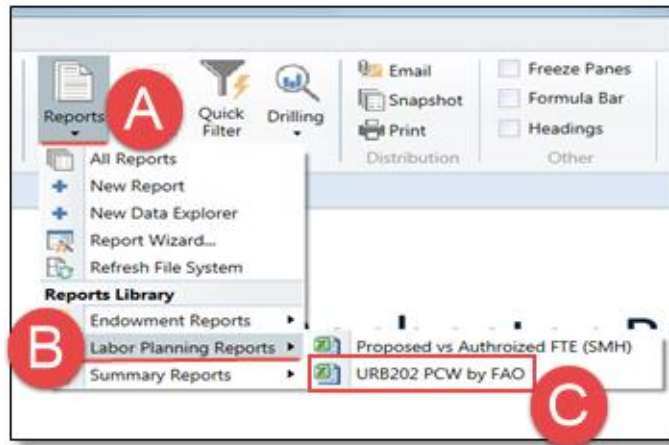


UR Budget URB202 PCW Report QRC

Purpose: Used to view the labor detailed entered into the FAO Budget Files by FAO.

Locate Report:

- After logging into the UR Budget system, go to the UR Budget Ribbon at the top of the screen and select **Reports, Labor Planning Reports**, then **URB202 PCW by FAO** file



- The report will come up blank with the column headers defined in next section. This is as expected.

Report Column Headers:

University of Rochester FY2018 PCW

FAC	FAC Description	Employee Type	Jobcode	Jobcode Description	Employee	Pay Grade	Assign. %	Std Hrs	Annual Hrs	Hrly FTE	Hrly Sal
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Current Hourly Rate	Current Annual Rate	FY17 Salary Total	FY17 Benefit Rate	FY17 Benefit Total	FY18 Salary Total	FY18 Benefit Rate	FY18 Benefit Total
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Report Column Heading Definitions:

FAC: Salary spend category
FAC Description: Full name of salary spend category.
Employee Type: Identifies the employee as either Faculty or Staff
Jobcode: The employee's Jobcode per HRMS.
Jobcode Description: The employee's job title per HRMS
Employee: Employee charged on the FAO
Pay Grade: Employee's pay grade from HRMS
Assign %: The employee's effort charged to the FAO
Std Hrs: Employees standard work hours per a week
Annual Hrs: Employees annual standard work hours
FTE: Full Time Equivalent based on Std Hrs/40 hours
Hrly/Sal: Identifies the employee as paid hourly or if they are a salary employee
Current Hourly Rate: Employee's hourly rate based on annual rate divided by number of annual hours
Current Annual Rate: Employee's full year salary
FYXX Salary Total: Total current and next FY salary based on assigned %
FYXX Benefit Rate: Benefit rate applied against current and nest FY salary
FYXX Benefit Total: Total benefits charged.

UR Budget URB202 PCW Report QRC

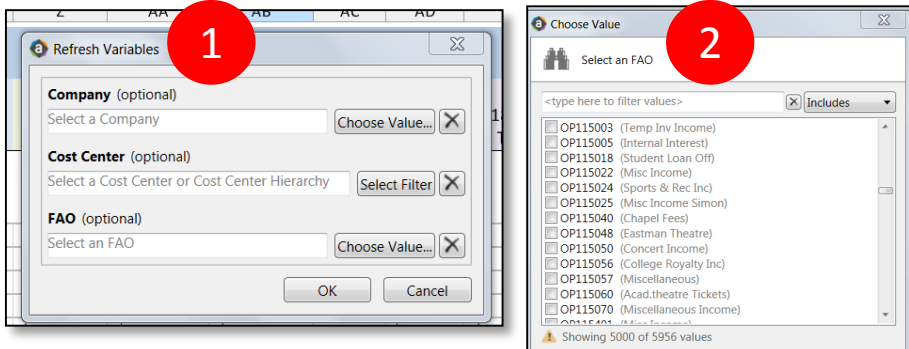
Running the URB202 report:

Reports can be run for a full company (i.e. CM010), and/or a Cost Center (i.e. CC17015), and/or a specific FAO (OPXXXXXX).

1. Click **Refresh** on the UR Budget Ribbon to set reporting parameters.
2. Select the **Choose Value** or **Select Filter** button(s) for any FAC option listed in the *Refresh Variables* window. You will only see the companies, cost centers, or FAOs you have security access too.

Tip: If you have multiple FAOs in one cost center, this option will allow you to view all employees charged to all your FAOs under that cost center.

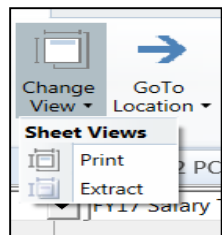
3. Select the check box for the company, cost center, and/or FAO to view.
4. Click **OK**, then **OK** again to view data from the labor files.



Viewing a Report:

There are two options to choose from when viewing a report.

1. Click on **Change View** from the UR Budget Ribbon.



Print View Option:

- Each FAO is broken out with subtotals and includes the company, cost center, and FAO listed. This report prints with each FAO broken out on individual paper.

Company: 040 School of Medicine and Dentistry
Cost Center: TR00000-000 Cancer Center
FAO: TR000001 Oncology

Extract View Option:

- This view allows you to analyze the data by saving a copy in excel. Pivot tables can be used to review the data as a whole instead of by individual FAOs. The report will include 5 additional columns: CC, CO, FAO, FAO Description, and CCH.

CC	CO	FAO	FAO DESCRIPTION	CCH
TR00000-000 Cancer Center	CM040	TR000001	Oncology	TR000 Cancer Center
TR00000-000 Cancer Center	CM040	TR000001	Oncology	TR000 Cancer Center
TR00000-000 Cancer Center	CM040	TR000001	Oncology	TR000 Cancer Center
TR00000-000 Cancer Center	CM040	TR000001	Oncology	TR000 Cancer Center
TR00000-000 Cancer Center	CM040	TR000001	Oncology	TR000 Cancer Center
TR00000-000 Cancer Center	CM040	TR000001	Oncology	TR000 Cancer Center
TR00000-000 Cancer Center	CM040	TR000001	Oncology	TR000 Cancer Center
TR00000-000 Cancer Center	CM040	TR000001	Oncology	TR000 Cancer Center
TR00000-000 Cancer Center	CM040	TR000001	Oncology	TR000 Cancer Center
TR00000-000 Cancer Center	CM040	TR000001	Oncology	TR000 Cancer Center
TR00000-000 Cancer Center	CM040	TR000001	Oncology	TR000 Cancer Center
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TR00000-000 Cancer Center	CM040	TR000001	Oncology	TR000 Cancer Center
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TR00000-000 Cancer Center	CM040	TR000001	Oncology	TR000 Cancer Center
TR00000-000 Cancer Center	CM040	TR000001	Oncology	TR000 Cancer Center
TR00000-000 Cancer Center	CM040	TR000001	Oncology	TR000 Cancer Center
TR00000-000 Cancer Center	CM040	TR000001	Oncology	TR000 Cancer Center

Distribution:

- The reports can be emailed, printed, or you can do a snapshot (this is useful then you want to make a change to a labor file and would like to compare a before and after).
- Emailing the report: sending a snapshot will allow the receiver to see the data regardless of their security in Axiom. If sending the document link, only those with security access can see the report

