Navigating Human Capital Planning (HCP)
Learning Objectives

• Practice editing data and launching HCP forms while:
  • Reviewing the load of employee data from HCM to HCP
  • Managing Existing and To Be Hired employees
  • Creating and editing Earnings Distributions
  • Planning for pooled positions
  • Entering DeptID compensation adjustments
• Practice running and identifying the components of an HCPRptg report
• Identify where to go for additional information and support
Training Material Overview

Handouts
• Navigating HCP Exercises
• Pasting Data in Internet Explorer and Chrome Job Aid
• Copy HCM Data to HCP Job Aid
• Human Capital Planning Scenarios Job Aid
• Pooled Positions Job Aid

On-Line
• HCP Application
• Training Evaluation
• CalPlanning Job Aids and Materials
Agenda

• Human Capital Planning (HCP) and Human Capital Management (HCM)
• Review HCM Data to Add to Plan
• Pooled Positions
• Manage Existing Employees
• To Be Hired Employees
• DeptID Compensation Adjustments
• BFS Journals Review, Mass Salary Adjustment and Monthly Pay Rate Lookup
• Overview of HCPRptg
• Support
Human Capital Planning (HCP)

Human Capital Planning allows planners to:

• Create next year’s Operating Budget for Compensation Expenses using Employee and Job Code data from our HR system, Human Capital Management (HCM)

• Revise your current year’s compensation Forecast and impacts of strategy changes, allowing us to align our resources in year

• Plan for future changes to calculate impact to employee budget data

• Plan for future hires plus additional compensation expense by DeptID

• Manage earnings distributions at the employee level

• Review auto-calculated expenses based on accurate rates for Composite Benefits, GAEL, UCRP Supplemental Assessment, and Fee Remission
Setting your HCP Entity Member Preferences

Planners need to set their Entity/MyOrg in the HCP Preferences -> User Variable Options tab in order to access the planned compensation data for their area.

- The Entity chosen determines which employee and DeptID data is available on forms and used in system calculations
- Recommended setting is L7 (DeptID) or L6
- Entity preferences are application specific and must be set for both CalPlan and HCP.
HCP Dimension Members

Dimensions define how data is organized within the CalPlanning tools. Here are the dimension members available to work with in HCP. The members in grey font are read only in HCP and the black font are editable.

### Year
- FY18
- FY19

### Scenario
- Forecast
- Working

### Version
- Working

### Period
- YearTotal
- Jul to Jun
  - (closed months)
  - (open months)

### Entity
- 1_26301

### Account
- A40XXX

### Fund
- 5 Plan Only Fund Members

### Chart
- C1_SUMPLN

### Employee
- E12345678
- Examples
  - Carol Christ
  - Saul Perlmutter

### Job Code
- 0213
- Examples
  - 1100_Professor-Acad Yr
  - 4722_Assistant III
  - 7709_Financial Analyst 3

### Fund Members
- Examples
- Compensation & fringe accounts
- Total Compensation Expenses
- A50211
- A50212
- 53070

- Current Funds
  - Unrestricted-Plan
  - Designated-Plan
  - Restricted Gifts-Plan
  - Restricted Endowments and FFEs -Plan
  - Contracts and Grants -Plan

- Examples
  - C1_SUMPLN*
  - C1_3S0XXX
  - C1_3S00MC
  - C1_3BEARS

*Dimension label not displayed on forms
## Human Capital Planning Scenarios

### Changes to the Plan for FY21

<table>
<thead>
<tr>
<th>Employee</th>
<th>Planning Scenario</th>
</tr>
</thead>
<tbody>
<tr>
<td>Louise Jefferson</td>
<td>Employee continuing in same position</td>
</tr>
<tr>
<td>Lou Grant</td>
<td>Employee leaving</td>
</tr>
<tr>
<td>Ginger Grant</td>
<td>New employee</td>
</tr>
<tr>
<td>Dwayne Schneider</td>
<td>New employee filling a To Be Hired position</td>
</tr>
<tr>
<td>June Cleaver</td>
<td>Employee moving to another entity</td>
</tr>
<tr>
<td>Michael Stivic</td>
<td>Part of salary will be paid by a grant</td>
</tr>
<tr>
<td>Brady Bunch</td>
<td>Pooled position for Reader/Tutor - student</td>
</tr>
</tbody>
</table>
The HCP Planner Task List outlines the steps for employee Compensation Planning of your current year’s Forecast and next year’s Operating Budget.
What Do We Need to Plan for Our Employees?

**Monthly Pay Rate**
- Employee ID
- Job Code

**Earnings Distribution %**
- Entity
- Salary Account (Job Code)
- Fund
- Chart1
Calculating Salary Expense in HCP

Monthly Pay Rate * Distribution % = Salary Expense

$10,000 * 0.80 = $8,000
$12,000 * 0.75 = $9,000
$12,000 * 0.25 = $3,000

Distribution Percentages are not equal to 1.00 when:

• Employee works part time
• Employee has a split appointment
  • Across DeptIDs
  • Across Funds
  • Across Chart1s

A distribution must be created for each unique intersection of DeptID, Fund and Chart1 for an employee
Earnings Distributions

Employees must have an Earnings Distribution for each unique combination of:

- Entity/DeptID
- Job Code
- Fund
- Chart1

<table>
<thead>
<tr>
<th>Employee</th>
<th>Entity (DeptID)</th>
<th>Salary Account</th>
<th>Fund</th>
<th>Chart1</th>
<th>Distribution Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suneel</td>
<td>1_10045</td>
<td>51200 - Staff-Full Benefits-Pct</td>
<td>Unrestricted</td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>Suneel</td>
<td>1_10046</td>
<td>51200 - Staff-Full Benefits-Pct</td>
<td>Unrestricted</td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>Chris</td>
<td>1_10045</td>
<td>51200 - Staff-Full Benefits-Pct</td>
<td>Unrestricted</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>Crystal</td>
<td>1_10045</td>
<td>51200 - Staff-Full Benefits-Pct</td>
<td>Unrestricted</td>
<td></td>
<td>0.75</td>
</tr>
<tr>
<td>Crystal</td>
<td>1_10045</td>
<td>51200 - Staff-Full Benefits-Pct</td>
<td>Designated</td>
<td></td>
<td>0.25</td>
</tr>
<tr>
<td>Jamal</td>
<td>1_10045</td>
<td>51200 - Staff-Full Benefits-Pct</td>
<td>Unrestricted</td>
<td></td>
<td>1.00</td>
</tr>
</tbody>
</table>

- An employee may have their appointment split across entities, funds, or Chart1s

Total of all distributions for an employee may not exceed 1.00
## Planner Visibility of Earnings Distributions

<table>
<thead>
<tr>
<th>Planner Have Visibility</th>
<th>Planners Do Not Have Visibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employees</strong> who have earning distributions with an entity/DeptID within their HCP security access</td>
<td><strong>Earning distributions</strong> of employees who are paid partially by an entity or DeptID within their HCP security access. In this example, the Planner for Finance would see Suneel’s distribution from Finance but would not see the distribution from Physics</td>
</tr>
<tr>
<td><strong>Earning distributions</strong> of those employees with an entity or DeptID within their HCP security access</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entity (DeptID)</th>
<th>Salary Account</th>
<th>Fund</th>
<th>Chart1</th>
<th>Distribution Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suneel Finance</td>
<td>51200 - Staff-Full Benefits-Pct</td>
<td>Unrestricted</td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>Suneel Physics</td>
<td>51200 - Staff-Full Benefits-Pct</td>
<td>Unrestricted</td>
<td></td>
<td>0.50</td>
</tr>
</tbody>
</table>
Calculating Total Compensation in HCP

Salary Expense + Benefits = Total Compensation

HCP Calculates Benefits (and Payroll Assessments)

- Composite Benefits - 53070
- General & Employee Liability Insurance (GAEL) - 57310
- UCRP Supplemental Assessment-Interest - 53709
Manage Existing Employees Task

- Planners enter plan data for Monthly Pay Rate and Distributions for each employee (in their Entity)
- HCP Calculates
  - Salary Expense
  - Benefits
  - Total Comp
- Salary Expense, Benefits, and Total Comp tabs
  - Gray background indicates Actual expense for closed periods
  - Green background indicates planned expense for open periods
## Manage Existing Employees

### Monthly Pay Rate Tab

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Last, First &amp; Employee ID #</th>
<th>Concatenated Job Code &amp; Description</th>
<th>Entity DeptID</th>
<th>Planner Defined</th>
<th>Comments</th>
<th>FY22 YearTotal</th>
<th>Jul</th>
<th>Aug</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Editable open months of FY20 Forecast Working*

*Editable open months of FY21 Forecast Working*
Manage Existing Employees

Distributions Tab

- Displays all employees in the selected Entity in alphabetical order
- Distribution amount is shown by month
- A distribution of less than 1.00 may indicate an employee who:
  - Works part-time
  - Has a split appointment
### Salary Expense Tab

Salary expense = Monthly Pay Rate * Distribution %

<table>
<thead>
<tr>
<th>Task - Manage Existing Employees and Job Codes</th>
<th>Task Instructions</th>
</tr>
</thead>
</table>

#### Monthly Pay Rate, Distributions, Salary Expense, Benefits, Total Comp

<table>
<thead>
<tr>
<th>Year/Total</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>FY20 Dec</th>
<th>Jan</th>
</tr>
</thead>
<tbody>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>167,516,142</td>
<td>12,333</td>
<td>12,333</td>
<td>16,167</td>
<td>15,962</td>
<td>14,678</td>
<td>13,721</td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>169,720</td>
<td>12,572</td>
<td>12,572</td>
<td>18,261</td>
<td>17,578</td>
<td>15,957</td>
<td>15,957</td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>164,080</td>
<td>12,730</td>
<td>12,730</td>
<td>12,730</td>
<td>14,229</td>
<td>19,080</td>
<td>13,133</td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>142,928</td>
<td>12,750</td>
<td>12,750</td>
<td>12,750</td>
<td>12,750</td>
<td>13,133</td>
<td>13,133</td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>137,238</td>
<td>16,716</td>
<td>16,716</td>
<td>17,217</td>
<td>17,217</td>
<td>16,716</td>
<td>16,716</td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>92,944</td>
<td>36,775</td>
<td>18,722</td>
<td>18,722</td>
<td>18,722</td>
<td>18,722</td>
<td>18,722</td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>102,021</td>
<td>7,917</td>
<td>7,917</td>
<td>8,870</td>
<td>12,322</td>
<td>8,154</td>
<td>8,154</td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>31,210</td>
<td>7,917</td>
<td>7,917</td>
<td>8,870</td>
<td>12,322</td>
<td>8,154</td>
<td>8,154</td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>100,819</td>
<td>9,875</td>
<td>9,875</td>
<td>9,875</td>
<td>10,171</td>
<td>10,171</td>
<td></td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>132,637</td>
<td>11,275</td>
<td>11,275</td>
<td>4,612</td>
<td>12,594</td>
<td>11,602</td>
<td>11,613</td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>93,816</td>
<td>7,517</td>
<td>7,517</td>
<td>8,422</td>
<td>7,743</td>
<td>7,743</td>
<td>7,743</td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>167,120</td>
<td>13,500</td>
<td>13,500</td>
<td>15,336</td>
<td>13,924</td>
<td>13,924</td>
<td>13,924</td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>49,479</td>
<td>7,813</td>
<td>10,417</td>
<td>10,417</td>
<td>10,417</td>
<td>10,417</td>
<td>10,417</td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>185,704</td>
<td>14,596</td>
<td>14,596</td>
<td>14,596</td>
<td>15,583</td>
<td>15,034</td>
<td>15,034</td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>156,214</td>
<td>12,881</td>
<td>12,881</td>
<td>12,881</td>
<td>14,429</td>
<td>13,268</td>
<td>13,268</td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>85,907</td>
<td>6,959</td>
<td>6,959</td>
<td>6,959</td>
<td>7,770</td>
<td>7,162</td>
<td>7,162</td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>27,277</td>
<td>227</td>
<td>227</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>144,520</td>
<td>11,673</td>
<td>11,673</td>
<td>11,673</td>
<td>12,074</td>
<td>12,024</td>
<td>12,024</td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>94,193</td>
<td>11,580</td>
<td>11,580</td>
<td>14,740</td>
<td>14,552</td>
<td>9,964</td>
<td>9,964</td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>41,746</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9,964</td>
<td>9,964</td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>11,928</td>
<td></td>
<td></td>
<td></td>
<td>11,928</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51200 - Staff Salaries &amp; Wages</td>
<td>108,334</td>
<td>8,750</td>
<td>8,750</td>
<td>8,750</td>
<td>5,942</td>
<td>9,048</td>
<td>9,048</td>
</tr>
</tbody>
</table>

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**Berkeley Office of the Vice Chancellor of Finance**
Benefits are calculated by multiplying Salary Expense by a rate
• See cfo.berkeley.edu for Composite Benefit Rates
Exercise 2

Explore the Manage Existing Employees Task for your entity
Agenda

- Human Capital Planning (HCP) and Human Capital Management (HCM)
- **Review HCM Data to Add to Plan**
- Pooled Positions
- Manage Existing Employees
- To Be Hired Employees
- DeptID Compensation Adjustments
- BFS Journals Review, Mass Salary Adjustment and Monthly Pay Rate Lookup
- Overview of HCPRptg
- Support
Plan for Existing Employees

To plan for existing employees, you can use either of these tasks:

- Manage Existing Employees and Job Codes
- Review HCM data to add to Plan
1. Select data and press [Ctrl+C] to copy data to the clipboard

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100.00</td>
<td>110.00</td>
<td>121.00</td>
<td>133.10</td>
<td>146.41</td>
<td>161.05</td>
</tr>
</tbody>
</table>

2. In HCP, click on first cell where you want to paste the data
3. Right-click and select Edit / Paste

4. Data is pasted in Form; cells are in Edit mode
5. Click the Save icon

Copy and Paste - Internet Explorer

23
Copy and Paste - Chrome

1. Select data and press **[Ctrl+C]** to copy data to the clipboard

   ![Excel Data](https://example.com/excel-data.png)

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100.00</td>
<td>110.00</td>
<td>121.00</td>
<td>133.10</td>
<td>146.41</td>
<td>161.05</td>
</tr>
</tbody>
</table>

2. In HCP, click on the first cell where you want to paste the data

3. Press **[Ctrl+V]** to open Clipboard helper

4. Press **[Ctrl+V]** to paste data

   ![Clipboard Helper](https://example.com/clipboard-helper.png)

5. Click **Paste**

6. Click the Save icon
Adjust by Fixed Amount or Percentage

You can adjust values up or down by a fixed amount or a percentage for a range of cells.

1. Highlight cell(s) to update
2. Right-click, select **Adjust \ Adjust Data**
3. Complete the dialog box as desired
4. Click **Adjust Data**
HCM Employee Data Available to Load to HCP

A snapshot of Human Capital Management (HCM) data was taken for all employees who had a distribution in January 2020. The Monthly Pay Rate and Distributions data is available in HCP on February 3, 2020.

The data has been modified as follows and is available to load to your current year Forecast, next year’s Operating Budget, or both.

<table>
<thead>
<tr>
<th>Use Case</th>
<th>Modification</th>
</tr>
</thead>
<tbody>
<tr>
<td>All employees except pooled positions</td>
<td>Monthly Pay Rate increased by 3%</td>
</tr>
<tr>
<td>Employees paid over 10 months</td>
<td>Monthly salary multiplied by 10/12 to spread evenly across 12 months</td>
</tr>
<tr>
<td>Employees with End Dates</td>
<td>Employees with End Dates were copied except:</td>
</tr>
<tr>
<td></td>
<td>• Contract appointment employees</td>
</tr>
<tr>
<td></td>
<td>• Employees who separated prior to 1/1/2020</td>
</tr>
</tbody>
</table>
Review HCM Data to Add to Plan

- **Plan** is the data in Forecast for the current fiscal year and in Operating Budget for the next fiscal year.
- **HCM** is the actual pay rate in HCM with modifications to be used for planning*.
- **FCST vs HCM** is the variance between HCM and what is currently in HCP.
Review HCM data to add to Plan

HCM Monthly Pay Rate

The Copy Existing Employee Monthly Pay functionality allows you to copy the monthly pay rate from HCM to your Plan (Forecast and Operating Budget), for one Employee ID, Job Code and DeptID a time.

1. Right-click on the employee whose monthly pay you want to copy
2. Click on the menu item to copy for Forecast, Operating Budget or both
3. Change the Employee, Job Code, or DeptID if needed
4. Click Launch
5. HCP confirms the copy
Review HCM data to add to Plan

HCM Distributions

The Copy Existing Employee Distributions functionality allows you to copy the distributions from HCM to your Plan (Forecast and Operating Budget), for one Employee ID, Job Code, and DeptID combination at a time.

1. Right-click on the distribution you want to copy
2. Click on the menu item to copy for Forecast, Operating Budget or both
3. Change the Employee, Job Code, or DeptID if needed
4. Click Launch
5. HCP confirms the copy
Review HCM data to add to Plan

HCM Monthly Pay and Distributions Tab

The Copy Existing Employee Monthly Pay and Distributions functionality allows you to copy the distributions from HCM to your Plan (Forecast and Operating Budget), for one Employee ID and DeptID combination at a time.

1. Right-click on the employee whose distribution you want to copy
2. Click on the menu item to copy for Forecast, Operating Budget or both
3. Change the Employee, Job Code, or DeptID if needed
4. Click Launch
5. HCP confirms the copy
Review HCM data to add to Plan

COPY ALL EXISTING EMPLOYEE DATA FROM HCM TO PLAN

The Copy Existing Employee Monthly Pay and Distributions functionality allows you to copy the distributions from HCM to your Plan (Forecast and Operating Budget), for all employees in a DeptID at once.

1. Right-click on the DeptID for the Monthly Pay Rate and Distributions you want to copy and select what you want to copy from the Quick menu.

2. Click OK on the Launch Confirmation Message.

3. If the DeptID presented is the one you want to copy, click Launch.

4. HCP confirms the copy.
Exercise 3

Review HCM Data to Add to Plan
Agenda

• Overview of HCPRptg
• Human Capital Planning (HCP) and Human Capital Management (HCM)
• Review HCM Data to Add to Plan
• **Pooled Positions**
• Manage Existing Employees
• To Be Hired Employees
• DeptID Compensation Adjustments
• BFS Journals Review, Mass Salary Adjustment and Monthly Pay Rate Lookup
• Flow of Data, Exporting
• Support
Pooled Positions

HCP Pooled Positions allow Planners to budget compensation expenses for fluctuating populations of employees using a single position per DeptID - Fund - Chart1 intersection.
Example - Graduate Student Instructor (GSI)

- Monthly Pay Rate: $6,000
- # of employees: 100
- Time worked: 25%

Calculating Salary Expense

<table>
<thead>
<tr>
<th># of employees</th>
<th>*</th>
<th>Time worked</th>
<th>=</th>
<th>Full Time Equivalent (FTE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>*</td>
<td>25%</td>
<td>=</td>
<td>25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full Time Equivalent (FTE)</th>
<th>*</th>
<th>Monthly Pay Rate</th>
<th>=</th>
<th>Salary Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>*</td>
<td>$6,000</td>
<td>=</td>
<td>$150,000</td>
</tr>
</tbody>
</table>
## Entering Data in Pooled Positions Task

As with Manage Existing Employees, Pooled Positions data is entered on these tabs:

- **Monthly Pay Rate**
- **Distributions**
  - Pooled Positions Distributions tab has an additional account for FTE

### Monthly Pay Rate Tab

<table>
<thead>
<tr>
<th>Monthly Pay Rate Tab</th>
<th>Distributions Tab</th>
<th>Salary Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Pay Rate</td>
<td>6,000</td>
<td></td>
</tr>
<tr>
<td>50200-Acad-CBR Exempt-Pct</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Pooled FTE</td>
<td>0.25</td>
<td>150,000</td>
</tr>
</tbody>
</table>
**Entering Data in Pooled Positions Task**

You can enter the total salary expense for the pooled position in the Monthly Pay Rate tab instead of providing the FTE details and having HCP calculate it for you.

<table>
<thead>
<tr>
<th>Monthly Pay Rate Tab</th>
<th>Distributions Tab</th>
<th>Salary Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Pay Rate</td>
<td>150,000</td>
<td></td>
</tr>
<tr>
<td>50200-Acad-CBR Exempt-Pct</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Pooled FTE</td>
<td>1</td>
<td>150,000</td>
</tr>
</tbody>
</table>
## HCP Pooled Position Types

<table>
<thead>
<tr>
<th>Category</th>
<th>Pooled Position</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>GSR – Resident</td>
<td>May be eligible for fee remission based on % of time worked</td>
</tr>
<tr>
<td></td>
<td>GSR – Non-Resident</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GSI</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reader/Tutor – Student</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Titles (Undergrad)</td>
<td></td>
</tr>
<tr>
<td>Non-Ladder Ranked Faculty</td>
<td>Lecturer</td>
<td>May need multiple benefit rate groups for these pools</td>
</tr>
<tr>
<td></td>
<td>Adjunct Professors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Visiting Professors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reader/Tutor – Non-Student</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Summer Salary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Teacher – UNEX</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Per Diem</td>
<td></td>
</tr>
</tbody>
</table>
Pooled Positions with Fee Remission

- Students in these pooled positions may be eligible for fee remission based on the number of hours worked:
  - GSR - Resident
  - GSR - Non-Resident
  - GSI
  - Reader/Tutor - Student

- Planners enter the number of students eligible for each pooled position and DeptID intersection in the Pooled Headcount account on the Distributions tab

- CalPlanning calculates fee remission expense in CalPlan, Non-Comp Expense Account 5380X Fee Remission - Plan

- Fee remission is expensed once per semester in September and February

https://grad.berkeley.edu/financial/fee-remissions/
### Entering Headcount for Fee Remission

Pooled Headcount is the number of student employees that will receive Fee Remission.
CalPlan Calculates Fee Remission in Acct 5380X

<table>
<thead>
<tr>
<th>Task - Drill Through - Account Details</th>
<th>Task Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drill Through - Account Details &gt; Acct Details by POV</td>
<td>5380X - Fee Remission - Plan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Final</td>
<td>Planner Submission</td>
<td>Final</td>
<td>Working</td>
</tr>
<tr>
<td>Actual</td>
<td>Operating Budget</td>
<td>Operating Budget</td>
<td>Forecast</td>
</tr>
<tr>
<td></td>
<td>YearTotal</td>
<td>YearTotal</td>
<td>Q1</td>
</tr>
<tr>
<td>1_30007 - C Unrestricted - Plan</td>
<td>C1 - Summary - Plan</td>
<td>-2,000</td>
<td>-2,0...</td>
</tr>
<tr>
<td>Restricted Gifts - Plan</td>
<td>C1 - Summary - Plan</td>
<td>19,606</td>
<td>19,606</td>
</tr>
<tr>
<td>Restricted Endowments and FFEs - Plan</td>
<td>C1 - Summary - Plan</td>
<td>39,212</td>
<td>39,212</td>
</tr>
<tr>
<td>Contracts and Grants - Plan</td>
<td>C1 - Summary - Plan</td>
<td>2,573</td>
<td>58,818</td>
</tr>
<tr>
<td>Total Dept II Total Fund</td>
<td>Total C1</td>
<td>573</td>
<td>117,636</td>
</tr>
</tbody>
</table>
Pooled Positions with Multiple Benefit Rates

Pooled positions for non-ladder ranked faculty may include employees eligible for different benefit rates. In these cases, a Distribution Account will be needed for each benefit rate group.

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Distribution Code</th>
<th>Benefits Code</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer Pooled</td>
<td>1_12621 - HENGL In-year Instruc Support</td>
<td>A50200 - Acad-Full Benefits-Pct</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A50200 - Acad-CBR Exempt-Pct</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pooled FTE</td>
<td></td>
</tr>
<tr>
<td>Visiting Professors Pooled</td>
<td>1_12621 - HENGL In-year Instruc Support</td>
<td>A50200 - Acad-Limited Benefits-Pct</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pooled FTE</td>
<td></td>
</tr>
<tr>
<td>Adjunct Professors Pooled</td>
<td>1_12621 - HENGL In-year Instruc Support</td>
<td>A50200 - Acad-Limited Benefits-Pct</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A50200 - Acad-CBR Exempt-Pct</td>
<td></td>
</tr>
</tbody>
</table>
Distributions for Multiple Benefit Groups

To ensure the correct calculation of benefits, enter the % of total salary applicable to each benefit group in the benefits account.

<table>
<thead>
<tr>
<th>Name</th>
<th>Pay Rate</th>
<th>Distribution</th>
<th>Salary</th>
<th>Benefit Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maude Findlay</td>
<td>12,000</td>
<td>1.00</td>
<td>12,000</td>
<td>Full</td>
</tr>
<tr>
<td>Gabe Kotter</td>
<td>13,000</td>
<td>1.00</td>
<td>13,000</td>
<td>Full</td>
</tr>
<tr>
<td>Howard Cunningham</td>
<td>7,000</td>
<td>0.50</td>
<td>3,500</td>
<td>Limited</td>
</tr>
<tr>
<td>Fred Sanford</td>
<td>6,000</td>
<td>0.50</td>
<td>3,000</td>
<td>Limited</td>
</tr>
<tr>
<td>Fred Mertz</td>
<td>6,000</td>
<td>0.50</td>
<td>3,000</td>
<td>Limited</td>
</tr>
<tr>
<td>Margaret Houlihan</td>
<td>6,000</td>
<td>0.50</td>
<td>3,000</td>
<td>Limited</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Benefit Group</th>
<th>Total Salary</th>
<th>% of Total Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full</td>
<td>25,000</td>
<td>0.667</td>
</tr>
<tr>
<td>Limited</td>
<td>12,500</td>
<td>0.333</td>
</tr>
<tr>
<td></td>
<td>37,500</td>
<td>1.000</td>
</tr>
</tbody>
</table>
### 12 Pooled Types

<table>
<thead>
<tr>
<th>Type</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSR - Resident*</td>
<td>Lecturer Pooled Position type does not include those employees with Security of Employment. They will appear in your employee list.</td>
</tr>
<tr>
<td>GSR - Non-Resident*</td>
<td></td>
</tr>
<tr>
<td>GSI*</td>
<td></td>
</tr>
<tr>
<td>Reader/Tutor - Student*</td>
<td></td>
</tr>
<tr>
<td>Visiting Professors</td>
<td></td>
</tr>
<tr>
<td>Adjunct Professors</td>
<td></td>
</tr>
<tr>
<td>Reader/Tutor - Non-student</td>
<td></td>
</tr>
<tr>
<td>Student Titles (Undergrad)</td>
<td></td>
</tr>
<tr>
<td>Summer Salary</td>
<td></td>
</tr>
<tr>
<td>Teacher - UNEX</td>
<td></td>
</tr>
<tr>
<td>Per Diem</td>
<td></td>
</tr>
<tr>
<td>Lecturer</td>
<td></td>
</tr>
</tbody>
</table>

- HCM employee data for employees with job codes mapped to these 12 Pooled types are not included in the Review HCM Data to Add to Plan task.

* Pooled position eligible for fee remission
Add a Pooled Position

If you need to plan for a pooled position that hasn’t been used in the past, you’ll need to Add a Pooled Position

- Right-click on a position
- Select Manage Pooled Position \ Add Pooled Position
- Enter the required fields and click Launch
Add a Distribution for a Pooled Position

You may need to add a distribution for an existing pooled position in the case of multiple benefit rates for the same pool.

- From the Distributions tab, right-click the Pooled Position – DeptID, Fund, and Chart1 intersection
- Select Manage Pooled Position \ Add Distribution
- Complete the Add Pooled Position Distributions dialog box and click Launch

When you have multiple distributions for a pooled position because of different benefit rates, enter the % of total salary as the Distribution for each benefit rate
Exercise 4

Pooled positions
Agenda

• Human Capital Planning (HCP) and Human Capital Management (HCM)
• Review HCM Data to Add to Plan
• Pooled Positions
• **Manage Existing Employees**
• To Be Hired Employees
• DeptID Compensation Adjustments
• BFS Journals Review, Mass Salary Adjustment and Monthly Pay Rate Lookup
• Overview of HCPReport
• Support
Manage Existing Employees Task

Use the Manage Existing Employees Task to:
• Update Monthly Pay Rate or Distributions for an existing employee
• Create a new Distribution for an existing employee
• Add an Employee
• Add a To Be Hired Employee
• Assign an Employee to TBH
• Transfer an employee out

Planning Periods
• Forecast
• Operating Budget
Employee Leaving

When an employee is leaving the university and not moving to another DeptID, you can eliminate their earnings from your plan by changing the Monthly Pay Rate to zero.

Add a comment to document
Manage Existing Employee: 

Employee Moves to New DeptID in Entity

When an employee moves to a new DeptID within your planning Entity, use the Transfer Employee OUT function to update the employee’s DeptID

1. Right-click on the Employee Name
2. Select Manage Employee \ Transfer Employee OUT
3. Enter the new DeptID
4. Click Launch
5. Click OK to acknowledge that the employee was successfully transferred out of the DeptID

Note: Transfer OUT automatically changes the Earnings Distribution DeptID at the same time
Add an Existing Employee

Use the Add an Existing Employee functionality when you are adding a new employee to your DeptID. You will need these pieces of Information:

- Employee ID
- Job Code
- Monthly Pay Rate
- Salary - CBR Account
- Fund
- Chart1
- Start Fiscal Year
- Start Period (Month)
Start / End Fiscal Year & Period Values

Forms with start and end timeframe inputs have default values

<table>
<thead>
<tr>
<th>Prompt Text</th>
<th>Default Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Start Fiscal Year</td>
<td>&amp;ForecastYear</td>
<td>Current Forecast fiscal year</td>
</tr>
<tr>
<td>Enter Start Period</td>
<td>Jul</td>
<td>First month of the fiscal year</td>
</tr>
<tr>
<td>Enter End Fiscal Year</td>
<td>&amp;NextYr</td>
<td>Operating Budget fiscal year</td>
</tr>
<tr>
<td>Enter End Period</td>
<td>Jun</td>
<td>Last month of the fiscal year</td>
</tr>
</tbody>
</table>

Planners can free form edit directly in form fields or use Member Selection to choose desired members.
Exercise 5

Manage Existing Employees
Add Employee Distribution

Create a new Distribution for an employee in your DeptID when they will be paid by more than one Fund or Chart1

1. On the Distributions tab, right-click on the Employee
2. Select Manage Employee \ Add Employee Distributions
3. Fill in the required fields in the dialog box
4. Click Launch
5. Click OK to acknowledge the newly created distribution
Split Appointment in Same Dept ID

When an employee is being paid by more than one Fund or Chart1 in a DeptID and you have created a new Distribution, be sure to update the percentages in each Distribution to accurately reflect the percentage of the employee’s pay from each Distribution.
Split Appointment Across Entities

When an employee is being paid by more than one DeptID and the DeptIDs are managed by more than one Planner, each Planner must update the data for their DeptID to ensure that plans are complete and accurate.

Planner should coordinate to ensure accuracy of planning for the employee as each Planner will only be able to see Distributions for their Entity.
Remove an Earnings Distribution

Earning Distributions and their elements (*Entity, Salary Account, Fund and CF1*) in HCP cannot be changed. If an earnings distribution will no longer be used, change the distribution amount for future months to zero.
Update an Existing Employee

Use Update Employee form for changes to Employee Job Code; this is the only form in HCP where you can change an employee’s job code.
Add a Comment

Comment liberally throughout your plan to describe the rationale for $ and timing to help yourself and others understand your plan

1. Select cell(s) to which you want to add a comment
2. Right-click and select Comments (or click the Comment icon in the Toolbar)
3. Click the green + in the Comments window
4. Type the comment
5. If you want the comment to apply to all selected cells, check the box
6. Click Add
7. Edit your comment if needed. When you are finished, click Close

Comments should be qualitative as well as quantitative
Sort and Filter Functionality N/A in HCP Forms

Sort and Filter functions on the Quick menu are not working as expected in HCP Forms. If you select these, the application will freeze.
Exercise 5
Agenda

• Human Capital Planning (HCP) and Human Capital Management (HCM)
• Review HCM Data to Add to Plan
• Pooled Positions
• Manage Existing Employees
• **To Be Hired Employees**
• DeptID Compensation Adjustments
• BFS Journals Review, Mass Salary Adjustment and Monthly Pay Rate Lookup
• Overview of HCPRptg
• Support
What do we need to plan for our To Be Hired employees?

Planners can create To-Be-Hired employees to plan for future compensation expenses.

- Monthly Reg Salary
- Earnings Distribution by
  - Entity
  - Salary Account (Job Code)
  - Fund
  - CF1
- Distribution % ~ proxy FTE
- Benefits (Salary Account)

To be Hired

- Same as for Employees but planners need to provide as details not fed from HCM
- + Start & End Month
Add a To Be Hired Employee

1. From the Monthly Pay Rate tab, scroll to the bottom of the form to identify the # of the last To Be Hired employee planned

2. Right-click over an employee in the DeptID to which you would like to add the TBH employee

3. Select Manage TBH \ Add TBH

4. Click OK to acknowledge that you’ll need to create a distribution account after creating the TBH Monthly Pay Rate

5. Input the required values

6. Click Launch

7. Create a Distribution for the newly added TBH
Add a Distribution to a New To Be Hired Employee

Employees without planned Earnings Distributions will not display on the Manage Existing Employees and Job Codes Distributions tab. Their Distributions must be added from the Monthly Pay Rate tab.

1. From the Monthly Pay Rate tab, right-click on the new To Be Hired employee
2. Select Manage TBH \ Add TBH Distribution
3. Input required * TBH Distribution values
4. Click Launch
**Assign an Employee to a TBH Employee**

When you fill a position for which you have planned using a To Be Hired Employee, you can assign the employee to the TBH Employee to align plan and actuals.

1. Right-click on the To Be Hired Employee for the position that has been filled.
2. Select Manage TBH \ Assign Employee to TBH from the Quick menu.
3. Enter the Employee ID.
4. Click Launch.
5. Click OK to acknowledge that Assign TBH was successful.
Delete a To Be Hired Employee

To Be Hired Employees can be deleted when the plan values are no longer needed

1. Right-click on the To be Hired employee you want to delete
2. Select Manage TBH \ Delete TBH
Exercise 6

To Be Hired
Agenda

- Human Capital Planning (HCP) and Human Capital Management (HCM)
- Review HCM Data to Add to Plan
- Pooled Positions
- Manage Existing Employees
- To Be Hired Employees
- DeptID Compensation Adjustments
- BFS Journals Review, Mass Salary Adjustment and Monthly Pay Rate Lookup
- Overview of HCPRptg
- Support
DeptID Compensation Adjustments

- DeptID Adjustments allow for planning of +/- compensation expenses in HCP to capture material monthly $ amounts not reflected in employee and pooled positions plans
- Examples include stipends, vacancies and budget reductions
- Planned against compensation accounts at the DeptID (L7) vs. employee level
- Not to be used to plan for To Be Hired employees
DeptID Compensation Adjustments

Add DeptID Adjustment

1. On the DeptID Comp Adjustments tab, set MyOrg to the DeptID
2. On the Salary Expense tab, right-click
3. Select Manage DeptID Adjustment \ Add Dept ID Adjustment
4. Fill in the required values
5. Click Launch
6. Click OK to acknowledge the creation of the DeptID Adjustment
Agenda

- Human Capital Planning (HCP) and Human Capital Management (HCM)
- Review HCM Data to Add to Plan
- Pooled Positions
- Manage Existing Employees
- To Be Hired Employees
- DeptID Compensation Adjustments
- **BFS Journals Review, Mass Salary Adjustment and Monthly Pay Rate Lookup**
- Overview of HCPRptg
- Support
Review BFS Journals Task

The Review BFS Journals Task has Actuals data from BFS for:

• Salary Expense
• Fee Remission
• Benefits
• Total Comp
Mass Salary Adjustments Form

Use the Mass Salary Adjustment form to simultaneously edit Monthly Pay Rate and Distributions for all employees in a Job Code.

Step 1: Filter by Job Code

- Select the Job Code from the drop-down list
- Click the Go arrow to refresh the data
Mass Salary Adjustments Form

1. Select employees whose Monthly Pay Rate you want to adjust
2. Right-click and select Adjust \ Adjust Data
3. Complete the Adjust Data dialog box

![Adjust Data dialog box]

4. Click Adjust Data

⭐ You can repeat these steps if needed to adjust Distributions
Monthly Pay Rate Lookup Form

The Monthly Pay Rate Lookup form allows planners to search for employees in HCP to view their monthly planned pay rate as displayed in HCP. The form populates with read-only values for the open months of current Forecast and next year’s Operating Budget.

1. Select the Employee from the drop-down list
2. Click the Go arrow

HCP presents the Actuals for closed months and plans for open months for the selected employee
Accessing HCP & HCPRptg

The Oracle Workspace is the main interface for all CalPlanning applications.

For training access the QA version of Workspace from Citrix [citrix.berkeley.edu](http://citrix.berkeley.edu)

To work in live data, access the Production version of Workspace from Citrix [Citrix](https://calplnrptportal.berkeley.edu/workspace/index.jsp)

or

Internet Explorer [https://calplnrptportal.berkeley.edu/workspace/index.jsp](https://calplnrptportal.berkeley.edu/workspace/index.jsp)
R vs. CR vs. HCP Reports

CalPlanning has three repositories for running reports:

- CalPlan
- CalRptg
- HCP Rptg

The available data sets and refresh schedules are different for the three repositories.

<table>
<thead>
<tr>
<th>Reports</th>
<th>Refresh Schedule - Actuals</th>
<th>Refresh Schedule - Budget data</th>
<th>Chart of Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>CalPlan R Reports</td>
<td>Updated Monthly</td>
<td>Update with Save in CalPlan up to Org set in Preferences</td>
<td>Summary Plan - Members</td>
</tr>
<tr>
<td>CalRptg CR Reports</td>
<td>Full COA updated Nightly</td>
<td>Summary Plan Level updated 5x daily (every 3 hours 9 am to 9 pm)</td>
<td>Plan @ Summary Level Actuals @ Full COA</td>
</tr>
<tr>
<td>HCP Rptg HCP Reports</td>
<td>Monthly</td>
<td>Updated 5x daily (every 3 hours 9 am to 9 pm)</td>
<td>Compensation Accounts</td>
</tr>
</tbody>
</table>
HCP001 Employee Salary by Fund and Job Code

- Provides salaries of individuals by fund group
- No employee level detail for pooled positions
- Default account is Salaries & Wages
- Can select other Accounts in Respond to Prompt
Agenda

• Human Capital Planning (HCP) and Human Capital Management (HCM)
• Review HCM Data to Add to Plan
• Pooled Positions
• Manage Existing Employees
• To Be Hired Employees
• DeptID Compensation Adjustments
• BFS Journals Review, Mass Salary Adjustment and Monthly Pay Rate Lookup
• Overview of HCPRptg
• Support
CalPlanning Website

Check out the CalPlanning website for up to date info on:

• Browser and Citrix Links to the CalPlanning Workspace

• Training, reference materials and local unit support

• Latest news and system updates

• Monthly Actual Upload Schedule

• Help Desk Information

http://calplanning.berkeley.edu/
CalPlanning Availability & Push Schedule

CalPlanning Availability

- Available: Monday - Friday, 8am-5pm with technical support, except University holidays
- Available: Monday - Friday, 7am-8am, 5pm-3am, and weekends but without technical support
- Unavailable: 3am-7am daily

CalPlanning Push Schedule

CalPlanning plan data is pushed from
- HCP to both CalPlan and HCP Rptg
  - and from
- CalPlan to CalRptg

5 times daily in the first 15 minutes of the hour starting at 9:00am and then every three hours until 9:00pm.

**Do not run or refresh** CalPlanning reports (CalPlan, CalRptg, HCP Rptg and Smart View) for the first 15 minutes of the push hours to avoid an incomplete refresh of your data.

<table>
<thead>
<tr>
<th>Data Push Schedule*</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am - 9:15am</td>
</tr>
<tr>
<td>12:00pm - 12:15pm</td>
</tr>
<tr>
<td>3:00pm - 3:15pm</td>
</tr>
<tr>
<td>6:00pm - 6:15pm</td>
</tr>
<tr>
<td>9:00pm - 9:15pm</td>
</tr>
</tbody>
</table>

*Do not run reports during the push*
Support: Technical and Non-Technical

For technical help with the CalPlanning tool (including logging into or using CalPlan, CalRptg, HCP, HCPRptg and Smart View), contact:
  • CalPlanning Help Desk
    • Hours: 8 a.m. to 5 p.m., Monday - Friday, except for University holidays
    • E-mail: calplanhelp@berkeley.edu
    • Phone: (510) 664-9000, Phone Tree: Option 1 (IT), Option 2, then Option 4 (CalPlanning)

For non-technical Budget Process help including questions about your Division’s requirements, decisions for your unit and your CalPlanning access contact your
  • Local CalPlanning Support Person
  • Divisional Finance Leader (DFL)
Thank you!

Navigating HCP Evaluation