



Position Budgeting Best Practices

2014 EXECUTIVE CUSTOMER CONFERENCE

2014 Executive Conference Agenda

- Position Budgeting Overview
- Important considerations for setting up Position Budgeting
- Calculating positions and tips for successful modifications for budget amounts
- Common questions about Position Budgeting

What is Position Budgeting and what are the benefits?

Position Budgeting is the process of using positions to accurately calculate payroll expenses for future years

Benefits of Position Budgeting

- The ability to use current employee data for expense calculations
- Allows for scenario-based calculation in order to manipulate budget figures
- Calculated positions can be directly pulled into the annual budget process

Position Budgeting Setup

There are many components that will be considered when attempting to budget for future years

- Pay Batches
- Budget Schedules
- Benefit Plans
- Taxes
- Benefits
- Position Classes
- Positions
 - Budget Type

Position Budget Setup

Pay Batches

Pay batches must be built for the year being budgeted

- If 2015 is the budget year, then all 2015 pay batches must be built
- Pay batches built using the auto build feature are created by check date
- Position Budgeting will look at work days within the pay batches
- It may be necessary to build the first pay batch of 2016 as well in order to capture the remaining work days in 2015

Example: 12/6/19 through 12/19/19 is dated for 12/25/19, this is the last check date of 2019. The first check date of 2020 will need to be built in order to capture the work days of 12/20/19 through 12/31/19 in Position Budgeting

Position Budgeting Setup

Pay Batches

Pay Group	Pay Year	Batch Number	Pay Period	Start Date	End Date	Check Date	Check of the Month	Status
Bi Weekly Police	2015	2201511	11	05/10/2015	05/23/2015	05/29/2015	3	Non Initialized
Bi Weekly Police	2015	2201512	12	05/24/2015	06/06/2015	06/12/2015	1	Non Initialized
Bi Weekly Police	2015	2201513	13	06/07/2015	06/20/2015	06/26/2015	2	Non Initialized
Bi Weekly Police	2015	2201514	14	06/21/2015	07/04/2015	07/10/2015	1	Non Initialized
Bi Weekly Police	2015	2201515	15	07/05/2015	07/18/2015	07/24/2015	2	Non Initialized
Bi Weekly Police	2015	2201516	16	07/19/2015	08/01/2015	08/07/2015	1	Non Initialized
Bi Weekly Police	2015	2201517	17	08/02/2015	08/15/2015	08/21/2015	2	Non Initialized
Bi Weekly Police	2015	2201518	18	08/16/2015	08/29/2015	09/04/2015	1	Non Initialized
Bi Weekly Police	2015	2201519	19	08/30/2015	09/12/2015	09/18/2015	2	Non Initialized
Bi Weekly Police	2015	2201520	20	09/13/2015	09/26/2015	10/02/2015	1	Non Initialized
Bi Weekly Police	2015	2201521	21	09/27/2015	10/10/2015	10/16/2015	2	Non Initialized
Bi Weekly Police	2015	2201522	22	10/11/2015	10/24/2015	10/30/2015	3	Non Initialized
Bi Weekly Police	2015	2201523	23	10/25/2015	11/07/2015	11/13/2015	1	Non Initialized
Bi Weekly Police	2015	2201524	24	11/08/2015	11/21/2015	11/27/2015	2	Non Initialized
Bi Weekly Police	2015	2201525	25	11/22/2015	12/05/2015	12/11/2015	1	Non Initialized
Bi Weekly Police	2015	2201526	26	12/06/2015	12/19/2015	12/25/2015	2	Non Initialized

Pay Group	Pay Year	Batch Number	Pay Period	Start Date	End Date	Check Date	Check of the Month	Status
Bi Weekly Police	2016	20161	1	12/20/2015	01/02/2016	01/08/2016	1	Non Initialized

Position Budgeting Setup

Budget Schedules

Budget schedules are housed within the benefit groups

This schedule is used to determine hours and pay that should be budgeted for across an entire benefit group

- Tip: It is important to build the budget schedule as accurately as possible
- Schedule 8 hours per day rather than 40 hours every Monday

Benefit Group List

Benefit Group Defaults - Sworn Officers

Schedule ▼

Holidays

Check Messages ▼

Budget Schedule ▼

Day/Cycle	Hours Code	Hours	Other Pay	Frequency	Separate Check	Shift Rate
Annually	Budget OT Amount		\$1,950.00			
Annually	Incentive Police		\$3,100.00		Incentive	
Monday	Reg F/T	40		All		

Position Budgeting Setup

Benefit Plans

If benefit plans are used, these employer costs will be included in the new budget year

Current cost of the benefit plans will be pulled into the Position Budgeting module

Individual benefits included in benefit plans cannot be manipulated within the Position Budgeting module

In order to change these costs, it will be necessary to create an event on the benefit plan for the next year and adjust the costs accordingly

Position Budgeting Setup

Benefit Plans

Benefits Administration Categories

Benefits Administration Category

Category

Plan

Opt Out

Category Name

Medical

Description

Medical

Type

Medical

Status

Active

Coverage Dates

Coverage Start Date

08/01/2014

Plan Year

Payroll Dates

Payroll Start Date

08/01/2014

Payroll End Date

05/31/2016

Last Used in Payroll

11/30/2014

Dependent Tracking

Track Covered Dependents

☒

Dependent Child Age Limit

26

Dependent Child in School Age Limit

26

Medicare Notification Age

65

Coverage Options

EE Hired After Sept. 1, 2008

Employee + One 100f 105C

Employee + Spouse

Employee Children 100f 105

Employee Only - Life

Employee Only 100f 105c

Employee Only 130f 130c

Employee Only Ages 20-29

Employee Only Ages 30-39

Employee Only Ages 40-49

Employee Only Ages 50-59

Employee Only Ages 60-69

Employee Only Ages 70-74

Employee Only Ages 75-79

Employee Only Ages 80-84

Retiree Rehired no CERS Em

TFST 2

Employee + Family

Employee + One

Employee Only

Employee + Child(ren)

Available: 18

Selected: 4

Save

Save/New

Create Event

Delete Event

Reset

Enrollment

Position Budgeting Setup

Benefit Plans

Benefits Administration Categories > Benefits Administration Category

Benefits Administration Plan Entry

General

Options

Payment Frequency

Replaced Plans

Coverage Date

Rule Set

Benefit Group

Employee + Child(ren)

Employee + Family

Employee + Spouse

Cost Entry

	Employee + Child(ren)	Employee + Family	Employee + Spouse	Employee Only
Applies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Monthly Plan Cost	\$2,000.00	\$3,000.00	\$2,000.00	\$1,000.00
Annual Plan Cost	\$24,000.00	\$36,000.00	\$24,000.00	\$12,000.00
Employer Amount	\$12,000.00	\$18,000.00	\$12,000.00	\$6,000.00
Employer Percent	50.0000%	50.0000%	50.0000%	50.0000%
Employer Benefit Code	Cafeteria Basic - Cafeteria	Cafeteria Basic - Cafeteria	Cafeteria Basic - Cafeteria	Cafeteria Basic - Cafeteria
Max Percent of Annual Pay	0.00%	0.00%	0.00%	0.00%
Employee Amount	\$12,000.00	\$18,000.00	\$12,000.00	\$6,000.00
Employee Percent	50.0000%	50.0000%	50.0000%	50.0000%
Employee Deduction Code	Cafeteria Basic - Cafeteria	Cafeteria Basic - Cafeteria	Cafeteria Basic - Cafeteria	Cafeteria Basic - Cafeteria

Save

Reset

Close

Position Budgeting Setup

Taxes

Employer paid taxes will also be taken into consideration when budgeting

If tax changes are known, then an event can be created on these taxes to capture accurate costs for future years

Tax List
FICA Tax - FICA

Code

FICA



Description

FICA


Last Processed Date

01/11/2020

Effective Date

 7/23/2014 - < Open > 

Start Date

7/23/2014 

Employee Information


Employee Percent

6.2000%


Employee Limit

\$113,700.00

Credit Account

202023 - FICA 

Vendor

1000 - DO NOT USE DUMMY PAYROLL VENDOR 

Employer Information


Employer Percent

6.2000%

Employer Limit

\$113,700.00

Vendor

1000 - DO NOT USE DUMMY PAYROLL VENDOR 

Position Budgeting Setup

Benefits

Stand-alone benefits will be included and can be manipulated within the Position Budgeting module

Budget Year Maintenance				
Budget Year ▲	Start Date	End Date	Budget Is Adopted ▼	
2009	7/1/2008	6/30/2009	✓	
2010	7/1/2009	6/30/2010	✓	
2011	7/1/2010	6/30/2011	✓	
2012	7/1/2011	6/30/2012	✓	
2013	7/1/2012	6/30/2013	✓	
2014	7/1/2013	6/30/2014	✓	
2015	7/1/2014	6/30/2015	✓	
2016	7/1/2015	6/30/2016	✓	
2018	7/1/2017	6/30/2018		

New Delete Refresh Benefits Taxes Workers' Compensation Update Budget Year

Position Budgeting Setup

Benefits

Creating additional benefits strictly for Position Budgeting can be a good idea

The additional benefits that are created can be used to help calculate costs for positions that do not have an employee associated to them

Position Budgeting Setup

Position Class

Position Classes are used to hold employer paid taxes and benefits expenses

They will need to be applied to vacant positions

Multiple classes can be built to accommodate different position types

Position Class List

Description	Number of Taxes	Number of Benefits
Full Time	2	6
Part Time	2	1
Sworn Officers	1	6
Permanent Part Time	2	2

Position Budgeting Setup

Position Class

Position classes are built by selecting specific benefits and taxes and moving them to the appropriate jump box

General ✓

Taxes✓

Benefits ✓

Available Taxes: 5

FICA Medicare2 (FICA Medicare 2)
FUTA (FUTA)
FUTA2 (FUTA 2)
SUTA EE (SUTA EE)
Suta00 (Suta00)

Selected Taxes: 8

FICA (FICA)
FICA Medicare (FICA Medicare)
FICA2 (FICA 2)
SUTA (STATE UNEMPLOYMENT INS)
SUTA EO (Employee ONLY)
SUTA ERO (SUTA Employer only)
WBF (WBF Tax)
WBF2 (WBF Tax 2)

Save

Save/New

Delete

Reset

Copy

Position Budgeting Setup

Position Class

Select stand-alone benefits only for position classes

- Benefit plans will not work for vacant positions

General ✓

Taxes ✓

Benefits ✓

Available Benefits: 66

NL Medical Ben (NL Medical Benefit)

OP&F FIRE (OP&F FIRE)

PDW Test BEN (PDW Test BEN)

Pension Plan - B (Pension Plan - B)

POS B (test)

Retirement track (Retirement track)

Term Life (Life Insurance)

Term Life- (Life Insurance 09)

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Selected Benefits: 1

PB MEDICAL (PB MEDICAL)

Save

Save/New

Delete

Reset

Copy

Position Budgeting Setup

Position Class

Reminder! Copy your position classes forward for the new year

General ✓ Taxes ✓ Benefits ✓

Available Taxes: 5

FICA Medicare2 (FICA Medicare 2)
FUTA (FUTA)
FUTA2 (FUTA 2)
SUTA EE (SUTA EE)
Suta00 (Suta00)

Selected Taxes: 8

FICA (FICA)
FICA Medicare (FICA Medicare)
FICA2 (FICA 2)
SUTA (STATE UNEMPLOYMENT INS)
SUTA EO (Employee ONLY)
SUTA ERO (SUTA Employer only)
WBF (WBF Tax)
WBF2 (WBF Tax 2)

Save Save/New Delete Reset **Copy**

Position Budgeting Setup

Positions

Positions will need to be modified in order to achieve the results that are required

Several key fields are important when calculating budgets

- Grade/Rate
- Applies to Budget
- Approved FTE
- Position Class
- Use Budget Schedule for budgeting

Position Budgeting Setup

Position Grade/Rate

The grade/rate on the position will be used in Position Budgeting if this position is open; otherwise, the rate on the employee will be used

Payroll Information

Pay Group

Grade

Rate

Pay Type **Annual**

Grade Minimum **\$14,852.22**

Grade Maximum **\$20,852.88**

FLSA Code

Position Budgeting Setup

Applies to Budget

Applies to Budget

- Budgeted
- Not Budgeted
- Budget Only

Budgeting Information

Applies To Budget	Budgeted	▼
Approved FTE	1.00	
Requested FTE	1.00	
Position Class	Full Time ▼	
Use Budget Schedule for Budgeting	<input type="checkbox"/>	

Position Budgeting Setup

Approved FTE

Approved FTE

- The number selected with the *Approved FTE* box will be the number of times the position will be budgeted

Budgeting Information

Applies To Budget	Budgeted	▼
Approved FTE	1.00	
Requested FTE	1.00	
Position Class	Full Time	▼
Use Budget Schedule for Budgeting	<input type="checkbox"/>	

Position Budgeting Setup

Approved FTE

The *Approved FTE* is a large factor when it comes to position budgeting

- Using a 1:1 ration of position to employee will support most accurate calculations
- This will use the unique setup derived directly from the employee record that holds the position resulting in a more accurate calculation
- If the FTE is greater than 1, and multiple employees are assigned to the position, then a position class must be assigned
 - This means that the position calculation will only hold one benefit and tax cost calculation from the position class and will be multiplied by the corresponding FTE on the position

Position Budgeting Setup

Requested FTE

Requested FTE is for informational purposes

- This field is optional and will not affect the budgeting figures

Budgeting Information

Applies To Budget	<input type="text" value="Budgeted"/>
Approved FTE	<input type="text" value="1.00"/>
Requested FTE	<input type="text" value="1.00"/>
Position Class	<input type="text" value="Full Time"/>
Use Budget Schedule for Budgeting	<input type="checkbox"/>

Position Budgeting Setup

Position Class

Position Class will be applied at the position level

- A position class can be applied to any position.
- If the position is vacant, then a position class is required
- If the position is filled, then the application of the position class will not overwrite the information from the employee

Budgeting Information

Applies To Budget	Budgeted	▼
Approved FTE	1.00	
Requested FTE	1.00	
Position Class	Full Time ▼	
Use Budget Schedule for Budgeting	<input type="checkbox"/>	

Position Budgeting Setup

Use Budget Schedule for Budgeting

This flag will determine if the budget schedule from the benefit group will be used to calculate the budget.

The default schedule that is used will come from the employee schedule that is built in Workforce

If the position is vacant, this indicator should be flagged

Budgeting Information

Applies To Budget

Approved FTE

Requested FTE

Position Class

☒ Use Budget Schedule for Budgeting

Position Budgeting Calculations

Calculate Departments

The Department List in Position Budgeting will display all departments with positions associated to them

Department List

Budget Year2018

<input type="checkbox"/>	Department	Description	Open	Earnings	Taxes	Benefits	WorkersComp	Total
<input type="checkbox"/>	1100	Board of Commissioners	✓	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	1200	Administration	✓	\$105,784.00	\$7,192.21	\$25,460.07	\$161.70	\$138,597.98
<input type="checkbox"/>	1300	Citizen Information & Assistance	✓	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	1400	Finance Director	✓	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	1500	Human Resources	✓	\$69,214.04	\$1,293.44	\$10,484.07	\$32.06	\$81,023.61
<input type="checkbox"/>	1600	Legal	✓	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	1700	Information Technology	✓	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	2100	Police	✓	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	2211	Fire - Administration	✓	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	2221	Fire - Suppression	✓	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	2231	Fire - Prevention	✓	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	2241	Fire - Training	✓	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	2251	Fire - Maintenance	✓	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	3111	PW - Administration	✓	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	3200	PW - Operations	✓	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Refresh

Open Selected

Lock Selected

Calculate Selected

Accept Selected

Promote Selected

Chart

Position Budgeting Calculations

Calculate Departments

It is always a good idea to view individual positions to verify that all your information built in position maintenance has been initialized into Position Budgeting as expected

If adjustments need to be made, they can be completed within Position Budgeting directly or under Maintenance > Positions. If they are made in position maintenance, then the budget year will need to be updated

When calculating departments, it can be time consuming depending on number of positions

It is recommended to calculate one department at a time, or calculate all departments through an overnight process

Position Budgeting Calculations

Modifying Budget Amounts

Positions can be modified using various methods

- Rate increases within Position Budgeting
- Adjustment factors

These methods can be applied to individual positions or they can be applied with a mass feature

- Mass Rate Increase
- Mass Apply Adjustment Factors

An adjustment factor will need to be built before it can be applied within the Position Budgeting module

Position Budgeting Calculations

Modifying Budget Amounts/Mass Rate Increase

Similar to the ERP calculation, the mass rate increase is constructed the same within the budget module

Position Budgeting Calculate Mass Rate Increase

From Date

Pay Type

Increase Type

Number of Decimal Places

Increase

Fiscal Year

Report Only ☒

Primary Departments

Benefit Groups

Hourly Pay Rates

Annual Pay Rates

Available Departments: 57

Selected Departments: 0

1700 (Information Technology)

1100 (Board of Commissioners)

1300 (Citizen Information & Assistance)

1400 (Finance Director)

1500 (Human Resources)

1600 (Legal)

9100 (Planning & Zoning)

1200 (Administration)

1421 (Finance - Treasury)

1422 (Finance - Licensing)

1432 (Finance - Accounting)

1434 (Finance - Payroll)

▶

▶

▶

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Submit

Reset





Position Budgeting Calculations

Modifying Budget Amounts/Adjustment Factors

Adjustment factors will need to be built first

Adjustment Factor List
Adjustment Factor - 2.5%

Description
Budget Year 2016

<u>Start Date</u>	<u>Adjustment Factor</u>
1/1/2016	<input type="text" value="100.0000%"/>
<input type="text" value="7/1/2016"/> 	<input type="text" value="102.5000%"/>
<input type="text"/> 	<input type="text"/>
<input type="text"/> 	<input type="text"/>
<input type="text"/> 	<input type="text"/>



Position Budgeting Calculations

Modifying Budget Amounts/Adjustment Factors

Mass Apply Adjustment Factors

Mass Apply Adjustment Factors

Budget Year

2018

Adjustment Factor

2.5%

Positions

Results

Department

Benefit Group

Available Position(s): 761

Accounting Associate (000-140-10)

Accounts Payable Associate (000-140-21)

Admin Services Supervisor (000-210-82)

Administrative Assistant (000-140-14)

Administrative Assistant (000-211-00)

Administrative Assistant (000-220-10)

Administrative Assistant (000-310-07)

Administrative Assistant (000-510-02)

Administrative Assistant (007-894-56)

Administrative Manager (000-460-01)

Administrative Manager II (000-410-06)

Adv Comm Dispatcher (000-210-96)

Selected Position(s): 0

Build Results

Accept

Position Budgeting Questions

FAQs

What is the best method for budgeting overtime?

How should part time employees be entered for budgeting?

What positions require position classes and how are they identified?

After the budget is initialized, how can we get the changes from ERP to reflect in Position Budgeting?

The budget is calculated and the budget salary does not equal the employee salary; where is the difference?

Position Budgeting Questions

FAQs: Budget Overtime

Budgeting overtime can be accomplished by adding a scheduled overtime pay line to the budget schedule within the benefit group

Benefit Group List					
Benefit Group Defaults - Sworn Officers					
Schedule ▾ Holidays Check Messages ▾ Budget Schedule ▾					
Day/Cycle	Hours Code	Hours	Other Pay	Frequency	Separate Check
Annually	Budget OT Amount		\$1,950.00		
Annually	Incentive Police		\$3,100.00		Incentive
Monday	Reg F/T	40		All	

Position Budgeting Questions

FAQs: Budget Overtime

Another option would include building a budget-only position for overtime in every department

Description	Part Time Employee Budget Only	Effective Date	01/01/1950 - Open
Number	999-999-99	Start Date	01/01/1950
Active	<input checked="" type="checkbox"/>		

Position Information

Department	3500 - PW - Facilities Managemen	Workers' Comp Code	
Benefit Group	P/T 20 hr - Part Time 20 Hour Wee	EEOC Category	
Union Code		EEOC Function	
Worksite		Annual Survey Function	
Character	Full Time - No Job Sharing	Manager	<input type="checkbox"/>
Job Type		Managing Position	
		Elected Official	<input type="checkbox"/>
		Appointed	<input type="checkbox"/>

Payroll Information	Budgeting Information		
Pay Group	Bi-Weekly	Applies To Budget	Budgeted Only
Grade	300 - Open Hourly	Approved FTE	1.00
Rate	\$15.0000	Requested FTE	
Pay Type	Hourly	Position Class	Part Time

Position Budgeting Questions

FAQs: Budget Part-Time Employees

Including part-time employees in Position Budgeting can be accomplished with the use of a budget-only position

Description	Part Time Employee Budget Only	Effective Date	01/01/1950 - Open
Number	999-999-99	Start Date	01/01/1950
Active	<input checked="" type="checkbox"/>		

Position Information

Department	3500 - PW - Facilities Management	Workers' Comp Code	
Benefit Group	P/T 20 hr - Part Time 20 Hour Week	EEOC Category	
Union Code		EEOC Function	
Worksite		Annual Survey Function	
Character	Full Time - No Job Sharing	Manager	<input type="checkbox"/>
Job Type		Managing Position	
		Elected Official	<input type="checkbox"/>
		Appointed	<input type="checkbox"/>


Payroll Information	Budgeting Information		
Pay Group	Bi-Weekly	Applies To Budget	Budgeted Only
Grade	300 - Open Hourly	Approved FTE	1.00
Rate	\$15.0000	Requested FTE	
Pay Type	Hourly	Position Class	Part Time

Position Budgeting Questions

FAQs: Budget Part-Time Employees

The schedule for the part-time position can be adjusted many different ways in order to calculate budgets

- Example of a part-time budget for 5,000 hours at \$15 per hour
- An *Other Amount* hours code could also be used so that a flat amount could be loaded as opposed to hours

Department List > Department Position List					
Budget Position - 99999999 - Part Time Employee Budget Only					
					
Start Date	End Date	Day Cycle	Hour Code	Hours	Other Amount
7/1/2017	Open	Annually	Reg P/T	5,000.0000	

Position Budgeting Questions

FAQs: Budget Part-Time Employees

This schedule in association with the taxes applied from the position class will yield the calculated budget amounts

Department List > Department Position List

Budget Position - 99999999 - Part Time Employee Budget Only

             Calculate

G/L Account	Type	Code	Amount
001-0000-0068_501020 - General Fund-No Departme...	Earnings		\$75,000.00
001-0000-0068_502110 - General Fund-No Departme...	Tax	FICA (FICA)	\$4,650.00
001-0000-0068_502120 - General Fund-No Departme...	Tax	FICA Medicare (FICA Medicare)	\$1,087.50

Position Budgeting Questions

FAQs: Position Class Required

A position class is required on all positions that are not currently filled or any positions that do not have a ratio of 1:1, meaning one employee per one position

- It is okay to have a position class applied to a filled position

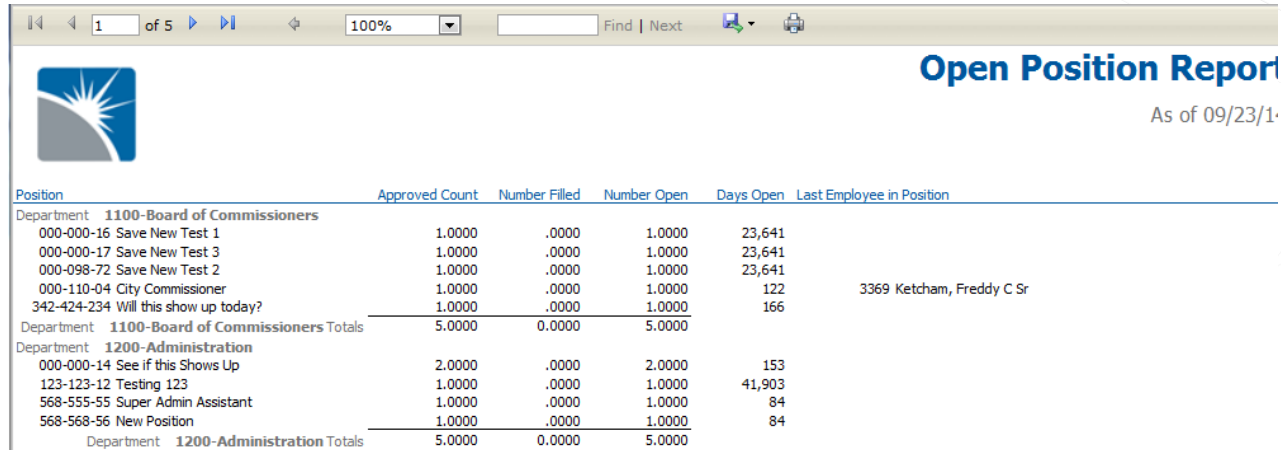
Running the Open Position Report will help identify all positions that are not filled

Position Budgeting Questions

FAQs: Position Class Required

Open Position Report

- This report should be run before the budget year is initialized and should be a regular part of the position budget setup



Position	Approved Count	Number Filled	Number Open	Days Open	Last Employee in Position
Department 1100-Board of Commissioners					
000-000-16 Save New Test 1	1.0000	.0000	1.0000	23,641	
000-000-17 Save New Test 3	1.0000	.0000	1.0000	23,641	
000-098-72 Save New Test 2	1.0000	.0000	1.0000	23,641	
000-110-04 City Commissioner	1.0000	.0000	1.0000	122	3369 Ketcham, Freddy C Sr
342-424-234 Will this show up today?	1.0000	.0000	1.0000	166	
Department 1100-Board of Commissioners Totals	5.0000	0.0000	5.0000		
Department 1200-Administration					
000-000-14 See if this Shows Up	2.0000	.0000	2.0000	153	
123-123-12 Testing 123	1.0000	.0000	1.0000	41,903	
568-555-55 Super Admin Assistant	1.0000	.0000	1.0000	84	
568-568-56 New Position	1.0000	.0000	1.0000	84	
Department 1200-Administration Totals	5.0000	0.0000	5.0000		

Position Budgeting Questions

FAQs: Update Budget Year

Adding the new budget year will capture all of the Position Budgeting setup and use this information for budgeting purposes

This step will make Position Budgeting and the ERP application independent from each other, meaning changes in ERP will not affect the budgeting figures and vice versa

Budget Year Maintenance			
Budget Year	Start Date	End Date	Budget Is Adopted
2009	7/1/2008	6/30/2009	✓
2010	7/1/2009	6/30/2010	✓
2011	7/1/2010	6/30/2011	✓
2012	7/1/2011	6/30/2012	✓
2013	7/1/2012	6/30/2013	✓
2014	7/1/2013	6/30/2014	✓
2015	7/1/2014	6/30/2015	✓
2016	7/1/2015	6/30/2016	✓
2018	7/1/2017	6/30/2018	
2019	7/1/2018	6/30/2019	

[New](#) [Delete](#) [Refresh](#) [Benefits](#) [Taxes](#) [Workers' Compensation](#)

Position Budgeting Questions

FAQs: Update Budget Year

When changes occur in ERP that need to be reflected in the new budget year, the **Update Budget Year** feature can be used

Budget Year Maintenance			
Budget Year	Start Date	End Date	Budget Is Adopted
2009	7/1/2008	6/30/2009	✓
2010	7/1/2009	6/30/2010	✓
2011	7/1/2010	6/30/2011	✓
2012	7/1/2011	6/30/2012	✓
2013	7/1/2012	6/30/2013	✓
2014	7/1/2013	6/30/2014	✓
2015	7/1/2014	6/30/2015	✓
2016	7/1/2015	6/30/2016	✓
2018	7/1/2017	6/30/2018	
2019	7/1/2018	6/30/2019	

New Delete Refresh Benefits Taxes Workers' Compensation Update Budget Year

Position Budgeting Questions

FAQs: Update Budget Year

Examples of changes in ERP that would need to be updated within the Position Budgeting module

- Creating events on benefit plans and updating costs
- Updating tax costs for the new year
- The creation of a new functional department
- Changes to any budget schedule on benefit groups

Note: Updating the budget year will clear any changes or modifications that have already been made in the budget year and will revert all positions back to a modified status

Position Budgeting Questions

FAQs: Budget Salary Difference

When budgeting a bi-weekly employee, there are typically 26 pay periods during the year

Assuming 8 hour work day, 8 hours * 10 days a pay period yields 80 hour period

80 hours pp * 26 pays equals 2080 annual hours

Employee rate is \$20/per hour

Annual salary would be $\$20 * 2080 = \$41,600$

Position Budgeting Questions

FAQs: Budget Salary Difference

Example of Workforce jobs tab with \$20/hour rate

Payroll			
Pay Group	Bi-Weekly	Pay Type	Hourly
Grade	300 - Open Hourly	Grade Minimum	\$0.0001
Hourly Rate	\$20.0000	Grade Maximum	\$999.0000
Special Assignment			
Project			
FLSA			
FLSA Rate			
Eligible for Holiday Time			
Holiday Hours			
Pay Rates			
	Hourly	Pay Period	Annual
Base Amount	\$20.0000	\$1,600.00	\$41,600.00
Longevity			
Certification			
Special Assignment			
Adjusted Amount	\$20.0000	\$1,600.00	\$41,600.00

Position Budgeting Questions

FAQs: Budget Salary Difference

Position Budgeting is not derived from the number of check dates in year, but rather the number of work days in the budget year

In many cases, there are 261 working days in the budget year, yielding a calculation of

- $261 * 8 = 2088$
- $2088 * \$20 = \$41,760$

This is the most common difference from the expected calculation vs the position budget calculation

Position Budgeting Questions

FAQs: Budget Salary Difference

Example of calculation within the budget year

Budget Position - 12004 - Internal Auditor

 Pay Rate

Start	End	Pay Type	Pay Rate	Amount/Rate
1/1/2015	OPEN	Hourly		\$20.0000

Department List > Department Position List

Budget Position - 12004 - Internal Auditor

 Schedule

Start Date	End Date	Day Cycle	Hour Code	Hours	Other Amount	Shift Code
1/1/2016	Open	Monday	Reg F/T	8.0000		
9/24/2014	Open	Tuesday	Reg F/T	8.0000		
9/24/2014	Open	Wednesday	Reg F/T	8.0000		
9/24/2014	Open	Thursday	Reg F/T	8.0000		
9/24/2014	Open	Friday	Reg F/T	8.0000		

Position Budgeting Questions

FAQs: Budget Salary Difference

Budget Calculation

This calculation is displaying 261 work days in the budget year

Department List > Department Position List

Budget Position - 12004 - Internal Auditor



Position Expenses

G/L Account	Type	Code	Amount
001-4611_501010 - General Fund-OP - Cemetery Ad...	Earnings		\$41,760.00

Position Budgeting Questions

FAQs: Budget Salary Difference

The actual days in one of the pay batches can be adjusted by removing a day

- Before and after examples of the adjusted pay batch

Pay Batch List
Pay Batch - 220192 B

Pay Group

B - Bi-Weekly

Pay Year

2019

Pay Period Number

2

Batch Number

220192

Check of the Month

2

Pay Period Start Date

12/30/2018

Pay Period End Date

1/12/2019

Pay Period Check Date

1/17/2019

Override General Ledger

Payroll Liability Account

Save

Save/New

Delete

Reset

Pay Batch List
Pay Batch - 220192 B

Pay Group

B - Bi-Weekly

Pay Year

2019

Pay Period Number

2

Batch Number

220192

Check of the Month

2

Pay Period Start Date

12/30/2018

Pay Period End Date

01/11/2019

Pay Period Check Date

1/17/2019

Override General Ledger

Payroll Liability Account

Save

Save/New

Delete

Reset

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