HCP POOLED POSITION JOB AID
SUPPLEMENT TO THE NAVIGATING HCP EXERCISE PACKET

In the Navigating HCP (3D) course, participants learned how to create a pooled position which had a distribution that began 7/1/12 and used the default end date of 12/30/2099 (see example in the HCP course exercise packet). A pooled position created with these parameters will have its compensation costs reflected in both the FY13 CalPlan Forecast and the FY14 CalPlan Operating Budget.

But what if your pooled position's costs are not incurred throughout the fiscal year – what if costs are only incurred during the academic year, the summer or some other partial year period? In those cases, using the 7/1/12 to 12/30/2099 distribution dates in the exercise packet example would overstate the expense you expect to have unless you adjust some other input element. If this overstatement is material to your unit, you will want to structure the pooled position somewhat differently. You could adjust the FTE or annual salary amount to reflect an annualized amount. Example A below illustrates how to calculate an annualized FTE value.

Some units might find that adjusting the FTE or salary makes those data points less understandable for reporting to others, or might wish to have more accurate monthly or quarterly variance reporting. Example B illustrates how to adjust for the partial year period within HCP without modifying FTE or salary. This example also includes planning for a change in FTE between FY13 and FY14.

Example C builds on Example B. It adds a change in FTE and headcount *within* a fiscal year to the partial year costing situation in Example B. The impact of the FTE and headcount changes could be estimated by using an average for the year, which would be sufficient to meet this year's goal to plan by fiscal year in total. But for those units that wish to plan by semester, quarter or month in order to better monitor plan to Actual variances, this example illustrates how this can be accomplished within HCP.

Notes –

This job aid does not duplicate the material from the Navigating HCP (3D) course. To review how to create and modify positions in HCP, as well as how to view the resulting cost estimates and other metrics, please refer to the course training materials.

As always, one should only create or modify a pooled position when the impact is material to your unit's operations.

A. A new pooled position for undergraduates employed part of the year is created using a full year distribution

1. From reviewing the roster report or other information, you have determined that for a 9 month period during the year you employ 50 students quarter time (12.5 FTE) at an average annualized salary of $40k, yielding a total estimated expense of $375k (12.5 FTE *9 mo/12 mo * $40k).

2. To create a new pooled position using the full year distribution methodology as in the exercise packet example, you could multiply the 12.5 FTE by 75% (9 months/12 months = 0.75) and input the resulting 9.375 annualized FTE into HCP, along with the annualized salary per FTE of $40k.
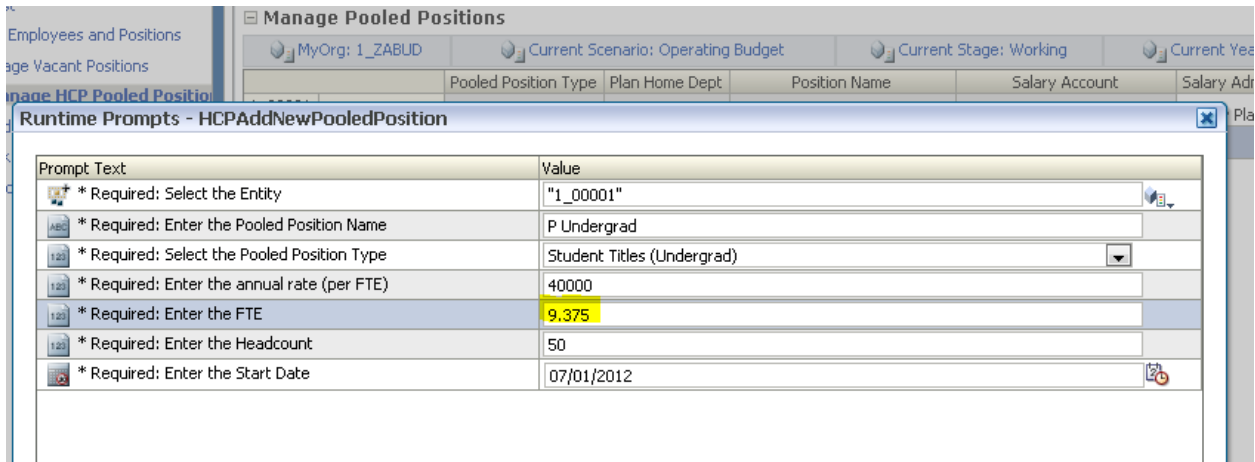
You would create a distribution beginning July 1, 2012 with the default 12/30/2099 end date.

3. In FY14 you plan to add another 2 FTE (8 headcount) during the 9 month period. You will need to convert this to an annualized amount of 1.5 (2 * 75%) in order to derive the FY14 annualized metric of 10.875 FTE (9.375 FTE + 1.5 FTE). [Conversely, you could add 2 FTE to the 9 month FTE of 12.5, and multiply the resulting 14.5 FTE by 75% to derive the same 10.875 annualized FTE.]

A second FTE assignment line would be created with 10.875 FTE and a start date of 7/1/13.
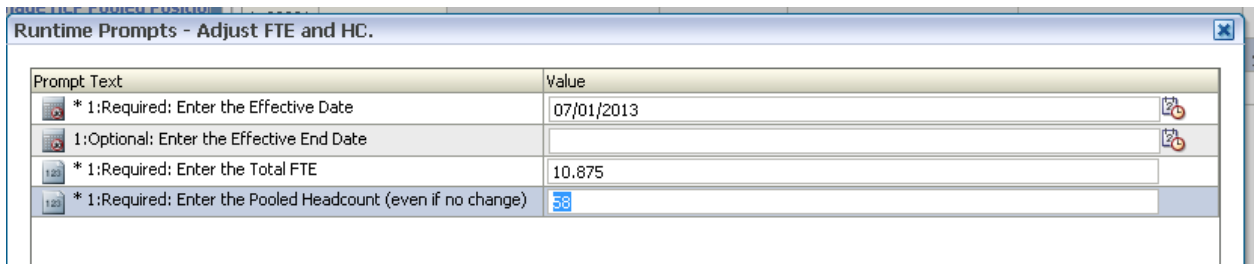

Note – This method distributes the salary plan evenly over 12 months of the year even though expenses will occur in Actuals over 9 months of the year. This will affect plan to Actuals variance reporting.

B. A new pooled position for Adjunct Professors is created to illustrate a partial year distribution.

1. Use the HCP TaskList to create a new pooled position. The first prompt window is shown below.
Note the suggested start date of 7/1 for pooled positions, to simplify and standardize.
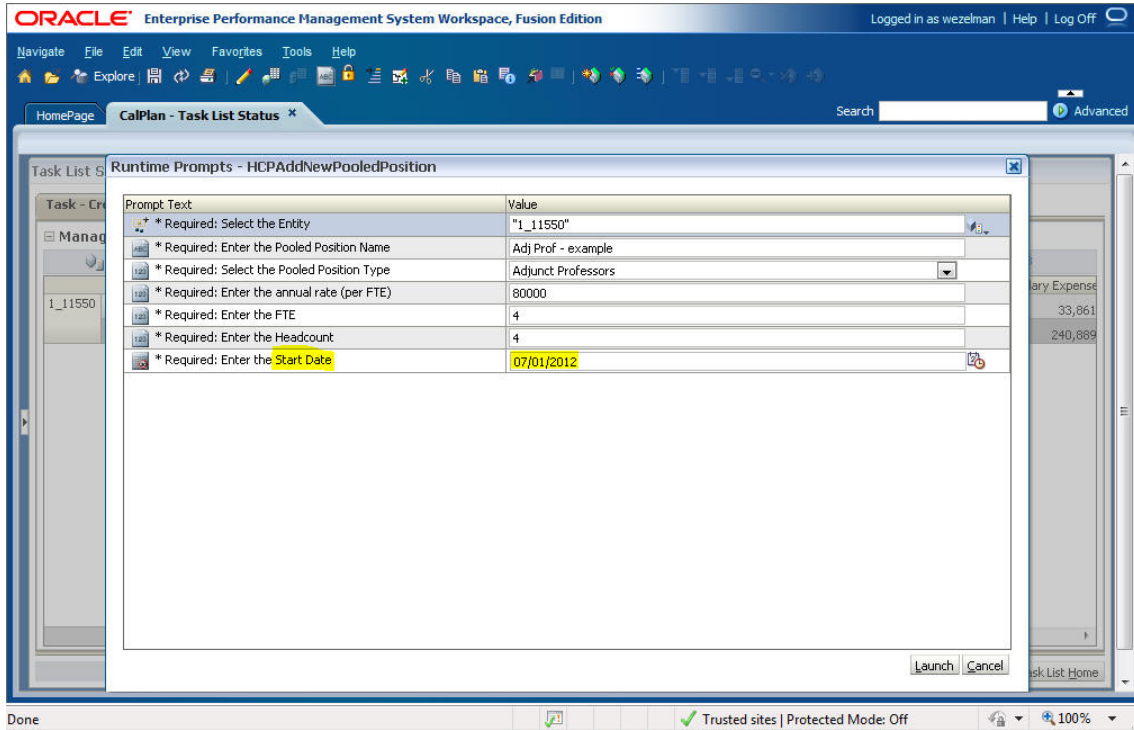
2. The second step in creating a new position is adding the distribution. In this example, assuming
salary costs in FY13 began 8/15/12, set the distribution start date to 8/15/12 in the prompt window.
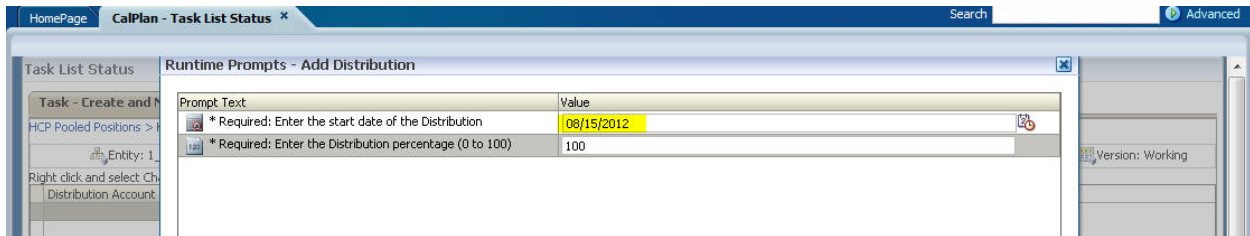
3a. One typically completes the distribution process by adding the fund and Chart 1 values, and saving.

Task List Status

Task - Create and Manage HCP Pooled Positions-HCP Pooled Positions	Task Instructions						

HCP Pooled Positions > HCP Pooled Distributions

	Entity: 1_11550 - EIIEO OR Central office	Position: New Position 2	Employee: Pooled Employee	Scenario: Forecast	Version: Working		
	Distribution Account Desc	Distribution Entity Desc	Distribution Fund Desc	Distribution Chart1 Desc	Distribution Start Date	Distribution End Date	Distribution Percentage
1st Distribution	50240 - Other Academics-Teaching	1_11550 - EIIEO OR Central office ▼	)00 - GENERAL FUNDS ▼	C1 - Summary - Plan *	8/15/2012		100

3b. In this case, you would also want to show the distribution end date as the end of the academic year.

Task List Status

| Task - Create and Manage HCP Pooled Positions-HCP Pooled Positions | Task Instructions |

HCP Pooled Positions > HCP Pooled Distributions

| Entity: 1_11550 - EIIEO OR Central office | Position: New Position 2 | Employee: Pooled Employee | Scenario: Forecast | Version: Working |

	Distribution Account Desc	Distribution Entity Desc	Distribution Fund Desc	Distribution Chart1 Desc	Distribution Start Date	Distribution End Date	Distribution Percentage
1st Distribution	50240 - Other Academics-Teaching	1_11550 - EIIEO OR Central office ▼	Student Tuition and Fees - Plan ▼	C1 - Summary - Plan ▼	8/15/2012	5/15/2013	100

4. You can now review the position you have created. In the Distributed Compensation Expense tab, you can see that it properly shows 9 months worth of compensation expense instead of 12. Also, while our goal this year is to plan by fiscal year in total, not by quarter or by month, this approach creates a quarterly and monthly plan at the same time: In this case, no costs are planned for July or June, and only partial month costs for August and May.

Task List Status

| Task - Create and Manage HCP Pooled Positions-HCP Pooled Positions | Task Instructions |

HCP Pooled Positions > HCP Pooled Review Expense

⊟ Review Pooled Position Distributed Compensation Expense

Distributed Compensation Expense | Distributions By Month

| Entity: 1_11550 - EIIEO OR Central office | Position: New Position 2 | Employee: Pooled Employee | Scenario: Forecast | Version: Working |

Current Year of View: FY13

	⊟ YearTotal	July	August	September	⊟ Quarter 1	⊞ Quarter 2	⊞ Quarter 3	April	May	June	⊟ Quarter 4
REG Salary Expense	240,889		14,222	26,667	40,889	80,000	80,000	26,667	13,333		40,000
Summer Salary Expense											
Additional Earnings Expense											
Fringe	38,301		2,261	4,240	6,501	12,720	12,720	4,240	2,120		6,360
Net Vacation Accrual											
GAEL Expense	2,048		121	227	348	680	680	227	113		340
⊟ Total Compensation Expense	281,238		16,604	31,133	47,738	93,400	93,400	31,133	15,567		46,700
Fee Remission Expense											

Notice that this tab in FY13 HCP Forecast shows all FY13 expense distributions, which in this example begin in August 2012. Just remember that only the January through June 2013 expenses will load from the FY13 HCP Forecast into the FY13 CalPlan Forecast. (The July through December 2012 expenses were loaded into CalPlan from BFS Actuals.)

5a. If there will be adjunct professors in this DeptID (L7) in FY14 as well, it will usually be more efficient for you to enter the information for FY14 in the FY13 HCP Forecast at the same time as you enter the FY13 information, as long it's entered by the March 7 cut off. To do so, create a second distribution line. In addition to including the start and end dates for FY14, you can also show a different fund or Chart 1 distribution if appropriate.

Task List Status

Task - Create and Manage HCP Pooled Positions-HCP Pooled Positions | Task Instructions

HCP Pooled Positions > HCP Pooled Review Details

⊟ Review Pooled Position Details

| Scenario: Forecast | Entity: 1_11550 - EIIEO OR Central office | Version: Working | Employee: Pooled Employee | Position: New Position 2 |

Current Year of View: FY13

Pooled REG Pay | Pooled Oth Earnings | Pooled FTE | Pooled By Period | **Pooled Distributions**

	Distribution Account Desc	Distribution Entity Desc	Distribution Fund Desc	Distribution Chart1 Desc	Distribution Start Date	Distribution End Date	Distribution
1st Distribution	50240 - Other Academics-Teaching	1_11550 - EIIEO OR Central office ▼	Student Tuition and Fees - Plan ▼	C1 - Summary - Plan ▼	8/15/2012	5/15/2013	100
2nd Distribution	50240 - Other Academics-Teaching	1_11550 - EIIEO OR Central office ▼	19900 - GENERAL FUNDS ▼	C1 - Summary - Plan ▼	8/15/2013	5/15/2014	100

5b. You can also create a second FTE assignment line now in the FY13 HCP Forecast if you expect changes in FTE and/or headcount in FY14.

Task List Status

Task - Create and Manage HCP Pooled Positions-HCP Pooled Positions | Task Instructions

HCP Pooled Positions > HCP Pooled Review Details

⊟ Review Pooled Position Details

| Scenario: Forecast | Entity: 1_11550 - EIIEO OR Central office | Version: Working | Employee: Pooled Employee |

Current Year of View: FY13

Pooled REG Pay | Pooled Oth Earnings | **Pooled FTE** | Pooled By Period | Pooled Distributions

|	Planned FTE	Pooled Headcount	FTE Start Date	FTE End Date
1st Assignment	4	4	7/01/2012	6/30/2013
2nd Assignment	5	5	7/01/2013	12/30/2099

Notes:

The FY14 data will only show on the Distributed Compensation Expense tab when viewed in the FY14 HCP Operating Budget.

If you miss the March 7 cutoff for creating a pooled position in the FY13 HCP Forecast, you will need to create the position in the FY13 HCP Forecast when HCP re-opens March 12 and input the data relevant for FY13, *and* create the position in the FY14 HCP Operating Budget and enter the data relevant for FY14. (Don't forget to also adjust the FY14 salary for the planned merit increase, since only HCP positions copied from FY13 Forecast to FY14 Operating Budget will have the merit increase automatically applied.)

C. A new pooled position for GSIs is created to illustrate a midyear change in FTE and headcount.

In this example, the unit expects to have 1 FTE/2 fee remission eligible GSIs in this GSI pooled position each Fall semester, and 1.25 FTE/3 fee remission eligible GSIs each Spring semester. The unit could plan for the academic year in total by using an average in HCP (1.125 FTE/2.5 headcount). For purposes of this demonstration, we assume the unit decided to explicitly show the midyear change in HCP in order to improve the usefulness of the quarterly and midyear variance reporting.

1. In the Add New Pooled Position prompt window the FTE is input as 1.0, while headcount is set at 2 to indicate the number of GSIs eligible for fee remissions (for Fall semester).
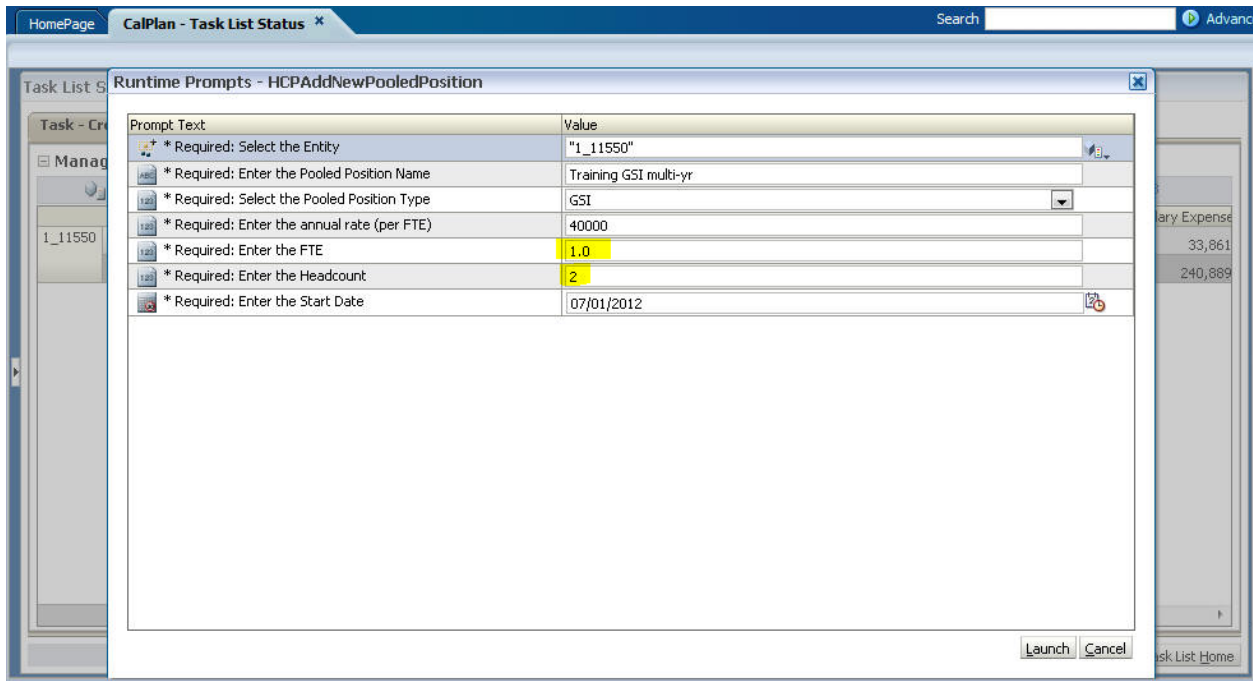
From a review of the detail tabs once all the other actions have been taken to create the pooled position, you can see the following in #2-5 below:

2. Distributions were created in the FY13 HCP Forecast before the March 7 cutoff for both the FY13 and the FY14 academic years, because it was more efficient to do them at the same time.

3. Two FTE assignment lines were created for FY13 to reflect differences between the Fall and Spring semesters. Assignment lines for FY14 were created at the same time. The last line has the default 'open' end date of 12/30/2099. Note that the lines use 7/1 start dates and 6/30 end dates for simplicity; the distributions above will ensure salary is paid during the right period. Also, this includes 7/1-12/31/12 as a best practice for clarity, even though those months loaded into CalPlan from Actuals, not HCP.

4. From the Pooled by Period tab you can see the impact of the FY13 FTE and headcount input by month.

Task List Status

Task - Create and Manage HCP Pooled Positions-HCP Pooled Positions   Task Instructions

HCP Pooled Positions > HCP Pooled Review Details

Review Pooled Position Details

Scenario: Forecast	Entity: 1_11550 - EIIEO OR Central office	Version: Working	Employee: Pooled Employee	Position: New Position 1

Current Year of View: FY13

Pooled REG Pay   Pooled Oth Earnings   Pooled FTE   **Pooled By Period**   Pooled Distributions

	July	August	Septembe	⊟ Quarte	October	Novembe	December	⊟ Quarte	January	February	March	⊟ Quarte	April	May	June	⊟ Quarte	⊟ YearTo
Monthly Spread Factor Input				0.25				0.25				0.25				0.25	1
Monthly Spread Factor	0.0833	0.0833	0.0833	0.25	0.0833	0.0833	0.0833	0.25	0.0833	0.0833	0.0833	0.25	0.0833	0.0833	0.0833	0.25	1
Mo End FTE	1	1	1	1	1	1	1	1	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
Headcount	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	3
Status	Active	Active	Active	Active	Active	Active	Active	Active	Active	Active	Active	Active	Active	Active	Active	Active	Active

Complete ☐   Previous Incomplete   Previous   Next Incomplete   Next   Task List Home

5. From the Distributed Compensation Expense tab you can see the FY13 expenses by month. The distribution dates ensure compensation expenses are only incurred during a portion of the fiscal year, even though the FTE is > 0 throughout the fiscal year. The fee remission expense is reflected in the Fall semester based on the headcount of 2, and in the Spring semester based on the headcount of 3.

Task List Status

Task - Create and Manage HCP Pooled Positions-HCP Pooled Positions   Task Instructions

HCP Pooled Positions > HCP Pooled Review Expense

Review Pooled Position Distributed Compensation Expense

Distributed Compensation Expense   Distributions By Month

Entity: 1_11550 - EIIEO OR Central office	Position: New Position 1	Employee: Pooled Employee	Scenario: Forecast	Version: Working

Current Year of View: FY13

	⊟ YearTotal	July	August	September	⊟ Quarter 1	⊞ Quarter 2	⊞ Quarter 3	April	May	June	⊟ Quarter 4
REG Salary Expense	33,861		1,778	3,333	5,111	10,000	12,500	4,167	2,083		6,250
Summer Salary Expense											
Additional Earnings Expense											
Fringe	610		32	60	92	180	225	75	38		113
Net Vacation Accrual											
GAEL Expense	288		15	28	43	85	106	35	18		53
⊟ Total Compensation Expense	34,758		1,825	3,422	5,247	10,265	12,831	4,277	2,139		6,416
Fee Remission Expense	36,250			14,500	14,500		21,750				

Notes:

Again, keep in mind that in FY13 only the January through June 2013 HCP expenses load into CalPlan.

And remember that the FY14 data that was input will only show on the Distributed Compensation Expense tab when viewed in the FY14 HCP Operating Budget.