Navigating Human Capital Planning (HCP)
Creating a Compensation Plan
Slide Presentation and Activities

FY2018-19

CalPlan
HCP
(CalPlan)
CalRptg
HCP Rptg
Smart View
Learning Objectives

• Practice running and identifying the components of an HCP Report

• Review the load of employee data from HCM to HCP

• Practice basic HCP navigating of editing data and launching forms while
  • Managing existing employee plans and creating To Be Hired employees plans
  • Creating and editing Earnings Distributions
  • Planning for pooled positions
  • Entering DeptID compensation adjustments

• Identify where to go for additional information and support
Training Material Overview

Handouts
• Combined Navigating HCP Slide Presentation & Activities

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

1. HCP Rptg the big picture view
2. Human Capital Planning (HCP) & Human Capital Management (HCM)
3. sHCP: Employees
4. sHCP: To Be Hired Employees
5. sHCP: Pooled Positions
6. sHCP: DeptID Compensation Adjustments
7. sHCP: BFS Journals Review, Mass Salary Adjustment and Monthly Pay Rate LookUp
8. Flow of Data, Exporting and FY2018-19 Office Hours
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</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>R Reports</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ex. R111)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CalRptg</td>
<td>Full COA updated Nightly</td>
<td>Summary Plan Level updated 5x daily (every 3 hours 9 am to 9pm)</td>
<td>Plan @ Summary Level Actuals @ Full COA</td>
</tr>
<tr>
<td>CR Reports</td>
<td>(i.e. Actuals as of yesterday)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ex. CR111)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCP Rptg</td>
<td>Monthly</td>
<td>Updated 5x daily (every 3 hours 9 am to 9pm)</td>
<td>Compensation Accounts</td>
</tr>
<tr>
<td>HCP Reports</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ex. HCP001)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HCP001 – Employee Salary by Fund and Job Code
Use to review plans by one compensation account at a time created in HCP after the simplification of HCP (FY18 Forecast Working and later) where we planned by employee and job code. The report displays the Job Code # and description along with the employee name and employee ID.

HCP001 – Prior Feb 2018 sHCP – Employee Salary by Fund and Position
Run to view plans by one compensation account at a time created in HCP prior to the simplification when we planned by employee and position. The report displays the Position number along with the employee name and employee ID.

HCP002 – Comp and Non-Comp Expense Variance – Scenario vs Actual displays detailed salaries and non-comp expenses planned vs. actuals

HCP002- Prior Feb 2018 sHCP Comp and Non-Comp Expense Variance – Scenario vs Actual

HCP003- Job Code Trend by Actual Payroll $ and FTE presents actual payroll FTE for one compensation account for 5 prior fiscal years by Job Codes
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 or

Internet Explorer [https://calpln-rptportal.berkeley.edu/workspace/index.jsp](https://calpln-rptportal.berkeley.edu/workspace/index.jsp).
CalPlanning: Enabling Reporting POV Preview

Updating Your Reporting Preferences

As of 2/22/18, to enable the POV Preview Box to display when running a report from the CalPlan, CalRptg and HCPRptg repositories you will need to set your CalPlanning preferences as shown here:

- From the CalPlanning Navigate toolbar select File -> Preferences
- From the Preferences left-hand navigation pane select Financial Reporting
- From the User Point of View set Preview to On and select OK
- Log out of the CalPlanning Workspace and log back in to apply setting

Once enabled the POV Preview setting will persist.
Navigating to HCP Reports

HCP Reports are accessed from the HCPRptg Report Repository using the Explore icon.

- **HCP** prefix (ex. **HCP001**)
- Includes HCP compensation plan data by employee & DeptID level
- Report repository updates every three hours with Saved changes made in Human Capital Planning (HCP) tool
- Check out the [Compensation Reporting By Employee in HCPRptg](#) job aid for more details
HCP001, Employee Salary by Fund and Job Code Report

**Report POV**

*This report/book runs for the members on the user Point of View listed below.*

- **Period:** YearTotal
- **Year:** FY18
- **Scenario:** Select...
- **Version:** Select...
- **Entity:** Select...
- **Your entity:** Select...
- **Program Code:** Select...
- **Earn Code:** Select...
- **Chart:** Select...
- **Chart1:** Select...
- **Chart2:** Select...

**Report Account Prompts**

- Click on the **Go to Member Selection** magnifying glass to choose from the list of available Compensation Accounts.
- Check the **Edit Member Names** box to type directly into Account Prompt.
- While the Member Selection box will allow for multiple accounts in the Selected section, do not include more than one.
- Use the left and right arrows to move members from the Selected to the Available sections.
FY18 Forecast Working HCP001 Report

Displays list of employees, To Be Hired employees, Pooled Positions and DeptID Compensation Adjustments by Entity selected in POV.

<table>
<thead>
<tr>
<th>Job Codes &amp; Descriptions</th>
<th>Total Job Codes</th>
<th>Pooled Position Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Salary by Fund Group</strong></td>
<td><strong>Salaries &amp; Wages</strong></td>
<td></td>
</tr>
</tbody>
</table>
Activity # 1

- Log into Citrix
- Open the CalPlanning-QA application
- Enable the Reporting POV Preview
- Run an HCP001 report for your entity to see Salaries & Wages plan values for your current FY18 Forecast
- Use slides 7 to 11 if needed
Agenda

1. HCP Rptg the big picture view

2. Human Capital Planning (HCP) & Human Capital Management (HCM)

3. sHCP: Employees

4. sHCP: To Be Hired Employees

5. sHCP: Pooled Positions

6. sHCP: DeptID Compensation Adjustments

7. sHCP: BFS Journals Review, Mass Salary Adjustment and Monthly Pay Rate LookUp

8. Flow of Data, Exporting and FY2018-19 Office Hours
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 Fringe, Vacation, GAEL, and Fee Remission rates
Accessing HCP App – Where Is It?
Jan18HCP

Planners can view their FY18 Forecast values prior to the February 2018 HCM refresh in HCP via the read-only Jan18HCP.

Jan18HCP application design reflects the old pre-simplified HCP look which will be unfamiliar to new planners.
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.

Entity preferences are application specific and must be set for both CalPlan and HCP.

🤔 What entity level do you prefer?
HCP Planner Task List outlines the steps for employee Compensation Planning of your current year’s Forecast and next year’s Operating Budget.
Navigating the HCP Task List

Click on the icon to expand the task list.

Once the drawer icon displays click on the task list title to display the form.

Click on the black left facing arrow to close the navigation pane.

Click on the black right facing arrow to open the navigation pane.
**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.

<table>
<thead>
<tr>
<th>Year</th>
<th>Scenario</th>
<th>Version</th>
<th>Period</th>
<th>Entity</th>
<th>Account</th>
<th>Fund</th>
<th>Chart1</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY18</td>
<td>Forecast</td>
<td>Working</td>
<td>YearTotal</td>
<td>1_26301</td>
<td>A40XXX</td>
<td>5 Plan Only Fund Members</td>
<td>C1_SUMPLN</td>
</tr>
<tr>
<td>2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Version**: Working
- **Period**: YearTotal
- **Entity**: 1_26301
- **Account**: A40XXX
- **Fund**: 5 Plan Only Fund Members
- **Chart1**: C1_SUMPLN

**Examples**

- **Employee**: E12345678
  - **Job Code**: 0213
  - **Examples**: Carol Christ, Saul Perlmutter

- **Year**: 2018, 2019
  - **Scenario**: Forecast
    - Operating Budget*
    - **Working**
  - **Period**: YearTotal
    - Jul to Jun (closed months)
    - (open months)

- **Entity**: 1_26301
  - **Examples**: 1_EVCP3, 1_10135, 1_HAAS3, 1_10372, 1_COCHM, 1_10965

- **Account**: A40XXX
  - **Examples**: Compensation & fringe accounts
    - Total Compensation
    - Expenses
  - 120211
  - A50212
  - 53070

- **Fund**: 5 Plan Only Fund Members
  - **Examples**: Current Funds
    - Unrestricted-Plan
    - Designated-Plan
    - Restricted Gifts-Plan
    - Restricted Endowments
    - Contracts and Grants – Plan
    - 1100_Professor-Acad Yr
    - 4722_Assistant III
    - 7709_Financial Analyst 3

*Dimension label not displayed on forms

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**Berkeley Office of the Vice Chancellor of Finance**

Navigating HCP

February 2018
HCP Employee & Job Code Dimensions

- **Existing** employees were fed from HCM along with their Employee ID, Job Code and Earnings Distribution(s)
- Member name for existing employees
  - = E + Employee ID
- Plans for **new or To-Be-Hired (TBH) employees** can be created in HCP to capture their compensation expenses in your budget

- **Job Code** – the alpha suffix + job code description
- Fed from HCM
- Determines Salary Account in the Earnings Distribution
Activity # 2

- Launch the HCP Application
- Set your entity preferences
- Access the HCP task list and open the Manage Existing Employees and Job Codes form.
- Locate the HCP Dimension Members on slide 20
- Use slides 15 to 21 if needed
Flow and Timing In Our Financial Landscape

**BFS/BAIRS/Cal Answers Financials**

- **Cal Answers Financials**
  - BAIRS: Berkeley Administrative Initiative Reporting System
  - BFS: Berkeley Financial System

**CALPLANNING**

- **CalPlan**
  - Actualized Forecast EBC** Live 12.19.17
  - 5xDaily * Summarized Compensation Plans
  - 5xDaily * Operating Budget & Forecast Plan Data

- **Smart View**
  - CalRptg
  - HCP Rptg

- **HCP**
  - Human Capital Planning
  - Detailed Employee Compensation Plans

- **HCM**
  - Human Capital Management
  - Position Management

**HR**

- FY2019 Annual Snapshot Detailed Employee Data
- HCM snapshot on 2/06/2018 of active data from 7/01/2017 and forward.

**PPS**

- Payroll Personnel System

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* Data pushes every three hours between 9:00am and 9:00pm. Check [http://budget.berkeley.edu/systems/calplanning](http://budget.berkeley.edu/systems/calplanning) for more on the data push schedule and updates to CalPlanning system availability.

**compensation includes fee remission**
HCM Employee Data Refreshed in HCP

A snapshot of Human Capital Management (HCM) data was taken on 2/06/18 EOB and includes all *active* employee data on and after 7/01/17. This data is available in HCP when we re-opened CalPlanning on 2.22.18.

<table>
<thead>
<tr>
<th>HCM</th>
<th>HCM Snapshot</th>
<th>HCP</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Actual Employee and Job Code data)</td>
<td>As of 2.07.18</td>
<td>Planned Employee &amp; Job Code Compensation Expenses</td>
</tr>
</tbody>
</table>

**Employee Data** *(excluding those in the 12 Pooled Position Job Codes)*
- Name
- Employee ID
- Job Code
- Monthly Pay Rate
- Earnings Distributions

**Employee Data** refreshed on the Manage Existing Employees & Job Codes forms

**Employee Data for Employees in the 12 Pooled Types** — *(e.g. GSR/GSI, Summer Salary)*

**Pooled Positions** — Planner created and manage ongoing

**Additional Compensation**

**DeptID Compensation Adjustments** — Planner created
HCM Data Flows to HCP

• Only REG earnings distribution lines are loaded into HCP from HCM
• To plan for other earnings codes not loaded from HCM, planners can manually enter them into HCP via
  • Adjusting the employee’s monthly pay rate if additional earning funded from the same earnings distribution, IF material
  • If funded from a different earnings distribution, planners can use DeptID Compensation Adjustment in account 520XX-Other Employee Compensation – Plan or any other available compensation account
Agenda

1. HCPRptg the big picture view
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What do we need to plan for our Employees?

- Monthly Pay Rate
- Earnings Distribution by
  - Entity
  - Salary Account (Job Code)
  - Fund
  - CF1
- Distribution % ~ proxy FTE
- Benefits (Salary Account)
Calculating **Planned** Salary & Compensation Expenses in HCP

To calculate an employee’s Salary Expense HCP needs a Pay Rate + Earnings Distribution.

\[
\text{Salary Expense} = \text{Employee Pay Rate in Month} \times \text{Earnings Distribution}.
\]

- **Earnings Distribution**:
  - Planned in Month
  - Employees can have multiple distributions

\[
\text{Total Compensation Expense} = \text{Salary Expense} \times (1 + \text{CBR\%} + \text{GAEL\%}).
\]

In HCP Compensation Expenses (including benefits) are planned to Entity, Account, Fund, and Chart1 using planned distributions (simplified) by employee.

On the General Ledger Compensation Expense are dispersed to Entity, Account, Fund, Chart1, Chart2 and Program Code using actual distributions (detailed) and do NOT include actual benefits at the employee level. Employee Benefits are consolidated by chartstring.
Manage Existing Employees & Job Codes Task

Five Manage Existing Employee (MEE) tabs:
- Monthly Pay Rate - editable
- Distributions - editable
- Salary Expense – calculated RO
- Benefits – calculated RO
- Total Comp – calculated RO
Manage Existing Employees & Job Codes:
1. Monthly Pay Rate Tab Layout

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

**Monthly Pay Rate**

<table>
<thead>
<tr>
<th>Employee Name Last, First &amp; Employee ID #</th>
<th>Concatenated Job Code &amp; Description</th>
<th>Entity DeptID</th>
<th>FY18</th>
<th>FY19 Operating Budget Working Year Total (RO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abrams, Kathryn R. (E0: 11956 - CLLAW)</td>
<td>9,500 13,750 13,750 13,750 13,750</td>
<td></td>
<td>165,000</td>
<td></td>
</tr>
<tr>
<td>Abrams, Kira B. (E01144: 7458 Public)</td>
<td>8,950 8,950 8,950 8,950 8,950</td>
<td></td>
<td>107,400</td>
<td></td>
</tr>
<tr>
<td>Adams, Jill Ellen (EO1177: 0843 Academic)</td>
<td>7,250 7,250 7,250 7,250 7,250</td>
<td></td>
<td>87,000</td>
<td></td>
</tr>
<tr>
<td>Alaj-Saab, Amatullah (EO: 4722 Acad)</td>
<td>8,950 8,950 8,950 8,950 8,950</td>
<td></td>
<td>107,400</td>
<td></td>
</tr>
<tr>
<td>Albiston, Catherine R. (E: 11956 Acad)</td>
<td>13,750 13,750 13,750 13,750 13,750</td>
<td></td>
<td>165,000</td>
<td></td>
</tr>
</tbody>
</table>

- **Employee Name & ID**
- **Job Code**
- **Entity**
- **Comments**
- **Employee Name**
- **Last, First & Employee ID #**
- **Concatenated Job Code & Description**
- **Entity DeptID**
- **fy18 Forecast Working**
- **fy19 Operating Budget Working**
- **Editable Open Months of FY18**
- **Planner Defined Comments**
- **12 Editable Months of FY19**
Manage Existing Employees & Job Codes:

1. Monthly Pay Rate Form Details

- Includes all active employees with an earnings distribution funded within the Entity set in **My Preferences**, displayed alphabetically by last name with Job Code, description and Entity.
- Features current year’s Forecast and next year’s Operating Budget Working versions. Scenario and version labels not displayed in column headers.
- Displays editable open months of current year Forecast, 12 months of next year’s Operating Budget (+ read-only Year Total) and Comments for both scenarios.
- Current and future months are editable for Monthly Pay Rate. No need to right-click.
- Right-click to manage Employees and To Be Hired employees
4 Options to Editing and Saving Data in Forms

1. Click on cell to activate.
2. Input value (cell fill turns yellow)
3. Select **Save** from the Navigate toolbar.
4. Value updated (cell fill turns white)

Control + C = Copy

Highlight Cells to paste copied value to and
Control + V = Paste

1. Highlight group of cells to update.
2. Right-click select Adjust -> Adjust Data.
3. Select **By Value** or **By Percentage**, **Increase by** or **Decrease by** and input value and click **Adjust Data**.
4. Select **Save**. Values updated (cell fill turns white)
Sort or Filter Data in HCP Forms

Sort & Filter display as option in the right click menu but the functionality is not working as expected.
editing data in HCP forms

Activity # 3

- Choose 2 employees from the Manage Existing Employees and Job Codes form and edit their monthly pay rate using the first three editing options.
- Choose a group of employees to edit their monthly pay rate using the Adjust Data functionality.
- Use slides 30 to 32 if needed.
Earnings Distributions

Earnings Distributions (initially loaded from HCM) include:

- **Distribution** - where the Monthly Pay rate is planned to:
  - Entity/DeptID
  - Salary Account (determined by Job Code)
  - Fund
  - Chart1

- **Distribution Value** – what portion of the Monthly Pay Rate is funded by the Distribution (\( = \) to the FTE)

Planners only have visibility in HCP to:

- employees who have earning distributions with an entity/DeptID within their HCP security access
- earning distributions of those employees with an entity or DeptID within their HCP security access
Manage Existing Employees & Job Codes:
2. Distributions Tab Layout

Displays roster of all active employees in alpha order by last name for the entity chosen. Includes Earnings Distributions for each employee and the percentage of each for the remaining open (editable) months of the Forecast and all months of next year’s Operating Budget.

<table>
<thead>
<tr>
<th>Employee name &amp; ID</th>
<th>Job Code</th>
<th>Entity</th>
<th>Salary Account</th>
<th>Fund Bucket</th>
<th>CF1</th>
<th>FY18 Year Total</th>
<th>FY19 Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nelson, Jennifer</td>
<td>3612 Libra</td>
<td>1_12067 - CLLAW</td>
<td>Restricted Enc.</td>
<td>C1 - Summa</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Nesset, Tominag</td>
<td>4722</td>
<td>1_11999 - CLLAW</td>
<td>Unrestricted</td>
<td>C1 - Summa</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>O'Connell, Anne</td>
<td>1180 Prof</td>
<td>1_11956 - CLLAW</td>
<td>Unrestricted</td>
<td>C1 - Summa</td>
<td>0.92</td>
<td>0.92</td>
<td>0.92</td>
</tr>
<tr>
<td>O'Connell, James</td>
<td>3300 Spec</td>
<td>1_11975 - CLLAW</td>
<td>Unrestricted</td>
<td>C1 - Summa</td>
<td>0.08</td>
<td>0.08</td>
<td>0.08</td>
</tr>
<tr>
<td>Onwuachi-Willig</td>
<td>1180 Prof</td>
<td>1_11956 - CLLAW</td>
<td>Unrestricted</td>
<td>C1 - Summa</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Red cell fill highlights employee has no Distribution % (~proxy FTE) at end of FY

Employee’s total monthly Distribution (~proxy FTE) not to exceed 1

Why no Year Total Average for FY18?

Editable open months of FY18 Forecast Working

Year Total Average

12 editable months of FY19 Operating Budget Working
Manage Existing Employees & Job Codes:
2. Distributions Tab Details

• Includes all active employees with an earnings distribution funded within the Entity set in **My Preferences**, displayed alphabetically by last name with Job Code, Description and Earnings Distribution.

• Displays all earning distributions for an employee planned to entity selected.

• Features open months of current year’s Forecast and next year’s Operating Budget Working versions. Scenario and version labels not displayed in column headers. (+ FY9 read-only Year Total Average)

• Open months of current year Forecast and 12 months of next year’s Operating Budget are editable for adding Distributions. To remove a distribution, zero out existing by month. Right-click to add a distribution.

• To change distribution elements (account, entity, fund &/or CF1) a new distribution must be added and original zeroed out as needed

Hmm......
Add an Earnings Distribution to an Employee

Earning Distributions and their elements (Entity, Salary Account, Fund and CF1) once loaded into or added to an employee in HCP cannot be changed. Planners must create additional Distributions and manage the original Distribution %s as needed.

- Right-click Add Employee Distribution prompt defaults with values from employee’s current distribution in row when right-clicked.
- Manage both distributions as needed.
- Only those employees with Earnings Distributions will display on the Distributions tab.
Editing an employee’s earnings distribution

- add a new earnings distribution to an employee
- manage multiple distribution %s for an employee

Activity # 4

- Choose an employee with one earnings distribution with FTE = 1.
- Create a new distribution for that employee and split the distributions 50/50.
- Use slides 37 to 40 if needed.
MEE Form to Manage Employees

Right-Click to Navigate into Employees

- Locate the row containing the employee you would like to review.
- Mouse over one of the three beige filled columns in that row to display the right-pointing black arrow and right click to display the navigation box.
  - Update an Existing Employee – use to edit Job Code, Pay Rate
  - Add an Existing Employee (existed in HCM at the time of the Feb 2018 data load to HCP) to the roster
  - Transfer Employee OUT
MEE: Update an existing employee form

*required values in prompt

Only form in HCP where you can change employee’s Job Code.

Recommend to make edits to **Monthly Pay Rate** and **Distribution %** by month on Manage Existing Employees and Job Codes task Monthly Pay Rate and Distributions forms.

Use **Update Employee** form for changes to Employee

- Job Code

Changes to Earnings Distribution elements** will create an additional Earnings Distribution for the employee. It is recommended edit distribution elements by adding a new distribution on the Distributions tab.
Start / End Fiscal Year & Period Values

Forms with start and end timeframe inputs have default values.

- Start Fiscal Year = &ForecastYear, the current forecast fiscal year or FY18
- End Fiscal Year = &NextYear, the Operating Budget fiscal year or FY19
- Start Period = Jul, first month of the fiscal year
- End Period = Jun, last month of the fiscal year

Planners can free form edit directly in form fields or use Member Selection to choose desired members.
MEE: Transfer an existing employee out

Use the **Transfer Employee OUT** option to edit an employee’s DeptID/entity by transferring them out of their current DeptID displayed on the Monthly Pay Rate form and to the new DeptID within the planner’s HCP org access. If actual data exist for employee in the original DeptID that row will persist. Form defaults with all of the employee details from the row selected in the right-click from the **Monthly Pay Rate** tab and planners input **DeptID to Transfer to**.

Transfer OUT automatically changes the Earnings Distribution DeptID at the same time.

* = required fields
MEE: Add an existing employee form

Add an Existing Employee form defaults with the DeptID in the row selected to right-click and Add Employee and all * required fields need input to launch form.
Activity # 5

- Choose an employee from the Manage Existing Employees and Job Codes form and change their job code. Note all of their current employee details before you launch the Update an Existing Employee Form.

- Choose an employee from the Manage Existing Employees and Job Codes form and Transfer them Out of their current DeptID and into another DeptID in your entity.

- Use slides 40 to 44 if needed.
Manage Existing Employees & Job Codes:  
3. Salary Expense Tab

- Read-Only (RO), calculated fields include Year Total and 12 months of FY18 Forecast & FY19 Operating Budget
- Actual Salary Expense in Closed Months feeds from GL
- Planned Salary Expense in Open Months Calculated = Monthly Pay Rate * Earnings Distribution

- Gray filled cells = FY18 Actual from GL
- Green filled cells = FY18 Forecast
- Blue filled cells = FY19 Operating Budget
Manage Existing Employees & Job Codes: 4. Benefits Tab

Form displays read-only calculated applicable Benefits Account and GAEL amounts for open months of FY18 Forecast and planned 12 months of FY19 Operating Budget as well as an FY19 Year Total.

What actions can I take on the Benefits tab?

Green filled cells = FY18 Forecast

Blue filled cells = FY19 Operating Budget
Manage Existing Employees & Job Codes:
5. Total Compensation Tab

Displays read-only calculated planned Total Compensation for FY19 Operating Budget by month and Year Total.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Job Code</th>
<th>Entity</th>
<th>Total Comp</th>
<th>Fund</th>
<th>CF1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abrams, Kathryn R.</td>
<td>1180 Pr</td>
<td>1_11956</td>
<td>Total Compensation</td>
<td>Unrestricted</td>
<td>C1 - Summ</td>
</tr>
<tr>
<td>Abrams, Kira B</td>
<td>12057</td>
<td>1_12057</td>
<td>Total Compensation</td>
<td>Unrestricted</td>
<td>C1 - Summ</td>
</tr>
<tr>
<td>Adams, Jill Ellen</td>
<td>0843 Ac</td>
<td>1_1883</td>
<td>Total Compensation</td>
<td>Restricted Gift</td>
<td>C1 - Summ</td>
</tr>
<tr>
<td>Alajj-Sabrie, Amatul</td>
<td>4722</td>
<td>1_11921</td>
<td>Total Compensation</td>
<td>Unrestricted</td>
<td>C1 - Summ</td>
</tr>
<tr>
<td>Albiston, Catherine</td>
<td>1180 Pr</td>
<td>1_12016</td>
<td>Total Compensation</td>
<td>Unrestricted</td>
<td>C1 - Summ</td>
</tr>
<tr>
<td>Alexander, Anhara</td>
<td>7714 Ac</td>
<td>1_1887</td>
<td>Total Compensation</td>
<td>Unrestricted</td>
<td>C1 - Summ</td>
</tr>
</tbody>
</table>

Blue filled cells = FY19 Operating Budget

Why no FY18 Forecast on the Total Comp tab?
## MEE: Fields & Sources

<table>
<thead>
<tr>
<th>MEE Tab</th>
<th>Field</th>
<th>Description, Source &amp; Period</th>
<th>Read-Only/Editable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Pay Rate</td>
<td>Employee*</td>
<td>Last, First from HCM snapshot</td>
<td>Read-Only</td>
</tr>
<tr>
<td></td>
<td>Job Code*</td>
<td>Job Code + Description from HCM snapshot</td>
<td>Read-Only, Editable with right-click on Monthly Pay Rate -&gt; Manage Employee -&gt; Update an Existing Employee</td>
</tr>
<tr>
<td></td>
<td>Entity</td>
<td>Entity in employee’s Distributed Expense (s) from HCM</td>
<td>Editable with right-click on Monthly Pay Rate -&gt; Manage Employee -&gt; Update an Existing Employee</td>
</tr>
<tr>
<td></td>
<td>Monthly Pay Rate**</td>
<td>Initially all open months of Forecast and next year’s Operating Budget from HCM snapshot</td>
<td>Editable in open month fields and with right-click on Monthly Pay Rate -&gt; Manage Employee -&gt; Update an Existing Employee</td>
</tr>
<tr>
<td>Distributions</td>
<td>Entity, Account, Fund, CF1</td>
<td>Earnings Distribution** from HCM snapshot</td>
<td>Read-Only. Can only add new distributions with right-click on Distributions -&gt; Add Distribution</td>
</tr>
<tr>
<td></td>
<td>Planned Distribution %</td>
<td>All open months of Forecast and next year’s Operating Budget</td>
<td>Editable in open month fields and with and with right-click on Monthly Pay Rate -&gt; Manage Employee -&gt; Update an Existing Employee</td>
</tr>
<tr>
<td>Salary Expenses</td>
<td>Salary Expense***</td>
<td>Year Total + closed months with Actual data (grey cell fill) and open months of Forecast (green cell fill) and next year’s Operating Budget (blue cell fill). Calculation = Monthly Pay Rate * Distribution</td>
<td>Read-Only. Impacted by edits to Monthly Pay Rate &amp;/or Earnings Distribution</td>
</tr>
<tr>
<td>Benefits</td>
<td>Planned Benefits</td>
<td>All open months of Forecast (green cell fill) and next year’s Operating Budget (blue cell fill)</td>
<td>Calculation = Monthly Pay Rate * CBR</td>
</tr>
<tr>
<td>Total Comp</td>
<td>Entity, Total Compensation Account, Fund, CF1</td>
<td>Earnings Distribution** from HCM snapshot</td>
<td>Read Only. Impacted by edits to Salary &amp;/or Earnings Distribution</td>
</tr>
<tr>
<td></td>
<td>Total Compensation</td>
<td>Calculated Salary + Benefits for next year’s Operating Budget</td>
<td></td>
</tr>
</tbody>
</table>

* displays on all forms of MEE
*** displays on subsequent three forms of MEE
**** only value with actual data in HCP
Agenda

1. HCP Rptg the big picture view
2. Human Capital Planning (HCP) & Human Capital Management (HCM)
3. sHCP: Employees
4. sHCP: To Be Hired Employees
5. sHCP: Pooled Positions
6. sHCP: DeptID Compensation Adjustments
7. sHCP: BFS Journals Review, Mass Salary Adjustment and Monthly Pay Rate Lookup
8. Flow of Data, Exporting and FY2018-19 Office Hours
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.

Employees

• 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
1. Add a To Be Hired Employee

- Scroll to the bottom of the form to identify the # of the last To Be Hired employee planned.
- Right-click over an employee in the DeptID that you would like to add the TBH employee.
- Select Manage TBH -> Add TBH
- Click Ok from the Launch message

- Input required * values
- Use Member Selection to add next To Be Hired #
- Click Launch.
- To calculate a salary expense add the earnings distribution.
2. Add a Distribution to 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.

• From the Monthly Pay Rate tab, right-click over the new To be Hired employee.
• Select Manage TBH -> Add TBH Distribution
• Input required * TBH Distribution values
• Click Launch.
Assign an Employee to a TBH Employee

When an employee is hired and added to HCM after the 2.06.18 refresh of HCP, they will be added to HCP once they have an actual salary expense loaded during the Month End Close load of BFS to CalPlanning data.

Their Employee Name, Employee ID, Job Code and associated earnings distribution(s) will then display on the Salary Expense tab of the MEE form along with their actual salary expense. At this point, the Employee can be added to the To Be Hired plan that was created for them by the planner.

Use Member Selection to search for existing Employee names. Once launched, Employee name will be applied to To Be Hired plan values.
Delete To Be Hired Employee

To Be Hired Employees can be deleted when the plan values are no longer needed.
• plan a To Be Hired employee

**Activity # 6**
- From the Manage Existing Employees and Job Codes form add a To Be Hired Employee.
- Add an Earnings Distribution to the planned TBH Employee
- Review the Salary Expense, Benefits and Total Compensation for your new TBH
- Assign yourself to the TBH employee
- Use slides 52 to 55 if needed
Agenda

1. HCP Rptg the big picture view
2. Human Capital Planning (HCP) & Human Capital Management (HCM)
3. sHCP: Employees
4. sHCP: To Be Hired Employees
5. **sHCP: Pooled Positions**
6. sHCP: DeptID Compensation Adjustments
7. sHCP: BFS Journals Review, Mass Salary Adjustment and Monthly Pay Rate Lookup
8. Flow of Data, Exporting and FY2018-19 Office Hours
Pooled Positions

HCP Pooled Positions allow Planners to budget compensation expenses for fluctuating populations of employees using a single position.

- **sHCP** supports **one** Pooled Position type per DeptID and Earnings Distribution intersection
- Once created Pooled Positions can be managed by adjusting
  - Average Monthly Pay Rate
  - FTE
  - Headcount* (valid for fee remission positions only)
## HCP Pooled Position Types

<table>
<thead>
<tr>
<th>12 Pooled Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visiting Professors</td>
</tr>
<tr>
<td>Adjunct Professors</td>
</tr>
<tr>
<td>GSR – Resident*</td>
</tr>
<tr>
<td>GSR - Non-Resident*</td>
</tr>
<tr>
<td>GSI*</td>
</tr>
<tr>
<td>Reader/Tutor – Student*</td>
</tr>
<tr>
<td>Reader/Tutor - Non-student</td>
</tr>
<tr>
<td>Student Titles (Undergrad)</td>
</tr>
<tr>
<td>Summer Salary</td>
</tr>
<tr>
<td>Teacher – UNEX</td>
</tr>
<tr>
<td>Per Diem</td>
</tr>
<tr>
<td>Lecturer</td>
</tr>
</tbody>
</table>

HCM employee data for employees with job codes mapped to these 12 Pooled types are not loaded into HCP during the annual refresh.

- HCP Planners create Pooled Positions using the Pooled Types on the left
- Pooled Positions do not have individual employee detail
- Total FTE, NOT Headcount is used for calculating Total Salary Expense for the position.
- Headcount is only needed for calculating Fee Remission where applicable*
- Lecturer Pooled Position type does not include those employees with Security of Employment. They will appear in your employee list.
Planned Salary Expenses for Pooled Positions are calculated based on the Average Monthly Pay Rate, FTE and the Earnings Distribution.

\[ \text{Pooled Position Salary Expense} = \text{Pooled Position} \times \text{Distribution \% (s)} \times \text{Earnings Distribution} \]
**HCP Pooled Position Comp Accounts, CBR & Fee Remission FY18 & Planned FY19**

In FY2018-19 planners are now free to choose which Comp Account they would like for their Pooled Position. CBR/Fringe Benefit Accounts are mapped or defaulted to the Comp Accounts shown.

<table>
<thead>
<tr>
<th>HCP Pooled Position</th>
<th>Comp Account*</th>
<th>Comp Acct Desc</th>
<th>CBR/Fringe Account**</th>
<th>CBR/ Fringe Acct Desc</th>
<th>CBR Rate FY18</th>
<th>Fee Remission FY18</th>
<th>CBR Rate FY19^</th>
<th>Fee Remission FY19^</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Professors</td>
<td>A50240</td>
<td>Acad Teach-Regular (Default)-Pct</td>
<td>A53060</td>
<td>Benefit Assess-Academic Regular</td>
<td>40%</td>
<td>0</td>
<td>0</td>
<td>8,848.00</td>
</tr>
<tr>
<td>GSI</td>
<td>A50241</td>
<td>Acad Teach-Exempt from CBR-Pct</td>
<td>A530XX_Stat</td>
<td>0</td>
<td>0</td>
<td>8,546.00</td>
<td>0</td>
<td>8,884.00</td>
</tr>
<tr>
<td>GSR - Non-Resident</td>
<td>A50211</td>
<td>Acad Nonteach-Exempt from CBR</td>
<td>A530XX_Stat</td>
<td>0</td>
<td>16,687.00</td>
<td>0</td>
<td>17,215.00</td>
<td></td>
</tr>
<tr>
<td>GSR - Resident</td>
<td>A50211</td>
<td>Acad Nonteach-Exempt from CBR-Pct</td>
<td>A530XX_Stat</td>
<td>0</td>
<td>9,316.00</td>
<td>0</td>
<td>9,664.00</td>
<td></td>
</tr>
<tr>
<td>Lecturer</td>
<td>A50240</td>
<td>Acad Teach-Regular (Default) (A50240) A53060</td>
<td>Benefit Assess-Academic Regular</td>
<td>40%</td>
<td>0</td>
<td>8,546.00</td>
<td>0</td>
<td>8,884.00</td>
</tr>
<tr>
<td>Per Diem</td>
<td>A51231</td>
<td>Staff-Exempt from CBR (A51231)</td>
<td>A530XX_Stat</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Reader/Tutor - Non-student</td>
<td>A50241</td>
<td>Acad Teach-Exempt from CBR (A50241)</td>
<td>A530XX_Stat</td>
<td>0</td>
<td>0</td>
<td>8,546.00</td>
<td>0</td>
<td>8,884.00</td>
</tr>
<tr>
<td>Reader/Tutor - Student</td>
<td>A50241</td>
<td>Acad Teach-Exempt from CBR (A50241)</td>
<td>A530XX_Stat</td>
<td>0</td>
<td>16%</td>
<td>^Planned 16%</td>
<td>16%</td>
<td>16%</td>
</tr>
<tr>
<td>Student Titles (Undergrad)</td>
<td>A51231</td>
<td>Staff-Exempt from CBR (A51231)</td>
<td>A530XX_Stat</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Summer</td>
<td>A50212</td>
<td>Acad Nonteach-Limited Benefits (A50212)</td>
<td>A53080</td>
<td>Benefit Assess-Limited</td>
<td>16%</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Teacher - UNEX</td>
<td>A50211</td>
<td>Acad Nonteach-Exempt from CBR (A50211)</td>
<td>A530XX_Stat</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Visiting Professors</td>
<td>A50242</td>
<td>Acad Teach-Limited Benefits-Pct</td>
<td>A53080</td>
<td>Benefit Assess-Limited</td>
<td>16%</td>
<td>16%</td>
<td>16%</td>
<td>16%</td>
</tr>
</tbody>
</table>

*FY2018-19 Planners are now free to choose which Comp Account they would like for their PP

**Mapped to the Comp Account
What do planners need to plan for Pooled Positions in HCP?

<table>
<thead>
<tr>
<th>Component</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Monthly Reg Salary</td>
<td></td>
</tr>
<tr>
<td>Pooled Position Start/End Date</td>
<td></td>
</tr>
<tr>
<td>Earnings Distribution</td>
<td></td>
</tr>
<tr>
<td>Entity</td>
<td></td>
</tr>
<tr>
<td>Salary Account (Job Code)</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td></td>
</tr>
<tr>
<td>CF1</td>
<td></td>
</tr>
<tr>
<td>Distribution %</td>
<td></td>
</tr>
<tr>
<td>Benefits</td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td></td>
</tr>
<tr>
<td>Headcount (Fee Remission Eligible Job Codes)</td>
<td></td>
</tr>
</tbody>
</table>
Headcount & Fee Remission Pooled Position Example

- DeptID has 200 GSIs
- 120 are eligible for Fee Remission
- Average monthly pay rate is $2,500
- Average FTE = 0.40
- Funded from one earning distribution

1. What Pooled Position Type should be used to plan?
2. What is the average monthly pay rate?
3. What is the Distribution %?
4. What is the FTE?
5. What is the Headcount?
Create and Manage Pooled Positions:

1. Monthly Pay Rate Tab

Hey this layout is starting to look familiar!

Add a Pooled Position with a right-click.

FY18 Forecast open months

FY19 Operating Budget year total & month

🤔 Hey this layout is starting to look familiar!
Create and Manage Pooled Positions:
1. Monthly Pay Rate Tab Details

- Includes all planned Pooled Positions created with an earnings distribution funded within the Entity set in **My Preferences**, displayed alphabetically by Pooled Position Type and DeptID.
- Features current year’s Forecast and next year’s Operating Budget Working versions. Scenario and version labels not displayed in column headers.
- Displays editable open months of current year Forecast, 12 months of next year’s Operating Budget (**read-only Year Total**) and Comments for both scenarios.
- Current and future months are editable for Monthly Pay Rate. No need to right-click.
- Right-click to manage Employees and To Be Hired employees.
Create and Manage Pooled Positions:
2. Distributions Tab

- Entity, Account, Fund, CF1 row = Distribution % for the Pooled Position
- Pooled FTE = full time equivalent for the total number of employees in the pool
- Only one Pooled Position Type allowed per Earnings Distribution

Right-click to manage Distributions for your Pooled Positions.

FY18 Forecast
open months

FY19 Operating Budget
year total and month
Create and Manage Pooled Positions:
3. Salary Expense Tab

<table>
<thead>
<tr>
<th>Pooled Type</th>
<th>Entity</th>
<th>Salary Account</th>
<th>Fund</th>
<th>CF1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer Pooled</td>
<td>_1_11975</td>
<td>C 50240 Acad Teach-Ri Unrestricted</td>
<td>Pl C1</td>
<td>Summ</td>
</tr>
<tr>
<td></td>
<td>_1_12017</td>
<td>C 50240 Acad Teach-Ri Unrestricted</td>
<td>Pl C1</td>
<td>Summ</td>
</tr>
<tr>
<td></td>
<td>_1_12004</td>
<td>C 50240 Acad Teach-Ri Unrestricted</td>
<td>Pl C1</td>
<td>Summ</td>
</tr>
<tr>
<td></td>
<td>_1_11980</td>
<td>C 50240 Acad Teach-Ri Unrestricted</td>
<td>Pl C1</td>
<td>Summ</td>
</tr>
<tr>
<td></td>
<td>_1_11981</td>
<td>C 50240 Acad Teach-Ri Unrestricted</td>
<td>Pl C1</td>
<td>Summ</td>
</tr>
<tr>
<td></td>
<td>_1_11879</td>
<td>C 50242 Acad Teach-Li Restricted Gifts</td>
<td>C1 C1</td>
<td>Summ</td>
</tr>
<tr>
<td></td>
<td>_1_11882</td>
<td>C 50242 Acad Teach-Li Restricted Gifts</td>
<td>C1 C1</td>
<td>Summ</td>
</tr>
<tr>
<td></td>
<td>Contracts</td>
<td>C 50242 Acad Teach-Li Restricted Gifts</td>
<td>C1 C1</td>
<td>Summ</td>
</tr>
<tr>
<td></td>
<td>_1_12067</td>
<td>C 50242 Acad Teach-Li Restricted Endo</td>
<td>C1 C1</td>
<td>Summ</td>
</tr>
<tr>
<td></td>
<td>Adjunct</td>
<td>Teacher UNEX</td>
<td>C 50242 Acad Non teach Restricted</td>
<td>C1 C1</td>
</tr>
<tr>
<td></td>
<td>_1_11976</td>
<td>C 50211 Acad Non teach Restricted</td>
<td>C1 C1</td>
<td>Summ</td>
</tr>
</tbody>
</table>

**FY18 Forecast**
-year total actualized (grey) and open (green) months

**FY19 Operating Budget**
-by year total and month

🤔 Why are the closed months of FY18 Forecast blank?
Create and Manage Pooled Positions:
4. Benefits Tab

Form displays read-only calculated applicable Benefits Account and GAEL amounts for by Pooled Position Type for open months of FY18 Forecast and planned 12 months of FY19 Operating Budget as well as an FY19 Year Total.
Create and Manage Pooled Positions:
5. Total Compensation Tab

<table>
<thead>
<tr>
<th>Pooled Type</th>
<th>Entity</th>
<th>Fund</th>
<th>CF1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer Pooled</td>
<td>1_11975 - CL</td>
<td>Total Compensation</td>
<td>Unrestricted - Pla C1 - Sun</td>
</tr>
<tr>
<td></td>
<td>1_12017 - CL</td>
<td>Total Compensation</td>
<td>Unrestricted - Pla C1 - Sun</td>
</tr>
<tr>
<td></td>
<td>1_12004 - CL</td>
<td>Total Compensation</td>
<td>Unrestricted - Pla C1 - Sun</td>
</tr>
<tr>
<td></td>
<td>1_11980 - CL</td>
<td>Total Compensation</td>
<td>Unrestricted - Pla C1 - Sun</td>
</tr>
<tr>
<td></td>
<td>1_11981 - CL</td>
<td>Total Compensation</td>
<td>Unrestricted - Pla C1 - Sun</td>
</tr>
<tr>
<td>Visiting Professors</td>
<td>1_11879 - CL</td>
<td>Total Compensation</td>
<td>Restricted Gifts - C1 - Sun</td>
</tr>
<tr>
<td></td>
<td>1_11882 - CL</td>
<td>Total Compensation</td>
<td>Restricted Gifts - C1 - Sun</td>
</tr>
<tr>
<td></td>
<td>1_12067 - CL</td>
<td>Total Compensation</td>
<td>Restricted Endow - C1 - Sun</td>
</tr>
</tbody>
</table>

FY19 Operating Budget
read only year total and months

Why no FY18 Forecast on the Total Comp tab?
Activity # 7

- From the Manage Pooled Positions form create a Pooled Position for one of the Pooled Types not eligible for Fee Remission.
- If you have GSI, GSR &/or Reader Tutors create one of those Pooled Position Types.
- Use slides 59 to 69 if needed.

<table>
<thead>
<tr>
<th>Prompts</th>
<th>Pooled Position # 1</th>
<th>Pooled Position # 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>DeptID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PP Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly Pay Rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Headcount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CF1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution %</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start End</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Navigating HCP February 2018

Human Capital Planning (HCP) & Human Capital Management (HCM)

1. HCP Rptg the big picture view
2. Human Capital Planning (HCP) & Human Capital Management (HCM)
3. sHCP: Employees
4. sHCP: To Be Hired Employees
5. sHCP: Pooled Positions
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8. Flow of Data, Exporting and FY2018-19 Office Hours
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

- Monthly $ Amount
- Earnings Distribution by
  - Entity
  - Account
  - Fund
  - CF1
DeptID Compensation Adjustments:

1. Salary Expense Tab

- Editable open months of FY18 Forecast Working and 12 months of FY19 Operating Budget +Comments
- Open months of FY18 Forecast Working retained values as of 2.6.18
- No FY18 DeptID Adjustments copied into FY19
- Once created DeptID Adjustments can be edited directly in the form

Right-click to Manage Dept ID Adjustment — >Add Dept ID Adjustment

FY18 Forecast

FY19 Operating Budget
Adding a DeptID Compensation Adjustment

Form prompts default to values from right-click row.
DeptID Compensation Adjustments: 2. Benefits Tab

Form displays read-only summarized Benefit and GAEL amounts by distribution calculated from Benefit Account rates defaulted to all Salary Accounts on Salary Expense tab. Includes plans for remaining open months of FY18 Forecast and all 12 months of FY19 Operating Budget as well as an FY19 Year Total.
DeptID Compensation Adjustments: 3. Total Compensation Tab

Form displays read-only Total Compensation and Fee Remission amounts by distribution. Includes plans for remaining open months of FY18 Forecast and all 12 months of FY19 Operating Budget as well as an FY19 Year Total.
Activity # 8
- Add a DeptID Compensation Adjustment for an account with Benefits
- Add a DeptID Compensation Adjust for an account without Benefits
- Review the impacts of each planned DeptID Adjustment on the Benefits and Total Compensation tabs
- Use slides 72 to 76 if needed.
Agenda

1. HCP Rptg the big picture view
2. Human Capital Planning (HCP) & Human Capital Management (HCM)
3. sHCP: Employees
4. sHCP: To Be Hired Employees
5. sHCP: Pooled Positions
6. sHCP: DeptID Compensation Adjustments
7. sHCP: BFS Journals Review, Mass Salary Adjustment and Monthly Pay Rate LookUp
8. Flow of Data, Exporting and FY2018-19 Office Hours
Review BFS Journals:
1. Salary Expense

<table>
<thead>
<tr>
<th>Task</th>
<th>Salary Expense</th>
<th>Fee Remission</th>
<th>Benefits</th>
<th>Total Comp</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFS Journals Details</td>
<td>MyOrg: 1_CLAW</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>537XX - Other R Contracts and C</td>
<td>C1 - Summary - Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>53XXX - Fringe &amp; Contracts and C</td>
<td>C1 - Summary - Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YTD YearTotal</td>
<td>FY18</td>
<td>Oct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-8</td>
<td>-8</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Review BFS Journals:**

2. Fee Remission

![BFS Journals Table](image)

<table>
<thead>
<tr>
<th>Task</th>
<th>Fee Remission</th>
<th>Benefits</th>
<th>Total Comp</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salary Expense</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fee Remission</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Comp</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*MyOrg: 1_CLAW*

<table>
<thead>
<tr>
<th>YTD Total</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>1_12065 - G5380X - Fee Remission - Plan</td>
<td>Unrestricted - Plan</td>
<td>C1 - Summary - Plan</td>
<td>11,395</td>
<td>2,849</td>
</tr>
<tr>
<td>1_12015 - G5380X - Fee Remission - Plan</td>
<td>Unrestricted - Plan</td>
<td>C1 - Summary - Plan</td>
<td>17,092</td>
<td>5,697</td>
</tr>
<tr>
<td>1_12017 - G5380X - Fee Remission - Plan</td>
<td>Unrestricted - Plan</td>
<td>C1 - Summary - Plan</td>
<td>176,243</td>
<td>50,409</td>
</tr>
<tr>
<td>1_11920 - G5380X - Fee Remission - Plan</td>
<td>Restricted Endowment</td>
<td>C1 - Summary - Plan</td>
<td>992</td>
<td>123</td>
</tr>
<tr>
<td>1_11923 - G5380X - Fee Remission - Plan</td>
<td>Restricted Gifts - Plan</td>
<td>C1 - Summary - Plan</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1_11959 - G5380X - Fee Remission - Plan</td>
<td>Restricted Endowment</td>
<td>C1 - Summary - Plan</td>
<td>18,972</td>
<td>2,849</td>
</tr>
<tr>
<td>1_11959 - G5380X - Fee Remission - Plan</td>
<td>Unrestricted - Plan</td>
<td>C1 - Summary - Plan</td>
<td>15,887</td>
<td>2,849</td>
</tr>
<tr>
<td>1_11925 - G5380X - Fee Remission - Plan</td>
<td>Contracts and Grants - Plan</td>
<td>C1 - Summary - Plan</td>
<td>9,316</td>
<td>3,105</td>
</tr>
</tbody>
</table>
Review BFS Journals:

3. Benefits

4. Total Compensation
Mass Salary Adjustments Form:

1. Mass Salary Adjustment

Use the Mass Salary Adjustment form to edit Monthly Pay Rate and Distributions for employees from a planner created Job Code filtered list.

- Click drop down arrow to display Page Dimension dialog box
- Type Job Code into Member field
- Select desired Job Code from list displayed
- Click on green arrow to update form with list of employee with selected Job Code
Mass Salary Adjustments Form:
2. Distributions Tab

![Image of the Mass Salary Adjustments form with the Distributions tab selected, showing employee details and salary adjustments for FY19.](image-url)
Mass Salary Adjustments Form:
3. Salary Expense

4. Benefits Tab
Activity #9

- Identify a Job Code in your unit that would not be eligible for the 3% increase in FY19 or a job code eligible for more than 3%
- From the Mass Salary Adjustment form generate a list of employees with that job code
- From the updated form, adjust the Monthly Pay Rate accordingly using one of the 3 data edit options
- Use slides 82 to 84 if needed.
Monthly Pay Rate Lookup

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

- Click drop down arrow to display Page Dimension dialog box
- Type employee’s last name into Member field
- Select desired employee from list displayed
- Click on green arrow to update form with employee’s planned monthly pay rate
# simplified HCP

<table>
<thead>
<tr>
<th>Employees</th>
<th><strong>Active Employees’ data</strong> loaded and extended through FY19. No Position data.</th>
<th>Monthly pay rate and earnings distribution &amp; % (proxy ~FTE) at the month level now editable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Be Hired</td>
<td>No Vacant Position information loaded.</td>
<td>No more Vacant Positions</td>
</tr>
<tr>
<td>Pooled Employees</td>
<td><strong>No employee data</strong> loaded for the active employees in one of the <strong>12 Pooled</strong> types.</td>
<td>Pooled Positions now limited to one type per intersection. If more than one per intersection existed in prior HCP they were consolidated and need Planner review.</td>
</tr>
<tr>
<td>DeptID $ Adjustments</td>
<td>No additional compensation information loaded.</td>
<td>Annualized DeptID Adjustment $ in the FY18 Forecast Working prior to 2.6.18 were loaded into the open months of FY18. Closed months actualized with zero.</td>
</tr>
</tbody>
</table>
## What’s in my Forecast & Operating Budget?
### Scenarios, Versions, Actualizing & Seeding

**CalPlanning**  
**Thursday, February 22, 2018**

<table>
<thead>
<tr>
<th></th>
<th>FY18 Forecast Working</th>
<th>FY19 Operating Budget Working</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HCP Comp</strong></td>
<td>Jul 2017- Jan 2018</td>
<td>Jul 2018- Jan 2019</td>
</tr>
<tr>
<td></td>
<td><em>Closed</em> Months</td>
<td><em>FY 18 Year Total</em></td>
</tr>
<tr>
<td></td>
<td><em>Open</em> Months</td>
<td><em>FY 19 Year Total</em></td>
</tr>
<tr>
<td></td>
<td>FY 18 Year Total</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HCP Comp</strong></td>
<td>Actuals</td>
<td>Actuals + Forecast</td>
</tr>
<tr>
<td></td>
<td><em>Forecast refreshed</em></td>
<td><em>Operating Budget with</em></td>
</tr>
<tr>
<td></td>
<td><em>with HCM data</em></td>
<td><em>refreshed HCM data</em></td>
</tr>
<tr>
<td></td>
<td><em>Converted Pooled</em></td>
<td>+ <em>3% Monthly Pay Rate</em></td>
</tr>
<tr>
<td></td>
<td><em>Positions</em></td>
<td>+ <em>Converted FY18 Pooled</em></td>
</tr>
<tr>
<td></td>
<td><em>DeptID Adj from Old</em></td>
<td><em>Positions</em></td>
</tr>
<tr>
<td></td>
<td><em>HCP FY18 Forecast</em></td>
<td></td>
</tr>
<tr>
<td><strong>CalPlan EBC</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Actuals</td>
<td>Operating Budget copied from</td>
</tr>
<tr>
<td></td>
<td><em>Forecast</em></td>
<td>actualized months of FY18</td>
</tr>
<tr>
<td></td>
<td><em>Central transfers</em></td>
<td>Forecast (FY18 July – Jan*</td>
</tr>
<tr>
<td></td>
<td><em>accounts updated</em></td>
<td><em>Actuals</em></td>
</tr>
<tr>
<td></td>
<td><em>from commitments</em></td>
<td><em>FY18 Forecast</em> (FY18 Feb – Jun)*</td>
</tr>
<tr>
<td></td>
<td><em>data</em></td>
<td>Operating Budget copied from</td>
</tr>
<tr>
<td></td>
<td></td>
<td>open months of FY18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Forecast (FY18 Feb – Jun)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Operating Budget seeded by FY18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Actuals + Forecast</td>
</tr>
<tr>
<td><strong>FY18 Forecast</strong></td>
<td></td>
<td><em>Beginning balance = FY18</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Forecast Working ending</td>
</tr>
<tr>
<td><strong>FY19 Budget</strong></td>
<td></td>
<td>balance</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Campus support accounts (and A75101) from</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PermBudget and commitments data</td>
</tr>
</tbody>
</table>

*no increase July-Sept, 12% increase applied to Oct 2018, 3% there after
## Converging Processes

### HCM -> HCP

<table>
<thead>
<tr>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>![People Icon]</td>
</tr>
<tr>
<td><strong>Active Employees’ data</strong> loaded and extended through FY19. No Position data</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To Be Hired</th>
</tr>
</thead>
<tbody>
<tr>
<td>![People Icon]</td>
</tr>
<tr>
<td>No Vacant Position information loaded.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pooled Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>![People Icon]</td>
</tr>
<tr>
<td><strong>No employee data</strong> loaded for the active employees in one of the <strong>12 Pooled</strong> types.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DeptID $ Adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
</tr>
<tr>
<td>No additional compensation information loaded.</td>
</tr>
</tbody>
</table>

### simplified HCP

- Monthly pay rate and earnings distribution & % (proxy ~FTE) at the month level now editable. NO right clicking!

### FY18 Forecast copied to FY19 Operating Budget

- **Active Employees’ data** relevant to FY19 loaded with 3% *to Monthly Pay Rate. End dates extended to 6/31/19 for all employees unless they ended on or before 12/31/18 or were contract employees.
- All planned **To Be Hired** employees in FY18 Forecast Working prior to 2.7.18 were deleted. No planned **To Be Hired** employees to copy to FY19.
- Copied consolidated Pooled Positions to FY19 and need Planner review.
- **Annual process**

### Notes

- *no increase July-Sept, 12% increase applied to Oct 2018, 3% there after*
Agenda

1. HCP Rptg the big picture view
2. Human Capital Planning (HCP) & Human Capital Management (HCM)
3. sHCP: Employees
4. sHCP: To Be Hired Employees
5. sHCP: Pooled Positions
6. sHCP: DeptID Compensation Adjustments
7. sHCP: BFS Journals Review, Mass Salary Adjustment and Monthly Pay Rate LookUp
8. Flow of Data, Exporting and FY2018-19 Office Hours
Flow and Timing In Our Financial Landscape

**BFS/BAIRS/Cal Answers Financials**

- **Cal Answers Financials**
- **BAIRS** Berkeley Administrative Initiative Reporting System
- **BFS** Berkeley Financial System

**Planning**

- **CalPlan**
  - Actualized Forecast EBC** Live 12.19.17
  - 5xDaily * Summarized Compensation Plans
- **HCP** Human Capital Planning
  - 5xDaily * Detailed Employee Compensation Plans
- **Smart View**
  - Monthly Summarized Actuals
  - 5xDaily* Operating Budget & Forecast Plan Data
- **CalRptg**
  - Nightly Actuals & Encumbrances
  - Nightly Summarized Actuals

**Reporting**

- **HCP Rptg**
- **PPS** Payroll Personnel System
  - Monthly Detailed Employee Payroll & FTE Actuals

**CALPLANNING**

- FY2019 Annual Snapshot Detailed Employee Data
  - HCM Human Capital Management
  - HCM snapshot on 2/06/2018 of active data from 7/01/2017 and forward.
- **HCM** Position Management
  - Nightly Detailed Employee Data

**HR**

- **HCM**

* Data pushes every three hours between 9:00am and 9:00pm. Check [http://budget.berkeley.edu/systems/calplanning](http://budget.berkeley.edu/systems/calplanning) for more on the data push schedule and updates to CalPlanning system availability.

**compensation includes fee remission**
Export HCP Forms to Excel

Export to Excel:
- > Tools
- > Export as Spreadsheet
FY2018-19 Budget Development Office Hours
Now Enrolling!

Come work on revising your FY2018 Forecast and FY2019 Operating Budget with the support of your CalPlanning trainer, the tech team, your peers and our campus budget process experts.

Enroll for one or more upcoming dates/times from the CalPlanning training page. Bring any questions you have on completing your budgets in CalPlan and HCP for the 4/13/18 due date.

Bring your laptop to the sessions in University Hall, room 670. Computers provided in University Hall, room 28.
• Tuesday, March 13, 2018, 10:00 am-12:00 pm, University Hall, room 670
• Thursday, March 15, 2018, 2:00-4:00 pm, University Hall, room 670
• Tuesday, March 20, 2018, 1:00-3:00 pm, University Hall, room 28 - computers provided
• Friday, March 23, 2018, 10:00 am- 12:00 pm, University Hall, room 28 - computers provided
• Tuesday, March 27, 2018, 1:00-3:00 pm, University Hall, room 670
• Thursday, March 29, 2018, 1:00-3:00 pm, University Hall, room 670
Budget Process Calendar on bConnected

Follow these steps to display the **Budget Process** calendar within your bConnected calendar

1. From your bConnected calendar navigate to the left frame
2. Type **Budget_Process** to locate “Budget_Process Departmental” <budget_process@Berkeley.edu>
3. Click on the link to display the calendar in your list of Other calendars
4. Select the **Budget Process Calendar** when you would like to review upcoming Budget related events relevant to CalPlanning Community Members within your calendar
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

Add CalPlanning to your bookmarks

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 HCPRptg
  *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, HCPRptg 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