Salary Budgets

Cynthia Ledesma
Budget Analyst
Office of Budgeting, Financial Planning &
Analysis

Objectives

- Use and understand HR related transactions
- Understand basic terminology
- Understand the integration between HR data and budget data
- Identify permanent vs temporary salary budgets
- Research and reconcile salaries

SAP Transactions

- PO13D
- PA20
- ZFM_SAL_RECON
- ZFISALFRINGE
- FMEDDW

Class Outline

- Part I – Discuss PO13D & PA20
  - 5 minute break to run reports
- Part II - Discuss Permanent Position Budgets
  - 5 minute break to run reports
- Part III – Discuss Temporary Position Budgets (staff)
  - 5 minute break to run reports
- Part IV – Discuss graduate students and faculty salaries
  - 5 minute break to run reports
- Part V – Reports to Use for Research (ZFM_SAL_RECON, ZFISALFRINGE, and FMEDDW)

PO13D – Display position

- General description:
  - Displays the master data for the position
- Main uses:
  - View position history
  - Cost assignment
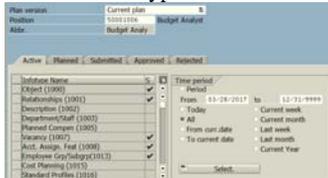 - Planned compensation

PO13D - Terminology

- **Position**
  - Individual assignment(s) in an organizational unit
  - Are either vacant or filled by persons (employees)
  - ALL employees must be assigned to a position

PO13D-Terminology

□ **Infotypes:**
  ■ A similar group of information
  ■ Infotypes with a ☑ indicate that information exists for that infotype.

PO13D - Terminology

□ **Tips and Tricks while looking at Infotypes:**
  ■ Under "Time Period," select the "All" radio button to see all entries in each infotype
  ■ Once the infotype is selected, click on the 🔲 icon to view <u>all</u> the information in that infotype.
  ■ After selecting the overall view (previous bullet) select the row that you want to view the detail and click the 🔲 icon.

PO13D - **Terminology**

□ **Planned Compensation (vacant positions only):**
  ■ The amount that the position is budgeted to be paid.
    □ Derived from:
      ■ 1) The creation of the position.
      ■ 2) The amount the last person who held the position was paid.

□ **Cost Distribution:**
  ■ What account the position is paid from (fund, fund center, etc).
    □ This should be the same as the person filling the position.
    □ Exceptions-individuals paid from grants or other temporary accounts.

PO13D - **Terminology**

- **Relationships Infotype:**
  - Holders-persons who have held the position and the dates that they have the position
  - Organization-what organization the position belongs to
  - Master Cost Center – The master cost center for the position
 - Description – What job describes the position

PO13D - **Terminology**

- **Vacancy:**
  - "Open"- means the position is vacant
  - "Filled/On Hold" – can mean either
    - Position is held by someone (look in the Holder relationship infotype)
      - or
    - Encumbrances for the position have been released for that time frame.

PO13D - Terminology

- **Account Assignment:**
  - Personnel Area – Indicates the division of the position.
  - Personnel Subarea – Indicates whether the position is fulltime or part-time and whether it is benefits eligible
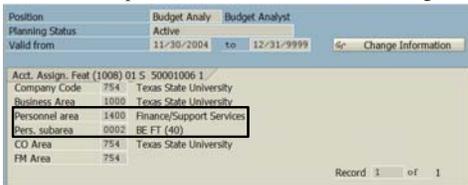
Position	Budget Analy	Budget Analyst
Planning Status	Active	
Valid from	11/30/2004 to 12/31/9999	Change Information

Acct. Assign. Feat (1008) 01 S 50001006 1		
Company Code	754	Texas State University
Business Area	1000	Texas State University
Personnel area	1400	Finance/Support Services
Pers. subarea	0002	BE FT (40)
CO Area	754	Texas State University
FM Area	754	

Record 1 of 1

PO13D - Terminology

- **Employee Group/Subgroup:**
  - Employee Group - indicates whether the position is Faculty, staff, student, etc.
  - Employee Subgroup - indicates whether the position is for 12 month or less than 12 month appointments and whether exempt or non-exempt.
- **Combination determines to what GL payroll will post**

Position	Budget Analy	Budget Analyst
Planning Status	Active	
Valid from	11/30/2004 to 12/31/9999	Change Information

Employee Grp/Subgrp(1013) 01 S 50001006 1
Employee group   Staff
EE subgroup   05 12 Mo Ex Salaried   Record 1 of 1

PA20 – Display HR Master Data

- General description:
  - Displays the master data for the person
- Main uses:
  - View HR actions processed
  - View salary information
  - View cost distribution

PA20 - Terminology

- **Infotypes:**
  - A similar group of information
  - Infotypes with a ✔ indicate that information exists for that info type.

Person ID	A00409512	Pers.Assgn	50001006 00025609 (Active) . S
Name	Mrs Cynthia N Ledesma		FTE 100.00 Status 3 Active
EE group	S Staff	Personnel area	1400 Finance/Support Services
EE subgroup	05 12 Mo Ex Salaried	Pers. subarea	0002 BE FT (40)

Basic Personal Data | Add'l Personal Data | Benefits | Payroll Data | Tax Data | St

Infotype text	S	Period
Actions (0000)		● Period
Personal Data (0002)	✔	From To
Organizational Assignment	✔	Today Curr.week
Addresses (0006)	✔	All Current month
Basic Pay (0008)	✔	From curr.date Last week
Cost Distribution (0027)	✔	To Current Date Last month
Communication (0105)	✔	Current Period Current Year
Planned Working Time (0007)	✔	Choose
Financing Status (0724)	✔	

PA20 - Terminology

- Infotype "Actions (0000)"
  - To see HR actions processed for an employee.
    - To view a list of ALL actions.
    - To see one action at a time.
- Infotype "Organizational Assignment"
  - To see the employee's position title and organizational unit.

PA20 - Terminology

- Infotype "Planned Working Time (0007)"
  - To view the employee's employment percent or FTE
    - Special Note: Every hourly student and task employee will have an FTE of 100% on each appointment. This is the system default and cannot be changed.
- Infotype "Basic Pay (0008)"
  - Shows the amount an employee is paid
- Infotype "Cost Distribution (0027)"
  - An employee's cost distribution must always equal 100% regardless of their employment FTE.

BREAK

- Run reports and ask questions
- 5 minutes

Permanent Budgets

- Overview
  - Budget by position
    - All salaried positions (staff, faculty, and grad students) are budgeted at the position level
    - People fill positions
  - HR actions
    - Any action processed by HR that affects the person or position (or both) will require some sort of budget action
      - *Note: Student employees or NSNR employees are not budgeted by position, but still require budget in the appropriate budget category.*

Permanent Budgets-Terminology

- **Budget defined**
  - Spending authority set up for specific purposes
    - Examples - Staff salaries, hourly staff, faculty salaries, overtime, fringe benefits, etc.
  - May be Permanent or Temporary
    - Permanent – recurring year to year
    - Temporary – one year only

Permanent Budgets-Terminology

- **Salary Savings defined**
  - The positive difference between a position budget and what the person is being paid.
    Ex: Position Budget = $50,000
        Person/Position Salary = $45,000
        Difference = $5,000 ← salary savings
  - Two types of salary savings
    - **Permanent Salary Savings**
    - **Temporary Salary Savings**

Permanent Budgets-Terminology

- **Permanent Salary Savings**
  - Hiring a person at less than position is budgeted
  - Delimiting a position
- **Temporary Salary Savings**
  - Vacant Position
  - Employee on Leave Without Pay
  - Temporary reduction in FTE

Permanent Budgets-Terminology

- **Permanent Positions**
  - Positions that are salaried and budgeted on an annual basis
- **Permanent HR actions require permanent budget**
  - Pay changes (ex. Adjustments and reclassifications)
  - Hiring employees at a amount different than budgeted on the position

Permanent Budgets-Terminology

- Position Budget commitment items
  - Faculty Salaries   670080
  - Faculty Salaries-Adjunct   670084
  - Graduate Students   670081
  - Staff Salaries   670100

Refer to Salary-Related GL & Commitment Items handout

Permanent Budgets-Terminology

- Permanent position budgets
  - EXCEPTIONS-these actions do not affect permanent budgets:
    - Temporarily budgeted accounts and/or grants
    - Per-course and teaching overloads
    - One-time payments (stipends, on-call pay, etc.)
    - Overtime worked by less-than full-time staff
    - Recurring payments
    - Temporary HR actions (Grad student 2nd year or temporary pay raises)

Permanent Budgets - Analysis

- Permanent budgets should be reconciled
- When is it okay for my permanent budget to be out of balance?
  - Temp funded positions, (ex: faculty funded by Provost or temporary faculty/staff positions)
  - Temporary HR actions (ex: temporary assignment or temporary cost distribution changes)

Permanent Budgets – Actions (High Level)

- If the permanent budget is out of balance:
  1. Process a budget change to correct the budget
  2. Process a PCR to change the person's information
  3. Request a change to the position
  4. Contact the Budget Office if you need help researching differences or processing the necessary change

Permanent Budgets – Analysis (Detail)

- BEx Analyzer
  - Same program that is used in Budget Development
  - Need access to BP2
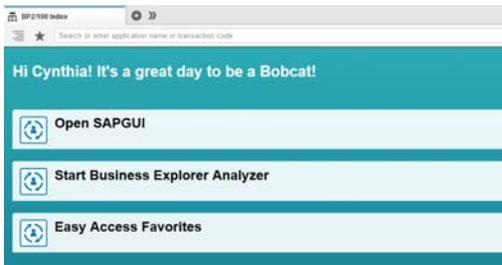- Query (Report)
  - HR/FM Salary Budget Comparison

Permanent Budgets – Analysis (BEx)

- Open Net Weaver and select "BP2" to log in to BEx Analyzer.
- Same password as regular SAP.
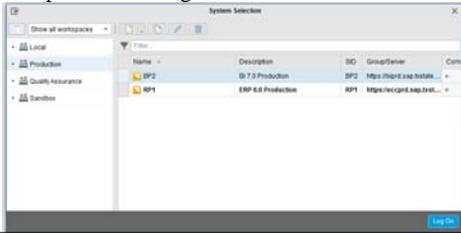
Permanent Budgets – Analysis (BEx)

- Select Start Business Explorer Analyzer

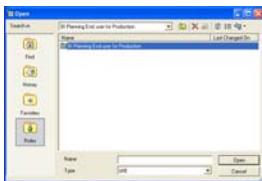## Permanent Budgets – Analysis (BEx)

- Once Excel opens
- Go to Add-Ins tab
- Click on the "folder" or open icon
- Click on Open Query

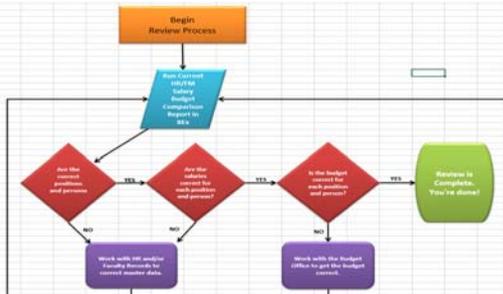## Permanent Budgets – Analysis (BEx)

- Once a dialog box opens
- Click on Roles (left side)
  - BI Planning End user for Production

Permanent Budgets – Analysis (BEx)

- Click on the Folder
  - BI Planning End user for Production

Permanent Budgets – Analysis (BEx)

- Click on the report desired
  - HR/FM Salary Budget Comparison

Permanent Budgets – Analysis (BEx)

- Once a selection box opens
- Enter Funds Center
- Optional: enter fund
- Optional: enter commitment item
- Enter current fiscal year
- Click OK or hit Enter on your keyboard

Permanent Budgets – Analysis (BEx)

- Annual Salary column
  - HR master data
- Current Budget
  - Permanent budget in FM
- Two Rows per Position
  - Position number is tied to budget
  - Person (Pernr) is not known in budget
- Result Row=Difference
  - Shows if balanced

Permanent Budgets – Flow Chart

BREAK

- Run BEx to check status of permanent salary budgets
- 5 minutes

Temporary Budgets

☐ **Temporary Positions and Employees**
  - One-year or short-term positions, interim positions, etc.
  - A temporary budget adjustment is necessary to fund just what is needed for this fiscal year

Temporary Budgets-Commitment Items

- "Group" Budgets Commitment Items
  - Fringe benefits*   670400
  - Hourly staff   670103
  - Overtime   670190
  - Hazardous duty*   670200
  - State longevity*   670220
  - Awards   670082, 670101
  - Faculty Sal-Undergrad Students   670090
    - *can have permanent budget as well at high level fund*
  - Refer to Salary-Related GL & Commitment Items handout

Temporary Budgets-Process

Problem:

"All permanent positions are budgeted correctly, why am I still over (or under) for this fiscal year?"

Temporary Budgets-Process

- **Staff Salaries (positive balance)**
  - What you see:
    - A positive available budget in B2A
  - What it could be:
    - Temporary salary savings
      - Method & Fee accounts do not keep temporary salary savings.
      - All other funds can keep temporary salary savings

Temporary Budgets-Process

- **Staff Salaries (negative balance)**
  - What you see:
    - A negative available budget in B2A
  - What it could be:
    - Look for temporary actions (i.e. stipends, part-time employees who worked overtime, on-call pay etc
      - ACTION-Process a *temporary* budget adjustment to cover the shortage for the year into that position's budget.
    - Position encumbrance for partial days in months vacant (mid-month vacancies)
      - ACTION-Request that the Budget Office can release encumbrance

Temporary Budgets-Process

- Staff Salaries
  - Mid-year changes to positions/persons in HR require BOTH actions
    1. A permanent budget adjustment
    2. A temporary budget adjustment
  - Why?

Scenario

**Mid-Year Permanent Change to a Position
Requires Both Perm and Temp Piece**

- Vacant position from 9/1 - 11/30 and is currently permanently budgeted at **$2,300/mo or $27,600 annual**
- Employee "A" was hired effective 12/1 at **$2,325/mo or $27,900 annual**
1. ACTION - A *permanent* budget adjustment must be processed to increase the annual budget amount by $300 (The difference between $27,900 and $27,600)
2. ACTION – A *temporary* budget adjustment must be processed (on the same budget document) **to transfer $75 back** to the funding source ($300/12mo * 3mo) because person "A" didn't fill the position until 12/1, therefore from 9/1-11/30 the position did not require the additional funding.

BREAK

- Run reports
- 5 minutes

Graduate Students

- Graduate Students
  - The number of permanent Graduate Student positions approved must be budgeted
- Where to budget
  - Group Item (670094) – doesn't require position #
  - Graduate student line (670081) – does require a position #
  - Reconciled together

Graduate Students

- Graduate Students
  - Example from Budget to Actual

Commitment Item	Commitment Item Name	Σ Revised budget	Σ Current YTD actuals	Σ Encumbrances	Σ Available balance
670081	Graduate Student Sal	143,814.78	0.00	0.00	143,814.78
670094	TA/IA Group Item	42,893.91	0.00	0.00	42,893.91
700001	Fac Salaries-Grad St	0.00	0.00	0.00	0.00
	Fac Salaries-Grad St	0.00	96,781.95	69,390.34	166,172.29-
701002	Grad Rsrch Salaries	0.00	0.00	0.00	0.00
Commitment Item Grou 02GRADUATE STU		186,708.69 *	96,781.95 *	69,390.34 *	20,536.40
01FACGRAD		186,708.69 **	96,781.95 **	69,390.34 **	20,536.40
		*** 186,708.69 ***	96,781.95 ***	69,390.34 ***	20,536.40

Graduate Students

☐ Graduate Students
- ◼ Temporary vs. Permanent actions:
  - ☐ Temporary funded positions
    - ◼ 2nd or 3rd year appointments (must be funded perm at base)
    - ◼ Temporary funded positions
    - ◼ Budget can be moved to either the group item (670094) or to the position (670081) with a temporary budget transaction.
  - ☐ Permanent funded positions
    - ◼ Must be funded with a permanent budget adjustment and must be put into the position commitment item 670081 and must reference the position number.

Faculty

☐ Faculty Salaries
- ◼ Tenured Faculty – Should always be zero or positive
  - ☐ It can be positive if the person is temporarily paid from other sources, such as grants.
- ◼ Temporary actions must be funded.
  - ☐ i.e. stipends, teaching overloads, etc.

Faculty

☐ Faculty Salaries-Adjunct
- ◼ Example from Budget to Actual

Faculty

□ Faculty and Adjunct Salaries

■ Combined-Commitment Item Group 99FAC_AD_T

□ Available budget should always be zero or positive

□ Temporary transfers between the two are not necessary

■ Using available faculty salaries

■ Temporary actions (stipends, teaching overloads, etc.)

Faculty

□ Faculty Salaries-Adjunct

Faculty

■ Commitment Item Group 99FAC_AD_T

Academic – Summer Appointments

- Academic – Summer Appointments
  - Academic Division ONLY
    - Summer assignments – New pernrs
      - Faculty
      - Faculty Adjunct
      - Program Faculty
      - Graduate Students

Academic – Summer Appointments

670010 - Total Summer Faculty

Overall budget control line for over budget notices

Budget Lines	Expense Lines
670011 – Summer Program Faculty	701010 – Summer Program faculty
670012 – Summer Faculty (tenure/tenure track)	700810 – Summer faculty (tenure/tenure track)
670013 – Summer Adjunct Faculty	700811 – Summer Adjunct faculty
670014 – Summer Graduate Salaries	700812 – Summer Graduate Salaries

Academic – Summer Appointments

- Academic – Summer Appointments
  - Provost will fund summer appointments in the appropriate budget line
  - At end of summer, this will be reconciled to the high level commitment
- Non-Academic accounts may budget at high level 670010

BREAK

- Run reports
- 5 minutes

Reports to Use in Research

- Reports to use in Research
  - ZFM_SAL_RECON - Salary Encumbrance Reconciliation
  - ZFISALFRINGE - Salary Fringe
  - FMEDDW - Budget Document Entry

ZFM_SAL_RECON
Salary Encumbrance Reconciliation Report

- General description
  - To view salary and fringe encumbrances for the year
- Main Uses
  - To view and reconcile salary and fringe encumbrances by person and/or position.
- Can be used for any type of fund, including grants.
  - Budget to Actual – Reserved and Encumbered columns
  - Grant Summary – Encumbrances column
- Salaried positions and employees only
  - No hourly

ZFM_SAL_RECON
Salary Encumbrance Reconciliation Report

ZFM_SAL_RECON
Salary Encumbrance Reconciliation Report

- Selection Criteria
  - *Detailed Report*: to view amounts per position/employee by month.
  - *Summary Report*: to view subtotaled amounts per position/employee for the year.
  - *Include Paid Items?*
    - Leave this blank if you're trying to reconcile what is left to be paid (can be reconciled with B2A encumbrances)
    - Select this box if you want to see everything that has been paid and still encumbered for the dates selected
  - *Cost Center*: this is a required field
    - *Note: You may enter an order number or WBS in lieu of a cost center (grants and funded programs).*

ZFM_SAL_RECON
Salary Encumbrance Reconciliation Report

- Selection Criteria *continued*
  - *Fund*: optional field. Enter your fund (high level fund is ok)
  - *Position*: Use this field to search for a specific position/employee only, otherwise leave it blank
  - *GL account*: To narrow your results enter a GL
    - *Use cheat sheet*
  - *Selection From*: Current fiscal year date range 9/1/xxxx to 8/31/xxxx defaults
    - You may choose any interval of current or past fiscal years

ZFM_SAL_RECON
Salary Encumbrance Reconciliation Report

- Output
  - *Start Date*: Beginning date of salary calculation for that line. (Not Employee Start Date)
  - *End Date*: End date of salary calculation for that line. (Not Employee End Date)

    - Detailed Report - will show you month by month
    - Summary Report will show you total by date range entered.

ZFM_SAL_RECON
Salary Encumbrance Reconciliation Report

- Output *continued*
  - *Vacant*: Indicates positions that are (or were) vacant and the corresponding amount.

    - Vacant amounts show in the Reserved column on B2A and in the encumbered column on Grant Summary

  - *Filled*: Indicates the salary amount for the holder of that position
    - Filled amounts show in the Encumbered column on B2A and in encumbered in Grant Summary

  - *Note: If a partial amount is still encumbered, this report doesn't know WHO that partial amount is for, so all encumbrances for that timeframe (month) will still show. However, only the partial amount is truly encumbered.*

ZFISALFRINGE - Salary/Fringe Report

- General description
  - To view year-to-date actual expenditures for employee salaries
- Main Uses
  - To reconcile salary and fringe expenses
- Salary commitment items or Sponsored Class
  - Budget to Actual – Actual columns
  - Grant Summary – Actual columns

ZFISALFRINGE - Salary/Fringe Report

□ Selection Criteria:
  - *Detailed Report*: to view detailed amounts per employee by payroll period.
  - *Drill Down Summary*: To view subtotals by GL.
  - *Personnel Number*: Use this field to search for a specific employee.
  - *Posting Date*: You may enter a date range for the whole fiscal year or month by month.

ZFISALFRINGE - Salary/Fringe Report

□ Selection Criteria *continued*:
  - *Fiscal Year*: Fiscal year of date range above.
  - *GL Account*: To narrow your results enter a GL or GL range. (Note: GLs begin with a 7.)
  - *Cost Center*: Enter your cost center (fund center)
    □ Note: You may enter an order number or WBS in lieu of a cost center (grants and funded programs).
  - *Fund* (not a required field):
    □ If you enter a fund starting with a 1* , enter "**" in the 7th & 8th digits of the fund
      - example 100005**17

ZFISALFRINGE - Salary/Fringe Report
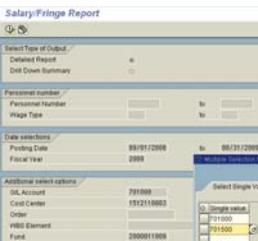
□ Detail
□ Posting Date
□ Fiscal Year
□ Use specic G/L codes
  - Use cheat sheet
□ Detail fund

ZFISALFRINGE - Salary/Fringe Report

□ **Output:**
- Personnel Number (pernr)
- General Ledger (GL)
- Amount
- Costing (order, WBS, Fund, cost center)
- Posting Date (the date the payroll posted)
- Wage Type:
  - □ Tells the type of payment (i.e. regular salary, additional hours paid straight, FLSA overtime, vacation payout, etc.)

ZFISALFRINGE - Salary/Fringe Report

□ By Person **(not position)**
□ Posting Dates
□ Amounts
□ Wage Type – identifies the type of payment

FMEDDW – Budget Entry Documents

□ General description
- To view budget for salaries

□ Main Uses
- To reconcile budget with salary and fringe expenses
- Cannot be used for grants

□ Budget Only – uses 67* budgetary commitment items

FMEDDW – Budget Entry Documents

- Selection criteria
  - Fund
  - Fund Center
  - Commitment item (specific 67* code)
    - i.e. 670100-staff salaries

FMEDDW – Budget Entry Documents

- Output:
  - Detail budget documents for all salary related commitment items.
  - The first 8-digits of the text column will show the position number for
    - 670100-staff salaries
    - 670080-faculty
    - 670084-adjunct faculty
    - 670081-graduate student salaries

Additional Resources

- SAP Resources http://www.txstate.edu/sap/
- Budget Office http://www.fss.txstate.edu/budget/
  - Reference materials and training for step-by-step instructions on various salary related reports
- Set up a one-on-one training
- Call us anytime! 512-245-2376
- Cynthia's direct extension is 5-2911 and email address is CL29@txstate.edu

The End

- Computer time
- Fill out Evaluations
- ASK QUESTIONS!

Thank you!