOTAL
2	ALLYNETH000	ALLYN	ETHAN	$2,428.58	$567.97	$0.00	$0.00	$0.00	$0.00	$0.00	$5,143.10	$105.76	$74.25	$9,360.00	$772.68	$0.00	$39,170.63	$57,622.97
3	ALLYNETH000	ALLYN	ETHAN	$62.00	$14.50	$0.00	$0.00	$0.00	$0.00	$0.00	$131.30	$2.70	$22.27	$0.00	$0.00	$0.00	$1,000.00	$1,232.77
4	ALLYNETH000	ALLYN	ETHAN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$182.41	$182.41
5	ANDREMAR000	ANDREWS	MARK	$3,752.98	$877.71	$0.00	$0.00	$0.00	$0.00	$0.00	$7,947.85	$116.87	$80.44	$4,680.00	$772.68	$0.00	$60,532.00	$78,760.53
6	ANDREMAR000	ANDREWS	MARK	$62.00	$14.50	$0.00	$0.00	$0.00	$0.00	$0.00	$131.30	$1.93	$16.09	$0.00	$0.00	$0.00	$1,000.00	$1,225.82
7	ATTABYUR000	ATTABOY	YURI	$3,040.54	$711.09	$0.00	$0.00	$0.00	$0.00	$6,439.08	$0.00	$118.80	$96.53	$9,360.00	$772.68	$0.00	$49,041.00	$69,579.72
8	BAKERGIN000	BAKER	GINGER	$2,250.34	$526.29	$0.00	$0.00	$0.00	$0.00	$0.00	$4,765.64	$87.30	$57.92	$3,119.69	$0.00	$0.00	$36,295.80	$47,102.98
9	BAKERGIN000	BAKER	GINGER	$750.11	$175.43	$0.00	$0.00	$0.00	$0.00	$0.00	$1,588.55	$29.10	$19.31	$3,119.69	$0.00	$0.00	$12,098.60	$17,780.79
10	BAKERGIN000	BAKER	GINGER	$62.00	$14.50	$0.00	$0.00	$0.00	$0.00	$0.00	$131.30	$2.41	$19.31	$0.00	$0.00	$0.00	$1,000.00	$1,229.52
11	BALL CRY000	BALL	CRYSTA	$1,134.65	$265.36	$0.00	$0.00	$0.00	$2,402.90	$0.00	$0.00	$47.52	$38.61	$4,680.00	$309.07	$0.00	$18,300.80	$27,178.91
12	BALL CRY000	BALL	CRYSTA	$1,701.97	$398.04	$0.00	$0.00	$0.00	$3,604.34	$0.00	$0.00	$71.28	$57.92	$4,680.00	$463.61	$0.00	$27,451.20	$38,428.36
13	BALLOCRI000	BALLO	CRISTINE	$2,437.87	$570.15	$0.00	$0.00	$0.00	$5,162.78	$0.00	$0.00	$75.96	$52.29	$6,084.00	$502.24	$0.00	$39,320.45	$54,205.74

Figure 51 - Example Employee Cost by Account Report

Pay/Benefit Distribution Report

You can create a Pay or Benefit Distribution Report. The report sorts by Account Number and lists Employee, Position/Assignment, Benefit Code and Description, Benefit FTE, and Pay or Benefit Calculated Amounts. The last page lists totals by Fund and Object.

To run the Pay/Benefit Distribution Report:

1. In the Web interface, go to Human Resources\Employee Administration\SN\RE\PD\PB.
2. In the upper-left corner of the screen, click the arrow and select a plan.
3. Click Add.
4. Configure the Pay-Benefit Distribution Report screen.
5. Click Selection Parameters and select parameters that define the employees you want to report on.

Tip	Add new parameters if the existing parameters don't meet your needs. Include vacant Assignments and inactive profiles.

6. Click Save and Print.
7. When the process is complete, click View Report.

Tip	The Grand Total from the Pay Distribution Report, plus the Grand Total from the Benefit Distribution Report, should be the same value you see in the lower-left corner of the Budget Create screen.

Figure 52 shows an example Benefit Distribution Report with Benefit amounts in the last column. This example was from the certificated Budget Plan.

4pmpln66.p 02-4 Emerald School District 01/20/17
05.17.02.00.00 Benefit Distribution Report

Plan: **17-18 SN Cert Budget Year: 2017 - 2018

Account Number	Employee	Position/Assignment	Ben	Description	Ben FTE	Amount
10 E 530 0100 27 4240 420 0000 0000	MOBILE, ANTON	Certificated/Base	1FIC	FICA	1.0000	2,674.12
	MOBILE, ANTON	Certificated/Base	1MED	Medicare	1.0000	625.40
	WIRE, ELIZABETH	Certificated/Base	1FIC	FICA	1.0000	2,674.12
	WIRE, ELIZABETH	Certificated/Base	1MED	Medicare	1.0000	625.40
	YOSEM, SAMUEL	Certificated/Base	1FIC	FICA	1.0000	3,752.98
	YOSEM, SAMUEL	Certificated/Base	1MED	Medicare	1.0000	877.71
						11,229.73
10 E 530 0100 27 4250 000 0000 0000	ALLYN, ETHAN	Certificated/Supplemental	1ReT3	TRS Plan 3	0.0000	131.30
	BAKER, GINGER	Certificated/Supplemental	1ReT3	TRS Plan 3	0.3334	131.30
	BALLO, CRISTINE	Certificated/Supplemental	1ReT1	TRS Plan 1	0.0000	131.30
	DONOVAN, SETH	Certificated/Base	1ReT3	TRS Plan 3	1.0000	4,166.94
						4,560.84
10 E 530 0100 27 4250 110 0000 0000	JONES, CHERYL	Certificated/Base	1ReT3	TRS Plan 3	1.0000	6,117.92
10 E 530 0100 27 4250 120 0000 0000	DONOVAN, SETH	Certificated/Base	1ReT3	TRS Plan 3	1.0000	1,666.77
	JONES, CHERYL	Certificated/Supplemental	1ReT3	TRS Plan 3	0.0000	103.20
	MARR, GRAM	Certificated/Base	1ReT2	TRS Plan 2	1.0000	5,173.88
	OAKLEY, ANNETTE	Certificated/Supplemental	1ReT3	TRS Plan 3	0.0000	1,132.62
						8,076.47

Figure 52 - Example Benefit Distribution Report

Position Control Report

The Position Control Report is a report version of the Position Control screen. The report shows information based on the data you see on the Position Control screen. You can use this report to see staffing information and you would typically select Calculated FTE. You can create three reports:

- **Assignment Report**
  The report prints each Assignment assigned to each Position and includes various FTE totals such as Filled and Available. The Position Records that appear on the report are based on the selected parameters.

- **Position Report**
  The report prints various FTE values for each Position. The Position Records that appear on the report are based on the selected parameters.

- **Position Control Report**
  The report prints each Position Control and the Assignments assigned to each Position. The Position Records that appear on the report are based on the selected parameters.

To run the Position Control Report:

1. In the Web interface, go to Human Resources\Employee Administration\SN\RE.
2. In the upper-left corner of the screen, click the arrow and select a plan.
3. Click Position Control Report.
4. Click Add.
5. Configure the Position Control Report screen.

Note	The records that appear in the six Select boxes auto fill based on the records in the selected Plan.

6. Click Save and Print.
7. When the process is complete, click View Report.

Figure 53 shows an example Position Control Report with a portion of the Assignments for Certificated Base Teacher Position Control shown. The amount listed in the Available column on the right is the difference between the Entered FTE and Filled Calc FTE columns. This example was from the certificated Budget Plan.

4pmpln63.p 01-4 Emerald School District 01/20/17 Page:1
05.17.02.00.00 Position Control Report - Position Control 10:39 AM

Plan: **17-18 SN Cert Budget Year: 2017-2018

Position	Assignment / Grade From / Name	Building / Grade To	Group / Start Date / Start Date	Department / End Date / End Date	Job Type / # Days	# Positions / Entered FTE	Filled / Calc FTE	Hire Req	FastTrack	Vacant	Available
Certificated	Base		Teacher			42.00000	27.84450	0.00000	0.00000	0.00000	14.15550
			09/01/2017	06/15/2018	180.00						
	ANN KIAKI		09/01/2017	06/15/2018		0.86670	0.86670				
	ANNETTE OAKLEY		09/01/2017	06/15/2018		1.00000	1.00000				
	ANTON MOBILE		09/01/2017	06/15/2018		1.00000	1.00000				
	APRIL DISNER		09/01/2017	06/15/2018		1.00000	1.00000				
	BARRY BONE		09/01/2017	06/15/2018		1.00000	1.00000				
	CHERYL JONES		09/01/2017	06/15/2018		1.00000	1.00000				
	CRISTINE BALLO		09/01/2017	06/15/2018		1.00000	1.00000				
	CRYSTA BALL		09/01/2017	06/15/2018		0.60000	0.60000				
	CRYSTA BALL		09/01/2017	06/15/2018		0.40000	0.40000				
	CY FNCE		09/01/2017	06/15/2018		1.00000	1.00000				

Figure 53 - Position Control Report

Summary Report

The Summary Report lists Assignments based on the selection parameters. Each Assignment an employee has is listed along with pay amounts and totals. Benefits for each Assignment are also included on this report.

Use this report to validate total Budget dollars in the following fields:

- Current/Adj Plan field in the lower-left corner of the Salary Negotiations Budget Create screen
- SPI Salary Exhibit Report totals
- Financial Management HR Budget totals in the Budget Process screen

To run the Summary Report:

1. In the Web interface, go to Human Resources\Employee Administration\SN\RE.
2. In the upper-left corner of the screen, click the arrow and select a plan.
3. Click Summary Report.
4. Click Add.
5. Configure the Summary Report screen.
6. Click Save and Print.
7. When the process is complete, click View Report.

Figure 54 shows an example Summary Report for the certificated Budget Plan. When you run this report for the combined Budget Plan, compare the Grand Total in the bottom-right of the last page to the Budget Create screen total and the SPI Salary Exhibit Report total.

Tip	On the last page of the Summary Report the value in the far-right column should be the same value you see in the lower-left corner of the Budget Create screen.

4pmpln69.p 05-4 Emerald School District 01/20/17 Page:1
05.17.02.00.00 Salary Negotiations Plan Summary Report 10:44 AM

Plan: **17-18 SN Cert Budget Year: 2017-2018

Name Key	Name	Emp Type	Con Totals	Con FTE	Xtra Totals	Xtra FTE	Ben Totals	Ben FTE	Empl Totals
ALLYNETH000	ALLYN, ETHAN	TEACHING	39,353.04	0.8022	1,000.00	0.2000	18,685.11	1.0000	59,038.15
ANDREMAR000	ANDREWS, MARK	TEACHING	60,532.00	1.0000	1,000.00	0.2000	18,454.35	1.0000	79,986.35
ATTABYUR000	ATTABOY, YURI	TEACHING	49,041.00	1.0000	0.00	0.0000	20,538.72	1.0000	69,579.72
BAKERGIN000	BAKER, GINGER	TEACHING	48,394.40	0.8000	1,000.00	0.2000	16,718.89	1.0000	66,113.29
BALL CRY000	BALL, CRYSTA	TEACHING	45,752.00	1.0000	0.00	0.0000	19,855.27	1.0000	65,607.27
BALLOCRI000	BALLO, CRISTINE	TEACHING	60,493.00	1.0000	1,000.00	0.2000	23,126.26	1.0000	84,619.26
BEAN GRE000	BEAN, GREG	TEACHING	45,662.00	1.0000	0.00	0.0000	19,836.57	1.0000	65,498.57
BONE BAR000	BONE, BARRY	TEACHING	59,307.00	1.0000	0.00	0.0000	22,672.00	1.0000	81,979.00
DECATFEL000	DECAT, FELIX	TEACHING	20,785.93	0.5111	0.00	0.0000	14,604.65	1.0000	35,390.58
DIGNEAPR000	DIGNER, APRIL	TEACHING	62,388.00	1.0000	0.00	0.0000	23,312.24	1.0000	85,700.24
DONOVSET000	DONOVAN, SETH	TEACHING	63,472.00	1.0000	0.00	0.0000	23,537.49	1.0000	87,009.49
ENCE CY 000	ENCE, CY	TEACHING	43,131.00	1.0000	0.00	0.0000	19,308.28	1.0000	62,439.28
FLINTFRE000	FLINT, FRED	CERTIFICATED COUNSELOR	60,532.00	1.0000	0.00	0.0000	19,173.57	1.0000	79,705.57
JAMESEVE000	JAMES, EVERETT	TEACHING	45,170.00	1.0000	0.00	0.0000	18,961.66	1.0000	64,131.66
JONESCHE000	JONES, CHERYL	TEACHING	46,595.00	1.0000	786.02	0.1355	19,421.10	1.0000	66,802.12
KIAKIANN000	KIAKI, ANN	TEACHING	52,463.08	0.8667	0.00	0.0000	21,249.83	1.0000	73,712.91
MARR GRA000	MARR, GRAM	TEACHING	39,405.00	1.0000	0.00	0.0000	17,751.28	1.0000	57,156.28
MASONMIN000	MASON, MINDY	TEACHING	40,669.00	1.0000	0.00	0.0000	18,790.04	1.0000	59,459.04
MOBILANT000	MOBILE, ANTON	TEACHING	43,131.00	1.0000	0.00	0.0000	18,535.60	1.0000	61,666.60
OAKLEANN000	OAKLEY, ANNETTE	TEACHING	51,757.20	1.2000	0.00	0.0000	21,103.15	1.0000	72,860.35
SCRANPAM000	SCRANTON, PAMELA Q	TEACHING	43,131.00	1.0000	0.00	0.0000	19,308.28	1.0000	62,439.28
WAGONPAT000	WAGONSTER, PATRICIA	TEACHING	40,669.00	1.0000	0.00	0.0000	18,790.04	1.0000	59,459.04
WALKEJEN000	WALKER, JENNIE	TEACHING	40,669.00	1.0000	1,000.00	1.0000	18,227.86	1.0000	59,896.86
WALKEMIC000	WALKER, MICHAEL	TEACHING	40,669.00	1.0000	0.00	0.0000	18,790.04	1.0000	59,459.04
WIRE ELI000	WIRE, ELIZABETH	TEACHING	48,881.80	1.1333	0.00	0.0000	20,505.65	1.0000	69,387.45
YOSEMSAM000	YOSEM, SAMUEL	TEACHING	60,532.00	1.0000	0.00	0.0000	22,926.55	1.0000	83,458.55
ZZJDOTEA000	ZZJDOE, TEACHER	JDoe	152,204.00	4.0000	0.00	0.0000	0.00	1.0000	152,204.00
Total Number of Employees: 27		Grand Totals:	1,404,789.45	29.3134	5,786.02	1.9355	514,184.48	27.0000	1,924,759.95

********** End of report **********

Figure 54 – Plan Summary Report

Mix Factor Report

The Mix Factor Report compares employee salary, education, and experience levels to the State Salary Schedule (LEAP Document 1) and shows you which employees are out of compliance.

Note	Because the Mix Factor Report uses Employee Profile education and experience, this report may not be as helpful when the Placement Tracker assumes the additional year of experience.

To run the Mix Factor Report:

- In the Web interface, go to Human Resources\Federal/State Reporting\SR\WA\MF.

Note	For step-by-step instructions on how to run the Mix Factor Report, see the *WSIPC Guide to Human Resources Washington State Reporting*.

SPI Salary Exhibit Report

SPI Salary Exhibit Report shows data for salaries and benefits by SPI Assignment (program, activity, and Duty Codes). Each SPI Assignment is rounded to zero decimals (whole dollars, no cents) in the reports and the extract file. The totals listed by program (such as Program 01) are the sum of the SPI Assignments. Running the reports helps verify data by program totals. The OSPI extract file is required for the final budget.

To run the SPI Salary Exhibit Report:

- In the Web interface, go to Human Resources\Federal/State Reporting\SR\WA\SS\GR.

Note	For detailed instructions on how to run the SPI Salary Exhibit Report, see "STEP 20: Create SPI Salary Exhibit Report and OSPI Extract File" (page 174) and the *WSIPC Guide to Human Resources Washington State Reporting*.

STEP 18: Create Combined and Backup Budget Plans

At this Step in the Budget process, all individual Working Budget Plans should have no error exceptions on the Data Validation Report. Some warning exceptions may still be appropriate at this point in the Budget process. For example, an Unfilled Assignment for three new teachers has FTE greater than 1, which generates a warning.

If you found other types of data issues while reviewing various reports in the previous Step, make corrections before completing this Step.

The Budget is created and exported to Financial Management from one Plan, which is why districts that create multiple Budget Plans need to create a Combined Budget Plan.

Run the Data Validation Report

Even though you may have run Data Validation earlier in the Budget process as part of the Mix Factor or SPI Salary Exhibit Report, you should run the Data Validation Report again now. You can run the report on each individual Working Budget Plan or you can run the report on multiple Plans at once.

Tip	Be sure to select the Data Validation Report template option Display Errors For Salary Exhibit. See "Appendix C – Data Validation Exception Messages" (page 185) to see a list of the errors and warnings that impact the SPI Salary Exhibit.

To run the Data Validation Report:

- In the Web interface, go to Human Resources\Federal/State Reporting\SR\WA\DV.

Note	For step-by-step instructions on how to run the Data Validation Report, see the *WSIPC Guide to Human Resources Washington State Reporting*.

Create a Combined Budget Plan

A Combined Budget Plan is required if your district creates multiple Budget Plans such as a Plan for each bargaining unit. Create the Combined Budget Plan after you finish all personnel budget work in all individual Plans and you feel that the data is ready. The combined Plan is both a safety net for you and a record of the data.

Tip	Remember that you can select multiple Plans for import when creating the Combined Budget Plan.

The steps to create the Combined Budget Plan are similar to the steps described in "Add a Salary Negotiations Budget Plan" (page 46). Use the same Ded/Ben Group for the Combined Budget Plan that you used previously on each individual Budget Plan.

Note	After you create a combined Budget Plan, you must clone the Rate Table as discussed in "Add a Workers' Compensation Rate Table" (page 57).

Create a Backup Budget Plan

This is optional. Now that you've created the Combined Budget Plan, you may want to create (add) a backup Budget Plan by importing data from the Combined Budget Plan. This backup Plan is an additional safety net.

The steps to create the backup Budget Plan are similar to the steps described in "Add a Salary Negotiations Budget Plan" (page 46). Use the same Ded/Ben Group for the backup Budget Plan that you used previously on each individual Budget Plan.

Note	After you create a backup Budget Plan, you must clone the Rate Table as discussed in "Add a Workers' Compensation Rate Table" (page 57).

Continue Working with the Combined Budget Plan

Perform the processes listed below on the Combined Budget Plan even though you may have done these processes on the individual Budget Plans.

Use the SPI Browse Utility

This is optional. You may want to verify totals against reports you saved from each individual Plan. To learn how to run the SPI Browse Utility, see "Salary – Hourly Mass Change Utility" (page 83).

Run Generate Plan Detail

This is required. You must run the Generate Plan Detail process before you can create a Budget and export it to Financial Management. You must also perform the Assignment Audit. To learn more about the Generate Plan Detail process, see "STEP 17: Run Generate Plan Detail and Reports" (page 141).

Run Reports

You decide which reports to create and when to create them. To learn how to run reports, see "Run Reports" (page 144).

You must create the SPI Salary Exhibit Report and select the Create the F-195 Extract for Objects 2 and 3 option when you export the personnel budget data to Financial Management. See "STEP 20: Create SPI Salary Exhibit Report and OSPI Extract File" (page 174) to learn more about F-195 extract file.

STEP 19: Create and Export Personnel Budget

You are now ready to create and export the personnel budget. You can perform this process more than once. You might create the Budget several times before you satisfactorily create the data for export.

Tip	Before employees can create and export the personnel budget to Financial Management, they must have a Security level of at least 3 for the Salary Negotiations Budget screen (WH\AD\SN\BU). To learn about Security levels, see the *WSIPC Guide to Security*.

Your fiscal office may want personnel budgeting data exported to finance more than once or exported for individual plans before the combined plan. For example, Finance may want to see the data, do some initial analysis, request some changes to the personnel budget, and then request another export of data from Salary Negotiations.

The fiscal office assigns a Budget Type to use when exporting the personnel budget data to Financial Management. For example, the fiscal office might assign a Budget Type of ERC (employee related costs).

Note	You must run the Generate Plan Detail process every time you make a change in an Assignment before you can create a new Budget for export. To learn more about the Generate Plan Detail process, see "STEP 17: Run Generate Plan Detail and Reports" (page 141).

The Salary Negotiations Budget area is where the Budget is generated, compared, and exported for the selected Plan.

Create the Budget Data

Once the Budget data is created, you can save it for future use and reporting. Each time you leave the Budget screen, you must recreate the data in the Budget screen, but your previous selection options are maintained. The next time you return to the Budget screen and click Create, you see the options you previously used.

Creating the Budget Data requires the following processes:

- Access the Budget Screen
- Select Options on the Budget Compare Setup Screen
- Select Options on the Breaks Selection Screen
- Review the Budget Data

Each process is explained below.

Access the Budget Screen

You use the Budget screen when Assignment data and Plan detail data is complete.

To access the Budget screen:

1. In the Web interface, go to Human Resources\Employee Administration\SN\BU.

2. In the upper-left corner of the screen, click the arrow and select a plan.

3. In the Views box, select Only Accounts for Current Plan. This option only shows accounts in the selected Salary Negotiations Plan.

Note	The All Accounts Created option is designed to be used with the Account Filters. This option can include budget amounts from other Plans or budget amounts for accounts not included in the selected Budget Plan.

4. Click Create.

Note	The Create option is available as long as you ran the Generate Plan Detail process. To learn more about the Generate Plan Detail process, see "STEP 17: Run Generate Plan Detail and Reports" (page 141).

5. Continue to "Select Options on the Budget Compare Setup Screen" below to select options on the Budget Compare Setup screen.

Select Options on the Budget Compare Setup Screen

The steps for selecting options on the Budget Compare Setup screen are described below. Be sure to select the same options again if you need to create the Budget data more than once. An example screen is shown at the end of the procedure in Figure 55 (page 163).

To select options on the Budget Compare Setup screen:

1. In the Compare Budget Year box, select the last budget Fiscal Year from the list.

2. In the New Budget Year box, select the current budget Fiscal Year from the list.

3. Click Replace Existing Amount.

4. Do one of the following:

   - If you are ready to export the budget to Financial Management, verify that the Round Budget Amount check box is cleared. See Figure 55 (page 163) for an example.

   - If you want to compare the budget data to the SPI Salary Exhibit Report, select the Round Budget Amount check box. See Figure 59 to see the potential impact of rounding.

Note	After data is created, you can save it and use the QPrint option to create a report to compare to the SPI Salary Exhibit Report. You'll see rounded whole dollar detail values in the Revised Budget column in the Budget screen. The Current/Adj Plan Total in the lower-left corner of the Budget screen is still the sum of not rounded detail values.

5. In the Selection Processing area, verify that the default Create records for only accounts affected by current Plan option is selected. This option creates the Budget for accounts in the Assignments for the selected Plan.

Note	The Create records for all accounts within selected ranges option creates the Budget for any accounts in the specified filter, even if an account within the filter range is not on an Assignment in the selected Plan. To learn when this option might be useful, see "Budget dollars compared to previous year are not accurate" (page 207).

6. Click Selection Parameters and verify that the Employee Selection Parameters you are using have the Include Vacant Assignments and Inactive Profiles options selected.

7. Click Save and Select.

8. Verify that all Job Types are selected.

Tip	The number of records selected appears at the bottom of the list.

9. Click Select Job Types to see the selected Job Types.

10. Select the Include Blank Job Types check box.

11. Click Save. A message asks if you want to continue.

12. Click Yes.

13. Continue to "Select Options on the Breaks Selection Screen" below to select options on the Breaks Selection screen.

The example Budget Compare Setup screen in Figure 55 shows typically selected options.

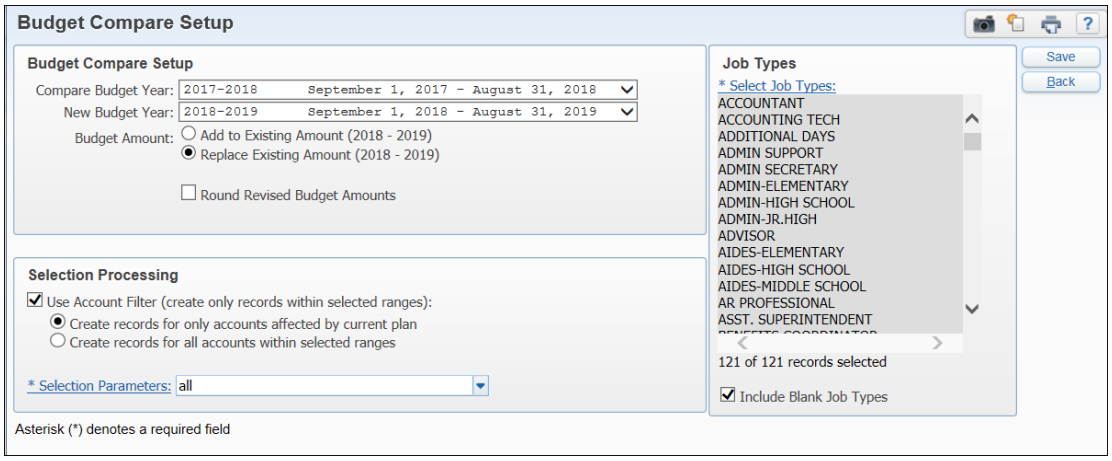


Figure 55 - Budget Compare Setup screen

Select Options on the Breaks Selection Screen

The steps in this procedure show you example selections to see totals by Program, Activity, and Object. You may have different options you want to use to see totals.

To select options on the Breaks Selection screen:

1. Select any of the check boxes below the account dimensions (see Figure 56 and Figure 57 for an example).

2. Click Save. The following message appears:

   "Compare process complete."

3. Click OK.

The Budget data is now created. The next section discusses reviewing the data.

Figure 56 shows a break example for the first two positions of the Program Code. This can help you compare the budget create totals to the last page of the SPI Salary Exhibit Report.

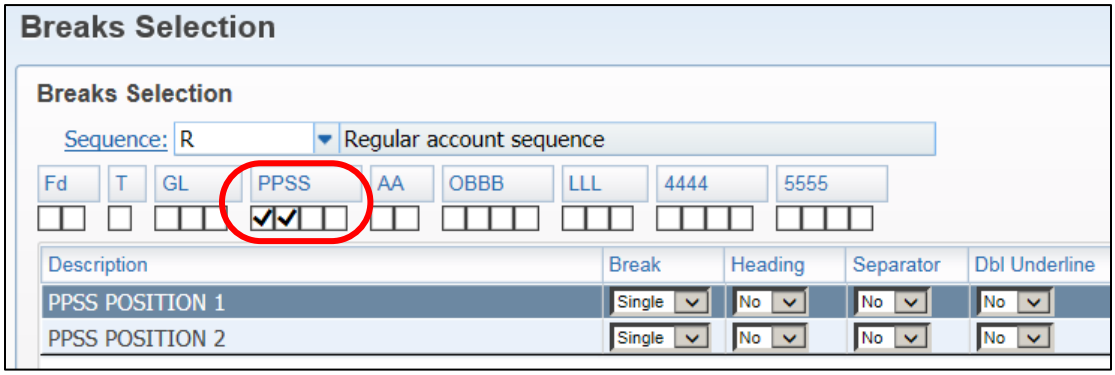


Figure 56 - Breaks Selection screen example for Program Code

Figure 57 is an example break you can use to compare the SPI Salary Exhibit Report SPI Assignment totals to the budget create totals in order to find possible discrepancies.

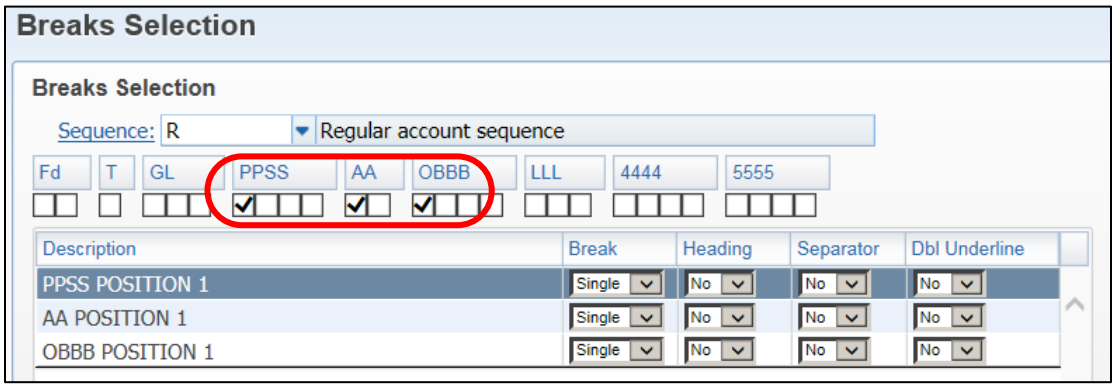


Figure 57 - Breaks Selection screen example

Review the Budget Data

After you create the Budget, you see various totals in the Budget screen. The Current/Adj Plan Total in the lower-left corner of the screen should be the same total you see in the Summary Report. To learn more about this report, see "Summary Report" (page 153).

Figure 58 shows the Grand Total example in the lower-right-corner of the last page of the Summary Report. This amount should be the same total you see in the Current/Adj Plan Total in the lower-left corner of the Budget screen (Figure 60 on page 167).

4pmpln69.p 05-4 — Emerald School District — 01/20/17 — Page:3
05.17.02.00.00 — Salary Negotiations Plan Summary Report — 1:44 PM

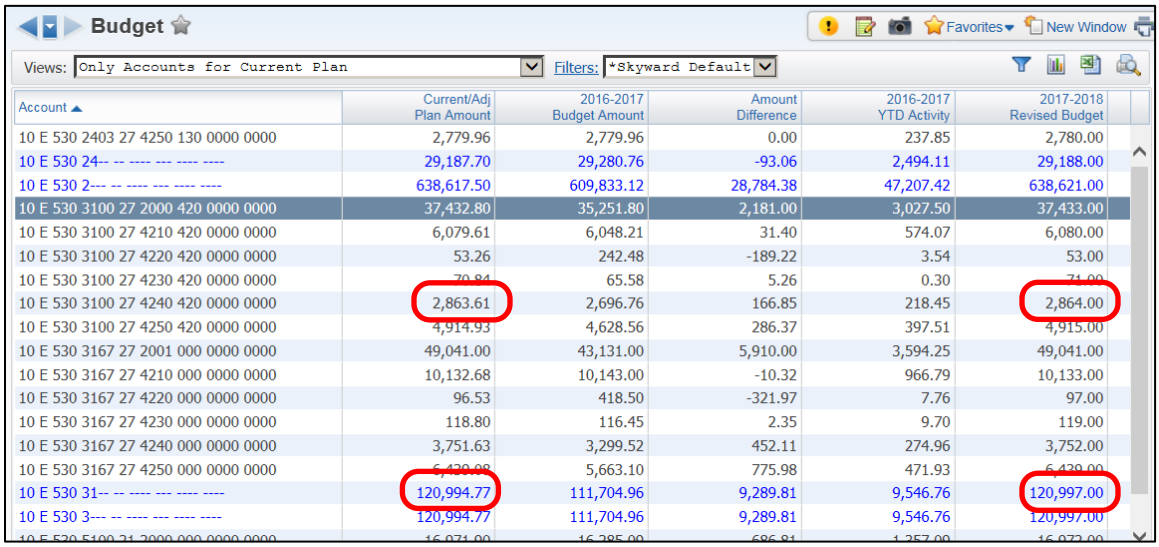
Plan: **17-18 SN Combined Budget Year: 2017-2018

Name Key	Name	Emp Type	Con Totals	Con FTE	Xtra Totals	Xtra FTE	Ben Totals	Ben FTE	Empl Totals
TAYLOALI000	TAYLOR, ALICE	ADMINISTRATIVE SECRETARY	35,417.54	1.0000	0.00	0.0000	16,415.14	1.0000	51,832.68
UVER APR000	UVER, APRIL	OFFICE PROFESSIONAL	34,623.70	1.0000	0.00	0.0000	17,021.57	1.0000	51,645.27
WAGONPAT000	WAGONSTER, PATRICIA	TEACHING	40,669.00	1.0000	0.00	0.0000	18,790.04	1.0000	59,459.04
WALKEJEN000	WALKER, JENNIE	TEACHING	40,669.00	1.0000	1,000.00	1.0000	18,227.86	1.0000	59,896.86
WALKEMIC000	WALKER, MICHAEL	TEACHING	40,669.00	1.0000	0.00	0.0000	18,790.04	1.0000	59,459.04
WHITESAR000	WHITE, SARA	HUMAN RESOURCES	49,276.66	1.0000	0.00	0.0000	19,091.98	1.0000	68,368.64
WILSOROS000	WILSON, ROSE M	PRINCIPAL	0.00	0.0000	93,625.80	1.0000	29,069.23	1.0000	122,695.03
WIRE ELI000	WIRE, ELIZABETH	TEACHING	47,444.10	1.1000	0.00	0.0000	20,206.88	1.0000	67,650.98
WORK NAT000	WORK, NATE	PROF-TECH	77,610.73	1.0000	0.00	0.0000	25,313.31	1.0000	102,924.04
YOSEMSAM000	YOSEM, SAMUEL	TEACHING	60,532.00	1.0000	342.17	0.2500	22,997.65	2.0000	83,871.82
ZZJDBCER000	ZZJDBENEFITS, CERTIFICATED BEN	JDoe	0.00	0.0000	0.50	1.0000	94,325.80	1.0000	94,326.30
ZZJDBCLA000	ZZJDBENEFITS, CLASSIFIED BENEF	JDoe	0.00	0.0000	0.50	1.0000	48,700.40	1.0000	48,700.90
ZZJDOBUS000	ZZJDOE, BUS DRIVER	JDoe	0.00	0.0000	14,822.40	0.5000	5,017.90	0.5361	19,840.30
ZZJDOEXT000	ZZJDOE, EXTRA HOURS FOR	JDoe	0.00	0.0000	1,390.00	1.0000	0.00	1.0000	1,390.00
ZZJDOEXT001	ZZJDOE, EXTRA DUTY	JDoe	0.00	0.0000	6,520.50	1.0000	300.00	1.0000	6,820.50
ZZJDOINC000	ZZJDOE, INCENTIVE DAYS	JDoe	0.00	0.0000	7,650.00	2.0000	765.00	2.0000	8,415.00
ZZJDOLON000	ZZJDOE, LONGEVITY	JDoe	0.00	0.0000	13,250.00	1.0000	0.00	1.0000	13,250.00
ZZJDOSAL000	ZZJDOE, SAL LUMP AMOUNT	JDoe	0.00	0.0000	123,800.00	1.0000	0.00	1.0000	123,800.00
ZZJDOSK 001	ZZJDOE, SK LV BY BK CERT	JDoe	0.00	0.0000	66,100.60	1.0000	0.00	1.0000	66,100.60
ZZJDOSUB000	ZZJDOE, SUBSTITUTE	JDoe	0.00	0.0000	47,000.00	1.0000	0.00	1.0000	47,000.00
ZZJDOSUB002	ZZJDOE, SUBSTITUTE CLASS	JDoe	0.00	0.0000	38,000.00	1.0000	0.00	1.0000	38,000.00
ZZJDOTEA000	ZZJDOE, TEACHER	JDoe	152,204.00	4.0000	0.00	0.0000	0.00	1.0000	152,204.00
ZZJDOVAC000	ZZJDOE, VAC BY BK CLASS	JDoe	0.00	0.0000	9,000.00	1.0000	688.50	1.0000	9,688.50
Total Number of Employees: 95		Grand Totals:	3,031,045.41		1,942,108.83		1,863,049.52		6,836,203.76
				61.1550		38.8418		99.7630	

********** End of report **********

Figure 58 - Salary Negotiations Plan Summary Report

Figure 59 is an example from one part of the Budget screen. The Round Revised Budget Amounts option was used. The value highlighted in the Current/Adj Plan Amount column is not rounded, but the value in the 2017-2018 Revised Budget column is rounded. The sum of the individual rounded amounts may cause the total to be larger than expected as highlighted in the total line. The highlighted total in the Current/Adj Plan Amount column would typically round to 120,995, but the value in the 2017-2018 Revised Budget column is 120,997.



Budget

Favorites New Window

Views: Only Accounts for Current Plan Filters: *Skyward Default

Account	Current/Adj Plan Amount	2016-2017 Budget Amount	Amount Difference	2016-2017 YTD Activity	2017-2018 Revised Budget
10 E 530 2403 27 4250 130 0000 0000	2,779.96	2,779.96	0.00	237.85	2,780.00
10 E 530 24-- -- ---- --- ---- ----	29,187.70	29,280.76	-93.06	2,494.11	29,188.00
10 E 530 2--- -- ---- --- ---- ----	638,617.50	609,833.12	28,784.38	47,207.42	638,621.00
10 E 530 3100 27 2000 420 0000 0000	37,432.80	35,251.80	2,181.00	3,027.50	37,433.00
10 E 530 3100 27 4210 420 0000 0000	6,079.61	6,048.21	31.40	574.07	6,080.00
10 E 530 3100 27 4220 420 0000 0000	53.26	242.48	-189.22	3.54	53.00
10 E 530 3100 27 4230 420 0000 0000	70.84	65.58	5.26	0.30	71.00
10 E 530 3100 27 4240 420 0000 0000	2,863.61	2,696.76	166.85	218.45	2,864.00
10 E 530 3100 27 4250 420 0000 0000	4,914.93	4,628.56	286.37	397.51	4,915.00
10 E 530 3167 27 2001 000 0000 0000	49,041.00	43,131.00	5,910.00	3,594.25	49,041.00
10 E 530 3167 27 4210 000 0000 0000	10,132.68	10,143.00	-10.32	966.79	10,133.00
10 E 530 3167 27 4220 000 0000 0000	96.53	418.50	-321.97	7.76	97.00
10 E 530 3167 27 4230 000 0000 0000	118.80	116.45	2.35	9.70	119.00
10 E 530 3167 27 4240 000 0000 0000	3,751.63	3,299.52	452.11	274.96	3,752.00
10 E 530 3167 27 4250 000 0000 0000	6,439.08	5,663.10	775.98	471.93	6,439.00
10 E 530 31-- -- ---- --- ---- ----	120,994.77	111,704.96	9,289.81	9,546.76	120,997.00
10 E 530 3--- -- ---- --- ---- ----	120,994.77	111,704.96	9,289.81	9,546.76	120,997.00
10 E 530 5100 21 2000 000 0000 0000	16,071.00	16,285.00	686.81	1,357.00	16,072.00

Figure 59 – Budget screen example for rounding

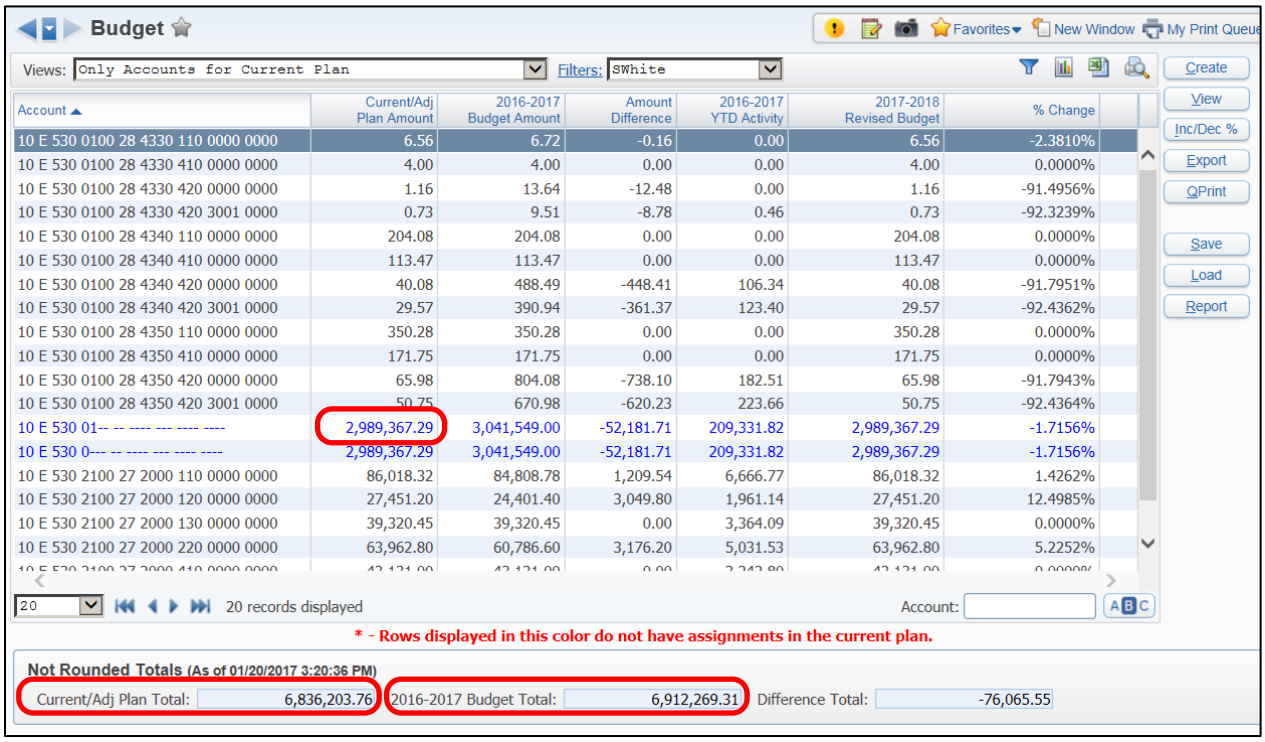
Figure 60 is an example showing budget totals for Program 01. A custom filter was used to resize the columns to show the % Change column. The Program 01 total is highlighted and this total should match the value on the SPI Salary Exhibit Report with the exception of rounding. The total on the SPI Salary Exhibit Report is 2,989,369, which is 1.71 less than the value on the budget screen.

The total Budget amount is highlighted in the lower-left corner of the screen. The prior year budget total is from Account Management and is the Revised Budget if revisions exist (otherwise, it is the Original Budget). This total can include values that were entered in Account Management (not just the amounts from the HR Budget Create).

You must review accounts with large amounts in the % Change column between the Current/Adj Plan Total and the Budget Total comparison.

Tip The value you see in the lower-left corner of the Budget Create screen should be the same value you see in various reports. For example, the Report Total on the last page of the Detail Report, and the sum of the TOTAL column in the Employee Cost By Account Report.

The values in the Revised Budget column are from the Plan Results table which has assignment and benefit amounts.



Account	Current/Adj Plan Amount	2016-2017 Budget Amount	Amount Difference	2016-2017 YTD Activity	2017-2018 Revised Budget	% Change
10 E 530 0100 28 4330 110 0000 0000	6.56	6.72	-0.16	0.00	6.56	-2.3810%
10 E 530 0100 28 4330 410 0000 0000	4.00	4.00	0.00	0.00	4.00	0.0000%
10 E 530 0100 28 4330 420 0000 0000	1.16	13.64	-12.48	0.00	1.16	-91.4956%
10 E 530 0100 28 4330 420 3001 0000	0.73	9.51	-8.78	0.46	0.73	-92.3239%
10 E 530 0100 28 4340 110 0000 0000	204.08	204.08	0.00	0.00	204.08	0.0000%
10 E 530 0100 28 4340 410 0000 0000	113.47	113.47	0.00	0.00	113.47	0.0000%
10 E 530 0100 28 4340 420 0000 0000	40.08	488.49	-448.41	106.34	40.08	-91.7951%
10 E 530 0100 28 4340 420 3001 0000	29.57	390.94	-361.37	123.40	29.57	-92.4362%
10 E 530 0100 28 4350 110 0000 0000	350.28	350.28	0.00	0.00	350.28	0.0000%
10 E 530 0100 28 4350 410 0000 0000	171.75	171.75	0.00	0.00	171.75	0.0000%
10 E 530 0100 28 4350 420 0000 0000	65.98	804.08	-738.10	182.51	65.98	-91.7943%
10 E 530 0100 28 4350 420 3001 0000	50.75	670.98	-620.23	223.66	50.75	-92.4364%
10 E 530 01-- -- ---- --- ---- ----	2,989,367.29	3,041,549.00	-52,181.71	209,331.82	2,989,367.29	-1.7156%
10 E 530 0--- -- ---- --- ---- ----	2,989,367.29	3,041,549.00	-52,181.71	209,331.82	2,989,367.29	-1.7156%
10 E 530 2100 27 2000 110 0000 0000	86,018.32	84,808.78	1,209.54	6,666.77	86,018.32	1.4262%
10 E 530 2100 27 2000 120 0000 0000	27,451.20	24,401.40	3,049.80	1,961.14	27,451.20	12.4985%
10 E 530 2100 27 2000 130 0000 0000	39,320.45	39,320.45	0.00	3,364.09	39,320.45	0.0000%
10 E 530 2100 27 2000 220 0000 0000	63,962.80	60,786.60	3,176.20	5,031.53	63,962.80	5.2252%

Figure 60 - Budget screen

Buttons on the Budget Screen

All buttons on the right side of the Budget screen (Figure 60) are available once you create the Budget. The View, Inc/Dec %, Export, Qprint, Save, Load, and Report buttons are described below. You can also use the Excel button on the Budget screen to export the data to Excel.

Create

The Create option is available as long as you ran the Generate Plan Detail process for the selected Plan. This option creates the Budget Data as described in "Create the Budget Data" (page 159).

View

Click the View button to see the detail Assignments for each account.

Inc/Dec %

Do not use the Inc/Dec % button during budgeting. Do not make adjustments with this option. The Inc/Dec % option lets you increase or decrease the values shown in the Budget screen. This affects all accounts in the screen, but does not change the original amounts on the Assignments. You might use the Inc/Dec % option during negotiations with a particular employee group.

Export

The Export button exports personnel budgeting data. To learn about this option, see "Export the Budget" (page 169).

Qprint

The Qprint button creates a report of the information in the Budget screen as a PDF document. Click QPrint and save the report to Saved Reports, so you have a record of the Budget before you Export to Financial Management. This report is also helpful when comparing to the SPI Browse screen (or Excel) or when comparing to other reports such as the Pay Distribution Report.

Save

You can use the Save button to store the Budget data for future use and reporting or to share the information between departments. For example, if you've created the Budget, you can use the Save button to review the data yourself or to have other departments review the data before exporting it to Financial Management. You can Save the data and export it later, but you cannot make changes to the saved Budget.

You can also use the Save button to store a rounded version of the Budget data to compare to the SPI Salary Exhibit Report.

Load

The Load button retrieves a saved Budget.

Report

The Report button lets you create a Budget Comparison Report. You can select two saved Budgets and create detail or summary reports for comparison.

Excel

The Excel button exports data in the Budget screen to Excel. Having the data from the Budget screen in Excel is helpful when comparing to the SPI Browse screen (or Excel) data.

Export the Budget

The Export button is used when the fiscal office wants the personnel budgeting data sent to Financial Management. You may create and export the Budget several times before the fiscal office decides it is the final Budget export.

To export the Budget:

1. Click Export. A message explains what the export process does to account budgets in Financial Management and asks if you want to continue.

2. Read the message and click OK.

3. Select Override By Budget Type.

4. In the Override By Budget Type area, do one of the following:

   - If you don't want budgeting detail in Financial Management, select No for the Create Detail Budget option. This significantly reduces the time it takes the export to process.

   - If you do want budgeting detail in Financial Management, select Yes for the Create Detail Budget option.

Caution	Selecting Yes on the Create Detail Budget option creates multiple Assignment salary and benefit detail lines for the same Account Code. This creates a large file and it takes longer to create the Budget. If you need to create the detail budget more than once, Finance must first remove the budget detail amounts associated with the Budget Type before you export again. If the previously exported detail budget amounts are not removed, the software sees budget detail is already in Financial Management and does not update. An informational message appears for each Account Code and it is tedious to go through each message.

5. In the Budget Type box, select the Budget Type.

Note	The fiscal office assigns a Budget Type to be used when exporting the personnel budget data to the Financial Management module. A Budget Type might be "ERC" (employee related costs) or "HR/Prsnnl" as shown in Figure 61.

6. Click Run.

7. When the process is complete, click View Report.

   The report lists "No Exceptions Encountered" if there are no exceptions.

8. Call your fiscal office and ask them to verify the dollars that you exported to the Budget Type.

In Figure 61 a Budget Type of HR/Prsnnl and the Create Detail Budget option are selected when exporting the HR personnel budget to Financial Management.

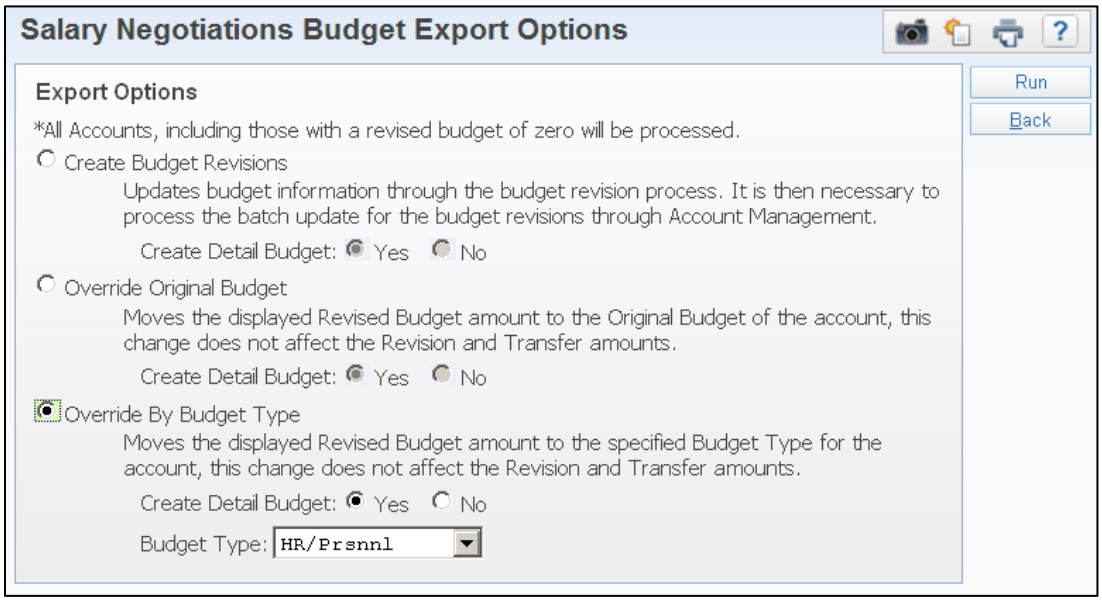


Figure 61 - Salary Negotiations Budget Export Options example

Review HR Budget in Financial Management

You can only see the exported HR data in Financial Management if you are authorized to and have the appropriate Security level to access the Budget area. If you have the necessary Security level, you can go to Financial Management\Account Management\BM\BE. Continue in the Budget Entry area as described in the *WSIPC Guide to Financial Management Budgeting*.

The fiscal office creates or updates the Budget process in Financial Management. If the parameters for the process use whole dollars, but the HR data is exported with dollars and cents, then the totals may not match. This might be due to the way the Breaks, filter, or parameters are set for the Budget Create process or the Financial Management Budget process.

Tip	If you need to Export the HR personnel budget again, the Finance Department must zero the exported budget in Financial Management. To learn how to zero the exported budget, the see "Clearing HR Budget Amounts" section in the *WSIPC Guide to Financial Management Budgeting*.

Figure 62 shows the total Budget data exported to Financial Management highlighted in the upper-left part of the screen. This matches the value shown in the lower-left corner of the screen in Figure 60 (page 167). The Program 01 total is highlighted in the lower-right corner of the screen and also matches the value in Figure 60. (The example is from 2017-18).

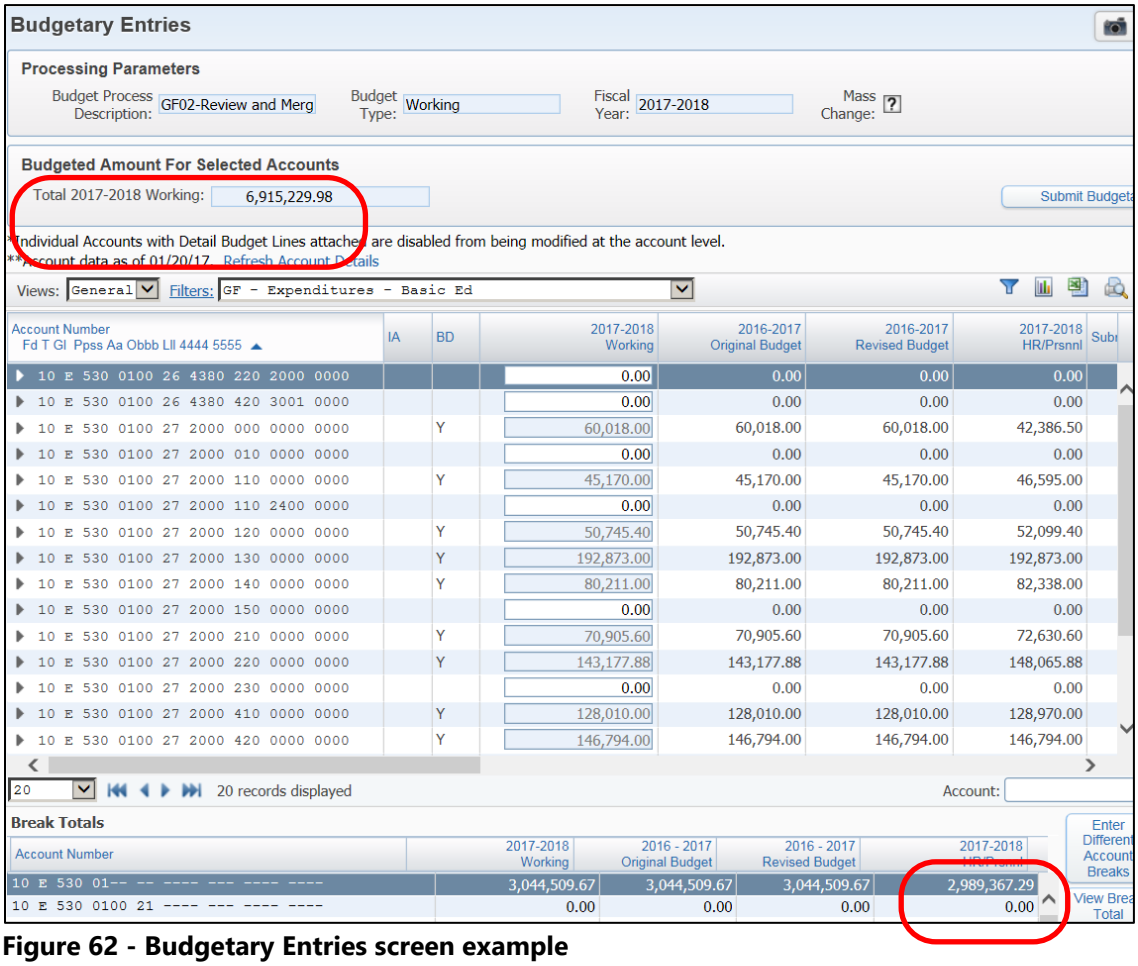


Figure 62 - Budgetary Entries screen example

Review HR Budget Data with a Financial Management Budgetary Data Mining Report

The fiscal office may have a Budgetary Data Mining Report for reviewing HR Budget data. If so, that report can be used to compare to a QPrint Report from the Salary Negotiations Budget Create screen. To learn about the QPrint option, see "Buttons on the Budget Screen" (page 168).

If you have the necessary Security level, you can go to Financial Management\ Account Management\Account Management Reporting\DM. Review the list of Revenue and Expense Reports to see if one exists for HR Budget data. If you don't find any existing reports you can use, adding one for HR Budget data can be useful for comparing data or troubleshooting data differences.

To learn about Financial Management Budgetary Data Mining Reports, see the *WSIPC Guide to Financial Management Budgeting* and the *WSIPC Guide to Budgetary Data Mining*.

See "Appendix F – Sample Budgetary Data Mining Report" (page 213) for an example.

STEP 20: Create SPI Salary Exhibit Report and OSPI Extract File

The last step in preparing your personnel budget is to create the SPI Salary Exhibit Report and the OSPI Extract file.

When the personnel budget data is ready to be exported to Financial Management (or when the fiscal office wants the HR budget exported), run the Generate SPI Salary Exhibit Report process and select the Create F-195 Extract for Objects 2 and 3 option. This ensures that the exported personnel budget data is the same as the data in the extract file.

Tip	You can perform the budget export and extract file processes as often as needed.

Before creating the extract file, coordinate with the fiscal office to verify that all Crosswalk Accounts have been created. If crosswalk accounts have not been created, a message stating that crosswalks haven't been created appears in the Data Validation Report that runs as part of the SPI Salary Exhibit Report process.

See the *WSIPC Guide to Human Resources Washington State Reporting* for detailed information about this report including Terms and descriptions of the options on the SPI Salary Exhibit Report screen.

Note	The F-195 extract file for OSPI is specified to be for the general fund only. The salary amounts on the SPI Salary Exhibit Report use the Assignment Per Diem Contract values.

Running the SPI Salary Exhibit Report

When you create the SPI Salary Exhibit Report template, you select the Plan Year and the Salary Negotiation Plans. Because of this, if you find an existing template you can use, edit the template and verify that the selections are what you want. This section describes how to add, save, and print the report.

To run the SPI Salary Exhibit Report:

1. In the Web interface, go to Human Resources\Federal/State Reporting\SR\WA\SS\GR.

2. Click Add and configure the SPI Salary Exhibit Report screen (Figure 63).

3. Click Save and Print. The processing begins and the two parts of the process are listed on the screen:

   - Data Validation Report
   - Salary Exhibit Report

   When a report for each process is ready, the My Print Queue screen and a Report Finished Processing screen appear.

4. Click Back to close out of each Report Finished Processing screen and each My Print Queue screen.

Note	A checkmark appears next to each part when the part is complete.

5. Continue to "Reviewing the Reports in My Print Queue" below.

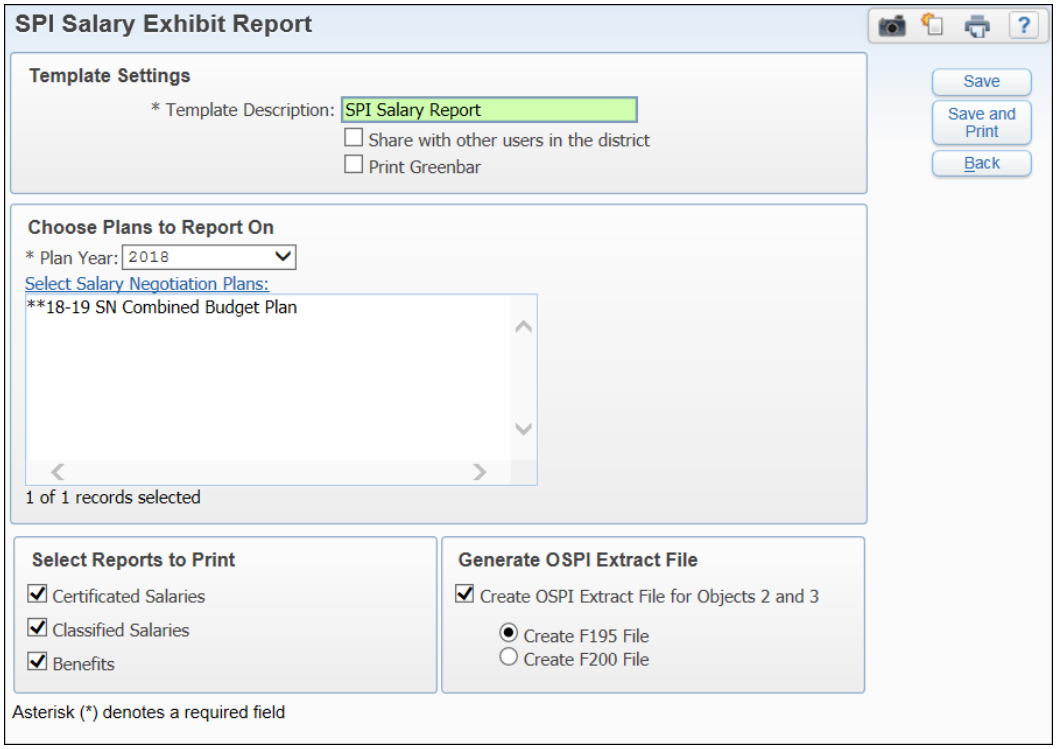


Figure 63 - SPI Salary Exhibit Report screen example

Reviewing the Reports in My Print Queue

Now that each report is finished, you can review the exception messages. You must correct exception errors in the source Plan.

To review the reports in My Print Queue:

1. Click My Print Queue in the upper-right of the screen.
2. Find the Data Validation Report and Salary Exhibit Report.
3. Select each report and click View.

Data Validation Report

The exception messages may be errors or warnings. It is best practice to review all messages because even a warning may impact Washington State Reporting. To learn about the possible exception messages, see "Appendix C – Data Validation Exception Messages" (page 185).

Salary Exhibit Report

Figure 64 shows an example SPI Salary Exhibit Summary. The sum of Total Certificated Salary, Classified Salary, and Cert & Class Benefits should be the same as Grand Total in the Revised Budget column of the QPrint Report from the Budget Create screen.

4wa6pmrpt06c.p 04-4 Emerald School District
05.17.02.00.00 Salary Exhibit Summary

SEPTEMBER 1, 2017 TO AUGUST 31, 2018

	------CERTIFICATED------		-------CLASSIFIED-------		CERT & CLASS
PROGRAM	FTE	SALARY	FTE	SALARY	BENEFITS
01	28.767	1,831,348	6.813	375,943	782,078
21	6.528	324,667	2.188	105,131	179,633
24	0.350	21,173	0.000	0	8,015
31	1.600	86,474	0.000	0	34,521
51	0.204	16,972	0.000	0	5,378
53	0.258	21,476	0.000	0	6,805
55	0.258	21,476	0.750	22,230	19,233
65	0.282	23,477	0.000	0	7,439
97	3.000	433,667	21.876	1,379,916	661,978
98	0.000	0	3.184	147,029	82,715
99	0.000	0	3.296	162,178	75,257
Report Total:	41.247	2,780,730	38.107	2,192,427	1,863,052

Figure 64 - SPI Salary Exhibit Summary example

View/Save the OSPI Extract File

After running the SPI Salary Exhibit Report and selecting to create the extract file, you use the View/Save OSPI Extract File process. This process lets you verify that a file was created and lets you save the file to the Export\Fin_Sec folder.

To view and save the OSPI Extract File:

1. In the Web interface, go to Human Resources\Federal/State Reporting\SR\WA\SS\VS.
2. Verify that the .DAT file was created.
3. Click Save to Export Folder and Transmit to OSPI.
4. When the process is finished, click Back.

The extract file initially appears in the Export\Fin_Sec folder.

Transmittal File Transmission Information

The OSPI Extract File is transmitted to OSPI through an automated File Transfer Protocol (FTP) process. The OSPI Extract File should transmit to OSPI within one hour from the time you create it.

OSPI Extract File Name Structure

The file naming convention for the SPI Salary Exhibit F195 extract includes the report number F195, and the two digit county and three digit district number (ccddd). SAL indicates it is the Salary Exhibit extract, D indicates the extraction date (yymmdd), T indicates the extraction time (hhmmss), and the .DAT indicates data.

F195<ccddd>SALD<yymmdd>T<hhmmss>.DAT.

The transmittal file is time-stamped. Previously generated transmittal files are not overwritten. The transmittal process (ETL Utility/SFTP process) FTPs a copy of the file found in the Export\Fin_Sec folder to OSPI. The original .DAT file in the Export\Fin_Sec folder is renamed to .TXT. This is done to avoid multiple transmittals of the same .DAT file.

Example for Emerald School District:

F19599555SALD151002T141456.**DAT (Original File)**
F19599555SALD151002T141456.**TXT (Renamed File)**

Note	You can delete old F195*.TXT files from the Export\Fin_Sec folder.

Verify the Extract File Was Sent to OSPI

If the HR Budget data is not available in the OSPI EDS system, you or your Information Service Center can do some limited troubleshooting by verifying whether or not the file was sent to OSPI. You must have the appropriate Security level to view the Export\Fin_Sec folder.

To verify that the extract file was sent to OSPI:

1. Check the Export\Fin_Sec folder to see if the .DAT version of the file is there.
    - If you don't see a .DAT file in the Export\Fin_Sec folder, go back to "View/Save the OSPI Extract File" (page 177).
        - If you see your file in the View/Save screen, save it to the Export Folder.
        - If you don't see your file in the View/Save screen, go back to "STEP 20: Create SPI Salary Exhibit Report and OSPI Extract File" (page 174).
    - If you do see a .DAT file in the Export\Fin_Sec folder, this means the automated file transfer process has not yet copied the file to WSIPC's FTP server.
2. Check the Export\Fin_Sec folder to see if the .TXT version of the file is there.
    - If you see a .TXT file in the Export\Fin_Sec folder, the automated file transfer process has copied the file to WSIPC's FTP server.
        - Wait about 30 minutes and see if the HR Budget data is now available in the OSPI EDS system.
    - If you see a .TXT file in the Export\Fin_Sec folder but do not see it in the OSPI EDS system within one hour, submit a FootPrints ticket to WSIPC Infrastructure Services (IS).

Figure 65 shows an example from a TLA for the F195 .DAT file in the Export\Fin_Sec folder.

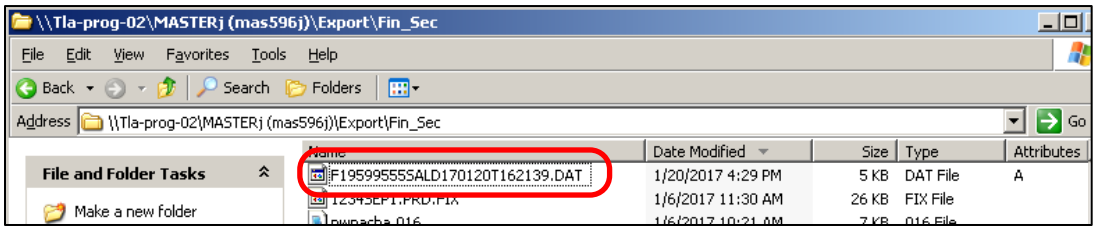
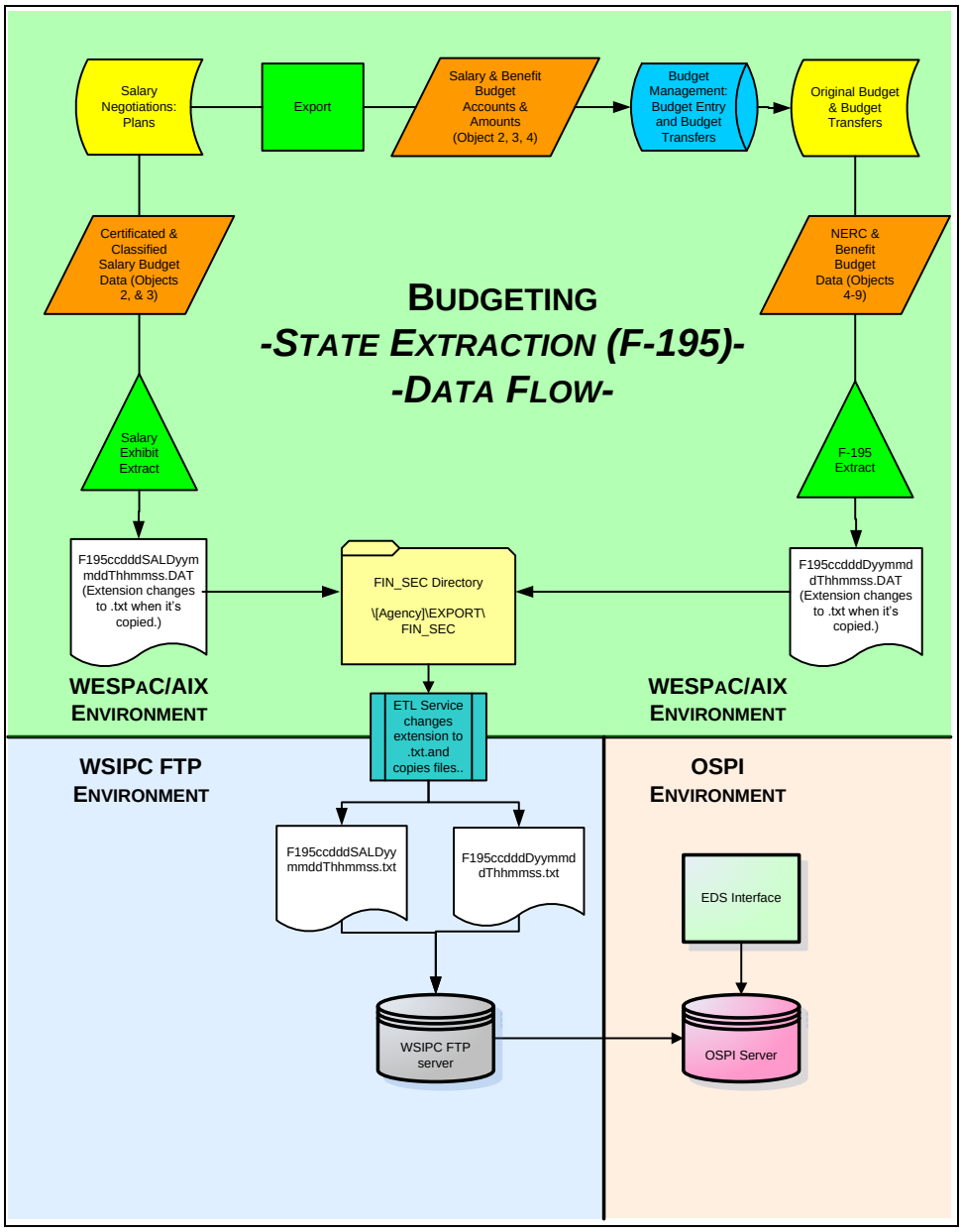


Figure 65 - Example Export\Fin_Sec folder

Tip	Appendix C in the *WSIPC Guide to Financial Management Budgeting* has information about the extract and transmission that you may find helpful.

Appendix A – Budgeting
State Extraction (F-195) Data Flow



Appendix B – Assignment Audit Exceptions

Position Control Exceptions Messages:

- Calendar for Position not for Plan year. Change Position calendar to the calendar for Plan year?
- Position Calendar not found in current Plan
- Start date not in calendar range, change Position start date to
- End date not in calendar range, change Position end date to
- Number of days: Pos = " " <> Calc =
- Number of hours: Pos = " " <> Calc =
- Number of minutes: Pos = " " <> Calc =
- Position Account Dist. percents <> 100%
- Fiscal Year on Position does not equal the Fiscal Year of Plan.

  The Fiscal Year message is generated because the Plan Year field (HPMPLN-YEAR) in the Plan Table (HPMPLN-PLAN) does not match the Fiscal Year field (HPMPOS-FIS-YEAR) in the Position Control Table (HPMPOS-POS-CTRL). The Year field in both tables should be the same as the Fiscal Year of the Plan. When the year fields don't match, the exception is created. The Assignment Audit Run the Update (Audit Fix) process will fix the years.

Assignment Exceptions:

- Assignment does not have an associated Position
- Assignment calendar not found in current Plan
- Assignment start date is unknown, change Assignment start date change to calendar start date

- Assignment start date is before calendar start date change to
- Assignment start date is after calendar end date change to
- Assignment start date inactive change to
- Start date " " was not found in calendar
- Assignment end date is unknown, change Assignment end date change to calendar end date
- Assignment end date is after calendar end date change to
- Assignment end date is before calendar end date change to
- Assignment end date inactive change to
- End Date " " was not found in calendar
- Number of days: Asn = " " <> Calc =
- Number of hours: Asn = " " <> Calc =
- Number of minutes: Asn = " " <> Calc =
- Hours per day: Asn = " " <> Calc =
- Minutes per day: Asn = " " <> Calc =
- Seconds per day: Asn = " " <> Calc =
- Hours Per Day of " " is greater than 24. A manual fix is probably needed.
- Minutes Per Day of " " is greater than 60. A manual fix is probably needed.

- Fiscal Year on Assignment does not equal the Fiscal Year of Plan.

  The Fiscal Year message is generated because the Plan Year field (HPMPLN-YEAR) in the Plan Table (HPMPLN-PLAN) does not match the Fiscal Year field (HPMASN-FIS-YEAR) in the Assignments Table (HPMASN-ASSIGNMENTS). The Year field in both tables should be the same as the Fiscal Year of the Plan. When the year fields don't match, the exception is created. The year should be changed during the import process, but might not be changed if, for example, the import process is done and then the year is changed on the plan. The Assignment Audit Run the Update (Audit Fix) process will fix the years.

- Calculated Contract Amount: Asn = " " <> Calc =

- Per Diem Contract: Asn = " " <> Calc =

- Assignment Account Dist. percents <> 100%

- Add On Amount: Asn = " " <> Calc =

Appendix C – Data Validation Exception Messages

You may see the message "Crosswalk accounts have not been created" in the upper-left-corner on page one of the report. This message is generated when any of three validation flag fields in the Crosswalk Table are False. For example, when an Account Code is added, two of the validation flag fields are now False, so the message is generated.

Note	Error messages prevent the extract file from being created. Warning messages do not stop creation of the extract file, but should be reviewed and corrected.

Table 11 shows information for all possible Data Validation Exception Messages you may see on the Data Validation Report. The Exception Messages are listed in alphabetical order by areas (Add-on, Assignment, and Breakdown).

Mix Factor	S-275	SPI Salary Exhibit	Exception Message Explanation
N/A	Error	N/A	Add-on: Derived add-on Activity-Duty Code combination is not valid per SPI. The Activity and Duty Code combination in the Assignment Breakdown is not a valid combination per OSPI.
N/A	Error	Error	Add-on: No State Code defined in Code Table for Assignment Group/Duty derived from add-on suffix. The Duty Code in the Assignment Breakdown does not have a State Code in the Groups (Duty) Codes Table.
N/A	Warning	Warning	Add-on: Suffix 0 found for add-on dollars. The Duty Code in the Assignment Breakdown has a 1 or 3, so the add-on suffix should not be 0.

Mix Factor	S-275	SPI Salary Exhibit	Exception Message Explanation
Error	Error	Error	Assignment: Breakdowns not defined for this Assignment. Information in the Assignment Breakdown area has not been entered yet.
Warning	Warning	Warning	Assignment: Main Assignment dollars (not including add-on) are less than zero. The Assignment Per Diem amount is less than 0.
Warning	Warning	Warning	Assignment: No Assignment has been selected. The Assignment Breakdown does not have an Activity (Assignment) Code.
Error	Error	Error	Assignment: No Breakdown Records exist. The Assignment Breakdown information is blank (no record has been added yet).
Warning	Warning	Warning	Assignment: No Position has been selected. The Assignment Breakdown does not have a Program (Position) Code.
Error	Error	Error	Assignment: No Position Record exists. This will probably not occur. If an Assignment exists without a Position, this message would appear.

Mix Factor	S-275	SPI Salary Exhibit	Exception Message Explanation
Warning	Warning	Warning	Assignment: Sum of Account Code percentage on Breakdown Records differs from the Account Code percentage on Payroll button. This message can appear when more than two decimal places are entered in the Percent field on the Breakdown Maintenance screen. Because only two decimal places are stored in the database, the total percentages may not exactly match. To learn more about this warning, see "Assignment Breakdown Percent" (page 201).
Warning	Warning	Warning	Assignment: Total dollars are less than zero. The Assignment Per Diem amount is less than 0.
Warning	Warning	Warning	Assignment: Total dollars are zero.
Error	Error	Error	Assignment: Total percentage for Breakdown Records not equal to 100%. This will probably not occur because account numbers must equal 100% before you can leave the screen.
Error	Warning	Error	Breakdown: Account attached to Breakdown Record does not exist on the Payroll button Account Code list.
Warning	Warning	Warning	Breakdown: Activity Code not equal Crosswalk Account Code Activity (dimension 5). Dimension 5 of the Account Code is different than the Activity Code on the Breakdown Record.

Mix Factor	S-275	SPI Salary Exhibit	Exception Message Explanation
N/A	Error	N/A	Breakdown: Activity/Duty Code combination not valid per OSPI. You can ignore the SE Error. The valid Activity/Duty Code combinations are updated annually in the fall for S-275 Reporting. (The Salary Exhibit Report does not produce the same error.)
Error	Error	Error	Breakdown: Activity selected has no value in the State Code field in Codes Table. Review the Assignment Codes Table for the Activity (Assignment) Code and enter a code in the St. Code field.
Error	Error	Warning	Breakdown: Certificated Duty suffix is 0 and FTE is greater than 1. The FTE should not be greater than 1 for Washington State Reporting.
N/A	Warning	Warning	Breakdown: Classified Duty suffix is 0 and FTE is greater than 1. The FTE should not be greater than 1 for Washington State Reporting.
Warning	Warning	Error	Breakdown: Crosswalk Account not found for account. The Account Number does not have a crosswalk account in the Chart of Accounts.
Error	Error	Error	Breakdown: Duty Code is not 3 digits between 001-005 or 100-999.

Mix Factor	S-275	SPI Salary Exhibit	Exception Message Explanation
Error	Error	Error	Breakdown: Duty selected has no value in the State Code field in Codes Table. Review the Groups Codes Table for the Duty (Group) Code and enter a code in the St. Code field.
N/A	Warning	Warning	Breakdown: Duty suffix is 1 or 3 and Assignment has hours. Duty Codes with suffix 1 or 3 (like 211) are non-time driven, so the Assignment should not have hours.
N/A	Warning	Error	Breakdown: Duty suffix is 2 and Assignment has no hours. If a Duty Code has suffix 2 (like 312), then there should be hours on the Assignment.
Error	Warning	Error	Breakdown: First Position of the Duty Code indicates (Certificated/Classified) Assignment, but Account Code Object is (x), Dimension 6. The Object portion (dimension 6) of the Account Code does not start with 2 (certificated) or 3 (classified).
Error	Warning	Error	Breakdown: No Account has been selected.
Error	Error	Error	Breakdown: No Activity has been selected.
Error	Error	Error	Breakdown: No Duty has been selected.
Error	Error	Error	Breakdown: No Program has been selected.
Error	Error	Error	Breakdown: Program/Activity Code combination not valid per OSPI.
Warning	Warning	Warning	Breakdown: Program Code not equal Crosswalk Account Code Program (dimension 4).

Mix Factor	S-275	SPI Salary Exhibit	Exception Message Explanation
Error	Error	Error	Breakdown: Program selected has no value in the State Code field in Codes Table. Review the Position (program) Codes Table for the Program Code and enter a code in the St. Code field.

Table 11 - Data Validation Exception Messages

Appendix D – Frequently Asked Questions

This section provides information on some questions and answers for Human Resources budgeting. The questions are listed alphabetically.

How can I add Benefits to Assignments that don't have a matching Profile Pay Record Pay Code?

You can use the Benefit Mass Processing Utility to add Benefits to Assignments based on selection criteria. For example, you can use Employee Selection Parameters based on a selected Pay Code or other selection criteria.

To learn about this utility, see "Add Benefits to Assignments Using the Benefit Mass Processing Utility" (page 118).

If needed, you can individually add benefits to Assignments through the Ded/Ben Information tab. To learn how to do this, see "Add Benefits to Individual Assignments"
(page 121).

How can I assign/update a changed calendar to a group of employees after the Plan Calendar Cycle has already been run?

You can run the Plan Calendar Cycle Preview and Continue option on the same calendars multiple times for each Budget Plan. This process runs for all Budget Plans and does not run on selected employees.

To learn more, see "Update Assignment Calendars Using the Plan Calendars Cycle Process" (page 71).

Another option is to use the Position – Assignments Mass Change Utility. You would select o = old code and select the same calendar for both old and new. Then enter the old and new start and end dates.

To learn more, see "Position - Assignments Mass Change Utility" (page 77).

How can I find out what Step is in the Placement Tracker for all Assignments in my Plan?

You can create a Data Mining Report for a selected Plan that includes the Position Lane, Position Step, and Position Credits fields. If you print the report to Excel, you can sort by Position Step from largest to smallest. You can also filter on the Position Step to find steps that did not get rounded up or down.

How can I mass change salary amounts?

For example, I want to change a stipend from $500 to $600.

You can use the Salary – Hourly Mass Change Utility to mass change a stipend amount. To learn how to do this, see "Salary – Hourly Mass Change Utility" (page 83).

What are some quick ways to find where discrepancies are originating?

This would depend on what type of discrepancy and what part of the HR Budgeting Process. The information in both the frequently asked questions and troubleshooting sections could provide some answers if your type of discrepancy is described.

It can be helpful to fix data issues as they are known rather than waiting. The sooner in the process data is accurate, the better it is when you get towards the end of the process for creating and extracting data for OSPI. For example, if the Data Validation Report lists items that impact the SPI Salary Exhibit, review and fix the issues right away.

Why are some Assignments excluded from the Budget Create screen?

This can happen if all Job Types are not selected or if the Include Blank Job Types option is not selected. To learn more, see "Select Options on the Budget Compare Setup Screen" (page 161).

Why are the Plan Detail amounts two or more times than what they should be?

This can happen when the Generate Plan Detail process is run multiple times. For example, a user starts the Generate Plan Detail process and before that process is finished, the user starts the Generate Plan Detail process again.

Why are the SPI Salary Exhibit and Budget Create Amounts different?

Refer to the following troubleshooting items:

- "Budget amounts don't match the SPI Salary Exhibit Report amounts" (page 210).
- "Budget dollars are missing on the SPI Salary Exhibit Report or in the Budget Creation" (page 210).

Why doesn't the HR Budget exported to Financial Management match?

Refer to the following troubleshooting items:

- "Budget amounts don't match when comparing Budget Records in Financial Management to Salary Negotiations Reports and Budget screen" (page 207).
- "Budget Total in Financial Management is different from what is exported from Salary Negotiations" (page 208).

Why doesn't the Budget in OSPI's EDS interface match the Budget in Financial Management?

The Troubleshooting section in the *WSIPC Guide to Financial Management Budgeting* has information about why the Original Budget and EDS can have different dollar amounts. These differences could be related to budget transfers, crosswalk accounts, or changes to the Original Budget after the extract.

To learn more, see "Appendix G" in the *WSIPC Guide to Financial Management Budgeting*.

Why is my Budget Create button grayed out?

When the Create button is grayed out, this means you need to run the Generate Plan Detail process for the Budget Plan. Figure 66 shows the Create button and the message at the bottom of the screen.

Note	The message at the bottom of the screen states "under the 'Calculate' options." Be aware this refers to where the option was in the PaC interface. The Web interface option is in Plan Processes.

To learn more about this, see "Budget Create button is grayed out" (page 207).

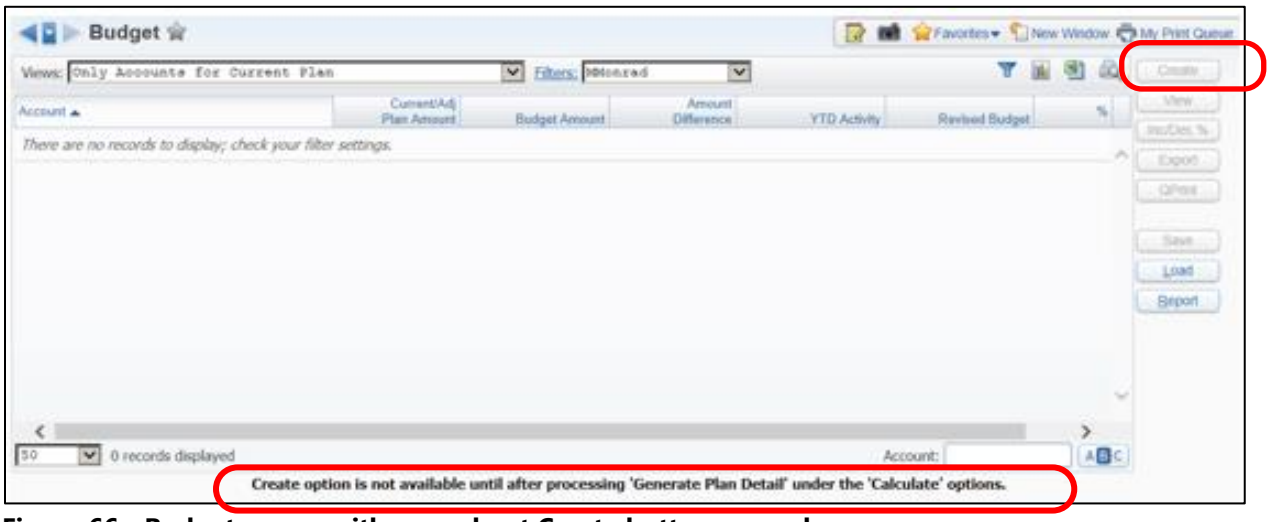


Figure 66 - Budget screen with grayed out Create button example

Why is my Budget not balanced to my Employee Cost by Account Report?

Verify that that the Selection Parameters for the Employee Cost by Account Report include vacant Assignments and inactive profiles, like the Selection Parameters selected on the Budget Create screen.

Why is the Revised Budget column on the Budget Create screen showing amounts are doubled?

This is because the Add to Existing Amount option was selected on the Budget Compare Setup screen instead of selecting the Replace Existing Amount option.

To learn more about this, see "Select Options on the Budget Compare Setup Screen" (page 161).

Why is the total on the Budget screen different from the total on the SPI Browse screen?

The SPI Browse screen displays the Assignment Calculated Contract amount (salary) and the Budget screen includes both salary and benefits. You cannot compare the overall grand total between these two screens because each screen represents two different grand totals (salary only versus salary plus benefits).

If you display total lines only by Account Code on the SPI Browse screen you can compare those salary totals on the Budget screen. Using Excel on both the Budget screen and the SPI Browse screen may make it easier to compare the two Excel worksheets to find differences.

Why isn't my Budget data showing up at OSPI?

This could happen if you forgot to save the OSPI Extract File to the Export folder.

To learn how to save the OSPI Extract File to the Export folder, see "View/Save the OSPI Extract File" (page 177). To learn more about the extract file, see "Transmittal File Transmission Information" (page 178).

Appendix E – Troubleshooting

This section provides information on some Human Resources budgeting issues. The issues are listed alphabetically and within specific categories.

Assignments

Issues for Assignments are listed in this section.

Assignments for Teachers with Placement Tracker Steps Like 4.45 and 9.73

This problem occurs when Steps are not rounded up or down during or after the Step Increase process (or after the Professional Development Update process).

- To resolve this problem for Teacher Assignments that have unrounded Steps, go to the Assignment Maintenance screen, Salary Information tab, and change the Step. For example, if the Step is 4.45, change the Step to 4.00. If the Step is 9.73, change the Step to 10. The rounded Steps equate to years of experience and the salary matrix steps.

Assignments Not Showing Up in OSPI EDS

Some Assignment Breakdown Records were coded as 01 – 21 – 254 and the salary amounts charged to accounts for those assignments were not showing up in EDS.

Duty Code suffix 4 is not valid with 25x duty roots. OSPI confirmed that EDS rejects these due to an invalid program/activity/duty code combination

- To resolve this problem, review the Data Validation Report for Salary Exhibit error "Breakdown: Activity/Duty code combination not valid per OSPI." Then change the Duty in the Assignment Breakdown.

Calculated Contract amount does not match Per Diem Contract Amount

This problem is almost always due to the Effective Date on the Placement Tracker. The Effective Date for the Placement Tracker must be on or before the Work Start Date of the Assignment.

- To resolve this problem, go to the Assignment Maintenance screen, Salary Information tab, and change the Placement Tracker Effective Date.

This problem can also be due to the Assign Date, which must be less than or equal to the Start Date of the Assignment.

- To learn more about using a Data Mining Report to look for Assign Data issues, see "Data Mining Reports" (page 101).

- To resolve this problem, go to the Assignment Maintenance screen, Assignment Details tab and review the Assign Date. Then, look at the Salary Information tab and review the Start Date. Fix the date that is in error.

Error screens appear while working with Assignments

Examples:

** No Assignments Record is available. (91)

** Invalid character in numeric input? (76)

** Value 180 cannot be displayed using -9.99999. (74)

You can click OK on each of the error screens.

These error screens might appear if the employee Assignment has an unusual value in a field that affects the calculations. For example, the FTE field with a value of 18,000.000 is not what you would expect in the FTE field. Because the FTE field is used in the Assignment calculations, the calculated FTE, contract amount, and other data fields are not being accurately calculated. The Calc FTE field may appear with question marks.

- To resolve this problem, first try to edit the Assignment and fix the data. If that doesn't work, then delete the Assignment and re-add it.

Plan Detail Account Distribution did not match Breakdown and Payroll Distribution when expanding the areas from the Assignment Browse

Multiple assignments with Breakdown Records charged to the same account have overlapping assignment Start/End Dates. The Generate Plan Detail rolled the two assignment Breakdown Records into one record.

- To resolve this issue, correct the Start/End Dates.

Assignment Audit Issues

Issues for the Assignment Audit process are listed in this section.

Assignment Calendars did not Advance for some Assignments when the Assignment Audit Process was run

This problem might occur if the Do not use calendar to find Calc FTE and the Use FTE instead of Calc FTE to calculate pay amounts check boxes are selected on the Assignment Salary Information tab. For example, you may have stipend Assignments that use those check boxes. The Assignment Audit process does not advance calendars to the correct dates when these check boxes are selected because the Assignments are disconnected from the calendar.

- To resolve this problem, you can use the Position – Assignments Mass Change Utility to update the Assignment Start and End dates. To learn more about this utility, see "Position - Assignments Mass Change Utility" (page 77).

Calendar exceptions

This problem might occur if the Budget Year calendars are not created.

- To resolve this problem, create Budget Year calendars.

This problem might occur if the dates on the Position don't include the Assignment dates.

- To resolve this problem, review the Position and Assignment dates. Add and edit Positions and Assignments as needed.

"Fiscal Year on Assignment does not equal the Fiscal Year of Plan" audit exception message

This problem occurs when the Fiscal Year field value in the Assignments Table does not match the Plan Year field in the Plan Table (these are not values you see on the screens). See "Appendix B – Assignment Audit Exceptions" (page 182) to learn more about this exception.

- To resolve this problem, run the Assignment Audit Update (fix) process to fix the years. To learn how to do this, see "Fix Assignment Exceptions" (page 74).

"Fiscal Year on Position does not equal the Fiscal Year of Plan" audit exception message

This problem occurs when the Fiscal Year field value in the Position Table does not match the Plan Year field in the Plan Table (these are not values you see on the screens). To learn more about this exception, see "Appendix B – Assignment Audit Exceptions" (page 182).

- To resolve this problem, run the Assignment Audit Update (fix) process to fix the years. To learn how to do this, see "Fix Assignment Exceptions" (page 74).

"No records were found to process" message

Figure 67 shows an example of the message you see when the Assignment Audit Process doesn't find anything that needs to be fixed and no further action is required.

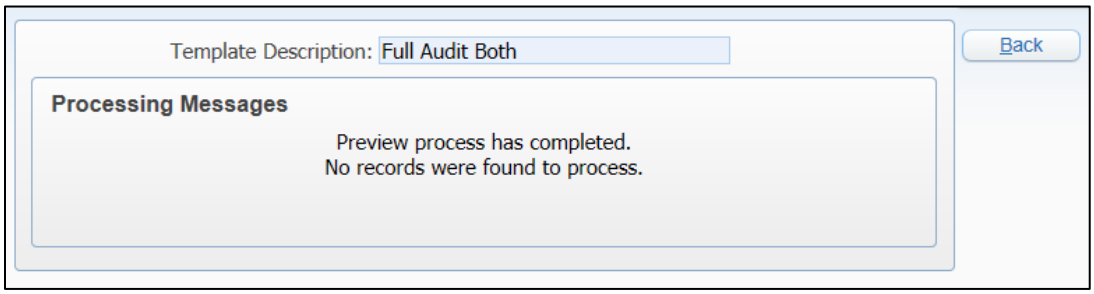


Figure 67 - Assignment Audit Processing Messages example

Assignment Breakdown Issues

Issues for the Assignment Breakdown are listed in this section.

Assignment Breakdown Information Missing

You may encounter an error when editing and saving breakdown information. This problem might occur if:

- The Use FTE instead of Calc FTE to calculate pay amounts check box is selected which means that the Do not use calendar to find Calc FTE check box is also selected and the Assignment is disconnected from the calendar and
- The Position Control and/or Assignment has no days or hours on the associated calendar.

This creates a problem for calculating the breakdown distributions for the Assignment. The breakdown distribution calculations look at the hours on the Assignment and the hours on the Position control to calculate the breakdown distributions. There are hours entered on the Assignment, but the Position Control has no days or hours on the associated calendar. When the distributions on the breakdown can't be calculated, the Breakdown Record is actually created but can't be displayed, and it then errors out because of the distribution calculation issue.

To resolve the problem, try any of the following:

- Add hours to the calendar on the Position Control
- Change the calendar on the Position Control associated with Assignment to a calendar with hours
- Move the employee to a different Position Control with hours on the calendar
- Enter hours on the Assignment Salary Information tab

Assignment Breakdown Percent

You can enter up to four decimal places in the Percent field on the Breakdown Maintenance screen but only two decimal places are stored in the database. Any Assignment Breakdown percentages with more than two decimal places can result in total percentages that don’t exactly match the Payroll Account distribution percentages.

If the percentages don't match, you'll see the following warning on the Data Validation Report:

> "Assignment: Sum of Account Code percentage on Breakdown Records differs from the Account Code percentage on Payroll button."

This warning can occur even if Account Distributions on the Payroll Information tab match the Breakdown percent distributions.

Solution:
To resolve the problem, try any of the following:

- If the Breakdown percentages are two decimal places, review the Payroll Account distribution percentages compared to the Assignment Breakdown percentages to verify what the differences might be. Make Assignment corrections if needed.

- If the Breakdown percentages are more than two decimal places and because this is a warning on the Data Validation Report, you can opt to do nothing and continue.

- If the Breakdown percentages are more than two decimal places, you can manually adjust the percentages to be only two decimal places. This would eliminate the warning on the Data Validation Report.

Example:
The district has Assignment Breakdown Records broken down to a very granular grade level. The Pay Code on the Assignment is evenly split 50% going to one account and 50% to another. The Assignment Breakdown is also split 50/50 between the two accounts. However, there are 12 different Breakdown Records with six charged to one account (Kindergarten, Grade 1, Grade 2, Grade 3, Grade 4, and Grade 5) and six charged to the second account (Kindergarten, Grade 1, Grade 2, Grade 3, Grade 4, and Grade 5).

Breakdown Percentages are stored in the database with only two decimal places even though you can enter up four decimal places on the Breakdown Maintenance screen. Breakdown percentages with more than two decimal places can result in total percentages that don't match the exact percentage of the corresponding Payroll Account distributions which are limited to two decimal places. In this case, the actual total of the six breakdown percentages charged to each account was something slightly less 50%. If the breakdown percentages are adjusted to only two decimal places, the slight discrepancies aren't recognized with the limitations of retaining only two decimal places and the warning on the Data Validation disappears.

Copy PPAADDD to Assignment Breakdown Report Exception Report appears and our plans were migrated

This problem might occur if a Duty Code is selected in the Assignment Group box. For example, the Assignment Group might have the 001 Sick Leave Code that has the 001 State Code instead of the Group Code Sick Leave that has no State Code.

- To resolve this problem, change the Breakdown Group box to the appropriate code.

Copy PPAADDD to Assignment Breakdown Report Exception Report appears listing mix style records

This problem can occur if the Program (Position) or Activity (Assignment) fields have a description instead of the State Codes. For example, the Program field could be Certificated instead of a State Code like 01 or the Activity field could be Teacher instead of a State Code like 27.

- To resolve this problem, change the Breakdown Program or Activity box to the appropriate code.

Benefit Issues

Issues for benefits are listed in this section.

Benefit amount for Workers' Compensation is not calculating

This problem might occur if the WC Benefit Code is on an Assignment and the Assignment has zero hours.

- To resolve the problem, verify if the Assignment is supposed to have zero hours and therefore should not have a benefit amount for Workers' Compensation calculated. Remove the WC Benefit Code from the Assignment.

  If a WC Benefit Code is on an Assignment, the calculation process expects hours to be on the Assignment.

This problem might occur if the WC Benefit Code is not on an Assignment and the Assignment has hours.

- Verify that the Assignment should have hours and should calculate a benefit amount for Workers' Compensation. Update the hours as needed and add the WC Benefit Code if it is not on the Assignment.

This problem might occur if the Assignment Pay Code does not have a Workers' Compensation Code selected (the Workers' Comp Code box is blank).

- To resolve this problem, verify that the Assignment has the correct Pay Code. Verify that the Pay Code should have a Workers' Compensation Code. Update the Assignment and/or Pay Code as needed.

This problem might occur if the Assignment Pay Code should not have a Workers' Compensation Code selected (the Workers' Comp Code box is blank) but the Assignment Benefits have the 1WC Benefit Code attached. The Generate Plan Detail exception message would be "WC benefit found, but Pay Code is not associated with a WC Code."

- To resolve this problem, verify that the Assignment has the correct Pay Code. Verify that the Pay Code should not have a Workers' Compensation Code. Remove the 1WC Benefit Code from the Assignment Benefits.

Benefit Code maximum is ignored on unfilled Assignments

This problem might occur if you created a separate FICA Benefit Code to use with unfilled Assignments. For example, a ZFICA Benefit Code is set as amount with a 999,999 maximum. The budget benefit dollars are over the expected maximum amount.

- To resolve this problem, verify that the ZFICA Benefit Code is set up as Group = Other instead of Group = Tax.

  The Generate Plan Detail process expects any Benefit Code designated as Group = Tax to be a percent (not amount).

Benefit Dollars don't look correct

This problem might occur if the Workers' Compensation Rates are not correct.

- To resolve this problem, review the Workers' Compensation Rates List to verify values.

This problem might occur if the Unemployment percentage in the Ded/Ben Group is not correct.

- To resolve this problem, review the Ded/Ben Group to verify that amounts and percentages are as expected.

This problem might occur if the Benefit FTE is not correct or if the Benefit FTE on Assignments should have zero Benefit FTE.

- To resolve this problem, review the Benefit FTE on miscellaneous dollar Assignments.

Benefit totals differ between individual and combined plans

This problem might occur when using a different Ded/Ben Group or Workers' Compensation Table in the Plans.

- To resolve this problem, use the same Ded/Ben Group and Workers' Compensation Table in all of the Budget Plans.

This problem might occur when using different selection parameters on Plan Comparison Reports.

- To resolve this problem, use same the selection parameters on Plan Comparison Reports.

This problem might occur when Employees are in multiple Plans and have a Workers' Compensation average Employee Type setting.

- In this situation, there is nothing to resolve. You would need to know which employees are in multiple plans and are Employee Types that average Workers' Compensation. Knowing this will help you explain the differences between the individual Budget Plans and the combined Budget Plan.

Insurance Benefit amount not calculating for some employees

This problem can occur if the Insurance Benefit Code is added to all Assignments instead of just the base Assignments.

- To resolve this problem, remove the Insurance Benefit Code from non-base Assignments. You can use the Benefit Mass Processing Utility with Delete Benefit option. Make choices in the Employee Selection Parameters to define the non-base Assignments.

"Partial WC rate not found" message appears on the Generate Plan Detail Exception Report

This problem might occur if the Budget Plan does not have a Workers' Compensation Rate Table.

- To resolve this problem, verify whether or not the Plan has a Workers' Compensation Rate Table. If there isn't a Rate Table for the Plan, you can clone rates from another Plan. To learn how to do this, see "Clone a Workers' Compensation Rate Table" (page 59).

This problem might occur if the Effective Date in the Workers' Compensation Rate Table is later than the Start Date on the Assignments.

- To resolve this problem, add rates to the table with an Effective Date that is on or before the Assignment Start Date (like 07/01/20xx). To learn how to do this, see "Add a Workers' Compensation Rate Table" (page 57).

Budget Issues

Issues for budget are listed in this section.

Budget amounts don't match when comparing Budget Records in Financial Management to Salary Negotiations Reports and Budget screen

This problem might occur if the Replace Existing Amounts option is not selected in the Salary Negotiations Budget Compare Setup screen (Figure 55 on page 163).

- To resolve this problem, try the following:

    1. Create the Salary Negotiations Budget again. Select the Replace Existing Amounts option and *do not* select the Round Revised Budget Amounts option.

    2. Verify that the amounts that will export to Financial Management Records are correct by reviewing the Revised Budget column on the Salary Negotiations Budget screen.

Budget Create button is grayed out

This problem occurs because the Generate Plan Detail process needs to be run on the Budget Plan.

- To resolve this problem, run the Generate Plan Detail process. To learn how to do this, see "STEP 17: Run Generate Plan Detail and Reports" (page 141).

Budget dollars compared to previous year are not accurate

This problem might occur when the Create records for only accounts affected by current plan option is selected on the Budget Create screen and the previous budget year had accounts not used in the current budget year.

- To resolve this problem, use the Create records for all accounts within the selected ranges option and use this Object Account range 2000-4999.

Budget dollars are not exported

This problem might occur if incorrect Budget Create parameters were used.

To resolve this problem, try the following:

- Include ALL Employees (including Vacant Assignments and Inactive Profiles) in the Employee Selection Parameters
- Include all Job Types and blank Job Types
- Remove duplicate Job Type Descriptions from the Job Type Code Table

To learn how to do this, see "Select Options on the Budget Compare Setup Screen" (page 161).

Budget Total in Financial Management is different from what is exported from Salary Negotiations

This problem might be caused if budget rounding is used or if Financial Management Reports are run using whole dollars.

- To resolve this problem, try the following:
  - Do not select the Round Revised Budget Amounts option on the Budget Compare Setup screen.
  - Do not run Financial Management Reports with the Whole Dollars option.

SPI Salary Exhibit Report Issues

Issues for the SPI Salary Exhibit Report are listed in this section.

Add-On amounts not included on SPI Salary Exhibit Report

Some districts use add-on amounts to adjust base Assignment salary amounts with either a positive or negative amount. If the add-on is for a base Assignment, the State Code for the add-on must be 0. Verify that the State Code is 0.

- To verify the State Code is 0:

    1. On the Assignment Maintenance screen, select the Add-ons tab.
    2. Click Edit.
    3. In the Assignment Add-on area of the screen, click Add-on to verify the State Code.

Add-on amounts on Assignments correctly sum on the calculated salary and correctly extract in the Budget Create, and are included in the SPI Salary Exhibit Reports and F-195 extract.

Benefit Value is either null (not 0) or is too high on the SPI Salary Exhibit Report

When this problem occurs, a message states that "1ReE3 (name of Retirement Benefit), Ded/Ben amount has a null value or overflow format error." The employee name also appears in the Exception area of the SPI Salary Exhibit Report. This problem is usually caused when Retirement benefit values are not modified after benefits are imported from Payroll.

- To resolve this problem, modify imported benefit values with the Filter Mass Processing Utility. To learn how to do this, see "Modify Benefits on Assignments Using the Filter Mass Processing Utility" (page 128).

Budget amounts don't match the SPI Salary Exhibit Report amounts

The SPI Salary Exhibit Report process rounds each SPI Assignment (program, activity, duty). The totals listed by Program are the sum of the SPI Assignments.

Note	If you want to compare the budget data to the SPI Salary Exhibit Report, select the Round Budget Amount check box on the Budget Compare Setup screen. After data is created, you can save it and use the QPrint option to create a report to compare to the SPI Salary Exhibit Report. You'll see rounded whole dollar detail values in the Revised Budget column in the Budget screen. The Current/Adj Plan Total in the lower-left corner of the Budget screen is still the sum of not rounded detail values. To learn how to select the Round Budget Amount check box, see "Select Options on the Budget Compare Setup Screen" (page 161).

Budget dollars are missing on the SPI Salary Exhibit Report or in the Budget Creation

This problem might occur if Account Code parameters are incorrect or if Account Codes are not set up.

- To resolve this problem, try the following:
  - Create all needed salary and benefit Account Codes
  - Do not use the Auto Create Account Codes in the Generate Plan Detail process
  - Check the Salary Negotiations Benefit Code Overlay setting
  - Create the Budget with wide open Account Ranges
  - Verify that accounts are set up correctly on the Fiscal Side
  - Verify that Account Descriptions and Crosswalks are created

Classified Assignment FTE is different on the SPI Salary Exhibit Report

This problem occurs if the Classified Position does not have the 2,080 hours on it (the SPI Salary Exhibit Report calculation is total Assignment hours divided by 2,080).

- To resolve this problem, structure Classified Positions with 2,080 hours.

"** High Classified Hourly Rate has a null value or overflow format error" message appears on the SPI Salary Exhibit Exception Report

This problem occurs if an employee Assignment has an unusual value in the Per hour field in the Assignment Payroll Information. The Name Key and Last Name, of the employee that this message is referring to, are not listed for this error message, so you must do some research to determine this.

Use the SPI Browse Utility because you can select the specific breakdown program, activity, and duty combination listed on the exception report. From the SPI Browse screen, you can view or edit each Assignment and look at the Per hour field on the Assignment Payroll Information screen.

If there are too many Assignments in the SPI Browse to view or edit each one, these reports may help.

- Data Mining Report - Create a Data Mining Report that includes the Assignments Hourly Rate field. Export the data to Excel and use the Data Filter option to find the unusual hourly rate.

- Pay/Benefit Distribution Report – Select the Pay Distribution Report Type, Print Summary Version of Report, and any other selection parameters.

- Summary Report – You can select to Print Individual Assignments, Include Hourly Rate (Per HR) on Report, and include selection parameters for the Assignment Position, Assign, and Group options.

To resolve this problem after you find the employee with the high hourly rate, edit the Assignment and review fields that impact the calculations. You may need to press the Tab key on your keyboard to move through some fields on the Assignment Maintenance screen. Go to the Assignment Payroll Information screen and see if the Per hour field is updated with the correct value.

“Null Value or Overflow Format” error appears on the SPI Salary Exhibit Exception Report

The Benefit Amount field size was reduced in March 2011 to make sure an error is created for a benefit dollar amount larger than the expected $99,999. The benefits edit check for the overflow was changed to “>>,>>>-” from “>>>,>>>,>>>-.” The Position functionality is designed to hold only one Position, so the benefit amount should never exceed $99,999.

- To resolve this problem, create multiple Positions so the benefits do not exceed $99,999.

“** Program xx Not Found **” error appears on the SPI Salary Exhibit Exception Report

An example of this error is ** Program 01 Not Found **, and 01 is a common program number. This error can appear for an Assignment when many other Assignments have program 01 and don’t have the error.

In conjunction with the program error message, the employee Assignment also has the “Crosswalk account not found for account:” message on the exception report. The message about the program not being found is a bit misleading. The real issue is that the account number does not have a crosswalk account. The SPI Salary Exhibit program logic uses the crosswalk Account Code in some of the processing.

- To resolve this problem, add the crosswalk account for the account number.

Program total amount is different between the SPI Salary Exhibit Report and the data in Financial Management

For example, the total in the SPI Salary Exhibit Report for Program 51 is 130,000. The total in Financial Management for Account Number 10 E 530 5100 xx xxxx xxx xxxx xxxx is $120,000.

- To resolve this problem, verify that the Breaks and Filters in Financial Management are set to display all the information for the Account Number.

Appendix F – Sample Budgetary Data Mining Report

This section shows an example for an Account Management Budgetary Data Mining Report for HR Budget data. The report can be helpful when reviewing or troubleshooting data exported from Salary Negotiations Budget to Financial Management.

The example screens below show the Report Information, Parameters, Breaks, Account Ranges, and Field Selection information you could use to create a report.

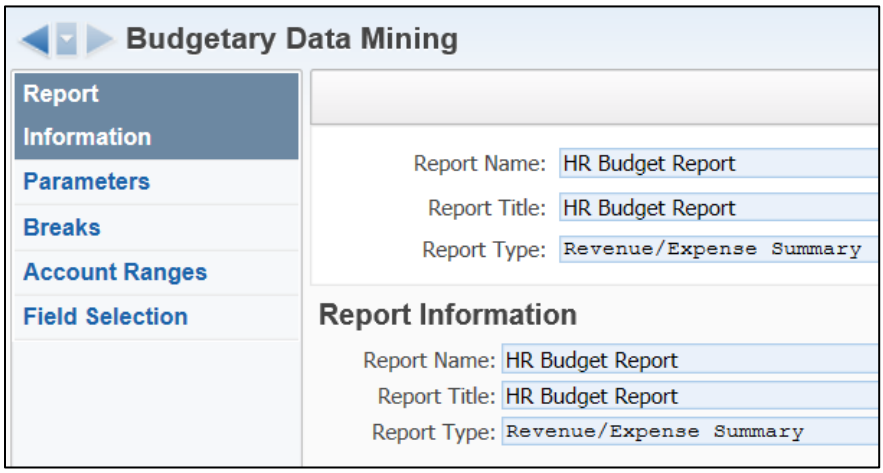


Figure 68 - Report Information tab for the HR Budget Report

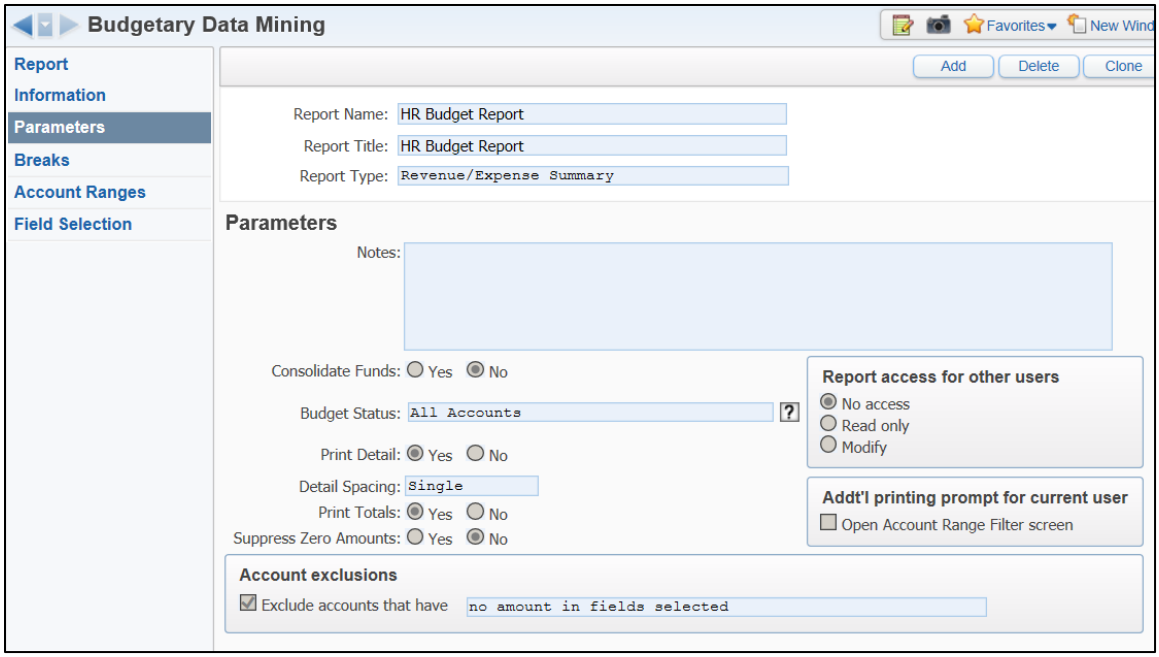


Figure 69 - Parameters tab for the HR Budget Report

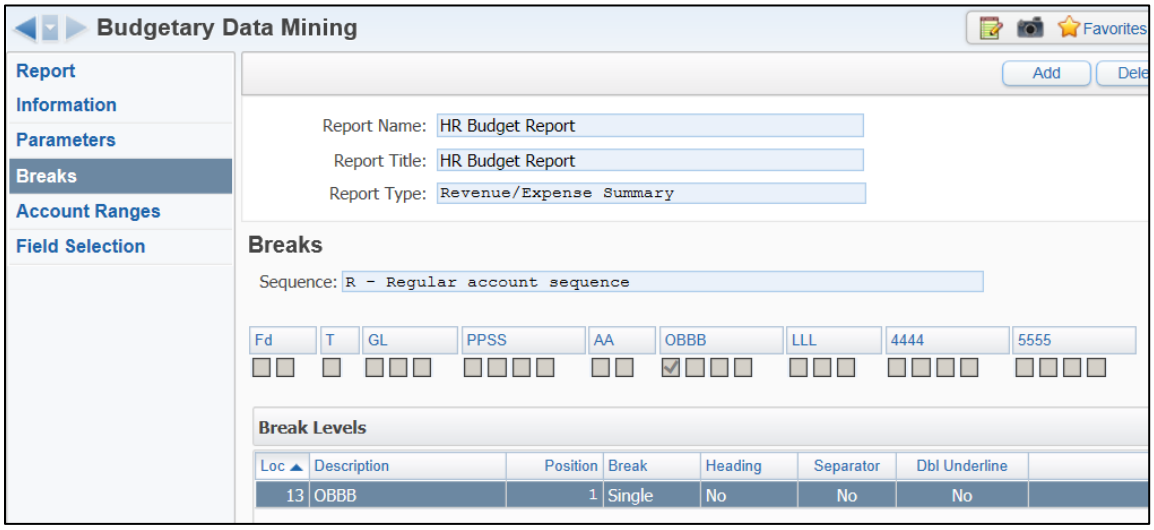


Figure 70 - Breaks tab for the HR Budget Report

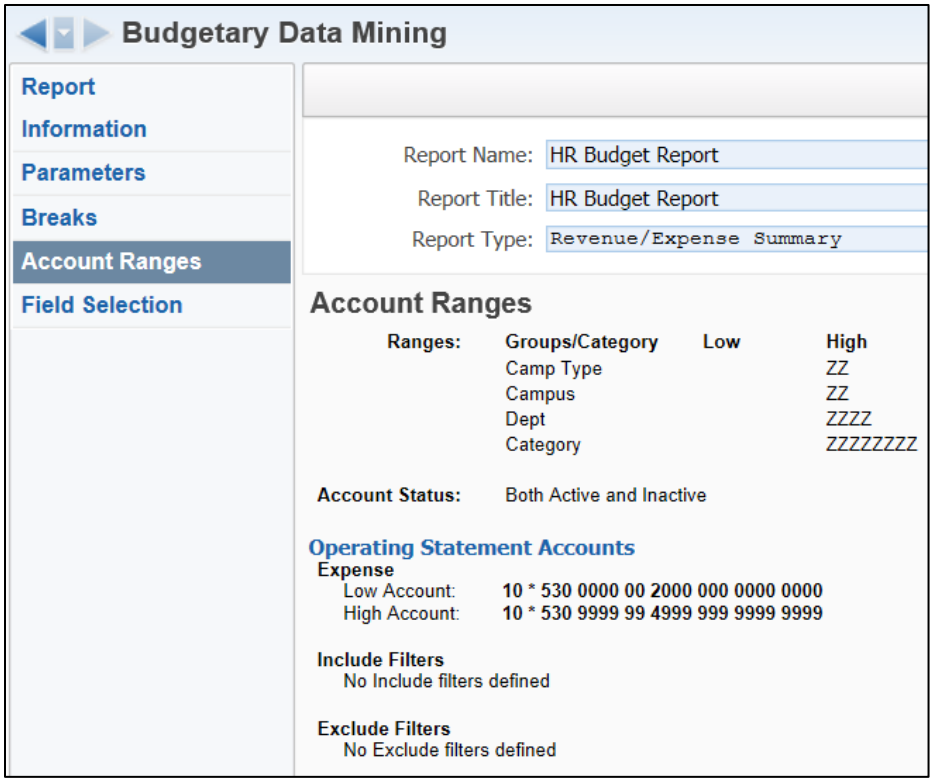


Figure 71 - Account Ranges tab for the HR Budget Report

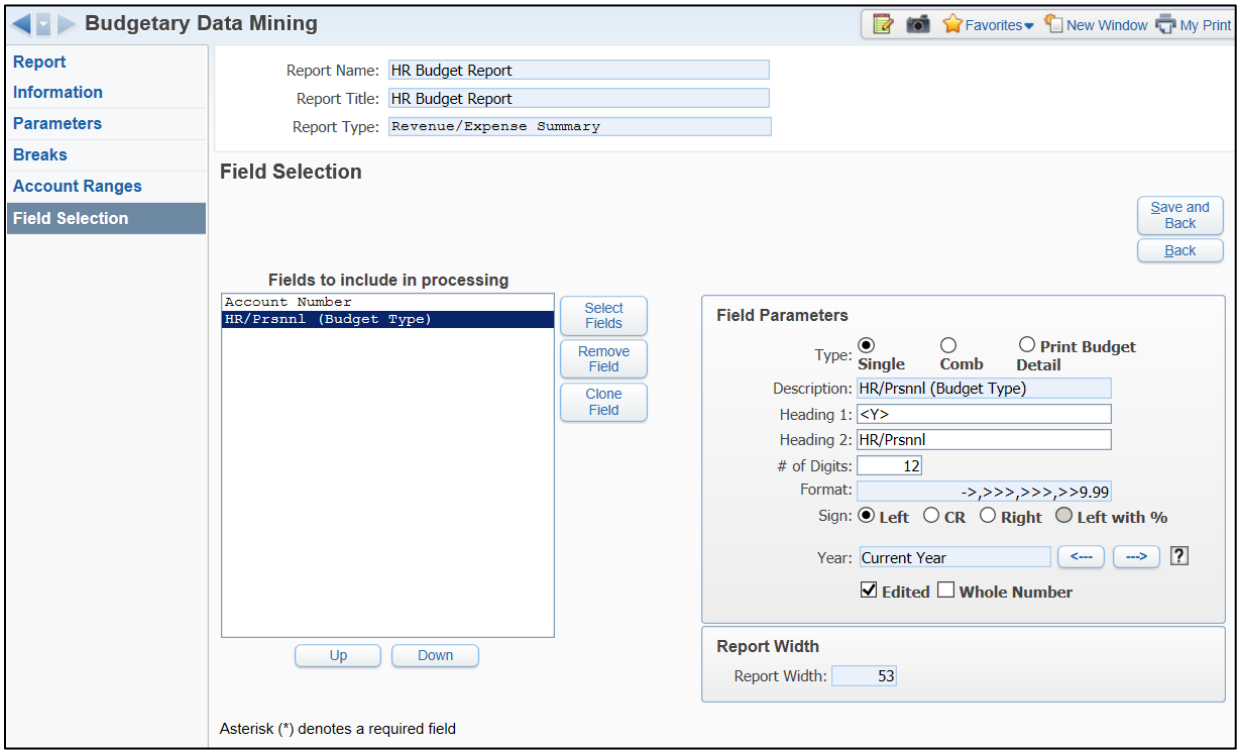


Figure 72 - Field Selection tab for the HR Budget Report

Figure 73 shows an example from the last page of the report. The highlighted Grand Expense Totals number matches the Salary Negotiations budget number.

3frbud12.p 62-2 Emerald School District
05.16.10.00.03 HR Budget Report (Date: 10/2017)

Fd	T	GL	PPSS	AA	OBBB	LLL	4444	5555	2017-18 HR/Prsnnl
10	E	530	9800	44	4330	000	0000	0000	145.99
10	E	530	9800	44	4340	000	0000	0000	5,076.55
10	E	530	9800	44	4350	000	0000	0000	7,684.49
10	E	530	9800	44	4---	---	----	----	18,949.08
10	E	530	9900	51	3000	000	0000	0000	71,441.20
10	E	530	9900	51	3---	---	----	----	71,441.20
10	E	530	9900	51	4310	000	0000	0000	749.76
10	E	530	9900	51	4320	000	0000	0000	3,758.40
10	E	530	9900	51	4330	000	0000	0000	124.17
10	E	530	9900	51	4340	000	0000	0000	4,317.75
10	E	530	9900	51	4350	000	0000	0000	6,535.89
10	E	530	9900	51	4---	---	----	----	15,485.97
10	E	530	9900	52	3000	000	0000	0000	53,969.52
10	E	530	9900	52	3---	---	----	----	53,969.52
10	E	530	9900	52	4310	000	0000	0000	1,244.53
10	E	530	9900	52	4320	000	0000	0000	4,037.85
10	E	530	9900	52	4330	000	0000	0000	94.12
10	E	530	9900	52	4340	000	0000	0000	3,272.92
10	E	530	9900	52	4350	000	0000	0000	4,954.30
10	E	530	9900	52	4---	---	----	----	13,603.72

Grand Expense Totals 5,691,685.34

Number of Accounts: 370

Figure 73 - Last page example for the HR Budget Report

Appendix G – Checklist

Human Resources
Personnel Budget Checklist
Timing and Sequence of checklist steps may vary at your district.

Step	Description	Notes	Date
	Find out from the fiscal office what Budget Balance Type should be used to export Salary Negotiations information to Financial Management.		
1	STEP 1: Review and Update Hire Dates		
	▪ Use a Data Mining Report to review hire dates.		
	▪ Update the hire dates.		
2	STEP 2: Update and Review Education and Experience Data		
	▪ Update education data.		
	▪ Update experience data.		
3	STEP 3: Set Up Calendars for the New Fiscal Year		
	▪ Calendar Events and Dates.		
	▪ Calendar Cycle (Roll).		
	▪ Review the New Fiscal Year calendars.		
4	STEP 4: Set Up Salary Matrixes for the New Fiscal Year		
	▪ Add or clone salary matrixes.		
5	STEP 5: Set Up Budget Benefits ***Use the same Benefits Group for all personnel Budget Plans.***		
	▪ Add a Ded/Ben Group for Budget Plans.		
	▪ Add Benefits to the Ded/Ben Group.		
	▪ Import Deductions to the Ded/Ben Group.		

Human Resources
Personnel Budget Checklist
Timing and Sequence of checklist steps may vary at your district.

Step	Description	Notes	Date
6	STEP 6: Modify Ded/Ben Group Benefit Codes		
	▪ Modify Unemployment benefit amounts.		
	▪ Modify Retirement benefit amounts.		
	▪ Modify medical (insurance) benefit amounts.		
	▪ Add a Workers' Compensation code with percent.		
	▪ Modify other benefit codes.		
7	STEP 7: Add New Placement Trackers		
	▪ Step Increase process.		
	▪ Professional Development Update process.		
8	STEP 8: Set Up Budget Plans		
	▪ Set up the salary calculation method configuration.		
	▪ Add a Salary Negotiations Budget Plan. Add one or many new original Salary Negotiations Plans for the personnel budget process.		
	▪ Import Assignments from existing EM or SN plans.		
	▪ Add a Workers' Compensation Rate Table.		
	▪ Clone a Workers' Compensation Rate Table.		
	▪ Modify a Workers' Compensation Rate Table.		
9	STEP 9: Add Unfilled Positions and Vacant Assignments		
	▪ Decide if you want to use the Add Vacant Assignment option in Position Control. You can use the Vacant feature in addition to your unfilled fake employees.		

Human Resources
Personnel Budget Checklist
Timing and Sequence of checklist steps may vary at your district.

Step	Description	Notes	Date
10	STEP 10: Create Miscellaneous Dollar Information		
	▪ Add a Budget Plan for miscellaneous dollars.		
	▪ Import Assignments from existing SN plans.		
	▪ Add miscellaneous dollar Positions and Assignments.		
11	STEP 11: Update Assignment Calendars and Audit Assignments		
	▪ Update Assignment Calendars using the Plan Calendars Cycle process.		
	▪ Using the Assignment Audit process.		
12	STEP 12: Review and Update Positions and Assignments Data		
	▪ Position-Assignments Mass Change Utility.		
	▪ Change Salary Matrixes on Assignments using the Filter Mass Processing Utility.		
	▪ Salary – Hourly Mass Change Utility.		
	▪ SPI Browse Utility.		
	▪ Mass Change Assignment Breakdown Utility.		
	▪ Account Mass Processing Utility.		
	▪ Assignment Breakdown Account Mass Processing Utility.		
	▪ Update Account Dist Mass Utility.		
	▪ Data Mining Reports.		
13	STEP 13: Update Individual Positions and Assignments		
	▪ Update Positions.		
	▪ Update Assignments.		
14	STEP 14: Audit Budget Plans		
15	STEP 15: Create the Working Budget Plans		

Human Resources
Personnel Budget Checklist
Timing and Sequence of checklist steps may vary at your district.

Step	Description	Notes	Date
16	STEP 16: Add and Modify Benefits on Assignments		
	▪ Add Benefits to employee Assignments.		
	◻ Import from Pay Records.		
	◻ Use the Benefit Mass Processing Utility.		
	◻ Individually add Benefits.		
	▪ Add Benefits to Unfilled Positions and miscellaneous dollar Assignments.		
	▪ Add Deductions to employee Assignments.		
	▪ Modify Benefits on Assignments using the Filter Mass Processing Utility.		
	▪ Set Benefit FTE on base Assignments for medical (insurance).		
	◻ Use the Benefit Mass Processing Utility.		
	◻ Use the Prorate Benefit FTE Utility.		
	◻ Use the Positions – Assignments Mass Change Utility.		
17	STEP 17: Run Generate Plan Detail and Reports		
	▪ Run the Generate Plan Detail process.		
	▪ Run reports:		
	◻ Assignment Breakdown Report		
	◻ Detail Report		
	◻ Employee Cost by Account Report		
	◻ Pay/Benefit Distribution Report		
	◻ Position Control Report		
	◻ Summary Report		
	◻ Mix Factor Report		
	◻ SPI Salary Exhibit Reports		

Human Resources
Personnel Budget Checklist
Timing and Sequence of checklist steps may vary at your district.

Step	Description	Notes	Date
18	STEP 18: Create Combined and Backup Budget Plans		
	▪ Run the Data Validation Report.		
	▪ Create a combined Budget Plan.		
	▪ Create a backup Budget Plan.		
	▪ Continue working with the combined Budget Plan.		
19	STEP 19: Create and Export Personnel Budget		
	▪ Create the Budget data.		
	▪ Export the Budget.		
20	STEP 20: Create SPI Salary Exhibit Report and OSPI Extract File		
	▪ Generate the SPI Salary Exhibit Report and extract file.		
	▪ View/Save the OSPI extract file.		
	▪ Review transmittal file transmission information.		

TERMS OF USE
The information contained herein is licensed, trade-secret and proprietary and may not be used, disclosed or reproduced without permission of the licensing authorities, WSIPC and/or Skyward, Inc. As a condition of use, the User agrees to protect and keep the information from disclosure or falling into the public domain. The failure to comply with this agreement may result in the immediate termination of the User's right to access the information.

COPYRIGHT
© Copyright 2018 WSIPC. All rights reserved.

Reproduction of any part of this manual in any medium without the express and written permission of WSIPC is prohibited by law.

This edition is printed in the United States of America. The contents may be corrected or modified by revisions without prior notice. Pages may be added, deleted, or changed as required.

The WSIPC logo is a registered trademark of WSIPC.

Skyward® is the registered trademark for Skyward, Inc. located in Stevens Point, Wisconsin.

WSIPC
2121 West Casino Road
Everett, WA 98204
425.349.6600
www.wsipc.org