

Manage HCP Pooled Positions using BAIRS Reports

Updated 2/4/2015

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Overview

Introduction:

The “**Payroll Data by CalPlanning Pooled Position Type**” report is available in BAIRS to assist CalPlanning Planners with managing their HCP Pooled Positions. The report is created from payroll actual data and summarized by HCP Pooled Position. The report includes six different views to accommodate various planning situations.

There are two types of views: Position Details and Position Distributions. Only one of each type is needed to complete HCP data entry for Pooled Positions. The information in this guide will help you determine the two best views to support your planning needs.

Report Views:

- **Pooled Position Salary/FTE**
View Type: Position Details
 Title printed on report: Employee Details for Planning HCP Pooled Positions
 Displays detailed actual Employee payroll data in HCP Pooled Position categories for analysis.
- **Pooled Position Salary/FTE Summary**
View Type: Position Details
 Title printed report: Employee Summary for Planning HCP Pooled Position
 Displays summary data for each HCP Pooled Position category that can be entered into HCP.
- **Pooled Position Salary Distributions**
View Type: Position Distributions
 Title printed report: Distributions for Planning HCP Pooled Positions
 Displays actual payroll distribution data in HCP Pooled Position categories with CalPlan fund members. This data can be used to populate the expense distributions in HCP.
- **Summary Pivot of Pooled Position Salary/FTE**
View Type: Position Details
 Displays a pivot view by semester for the same information in the Pooled Position Salary/FTE Summary.
- **Summary Pivot of Distributions Pooled Position**
View Type: Position Distributions
 Displays a pivot view of actual payroll distribution percentages summarized for each HCP Pooled Position category across Fund Types. *This view does not include CF1.*
- **Summary Pivot of Distributions Pooled Position by Cal Plan Funds**
View Type: Position Distributions
 Displays a pivot view of actual payroll distribution percentages summarized for each HCP Pooled Position category across Cal Plan Fund members. *This view does not include CF1.*

Access:

Users who have access to **BAIRS Payroll reports** will have access to this report.

Pooled positions include:

- Adjunct Professors
- Visiting Professors
- GSI
- GSR Non-Resident
- GSR Resident
- Lecturer
- Reader Tutor – Student
- Reader Tutor – Non-Student
- Student Titles – Undergraduate (work study and non-work study)
- Summer Salary
- Teacher – UNEX
- Per Diem

The title codes included in each position type can be found at:

<http://budget.berkeley.edu/projects/calplanning>

Suggested Use:

The BAIRS report can be used when creating/editing HCP Pooled Positions to impact budgeted expenses.

Questions:

If you have any questions regarding this document, please email calplanning@berkeley.edu.

Information Needed to Manage Pooled Positions in HCP

Required Pooled Position Detail Data:

The following information is required for each Pooled Position that will be created in HCP for planning purposes. This information is created and managed in the Pooled Position Details forms:

- **Entity**- Dept ID where you want to plan for the Pooled Position expenses.
- **Pooled Position Name** – This is a user-defined name to help you distinguish between pools of the same Pooled Position Type. For example, if you wanted to manage two GSI pools, you could name them GSI Pool 1 and GSI Pool 2.
- **Pooled Position Type** – Choose from a list of predefined position types that will populate the correct Salary Account and Salary Admin Plan for you. The type will also determine eligibility for Fee Remission.
- **Annual Rate (per FTE)** - The salary for 1 FTE, also called “REG Salary Expense”, which represents the average salary an employee working full time would receive in the position. *Calculation: Total Payroll Gross Amount / Sum of all FTE in the position.*
- **FTE** - The sum of the FTE for each employee in the Pooled Position. For four half-time employees, FTE = 2.
- **Headcount** - The total number of individual employees in the Pooled Position. For four half-time employees, Headcount = 4. Headcount in HCP is only used to calculate Fee Remission. Please make sure to input the average headcount for the year when planning a pool that might have different headcount values between semesters.
- **Start Date** – The date the position will start for expense planning purposes.

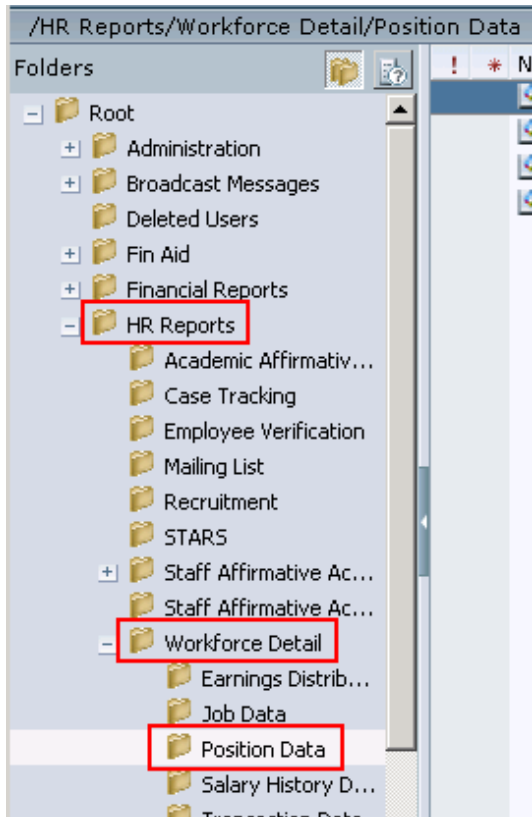
Required Pooled Position Distribution Data:

The following information is needed to ensure that the calculated expenses for each Pooled Position are spread across the correct chartstring. This information is input and managed in the Pooled Position Distributions Forms:

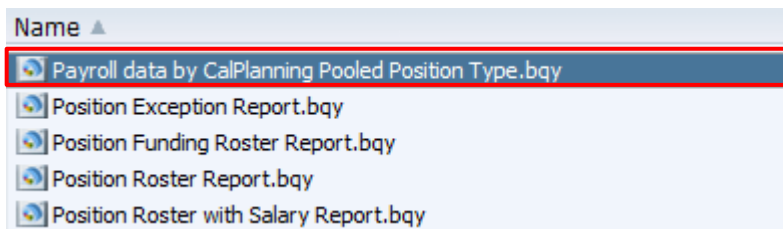
- **Distribution Start Date** – The date on which to begin planning the Pooled Position expenses for a particular chart string.
- **Distribution Percentage** – The percent of the total compensation expense for the Pooled Position that you want to plan for a particular chart string.
- **Distribution Entity**- Dept ID used for this distribution of the Pooled Position expenses.
- **Distribution Fund** – CalPlan Fund used for this distribution of the Pooled Position expenses.
- **Distribution Chart 1** – The CF1 used for this distribution of the Pooled Position expenses. For distributions that do not require a CF1, use C1 – Summary – Plan. This will default when no CF1 is selected.
- **Distribution End Date** – The date on which to end planned expenses for a particular distribution.

Run the Payroll Data by CalPlanning Pooled Position Type Report

1. Using your CalNetID and passphrase, **login to BAIRS**.
2. Expand the folder structure to **/HR Reports/Workforce Detail/Position Data/**.



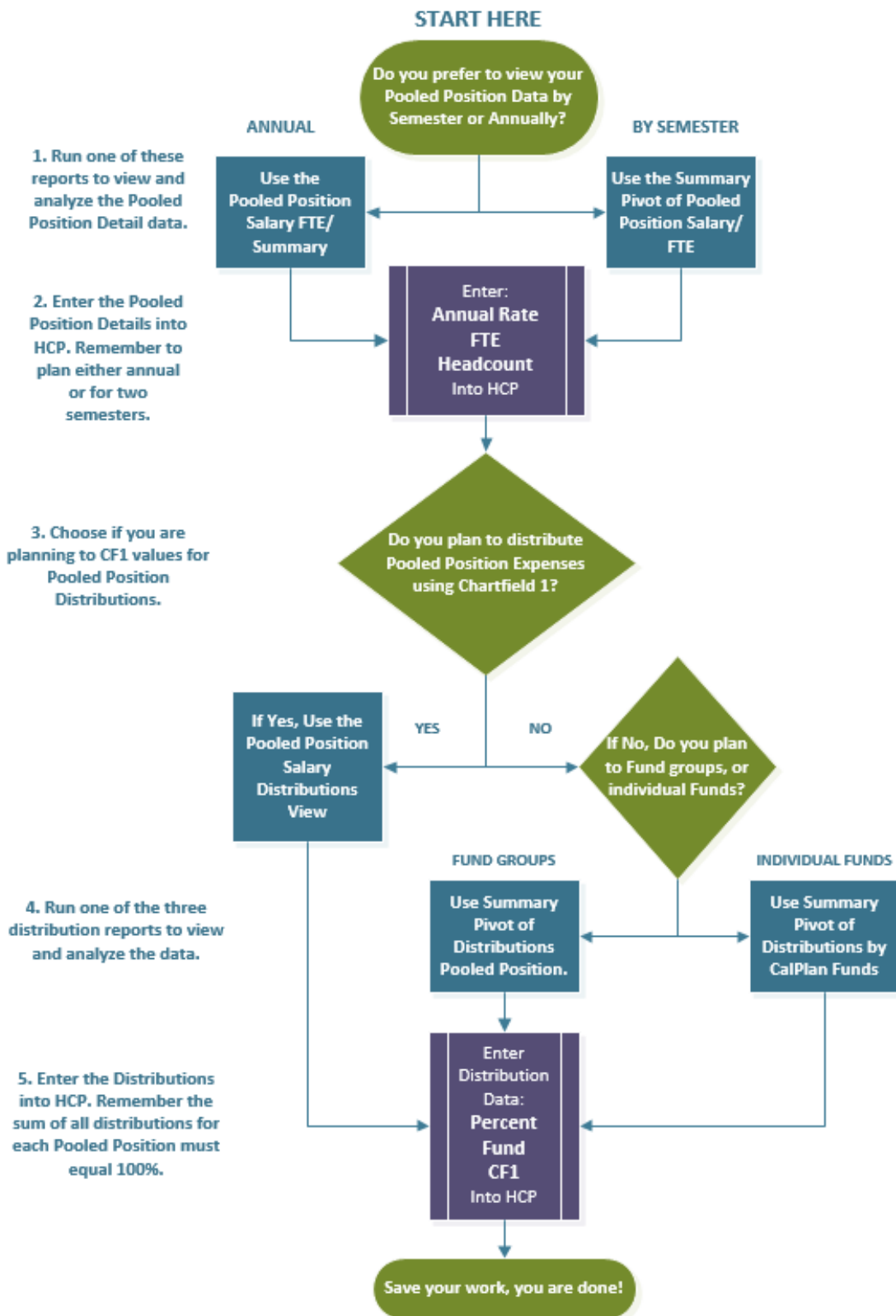
3. Open **“Payroll data by CalPlanning Pooled Position Type.bqy”**.



- Select the desired parameters to query and click "Run Report".

- You will see the following six views on your report dashboard. There are two types of report views: Position Details and Position Distributions. You will only need two report views, one of each type, to complete your HCP data entry. The decision tree on the next page will guide you to the best report views for your planning purposes.

Choosing the Right Report Views for your Pooled Position Planning



Where in BAIRS View is the Required Data for Managing Pooled Positions in HCP

Grid: Where do I find the Required Data?

The following grid shows where find the data in BAIRS that you will need to enter into HCP.

- The information for the Position Details is located in white cells.
- The information for Position Distributions is located in light blue cells.
- The Entity (Dept ID) and Pooled Position Type are used in both areas of HCP.
- The data in HCP may have a different name in BAIRS, so the grid also provides a crosswalk:

HCP Data	BAIRS Data	Pooled Position Salary Views			Summary Pivot Views		
Required	Available						

HCP Name	Alternate Name Used in BAIRS Report Views	FTE Detail	FTE Summary	Distributions	Pooled Position Salary/FTE	Distributions Pooled Position	Distributions by CalPlan Funds
Entity	Dept ID	X	X	X	X	X	X
Pooled Position Type	Pooled Position	X	X	X	X	X	X
Annual Rate (per FTE)	HCP Annual Pay Rt.	X	X		X		
FTE	HCP FTE	X	X		X		
Headcount	Headcount		X		X		
CF1	Chartfield 1			X			
Distribution Percentage	Payroll Gross Amt by Chartstring			X		X	X

Helpful Notes for Using the Semester Pivot View:

- Run the data for Prior Year Spring and Current Year Fall to use the most recent annual figures.
- Do not enter ending dates in HCP if the Pooled Positions will be similar from Year to Year.
- Input the Current Year fall value for the Annual Rate because it includes any changes from the prior year, such as negotiated increases effective July 1.
- Headcount is used to calculate Fee Remission: **average the headcount over fall and spring** for GSI positions when they are different between the two semesters.
- **Add the AVG FTE for fall and spring** to plan for the whole year. You will see this is equal to the “HCP FTE” value in the annual summary view (Pooled Position Salary/FTE Summary).
- The Pooled Position Salary (annual) views and the Summary Pivot (semester) views may have rounding differences.

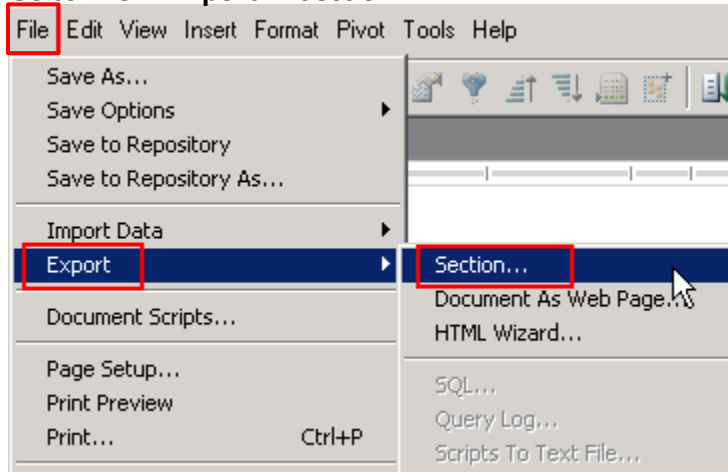
Appendix

How to Export BAIRS Report Views

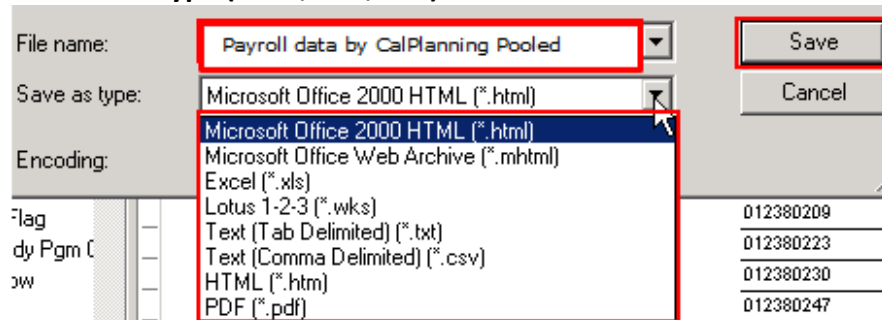
Export Steps:

To Save the report to Excel, PDF, or another format:

Go to File → Export → Section ...

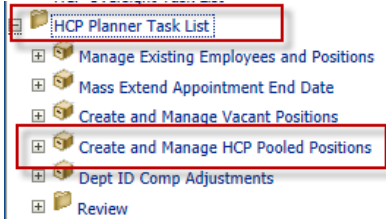


- Enter the **name** and be sure to choose a file path that is **on a network drive if you are using Citrix**.
- Enter the **file type (Excel, PDF, etc.)** and click **Save**

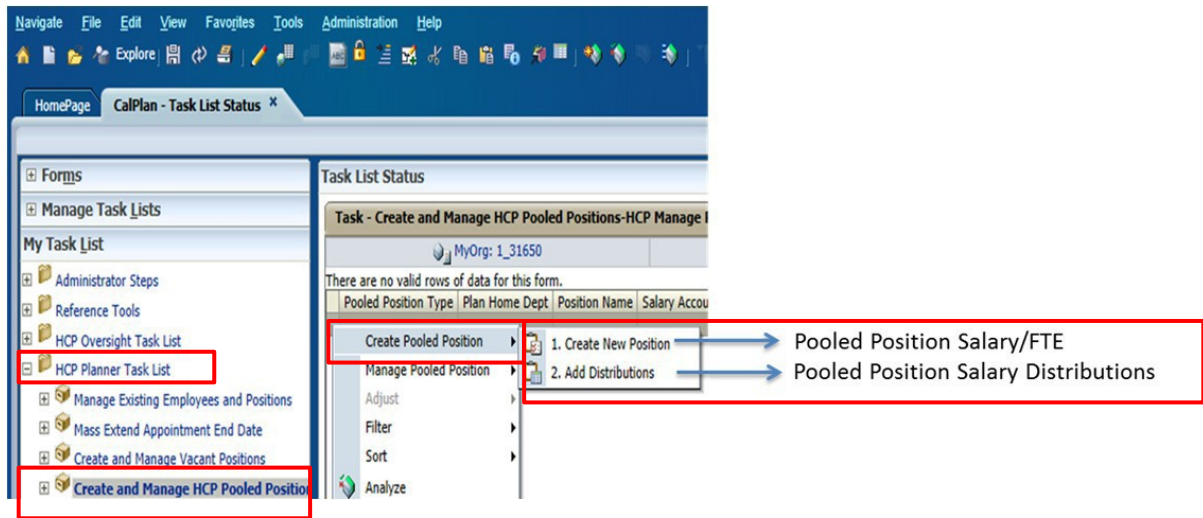


How to Navigate to HCP Pooled Positions in CalPlanning

1. Once logged into CalPlanning, access the **HCP Planner Task List** and navigate to **Create and Manage Pooled Position**.



2. You may choose to update existing positions and distributions, or create new positions and distributions. **Use your chosen BAIRS views to input the HCP values.**



Helpful Screen Shot Examples

Example for Position Details:

The following screen shot shows the Pooled Position Salary/FTE Details View, with arrows to show the values that can be entered into HCP, assuming there are no changes from the prior fiscal year.

Runtime Prompts - HCPAddNewPooledPosition

Prompt Text	Value
* Required: Select the Entity	
* Required: Enter the Pooled Position Name	
* Required: Select the Pooled Position Type	
* Required: Enter the annual rate (per FTE)	
* Required: Enter the FTE	
* Required: Enter the Headcount	
* Required: Enter the Start Date	

Business Unit: 1 - UC Berkeley
 Fiscal Year: 2012-13
 Month: July - June

Selection Criteria: Account Code | Account Level3 Node | Account Level4 Node | Fund Code | Dept ID 12132, 12248, 31006 | Program Code | Charterfield 1 | Charterfield 2
 Org L2 Node | Org L3 Node | Org L4 Node | Org L5 Node | Org L6 Node

Employee Details for Planning HCP Pooled Positions

Page 1
 Run Date: 11/26/13
 Run Time: 10:17 AM

Pooled Position	Dept ID	Title Code	Title Desc	Employee ID	Employee Name	Pos Hrs ?	Monthly Rate	Months Paid	Pos Hrs	Payroll Gross Amt	HCP FTE	HCP Annual Pay Rl.
Total Pooled Position Headcount: 1												
Adjunct Professors	12132	3208	Asso Adj Professor-Acad Yr			Pat	7,183.33	12	12	10,344	0.12	85,488
Total Pooled Position Headcount: 187												
001	12132	2310	Grad Stud Instr I-05HP			Pat	3,531.00	5	50	8,828	0.21	42,170
001	12132	2310	Grad Stud Instr I-05HP			Pat	3,531.00	5	50	5,297	0.13	42,036
001	12132	2310	Grad Stud Instr I-05HP			Pat	3,461.80	5	50	3,462	0.08	41,049
001	12132	2310	Grad Stud Instr I-05HP			Pat	3,531.00	6	50	5,297	0.13	42,036
001	12132	2310	Grad Stud Instr I-05HP			Pat	3,461.80	6	50	3,462	0.08	41,049
001	12132	2310	Grad Stud Instr I-05HP			Pat	3,531.00	5	50	8,828	0.21	42,170
001	12132	2310	Grad Stud Instr I-05HP			Pat	3,531.00	5	50	8,828	0.21	42,170
001	12132	2310	Grad Stud Instr I-05HP			Pat	3,531.00	5	70	12,359	0.29	42,227
001	12132	2310	Grad Stud Instr I-05HP			Pat	3,531.00	5	50	5,297	0.13	42,036

Employee name and ID blank for security

Example for Position Distributions:

The following screen shot shows the Pooled Position Salary Distributions View, with arrows to show the values that can be entered into HCP, assuming there are no changes from the prior fiscal year.

HCP Manage Pooled Positions > HCP Pooled Distributions							
Entity: 1_12248 - IMMCB LSA Research			Position: Prior Position 862			Employee: Poole	
	Distribution Account	Distribution Entity	Distribution Fund D	Distribution Chart1	Distribution Start D	Distribution End Da	Distribution Percent
1st Distribution	51029 - Work Stud	1_12248 - IMMCB	Contracts and Gran	C1 - Summary - Pla	1/01/2013		100

Distributions for Planning HCP Pooled Positions							Page
Business Unit: 1 - UC Berkeley						Run Date: 11/26/13	
Fiscal Year: 2012-13						Run Time: 10:18 AM	
Month: July - June							
Selection Criteria: Account Code Account LevelID Node Account LevelID Node Fund Code Dept ID 12132, 12248, 31686 Program Code Chartfield 1 Chartfield 2							
Org L2 Node Org L3 Node Org L4 Node Org L5 Node Org L6 Node							
Pooled Position	Dept ID	Fund Code	Dept	Chartfield 1	Payroll Gross Amt	Payroll Gross Amt by Chartstring	
Adjunct Professors	12132	General_Funds			10,344	100.00%	
					10,344	100.00%	
GSI	12132	General_Funds			1,194,813	95.10%	
GSI	12132	Sales_Services_Educational		IM0000	61,516	4.90%	
					1,256,329	100.00%	
GSI	31686	General_Funds			493,948	100.00%	
					493,948	100.00%	
GSR - Non-Resident	12248	Fed_Contracts_and_Grants			75,187	90.82%	
GSR - Non-Resident	12248	Private_Contracts_and_Grants			7,587	9.18%	
GSR - Non-Resident	12248	Restricted_Gifts			0	0.00%	
GSR - Non-Resident	12248	St_Contracts_and_Grants			0	0.00%	
					82,784	100.00%	