

UR Budget Labor Plan File QRC

Purpose: This QRC outlines key features of the Labor plan file.

Labor Plan File

Columns defined:

- Totals By FAC/EarnCode = Salary Spend Category and Earnings Code
- JobCode = the employee's job code
- Prov File = Determines if the labor is input in a specific Provider file or directly into this Labor tab
- Home Co. = The employee's home HR department
- Staff / Faculty = Identifies the employee as either a staff or faculty
- Hrly/Sal = Identifies the employee as either an hourly or salary
- Assign % = percent of an employee's salary charged to the FAO
- BUD Std Hrs = Employees standard work hours per week
- FTE = Full Time Equivalent based on BUD Std Hrs / 40 hours
- 9 or 12 = determines if a faculty member is a contract or 9 month employee
- Start Mth = Start month based on fiscal year
- Stop Mth = Stop month based on fiscal year. This is the first month that an employee's salary will NOT be charged to this FAO
- Current Rate = employee's rate. Hourly rate for hourly employees, Annual rate for salary employees
- Rate Incr. Month = Month that the Wage and Salary Increase takes effect
- W&S Rate Incr. = Wage and Salary Increase percent
- FYxx Rate = New Hourly or Salary rate
- FYxx Sal Bgt. = Annualize budget amount
- Provider Incentives = For providers, and incentive compensation
- Benefit Level = Level that employee benefits is determined
- Benefit Rate = Benefit rate applied against new salary budget
- Benefit Total = Benefit amount total
- Comments = Input field for comments

FY18 FAO Labor																					
TR000004 - Oncology CM040 - 040 School of Medicine and Dentistry																					
IOBCODE	Prov File	Home Co	Staff Faculty	Hrly Sal	Assign %	BUD Std Hrs	FTE	Flag	9 or 12	Start Mth	Stop Mth	Current Rate	Incr. Month	W&S Rate Incr.	FY18 Rate	FY18 Sal Bgt.	Provider Incentives	Benefit Level	Benefit Rate	Benefit Total	
												Total Avg Increase >>		1.10%							
DETAILS BY FAC																					
SC57400 - Clerical																					
Alyssa Aller		J0595 - Accounting Bookkeeper IV	Not Provider	CM040	Staff	H	100%	17.50	0.44	12	1		15.67	1	2.0%	15.98	14,545		2	34.5%	5,018
>> ADD NEW LINE (tbl click)																					
SUBTOTAL																					
						18		0.44				15.67		Avg >		15.98		14,545		0	
SC57600 - Faculty Full Time Salaries																					
Marqe McCormack		J0003 - Assoc Professor	TR00033 Oncology Fa	CM040	Faculty	S	100%	40.00	1.00	12	1	0	471,664.00			471,664.00	471,664	0	1	11.1%	52,308
Lucas Lynch		J0005 - Asst Professor	TR00033 Oncology Fa	CM040	Faculty	S	23%	40.00	0.23	12	1	0	28,059.31			28,059.31	28,059	0	1	28.3%	7,941
Tyrone Thomas		J0005 - Asst Professor	TR00033 Oncology Fa	CM040	Faculty	S	70%	40.00	0.70	12	1	0	196,000.00			196,000.00	196,000	0	1	17.2%	33,653
>> ADD NEW LINE (tbl click)																					

UR Budget Labor Plan File QRC

Adding a New Position

1. Click "Add New Line" under the desired FAC

FY18 FAO Labor	
TR000004 - Oncology CM040 - 040 School of Medicine and Dentistry	
JOBCODE	
SC57600 - Faculty Full Time Salaries	
Marge Mccormack	J0003 - Assoc Professor
Lucas Lynch	J0005 - Asst Professor
Tyrone Thomas	J0005 - Asst Professor
CURTOTAL	

2. To Add a current employee, you must know their URID and their current salary

Insert Calc Method(s) in sheet LABOR

Available Calc Methods:

- Insert Current Employee
- Insert New Position

Details:

Name: Insert Current Employee

Group: InsertNewPerson

Rows: 1

Description: Use this calc method to insert a new line for a current employee (requires URID) that was not charged to this FAO at the time that the HRMS labor distribution was populated in UR Budget

3. To add a new position if the person is not an employee, Select the "Insert New Position" option

Insert Calc Method(s) in sheet LABOR

Available Calc Methods:

- Insert Current Employee
- Insert New Position

Details:

Name: Insert New Position

Group: InsertNewPerson

Rows: 1

Description: Use this calc method to add a new position

4. Select a "Vacant Position" if the position is a currently unfilled position or select a "New Position" if the position currently does not exist

Calc Method Variables

Position Type

Vacant Position

New Position

OK Cancel

5. Complete the required input fields in yellow

SC57600 - Faculty Full Time Salaries							
Marge Mccormack	J0003 - Assoc Professor	TR000033 Oncology Prv	CM040	Faculty	S	100%	40.00
Lucas Lynch	J0005 - Asst Professor	TR000032 Oncology Prv	CM040	Faculty	S	23%	40.00
Tyrone Thomas	J0005 - Asst Professor	TR000033 Oncology Prv	CM040	Faculty	S	70%	40.00
New Position	<< Enter Job Info >>	Not Provider	CM040	Faculty	S	100%	40.00

Deleting an Existing Employee

1. Employees cannot be deleted in the Labor plan file
2. To remove an existing employee from the Labor plan file, input zero hours in the "BUD Std. Hrs." field

SC58100 - PAS Regular Salaries								
Dorothy Dillon	J2035 - Program Administrator, SMH	Not Provider	CM050	Staff	S	5%	0.00	0.00