Overview

Introduction
HCPRptg reporting application in CalPlanning provides report templates for individual employee compensation plans and actual details.

Sources of HCPRptg Data
- **Actual**
  - **Salaries and Wages:** If viewing Actual Salaries and Wages at the employee level in HCPRptg, Berkeley Financial System (BFS) General Ledger (GL) Detail is the source. For salaries and wages accounts, GL Detail includes employee-level Payroll Personnel System (PPS) data plus financial journals. (Note: financial journals are not recorded at the employee-level in BFS).
  - **Fringe, Benefits and Fee Remission:** BFS GL Summary is the source of HCPRptg Actual Fringe, Benefits and Fee Remission account data.

- **Forecast and Operating Budget**
  - The CalPlanning compensation application Human Capital Planning (HCP), is the source for the Forecast and Operating Budget data.

HCP Data Load Frequency
- **Actual**: Loaded on a monthly basis, after the month end close.
- **Forecast and Operating Budget**: The Forecast and Operating Budget data is pushed from Human Capital Planning (HCP) five times a day starting at 9:00 am and then every three hours until 9:00 pm.

Access
CalPlanning **Planners and HCPRptg reporting users** will be able to create and run reports in HCPRptg for the employees in their **granted Entities only**.

Instructions
See the following pages for
- Detailed information on Actual data in HCPRptg and Smart View ad-hoc queries.
- Instructions on how to run HCPRptg reports and create Smart View ad-hoc queries.

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

Detailed Information: **Actual Compensation Data in HCPRptg vs. Smart View**

The source of planned Forecast and Operating Budget data is CalPlanning, but the source for Actual comes from various financial systems, including the campus payroll system, Payroll Personnel System (PPS). When reporting on Actual data by Employee, there are some limitations due to the available source data.

No Actual Data by Position

PPS does not include position detail data. When reviewing Actual data in HCPRptg, you will only be able to view it by individual Employee and not by Position type. If running a query in Smart View, the Actual compensation data in HCPRptg is stored under **No Position**.

Smart View Query example showing Actual Salaries and Wages for FY14 Year Total with POV set to Employee = Total Employee, Position = No Position & Account = Salaries and Wages

	A	B	C	D	E	F
1	**Employee**	**Position**	**Account**	FY14	Actual	Final	1
2				YearTotal		
3	Total Employees	No Position	Salaries_and_Wages	39,709,191		
4	Employee	Position	Salaries_and_Wages	39,709,191		

Reporting on Benefits and Fee Remission

PPS does not include benefits or fee remission expenses by the Employee or Position. If running a query in Smart View, the Actual Compensation data is loaded to the following dimension members:

Employee Dimension: No Employee	**Position Dimension**: No Position	**Account**: Employee Benefits & Fee Remission

Smart View query example showing Total Benefits and Fee Remission for the Entity selected at the intersection of Account Dimension = Employee Benefits, Employee Dimensions = No Employee, Position Dimension = No Position

	A	B	C	D	E	F
	Employee	**Position**	**Account**	FY14	Actual	Final
				YearTotal		
3	No Employee	No Position	Employee_Benefits	10,648,330		
4	No Employee	No Position	Fee_Remission	1,069,711		
5	Employee	Position	Employee_Benefits	10,648,330		
6	Employee	Position	Fee_Remission	1,069,711		
7						

Financial Journals for Employee Compensation
There are currently a large number of journals that include employee compensation data. However, journals do not include individual Employee and Position details. Actual data for financial journals is loaded to the following dimension members:

- **Employee:** Actuals Journals
- **Position:** No Position

Smart View query example showing Actual Journals, No Position intersection

	A	B	C	D	E	F	G
1	**Employee**	**Position**	Salaries_and_Wages	YearTotal	Actual	Final	Fund
2			FY14				
3	Actuals Journals	No Position	55,833				
4	Actuals Journals	All Positions	55,833				

Earn Code Dimension in HCPRptg
An **Earn Code Dimension** is available in HCPRptg to view compensation detail by the type of expense.

Smart View query example showing Actual Journals, No Position intersection

	A	B	C	D	E	F
1	**Account**	**Earn Code**	Employee	Position	FY14	Actual
2			YearTotal			
3	Total_Compensation	REG	29,824,510			
4	Total_Compensation	RG1	3,448,425			
5	Total_Compensation	SLN	1,109,775			
6	Total_Compensation	SLR	316,067			
7	Total_Compensation	Regular	34,698,777			
8	Total_Compensation	Non_Regular	5,105,967			
9	Total_Compensation	Journals	10,552,777			
10	Total_Compensation	Actuals	50,357,521			
11	Total_Compensation	Earn_Code	50,357,521			
12						

Instructions: **Run an HCPRptg Report from the Workspace**

To view HCPRptg data, you can either run a report from the CalPlanning workspace or create an ad-hoc query in Smart View. The below steps detail running a canned report from the Workspace.

1. Login to **Workspace** and click on **Explore** and navigate to **CalPlanning -> HCPRptg.**
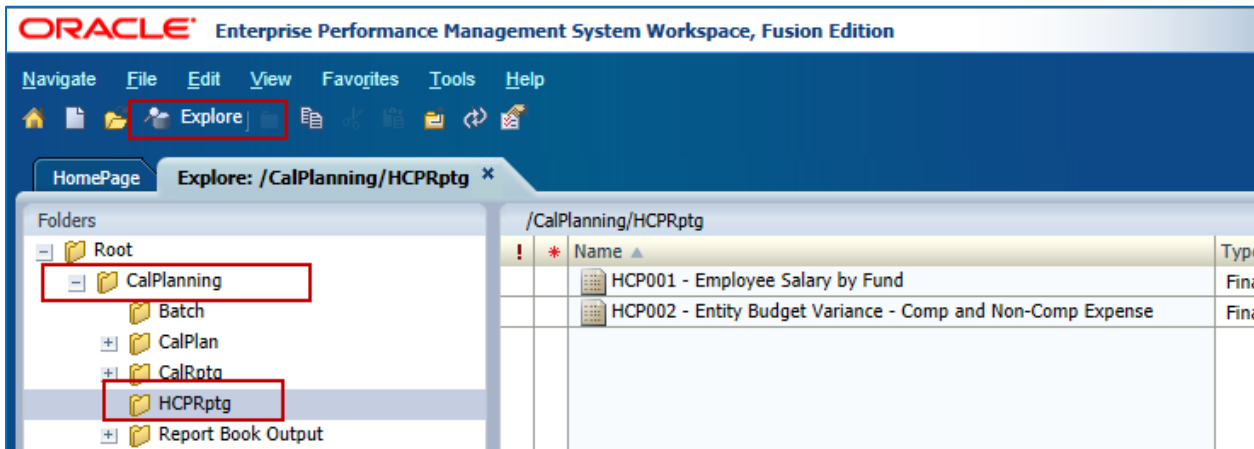
2. There are currently two HCPRptg reports available:
    a. **HCP001 - Employee Salary by Fund**
    b. **HCP002 - Entity Budget Variance - Comp and Non-Comp Expense**

3. To run a report, double click on the report name.

4. Below is a sample HCP001 report for **Total_Compensation, YearTotal, FY14, Forecast and Working**. *Note that the employee names in this sample report have been hidden.*

5. To run this report for Actual data, change your POV for the following dimension members:
   Scenario: Actual
   Version: Final
   Year: Current Year

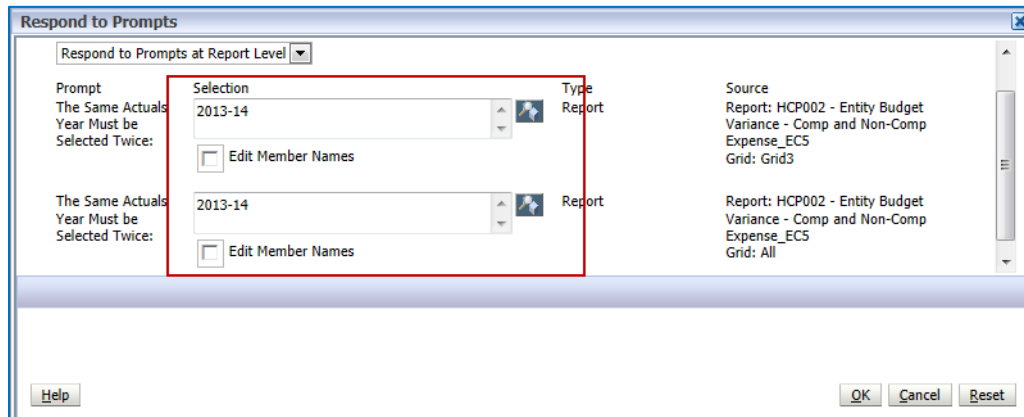   *Employee names in this sample report have been hidden.*

6. **HCP002 - Entity Budget Variance - Comp and Non-Comp Expense** can be run to compare Forecast vs. Actual or Operating Budget vs. Actual Salary and Wages data. You will need to fill out two parts in this report. To run the report for Forecast vs. Actual, start by selecting the parameters for the POV for **Forecast**
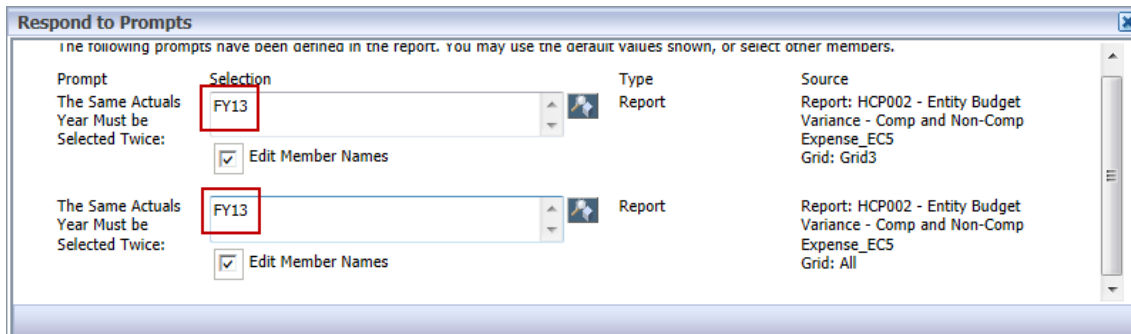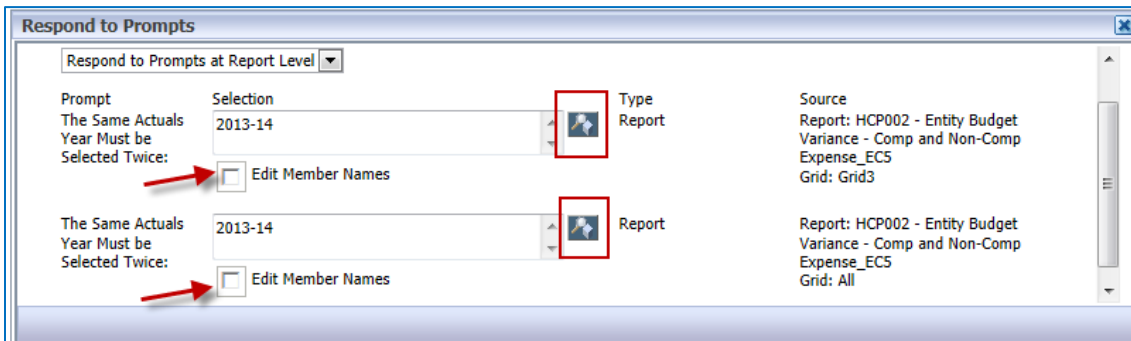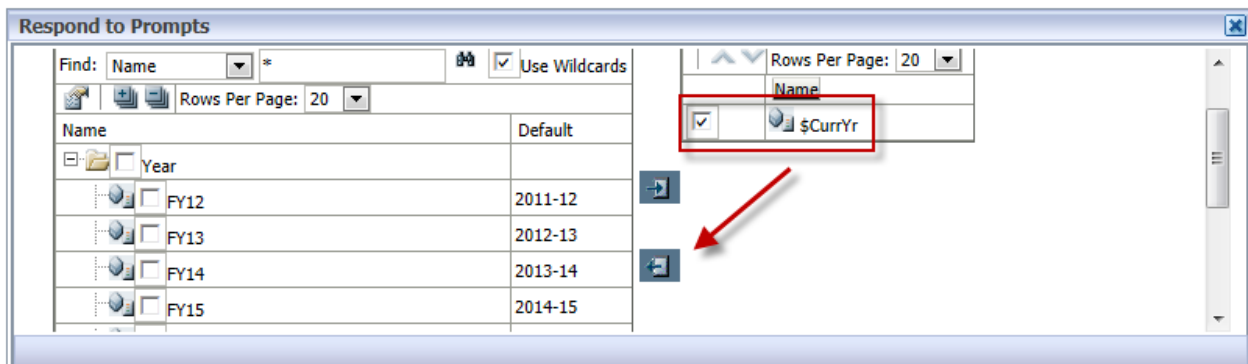
7. Complete the prompts for the **Actual year**

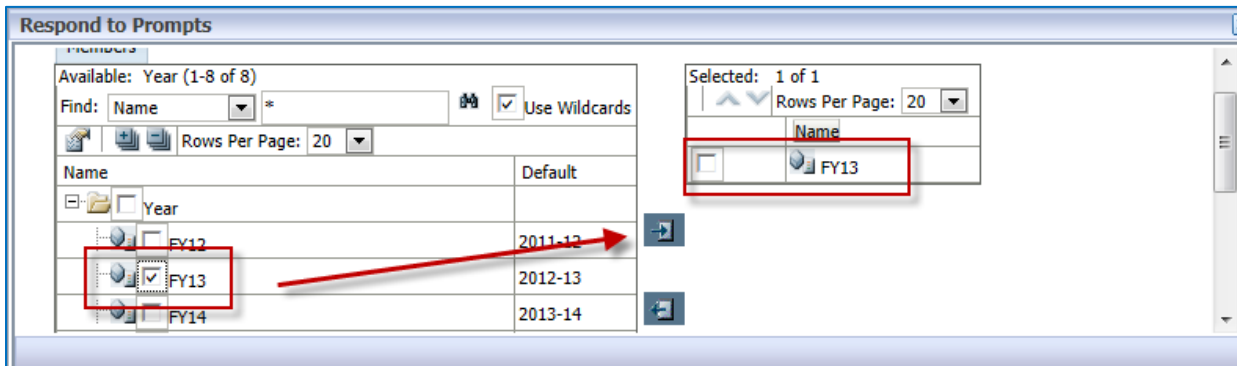8. Both prompt selections are set to Current Year as default.
   a. To change the members, click on the **Edit Member Names box** and either type the member (Example: FY13) directly in the field

   b. Or click on the Member Section button. Remove the current year.

   c. Add the desired year (FY13 in this example)

9. Example of the **HCP002 Report for FY14 Forecast vs. FY14 Actual**
    Note that the employee names in this sample report have been hidden.

| Employees	Average FTE Forecast Working 2013-14	Salaries & Wages Forecast Working 2013-14	Salaries & Wages Actual Final 2013-14	Variance - Forecast vs Actual Variance ($)	Variance - Forecast vs Actual Variance (%)
	-	12,707	9,504	(3,203)	(25%)
	1.00	68,891	51,525	(17,366)	(25%)
	1.00	162,800	122,100	(40,700)	(25%)
	1.00	118,300	88,725	(29,575)	(25%)
	0.50	50,500	23,649	(26,851)	(53%)
List of Employees	1.00	49,050	49,050	-	-
	1.00	77,494	58,120	(19,373)	(25%)
	-	-	1,287	1,287	NA
	1.00	123,600	92,700	(30,900)	(25%)
	0.67	29,023	34,983	5,960	21%
	1.00	58,361	43,771	(14,590)	(25%)
	1.00	10,357	10,106	(251)	(2%)

10. Repeat the same steps to run a version for Operating Budget vs. Actual.

Instructions: **Query on HCPRptg in Smart View Ad-hoc**

To view HCPRptg data, you can either run a report from the CalPlanning workspace or create an ad-hoc query in Smart View. The steps below detail how to use Smart View to query in HCPRptg data.

1. **Launch Smart View**: Open a blank Excel document and launch Smart View by selecting the **Smart View Ribbon** and clicking on the **Panel** icon and selecting **Shared Connections.**
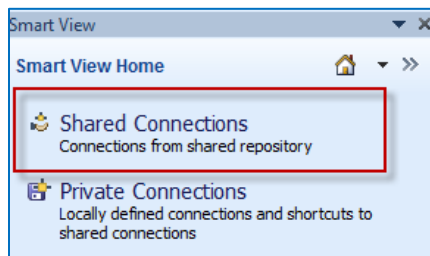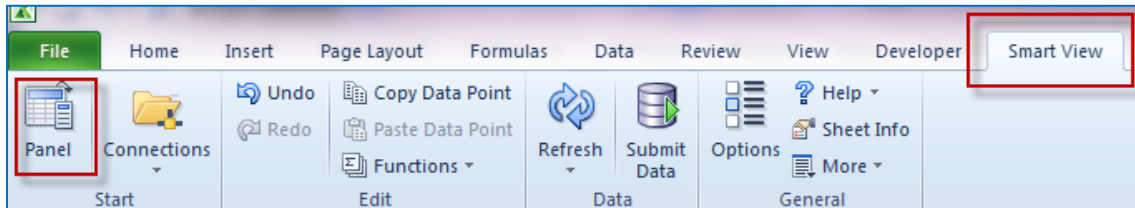
2. You may be prompted to log in to CalPlanning. Enter your **CalNet ID and password** and select **Connect**.
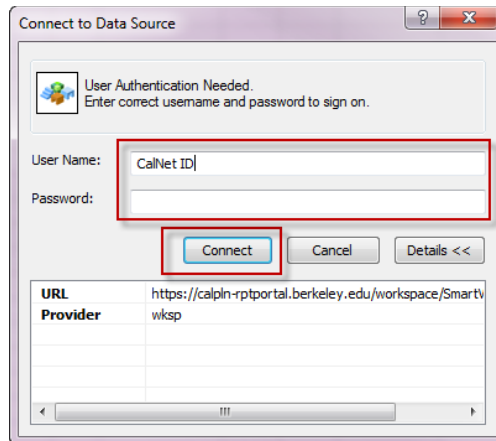
3. On the Shared connections panel, click on the arrow and use the drop down menu to select **Oracle Essbase.**

4. Expand to **EssbaseCluster-1 -> HCPRptg -> HCPRptg.** Double click on HCPRptg or select **Ad hoc analysis.**

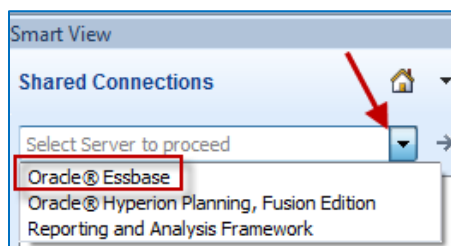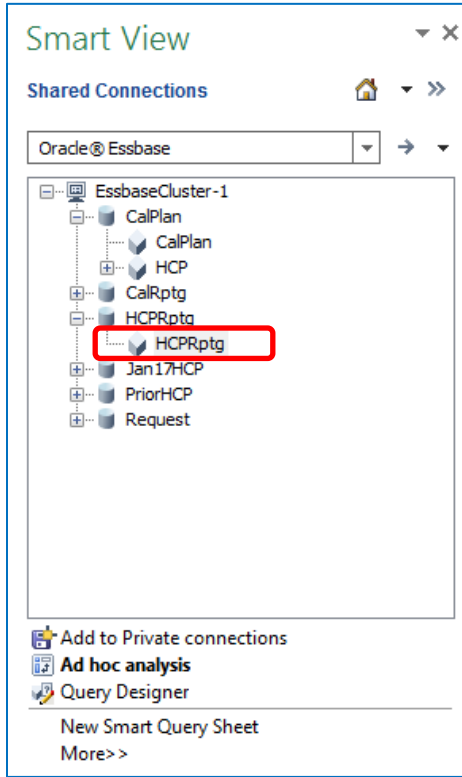5. You may proceed with your ad-hoc analysis. Additional information on how to create an ad hoc report is available in the Smart View training materials on the CalPlanning website. To compare Salaries and Wages between FY16 Actual, FY17 Forecast and FY18 Operating Budget arrange the dimensions as follow:

- **Account:** Salaries and Wages, in default POV row 1
- **Period:** YearTotal, in default POV row 1
- **Entity:** Select an entity that contains </= 100 employees, in default POV row 1
- **Fund:** Select a fund or a fund group, in default POV row 1
- **Time_Series:** Periodic, in default POV row 1
- If you are not planning on reporting on various members of Program_Code, Earn_Code, Chart1, Chart2 or Position you do not need to make any changes.
- **Employee:** Move the dimension to rows. You will zoom into this dimension in the later steps.
- **Year, Scenario, Version:** Move the dimensions to the columns and select members like the below screenshot.

	A	B	C	D	E	F	G	H	I	J	K	L
1		Salaries & Wages	YearTotal	Your Entity '1_#####	Fund	Program_ Code	Earn_Code	Chart1	Chart2	Position	Job_Code	Periodic ($)
2		FY16	FY17	FY18								
3		Actual	Forecast	Operating Budget								
4		Final	Working	Working								
5	Employee	$1,618,775	$1,418,199	$1,178,197								

6. From the Smart View ribbon, select **Options > Data Options > Check No Data / Missing and Zero** options
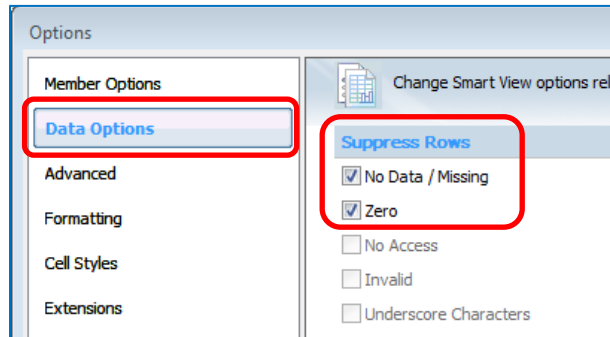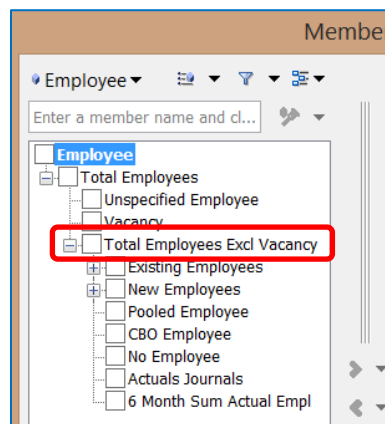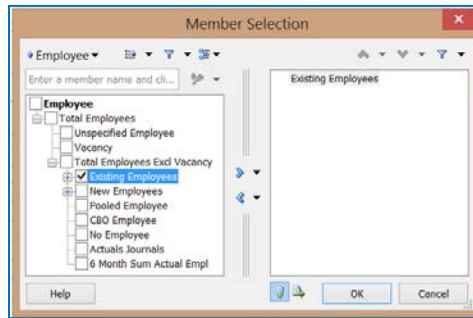

7. With your cursor on **Employee**, navigate to the **Essbase ribbon** and click on **Member Selection.**
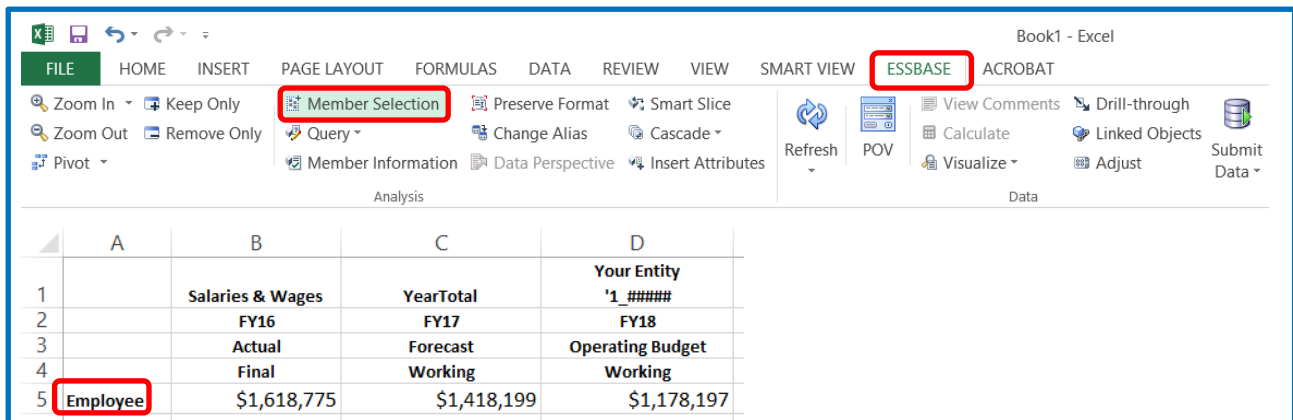
8. From the **Member Selection** dialog box, expand Employee to Total Employees -> Total Employees Excl Vacancy.

9. Select **Existing Employees** and click on the right facing arrow to move it to the right-hand side of the dialog box.


10. Click **OK**.

11. Double-click on **Existing Employees** to zoom into the next level of the **Employee** dimension and display the list of existing employees for the **Entity_FY_Scenario_Version POV** members selected.
    Note that the employee names in this example have been blanked out.

	A	B	C	D	E	F	G	H	I	J	K	L
1		Salaries & Wages	YearTotal	**Your Entity** '1_#####	Fund	Program_ Code	Earn_Code	Chart1	Chart2	Position	Job_Code	Periodic ($)
2		FY16	FY17	FY18								
3		Actual	Forecast	Operating Budget								
4		Final	Working	Working								
	List of Employees	97,593	99,874	102,870								
		97,593	99,874	102,870								
		20,000	120,000	123,600								
		75,877	78,000	81,885								
		176,167	180,285	185,694								
		12,074	8,333	-								
		-	67,733	82,400								
			61,119									
		59,723	86,537	62,953								
		82,177	123,624	89,133								
		75,345	-	127,333								
		60,000	62,000	-								
		17,222	115,382	63,860								

12. To report on different members of **Earn_Code** dimension, re-arrange the Smart View template as follows:
    a. **Account:** Salaries and Wages, in default POV row 1
    b. **Period:** YearTotal, in default POV row 1
    c. **Entity:** Select an entity that contains </= 100 employees, in default POV row 1
    d. **Fund:** Select a fund or a fund group, in default POV row 1
    e. **Year, Scenario, Version:** FY16, Actual, in default POV row 1
    f. If you are not planning on reporting on various members of Program_Code, Chart1, Chart2, Position or Time Series, you do not need to make any changes.
    g. **Earn_Code:** Move the dimension to column.
    h. **Employee:** Move the dimension to rows. You will zoom into this dimension in the later steps.
    i. Move the dimensions to the columns and select members like the below screenshot.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Salaries & Wages	2015-16	Actual	Final	1_##### - your entity	Fund	Program_ Code	Chart1	Chart2	Position	Job_Code	Periodic ($)	YearTotal
2		Earn_Code												
3	Employee	$117,105												

13. Move your cursor to **Earn_Code**, click on **Member Selection**, select the below members and select the **Fill Horizontal** button, then click OK. The report will look like this:
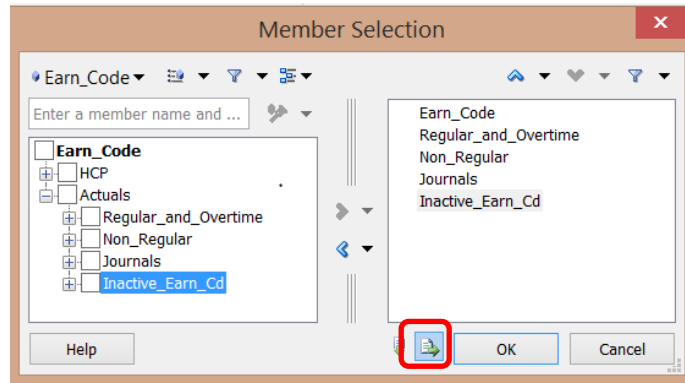
	A	B	C	D	E	F
1		Salaries & Wages	2015-16	Actual	Final	1_##### - your entity
2		Earn_Code	Regular_and_Overtime	Non_Regular	Journals	Inactive_Earn_Cd
3	Employee	$117,105	$79,623	$15,004	$22,478	

14. **Zoom into the Employee dimension** to see pay type by Employee. The Employee dimension has about 23,000 members. This process may take a few minutes.
    Note that the employee names in this example have been blanked out.

	A	B	C	D	E	
1		Salaries & Wages	YearTotal	2015-16	Actual	Fi
2		Non_Regular	Journals	Regular	Inactive_Earn_Cd	
119		278	-	52,548	-	
120		-	-	59,631	-	
121		-	-	85,567	-	
122		-	-	80,155	-	
123		2,263	-	211,400	-	
124		-	-	55,548	-	
125		-	-	58,857	-	
126		-	-	84,560	-	
127	List of Employees	-	-	154,326	-	
128		4,347	-	62,413	-	
129		-	-	56,042	-	