Job Aid Negative FTE and Salaries in HCP

When planning for staff attrition or reductions, there may be a need to plan at a high-level, versus entering in specific changes by employee name. There can be several reasons for this, including:

- The specific plan has yet to be formulated
- The unit may not be ready to share the specific plan and/or there may be sensitivity around sharing the plan with financial staff
- The unit is large and the downsizing is significant (and not yet linked to specific employees)

Oracle Hyperion Planning Public Sector Planning and Budgeting does not have a built-in functionality to plan for negative FTE and negative salaries. This job aid is to document a work-around to this process.

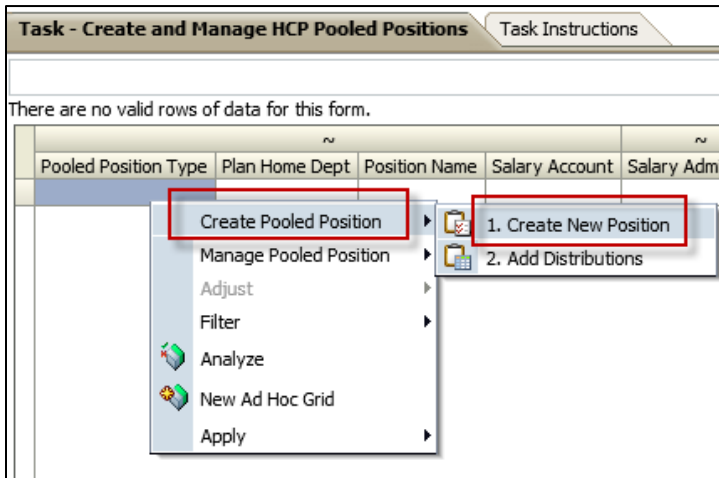The following 2 pieces of HCP are used for adjusting negative amounts:

1. Pooled positions to drive negative FTE
2. To-Be-Hired's (TBH's) to drive negative salaries

Pooled Positions to Create Negative FTE

1. Navigate to **Create and Manage HCP Pooled Positions** task list in HCP
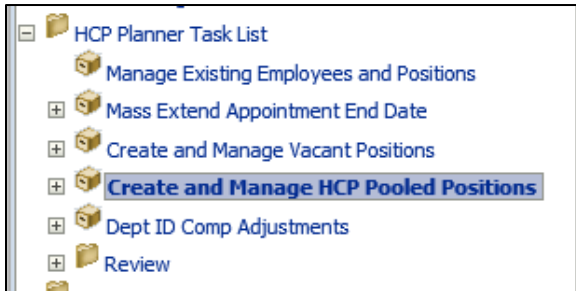
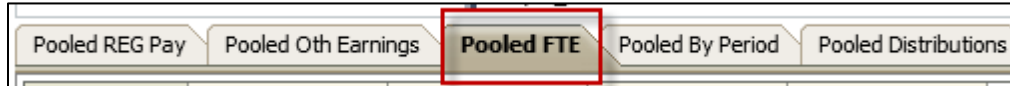2. Navigate to **Create Pooled Position > Create New Position**

3. Enter in the required fields, and set FTE to a **positive** +1. We used "Per Diem" for the pooled position type as this is a staff position which carries no benefits. We chose 07/01/17 as the start of FY2017-18 (and the date of the expected reduction/attrition).
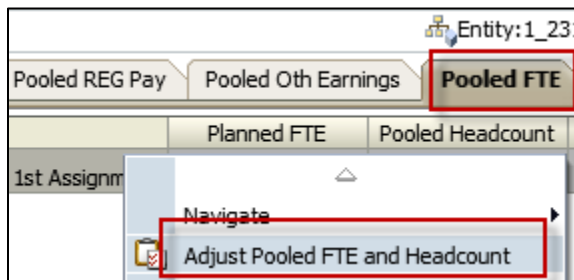
4. Click **Launch**

5. Navigate to the Pooled FTE tab

6. Within the Pooled FTE tab, select **Adjust Pooled FTE and Headcount**

7. Input -11 instead of 1 in FTE

Keep in mind that the To-Be-Hired you create later for the negative salary will also create a +1 FTE. Therefore you will need to **enter an extra FTE here for planning** (the amount to capture the attrition, and one to offset the TBH). See summary at end of document for more detail. In this case, there is a planned reduction of -10 FTE, and so the entry is for -11.

The result is a negative FTE, as seen below.

Task List Status

Task - Create and Manage HCP Pooled Positions | Task Instructions

HCP Manage Pooled Positions > HCP Pooled Review Details

□ Review Pooled Position Details

🔗 Entity:1_23151 - FAVCO Adm & Fin Allocation SPO

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	(11)	(11)	7/01/2017	

8. In order for the FTE to flow through to HCPRptg, add a distribution. Navigate to the **Pooled Distributions** tab.

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

9. Right-click in the left column, select **Change / Adjust > Add distribution**

Navigate   ▶
Change / Adjust   ▶   📋 Add Distribution
Edit   ▶

10. Enter in the start date and distribution percentage.

Runtime Prompts - Add Distribution

| Prompt Text	Value
🗓 * Required: Enter the start date of the Distribution	07/01/2017
🔢 * Required: Enter the Distribution percentage (0 to 100)	100

Note that by not entering in a CF1 and fund for the distribution – no dollars will flow to the plan. Just the FTE.

11. To view the negative FTE amounts by period, navigate to **the Pooled by Period** tab.

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⊟ Review Pooled Position Details

⊞ Entity:1_23151 - FAVCO Adm & Fin Allocation SPO

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

	2016-17					2017-18				
	⊞ Quarter 1	⊞ Quarter 2	⊞ Quarter 3	⊞ Quarter 4	⊟ YearTotal	⊞ Quarter 1	⊞ Quarter 2	⊞ Quarter 3	⊞ Quarter 4	⊟ YearTotal
Monthly Spread Factor Input	0.25	0.25	0.25	0.25	1	0.25	0.25	0.25	0.25	1
Monthly Spread Factor	0.25	0.25	0.25	0.25	1	0.25	0.25	0.25	0.25	1
Mo End FTE						(11)	(11)	(11)	(11)	(11)
Headcount						(11)	(11)	(11)	(11)	(11)
Status						Active	Active	Active	Active	Active

To-Be-Hired's (TBH) to Create a Negative Salary

1. Navigate to **Create and Manage Vacant Positions** task list.
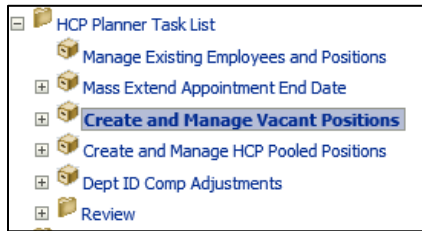
2. Select or create a vacant position in your form and assign a TBH to the vacant position.
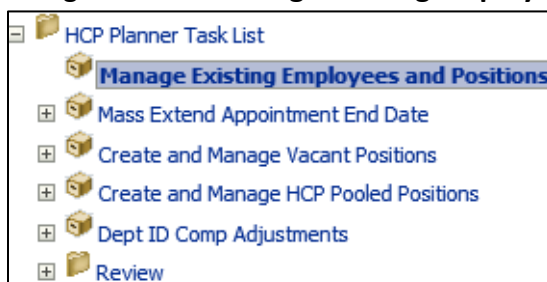   Right-click and navigate to **Assign Employee To a Vacant Position > Assign To-Be-Hired**

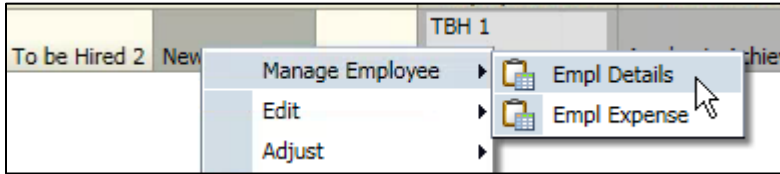3. Fill in the fields in the Runtime Prompt.

4. Click **Launch**

5. Navigate to the **Manage Existing Employees and Positions** task list.

6. Right click on the newly created TBH, navigate to **Manage Employee > Empl Details**

7. In the REG Pay section, directly update the REG salary amount in the cell to a negative dollar amount for the attrition/reduction.

Remember the amount entered should consolidate all the planned attrition/reduction. In this job aid, -10 FTE is planned, which means -$100,000 per FTE or -$1,000,000 in total.

8. Depending on whether you assigned a TBH or an existing employee into the vacant position, you may need to add salary distributions to ensure it's captured.

9. Click **Save**.

10. To see your negative salary amount, right click on the left column of the forms, navigate to **Navigate > Go to Review Empl Exp**

11. In the HCP Employee Review Expense form, you can expand YearTotal to see the negative expenses in each quarter and period.

HCP Employee Position > HCP Empl Review Details > HCP Empl Review Expense

⊟ **Review Employee Position Distributed Compensation Expense**

| Distributed Compensation Expense | Distributions By Month |

🔀 Entity:1_23151 - FAVCO Adm & Fin Allocation SPO

	2016-17	2017-18				
	⊞ YearTotal	⊟ YearTotal	⊞ Quarter 1	⊞ Quarter 2	⊞ Quarter 3	⊞ Quarter 4
REG Salary Expense		(1,000,000)	(250,000)	(250,000)	(250,000)	(250,000)
Summer Salary Expense						
Additional Earnings Expense						
Fringe		(480,000)	(120,000)	(120,000)	(120,000)	(120,000)
Net Vacation Accrual						
GAEL Expense		(10,000)	(2,500)	(2,500)	(2,500)	(2,500)
⊟ Total Compensation Expense		(1,490,000)	(372,500)	(372,500)	(372,500)	(372,500)

12. After the data push, run an HCP002 report to validate your negative FTE and negative salary amounts. Data push times are on the CalPlanning website:

http://calplanning.berkeley.edu/system-availability

HCP002 Report Results

Comp and Non-Comp Expense - Operating Budget vs. Actual

	Average FTE	Salaries & Wages		Variance - Operating Budget vs Actual	
	Operating Budget	Operating Budget	Actual		
	Working	Working	Final		
Employees	2017-18	2017-18	2016-17	Variance ($)	Variance (%)
To be Hired 2	1.00	(1,000,000)	-	1,000,000	(100%)
Pooled Employee	(11.00)	-	-	NA	NA

Export In Query-Ready Mode

Total Salaries and Wages		(1,000,000)	-	1,000,000	(100%)
Total Employee Benefits		(490,000)	(1,740,485)	(1,250,485)	255%
Total Average FTE and Compensation	(10.00)	(1,490,000)	(1,740,485)	(250,485)	17%

Export In Query-Ready Mode

You can now see the -11 FTE under pool position (and the +1 in TBH).

Summary

To create a negative FTE and negative $ amount use the combination of Pooled position and TBH.

The pooled position negative FTE will address your FTE and the TBH with negative salary will address the negative salary.

IMPORTANT:

Keep in mind that each TBH line will carry +1 FTE so when entering your Pooled position negative number, add a -1 to your total for each TBH line.

IE: You want to simulate attrition of 1 FTE with a salary of $100k

You enter TBH with a negative salary of $100K. This will drive +1 FTE.

You want to show a -1 FTE total so you need to enter -2 FTE in the pool position adjustment. The -2 FTE from your pooled position and the +1 from your TBH will net to -1 FTE.