



Budget Plan File User's Guide
Axiom Budgeting
Version 2019.3



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Overview

The purpose of this guide is to walk you through the steps for creating and modifying a budget plan file. This guide assumes that you are familiar with the basic concepts related to using Axiom Budgeting and Performance Reporting. If you are new to Axiom software in general, we recommend that you first review the Getting Started section in the online help.

TIP: Online help offers these topics and many more, including multiple training videos related to how to use the Axiom Budgeting and Performance Reporting. You can access online help by navigating to the **Help** ribbon tab, click **Online Help**, and then click **Budgeting and Performance Reporting**.

What's new

Welcome to Version 2019.3 of Axiom Budgeting and Performance Reporting!

Enhancements in this release include:

- **Significant budget plan file performance improvements** - Improved performance of the plan file open and save times and enhancements to the overall user experience.
- **Budget plan file user interface improvements** - Improvements were made to the user experience by designing a new side navigation menu and an updated color palate that helps to focus a user's attention.
- **Click-to-Expand feature** - We continued a theme from 2019.2 where we introduced the "click-to-expand" feature in the Provider Detail tab and expanded its use to the labor methods. The "click-to-expand" feature summarizes what would normally be a busy looking tab and reduces the initial view to summarized rows. You now have more control over their plan file session by selecting what and when you see detailed content.
- **Improved navigation to online help** - The Main, Admin, and Help ribbon tabs now include a single listing of the online help sites for each product, including access to Axiom platform help from the Advanced Help link.

Budget plan file improvements

The 2019.3 release focused on mandates that included improved performance of the plan file open and save times and enhancements to the overall user experience. We set out to accomplish this in a manner that met the following objectives:

- 1 Retain the strength of our template today
- 2 Consider ease of adoption & roll-out, limit re-training
- 3 Improve usability, performance for End User (open & save times)
- 4 Improve on-going support of model, easily patch defects

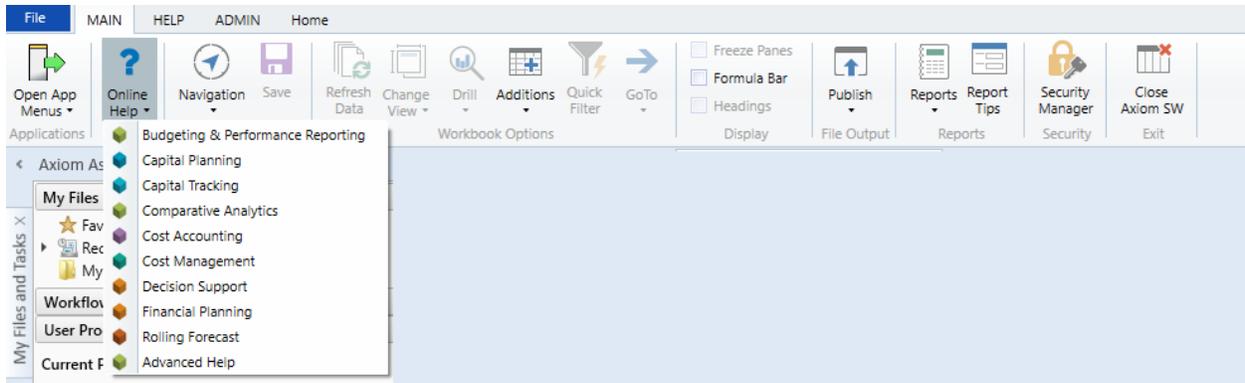
Improvements were made to the user experience by designing a new side navigation menu and an updated color palate that helps to focus a user's attention.

NEW BUDGET PLAN FILE

- BUDGET**
Is the main model – and the only model - the majority of our Budget Users will need interact with.
- PROVIDER**
Is now a separate file, opened in the Navigation Tab. This will be a new experience for the End Users.
- OTHER FILES**
New Initiatives, Operating Plan and History also open as separate files.

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Projected	FY20 Budget	Proj-Bud Variance Amt	Proj-Bud Variance %	New Initiatives	Final Budget	Proj. Vari
Total Revenue	(5,061,426)	(5,259,468)	(7,505,977)	(1,163,004)	4,769,379	5,932,383	(510.1%)	0	4,769,379	5.9
Total Expenses	12,488,134	13,877,047	14,667,237	11,524,328	9,232,176	1,882,153	17.0%	0	9,232,176	1.8
Contribution Margin	(17,489,560)	(19,136,515)	(22,173,214)	(12,287,332)	(4,462,797)	7,824,535		0	(4,462,797)	7.8
Total Key Statistic	0	59,204	60,388	44,745	47,097	2,352	5.3%	0	47,097	

We continued a theme from 2019.2 where we introduced the “click-to-expand” feature in the Provider Detail tab and expanded its use to the labor methods. The “click-to-expand” feature summarizes what would normally be a busy looking tab and reduces the initial view to summarized rows. The user can then has more control over their plan file session by selecting what and when they see detailed content.



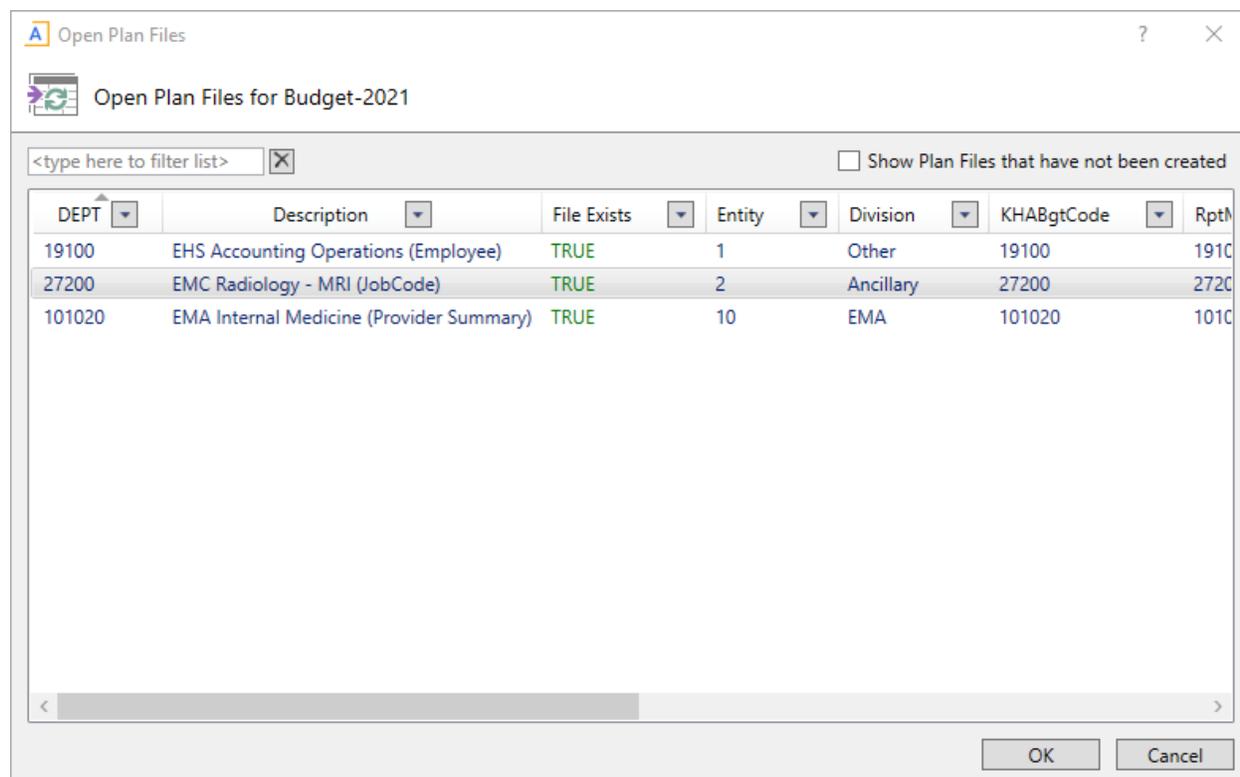
Using budget plan files

Each budget plan file contains multiple sheets. Within a sheet, you can view data and/or input or modify the values in blue or green cells.

► Opening budget plan files

Your access rights to each budget plan file (read-only or read/write) within a file group are determined by a combination of your security settings and workflow or process settings, if applicable.

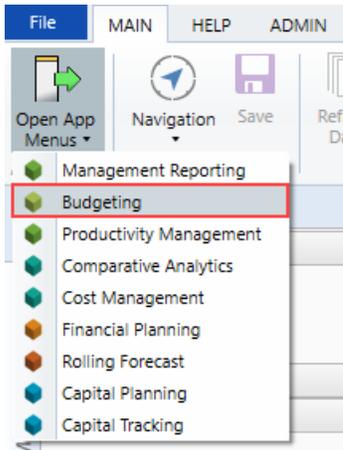
The Open Plan Files dialog lists all budget plan files available to you based on your role profile and security settings. Use the filter box at the top of the dialog to quickly find a plan file based on the plan code or description. You can also sort and filter the list to narrow down the list. If you have previously opened a budget plan file within this session, the system highlights that plan file by default when you open the dialog.



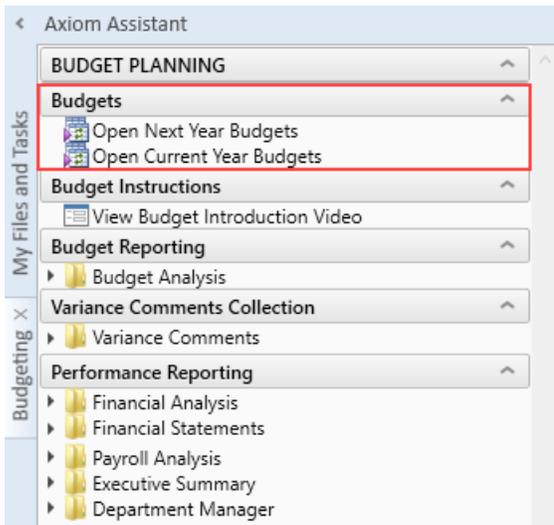
Depending on your Axiom role profile, you can open budgets from either the Budgeting or Bud Admin task panes.

► From the Budgeting task pane

1. From the **Main** ribbon tab, click **Open App Menus**, and select **Budgeting**.



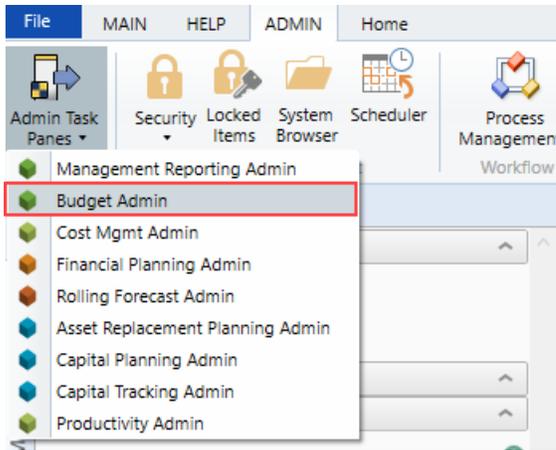
2. In the **Budgets** section, double-click **Open Next Year Budgets** or **Open Current Year Budgets**.



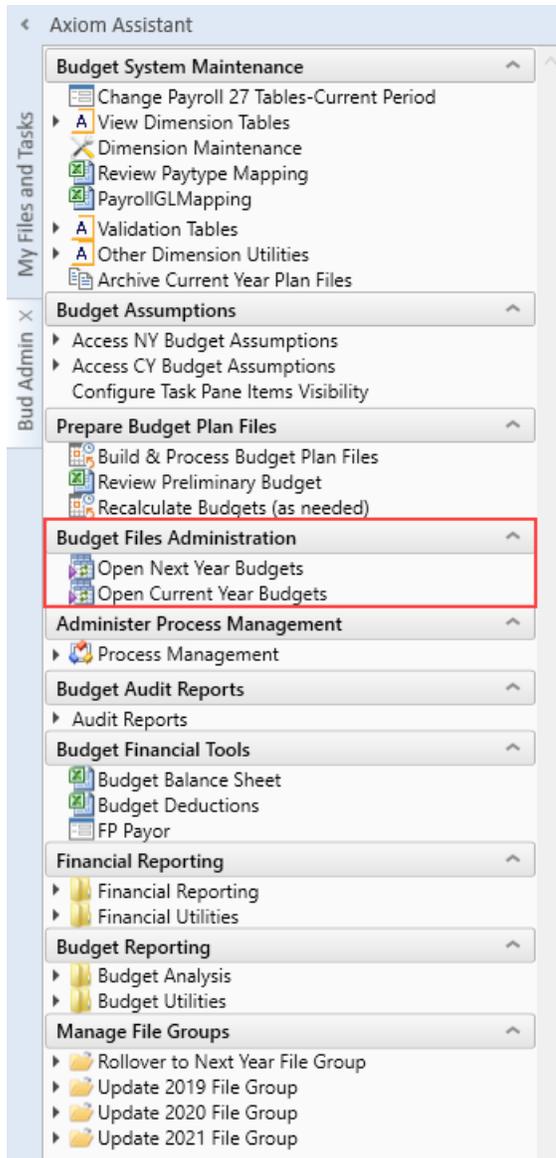
3. In the **Open Plan Files** dialog, select the budget plan file or files to open, and click **OK**.
4. If you have read/write permissions to a file but you want to open it as read-only to prevent locking the file from other users, right-click your selection, and select **Open Read Only**.

► From the Bud Admin task pane

1. From the **Admin** ribbon tab, click **Admin Task Panes**, and select **Budget Admin**.



2. In the **Budget Files Administration** section, double-click **Open Next Year Budgets** or **Open Current Year Budgets**.



3. In the **Open Plan Files** dialog, select the budget plan file or files to open, and click **OK**.
4. If you have read/write permissions to a file but you want to open it as read-only to prevent locking the file from other users, right-click your selection, and select **Open Read Only**.

The selected budget plan files open. If a file was opened read-only, then the text **(R/O)** displays in the file tab. You cannot save read-only budget plan files.

If the dialog is empty, then either you do not have access to any budget plan files in the file group or the budget plan files have not yet been created for the plan codes that you have rights to.

If another user has the budget plan file open with read/write permissions, then the file is opened as read-only—regardless of your security permissions.

► Navigating budget plan files

When you first open a budget plan file, the system displays two main areas: the Navigation panel and the sheet display area. By default, the Summary sheet and its associated budget sheets display when the plan file is first opened.

The Navigation panel is the primary way in which to open the different sheets that make up the budget plan file. To open a specific sheet, double-click the tab name.

NOTE: If your organization is licensed to use the Provider module, the Navigation panel will include links to those sheets as well.

	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	Proj Bud Variance Amt	Proj Bud Variance %	New Initiatives	Final Budget	Proj Bud Variance Amt	Proj Bud Variance %
Financial Summary											
Salaries	366,721	242,539	372,655	591,186	800,220	(209,034)	(35.4%)	0	800,220	(209,034)	(35.4%)
Employee Benefits	80,590	54,242	169,876	221,286	356,121	(134,835)	(60.9%)	0	356,121	(134,835)	(60.9%)
Supplies	15,609	10,431	18,925	18,252	18,954	(702)	(3.8%)	0	18,954	(702)	(3.8%)
Depreciation	8,586	5,725	8,775	8,552	8,800	(248)	(2.9%)	0	8,800	(248)	(2.9%)
Other Expense	30,067	19,727	30,257	29,701	30,015	(313)	(1.1%)	0	30,015	(313)	(1.1%)
Total Expenses	501,574	332,663	600,487	868,977	1,214,109	(345,132)	(39.7%)	0	1,214,109	(345,132)	(39.7%)
Contribution Margin	(501,574)	(332,663)	(600,487)	(868,977)	(1,214,109)	(345,132)		0	(1,214,109)	(345,132)	
Statistical Analysis											
Inpatient Key Statistic	0	0	0	873	873	0	0.0%	0	873	0	0.0%
Other Key Statistic	362	365	365	366	365	(1)	(0.3%)	0	365	(1)	(0.3%)
Total-Key Statistic	362	365	365	1,239	1,238	(1)	(0.1%)	0	1,238	(1)	(0.1%)
Salaries / Unit	1,013,042	664,490	1,020,972	477,147	646,262	(169,114)	(35.4%)	0.000	646,262	(169,114)	(35.4%)
Benefits / Unit	222,624	148,608	465,413	178,601	287,605	(109,005)	(61.0%)	0.000	287,605	(109,005)	(61.0%)
Supplies / Unit	43,119	28,577	51,848	14,731	15,307	(0,576)	(3.9%)	0.000	15,307	(0,576)	(3.9%)
Other Expense / Unit	106,778	69,732	106,937	30,874	31,347	(0,473)	(1.5%)	0.000	31,347	(0,473)	(1.5%)
Total Exp / Unit	1,385,563	911,407	1,645,170	701,353	980,521	(279,168)	(39.8%)	0.000	980,521	(279,168)	(39.8%)
Contribution Margin / Unit	(1,385,563)	(911,407)	(1,645,170)	(701,353)	(980,521)	(279,168)	39.8%	0.000	(980,521)	(279,168)	39.8%

Each sheet you open displays as a separate tab in the plan file. The exception to this are the budget tabs, which are grouped and open together as a unit to help facilitate the process of adding and entering values. To move from one tab to another, you can use the Navigation panel or click the tab at the top of the display area.

		Last Year Actual	
		Jul-18	Aug-18
Acct	Actual	Actual	Actual
Key Department Statistics			

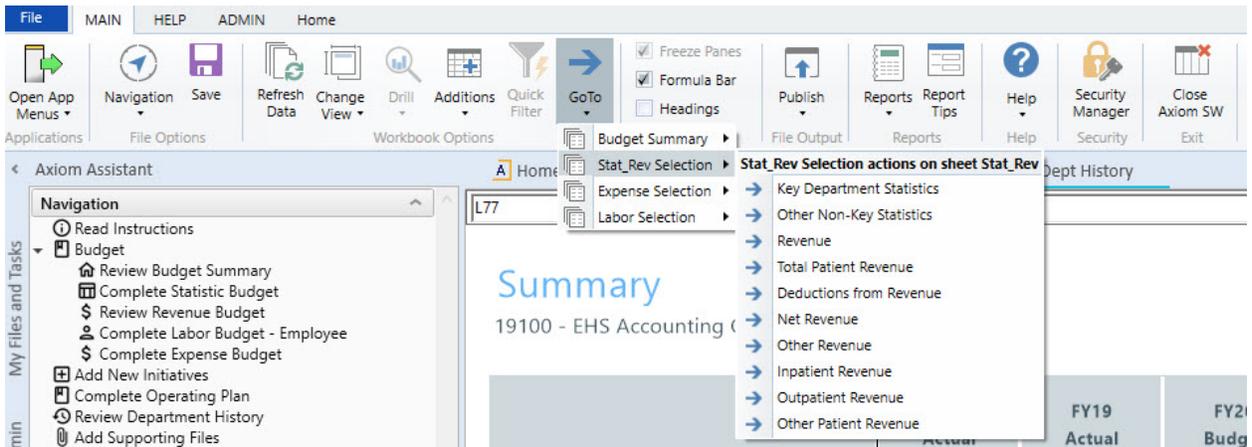
In the grouped budget sheets, you can also click the tab names at the bottom of the display area.

Summary

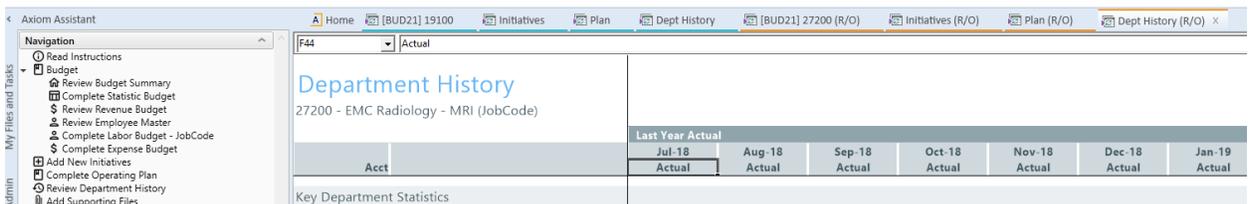
19100 - EHS Accounting Operations (Employee)

	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	Proj-Bud Variance Amt	Proj-Bud Variance %
Financial Summary							
Salaries	366,721	242,539	372,655	591,186	800,220	(209,034)	(35.4%)
Employee Benefits	80,590	54,242	169,876	221,286	356,121	(134,835)	(60.9%)
Supplies	15,600	10,431	18,025	18,252	18,054	(702)	(3.8%)
Contribution Margin / Unit	(1,385.563)	(911.407)	(1,645.170)	(701.353)	(980.521)	(279.168)	39.8%
Hours Analysis							
Paid FTEs - Staff	9.08	6.09	9.07	13.60	17.70	(4.10)	(30.1%)
Total Paid FTEs	9.08	6.09	9.07	13.60	17.70	(4.10)	(30.1%)

You can easily move around to different sections within sheets by using the **GoTo** function on **Main** ribbon tab. This opens a drop-down menu that lists links to specific sections of the budget. This is typically a faster and more convenient way of reaching the section you need when working with tabs that contain a large amount of data.



The system allows you to open multiple budget plan files simultaneously so that you can work on them from one screen. To do this, click the Budgeting or Bud Admin tab, and open another budget plan file. The system assigns color codes the tabs specific to each plan file. In the following example, the blue tabs belong to the plan files for department 19100 and the orange tabs belong to the budget for department 27200.



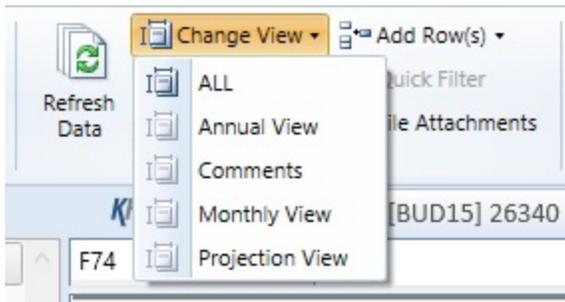
To close a sheet, click the X next to the tab name. If you have unsaved data, the system will prompt you to save before closing.

NOTE: If there is only one sheet open for the plan file and you close it, the entire plan file will close.

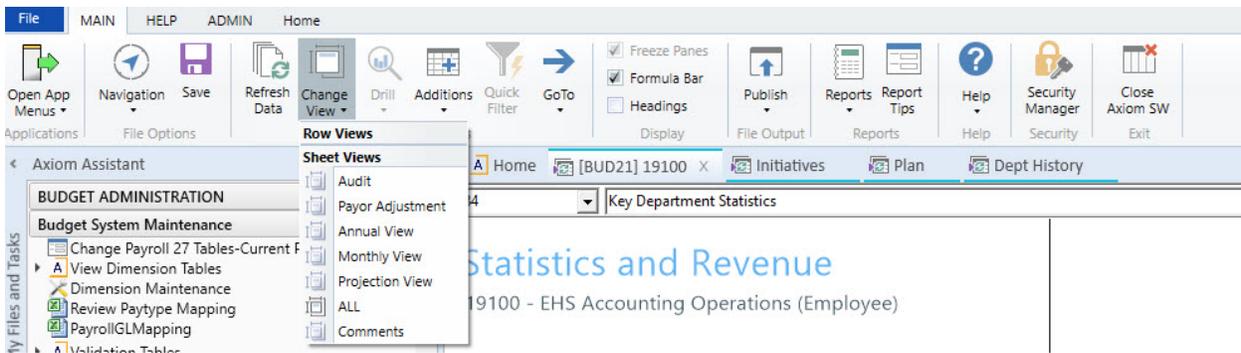


► Changing sheet views

On the **Main** ribbon tab, click the **Change View** drop-down to select how to display data on certain budget tabs.



For example, the **Statistics and Revenue** tab drop-down menus allows you to choose whether a section of a sheet displays data for annual, monthly, and projection intervals.



► Understanding cell formatting and input types

The cells in the budget plan file are color coded as follows:

- **White cells:** Displays information only. The values are either hard-coded, pre-populated from the database, or calculated from other fields, and cannot be changed.
- **Blue cells:** These fields can be edited. Blue-shaded cells might be empty or pre-populated with a value or formula that you can change.
- **Green cells:** From these cells, you can select from one of several predefined options.

While different budget plan files call for different types of user input, some common cases where the user is called upon to enter values include:

- **Adjustments** – Some calculations depend on historical account balances and can only be affected by changing the budgeted increase over the previous year.
- **Spreads** – Some calculations automatically spread the budget value over the year, others allow direct entry to adjust the monthly spread.
- **Monthly input** – There are sections on some tabs that allow you to enter values, while others have formulas which pre-populate values directly into each of the twelve months.
- **Variance comments / Red flags** – For certain values, the Budget Administrator may set variance thresholds which, if exceeded, cause a red flag icon (🚩) to display. The system may display a warning message if you attempt to save the budget. When this happens, enter a comment in the Comment field explaining the reason(s) for the variance. Entering a comment allows you to save the budget normally.

► Understanding source data

The majority of a budget is pre-populated with data. Sources for this data include:

- **Dimension tables** – When you open a plan file, Axiom Budgeting typically runs a query against one or more dimension tables and returns data for the specified department, account, and so on.
- **Data tables** – These tables contain data associated with one or more dimensions. Budgeting-related examples include Financial and Payroll data tables.
- **Driver files** – Some cells in plan files contain formulas that reference assumptions (key statistics) contained in the plan file's driver files.
- **File group variables** – Axiom Budgeting can associate certain variables with a file group. The variable most often used in Axiom Budgeting 2019.3 is the file group year, which is set by Kaufman Hall when initially creating the file group.
- **Other cells / other sheets** – Some values are calculated based on the contents of other cells or sheets within the plan file.

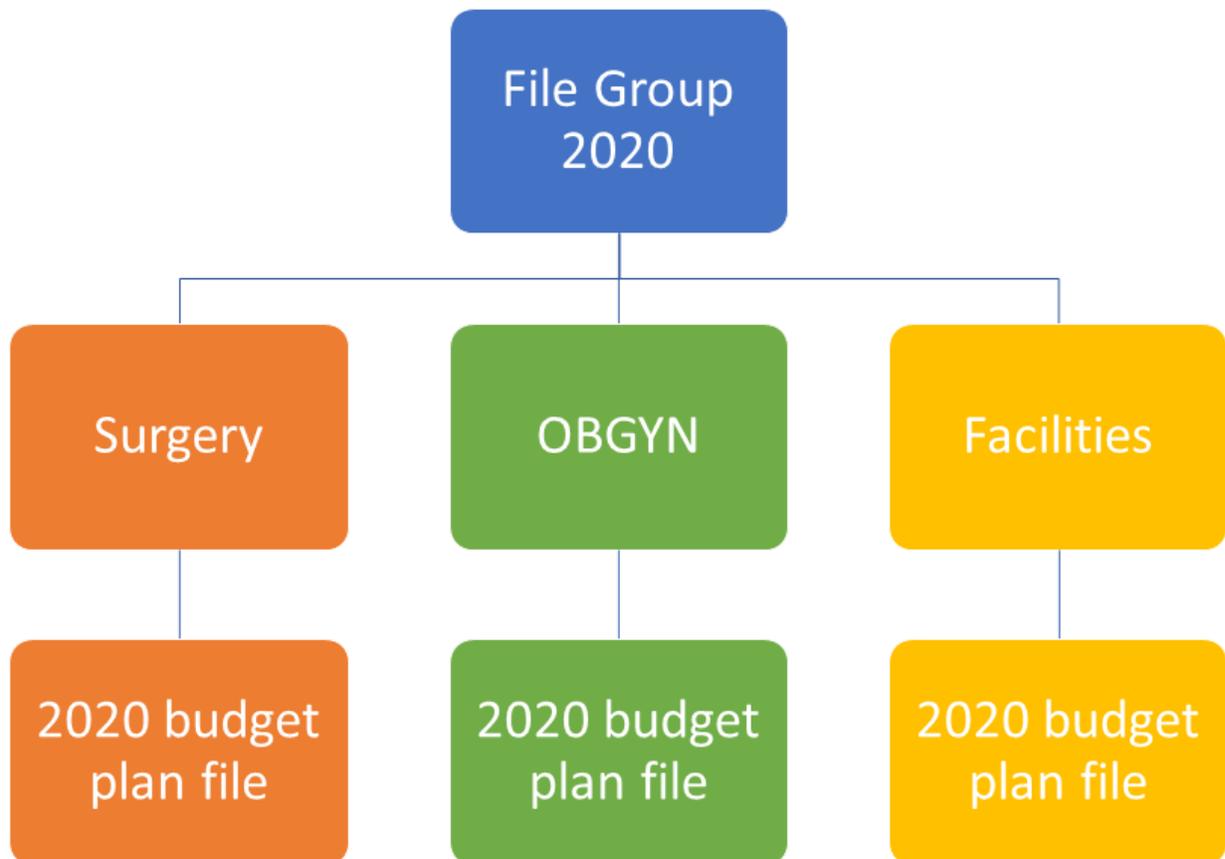
► Understanding calculation methods

Calculation methods (calc methods) are pre-formatted groups of rows with pre-defined cell contents that can be inserted into plan files or reports. For instance, a budget plan file might use calc methods to insert multi-line records for each account associated with a given department.

The cells in a calc method may include formulas. These formulas might incorporate variables that reference the year of an associated file group or an assumption or configuration setting in a driver file. Some calc methods also incorporate user-defined variables.

Working with Budget Plan Files

All of the files, utilities, process definitions, and other materials for a budget year are grouped together into a single file group. The file group includes all of the budget plan files for each department. Budget plan files are the primary means by which users pull data from and write data back to the central database. Your organization creates a budget plan file for each department that needs a budget.



A budget plan file includes the following sheets:

- [Instructions](#) – Provides a guide to completing budget plan files, plus support contact information.

- **Budget** - Includes all of the sheets associated with entering and reviewing the budget values.
 - **Summary** - Provides a high-level summary of the department budget, based on information from the plan file.
 - **Statistics and Revenue** - Most of the sheet is pre-populated, but may require your input for projections for next year's budget.
 - **Labor** - Provides several different sheets for tracking payroll, depending on the method used by your organization and/or department.
 - **Expense** - Summary and Detail of non-payroll expenses. Most of the sheet is pre-populated, but may require your input for projections and next year budget.
- **Provider** or **ProviderComp** – Overview of encounters, procedures, gross charges, and RVUs for each provider.

NOTE: Available only to organizations with the Provider module license.

- **New Initiatives** – Allows users to enter values into both approved and excluded (unapproved) initiatives. Only approved initiatives are included in plan file totals. Totals incorporating excluded initiatives are tracked in a separate column on the Summary sheet.
- **Operating Plan** – Questionnaire covering strategic budget concerns. A useful tool to help keep real-world priorities in mind while you are working on budgets.
- **Department History** – Used to calculate monthly spreads on the Expense tab. Contains a history of budget updates going back 18 months.

The budget plan file also allows you to include supporting files that you can attach to the budget.

Creating or modifying budget plan files

When preparing a budget, complete the sheets in the budget plan file in the following order:

1. Read the [Instructions sheet](#).
2. To get a sense of where the budget currently stands, review the budget [Summary sheet](#).

TIP: Before you begin entering budget values, review the [Department History sheet](#) to look for anomalies or holes in the data that do not make sense or cannot be explained - especially if you intend to use the [Department History used for Monthly Spreads](#) section. Make sure to resolve any data issues before you start creating a new budget for the next budget year.

3. Enter adjustment amounts on the [Statistics and Revenue sheet](#). Provide comments for any red flags.
4. Review the [Employee Listing sheet](#) to ensure that the number of resources listed in the Jobcode sheet matches the employee list.
5. Enter adjustment amounts on the [Provider Detail or Provider Summary sheet](#), if applicable. Provide comments for any red flags.

NOTE: This tab displays only if your organization has purchased the Provider module.

6. Complete the [Labor sheets](#).

NOTE: Most organizations/departments use the Jobcode sheet, but the plan file may also include Staffing, Employee, and/or ADC sheets, depending on payroll methodologies employed at your organization.

7. When salary adjustments occur, adjust the [Employee sheet](#).
8. Enter adjustment amounts on the [Expense sheet](#). Add or update accounts, as necessary. Provide comments for any red flags.
9. As you enter values for the budget, review the [Department History sheet](#) to confirm whether new values are in line with expectations.

10. Enter information for new initiatives on the [Initiatives sheet](#), if applicable.
11. To clarify strategic objectives, complete the questions on the [Operating Plan sheet](#).
12. [Attach any supporting files](#) needed for evaluating or supporting the budget.
13. [Save the budget plan file](#), and advance it to the next stage of process management for review/approval.

For instructions on how to navigate the plan file, change views, etc., see [Using budget plan files](#).

Reading instructions

► Overview

The Instructions sheet provides information related to the following areas:

- **Timeline and Deadlines for Submitting Budgets** - Dates and other deadline information for submitting your budget.
- **Your Contact for Budgeting Questions Is** - The name and contact information for the person in your organization to contact if you have questions about managing the budget plan file.
- **Budget Assumptions** - Overall, high-level assumptions that may be important when creating your budget.
- **Instructions for Budgeting** - Instructions related to navigating and entering information in the budget.

NOTE: The information on this tab, including the section names, are determined and set up by your organization. If you have Administrator privileges, you can add or edit the contents of this tab in the Budget Assumptions driver.

Instructions

101010 - EMA Internal Medicine (Provider Detail)



Timeline and Deadlines for submitting budgets:	Due
1 Attend Budget Training\Work Session	02/28/17
2 Review Provider Volumes	02/28/17
3 Review Department Statistic Budget	02/28/17
4 Review Provider Compensation	02/28/17
5 Adjust Staffing to Match Statistic Budget	02/28/17
6 Complete Other Department Expenses	04/04/17
7 Review Overall Budget	04/09/17
8 Submit Completed Budget to Finance	04/11/17

Your contact for Budgeting Questions is: Charlie Credit, Extension 1234

Budget Assumptions	Change
1 Overall Change in Encounters	3.3%
2 New location will open January 1st	3.3%
3 4 Family Practice providers will be recruited	0.0%
4 Current Staffing must absorb any anticipated volume change	0.0%
5 All Inflation assumptions will be provided by Finance	0.0%
6 All rate changes will be provided by Finance	0.0%
7 Outpatient Care Center will perform ALL Surgery Triage	0.0%
8 Overall reduction in overtime usage	0.0%

Instructions for Budgeting:

Obtain a copy of the instructions from Budget Administration and read before you begin.

Budget Plan File Legend

History or calculation	12,345
Input Area	12,345
Drop-Down Selection	Admissions

Modify worksheets as Follows:

- a STATISTICS: Adjust the Current Year Projection & Next Years Budget Accordingly
- b REVENUE: Adjust the Current Year Projection & Next Years Budget Accordingly
- c JOBCODE: Modify JobCode worksheet according to instructions
- d EMPLOYEE LISTING: (Information only) - Displays currently assigned employees
- e EXPENSE: Adjust the Current Year Projection & Next Years Budget Accordingly
- f HISTORY: (Information only) - Displays historical monthly account activity

Printing - Select AXIOM Ribbon, Print and select desired items.

Save Data - Select AXIOM Ribbon, Save. This saves the plan file and posts changes to the database. If any errors occur during this process, please contact Charlie Credit, Extension 1234.

Reviewing budget summary

► Overview

The Summary sheet provides an overview of the entire budget. Before making revisions, review the Summary tab to get a sense of where the budget currently stands. After completing revisions, return to the Summary sheet to see how the figures have changed. This sheet is also useful when submitting a budget plan file for leadership review.

This sheet includes data from two sources:

- **Base Budget** – Summary of inputs on [Stat_Rev](#) and [Expense](#) tabs based on KHASum (set in column U in the ACCT dimension table).
- **New Initiatives** – Incremental volumes, revenue, FTEs, and expenses for approved new initiatives. It does **not** include data from unapproved initiatives.

This tab includes the following sections:

The Financial Summary section displays totals from the other tabs, along with the contribution margin. The Analysis sections consist of Statistical Analysis and Hours Analysis, and features calculated metrics to help gauge the reasonableness of a submitted budget.

Summary

101010 - EMA Internal Medicine (Provider Detail)

	FY 2018	FY 2019	FY 2020	FY 2020	FY 2021	Proj-Bud	Proj-Bud	Final	Proj-Bud	Proj-Bud
	Actual	Actual	Budget	Projected	Budget	Variance	Variance	Budget	Variance	Variance
						Amt	%		Amt	%
Financial Summary										
Deductions from Revenue	12,767,956	9,508,638	24,267	6,364,086	0	6,364,086	100.0%	0	6,364,086	100.0%
Net Patient Revenue	(12,767,956)	(9,508,638)	(24,267)	(6,364,086)	0	6,364,086	(100.0%)	0	6,364,086	(100.0%)
Other Revenue	5,131,523	3,463,990	4,822,144	5,027,209	5,027,209	0	0.0%	5,027,209	0	0.0%
Total Revenue	(7,636,433)	(6,044,648)	4,797,877	(1,336,877)	5,027,209	6,364,086	(476.0%)	5,027,209	6,364,086	(476.0%)
Salaries	5,424,033	4,522,363	4,687,382	5,833,557	4,016,305	1,817,252	31.2%	4,016,305	1,817,252	31.2%
Employee Benefits	2,473,386	1,883,355	2,075,618	1,605,761	1,433,339	172,422	10.7%	1,433,339	172,422	10.7%
Contract Labor	36,935	18,545	0	36,703	0	36,703	100.0%	0	36,703	100.0%
Physician Salaries	4,276,894	2,860,804	3,101,363	0	0	0	0.0%	0	0	0.0%
Employee Benefits - Physician	210,485	140,717	143,203	0	0	0	0.0%	0	0	0.0%
Salaries - MidLevel	855,248	572,181	1,377,752	1,508,694	2,179,426	(670,731)	(44.5%)	2,179,426	(670,731)	(44.5%)
Employee Benefits - MidLevel	101,246	67,736	69,117	25,578	102,185	(76,608)	(299.5%)	102,185	(76,608)	(299.5%)
Professional Fees	4,866	3,374	4,866	3,374	3,374	0	0.0%	3,374	0	0.0%
Supplies	197,815	152,182	41,926	100,476	0	100,476	100.0%	0	100,476	100.0%
Drugs and Pharmaceuticals	520,204	402,537	70,299	236,431	0	236,431	100.0%	0	236,431	100.0%
Purchased Services	5	20	5	20	20	0	0.0%	20	0	0.0%
Depreciation	21,305	15,973	21,820	21,222	21,837	(615)	(2.9%)	21,837	(615)	(2.9%)
Other Expense	3,767,329	2,580,121	3,835,708	3,633,203	3,693,945	(60,743)	(1.7%)	3,693,945	(60,743)	(1.7%)
Total Expenses	17,889,750	13,219,909	15,429,057	13,005,018	11,450,431	1,554,587	12.0%	11,450,431	1,554,587	12.0%
Contribution Margin	(25,526,183)	(19,264,557)	(10,631,180)	(14,341,895)	(6,423,223)	7,918,673		(6,423,223)	7,918,673	
Statistical Analysis										
Other Key Statistic	97,943	73,066	18,253	48,720	0	(48,720)	(100.0%)	0	(48,720)	(100.0%)
Total-Key Statistic	97,943	73,066	18,253	48,720	0	(48,720)	(100.0%)	0	(48,720)	(100.0%)
Revenue / Unit	(77,968)	(82,729)	262.854	(27,440)	0.000	27,440	(100.0%)	0.000	27,440	(100.0%)
Salaries / Unit	108.156	109.133	502.191	151.455	0.000	151.455	100.0%	0.000	151.455	100.0%
Benefits / Unit	28.436	28.629	125.346	33.484	0.000	33.484	100.0%	0.000	33.484	100.0%
Supplies / Unit	7.331	7.592	6.148	6.915	0.000	6.915	100.0%	0.000	6.915	100.0%
Other Expense / Unit	38.732	35.577	211.603	75.078	0.000	75.078	100.0%	0.000	75.078	100.0%
Total Exp / Unit	182.654	180.932	845.289	266.932	0.000	266.932	100.0%	0.000	266.932	100.0%
Contribution Margin / Unit	(260.622)	(263.661)	(582.435)	(294.372)	0.000	294.372	(100.0%)	0.000	294.372	(100.0%)
Hours Analysis										
Paid FTEs - Staff	80.47	53.83	62.88	90.71	75.14	15.57	17.2%	75.14	15.57	17.2%
Paid FTEs - Contract	0.18	0.12	0.00	0.18	0.00	0.18	100.0%	0.00	0.18	100.0%
Total Paid FTEs	80.65	53.95	62.88	90.89	75.14	15.75	17.3%	75.14	15.75	17.3%
Paid FTEs - Physician	8.37	5.60	16.67	0.00	0.00	0.00	0.0%	0.00	0.00	0.0%
Paid FTEs - MidLevel	7.00	4.69	13.35	13.10	19.39	(6.30)	(48.1%)	19.39	(6.30)	(48.1%)
Avg Hourly Rate - Staff	\$32.41	\$40.39	\$35.70	\$30.80	\$25.63	\$5.17	16.8%	\$25.63	\$5.17	16.8%
Total Paid Hours / Unit	1.713	1.536	7.193	3.895	0.000	3.895	100.0%	0.000	3.895	100.0%

Completing statistic budget and reviewing revenue budget

► Overview

Use the Statistics and Revenue sheet to review and adjust current year projection amounts and next year's budget for statistics, revenues, and deductions. The sheet is segmented into two main areas: statistics and revenue.

NOTE: Provide comments in any red comment cells.

► Statistics section

The following table describes the sections in this sheet:

Statistics and Revenue		101010 - EMA Internal Medicine (Provider Detail)							
Acct		Dec-20 Budget	Jan-21 Budget	Feb-21 Budget	Mar-21 Budget	Apr-21 Budget	May-21 Budget	Jun-21 Budget	Total Budget
Global Drivers									
	Worked Days	22	24	21	22	23	22	22	269
	Calendar Days	31	31	28	31	30	31	30	365
Key Department Statistics									
	459 RVUs-Worked	0	0	0	0	0	0	0	0
	459 RVUs-Worked	0	0	0	0	0	0	0	0
	Double Click to Insert New Key Statistic								
	Total Key Statistics	0	0	0	0	0	0	0	0
Other Non-Key Statistics									
	380 Encounters-New	0	0	0	0	0	0	0	0
	381 Encounters-Established	5,197	5,949	4,902	5,202	5,430	5,455	5,217	63,523
	382 Encounters-Other	0	0	0	0	0	0	0	0
	499 RVUs-Total	14,847	16,997	14,004	14,893	15,514	15,577	14,996	181,640
	499 RVUs-Total	731	795	694	731	767	731	762	8,965
	Double Click to Insert New Other Non-Key Statistic								
	Total - Other Non-Key Statistics	20,775	23,741	19,600	20,826	21,711	21,763	20,975	254,128

Section	Description
Global Drivers	Summarizes the Budget Assumptions used to drive initial projections for the department.
Key Department Statistics	Includes department-specific statistics that drive the variable gross revenue, variable costs, and variable labor calculations in the workbook. Global drivers are used to apply the overall organization growth assumptions to the department statistic. You can make adjustments in the Mar-Jun change for CY as well as % Adjust and Amt Adjust columns for NY Budget. Key statistics, such as patient days by Nursing unit, are defined in the Budget Statistics driver. NOTE: If a statistic Dept/Acct combination is listed in the Budget Assumptions driver, no adjustments may be made in the budget plan file.
Other Non-Key Statistic	Displays other statistics captured for the department, but do not drive any other calculations in the workbook.

► Revenue section

The following table describes the sections in this sheet:

Statistics and Revenue

101010 - EMA Internal Medicine (Provider Detail)

Acct	Dec-20 Budget	Jan-21 Budget	Feb-21 Budget	Mar-21 Budget	Apr-21 Budget	May-21 Budget	Jun-21 Budget	Total Budget
Revenue								
Inpatient Revenue	0	0	0	0	0	0	0	0
Outpatient Revenue	0	0	0	0	0	0	0	0
Other Patient Revenue	0	0	0	0	0	0	0	0
Total Patient Revenue	0							
Deductions from Revenue								
40000 Capitation Adjustment	0	0	0	0	0	0	0	0
40000 Capitation Adjustment	0	0	0	0	0	0	0	0
51050 PPO Contractual Allowance	0	0	0	0	0	0	0	0
51050 PPO Contractual Allowance	0	0	0	0	0	0	0	0
51315 Comm Timely Filing Discount	0	0	0	0	0	0	0	0
52500 Bad Debt	0	0	0	0	0	0	0	0
52500 Bad Debt	0	0	0	0	0	0	0	0
52810 Charity Discounts	0	0	0	0	0	0	0	0
52810 Charity Discounts	0	0	0	0	0	0	0	0
50100 Mcare - Inpatient Discount	0	0	0	0	0	0	0	0
Double Click to Insert New Deduction								
Total - Deductions	0							
Net Revenue								
Double Click to Insert New Net Revenue								
Difference	0	0	0	0	0	0	0	0
Total - Net Revenue	0							
Other Revenue								
58000 Department Income	399,858	399,858	399,858	399,858	399,858	399,858	399,858	4,798,301
58000 Department Income	17,145	17,145	17,145	17,145	17,145	17,145	17,145	205,741
58001 Income	1,931	1,931	1,931	1,931	1,931	1,931	1,931	23,167
Double Click to Insert New Other Revenue								
Total - Other Revenue	418,934	5,027,209						
Total Revenue	418,934	5,027,209						
Patient Revenue Detail								
Inpatient Revenue								
Double Click to Insert New Inpatient Revenue								
Outpatient Revenue								
Double Click to Insert New Outpatient Revenue								
Other Patient Revenue								
34000 Professional Services	0	0	0	0	0	0	0	0
34000 Professional Services	0	0	0	0	0	0	0	0
Double Click to Insert New Other Patient Revenue								

Section	Description
Patient Revenue	Summarizes all revenue. Displays projections based on historical revenue per unit plus price increase (revenue adjustments) times volume.
Patient Revenue Detail	Displays detailed patient revenue, both inpatient and outpatient, by specific account.
Other Revenue	Models the projection and budget for other operating revenue accounts, typically using a Fixed Revenue calc method, which uses the projected value as the starting point for budget. You can make adjustments in the Mar-Jun change, % Adjust, and Amt Adjust columns.

► Inserting a new statistic or revenue line item

You can add statistic or revenue line items to individual sections, including:

- Key and non-key statistics
- Deductions
- Net and other revenue
- Inpatient, outpatient, and other patient revenue

The system adds the line by inserting the appropriate calc method into the sheet. The following table lists the available calc methods used by the corresponding section in the sheet:

Calc Method	Description	Sheet Section
Add New Detail	Zero-based expense calculations when adding a new account. Inputs are done on the Detail tab in the budget plan file.	<ul style="list-style-type: none"> • Other Patient Revenue • Other Revenue
Add New Fixed Revenue	Use this new revenue calc method to add a new Fixed Revenue account.	<ul style="list-style-type: none"> • Inpatient Revenue • Outpatient Revenue • Other Patient Revenue • Other Revenue
Add New Input Monthly	Use this new revenue or statistic calc method to add a new account.	<ul style="list-style-type: none"> • Deductions from Revenue • Inpatient Revenue • Outpatient Revenue • Other Patient Revenue • Other Revenue
Add New Statistic	Use this new statistic calc method to add a new key statistic account.	Key Department Statistics
Add New Statistic_Oth	Use this new statistic calc method to add a new Other Statistic account.	Other Non-Key Statistics
GlobalSum	This SPM allows you to budget for an account at a percentage of the total of specific other account(s) within the same workbook.	Net Revenue

Calc Method	Description	Sheet Section
ProviderRev	Transfers Revenue calculations from the Provider Summary/Provider Detail tab to the Stat_Rev tab to save to the Financial Data tables. NOTE: Only available to organizations with the Provider module license.	<ul style="list-style-type: none"> Inpatient Revenue Outpatient Revenue Other Patient Revenue
ProviderStat	Transfers Statistic calculations from the Provider Summary/Provider Detail tab to the Stat_Rev tab to save to the Financial Data tables.	<ul style="list-style-type: none"> Key Department Statistics Other Non-Key Statistics

To insert a new statistic or revenue line item:

1. Navigate to the section to add the new line item.
2. Double-click the **Double Click to Insert...** cell.

Key Department Statistics									
459 RVUs-Worked	0	0	0	0	0	0	0	0	0
459 RVUs-Worked	0	0	0	0	0	0	0	0	0
Double Click to Insert New Key Statistic									
Total Key Statistics	0	0	0	0	0	0	0	0	0

3. In the **Insert Calc Method(s) in sheet Stat_Rev** dialog, select the calc method to insert, and click **OK**.

NOTE: If the line only uses or your organization is only licensed for one type of calc method, this dialog will not display. The system will open the Calc Methods Variable dialog instead.

4. In the **Calc Methods Variable** dialog, enter or select the account and department number, and click **OK**.
5. Enter the appropriate values in the blue cells, as needed.
6. After making your changes, in the budget file Navigation panel, click **Save Budget**.

TIP: You can also click the **Save** button in the **Main** ribbon tab.

Reviewing employee master

Overview

Use the Employee Listing sheet as reference to calculate when salary adjustments occur throughout the planning cycle. This sheet lists all employees by job code and includes details regarding each employee's current and next year's rate as well as their merit and market increase month and percentage.

Employee Listing

27200 - EMC Radiology - MRI (JobCode)

Job Code	Roll Current Rate to End of Year				Merit Increases for Budget					Market Increase for Budget				Market Increase 2 for Budget						
	Base Rate	CY Review Date	CY Review Month	CY Inc %	Beginning Rate	Review Date	Review Month	Annual Inc %	Rate	Effective Date	Market Month	Market Inc %	Rate	Effective Date	Market Month	Market Inc %	Budget Rate	Yr-End Rate	Empl Status	Sched FTEs
J00200 Technologist Assistant																				
J00200 Bennett, Laura D.	\$7.21	May	11	3.00%	\$7.43	May	11	3.00%	\$7.65	Dec	6	0.00%	\$7.65	Apr	10	0.00%	\$7.65	\$7.65	A	1.00
Technologist Assistant - Total:		\$7.21		3.00%	\$7.43			3.00%	\$7.65			0.00%	\$7.65			0.00%	\$7.65	\$7.65		1.00
J00287 Team Leader																				
J00287 Pitre, Jason J.	\$27.00	Aug	2	0.00%	\$27.00	Aug	2	3.00%	\$27.00	Dec	6	0.00%	\$27.00	Apr	10	0.00%	\$27.00	\$27.00	A	1.00
Team Leader - Total:		\$27.00		0.00%	\$27.00			0.00%	\$27.00			0.00%	\$27.00			0.00%	\$27.00	\$27.00		1.00
J00509 Technologist Assistant II																				
J00509 Not Currently Filled	\$25.00	Dec	6	0.00%	\$25.00	Dec	6	3.00%	\$25.00	Dec	6	0.00%	\$25.00	Apr	10	0.00%	\$25.00	\$25.00	A	1.00
Technologist Assistant II - Total:		\$25.00		0.00%	\$25.00			0.00%	\$25.00			0.00%	\$25.00			0.00%	\$25.00	\$25.00		1.00
J00646 Radiology Technician																				
J00646 James, Ieana P.	\$26.38	Jan	7	0.00%	\$26.38	Jan	7	3.00%	\$27.07	Dec	6	0.00%	\$27.07	Apr	10	0.00%	\$27.07	\$27.07	A	0.10
J00646 Bell, Aimee H.	\$25.77	Sep	3	0.00%	\$25.77	Sep	3	3.00%	\$26.54	Dec	6	0.00%	\$26.54	Apr	10	0.00%	\$26.54	\$26.54	A	1.00
J00646 Dukes, Stephanie D.	\$26.20	Aug	2	0.00%	\$26.20	Aug	2	3.00%	\$26.99	Dec	6	0.00%	\$26.99	Apr	10	0.00%	\$26.99	\$26.99	A	1.00
J00646 Chisolm, Frances C.	\$26.37	Dec	6	0.00%	\$26.37	Dec	6	3.00%	\$27.16	Dec	6	0.00%	\$27.16	Apr	10	0.00%	\$27.16	\$27.16	A	1.00
J00646 Flynn, Michael S.	\$25.55	Mar	9	3.00%	\$26.32	Mar	9	3.00%	\$27.11	Dec	6	0.00%	\$27.11	Apr	10	0.00%	\$27.11	\$27.11	A	1.00
J00646 Haddad, Melinda A.	\$27.51	Jul	1	0.00%	\$27.51	Jul	1	3.00%	\$27.78	Dec	6	0.00%	\$27.78	Apr	10	0.00%	\$27.78	\$27.78	A	1.00
J00646 Ryan, Jeffrey W.	\$24.86	Apr	10	3.00%	\$25.61	Apr	10	3.00%	\$26.37	Dec	6	0.00%	\$26.37	Apr	10	0.00%	\$26.37	\$26.37	A	0.60
Radiology Technician - Total:		\$26.13		0.82%	\$26.34			2.63%	\$27.04			0.00%	\$27.04			0.00%	\$27.04	\$27.04		5.70

To make the budget plan file as accurate as it can be when calculating salaries, the system takes into account any potential current year rate increases set to take place - depending on when the budget plan file is built. For example, let's say the following budget plan file is built in month 8. All the radiology technicians except Michael and Jeff have likely received their rate increases already because 0% displays in the CY Inc % column and their anniversary dates have already passed. However, Michael is set to receive his increase in month 9 and Jeff in month 10. The system anticipates this increase by showing that their beginning rate as 3% higher than their current rate and uses this rate for the budget.

Employee Listing

27200 - EMC Radiology - MRI (JobCode)

Job Code	Roll Current Rate to End of Year				Merit Increases for Budget					Market Increase for Budget				Market Increase 2 for Budget						
	Base Rate	CY Review Date	CY Review Month	CY Inc %	Beginning Rate	Review Date	Review Month	Annual Inc %	Rate	Effective Date	Market Month	Market Inc %	Rate	Effective Date	Market Month	Market Inc %	Budget Rate	Yr-End Rate	Empl Status	Sched FTEs
J00200 Technologist Assistant																				
J00200 Bennett, Laura D.	\$7.21	May	11	3.00%	\$7.43	May	11	3.00%	\$7.65	Dec	6	0.00%	\$7.65	Apr	10	0.00%	\$7.65	\$7.65	A	1.00
Technologist Assistant - Total:		\$7.21		3.00%	\$7.43			3.00%	\$7.65			0.00%	\$7.65			0.00%	\$7.65	\$7.65		1.00
J00287 Team Leader																				
J00287 Pitre, Jason J.	\$27.00	Aug	2	0.00%	\$27.00	Aug	2	3.00%	\$27.00	Dec	6	0.00%	\$27.00	Apr	10	0.00%	\$27.00	\$27.00	A	1.00
Team Leader - Total:		\$27.00		0.00%	\$27.00			0.00%	\$27.00			0.00%	\$27.00			0.00%	\$27.00	\$27.00		1.00
J00509 Technologist Assistant II																				
J00509 Not Currently Filled	\$25.00	Dec	6	0.00%	\$25.00	Dec	6	3.00%	\$25.00	Dec	6	0.00%	\$25.00	Apr	10	0.00%	\$25.00	\$25.00	A	1.00
Technologist Assistant II - Total:		\$25.00		0.00%	\$25.00			0.00%	\$25.00			0.00%	\$25.00			0.00%	\$25.00	\$25.00		1.00
J00646 Radiology Technician																				
J00646 James, Ieana P.	\$26.28	Jan	7	0.00%	\$26.28	Jan	7	3.00%	\$27.07	Dec	6	0.00%	\$27.07	Apr	10	0.00%	\$27.07	\$27.07	A	0.10
J00646 Bell, Aimee H.	\$25.77	Sep	3	0.00%	\$25.77	Sep	3	3.00%	\$26.54	Dec	6	0.00%	\$26.54	Apr	10	0.00%	\$26.54	\$26.54	A	1.00
J00646 Dukes, Stephanie D.	\$26.20	Aug	2	0.00%	\$26.20	Aug	2	3.00%	\$26.99	Dec	6	0.00%	\$26.99	Apr	10	0.00%	\$26.99	\$26.99	A	1.00
J00646 Chisolm, Frances C.	\$26.37	Dec	6	0.00%	\$26.37	Dec	6	3.00%	\$27.16	Dec	6	0.00%	\$27.16	Apr	10	0.00%	\$27.16	\$27.16	A	1.00
J00646 Flynn, Michael S.	\$25.55	Mar	9	3.00%	\$26.32	Mar	9	3.00%	\$27.11	Dec	6	0.00%	\$27.11	Apr	10	0.00%	\$27.11	\$27.11	A	1.00
J00646 Haddad, Melinda A.	\$27.51	Jul	1	0.00%	\$27.51	Jul	1	3.00%	\$27.78	Dec	6	0.00%	\$27.78	Apr	10	0.00%	\$27.78	\$27.78	A	1.00
J00646 Ryan, Jeffrey W.	\$24.86	Apr	10	3.00%	\$25.61	Apr	10	3.00%	\$26.37	Dec	6	0.00%	\$26.37	Apr	10	0.00%	\$26.37	\$26.37	A	0.60
Radiology Technician - Total:		\$26.13		0.82%	\$26.34			2.63%	\$27.04			0.00%	\$27.04			0.00%	\$27.04	\$27.04		5.70

The system does the same for scheduled budget market and merit increases as well. In this example, everyone will receive a 3% merit increase but no market increases. The system allows you to include up to two market increases, which simply provides a way to apply additional percentages beyond the merit increase. For example, a contract may stipulate that nurses receive two market increases per year.

The system then layers together all of the rate adjustments as well as the merit and market increases to provide you with values related to the amount that salaries will increase month-over-month over the year. In the following example, July starts with an increase of 0.70% but begins to increase month to month as more employees receive their salary adjustments. These values are used in the Jobcode tab to calculate salaries.

The last month of the fiscal year becomes the "fully burdened" month because by this point all of the increases have occurred. The effective rate for the fiscal year is located in the Total FTEs column. Knowing the effective rate helps you determine the effect of adding merit or market adjustments. In the example below, the user now knows that adding a 3% merit increase will result in a 1.67 effective rate.

Job Code	Position Code	Jul-20 FTEs	Aug-20 FTEs	Sep-20 FTEs	Oct-20 FTEs	Nov-20 FTEs	Dec-20 FTEs	Jan-21 FTEs	Feb-21 FTEs	Mar-21 FTEs	Apr-21 FTEs	May-21 FTEs	Jun-21 FTEs	Total FTEs
J00200 Technologist Assistant														
J00200	Bennett, Laura D.	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Technologist Assistant - Total:		Increase %:	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.00%	3.00%	0.50%
J00287 Team Leader														
J00287	Pitre, Jason J.	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Team Leader - Total:		Increase %:	(0.00%)	(0.00%)	0.00%	(0.00%)	0.00%	(0.00%)	(0.00%)	0.00%	(0.00%)	0.00%	(0.00%)	(0.00%)
J00509 Technologist Assistant II														
J00509	Not Currently Filled	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Technologist Assistant II - Total:		Increase %:	0.00%	0.00%	(0.00%)	0.00%	(0.00%)	0.00%	0.00%	0.00%	(0.00%)	0.00%	(0.00%)	(0.00%)
J00646 Radiology Technician														
J00646	James, Jeana P.	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
J00646	Bell, Aimee H.	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
J00646	Dukes, Stephanie D.	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
J00646	Chisolm, Frances C.	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
J00646	Flynn, Michael S.	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
J00646	Haddad, Melinda A.	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
J00646	Ryan, Jeffrey W.	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60
Radiology Technician - Total:		Increase %:	0.18%	0.70%	1.22%	1.22%	1.22%	1.74%	1.80%	1.80%	2.32%	2.63%	2.63%	1.67%

The remaining section of the sheet is devoted to the scheduled hours for scheduled FTE employees. The system projects scheduled hours based on when the employee was hired and whether they are working full or part time.

Keep in mind the following when using this sheet:

- Employees are only listed in their home department. The Jobcode sheet may show more employees than what are listed for the job code in the Employee Listing sheet. This means that employees have been borrowed from other departments.
- The Employee Listing sheet only displays current active employees.
- To add an employee, you must do so through the labor method itself. For example, if you use the employee budgeting methodology, you must add a new employee in the [Employee sheet](#).

- Merit and market increase factors are defined in the LaborRates sheet of the Budget Labor Assumptions driver.
- This sheet incorporates max rate logic to calculate the lump sum payout if an employee is currently above their max limit or defined increases will put them above the limit.
- Max limits are defined in the Budget Labor Limits driver.

Use this sheet to calculate PTO accrual hours if activated in the Budget Configuration driver.

Completing labor budget

► Overview

Different departments may use different methodologies to track their labor expenses (FTEs and salary dollars). To facilitate this, the budget plan file template includes several different labor sheets for tracking payroll. When a department's budget plan file is first created, the system copies the payroll sheet specified for that department in the LaborType field of the DEPT dimension table.

There are four Labor sheets used to cover these methodologies:

- **JobCode** – Use for departments needing the ability to adjust FTEs on a monthly basis or based on volume.
- **Employee** – Use to allow departments to budget at the employee level. No volume adjustments are included in the salary calculations.
- **Staffing** – Use for 24/7 departments to prepare the budget by shift/day of the week.
- **ADC Configuration** – Use for nursing departments to prepare the budget Average Daily Census (ADC) and Nursing Staffing grid levels by job class.

NOTE: This tab only works with the JobCode tab.

- **Provider Detail and Provider Summary** - Use to budget at the provider level.

JobCode sheet

► Overview

The JobCode sheet is used for departments that need to adjust FTEs on a monthly basis or based on volume.

- Departmental totals
- Total program additions
- Total position changes
- Total productive FTEs
- Total non-productive FTEs

PROD Hrs/Unit	8.807	7.760	7.680
Target Hrs/Unit	7.760	7.760	7.680
FTEs From Target	(5.28)	0.00	0.00
PAID Hrs/Unit	9.772	8.701	8.466
Prod %	90.1%	89.2%	90.7%

JobCode

26610 - EMC 6A (JobCode ADC)

Job Code		Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual			Dollars			Notes
						FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	
JStat	Dept Primary Statistic						7,017	3,509		10,606		
	Departmental Total					0.00	49.26	43.87		43.05	585,893	1,929,071
	Total Program Additions							0.00		0.00		0
	Total Position Changes							0.00		0.00		0
	Total Productive FTEs					0.00	44.40	39.12		39.05		1,701,025
	Total Non-Productive FTEs					0.00	4.86	4.75		4.00		228,046
JTargetAdj	Variable Productive Adjustment to Target								(2.26)	3.43	(29,165)	155,660
J09999	Contract Labor	125.00	125.00	125.00		0.00	0.00	0.00		0.00	0	0
J09999	Contract Labor - Category 2	250.00	250.00	250.00		0.00	0.00	0.00		0.00	0	0
JInitiative	New Initiatives									0.00		0

Jobcode

Most of the sheet is comprised of the individual job code values. By default, the sheet displays only a summary view of the job code that includes the total productive, non-productive FTEs as well as the total FTEs for the job code.

JobCode

26610 - EMC 6A (JobCode ADC)

Job Code		Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual			Dollars			Notes
						FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	
J00031	Clinical Technician											
	Total Productive					0.00	1.34	8.41		5.59	53,046	104,874
	Total Non-Productive					0.00	0.19	1.22		0.62	7,594	15,014
	JobCode Total					0.00	1.54	9.63		6.21	60,641	119,888
	Double click to show details											
J00090	Unit Clerk I											
	Total Productive					0.00	0.02	0.01		(0.17)	71	210
	Total Non-Productive					0.00	0.00	0.00		0.18	0	0
	JobCode Total					0.00	0.02	0.01		0.01	71	210
	Double click to show details											
J00191	Staff RN											
	Total Productive					0.00	22.75	18.93		19.04	363,352	1,133,847
	Total Non-Productive					0.00	2.32	1.93		1.96	57,224	167,677
	JobCode Total					0.00	25.07	20.86		21.00	420,575	1,301,524
	Double click to hide details											

To view the job code details, double-click the **Double click to show details** cell. From this expanded section, you can view specific details about the job code.

Job Code	Initiative	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual			Dollars			Notes	Spread Method	Jul-2 FTEs		
						FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget					
J00031	Clinical Technician					0.00	1.34	8.41	5.59	53,046	104,874				8.	
	Total Productive					0.00	0.19	1.22	0.62	7,594	15,014				0.	
	Total Non-Productive					0.00	1.54	9.63	6.21	60,641	119,888				9.	
	JobCode Total															
	Double click to hide details															
J00031	Clinical Technician					50.00	Variable	60.0%	1.67	1.10					0.4	
	Current Paid FTEs															9.
	Program Additions					\$8.97			0.00	1.54	9.63	6.21				0.
	Position Changes					\$8.97			0.00							0.
	Fixed/Volume Spread Variance								0.00							0.
	Total Paid FTEs								0.00	1.54	9.63	6.21				9.
	Regular	History	\$8.70	\$8.97	\$8.97	85.3%			0.00	1.31	8.21	5.46	51,246	101,315		8.
	Overtime	150.0%	\$12.50	\$12.88	\$12.88	2.1%			0.00	0.03	0.20	0.13	1,800	3,559		0.
	Education	100.0%	\$8.70	\$8.97	\$8.97	0.0%			0.00	0.00	0.00	0.00	0	0		0.
	Lump Sum Payout								0.00				0	0		0.
	Clinical Technician - Total Productive								0.00	1.34	8.41	5.59	53,046	104,874		8.
	Paid Time Off using YTD	100.0%	\$8.70	\$8.97	\$8.97	12.6%			0.00	0.19	1.22	0.62	7,594	15,014		0.
	Double Click to Insert New Pay Type															
	Clinical Technician					100.0%			0.00	1.54	9.63	6.21	60,641	119,888		9.
	Accrued PTO rate from EmplList		\$8.70	\$8.97	\$8.97	0.0%										0.
	Calendar YTD for Retirement calc															

► Sheet columns

The following table provides descriptions for the columns in this sheet:

Column Name	Column Letter	Description
Job Code	A	The job code identification number (using Jobcode.KHABgtCode).
Current Rate	G	The hourly rate as of the start of the budget process.
Start Rate	H	The hourly rate as of the start of the new budget year. This includes any salary increases expected to occur in the remainder of the current year.
End Rate	I	The hourly rate as of the end of the budget process. This includes all salary increases through the end of the budget year. This is calculated using the last month of the budget as this would contain the effective rate of all merit & market adjustments.
Alloc Rate	J	Calculated based upon YTD actual % of total FTE. You can make adjustments to allocate NYB FTEs for salary calculations.
Sched	K	Scheduled FTEs from the labor master file or CYB FTEs depending on the configuration option chosen in the Budget Configuration Assumptions driver file.
YTD Actual	L	Year-to-date FTEs from the Payroll26 database.
Month-Month Projected (FTEs)	M	Projected FTEs for the remaining months of the current fiscal year. Initial FTE allocation is the same as YTD.

Column Name	Column Letter	Description
FY20XX Budget (FTEs)	N	Starting point matches projected FTEs. You can make monthly adjustments to the <i>Month FTEs</i> columns (columns S-AD).
<i>Month-Month</i> Projected (Dollars)	O	Projected dollars for the remaining months of the current fiscal year.
FY20XX Budget (Dollars)	P	Projected dollars for the budget year.
Notes	Q	Enter comments for the line item, as needed.
Spread Method	R	Select a spread method for the pay type, as needed.
<i>Month FTEs</i>	S-AD	Enter a percentage of each FTE factor to the total factor. For example, let's say that the FTE factor for month one is 177 divided by the FTE factor for the year of 2080 or 2086. It usually ranges around 8% or so per month. NOTE: Not all pay types allow you to update the spread amount.
<i>Month-Year</i> Hours	AG-AS	Hours spread across months, including total budgeted hours.
<i>Month-Year</i> Dollars	AT-BF	Dollars spread across months, including total budgeted dollars.
<i>Month-Year</i> FICA	BH-BT	FICA spread across months, including total budgeted FICA.
Projected FICA	BW	Total projected FICA amount.
<i>Month-Month</i> Hours	BX	Total budgeted hours for the remaining months of the fiscal year.

The following sections include instructions on performing specific actions in this sheet.

► Updating the staffing ratio for a job code

Use these instructions if you want to change the default staffing ratio type.

To update staffing ratio type for a job code:

1. Navigate to the job code, and double-click **Double click to show details**.

Job Code	Initiative	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual			Dollars			Notes
						FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	
	New Initiatives								0.00			0
J00200	Technologist Assistant Ro		Assistant		Variable							
	Total Productive					0.00	0.42	0.42	0.42	2,220		6,687
	Total Non-Productive					0.00	0.03	0.03	0.03	136		409
	JobCode Total					0.00	0.45	0.45	0.45	2,356		7,096

↓ Double click to show details ←

- In the job code title row, from the drop-down, select one of the following:
 - Variable** - Input is the worked FTEs per a normal work week. Non-productive hours are added to productive based upon allocation percentage. This setting is a default from the JOBCODE dimension. When Variable, the values in the job code will fluctuate based on changes in the departments volume.
 - Fixed** - Input is the total paid FTEs per a normal work week. Non-productive hours are allocated based upon allocation percentage. This setting is a default from the JOBCODE dimension. When FIXED, the values in the jobcode will not fluctuate based on changes in the departments volume.
- In the **Notes** column (column Q), enter comments, as needed.
- After making your changes, in the budget file Navigation panel, click **Save Budget**.

TIP: You can also click the **Save** button in the **Main** ribbon tab.

► Updating start rate and projected FTEs for program additions and position changes
To update start rate and projected FTEs for program additions and position changes:

- Navigate to the job code, and double-click **Double click to show details**.

Job Code	Initiative	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual			Dollars			Notes
						FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	
	New Initiatives								0.00			0
J00200	Technologist Assistant Ro		Assistant		Variable							
	Total Productive					0.00	0.42	0.42	0.42	2,220		6,687
	Total Non-Productive					0.00	0.03	0.03	0.03	136		409
	JobCode Total					0.00	0.45	0.45	0.45	2,356		7,096

↓ Double click to show details ←

- In the **Program Additions** field (column H), type the start rate amount.

Job Code	Initiative	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual			Dollars				
						FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget		
	New Initiatives								0.00			0	
J00200	Technologist Assistant-Ro												
	Total Productive					0.00	0.42	0.42	0.42	2,220	6,687		
	Total Non-Productive					0.00	0.03	0.03	0.03	136	409		
	JobCode Total					0.00	0.45	0.45	0.45	2,356	7,096		
	Double click to hide details												
J00200	Technologist Assistant-Ro												
	Current Paid FTEs												
	Program Additions		\$7.43										
	Position Changes		\$7.43										
	Fixed/Volume Spread Variance												
	Total Paid FTEs												
	Regular	Base	\$7.21	\$7.43	\$7.65	89.8%	0.00	0.40	0.40	0.40	2,070	6,235	
	Overtime	150.0%	\$10.81	\$11.14	\$11.47	4.3%	0.00	0.02	0.02	0.02	150	452	
	Education	100.0%	\$7.21	\$7.43	\$7.65	0.0%	0.00	0.00	0.00	0.00	0	0	
	Lump Sum Payout						0.00				0	0	
	Technologist Assistant - Total Productive						94.1%	0.00	0.42	0.42	0.42	2,220	6,687
	Paid Time Off using YTD	100.0%	\$7.21	\$7.43	\$7.65	5.9%	0.00	0.03	0.03	0.03	136	409	
	Double Click to Insert New Pay Type												
	Technologist Assistant					100.0%	0.00	0.45	0.45	0.45	2,356	7,096	
	Accrued PTO rate from Empl_List		\$7.21	\$7.43	\$7.65	8.5%						0	
	Calendar YTD for Retirement calc												

3. In the **Position Changes** field (column H), type the start rate amount.
4. In the **Month-Month Projected** column (column M) for the program additions and position changes line items, as needed.
5. In the **Notes** column (column Q), enter comments, as needed.
6. After making your changes, in the budget file Navigation panel, click **Save Budget**.

► Updating the allocation rate for a job code pay type

To update the allocation rate for a job code pay type:

1. Navigate to the job code, and double-click **Double click to show details**.

Job Code	Initiative	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual			Dollars			Notes
						FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	
	New Initiatives								0.00			0
J00200	Technologist Assistant-Ro											
	Total Productive					0.00	0.42	0.42	0.42	2,220	6,687	
	Total Non-Productive					0.00	0.03	0.03	0.03	136	409	
	JobCode Total					0.00	0.45	0.45	0.45	2,356	7,096	
	Double click to show details											

2. In the **Alloc Rate** column (column J), enter a percentage for each line item, as needed.

JobCode

27200 - EMC Radiology - MRI (JobCode)

Job Code	Spread Method	Jul-20 FTEs	Aug-20 FTEs	Sep-20 FTEs	Oct-20 FTEs	Nov-20 FTEs	Dec-20 FTEs	Jan-21 FTEs	Feb-21 FTEs	Mar-21 FTEs	Apr-21 FTEs	May-21 FTEs	Jun-21 FTEs	Total FTEs
Jinitiative	New Initiatives	0	0	0	0	0	0	0	0	0	0	0	0	0
J00200	Technologist Assistant-Ro													
	Total Productive	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42
	Total Non-Productive	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03
	JobCode Total	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
	Double click to hide details													
J00200	Technologist Assistant-Ro	Effective FTE	0.00											
	Current Paid FTEs	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
	Program Additions	Fixed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Position Changes	Fixed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fixed/Volume Spread Variance		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Paid FTEs		0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
	Regular		0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40
	Overtime	FTEAlloc	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02
	Education	Global	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Lump Sum Payout													
	Technologist Assistant - Total Productive		0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42
	Paid Time Off using YTD	FTEAlloc	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03
	Double Click to Insert New Pay Type													
	Technologist Assistant		0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
	Accrued PTO rate from Empl_List													
	Calendar YTD for Retirement calc													

3. In the **Month-Year FTEs** columns (columns S-AD), make adjustments, as needed.

NOTE: The spread methods available are configured by your organization.

4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

► Adding contract labor

To add contract labor:

1. Navigate to the contract labor job code.

JobCode

27200 - EMC Radiology - MRI (JobCode)

Job Code		Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual			Dollars			No	
						FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget		
JStat	Dept Primary Statistic												
	Departmental Total					0.00	7.79	36.08	26.24	658,462	1,508,825		
	Total Program Additions								0.00		0		
	Total Position Changes								0.00		0		
	Total Productive FTEs					0.00	6.98	34.90	23.77		1,330,501		
	Total Non-Productive FTEs					0.00	0.81	1.18	2.46		178,324		
JTargetAdj	Fixed Adjustment to Target								(0.46)	(0.08)	(8,393)	(4,132)	
JTargetAdj	Variable Productive Adjustment to Target								25.31	3.60	456,861	203,665	
J09999	Contract Labor	24.30	24.30	24.30		0.00	0.19	0.19	0.00		3,233	0	
J09999	Contract Labor - Category 2	24.30	24.30	24.30		0.00	0.19	0.19	0.00		3,233	0	
Jinitiative	New Initiatives											0	

2. In the **Current Rate** column (column G), enter the hourly rate for the contract labor.

3. In the **Start Rate** column (column H), enter the starting rate.

4. In the **Month-Month Projected (FTEs)** column (column M), enter the projected FTE value.

5. In the **Month-Year FTEs** columns (columns S-AD), enter the FTE spread across months.

6. After making your changes, in the budget file Navigation panel, click **Save Budget**.

► Adding a new pay type for a job code

To add a new pay type for a job code:

1. In the job code in which to add the new employee, double-click **Double click to show details**.

JobCode
27200 - EMC Radiology - MRI (JobCode)

Job Code	Initiative	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual			Dollars			Notes
						FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	
	New Initiatives								0.00			0
J00200	Technologist Assistant-Ro											
	Total Productive					0.00	0.42	0.42	0.42	2,220	6,687	
	Total Non-Productive					0.00	0.03	0.03	0.03	136	409	
	JobCode Total					0.00	0.45	0.45	0.45	2,356	7,096	
	Double click to show details											

2. Double-click **Double Click to Insert New Pay Type**.

JobCode
27200 - EMC Radiology - MRI (JobCode)

Job Code	Technologist Assistant-Ro	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual			Dollars			Notes
						FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	
J00200	Technologist Assistant-Ro											
	Total Productive					0.00	0.42	0.42	0.42	2,220	6,687	
	Total Non-Productive					0.00	0.03	0.03	0.03	136	409	
	JobCode Total					0.00	0.45	0.45	0.45	2,356	7,096	
	Double click to hide details											
J00200	Technologist Assistant-Ro				0.00	Fixed						
	Current Paid FTEs					0.00	0.45	0.45	0.45			
	Program Additions		\$7.43					0.00	0.00			
	Position Changes		\$7.43					0.00	0.00			
	Fixed/Volume Spread Variance								0.00			
	Total Paid FTEs					0.00	0.45	0.45	0.45			
	Regular	Base	\$7.21	\$7.43	\$7.65	89.8%	0.00	0.40	0.40	2,070	6,235	
	Overtime	150.0%	\$10.81	\$11.14	\$11.47	4.3%	0.00	0.02	0.02	150	452	
	Education	100.0%	\$7.21	\$7.43	\$7.65	0.0%	0.00	0.00	0.00	0	0	
	Lump Sum Payout								0.00	0	0	
	Technologist Assistant - Total Productive					94.1%	0.00	0.42	0.42	2,220	6,687	
	Paid Time Off using YTD	100.0%	\$7.21	\$7.43	\$7.65	5.9%	0.00	0.03	0.03	136	409	
	Double Click to Insert New Pay Type											
	Technologist Assistant					100.0%	0.00	0.45	0.45	2,356	7,096	
	Accrued PTO rate from Empl_List		\$7.21	\$7.43	\$7.65	8.5%						0
	Calendar YTD for Retirement calc											

3. From the **Insert Calc Method(s)** in sheet **Employee** dialog, select one of the following calc methods, and click **OK**:

NOTE: The dialog includes fields that are not enabled at this time.

- **Add New AvgPer Paid Hr PayType** - Calculates other non-FTE related pay based on the relationship to paid hours in the job code block. Monthly spread will be based on the spread of paid hours.
- **Add New AvgPer Prod Hr PayType** - Calculates other non-FTE related pay based on the relationship to productive hours in the job code block. Monthly spread will be based on the spread of productive hours.
- **Add New Input Monthly PayType** - Calculates other non-FTE related pay by typing in the monthly totals.

4. Do the following based on the calc method you selected in step 3:

Calc Method	Steps
Add New AvgPer Paid Hr PayType	a. In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK .
Add New AvgPer Prod Hr PayType	<p>b. In the Start Rate column (column H), enter the hourly start rate.</p> <p>c. In the Notes column (column Q), enter comments, as needed.</p> <p>d. Repeat steps a-c for each pay type to add.</p> <p>e. When you finish making changes, in the budget file Navigation panel, click Save Budget.</p>
Add New Input Monthly PayType	<p>a. In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.</p> <p>b. In the Month-Month Projected (Dollars) column (column O), enter the projected dollars.</p> <p>c. In the monthly budget (columns AT-BE), enter values for the applicable months.</p> <p>d. In the Notes column (column Q), enter comments, as needed.</p> <p>e. Repeat steps a-d for each pay type to add.</p> <p>f. When you finish making changes, in the budget file Navigation panel, click Save Budget.</p>

► Adding a new job code to a department

To add a new job code to a department:

1. Navigate to the end of the job code listing, and double-click **Double Click to Insert New Job Code**.

JobCode
27200 - EMC Radiology - MRI (JobCode)

Job Code	Description	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual			Dollars			Notes	
						FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget		
	Calendar YTD for Retirement calc												
J00287	Team Leader-MRI												
	Total Productive					0.00	0.93	0.93	0.93	18,381	55,081		
	Total Non-Productive					0.00	0.15	0.15	0.15	4,765	14,338		
	JobCode Total					0.00	1.09	1.09	1.09	23,165	69,419		
	Double click to show details												
J00646	Radiologic Technologist												
	Total Productive					0.00	5.24	8.32	18.90	154,380	1,069,200		
	Total Non-Productive					0.00	0.63	1.00	2.28	23,627	163,577		
	JobCode Total					0.00	5.87	9.32	21.19	178,007	1,232,777		
	Double click to show details												
	Double Click to Insert New Job Code												
	DEPT OTHER PAY	Rate Source	Avg \$\$ Per Prod Hr Current	Budget									
	Double Click to Insert New Dept Pay Type												
JDept	Total									0	0		

2. In the **Calc Method Variables** dialog, do the following, and then click **OK**:
 - a. In the **Select a JobCode** field, enter a job code or click **Choose Value** to select a job code.
 - b. In the **Select a Dept** field, enter a department or click **Choose Value** to select a department.
3. To enter adjustments to allocate NYB FTEs for salary calculations, click **Double Click to Show Details**.

Job Code	Job Code Description	Category	Method	FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget
J00006	Receptionist (27200_0)	Clerical	Fixed	0.00	0.00	0.00	0.00	0	0
	Total Productive			0.00	0.00	0.00	0.00	0	0
	Total Non-Productive			0.00	0.00	0.00	0.00	0	0
	JobCode Total			0.00	0.00	0.00	0.00	0	0

↓ Double click to show details

4. From the details section, do any of the following:
 - Updating start rate and projected FTEs for program additions and position changes
 - Updating the allocation rate for a job code pay type
 - Updating the spread method for a job code pay type
5. When you finish making changes, in the budget file Navigation panel, click **Save Budget**.

► Adding a new department pay type

To add a new department pay type:

1. Navigate to the bottom of the sheet, and double-click **Double Click to Insert New Dept Pay Type**.

JobCode
27200 - EMC Radiology - MRI (JobCode)

Job Code	Job Code Description	Category	Method	FTEs - Projected Using Actual			Dollars			Note	
				FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget		
J00646	Radiologic Technologist	Technical	Variable	0.00	5.24	8.32	18.90	154,380	1,069,200		
	Total Productive			0.00	0.63	1.00	2.28	23,627	163,577		
	Total Non-Productive			0.00	5.87	9.32	21.19	178,007	1,232,777		
	JobCode Total			0.00	0.00	0.00	0.00	0	0		
J00006	Receptionist (27200_0)	Clerical	Fixed	0.00	0.00	0.00	0.00	0	0		
	Total Productive			0.00	0.00	0.00	0.00	0	0		
	Total Non-Productive			0.00	0.00	0.00	0.00	0	0		
	JobCode Total			0.00	0.00	0.00	0.00	0	0		
	Double Click to Insert New Job Code										
	DEPT OTHER PAY	Rate Source	Avg \$\$ Per Prod Hr Current	Budget							
JDept	Total								0	0	

↓ Double Click to Insert New Dept Pay Type

2. From the **Insert Calc Method(s)** in sheet **Employee** dialog, select one of the following calc methods, and click **OK**:

NOTE: The dialog includes fields that are not enabled at this time.

- **Dept_AvgPerProdHr** - Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of productive hours.

- **Dept_InputMonthly** - Calculates other Non-FTE related pay by inputting monthly amounts for the department.
- **Dept_InputTotal** - Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month.

3. Do the following based on the calc method you selected in step 2:

Calc Method	Steps
Dept_AvgPerProdHr	<ol style="list-style-type: none"> In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK. In the Budget column (column H), enter the hourly start rate. In the Notes column (column Q), enter comments, as needed. Repeat steps a-c for each pay type to add. When you finish making changes, in the budget file Navigation panel, click Save Budget.
Dept_InputMonthly	<ol style="list-style-type: none"> In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK. In the Month-Month Projected (Dollars) column (column O), enter the projected dollars. In the Notes column (column Q), enter comments, as needed. In the monthly budget (columns AT-BE), enter values for the applicable months. Repeat steps a-d for each pay type to add. When you finish making changes, in the budget file Navigation panel, click Save Budget.
Dept_InputTotal	<ol style="list-style-type: none"> In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK. In the Month-Month Projected (Dollars) column (column O), enter the projected dollars. In the FY 20XX Budget (Dollars) column (column P), enter the projected budgeted dollars. In the Notes column (column Q), enter comments, as needed. Repeat steps a-d for each pay type to add. When you finish making changes, in the budget file Navigation panel, click Save Budget.

Employee sheet

Overview

The Employee sheet is for departments to budget at the employee level, and operates similarly to the JobCode sheet. No volume adjustments are included in the salary calculations. This sheet combines the data from the [Employee Listing](#) and Employee sheets.

		Summary w/o New Initiatives														
		Total FTEs	18.10	18.10	18.10		18.10	18.10	18.10	18.10	18.10		18.10	18.10	18.10	18.10
		Target FTEs	9.00	9.00	9.00		9.00	9.00	9.00	9.00		9.00	9.00	9.00	9.00	9.00
		FTEs From Target	(9.10)	(9.10)	(9.10)		(9.10)	(9.10)	(9.10)	(9.10)		(9.10)	(9.10)	(9.10)	(9.10)	(9.10)
		PAID Hrs/Unit	30.43	23.63	27.77		28.09	28.09	27.43	28.09		28.09	28.09	27.43	28.09	27.43
		Prod%	93.2%	93.2%	93.2%		93.2%	93.2%	93.2%	93.2%		93.2%	93.2%	93.2%	93.2%	93.2%

Employee		19100 - EHS Accounting Operations (Employee)																		
Job Code	Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs			Dollars			Notes	Spread Method	Jul 20 FTEs	Aug 20 FTEs	Sep 20 FTEs	Oct 20 FTEs	Nov 20 FTEs	De FT	
						Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar Jun Projected	FY 2021 Budget									
Dept Primary Statistic																				
:istat																				
Departmental PAID Total:								8.00	18.10	18.10	1359.5	18.10	274,793	866,346						
Total Float Staff										1.73	1.73	1.73	29,765							
Total Program Additions										0.00	0.00	0.00	0							
Total Position Changes										0.00	0.00	0.00	0							
Total Productive FTEs								8.00	16.87	16.87	16.87			16.87	16.87	16.87	16.87	16.87		
Total Non-Productive FTEs								0.00	1.23	1.23	1.23			1.23	1.23	1.23	1.23	1.23		
J09999 Contract Labor		\$125.00	\$125.00	\$125.00							0.00	0.00	0.00	0.00	0	0	0	0	0	0
J Initiative																				
New Initiatives										0.00	0.00	0.00	0	0	0	0	0	0	0	0
J00017 Financial Accountant																				
Total Productive								2.15	2.15	2.15	36,420	109,141								
Total Non-Productive								0.08	0.08	0.08	1,413	4,236								
JobCode Total								2.23	2.23	2.23	37,834	113,377								
Double click to show details																				
J00018 Staff Accountant																				
Total Productive								3.46	3.46	3.46	43,222	128,534								
Total Non-Productive								0.30	0.30	0.30	4,091	12,260								
JobCode Total								3.76	3.76	3.76	47,313	141,794								
Double click to show details																				
J00021 Director																				
Total Productive								3.30	3.30	3.30	100,290	300,542								
Total Non-Productive								0.08	0.08	0.08	3,750	11,236								
JobCode Total								3.38	3.38	3.38	104,040	311,778								
Double click to show details																				
J00022 Assistant Staff Accountant																				
Total Productive								3.46	3.46	3.46	37,355	111,643								
Total Non-Productive								0.16	0.16	0.16	1,852	5,550								
JobCode Total								3.62	3.62	3.62	39,197	117,193								
Double click to show details																				

This sheet is comprised of three main areas:

Summary

This area displays at the top of the sheet and provides an overview of the FTE totals, target, and FTEs from the budget target. It also shows you the paid hours and the productive percentage. This provides a quick and easy way to ensure that your numbers are on track without having to dive into the details.

Employee

19100 - EHS Accounting Operations (Employee)

Summary w/o New Initiatives	Total FTEs	18.10	18.10	18.10
	Target FTEs	9.00	9.00	9.00
	FTEs From Target	(9.10)	(9.10)	(9.10)
	PAID Hrs/Unit	30.43	23.63	27.77
	Prod %	93.2%	93.2%	93.2%

Job Code	Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs			Dollars			Notes	
						Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget		
JStat	Dept Primary Statistic												
	Departmental PAID Total:						8.00	18.10	18.10	1359.5	274,793	866,346	
	Total Float Staff								1.73	1.73		29,765	
	Total Program Additions								0.00	0.00		0	
	Total Position Changes								0.00	0.00		0	
	Total Productive FTEs						8.00	16.87	16.87	16.87			
	Total Non-Productive FTEs						0.00	1.23	1.23	1.23			
J09999	Contract Labor	\$125.00	\$125.00	\$125.00		0.00	0.00	0.00	0.00	0	0	0	
JInitiative	New Initiatives								0.00			0	
J00017	Financial Accountant												
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
	↑ Double click to hide details												
	McClendon, Mary E.	17863	\$24.37	\$24.37	\$24.37	1.00	2.23	2.23	2.23	37,834	113,377		Input Comments Here
	Double Click to Insert New Employee												
	Float Staff / Inactive Employees							0.00	0.00	0.00		0	
	Program Additions									0.00		0	
	Position Changes									0.00		0	
	Financial Accountant - Total Scheduled Paid						1.00	2.23	2.23	2.23		113,377	

Jobcode Statistics

This section displays all of the statistic values related to the job codes in the department, including the following:

- Departmental paid totals
- Total float staff
- Total program additions
- Total position changes
- Total productive FTEs
- Total non-productive FTEs

Employee

19100 - EHS Accounting Operations (Employee)

Summary w/o New Initiatives			
Total FTEs	18.10	18.10	18.10
Target FTEs	9.00	9.00	9.00
FTEs From Target	(9.10)	(9.10)	(9.10)
PAID Hrs/Unit	30.43	23.63	27.77
Prod %	93.2%	93.2%	93.2%

Job Code	Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs			Dollars			Notes	
						Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget		
JStat	Dept Primary Statistic												
	Departmental PAID Total:					8.00	18.10	18.10	18.10	1359.5	274,793	866,346	
	Total Float Staff							1.73	1.73			29,765	
	Total Program Additions							0.00	0.00			0	
	Total Position Changes							0.00	0.00			0	
	Total Productive FTEs					8.00	16.87	16.87	16.87				
	Total Non-Productive FTEs					0.00	1.23	1.23	1.23				
J09999	Contract Labor	\$125.00	\$125.00	\$125.00		0.00	0.00	0.00	0.00	0	0	0	
JInitiative	New Initiatives								0.00			0	
J00017	Financial Accountant												
	Total Productive						2.15	2.15	2.15	36,420	109,141		
	Total Non-Productive						0.08	0.08	0.08	1,413	4,236		
	JobCode Total						2.23	2.23	2.23	37,834	113,377		
	Double click to hide details												
	Mcclendon, Mary E.	17863	\$24.37	\$24.37	\$24.37	1.00	2.23	2.23	2.23	37,834	113,377		Input Comments Here
	Double Click to Insert New Employee												
	Float Staff / Inactive Employees						0.00	0.00	0.00			0	
	Program Additions								0.00			0	
	Position Changes								0.00			0	
	Financial Accountant - Total Scheduled Paid					1.00	2.23	2.23	2.23			113,377	

Jobcode summary and details

Most of the sheet is comprised of the individual job code values. By default, the sheet displays only a summary view that includes the total productive, non-productive FTEs as well as the total FTEs for the job code.

Job Code	Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs			Dollars			Notes	
						Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget		
JStat	Dept Primary Statistic												
	Departmental PAID Total:					8.00	18.10	18.10	18.10	1359.5	274,793	866,346	
	Total Float Staff							1.73	1.73			29,765	
	Total Program Additions							0.00	0.00			0	
	Total Position Changes							0.00	0.00			0	
	Total Productive FTEs					8.00	16.87	16.87	16.87				
	Total Non-Productive FTEs					0.00	1.23	1.23	1.23				
J09999	Contract Labor	\$125.00	\$125.00	\$125.00		0.00	0.00	0.00	0.00	0	0	0	
JInitiative	New Initiatives								0.00			0	
J00017	Financial Accountant												
	Total Productive						2.15	2.15	2.15	36,420	109,141		
	Total Non-Productive						0.08	0.08	0.08	1,413	4,236		
	JobCode Total						2.23	2.23	2.23	37,834	113,377		
	Double click to show details												

To view the job code details, double-click the **Double click to show details** cell. From this expanded section you can view specific details about the job code as well as a list of all the employees assigned the job code.

Summary w/o New Initiatives	Total FTEs	18.10	18.10	18.10
	Target FTEs	9.00	9.00	9.00
	FTEs From Target	(9.10)	(9.10)	(9.10)
	PAID Hrs/Unit	30.43	23.63	27.77
	Prod %	93.2%	93.2%	93.2%

Employee
19100 - EHS Accounting Operations (Employee)

Job Code	Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs			Dollars			Notes	
						Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget		
Initiative	New Initiatives								0.00			0	
J00017	Financial Accountant												
	Total Productive						2.15	2.15	2.15	36,420	109,141		
	Total Non-Productive						0.08	0.08	0.08	1,413	4,236		
	JobCode Total						2.23	2.23	2.23	37,834	113,377		
	Double click to hide details												
	Mcclendon, Mary E.	17853	\$24.37	\$24.37	\$24.37		1.00	2.23	2.23	2.23	37,834	113,377	Input Comments Here
	Float Staff / Inactive Employees		\$24.37	\$24.37	\$24.37		0.00	0.00	0.00	0.00	0.00	0	
	Program Additions		\$24.37	\$24.37	\$24.37				0.00	0.00	0.00	0	
	Position Changes		\$24.37	\$24.37	\$24.37				0.00	0.00	0.00	0	
	Financial Accountant - Total Scheduled Paid						1.00	2.23	2.23	2.23	37,834	113,377	
	Regular	History	\$24.37	\$24.37	\$24.37	96.3%		2.15	2.15	2.15	36,420	109,141	
	Overtime	2	\$36.55	\$36.55	\$36.55	0.0%		0.00	0.00	0.00	0	0	
	Education	1	\$24.37	\$24.37	\$24.37	0.0%		0.00	0.00	0.00	0	0	
	Lump Sum Payout											0	
	Financial Accountant - Total Productive					96.3%	1.00	2.15	2.15	2.15	36,420	109,141	
	Paid Time Off using YTD	1	\$24.37	\$24.37	\$24.37	3.7%		0.08	0.08	0.08	1,413	4,236	
	Call Pay Week 2	PHCAL2	\$0.00	\$0.00	\$0.00						0	0	Input Comments Here
	Call Pay	P0020	\$0.00	\$0.00	\$0.00						0	0	Input Comments Here
	Regular	P0001						Input Monthly			0	0	Input Comments Here
	Paid Time Off	P0004						Input Monthly			0	0	Input Comments Here
	Double Click to Insert New Pay Type												
J00017	Financial Accountant					100.0%	1.00	2.23	2.23	2.23	37,834	113,377	

Keep in mind the following:

- Non-FTE-related pay categories are added during the interface process within the job code block and use a dollars-per-productive-hour or input monthly methodology.
- You can make monthly adjustments to FTEs to model staging of staffing changes.
- For contract labor, you must enter requests for contract labor FTEs. No default to YTD is made.

▶ Sheet columns

The following table provides descriptions for the columns in this sheet:

Column Name	Column Letter	Description
Job Code	A	The job code identification number number (using Jobcode.KHABgtCode).
Employee ID	F	The identification number of the employee.
Current Rate	G	The hourly rate as of the start of the budget process.
Start Rate	H	The hourly rate as of the start of the new budget year. This includes any salary increases expected to occur in the remainder of the current year.

Column Name	Column Letter	Description
End Rate	I	The hourly rate as of the end of the budget process. This includes all salary increases through the end of the budget year. This is calculated using the last month of the budget as this would contain the effective rate of all merit & market adjustments.
Alloc Rate	J	Calculated based upon YTD actual % of total FTE. You can make adjustments to allocate NYB FTEs for salary calculations.
Sched	K	Scheduled FTEs from the labor master file or CYB FTEs depending on the configuration option chosen in the Budget Configuration Assumptions driver file.
YTD Actual	L	Year-to-date FTEs from the Payroll26 database.
<i>Month-Month</i> Projected (FTEs)	M	Projected FTEs for the remaining months of the current fiscal year. Initial FTE allocation is the same as YTD.
FY20XX Budget (FTEs)	N	Starting point matches projected FTEs. You can make monthly adjustments the <i>Month-Year</i> FTEs columns (columns S-AD).
<i>Month-Month</i> Projected (Dollars)	O	Projected dollars for the remaining months of the current fiscal year.
FY20XX Budget (Dollars)	P	Projected dollars for the budget year.
Notes	Q	Enter comments for the line item, as needed.
Spread Method	R	Select a spread method for the pay type, as needed.
<i>Month-Year</i> FTEs	S-AD	Enter a percentage of each FTE factor to the total factor. For example, let's say that the FTE factor for month one is 177 divided by the FTE factor for the year of 2080 or 2086. It usually ranges around 8% or so per month. NOTE: Not all pay types allow you to update the spread amount.
<i>Month-Year</i> Hours	AG-AS	Hours spread across months, including total budgeted hours.
<i>Month-Year</i> Dollars	AT-BF	Dollars spread across months, including total budgeted dollars.
<i>Month-Year</i> FICA	BH-BT	FICA spread across months, including total budgeted FICA.
Projected FICA	BW	Total projected FICA amount.

Employee

19100 - EHS Accounting Operations (Employee)

Job Code	Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs			Dollars			Notes	
						Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget		
Initiative	New Initiatives								0.00			0	
J00017	Financial Accountant												
	Total Productive						2.15	2.15	2.15		36,420	109,141	
	Total Non-Productive						0.08	0.08	0.08		1,413	4,236	
	JobCode Total						2.23	2.23	2.23		37,834	113,377	
	↓ Double click to show details												

- In the **Month-Month Projected** column (column M) for the Float Staff/Inactive Employees, Program Additions, and Position Changes line items, as needed.

Employee

19100 - EHS Accounting Operations (Employee)

Job Code	Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs			Dollars			Notes
						Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	
	Total Non-Productive						0.59	0.59	0.59	5,505	16,497	
	JobCode Total						5.10	5.10	5.10	46,499	139,344	
	↑ Double click to hide details											
	Hayes, Patricia A.	12628	\$13.05	\$13.05	\$13.05	1.00	1.69	1.69	1.69	15,282	45,795	Input Comments Here
	Joyce, Lequita K.	13712	\$13.59	\$13.59	\$13.59	1.00	1.73	1.73	1.73	16,329	48,932	Input Comments Here
	Lee, Michele B.	21272	\$12.85	\$12.85	\$12.85	1.00	1.69	1.69	1.69	15,152	45,405	Input Comments Here
	Double Click to Insert New Employee											
	Float Staff / Inactive Employees		\$13.16	\$13.16	\$13.16	0.00	0.00	0.00	0.00	0	0	
	Program Additions		\$13.16	\$13.16	\$13.16		0.00	0.00	0.00	0	0	
	Position Changes		\$13.16	\$13.16	\$13.16		0.00	0.00	0.00	0	0	
	Accounting Assistant - Total Scheduled Paid					3.00	5.10	5.10	5.10		140,133	
	Regular	History	\$13.16	\$13.16	\$13.16		4.44	4.44	4.44	40,690	121,937	
	Overtime	2	\$6.48	\$6.48	\$6.48		0.07	0.07	0.07	304	910	
	Education	1	\$13.16	\$13.16	\$13.16		0.00	0.00	0.00	0	0	
	Lump Sum Payout						0	0	0	0	0	
	Accounting Assistant - Total Productive					88.4%	3.00	4.51	4.51	40,994	122,848	
	Paid Time Off using YTD	1	\$13.16	\$13.16	\$13.16		0.59	0.59	0.59	5,445	16,217	
	Holiday Premium		\$30.00	\$30.00	\$30.00					60	180	Input Comments Here
	Double Click to Insert New Pay Type											
J00723	Accounting Assistant				100.0%	3.00	5.10	5.10	5.10	46,499	139,344	

- In the **Notes** column (column Q), enter comments, as needed.
- After making your changes, in the budget file Navigation panel, click **Save Budget**.

► Updating the allocation rate for a job code pay type

To update the allocation rate for a job code pay type:

- Navigate to the job code, and double-click **Double click to show details**.

Employee		19100 - EHS Accounting Operations (Employee)										
Job Code	Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs			Dollars			Notes
						Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	
J00018	Staff Accountant											
	Total Productive						3.46	3.46	3.46		43,222	129,524
	Total Non-Productive						0.30	0.30	0.30		4,091	12,260
	JobCode Total						3.76	3.76	3.76		47,313	141,784
	↓ Double click to show details											

- In the **Alloc Rate** column (column J), enter a percentage for each line item, as needed.

Employee
19100 - EHS Accounting Operations (Employee)

Job Code	Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs			Dollars			Notes	
						Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget		
J00018	Staff Accountant												
	Total Productive						3.46	3.46	3.46	43,222	129,524		
	Total Non-Productive						0.30	0.30	0.30	4,091	12,260		
	JobCode Total						3.76	3.76	3.76	47,313	141,784		
	Double click to hide details												
	Bridewell, Jan L.	24828	\$19.30	\$19.30	\$19.30		1.00	2.03	2.03	2.03	27,314	81,853	Input Comments Here
	Double Click to Insert New Employee												
	Float Staff / Inactive Employees		\$8.27	\$8.27	\$8.27		0.00	1.73	1.73	1.73		29,765	
	Program Additions		\$19.30	\$19.30	\$19.30					0.00	0.00	0	
	Position Changes		\$19.30	\$19.30	\$19.30					0.00	0.00	0	
	Staff Accountant - Total Scheduled Paid						1.00	3.76	3.76	3.76	43,222	111,618	
	Regular	History	\$17.97	\$17.97	\$17.97	91.9%		3.46	3.46	3.46	43,222	129,524	
	Overtime	2	\$26.96	\$26.96	\$26.96	0.0%		0.00	0.00	0.00	0	0	
	Education	1	\$17.97	\$17.97	\$17.97	0.0%		0.00	0.00	0.00	0	0	
	Lump Sum Payout											0	
	Staff Accountant - Total Productive					91.9%	1.00	3.46	3.46	3.46	43,222	129,524	
	Paid Time Off using YTD	1	\$19.30	\$19.30	\$19.30	8.1%		0.30	0.30	0.30	4,091	12,260	
	Double Click to Insert New Pay Type												
J00018	Staff Accountant					100.0%	1.00	3.76	3.76	3.76	47,313	141,784	

3. In the **Notes** column (column Q), enter comments, as needed.
4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

► Updating the spread method for a job code pay type

To update the spread method for a job code pay type:

1. Navigate to the job code, and double-click **Double click to show details**.

Employee
19100 - EHS Accounting Operations (Employee)

Job Code	Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs			Dollars			Notes
						Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	
J00723	Accounting Assistant											
	Total Productive						4.51	4.51	4.51	40,994	122,848	
	Total Non-Productive						0.59	0.59	0.59	5,505	16,497	
	JobCode Total						5.10	5.10	5.10	46,499	139,344	
	Double click to show details											

2. From the **Spread Method** column (column R), select the spread method to use.

Employee
19100 - EHS Accounting Operations (Employee)

Job Code	Spread Method	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Tr F
		FTEs	FTEs											
J00723	Accounting Assistant													
	Total Productive	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	
	Total Non-Productive	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	
	JobCode Total	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	
	Double click to hide details													
	Hayes, Patricia A.	1.68	1.68	1.68	1.68	1.68	1.68	1.68	1.68	1.68	1.68	1.68	1.68	
	Joyce, Laquita K.	1.73	1.73	1.73	1.73	1.73	1.73	1.73	1.73	1.73	1.73	1.73	1.73	
	Lee, Michele B.	1.69	1.69	1.69	1.69	1.69	1.69	1.69	1.69	1.69	1.69	1.69	1.69	
	Employee Name	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Double Click to Insert New Employee													
	Float Staff / Inactive Employees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Program Additions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Position Changes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Accounting Assistant - Total Scheduled	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	
	Regular	4.44	4.44	4.44	4.44	4.44	4.44	4.44	4.44	4.44	4.44	4.44	4.44	
	Overtime	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	
	Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Lump Sum Payout													
	Accounting Assistant - Total Productive	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	
	Paid Time Off using YTD	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	
	Holiday Premium													
	Double Click to Insert New Pay Type													
J00723	Accounting Assistant	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	

3. In the **Month-Year FTEs** columns (columns S-AD), make adjustments, as needed.

NOTE: The spread methods available are configured by your organization.

4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

► Adding a new employee

To add a new employee:

1. Navigate to the job code to add the new employee, double-click **Double click to show details**.

Employee
19100 - EHS Accounting Operations (Employee)

Job Code	Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs			Dollars			Notes
						Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	
Initiative	New Initiatives								0.00			0
J00017	Financial Accountant											
	Total Productive						2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive						0.08	0.08	0.08	1,413	4,236	
	JobCode Total						2.23	2.23	2.23	37,834	113,377	
	↓ Double click to show details											

2. Double-click **Double Click to Insert New Employee**.

Employee
19100 - EHS Accounting Operations (Employee)

Job Code	Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs			Dollars			Notes		
						Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget			
	Total Productive						2.15	2.15	2.15	36,420	109,141			
	Total Non-Productive						0.08	0.08	0.08	1,413	4,236			
	JobCode Total						2.23	2.23	2.23	37,834	113,377			
	↑ Double click to hide details													
	McClendon, Mary E.	17863	\$24.37	\$24.37	\$24.37		1.00	2.23	2.23	2.23	37,834	113,377	Input Comments Here	
	1910012600	\$0.00	\$0.00	\$0.00			0.00	0.00	0.00	0.00	0	0	New position approved and s Sep.	
	Double Click to Insert New Employee													
	Float Staff / Inactive Employees	\$24.37	\$24.37	\$24.37			0.00	0.00	0.00	0.00	0	0		
	Program Additions	\$24.37	\$24.37	\$24.37			0.00	0.00	0.00	0.00	0	0		
	Position Changes	\$24.37	\$24.37	\$24.37			0.00	0.00	0.00	0.00	0	0		
	Financial Accountant - Total Scheduled Paid						1.00	2.23	2.23	2.23	37,834	113,377		
	Regular	History	\$24.37	\$24.37	\$24.37			2.15	2.15	2.15	36,420	109,141		
	Overtime	2	\$36.55	\$36.55	\$36.56			0.00	0.00	0.00	0	0		
	Education	1	\$24.37	\$24.37	\$24.37			0.00	0.00	0.00	0	0		
	Lump Sum Payout							0.00	0.00	0.00	0	0		
	Financial Accountant - Total Productive						1.00	2.15	2.15	2.15	36,420	109,141		
	Paid Time Off using YTD	1	\$24.37	\$24.37	\$24.37			0.08	0.08	0.08	1,413	4,236		
	Double Click to Insert New Pay Type													
J00017	Financial Accountant						100.0%	1.00	2.23	2.23	2.23	37,834	113,377	

3. Enter information in the following columns, as needed:

- Employee Name (column E)
- Employee ID (column F)
- Current Rate (column G)
- Start Rate (column H)
- *Month-Month* Projected (FTE) (column M)
- Notes (column Q)
- *Month-Month* FTE columns (columns S-AD)

4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

► Adding contract labor

To add contract labor:

1. Navigate to the contract labor job code.

Employee
19100 - EHS Accounting Operations (Employee)

Job Code	Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs			Dollars			Notes	
						Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget		
JStat	Dept Primary Statistic						828	533	1359.5				
	Departmental PAID Total:						8.00	18.10	18.10	18.10	274,793	866,346	
	Total Float Staff								1.73	1.73		29,765	
	Total Program Additions								0.00	0.00		0	
	Total Position Changes								0.00	0.00		0	
	Total Productive FTEs						8.00	16.87	16.87	16.87			
	Total Non-Productive FTEs						0.00	1.23	1.23	1.23			
J09999	Contract Labor	\$125.00	\$125.00	\$125.00		0.00	0.00	0.00	0.00	0	0	0	
JInitiative	New Initiatives								0.00			0	

2. In the **Current Rate** column (column G), enter the hourly rate for the contract labor.
3. In the **Start Rate** column (column H), enter the starting rate.
4. In the **Month-Month Projected (FTEs)** column (column M), enter the projected FTE value.
5. In the **Month-Year FTEs** columns (columns S-AD), enter the FTE spread across months.
6. After making your changes, in the budget file Navigation panel, click **Save Budget**.

► Adding a new pay type for a job code

To add a new pay type for a job code:

1. In the job code in which to add the new employee, double-click **Double click to show details**.

Employee
19100 - EHS Accounting Operations (Employee)

Job Code	Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs			Dollars			Notes	
						Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget		
JInitiative	New Initiatives								0.00			0	
J00017	Financial Accountant												
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
	↓ Double click to show details												

2. Double-click **Double Click to Insert New Pay Type**.

Employee

19100 - EHS Accounting Operations (Employee)

Job Code	Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs			Dollars			Notes
						Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	
Total Productive						2.15	2.15	2.15	36,420	109,141		
Total Non-Productive						0.08	0.08	0.08	1,413	4,236		
JobCode Total						2.23	2.23	2.23	37,834	113,377		
† Double click to hide details												
Mclendon, Mary E.	17863	\$24.37	\$24.37	\$24.37		1.00	2.23	2.23	2.23	37,834	113,377	input Comments Here
	1910012600	\$0.00	\$0.00	\$0.00		0.00	0.00	0.00	0.00	0	0	New position approved and st
† Double Click to Insert New Employee												
Float Staff / Inactive Employees		\$24.37	\$24.37	\$24.37		0.00	0.00	0.00	0.00	0	0	
Program Additions		\$24.37	\$24.37	\$24.37				0.00	0.00	0	0	
Position Changes		\$24.37	\$24.37	\$24.37				0.00	0.00	0	0	
Financial Accountant - Total Scheduled Paid						1.00	2.23	2.23	2.23	36,420	113,377	
Regular	History	\$24.37	\$24.37	\$24.37			2.15	2.15	2.15	36,420	109,141	
Overtime	2	\$36.55	\$36.55	\$36.56			0.00	0.00	0.00	0	0	
Education	1	\$24.37	\$24.37	\$24.37			0.00	0.00	0.00	0	0	
Lump Sum Payout										0	0	
Financial Accountant - Total Productive						0.963	1.00	2.15	2.15	36,420	109,141	
Paid Time Off using YTD	1	\$24.37	\$24.37	\$24.37			0.08	0.08	0.08	1,413	4,236	
Double Click to Insert New Pay Type												
J00017	Financial Accountant				100.0%	1.00	2.23	2.23	2.23	37,834	113,377	

3. From the **Insert Calc Method(s)** in sheet **Employee** dialog, select one of the following calc methods, and click **OK**:

- **Add New AvgPer Paid Hr PayType** - Calculates other non-FTE related pay based on the relationship to paid hours in the job code block. Monthly spread will be based on the spread of paid hours.
- **Add New AvgPer Prod Hr PayType** - Calculates other non-FTE related pay based on the relationship to productive hours in the job code block. Monthly spread will be based on the spread of productive hours.
- **Add New Input Monthly PayType** - Calculates other non-FTE related pay by typing in the monthly totals.

4. Do the following based on the calc method you selected in step 3:

Calc Method	Steps
Add New AvgPer Paid Hr PayType	a. In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK .
Add New AvgPer Prod Hr PayType	b. In the Start Rate column (column H), enter the hourly start rate. c. In the Notes column (column Q), enter comments, as needed. d. Repeat steps a-c for each pay type to add. e. When you finish making changes, in the budget file Navigation panel, click Save Budget .

Calc Method	Steps
Add New Input Monthly PayType	<ol style="list-style-type: none"> In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK. In the Month-Month Projected (Dollars) column (column O), enter the projected dollars. In the Notes column (column Q), enter comments, as needed. In the monthly budget (columns AT-BE), enter values for the applicable months. Repeat steps a-d for each pay type to add. When you finish making changes, in the budget file Navigation panel, click Save Budget.

► Adding a new job code to a department

To add a new job code to a department:

- Navigate to the end of the job code listing, and double-click **Double Click to Insert New Job Code**.

Employee
19100 - EHS Accounting Operations (Employee)

Job Code	Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs			Dollars			Notes
						Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	
Total Productive							3.30	3.30	3.30	100,290	300,542	
Total Non-Productive							0.08	0.08	0.08	3,750	11,236	
JobCode Total							3.38	3.38	3.38	104,040	311,778	
↓ Double click to show details												
J00022	Assistant Staff Accountant											
Total Productive							3.46	3.46	3.46	37,255	111,643	
Total Non-Productive							0.16	0.16	0.16	1,852	5,550	
JobCode Total							3.62	3.62	3.62	39,107	117,193	
↓ Double click to show details												
J00723	Accounting Assistant											
Total Productive							4.51	4.51	4.51	40,994	122,848	
Total Non-Productive							0.59	0.59	0.59	5,505	16,497	
JobCode Total							5.10	5.10	5.10	46,499	139,344	
↓ Double click to show details												
<div style="border: 1px solid red; display: inline-block; padding: 2px;">Double Click to Insert New Job Code</div> ←												

- In the **Calc Method Variables** dialog, enter a job code or click **Choose Value** to select a job code, and then click **OK**.
- To enter adjustments to allocate NYB FTEs for salary calculations, click **Double Click to Show Details**.

Employee

19100 - EHS Accounting Operations (Employee)

Job Code	Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs			Dollars			Notes
						Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	
↓ Double click to show details												
J00022	Assistant Staff Accountant											
	Total Productive						3.46	3.46	3.46	37,255	111,643	
	Total Non-Productive						0.16	0.16	0.16	1,852	5,550	
	JobCode Total						3.62	3.62	3.62	39,107	117,193	
↓ Double click to show details												
J00723	Accounting Assistant											
	Total Productive						4.51	4.51	4.51	40,994	122,848	
	Total Non-Productive						0.59	0.59	0.59	5,505	16,497	
	JobCode Total						5.10	5.10	5.10	46,499	139,344	
↓ Double click to show details												
J00006	Receptionist (19100_0)											
	Total Productive						0.00	0.00	0.00	0	0	
	Total Non-Productive						0.00	0.00	0.00	0	0	
	JobCode Total						0.00	0.00	0.00	0	0	
↓ Double click to show details ←												

4. From the details section, do any of the following:

- Add a new pay type for a job code
- Update the spread method for a job code pay type
- Update the allocation rate for a job code pay type
- Update projected FTEs for float staff/inactive employees, program additions, and position change
- Add a new employee
- Update projected and budgeted FTE for an employee

5. When you finish making changes, in the budget file Navigation panel, click **Save Budget**.

► Adding a new department pay type

To add a new department pay type:

1. Navigate to the bottom of the sheet, and double-click **Double Click to Insert New Dept Pay Type**.

Job Code	Start Rate	End Rate	Alloc Rate	FTEs			Dollars			Notes	Spread Method	Jul-21 FTEs
				Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget			
Double Click to Insert New Pay Type												
J00017	Financial Accountant		100.0%	0.00	0.00	0.00	0.00	0	0			
Double Click to Insert New Job Code												
	DEPT OTHER PAY	Budget										
Double Click to Insert New Dept Pay Type ←												
JDept	Total							0	0			

2. From the **Insert Calc Method(s)** in sheet **Employee** dialog, select one of the following calc methods, and click **OK**:

NOTE: The dialog includes fields that are not enabled at this time.

- **Dept_AvgPerProdHr** - Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of

productive hours.

- **Dept_InputMonthly** - Calculates other Non-FTE related pay by inputting monthly amounts for the department.
- **Dept_InputTotal** - Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month.

3. Do the following based on the calc method you selected in step 2:

Calc Method	Steps
Dept_AvgPerProdHr	<ol style="list-style-type: none"> In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK. In the Budget column (column H), enter the hourly start rate. In the Notes column (column Q), enter comments, as needed. Repeat steps a-c for each pay type to add. When you finish making changes, in the budget file Navigation panel, click Save Budget.
Dept_InputMonthly	<ol style="list-style-type: none"> In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK. In the Month-Month Projected (Dollars) column (column O), enter the projected dollars. In the Notes column (column Q), enter comments, as needed. In the monthly budget (columns AT-BE), enter values for the applicable months. Repeat steps a-d for each pay type to add. When you finish making changes, in the budget file Navigation panel, click Save Budget.
Dept_InputTotal	<ol style="list-style-type: none"> In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK. In the Month-Month Projected (Dollars) column (column O), enter the projected dollars. In the FY 20XX Budget (Dollars) column (column P), enter the projected budgeted dollars. In the Notes column (column Q), enter comments, as needed. Repeat steps a-d for each pay type to add. When you finish making changes, in the budget file Navigation panel, click Save Budget.

Staffing sheet

Overview

This sheet allows 24/7 departments to prepare the budget by shift/day of the week, such as a nursing department, cafeteria, lab, or security. This sheet is comprised of three main areas:

Staffing Summary

This area displays at the top of the sheet and provides an overview of the total hours for productive and target, the FTEs from target, the paid hours per unit, and the productive percentage. It also shows the trending of FTEs over time with LYA, YTD, and budgeted. This provides a quick and easy way to ensure that your numbers are on track without having to dive into the details.

Staffing Summary without New Initiatives		YTD	NYB	FTEs				LYA				YTD				Mar-Jun				NYB									
PROD Hrs/Unit		21.71	36.24	Regular	53.9	67.4	67.4	117.6	Fixed FTEs	11.5	11.5	Regular	22.584	18.887	31.705	Variable FTE	73.3	135.8	Overtime	2.490	2.177	15.16	Total FTEs	84.8	147.2	Education/Orient	0.725	0.649	1.020
Target Hrs/Unit		21.50	23.00	Productive	1.7	2.3	2.3	3.8	Education/Orient	0.725	0.649	1.020	Productive	25.799	21.713	36.241	Non-Productive	2.505	2.957	3.448	Total	28.304	23.720	39.006					
FTEs From Target		(0.83)	(61.92)	Non-Productive	6.0	7.3	7.3	12.8	Total	28.304	23.720	39.006																	
PAID Hrs/Unit		23.77	39.69	Total	67.5	84.8	84.8	147.2																					
Prod %		91.3%	91.3%																										

Staffing
26340 - EMC CCU (Staffing)

J09999 Contract Labor		LYA	YTD	Mar-Jun	NYB	Hours / UOS				Average Hourly Rate				
J09999 Contract Labor - Category 2		0.00	0.00	0.00	0.00	0	130.43	132.90	131.13	142.82				
Initiative		0.00	0.00	0.00	0.00	0	27.86	28.30	32.02	30.38				

Department Statistics

The first line item in the sheet displays the primary department statistics, which include LYA, YTD, and budgeted hours as well as the total department hours and dollars over months.

Days Staffed /Week		LYA	YTD	Mar-Jun	NYB	Hours / UOS				Average Hourly Rate				
Dept Primary Statistic		4,964	4,964	2,483	7,738	0	130.43	132.90	131.13	142.82				

Jobcode summary and details

Most of the sheet is comprised of the individual job code values. By default, the sheet displays only a summary view that includes the shift FTE values, budgeted hours, pay type information, and the breakdown of hours and dollars by month. To view the job code details, double-click the **Double click to show details** cell.

Staffing
26340 - EMC CCU (Staffing)

		LYA	YTD	Mar-Jun	NYB	
J09999	Contract Labor	0.00	0.00	0.00	0.00	Hrly R
J09999	Contract Labor - Category 2	0.00	0.00	0.00	0.00	Hrly R
Initiative					0.00	

J00191	Staff RN (26340.0)												
Shift	MON	TUES	WED	THU	FRI	SAT	SUN						
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51						0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51						0

J00303	Manager-Nursing (26340.0)												
Shift	MON	TUES	WED	THU	FRI	SAT	SUN						
Day	0.20	0.20	0.20	0.20	0.20	0.20	0.20						0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0
Total	0.20	0.20	0.20	0.20	0.20	0.20	0.20						0

Instead of calculating values monthly, the Staffing sheet allows you to budget hours on a weekly basis using the shift grid. This forms the core component of the calculations performed on this sheet. The totals weekly hours are then translated into monthly values in terms of hours. As you move to the right, you can view the spread of the hours and dollars.

Staffing
26340 - EMC CCU (Staffing)

		Current Rate	Begin Rate	Year End	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
J09999	Contract Labor	125.00	125.00	125.00	0	0	0	0	0	0	0	0	0	0	0	0	0
J09999	Contract Labor - Category 2	250.00	250.00	250.00	0	0	0	0	0	0	0	0	0	0	0	0	0
Initiative					0	0	0	0	0	0	0	0	0	0	0	0	0

J00191	Staff RN (26340.0)																
Shift	MON	TUES	WED	THU	FRI	SAT	SUN										
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51										
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00										
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00										
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51										

J00191	Staff RN (26340.0)																
Shift	MON	TUES	WED	THU	FRI	SAT	SUN										
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51										
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00										
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00										
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51										

Input Worked FTEs per Normal Work Week																	
Shift	MON	TUES	WED	THU	FRI	SAT	SUN										
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51										
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00										
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00										
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51										

Budgeted Average Daily Volume		YTD Actual												
Budgeted Avg Weekly Volume		Variance												
		148	(1,275)											

While the Employee and Jobcode labor methods allow you to change FTEs on a monthly basis, you do not have this ability using the Staffing labor method, though a lot of the logic is still the same in that you still use budget to YTD or a target.

► Sheet columns

The following table provides descriptions for the columns in this sheet:

Column Name	Column Letter	Description
LYA	N	Values from Last Year Actuals
YTD	O	Values for Year To Date
Month-Month	P	Values for the months for Remaining Projection
NYB	Q	Values for the annual New Years Budget

Column Name	Column Letter	Description
Job Code	AA	The identification number associated with the job code (using Jobcode.KHABgtCode)
Pay Type	AB	The pay type associated with the job code (using Paytype.Staffing)
Pay Type Description	AC	A description of the pay type
Current Rate	AD	The current pay rate for the pay type
Begin Rate	AE	The beginning pay rate for the pay type
Year End Rate	AF	The pay rate for the pay type at the end of the year
Month-Year Hours	AG-AR	Total hours for each month of the year
Total Hours	AS	The sum of the total hours
Month-Year Dollars	AT-BE	Total dollars for each month of the year
Total Dollars	BF	The sum of the total dollars

► Updating the number of days to staff in a week

To update the number of days to staff in a week:

1. In the **Days Staffed/Week** field, type the number of days to staff in a week.
 - Selecting 7 will allocate FTEs in the grid to all seven days of the week.
 - Selecting 5 will allocate FTEs in the grid to only Mon-Fri columns.

Staffing
26340 - EMC CCU (Staffing)

	Feb-21 Hours	Mar-21 Hours	Apr-21 Hours	May-21 Hours	Jun-21 Hours	Total Hours	Jul-20 Dollars	Aug-20 Dollars	Sep-20 Dollars	Oct-20 Dollars	Nov-20 Dollars	De Do
7 Days Staffed / Week Dept Primary Statistic	645	645	645	645	645	7,738						
J09999 Contract Labor	25,271	25,669	25,537	25,669	25,537	307,102	656,270	643,044	672,345	662,013	672,345	675,231
J09999 Contract Labor - Category 2	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0
J Initiative	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0

2. After making your changes, in the budget file Navigation panel, click **Save Budget**.

► Updating the shift FTE hours for a job code

The shift grid provides a visual representation of a full 24-hour clock. You can enter all your FTEs in a specific row or you can split them up by time of day. While most organizations simply enter all their hours in the Day part of the grid, you may want to enter hours in another part of the day if there is a premium pay rate for those FTEs in the budget.

To update the shift FTE values for a job code:

1. Navigate to the job code, and double-click **Double click to show details**.

		LYA	YTD	Mar-Jun	NYB						
7	Days Staffed /Week Dept Primary Statistic	4,964	4,964	2,483	7,738						
J09999 Contract Labor		0.00	0.00	0.00	0.00						
J09999 Contract Labor - Category 2		0.00	0.00	0.00	0.00						
Initiative		0.00	0.00	0.00	0.00						
J00191	Staff RN (26340_0)										
Shift	MON	TUES	WED	THU	FRI	SAT	SUN				
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51				
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51				
Enter Agency FTEs =>		0.00	0.00	0.00	0.00						
Enter Agency FTEs =>		0.00	0.00	0.00	0.00						
From Initiatives		0.00	0.00	0.00	0.00						
Total Productive		100,767	13,01	16,45	16,45	48,31	0,91	7,17	4,61	13,02	0
Total Non-Productive		10,109	5,98	1,65	1,65	4,85	0,09	0,79	0,46	1,31	0
JobCode Total		110,877	18,99	18,10	18,10	53,16	1,00	7,96	5,07	14,33	0

Double click to show details

2. In the job code title row, from the drop-down, select the shift to assign to the job code.

J00191	Staff RN (26340_0)	8 Hour Shift	19	Variable					
Input Worked FTEs per Normal Work Week									
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	Hrs	ANNUAL PAID HOURS
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	Regular
Evening								0	Overtime
Night								0	Education
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	

3. Next to the shift drop-down, from the Fixed/Variable drop-down, select one of the following:

NOTE: In most cases, you will not need to change this unless an exception needs to be made to this job code.

J00191	Staff RN (26340_0)	8 Hour Shift	19	Variable					
Input Worked FTEs per Normal Work Week									
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	Weekly	
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	Variable
Evening								0	Fixed
Night								0	Fixed w/Rplmnt
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	Regular
									Overtime
									Education

- **Fixed** - The input is the Total Paid FTEs per a normal work week. Non-productive hours are allocated based on the allocation percentage.
- **Variable** - The input is the Worked FTEs per a normal work week. Non-productive hours are added based upon grossing up to total hours then subtracting productive hours.
- **Fixed w/ Replacement** - Similar to fixed, the input is the Total Paid FTEs per a normal work week. Non-productive hours are added based upon grossing up to total hours then subtracting productive hours.

4. In the shift grid, enter the FTE hours for each day of the work week.

J00191	Staff RN (26340_0)	8 Hour Shift	19	Variable					
Input Worked FTEs per Normal Work Week									
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	Weekly	
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	ANNUAL PAID HOURS
Evening								0	Regular
Night								0	Overtime
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	Education

5. After you make your changes, in the budget file Navigation panel, click **Save Budget**.

► Updating the allocation rate for a job code pay type

To update the allocation rate for a job code pay type:

1. Navigate to the job code, and double-click **Double click to show details**.

Staffing								LYA	YTD	Mar-Jun	NYB							
26340 - EMC CCU (Staffing)								4,964	4,964	2,483	7,738							
7	Days Staffed /Week Dept Primary Statistic																	
JO9999 Contract Labor JO9999 Contract Labor - Category 2 Initiative								Enter Agency FTEs =>	0.00	0.00	0.00	0.00	H					
								Enter Agency FTEs =>	0.00	0.00	0.00	0.00	H					
								From Initiatives				0.00						
J00191	Staff RN (26340.0)																	
Shift	MON	TUES	WED	THU	FRI	SAT	SUN											
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	Total Productive	100,767	13,011	16,451	16,451	48,311	0.91	7.17	4.61	13.02	0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	10,109	5,981	1,651	1,651	4,851	0.09	0.79	0.46	1.31	0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	110,877	18,991	18,101	18,101	53,161	1.00	7.96	5.07	14.33	0
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51											
								Double click to show details										

2. In the **Allocation %** column (column R), enter the allocation percentage for each pay type, as needed.

Staffing								LYA	YTD	Mar-Jun	NYB							
26340 - EMC CCU (Staffing)								110,877	18,991	18,101	53,161							
JobCode Total								110,877	18,991	18,101	53,161	0.00	7.96	5.07	14.33	0		
Double click to hide details 19 Variable 60.0% 18,750 Target Hours Per Unit																		
Input Worked FTEs per Normal Work Week 8 Hour Shift Weekly																		
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	ANNUAL PAID HOURS	FTE	Allocation	Hours / UOS	Monthly						
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	Regular	89,113	15.18	14,541	14,551	42,731	80.4%	6.36	4.08	11.52	
Evening								Overtime	9,674	1.59	1,581	1,581	4,641	8.7%	0.66	0.44	1.25	FTEAlloc
Night								Education	1,980	0.35	0.32	0.32	0.95	1.8%	0.14	0.09	0.26	Global
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51		0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global

								LYA	YTD	Mar-Jun	NYB					
J00191	Staff RN (26340_0)							8 Hour Shift	19	Variable	60.0%	18.750	Target Hours	Per Unit		
Input Worked FTEs per Normal Work Week								Weekly						FTE	Allocation	
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	Hrs	ANNUAL PAID HOURS							
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	Regular	89,113	15.18	14.54	14.55	42.73	80.4%	
Evening								0	Overtime	9,674	1.59	1.58	1.58	4.64	8.7%	
Night								0	Education	1,980	0.35	0.32	0.32	0.95	1.8%	
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933		0	0.00	0.00	0.00	0.00	0.0%	
Budgeted Average Daily Volume								21	YTD Actual	658						
Budgeted Avg Weekly Volume								148	Variance	(1,275)						
Comments																
									Lump Sum Payout							
									Productive	100,767	17.11	16.45	16.45	48.31	90.9%	
									Paid Time Off-(YTD)	10,109	1.88	1.65	1.65	4.85	9.1%	
										0	0.00	0.00	0.00	0.00	0.0%	
										0	0.00	0.00	0.00	0.00	0.0%	
										0	0.00	0.00	0.00	0.00	0.0%	
										0	0.00	0.00	0.00	0.00	0.0%	
									Call Pay	\$1,224	\$715	\$345.49	\$3,040.88			
									Incentive Pay	\$200	\$100	\$50.00	\$0			
									Bonus	\$2,357	\$1,857	\$928.60	\$0			
									Critical Shift	\$7,718	\$5,618	\$2,715.78	\$23,903.40			
									Holiday Premium	\$15,942	\$15,942	\$7,971.14	\$23,913.41			

3. After you finish making your changes, in the budget file Navigation panel, click **Save Budget**.

► Updating the monthly spread

To update the monthly spread:

1. Navigate to the job code, and double-click **Double click to show details**.

								LYA	YTD	Mar-Jun	NYB							
7	Days Staffed /Week	Dept Primary Statistic						4,964	4,964	2,483	7,738							
J09999 Contract Labor								Enter Agency FTEs =>	0.00	0.00	0.00	0.00	H					
J09999 Contract Labor - Category 2								Enter Agency FTEs =>	0.00	0.00	0.00	0.00	H					
JInitiative								From Initiatives			0.00							
J00191	Staff RN (26340_0)																	
Shift	MON	TUES	WED	THU	FRI	SAT	SUN											
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	Total Productive	100,767	13.01	16.45	16.45	48.31	0.91	7.17	4.61	13.02	0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	10,109	5.98	1.65	1.65	4.85	0.09	0.79	0.46	1.31	0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	110,877	18.99	18.10	18.10	53.16	1.00	7.96	5.07	14.33	0
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51											
													Double click to show details	←				

2. In the **Monthly Spread** column (column V), select one of the following:

NOTE: The choices in the drop-down depend on the pay type.

- **FTEAlloc** - Percentage of each FTE factor to the total factor. For example, let's say that the FTE factor for month one is 177 divided by the FTE factor for the year of 2080 or 2086. It usually ranges around 8% or so per month.
- **Global** - Define your own percentage. For example, you may want to use this for a special project where you know there will be a higher use of overtime over the next three months for this project. You can use this option to reflect this in your budget.
- **History** - Percentage determined over a rolling 12 months (i.e. Percentage of month one to total, month two to total, etc.)
- **Prod Hours** - Percentage based on productive hours per month to total.
- **Paid Hours** - Percentage based on the paid hours per month to total.
- **Even** - Spread evenly across each month.

3. After you finish making your changes, in the budget file Navigation panel, click **Save Budget**.

► Adding contract labor

To add contract labor:

1. Navigate to the contract labor job code.

The screenshot shows a 'Staffing' table for '26340 - EMC CCU (Staffing)'. The table has columns for LYA, YTD, Mar-Jun, and NYB. A row for 'Days Staffed /Week' shows values of 4,964, 4,964, 2,481, and 2,738. Below this, two rows for contract labor are highlighted with a red border. The first row is for 'J09999 Contract Labor' with 'Enter Agency FTEs ==' and 'Hrly Rate=='. The second row is for 'J09999 Contract Labor - Category 2' with 'From Initiatives' and 'Hrly Rate=='. The 'Hrly Rate==' columns contain values like \$125.00 and \$250.00.

2. In the **Month-Month** column (column O), type the total hours for the months.
3. In the **NYB** column (column P), type the total hours for the next year's budget.
4. In the **Hrly Rate** cells (column Y and Z), type the hourly rate for current year and for next year's budget.
5. After you finish making your changes, in the budget file Navigation panel, click **Save Budget**.

► Adding a new job code

To add a new job code:

1. Navigate to the bottom of the job code list, and double-click **Double Click to Insert New Job Code**.

The screenshot shows the bottom of the 'Staffing' table for '26340 - EMC CCU (Staffing)'. It displays a grid for 'Stack Delivery Clerk (26330.0)' with columns for Shift, MON, TUES, WED, THU, FRI, SAT, and SUN. Below the grid, there are summary rows for 'Total Productive', 'Total Non-Productive', and 'JobCode Total'. At the bottom right, there is a button labeled 'Double Click to Insert New Job Code' with a red border and an arrow pointing to it.

2. In the **Select Job Code** field, type a job code or click **Choose Value** to select one, and click **OK**.
3. Do the following:
 - Update the shift values
 - Update the allocation rate
 - Update the pay type values for non FTE, if needed
 - Wage rate for Regular pay for the new job code can be pre-populated if the “Mid” wage rate from the Labor Rates driver is filled out. Otherwise, a rate can be manually entered in the “Current Rate” column (note blue cell for Regular in the image below).
 - You can also enter the starting month of the added FTE (if parital year) in the “Start” and “End” section (note blue cells below for “Start” and “End”).

Staffing		Total Hrs/UOS	LYA	YTD	NYB	Job Code	Pay Type	PayType Description	Current Rate	Begin Rate	Year End Rate	Jul-18 Hours	
26340 - EMC CCU (Staffing)		Regular	13.279	18.789	76.308								
		Overtime	1.530	2.165	2.691								
		Education/Orient	0.457	0.646	0.851								
		Productive	15.266	21.600	79.851								
		Non-Productive	1.446	2.046	2.586								
		Total	16.712	23.646	82.437								
			\$0.00	\$0.00	\$0.00	J00889	NotUsed	NonProd Category 5	\$0.00	\$0.00	\$0.00		
			\$0.00	\$0.00	\$0.00								
								Total					
								Earned Paid Time Off	\$0.00	\$0.00	\$0.00		
J00012	Architect (26340_60)					J00012	Yes						
		Input	Average Hourly Rate						Fiscal	Start	End		
	Shift	MON	LYA	YTD	Current	NYB		Architect (26340_60100) (J00012)	Month=>	1	12		
	Day	0.00	0.00	0.00	38.94	38.94	0.00	J00012	P0001	Regular	\$38.94	\$38.94	\$38.94
	Evening		0.00	58.41	58.41	0.00	J00012	P0001	POVT	Overtime	\$58.41	\$58.41	\$58.41
	Night		0.00	38.94	38.94	0.00	J00012	P0009	Education		\$38.94	\$38.94	\$38.94
	Total	0.00	0.00	38.94	38.94	0.00	J00012	NotUsed	Prod Category 4		\$38.94	\$38.94	\$38.94
			0.00	38.94	38.94	0.00	J00012	NotUsed	Prod Category 5		\$38.94	\$38.94	\$38.94
			0.00	38.94	38.94	0.00	J00012	NotUsed	Prod Category 6		\$38.94	\$38.94	\$38.94
			0.00	38.94	38.94	0.00	J00012	P0001	Lump Sum Payout		\$38.94	\$38.94	\$38.94
			\$0.00	\$0.00	\$0.00	\$0.00			Total Productive				
	Budgeted Average Daily Volume		0.00	38.94	38.94	0.00	J00012	P0004	Paid Time Off		\$38.94	\$38.94	\$38.94
	Budgeted Avg Weekly Volume		0.00	38.94	38.94	0.00	J00012	NotUsed	NonProd Category 2		\$38.94	\$38.94	\$38.94
	Comments:		0.00	38.94	38.94	0.00	J00012	NotUsed	NonProd Category 3		\$38.94	\$38.94	\$38.94
			0.00	38.94	38.94	0.00	J00012	NotUsed	NonProd Category 4		\$38.94	\$38.94	\$38.94
			0.00	38.94	38.94	0.00	J00012	NotUsed	NonProd Category 5		\$38.94	\$38.94	\$38.94
			\$0.00	\$0.00	\$0.00	\$0.00			Total				
								Earned Paid Time Off	\$38.94	\$38.94	\$38.94		

4. After you finish making changes, in the budget file Navigation panel, click **Save Budget**.

► Adding a new department pay type

To add a new department pay type:

1. Navigate to the bottom of the job code list, and double-click **Double Click to Insert New Dept Pay Type**.

Staffing		LYA	YTD	Mar-Jun	NYB
		Double Click to Insert New Job Code			
DEPT OTHER PAY	ANNUAL PAID Dollars	LYA Dollars	CYA-YTD Dollars	Mar-Jun Dollars	NYB Dollars
Total		0	0	0	0

2. In the **Insert Calc Method(s)** in sheet **Staffing** dialog, click **OK**.
3. In the **Select Pay Type** field, type a pay type or click **Choose Value** to select one, and click **OK**.
4. In the **Month-Month Dollars** column (column P), enter the dollars for the pay type.
5. After you finish making your changes, in the budget file Navigation panel, click **Save Budget**.

Labor Standard by ADC Setup sheet

► Overview

This sheet is designed for nursing departments to prepare an Average Daily Census (ADC) budget and staffing levels by job class. The ADC worksheet models nursing staffing ratios by ADC level by job class level.

IMPORTANT: All positions have to be budgeted in this sheet if you are going to use this labor method.

The sheet is comprised of three main areas:

ADC Table

The ADC Table allows you to set the staffing ratio for a job class. You can configure up to 15 job classes. The staffing ratio determines the number of staff needed per patient. For example, if the RN staffing ratio is 5:1, then for census levels 1-5, one nurse would be required. At census levels 6-10, two nurses would be required.

NOTE: The Fixed/Variable settings and the ratio values may be configured for the department using the Budget Labor ADC Config driver. The system applies the setup from this driver to the ADC sheet (starting in column W) in the plan file. The ADC staffing grid builds out based on the staffing ratios entered for each job class set up in the Budget Assumptions driver.

SUMMARY		Average Daily Census	RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing	Unused Staffing							
Patient Days	Fixed/Variable		Variable	Fixed	Variable	Variable	Fixed w/Replac	Fixed	Fixed w/Replac						
Days in Month			6	4	24	24	1	1	1	1	1	1	1	1	1
Average Daily Census	Jobclass		RN	LPN	Technical	Assistant	Clerical	Unused							
Prod FTEs	Total Hrs		34,407.08	5,459.71	2,083.56	19,574.64	6,103.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Paid FTEs	Total Productive		31,207.70	4,942.65	1,821.56	17,587.57	5,429.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Variance	Non Productive		3,199.38	517.06	262.01	1,987.07	674.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Productive FTEs	Historic Non Prod %		9.30%	9.47%	12.57%	10.15%	11.05%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Productive FTEs															
Total FTEs															

Calculated Staffing Grid

The staffing grid is used to calculate job class specific budget FTEs. There is a section for each job class that displays the results of these calculations (starting in column F). All calculations are then transferred to the JobCode tab and allocated to each job code based on relative historical FTEs within each job class. There is a row for non-productive time for each job class, which defaults to values based off of the history for each job class, but you can change them, if desired. The productive and non-productive hours are transferred to the JobCode sheet and distributed to each job code using the YTD historical distribution.

Labor Standard

26610 - EMC 6A (JobCode) ADC Table (Standard / Shift 1) ; Shift Hours = 12

	Average Daily Census	RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing
SUMMARY						
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac.F
Days in Month		6	4	24	24	1
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical
FTEs						
Prod FTEs	Total Hrs	34,407.08	5,459.71	2,083.56	19,574.64	6,103.68
Paid FTEs	Total Productive	31,207.70	4,942.65	1,821.56	17,587.57	5,429.43
Variance	Non Productive	3,199.38	517.06	262.01	1,987.07	674.26
Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%
Non-Productive FTEs						
Total FTEs						
JOBCLASS DATA						
CALCULATED STAFFING GRID						
RN						
Historic Non Prod %						
Budget Non Prod %						
Target	from matrix >					
Target	Shift 2 >					
Unused		0	0	4	0	1
Productive FTE		1	1	4	1	1
Non Productive FTE		2	1	4	1	1
Total FTE		3	1	4	1	1
Productive Hours		4	1	4	1	1
Non-Productive Hours		5	1	4	1	1
Total Hours		6	1	4	1	1
Budget		7	2	4	1	1
Productive FTE		8	2	4	1	1
Non Productive FTE		9	2	4	1	1

Summary

The Summary section at the top of the ADC sheet that shows the following:

- The Patient Days for projection and for each budget month. Average Daily Cencus (ADC) values are also presented.
- FTE information for the department by productive and non-productive.
- FTE differences between the JobCode tab and ADC tab for the department.

Labor Standard by ADC Setup

26610 - EMC 6A (JobCode) ADC

	Mar-Jun Projected	Jul-20 Budget	Aug-20 Budget	Sep-20 Budget	Oct-20 Budget	Nov-20 Budget	Dec-20 Budget	Jan-21 Budget	Feb-21 Budget	Mar-21 Budget	Apr-21 Budget	May-21 Budget	Jun-21 Budget	Total Budget
SUMMARY														
Patient Days	3,509	1,350	1,372	1,338	1,381	1,344	1,214	1,297	1,310	0	0	0	0	10,606
Days in Month	122	31	31	30	31	30	31	31	28	31	30	31	30	365
Average Daily Census	29.00	44.00	44.00	45.00	45.00	45.00	39.00	42.00	47.00	0.00	0.00	0.00	0.00	29.00
FTEs														
Prod FTEs	37.76	48.20	48.20	48.20	48.20	48.20	44.00	46.10	48.20	2.00	2.00	2.00	2.00	32.22
Paid FTEs	42.13	53.36	53.50	54.61	55.18	52.73	47.98	50.57	52.01	2.00	2.00	2.00	2.00	35.61
Variance														
Productive FTEs	0.00	0.76	0.59	0.27	0.13	0.11	0.07	0.14	0.01	0.00	0.00	0.00	0.00	0.18
Non-Productive FTEs	0.00	(0.76)	(0.59)	(0.27)	(0.13)	(0.11)	(0.07)	(0.14)	(0.01)	0.00	0.00	0.00	0.00	(0.18)
Total FTEs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

NOTE: You can only use this feature with the JobCode tab. It is not configured to work with the Staffing or Employee tabs. If the historical hours are zero for the defined JobClass, then JobClass will not populate a section or the section title will remain unused.

The following sections include instructions on performing specific actions in this sheet.

► **Setting the staffing ratio/paid FTEs for a job class**

Setting the staffing ratio/paid FTEs for a job class:

1. Navigate to the ADC Table section of the sheet (starting at column W).

NOTE: If your organization has already added these values from the Budget Assumptions driver, then you may not need to modify. Your system administrator will provide direction, as needed.

Labor Standard		ADC Table (Standard / Shift 1): Shift Hours = 12													
Average Daily Census		RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing	Unused Staffing								
SUMMARY															
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac	Fixed	w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac
Days in Month		6	4	24	24	1	1	1	1	1	1	1	1	1	1
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical	Unused								
FTEs															
Total Hrs		34,407.08	5,459.71	2,083.56	19,574.64	6,103.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Paid FTEs		31,207.70	4,942.65	1,821.56	17,587.57	5,429.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Variance															
Non-Productive		3,199.38	517.06	262.01	1,987.07	674.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Productive FTEs															
Total FTEs															

2. In the **Fixed/Variable** row, select one of the following from the drop-downs:
 - **Fixed** - The input is the Total Paid FTEs. Non-productive hours are allocated based on the allocation percentage. This means that no matter how many Average Daily Census days are calculated in the Summary section, the number of employees will always remain fixed to the number you enter in the Jobclass row (step 3 below).
 - **Variable** - The input is the Staffing Ratio. Non-productive hours are added to productive based upon the allocation percentage. This means that the number of people in this job class will fluctuate based on the Average Daily Census days, so the more ADC days the more employees are required.
 - **Fixed w/ Replacement** - Similar to fixed, the input is the Total Paid FTEs. Non-productive hours are added to the total based on the allocation percentage. The difference is that the number of employees can be split across job codes in a job class.
3. In the **Jobclass** row, complete the following, depending on the staffing ratio type you selected in step 2:
 - **Fixed** - Type the true number of FTEs required. In the following example, four LPN FTEs are required - regardless of patient census.

Labor Standard

26610 - EMC 6A (JobCode) ADC Table (Standard / Shift 1) ; Shift Hours = 12

Average Daily Census		RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing	Unused Staffing
SUMMARY							
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac	Fixed
Days in Month		6	4	24	24	1	1
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical	Unused
FTEs							
Prod FTEs	Total Hrs	34,407.08	5,459.71	2,083.56	19,574.64	6,103.68	0.00
Paid FTEs	Total Productive	31,207.70	4,942.65	1,821.56	17,587.57	5,429.43	0.00
Variance	Non Productive	3,199.38	517.06	262.01	1,987.07	674.26	0.00
Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%	0.00%
Non-Productive FTEs							
Total FTEs							

- **Variable** - Type the number of patients the FTE can care for. In the following example, one RN FTE can care for up to six patients. If more than one RN job code exists on the Jobcode tab, the FTE value will be allocated to each occurrence of an RN job code

Labor Standard

26610 - EMC 6A (JobCode) ADC Table (Standard / Shift 1) ; Shift Hours = 12

Average Daily Census		RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing	Unused Staffing
SUMMARY							
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac	Fixed
Days in Month		6	4	24	24	1	1
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical	Unused
FTEs							
Prod FTEs	Total Hrs	34,407.08	5,459.71	2,083.56	19,574.64	6,103.68	0.00
Paid FTEs	Total Productive	31,207.70	4,942.65	1,821.56	17,587.57	5,429.43	0.00
Variance	Non Productive	3,199.38	517.06	262.01	1,987.07	674.26	0.00
Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%	0.00%
Non-Productive FTEs							
Total FTEs							

- **Fixed w/ Replacement** - Type the true number of FTEs required - regardless of patient census. In the following example, only one clerical job class is required for each patient, but those hours can be split among multiple job codes in the clerical job class.

Labor Standard

26610 - EMC 6A (JobCode) ADC Table (Standard / Shift 1) ; Shift Hours = 12

Average Daily Census		RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing	Unused Staffing
SUMMARY							
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac	Fixed
Days in Month		6	4	24	24	1	1
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical	Unused
FTEs							
Prod FTEs	Total Hrs	34,407.08	5,459.71	2,083.56	19,574.64	6,103.68	0.00
Paid FTEs	Total Productive	31,207.70	4,942.65	1,821.56	17,587.57	5,429.43	0.00
Variance	Non Productive	3,199.38	517.06	262.01	1,987.07	674.26	0.00
Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%	0.00%
Non-Productive FTEs							
Total FTEs							

4. To update the budgeted non-productive percentage for a job class, navigate to a job class, and in the Budget Non Prod % row, enter the percentage value for each month, as needed.

NOTE: Using Jobcode ADC will require that you use the payroll utility that accrues biweekly to monthly so that the historical productive and non productive hours can be used in the plan file for JobcodeADC.

5. After making your changes, in the budget file Navigation panel, click **Save Budget**.

- Review the Jobclass data on the ADC grid. This will present several data points such as productive and non productive FTE and hours that will be transferred to the Jobcode tab.

In the following example for the RN jobclass, 20.36 total budget FTEs were calculated from the ADC staffing grid. The FTEs may vary month to month as shown below. Each month's FTEs will be transferred to the Jobcode tab.

Labor Standard by ADC Setup														
26610 - EMC 6A (JobCode ADC)														
Paid FTEs	47.33	47.32	47.25	47.92	48.25	46.35	46.34	46.20	47.85	42.70	42.70	42.70	42.70	45.68
Variance														
Productive FTEs	0.00	4.97	4.51	4.41	4.80	3.23	4.18	1.38	1.17	0.00	0.00	0.00	0.00	2.40
Non-Productive FTEs	0.00	(4.97)	(4.51)	(4.41)	(4.80)	(3.23)	(4.18)	(1.38)	(1.17)	0.00	0.00	0.00	0.00	(2.40)
Total FTEs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JOBCLASS DATA														
RN	Variable													
Historic Non Prod %	9.27%	8.05%	9.03%	11.21%	12.41%	8.18%	5.70%	10.98%	8.33%	0.00%	0.00%	0.00%	0.00%	0.00%
Budget Non Prod %	9.27%	8.05%	9.03%	11.21%	12.41%	8.18%	5.70%	10.98%	8.33%	0.00%	0.00%	0.00%	0.00%	0.00%
Target from matrix >	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	6.00	5.00	5.00	5.00	5.00	5.00
Target Shift 2 >	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Unused	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Productive FTE	18.95	18.90	18.90	18.90	18.90	18.90	18.90	18.90	21.00	18.90	18.90	18.90	18.90	19.06
Non-Productive FTE	1.94	1.65	1.88	2.39	2.68	1.68	1.14	2.33	1.91	0.00	0.00	0.00	0.00	1.30
Total FTE	20.89	20.55	20.78	21.29	21.58	20.58	20.04	21.23	22.91	18.90	18.90	18.90	18.90	20.36
Productive Hours	13,176.00	3,348.00	3,348.00	3,240.00	3,348.00	3,240.00	3,348.00	3,348.00	3,360.00	3,348.00	3,240.00	3,348.00	3,240.00	39,756.00
Non-Productive Hours	1,345.55	293.09	332.48	408.91	474.48	288.60	202.29	412.94	305.52	0.00	0.00	0.00	0.00	2,718.29
Total Hours	14,521.55	3,641.09	3,680.48	3,648.91	3,822.48	3,528.60	3,550.29	3,760.94	3,665.52	3,348.00	3,240.00	3,348.00	3,240.00	42,474.29
Budget	18.95	18.90	18.90	18.90	18.90	18.90	18.90	18.90	21.00	18.90	18.90	18.90	18.90	19.06
Productive FTE	1.94	1.65	1.88	2.39	2.68	1.68	1.14	2.33	1.91	0.00	0.00	0.00	0.00	1.30
Non-Productive FTE	20.89	20.55	20.78	21.29	21.58	20.58	20.04	21.23	22.91	18.90	18.90	18.90	18.90	20.36
Difference	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Productive FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non-Productive FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

JOBCODE
26610 - EMC 6A (JobCode ADC)

PROD Hrs/Unit	8.761	7.760	7.680
Target Hrs/Unit	7.760	7.760	7.680
FTEs From Target	(5.07)	0.00	0.00
PAID Hrs/Unit	9.721	8.728	8.757
Prod %	90.1%	88.9%	

Job Code	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual				Dollars					
					Sched	YTD Actual	Mar-Jun Projected	FY 2019 Budget	Mar-Jun Projected	FY 2019 Budget				
J00191				0.00	Variable	60.0%	3.75	3.75	Worked Hours Per Unit					
Staff RN (26610_60100)														
Current Paid FTEs							0.00	25.07	20.89	20.36				
Program Additions		\$26.53	\$28.66						0.00	0.00				
Position Changes	\$25.64	\$26.53	\$28.66						0.00	0.00				
Total Paid FTEs							0.00	25.07	20.89	20.36				
Regular	History	\$25.64	\$26.53	\$28.66	83.4%		20.92	17.43	17.57		321,480	1,019,987		
Overtime	150.0%	\$40.42	\$41.83	\$45.18	6.2%		1.55	1.29	1.26		37,625	115,310		
Education	100.0%	\$25.58	\$26.48	\$28.60	1.1%		0.28	0.23	0.22		4,247	13,025		
Lump Sum Payout											0	0		
Staff RN - Total Productive							90.7%	0.00	22.75	18.95	19.06	363,352	1,148,322	
Paid Time Off using YTD	100.0%	\$25.64	\$26.53	\$28.66	9.3%		2.32	1.94	1.30		35,702	74,678		
Additional Pay	P0030										1,285	3,843		
Incentive Pay	P0054										293	875		
Bonus	P0061										1,625	4,863		
Critical Shift	P0062	\$0.55	\$0.55	\$0.55	\$\$/Prod Hr						7,256	21,894		
Holiday Premium	PHOL	\$6,644	\$5,536	\$5,521	\$/Holiday						11,072	33,125		
Double Click to Insert New Pay Type														
Staff RN							100.0%	0.00	25.07	20.89	20.36	420,584	1,287,601	
Earned Paid Time Off		\$25.64	\$26.53	\$28.66	0.0%								0	

JOBCODE
26610 - EMC 6A (JobCode ADC)

7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680
7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680
(0.00)	0.00	0.00	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9.592	9.476	9.618	9.791	9.056	9.476	8.769	8.600	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680
80.1%	81.1%	79.8%	78.4%	84.8%	81.1%	87.6%	89.3%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Job Code	Spread Method	Jul-18 FTEs	Aug-18 FTEs	Sep-18 FTEs	Oct-18 FTEs	Nov-18 FTEs	Dec-18 FTEs	Jan-19 FTEs	Feb-19 FTEs	Mar-19 FTEs	Apr-19 FTEs	May-19 FTEs	Jun-19 FTEs	Total FTEs
J00191	Staff RN (26610_60100)													
	Current Paid FTEs	20.55	20.78	21.29	21.58	20.58	20.04	21.23	22.91	18.90	18.90	18.90	18.90	20.36
	Program Additions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Position Changes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Paid FTEs	20.55	20.78	21.29	21.58	20.58	20.04	21.23	22.91	18.90	18.90	18.90	18.90	20.36
	Regular	17.40	17.39	17.36	17.34	17.40	17.43	17.36	19.36	17.50	17.50	17.50	17.50	17.57
	Overtime	FTEAlloc 1.27	1.29	1.32	1.34	1.27	1.24	1.31	1.42	1.17	1.17	1.17	1.17	1.26
	Education	Global 0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22
	Lump Sum Payout													
	Staff RN - Total Productive	18.90	18.90	18.90	18.90	18.90	18.90	18.90	21.00	18.90	18.90	18.90	18.90	19.06
	Paid Time Off using YTD	FTEAlloc 1.65	1.88	2.39	2.68	1.68	1.14	2.33	1.91	0.00	0.00	0.00	0.00	1.30
	Additional Pay													
	Incentive Pay													
	Bonus													
	Critical Shift													
	Holiday Premium													
	Double Click to Insert New Pay Type													
	Staff RN	20.55	20.78	21.29	21.58	20.58	20.04	21.23	22.91	18.90	18.90	18.90	18.90	20.36

Provider Detail and Provider Summary sheets

NOTE: This tab only displays if your organization purchased the Provider module license.

There are two sheets available that include provider level information: Provider Summary and Provider Detail.

Provider statistics are computed using historical relationships. Provider volumes are computed using today's Encounters per Production Day and adjusted for next year's Available Production Days.

IMPORTANT: Because the tab is rebuildable, any changes made in the Provider data tables *after* the plan file is built will be automatically updated in the plan file. These changes are commonly referred to as prior period adjustments, which will be reflected in the YTD columns in the tab.

To view a list of Provider calc methods, click the following:

- [Expense sheet calc methods](#)
- [Provider sheet calc methods](#)
- [Stat_Rev sheet calc methods](#)

▶ Provider Summary sheet

This sheet provides a summary of the totals at the department and individual provider level.

PROVIDER VOLUME SUMMARY

101100 - EMA Pediatrics (ProviderSummary)

Provider	Dept	FY 2019 Actual	Jun YTD Actual	Jul-Dec Projected	Manager Input	FY 2020 Projected	FY 2020 /Unit	Global Adjust	% Adjust	Amt Adjust	FY 2021 /Unit	FY 2021 Budget	Budget Method	Proj-Bud Variance Amt	%	Red Flag	Comments
	Global Provider Driver	261	173	87		260						0	Provider Driver	(260)	(100.0%)		Global Provider Driver
Summary Department Totals												0.00					
	FTE	0.00	0.00	0.00	0.00	0.00						0.00					
	Net Production Days	0	0	0	0	0						0			0.0%		
	Total WRVU	0	0	0	0	0						0			0.0%		
	Total Worked RVUs	0	0	0	0	0						0			0.0%		
	Total RVUs	0	0	0	0	0						0			0.0%		
	Total Procedure Counts	0	0	0	0	0						0			0.0%		
	Total Gross Charges	0	0	0	0	0						0			0.0%		
	Total Payments	0	0	0	0	0						0			0.0%		
	WRVU Per Prod Day	0.00	0.00	0.00	0.00	0.00						0.00			0.0%		
	RVUs per WRVU	0.00	0.00	0.00	0.00	0.00						0.00			0.0%		
	Worked RVUs per WRVU	0.00	0.00	0.00	0.00	0.00						0.00			0.0%		
D1186	101100	Marcus, Kelly M. MD					EmpID: 14624					0.00					
	Relative Availability	0.00	0.00	0.00	0.00	0.00						0.00			0.0%		
	Volume	0	0	0	0	0		0.00%	0.00	0.000		0			0.0%		0 Per Net Production Days
	Gross Charges	0	0	0	0	0		0.00%	0.0%	0.000		0			0.0%		0 Per WRVU
	Encounter	0	0	0	0	0		0.00%	0.0%	0.000		0			0.0%		0 Per Historic Rate
D21030	101100	Suarez, Elliot D. MD					EmpID: 18193					0.00					
	Relative Availability	0.00	0.00	0.00	0.00	0.00						0.00			0.0%		
	Volume	0	0	0	0	0		0.00%	0.00	0.000		0			0.0%		0 Per Net Production Days
	Gross Charges	0	0	0	0	0		0.00%	0.0%	0.000		0			0.0%		0 Per WRVU
	Encounter	0	0	0	0	0		0.00%	0.0%	0.000		0			0.0%		0 Per Historic Rate
D59902	101100	Barr, Michelle M. MD					EmpID: 18410					0.00					
	Relative Availability	0.00	0.00	0.00	0.00	0.00						0.00			0.0%		
	Volume	0	0	0	0	0		0.00%	0.00	0.000		0			0.0%		0 Per Net Production Days
	Gross Charges	0	0	0	0	0		0.00%	0.0%	0.000		0			0.0%		0 Per WRVU
	Encounter	0	0	0	0	0		0.00%	0.0%	0.000		0			0.0%		0 Per Historic Rate
D79328	101100	Agne-Siva, Rachel MD					EmpID: 19754					0.00					
	Relative Availability	0.00	0.00	0.00	0.00	0.00						0.00			0.0%		
	Volume	0	0	0	0	0		0.00%	0.00	0.000		0			0.0%		0 Per Net Production Days
	Gross Charges	0	0	0	0	0		0.00%	0.0%	0.000		0			0.0%		0 Per WRVU
	Encounter	0	0	0	0	0		0.00%	0.0%	0.000		0			0.0%		0 Per Historic Rate

NOTE: After you make changes to a provider on the Provider Summary sheet, you must navigate to the [ProviderComp sheet](#), and double-click to expand the details for the same provider to propagate the changes from the Provider Summary sheet.

▶ Provider Detail sheet

This sheet shows summary subtotal information for each provider, but you can also access the details for each provider by using the Click-to-Expand feature.

Provider	Dept	FY 2019 Actual	Jun YTD Actual	Jul-Dec Projected	Manager Input	FY 2020 Projected	FY 2020 /Unit	Global Adjust	% Adjust	Amt Adjust	FY 2021 /Unit	FY 2021 Budget	Budget Method	Proj-Bud Variance Amt	%	Red Flag	Comments
	Global Provider Driver	261	173	87		260						0	Provider Driver	(260)	(100.0%)		Global Provider Driver
Summary Department Totals												0.00					
	FTE	8.014	5.882	2.958	0	8.040						0		(8.840)	(100.0%)		
	Net Production Days	0	45,382	22,814	0	68,196						0		(68,196)	(100.0%)		
	Total Worked RVUs	0	0	0	0	0						0		0	0.0%		
	Total RVUs	0	93,044	46,766	0	139,810						0		(139,810)	(100.0%)		
	Total Procedure Counts	0	34,959	17,336	0	51,935						0		(51,935)	(100.0%)		
	Total Gross Charges	0	10,168,348	5,111,148	0	15,279,496						0		(15,279,496)	(100.0%)		
	Total Payments	0	0	0	0	0						0		0	0.0%		
	WRVU Per Prod Day	0.00	7.12	7.71	0.00	7.71						0.00		(6)	(100.0%)		
	RVUs per WRVU	0.00	2.05	2.05	0.00	2.05						0.00		(2)	(100.0%)		
	Worked RVUs per WRVU	0.00	0.00	0.00	0.00	0.00						0.00		0	0.0%		
D12221	101010	Quintin, Maria L. MD					EmpID: 19452					0.00					
	Relative Availability	1.00	1.00	1.00	0.00	1.00						0.00					
	Total - WRVU	0	1,119	562	0	1,681						0					
	Total - Procedure Counts	0	804	403	0	1,207						0					
	Total - Gross Charges	0	268,793	134,781	0	403,574						0					
	Total - RVU	0	2,300	1,156	0	3,456						0					
	Total - Encounter	0	779	391	0	1,170						0					
D14201	101010	Racemark, Susan M. MD					EmpID: 20532					0.00					
	Relative Availability	1.00	1.00	1.00	0.00	1.00						0.00					
	Total - WRVU	0	1,306	663	0	1,969						0					
	Total - Procedure Counts	0	963	493	0	1,456						0					
	Total - Gross Charges	0	198,309	99,673	0	297,984						0					
	Total - RVU	0	1,796	898	0	2,694						0					
	Total - Encounter	0	599	301	0	900						0					

The Click-to-Expand feature expands the rows and inserts the calc method that includes the provider detail information such as WRVUs, gross charges, RVUs, encounters, and so on. You can simply scan and review the summary information for each provider without having to sort through multiple lines of details to view the information you need, and if necessary, expand the details and manage only those providers that need it.

TIP: When you save the file, the system will remember which providers you have expanded the detail rows for that day. Let's say you expanded the detail rows for five providers and saved your changes, when you open the file later, the detail lines will still display for those five providers. When the plan file processes that evening, however, the system will collapse all of the detail rows so that the tab opens faster.

NOTE: After you make changes to a provider on the Provider Detail sheet, you must navigate to the **ProviderComp sheet**, and double-click to expand the details for the same provider to propagate the changes from the Provider Detail sheet.

PROVIDER VOLUME DETAIL
101010 - EMA Internal Medicine (Provider Detail)

	FY 2019	Jun YTD	Jul-Dec	Manager	FY 2020	FY 2020	Global	%	Amt	FY 2021	FY 2021	Budget	Proj-Bud	Red	Comments
	Actual	Actual	Projected	Input	Projected	/Unit	Adjust	Adjust	Adjust	/Unit	Budget	Method	Variance	%	Flag
Global Provider Driver															
Worked Days	261	173	87		260						0	Provider Driver	(260)	(100.0%)	
Summary Department Totals															
FTE	0.00	0.00	0.00	0.00	0.00						0.00				
Net Production Days	8,874	5,882	2,958	0	8,840						0		(8,840)	(100.0%)	
Total WRVU	0	45,382	22,814	0	68,196						0		(68,196)	(100.0%)	
Total Worked RVUs	0	0	0	0	0						0		0	0.0%	
Total RVUs	0	93,044	46,766	0	139,810						0		(139,810)	(100.0%)	
Total Procedure Counts	0	34,658	17,376	0	51,935						0		(51,935)	(100.0%)	
Total Gross Charges	0	0	0	0	279,496						0				
Total Payments	0	0	0	0	0						0				
WRVU Per Prod Day	0.00	0.00	0.00	0.00	0.00						0.00				
RVUs per WRVU	0.00	0.00	0.00	0.00	0.00						0.00				
Worked RVUs per WRVU	0.00	0.00	0.00	0.00	0.00						0.00				
Double click to collapse/expand Provider detail															
Double click to collapse/refresh Provider summaries															
Champion, Richard A, MD															
EmpID: 17279															
Double click to note detail															
Relative Availability	100	100	100		100						100				
Production Days	261	173	87		260						0	Global Assumptions			
Adjustment-Production Days	0	0	0		0						0				
Net Production Days	261	173	87		260						0				
Seasonality Factor	0	649	326	0	975						0				
WRVU	0	649	326	0	975						0				
WRVU Per WRVU	0.00	0.00	0.00	0.00	0.00						0.00				
RVU Per WRVU	0.00	2.04	2.03	0.00	2.04						0.00				
WRVU per Prod Day	0.00	3.75	3.75	0.00	3.75						0.00				
WRVU															
Professional Svcs-Office-Est Patient_Capitation_Office	0	310	156	0	466	1.794	0.0%	0.0%	0.00	0.000	0	Per Net Production Days	(466)	(100.0%)	
Professional Svcs-Office-Est Patient_Fee For Service_Office	0	316	159	0	475	1.828	0.0%	0.0%	0.00	0.000	0	Per Net Production Days	(475)	(100.0%)	
Professional Svcs-Office-New Patient_Capitation_Office	0	12	6	0	18	0.068	0.0%	0.0%	0.00	0.000	0	Per Net Production Days	(18)	(100.0%)	
Professional Svcs-Office-New Patient_Fee For Service_Office	0	9	5	0	14	0.055	0.0%	0.0%	0.00	0.000	0	Per Net Production Days	(14)	(100.0%)	
Surgical Svcs-Capitation_Office	0	1	0	0	1	0.003	0.0%	0.0%	0.00	0.000	0	Per Net Production Days	(1)	(100.0%)	
Surgical Svcs_Fee For Service_Office	0	1	0	0	1	0.003	0.0%	0.0%	0.00	0.000	0	Per Net Production Days	(1)	(100.0%)	
Double Click to Insert New WRVU															
Total - WRVU	0	649	326	0	975	3.751					0		(975)	(100.00%)	
Procedure Counts															
Lab Testing Services_Capitation_Office	0	18	9	0	27	0.028	0.0%	0.0%	0.00	0.000	0	Per WRVU	(27)	(100.0%)	
Lab Testing Services_Fee For Service_Office	0	15	8	0	23	0.024	0.0%	0.0%	0.00	0.000	0	Per WRVU	(23)	(100.0%)	
Professional Svcs-Office-Est Patient_Capitation_Office	0	211	106	0	317	0.680	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-Est Patient_Capitation_Office	(317)	(100.0%)	
Professional Svcs-Office-Est Patient_Fee For Service_Office	0	214	108	0	322	0.677	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-Est Patient_Fee For Service_Office	(322)	(100.0%)	
Professional Svcs-Office-New Patient_Capitation_Office	0	5	3	0	8	0.021	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-New Patient_Capitation_Office	(8)	(100.0%)	
Professional Svcs-Office-New Patient_Fee For Service_Office	0	4	2	0	6	0.016	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-New Patient_Fee For Service_Office	(6)	(100.0%)	
Surgical Svcs-Capitation_Office	0	1	0	0	1	0.003	0.0%	0.0%	0.00	0.000	0	Per Surgical Svcs-Capitation_Office	(1)	(100.0%)	
Surgical Svcs_Fee For Service_Office	0	2	0	0	2	0.005	0.0%	0.0%	0.00	0.000	0	Per Surgical Svcs_Fee For Service_Office	(2)	(100.0%)	
Double Click to Insert New Procedure															
Total - Procedure Counts	0	470	236	0	706	0.724					0		(706)	(100.00%)	
Gross Charges															
Lab Testing Services_Fee For Service_Office	0	570	286	0	857	0.878	0.0%	0.0%	0.00	0.000	0	Per Lab Testing Services_Fee For Service_Office	(857)	(100.0%)	
Professional Svcs-Office-Est Patient_Hipand_Office	0	141,263	70,624	0	212,167	217.559	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-Est Patient_Hipand_Office	(212,167)	(100.0%)	
Professional Svcs-Office-New Patient_Fee For Service_Office	0	4,767	2,551	0	7,317	510.162	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-New Patient_Fee For Service_Office	(7,317)	(100.0%)	
Surgical Svcs_Fee For Service_Office	0	614	0	0	614	765.172	0.0%	0.0%	0.00	0.000	0	Per Surgical Svcs_Fee For Service_Office	(614)	(100.0%)	
Double Click to Insert New Revenue															
Total - Gross Charges	0	147,214	73,761	0	220,975	226.569					0		(220,975)	(100.00%)	
RVUs															
Lab Testing Services_Capitation_Office	0	3	2	0	5	0.007	0.0%	0.0%	0.00	0.000	0	Per Total - Procedure Counts	(5)	(100.0%)	
Lab Testing Services_Fee For Service_Office	0	1	1	0	2	0.005	0.0%	0.0%	0.00	0.000	0	Per Total - Procedure Counts	(2)	(100.0%)	
Professional Svcs-Office-Est Patient_Capitation_Office	0	630	317	0	947	2.031	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-Est Patient_Capitation_Office	(947)	(100.0%)	
Professional Svcs-Office-Est Patient_Fee For Service_Office	0	641	322	0	963	2.025	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-Est Patient_Fee For Service_Office	(963)	(100.0%)	
Professional Svcs-Office-New Patient_Capitation_Office	0	22	11	0	33	1.887	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-New Patient_Capitation_Office	(33)	(100.0%)	
Professional Svcs-Office-New Patient_Fee For Service_Office	0	18	10	0	28	1.937	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-New Patient_Fee For Service_Office	(28)	(100.0%)	
Surgical Svcs-Capitation_Office	0	3	0	0	3	4.684	0.0%	0.0%	0.00	0.000	0	Per Surgical Svcs-Capitation_Office	(3)	(100.0%)	
Surgical Svcs_Fee For Service_Office	0	2	0	0	2	2.568	0.0%	0.0%	0.00	0.000	0	Per Surgical Svcs_Fee For Service_Office	(2)	(100.0%)	

IMPORTANT: The Summary Department Totals section at the top of the tab will not update values until you save changes to the workbook.

► Updating detail provider values from the Stat_Rev tab

Any changes made to the provider's FTE value on the [ProviderComp](#) sheet will affect the values for that provider in the Provider Detail sheet. To see that result within your session, double-click the **Double click to collapse/refresh Provider summaries** cell to refresh the data; otherwise, the nightly recalculation process will update it automatically.

PROVIDER VOLUME DETAIL												
101010 - EMA Internal Medicine (Provider Detail)												
	FY 2019	Jun YTD	Jul-Dec	Manager	FY 2020	FY 2020	Global	%	Amt	FY 2021	FY 2021	
	Actual	Actual	Projected	Input	Projected	/Unit	Adjust	Adjust	Adjust	/Unit	Budget	
Global Provider Driver												
Worked Days	261	173	87		260							0
Summary Department Totals												
FTE	0.00	0.00	0.00	0.00	0.00							0.00
Net Production Days	8,874	5,882	2,958	0	8,840							0
Total WRVU	0	45,382	22,814	0	68,196							0
Total Worked RVUs	0	0	0	0	0							0
Total RVUs	0	93,044	46,766	0	139,810							0
Total Procedure Counts	0	34,559	17,376	0	51,935							0
Total Gross Charges	0	10,168,348	5,111,148	0	15,279,496							0
Total Payments	0	0	0	0	0							0
WRVU Per Prod Day	0.00	7.72	7.71	0.00	7.71							0.00
RVUs per WRVU	0.00	2.05	2.05	0.00	2.05							0.00
Worked RVUs per WRVU	0.00	0.00	0.00	0.00	0.00							0.00
Double click to collapse/expand Provider detail												
Double click to collapse/refresh Provider summaries												
Champion, Richard A. MD						EmpID:	17279					
Double click to hide detail												
Relative Availability	1.00	1.00	1.00		1.00							1.00
Production Days	261	173	87		260							0
Adjustment-Production Days			0		0							0
Net Production Days	261	173	87		260							0

ProviderComp sheet

NOTE: This sheet displays only if your organization has purchased the Provider module.

The ProviderComp sheet displays the selected calc methods for provider compensation, which you can change in the [Budget Provider Assumptions](#) driver (if you have Administrator role privileges).

NOTE: Provider Volume data carries over from the Provider Summary or Provider Detail sheet.

You can automatically change compensation models at a set point during the budget year. To accomplish this, designate the Primary and Secondary Comp Models for each provider in the Budget Provider Assumptions plan file, along with the Comp Model Change month. To keep the same Comp Model throughout the year, select the same Comp Model for both the primary and secondary options.

NOTE: After you make changes to a provider on the ProviderComp sheet, you must navigate to the [Provider Summary or Provider Detail sheet](#), and double-click to expand the details for the same provider to propagate the changes from the ProviderComp sheet.

SALARY BUDGET - Physician

101020 - EMA Internal Medicine (Provider Summary)

Job Code	Current Rate	Budget Start Rate	Budget Eff Month	FTE Alloc Rate	FY 2017 Budget FTEs	YTD Actual FTEs	Mar-Jun Projected FTEs	FY 2018 Budget FTEs	FY 2017 Projected Dollars	FY 2018 Budget Dollars	Comments	Jul-2018 FTEs	Aug-2018 FTEs					
Department Total Without Benefits											5.00	5.00						
J00655	Physician - Meenan, David M.DO											258.33	258.33					
	Dept: EMA Internal Medicine (Provider Summary)																	
	Employee ID: 15416																	
Provider Volume	WRVU	Provider Tab										0.00	1,918.82	1,081.18	3,000.00	3,100.00		
Productive - Comp Rate															\$150,000	156,550		
Base Compensation		Primary Comp Model: CompRate													\$150,000	156,550		
Base Salary / WRVU		Secondary Comp Model: None													\$50.00	50.50		
Productive Hours Spread >	FTE	0	0	100.00%	1.00	1.00	1.00	1.00	\$150,000	156,550		1.00	1.00					
Paid Time Off				0.00%	0.00	0.00	0.00	0.00	\$0	0		0.00	0.00					
Base Salary		\$16.73	\$16.73		1.00	1.00	1.00	1.00	\$150,000	156,550		1.00	1.00					
Other Additional Pay		Input Monthly																
Holiday Premium														6,039	6,039			
Double Click to Insert New Pay Type																		
Total Benefits														\$35,333	40,652			
Total - Physician - Meenan, David M.DO												1.00	1.00	1.00	\$277,158	\$306,028	1.00	1.00
Earned Paid Time Off																		
J00655	Physician - Seraman, Katherine MD											433.33	433.33					
	Dept: EMA Internal Medicine (Provider Summary)																	
	Employee ID: 16768																	
Provider Volume	WRVU	Provider Tab										0.00	3,383.72	1,716.28	5,100.00	5,200.00		
Productive - Comp3Tier															\$225,825	232,600		
Base Compensation		Primary Comp Model: Comp3Tier													\$225,825	232,600		
Base Salary / WRVU		Secondary Comp Model: None													\$44.28	44.73		
Productive Hours Spread >	FTE	0	0	100.00%	1.00	1.00	1.00	1.00	\$225,825	232,600		1.00	1.00					
Paid Time Off				0.00%	0.00	0.00	0.00	0.00	\$0	0		0.00	0.00					
Base Salary		\$58.56	\$58.56		1.00	1.00	1.00	1.00	\$225,825	232,600		1.00	1.00					
Other Additional Pay		Input Monthly																
Holiday Premium														11,749	11,749			
Double Click to Insert New Pay Type																		
Total Benefits														\$36,515	41,729			
Total - Physician - Seraman, Katherine MD												1.00	1.00	1.00	\$359,875	\$388,863	1.00	1.00

IMPORTANT: Any changes made to the provider's FTE value on this tab will affect the values for that provider in the [Provider Detail](#) tab. For instructions, see [Updating detail provider values from the Stat_Rev](#) tab.

Comp model explanations

Model	Description
Salary	A traditional hourly rate calculation (usually used for Clinical Nurse Practitioners and Physician Assistants who are referred to as Midlevel providers). FTEs are input for the provider and hourly rate pulls from payroll data.

Model	Description
Guarantee	<p>An annual salary guarantee is placed in the ProviderList sheet of the Budget Provider Assumptions driver file (generally used in the first one to two years of hire); You can also add an incentive compensation by placing rates in the tier tables on the same line. For example, Dr. Falk’s guarantee is \$500,000 for next year and his total WRVUs=5,200. In addition to his guarantee, he will be paid:</p> <ul style="list-style-type: none"> • Level 1 - \$7.00 for WRVUs up to 1,000 1000 x \$ 7= \$ 7,000 • Level 2 - \$8.00 for WRVUs from 1,001-2,000 1000 x \$ 8= \$ 8,000 • Level 3 - \$9.00 for WRVUs from 2,001-3,000 1000 x \$ 9= \$ 9,000 • Level 4 - \$10.00 for WRVUs from 3,001-4,000 1000 x \$10=\$10,000 • Level 5 - \$11.00 for WRVUs above 4,000 (max 9,999) 1200 x \$11=\$13,200 <p>His total compensation will be 5200 \$54,720.</p>
CompRate	<p>A five-tiered model where volume drives the rate paid. (Highest tier for volume is paid at that tier rate) For example, Dr. Champion has total WRVUs of 2,500.</p> <ul style="list-style-type: none"> • Level 1 – Threshold=1,000 \$0 • Level 2 – Threshold=2,000 \$0 • Level 3 – Threshold=3,000 2500 x \$ 45 = \$112,500 • Level 4 – Threshold=4,000 \$0 • Level 5 – Threshold=9,999 \$0 <p>His total compensation will be 2500 \$112,500.</p>

Model	Description
CompStep	<p>A five-tiered model where an employee is paid a different rate, by tier, over the course of a contract year. For example, Dr. Quintin has total WRVUs of 1,800.</p> <ul style="list-style-type: none"> Level 1 - \$40.00 for WRVUs up to 750 750 x \$40= \$30,000 Level 2 - \$43.00 for WRVUs from 751-1,000 250 x \$43= \$10,750 Level 3 - \$45.00 for WRVUs from 1,001-1,500 500 x \$45= \$22,500 Level 4 - \$47.00 for WRVUs from 1,501-2,000 300 x \$47= \$14,100 Level 5 - \$50.00 for any Writs above 2,000 (max 9,999) \$0 <p>Her total compensation will be 1800 \$77,350.</p>
Comp3Tier	<p>A three-tiered model where an employee is paid one rate up to a max and another rate for any volume over the max. There is also a rate if it is below a minimum level of volume. For example, Dr. Brush has total WRVUs of 5,000.</p> <ul style="list-style-type: none"> Level 1 - \$32.00 if his total WRVUs were below 3,600 \$0 Level 2 - \$36.00 for all WRVUs up to 4,800 4800 x \$36= \$172,800 Level 3 - \$48.00 for WRVUs above 4,800 200 x \$48= \$9,600 <p>His total compensation will be 5000 \$182,400.</p>
Max	The highest value of Salary, Guarantee, CompRate, CompStep, and Comp3Tier calculations.
AltRate	Uses the same logic as CompRate. A five-tiered model where volume drives the rate paid. (The highest tier for volume is paid at that tier rate.) Use this model to compare an alternate CompRate table.
AltStep	Uses the same logic as CompStep. A five-tiered model where an employee is paid a different rate, by tier, over the year. Use this model to compare an alternate CompStep table.
Alt3Tier	Uses the same logic as Comp3Tier. A three-tiered model where an employee is paid one rate up to a max and another rate for any volume over the max. There is also a rate if the volume is below a minimum level. Use this model to compare an alternate CompStep table

Model	Description
Percent of Net Receivable	Calculates a percent of cash collections from the Provider sheet to use for compensation calculations. The percentage to use needs to be entered on the ProviderList sheet of the Budget Provider Assumptions driver file. For example, Dr. Champion takes cash collections and receives 25%. If his budgeted cash collections is \$1,000,000, then his total compensation will be \$250,000. For example, $\$1,000,000 * 25\% = \$250,000$.
Percent of Net Revenue	Calculates a percent of net revenue by calculating Gross Charges minus Allowances from the Provider sheet to use for compensation calculations. The percentage to use needs to be entered on the ProviderList sheet of the Budget Provider Assumptions driver file. For example, the Gross Charges for Dr. Champion are \$2,000,000 and Deductions are \$1,500,000. He will receive 40% of Net Revenue. As a result, his total compensation will be \$200,000. Example: $\$2,000,000 - \$1,500,000 = \$500,000 * 40\% = \$200,000$
GlobalProvider	Allows for a calculation amount that is calculated outside of the budget workbook. This amount is entered into the GlobalProvider sheet in the Budget Provider Assumptions driver file. The amount then pulls into the budget workbook in the ProviderComp sheet.

Expense sheet

► Overview

The Expense sheet is where you review and adjust the current year projection and next year's budget for Expenses and Paid Hours. The Expense tab also captures data calculated on other budget tabs for paid hours, salaries, and detail accounts.

The categories include:

- **Salaries** – All salary and contract labor accounts (Acct.BudgetType='Salaries'). Most salary calculations are done on the Labor tabs – JobCode, Staffing, or Employee. The Labor Calc Method is used to summarize the salary dollars from the defined labor tab (JobCode, Staffing, Employee, JobCode ADC).
- **Benefits** – All benefit accounts, if accounted for at the department level (Acct.BudgetType='Benefits'). FICA is calculated at the JobCode level on the Labor tabs. If FICA is not budgeted at the department level, there is the option to use the Monthly FICA by Dept report to summarize total FICA and add it to the Benefits department budget plan file.
- **Supplies** – All medical and other supply expense accounts (Acct.BudgetType='Supplies'). Usually budgeted on a rate-per-unit basis using the Variable calc method.

- **Other Expenses** – All other expenses, excluding Bad Debt (Acct.BudgetType='OtherExp'). Calc methods are usually Fixed, Detail, Depreciation, or GlobalExpense.
- **Paid Hours** – All labor and contract labor hours accounts (Acct.BudgetType='PaidHours'). Inputs for hours are done on the Labor tabs – JobCode, Staffing or Employee. The Hours calc method is used to summarize the paid hours.

NOTE: Be sure to provide comments in any comment field flagged red.

Expense

26340 - EMC CCU (Staffing)

Acct	FY 2019 Actual	FY 2020 Budget	Feb YTD Actual	Mar-Jun Projected	Manager Input	FY 2020 Projected	FY 2020 /Unit	Global Adjust	% Adjust	Amt Adjust	FY 2021 /Unit	FY 2021 Budget	Budget Method	Proj-Bud Variance Amt	%
Dept Primary Statistic	4,964	7,738	4,964	2,483	0	7,447						7,738	Adult Patient Days		
penses															
Salaries															
60100 Salaries - Regular	689,437	3,032,072	689,437	66,524		755,960	101.51				34.78	269,133	Staffing	486,827	64.4%
60110 Salaries - Overtime	85,911	409,371	85,911	48,882		134,793	18.10				55.86	432,190	Staffing	(297,397)	(220.6%)
60120 Salaries - Non-Productive	71,858	0	71,858	36,935		108,793	14.61				40.45	312,968	Staffing	(204,165)	(187.7%)
60100 Salaries - Regular	1,443,256	0	1,443,256	38,501		1,481,757	198.57				21.70	167,902	Staffing	1,313,855	88.7%
60110 Salaries - Overtime	239,952	0	239,952	133,481		373,433	50.15				73.95	572,177	Staffing	(198,744)	(53.2%)
60120 Salaries - Non-Productive	218,041	0	218,041	74,959		292,999	39.34				41.64	322,163	Staffing	(29,164)	(10.0%)
<i>Double Click to Insert New Salary</i>															
Total - Salaries	2,748,454	3,441,443	2,748,454	399,282	0	3,147,736	422.69			0	268	2,076,523		1,071,212	34.0%
<i>Salaries do not match the Staffing tab</i>															
Benefits															
61100 Employee Annuity	32,298	133,150	32,298	5,808	0	38,106	0.04	3.0%			3.93%	39,233	Percent of Salaries	(1,127)	(3.0%)
61200 Medical Insurance	58,318	229,617	58,318	4,989	0	63,307	3,447.45	3.0%		3,498.89	41,319	Rate Per FTE	2,1968	34.7%	
61220 Group Term Life	1,221	4,962	1,221	220	0	1,441	0.00	0.0%			1,462	Percent of Salaries	(21)	(1.5%)	
61230 Disability Insurance	3,993	32,937	3,993	724	0	4,717	500.00			500.00	5,907	Rate Per FTE_Fixed	(1,190)	(25.2%)	
61300 FICA - Social Security	63,046	286,562	63,046	38,051	0	101,097	13.58			36.73	284,167	PICA Per Staffing	(183,070)	(181.1%)	
61510 Employee Benefits - PFO	16,424	51,622	16,424	2,285	0	18,709	0.02			1.50%	15,214	Percent of Salaries_FixedPct	3,495	18.7%	
61100 Employee Annuity	38,817	0	38,817	5,042	0	43,859	0.02	3.0%		2.10%	22,013	Percent of Salaries	21,846	49.8%	
61200 Medical Insurance	126,543	884,310	126,543	13,861	0	140,404	3,180.19	3.0%		3,227.65	57,470	Rate Per FTE	42,934	59.1%	
61220 Group Term Life	2,292	0	2,292	298	0	2,589	0.00	0.0%		0.12%	1,280	Percent of Salaries	1,309	50.6%	
61230 Disability Insurance	6,509	137,507	6,509	2,179	0	8,688	500.00			500.00	8,903	Rate Per FTE_Fixed	(215)	(2.5%)	
61300 FICA - Social Security	140,052	0	140,052	85,376	0	225,429	30.27			42.03	325,180	PICA Per Staffing	(99,751)	(44.2%)	
61510 Employee Benefits - PFO	16,479	0	16,479	3,704	0	20,183	0.02			1.50%	15,934	Percent of Salaries_FixedPct	4,249	21.1%	
<i>Double Click to Insert New Benefit</i>															
Total - Benefits	505,992	1,760,667	505,992	162,536	0	668,528	89.77			0	106	818,102		(149,573)	(22.4%)
Supplies															
62100 Supplies - General	5,971	9,679	5,971	2,986	0	8,957	1.20	4.0%	0.0%	0	1.25	9,679	Variable	(722)	(8.1%)
62103 Supplies - Uniforms	266	415	266	133	0	399	0.05	4.0%	0.0%	0	0.05	415	Fixed-Even	(16)	(4.0%)
62130 Supplies - Med Surg Nonbillable	8,030	12,829	8,030	4,016	0	12,046	1.62	2.5%	0.0%	0	1.66	12,829	Variable	(783)	(6.5%)
62140 Supplies - Med Surg Billable	415	663	415	207	0	622	0.08	2.5%	0.0%	0	0.09	663	Variable	(40)	(6.5%)
62200 Supplies - Food/Catering	735	1,118	735	373	0	1,108	0.15			0.14	1,108	Input Monthly	0	0.0%	
62100 Supplies - General	10,604	17,223	10,604	5,314	0	15,938	2.14	4.0%	0.0%	0	2.23	17,223	Variable	(1,264)	(8.1%)
62103 Supplies - Uniforms	609	952	609	305	0	914	0.12	4.0%	0.0%	0	0.12	951	Fixed-Even	(37)	(4.0%)
62130 Supplies - Med Surg Nonbillable	37,771	60,346	37,771	18,893	0	56,664	7.61	2.5%	0.0%	0	7.80	60,346	Variable	(3,683)	(6.5%)

▶ Drilling to detail

You can drill from an account on the Expense tab (this tab only) to GL Transactions detail. To activate this feature, open the Budget Configuration driver. In the **Expense Transaction Drilling, On or Off** row, select Yes or No to turn on the drill. This is not budget group-specific so the election is for all plan files.

Global Budget Workbook Configuration Settings

Global Setup	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim	Bud_Target
Dept Dimension Grouping Code to be used for Global Assignments								BudgetGroup		
Use KHACMDimGrp?								Yes		
Activate Red Flag Popup?								No		
Expense Transaction Drilling, On or Off?								On		
Dept Column Width?								0		
Acct Column Width?								15		
Allow Manual Refresh of AQs?								Off		

From the **Expense** tab, select the account desired, and drill on it from the year-to-date column. There are three ways to drill on the account:

- On the **Main** ribbon tab, select **Drill > JE Detail**.
- From value on the **Expense** tab, right-click the year-to-date value, and select **Drill > JE Drill**.
- Double-click the selected row.

Acct	FY 2019 Actual	FY 2020 Budget	Feb YTD Actual	Mar-Jun Projected	Manager Input	FY 2020 Projected
Dept Primary Statistic	4,964	7,738	4,964	2,483	0	7,4
Expenses						
Salaries						
60100 Salaries - Regular	689,437	3,032,072	689,437	66,524		755,9
60110 Salaries - Overtime	85,911	409,371	85,911	48,882		134,7
60120 Salaries - Non-Productive	71,858	0	71,858	36,935		108,7
60100 Salaries - Regular	1,443,256	0	1,443,256	38,501		1,481,7
60110 Salaries - Overtime	239,952	0	239,952	133,481		373,4
60120 Salaries - Non-Productive	218,041	0	218,041	74,959		292,9
Total - Salaries	2,748,454	3,441,443	2,748,454	399,282	0	3,147,7

To close the drill to detail report, double-click **Return to Report** or close the drill report tab.

► Adjusting supply percentage and amount for Next Year Budget

To adjust supply percentage and amount:

1. Navigate to the Supply section of the sheet.
2. In the supply line item, do any of the following to adjust for NYB:
 - In the % **Adjust** column (column O), type the percentage amount.
 - In the **Amt Adjust** column (column O), type the dollar amount.
3. After you finish making your changes, in the **Main** ribbon tab, click **Save**.

► Inserting a new expense line item

You can add new expense line items to individual sections, including:

- Salaries
- Benefits
- Supplies
- Other expenses
- Paid hours

The system adds the line by inserting the appropriate calc method into the sheet. The following table lists the available calc methods used by the corresponding section in the sheet:

Calc Method	Description	Sheet Section
Add Detail - Input Monthly	Use this to insert a row to populate an individual month.	Other Expenses
Add Detail - Input Total	Use this to insert a row to enter an annual amount, and then decide how to spread it.	Other Expenses
Add New Detail	Zero-based expense calculations. Inputs are done on the Detail sheet in the budget plan file.	<ul style="list-style-type: none"> • Benefits • Supplies • Other Expenses
Add New Hours	Use this new labor calc method to add a new hours account to the Expense sheet.	Paid Hours
Add New Input Monthly	Month-by-month input. Use this calc method only when adding a new account.	<ul style="list-style-type: none"> • Salaries • Benefits • Supplies • Other Expenses • Paid Hours
Add New Labor	Use this new labor calc method to add a new labor account to the Expense sheet.	Salaries
Add New Variable	Calculates based on the relationship to key statistics. As there is no history when inserting as new, use the Amt Adjust (column P) to enter a value. If a projection value is desired, enter a value in Manager Input (Column J).	<ul style="list-style-type: none"> • Salaries • Benefits • Supplies • Other Expenses • Paid Hours
Fixed	Use this fixed methodology and select how you want to spread.	<ul style="list-style-type: none"> • Salaries • Benefits • Supplies • Other Expenses • Paid Hours
PctOfSalaries_FixedPct	Calculates a designated fixed percent from Budget Expense Adjustment Driver file, Budget Expense Assumptions, based on the relationship to salaries. Monthly spread will be based on the spread of salaries.	Benefits
RatePerFTE_Fixed	Allows you to define the fixed dollar amount per FTE in Budget Expense Adjustment Driver file to apply globally to benefit accounts.	Benefits

To insert a new expense line item:

1. Navigate to the section to add the new line item.
2. Double-click the **Double Click to Insert...** cell.

Expense
19100 - EHS Accounting Operations (Employee)

Acct		FY 2019 Actual	FY 2020 Budget	Feb YTD Actual	Mar-Jun Projected	Manager Input	FY 2020 Projected	FY 2020 /Unit	G A
Dept Primary Statistic		365	365	828	533	0	1,361		
Expenses									
Salaries									
60100	Salaries - Regular	216,724	332,896	216,724	60		216,784	159.28	
60110	Salaries - Overtime	1,004	1,615	1,004	539		1,543	1.13	
60120	Salaries - Non-Productive	24,810	34,499	24,810	27,330		52,141	38.31	
60900	Salaries - Emp Incentive	0	3,644	0	1,216		1,216	0.89	
Double Click to Insert New Salary ←									
Total - Salaries		242,539	372,655	242,539	29,145	0	271,684	199.62	

3. In the **Insert Calc Method(s)** in sheet **Expense** dialog, select the calc method to insert, and click **OK**.

NOTE: If the line only uses or your organization is only licensed for one type of calc method, this dialog will not display. The system will open the Calc Methods Variable dialog instead.

4. In the **Calc Methods Variable** dialog, enter or select the account and department number, and click **OK**.
5. Enter the appropriate values in the blue cells, as needed.
6. After making your changes, in the **Main** ribbon tab, click **Save**.

New Initiatives sheet

► Overview

This sheet allows you to budget for new projects that are outside of your organization or department's normal operations. The budgets for each new initiative save to unique Initiative IDs so that you can analyze the new initiative budget separately from the ongoing operating budget. For each project to budget, use the Initiatives tab to enter the project's monthly budget values. There is also a comments section.

To create an initiative, double-click **Double Click to Insert New Initiative**. The **Insert Calc-Method(s)** in sheet **Initiatives** dialog displays.

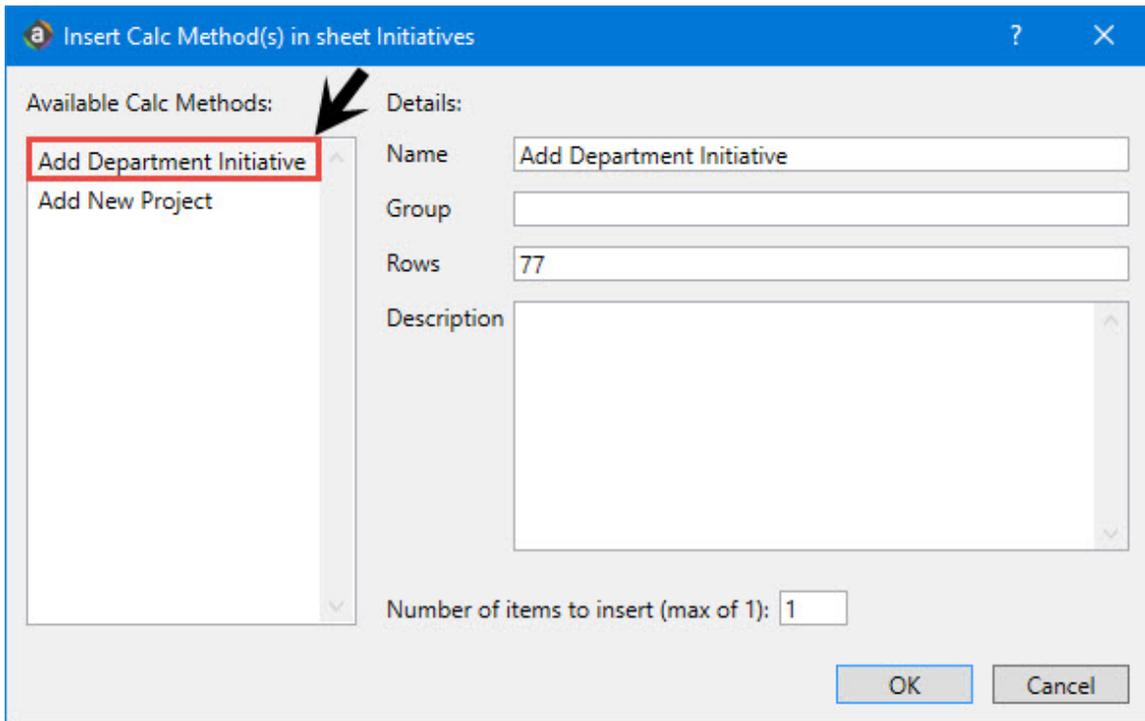
You can create one of two types of initiatives: department or system.

► Adding a department initiative

A department initiative is a project that applies only to a single department.

To add a department initiative:

1. Double-click **Add Department Initiative** to create an outline for adding detailed information for department-wide initiatives.



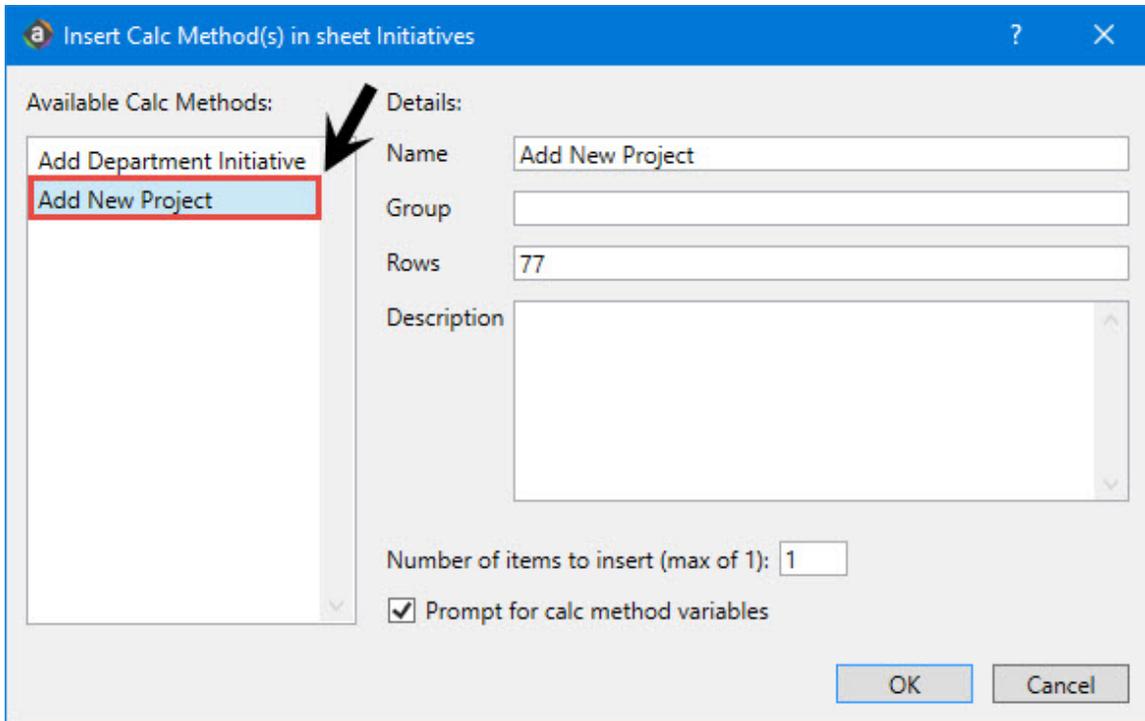
2. In the **Insert Description Here** cell, enter information to describe your initiative.
3. At the top of the screen, from the drop-down, select one of the following:
 - To include the initiative for the next year budget amounts in the database, select **Approve**.
 - To exclude the initiative from the next year budget amounts in the database, select **Exclude**
4. Update the blue cells with the budget data for the initiative, as needed. You can also add rows for new items related to the initiative by double-clicking the appropriate row.
5. After you finish making changes, in the **Main** ribbon tab, click **Save**.

► Adding a system initiative

A system initiative is a project that applies to multiple departments in your organization.

To add a system initiative:

1. Double-click **Add Project Initiative** for a single project.



2. In the **Calc Method Variables** dialog, click **Choose Value**.
3. In the **Choose Value** dialog, select the project, and click **OK**.
4. In the **Calc Method Variables** dialog, click **OK**.
5. The project list is created by you. Each project is pre-defined to **Approve** or **Exclude**.
 - **Approve** saves data related to an initiative to the Financial data source for each department with a budget for the initiative. Approved initiatives would subsequently be included in any Budget Income Statement reports.
 - **Exclude** saves the data from New Initiatives to the NYBDetail data source. Excluded initiatives will not be included in any Budget Income Statement reports, but separate New Initiatives reports can be run to summarize the totals for each initiative.
6. In the **Main** ribbon tab, click **Refresh Data** to populate the initiative with data.

NOTE: This assumes that your Axiom Budgeting administrator has instituted the New Initiatives utility.

7. Update the blue cells with the budget data for the initiative, as needed. You can also add rows for new items related to the initiative by double-clicking the appropriate row.
8. After you finish making changes, in the **Main** ribbon tab, click **Save**.

Completing operating plan

► Overview

The Operating Plan sheet helps you clarify strategic budget objectives before making updates to a budget. It presents a questionnaire that lists the department's objectives and describe how any changes to the budget will support each objective. For example, you can use this for a SWAT analysis approach or whatever is most meaningful to your organization. The purpose of the planning questions is to capture higher level, salient points within the plan file to facilitate a discussion with the budget stakeholders such as department directors or vice presidents. You can review the questions with others by opening the plan file directly or running the Budget Plan Questions report.

NOTE: The questions that display are determined and set up by your organization. If you have Administrator privileges, you can add or edit them in the Budget Assumptions driver, as needed.

EHS-Operating Plan	
19100 - EHS Accounting Operations (Employee)	
EHS-Objectives	
101	
102	
103	
104	
105	
Double Click to Insert New Planning Lines	
EHS-Risk Factors	
201	
202	
203	
204	
205	
Double Click to Insert New Planning Lines	
EHS-Factors That May Aid In Accomplishing The Objectives	
301	
302	
303	
304	
305	
Double Click to Insert New Planning Lines	
EHS-Provide Any Operational Factors That Will Not Occur Next Year	
401	
402	
403	
404	
405	
Double Click to Insert New Planning Lines	
EHS-Provide Any New Operational Factors That May Occur Next Year	
501	
502	
503	
504	
505	
Double Click to Insert New Planning Lines	

► Completing plan questions

To complete plan questions:

1. In this tab, do any of the following:
 - Answer the questions by entering content in as many rows as needed.

NOTE: The content in the rows do not wrap, meaning that once you get to the end of the row, you need to continue entering content in the next row.

- To add a line, double-click **Double Click to Insert New Planning Lines**.
2. After you finish making changes, in the budget file Navigation panel, click **Save Budget**.

TIP: You can also click the **Save** button in the **Main** ribbon tab.

Department History sheet

► Overview

This sheet is a report that allows you to reference the historical spending trends for up to the last 18 months. This report is useful to keep open as you work on your budget. The reports is segmented into the following areas for statistics, revenue, expenses, and hours:

- **Last Year Actual** - Includes values posted for over the last year.

Department History 19100 - EHS Accounting Operations (Employee)		Last Year Actual									
		Jul-18 Actual	Aug-18 Actual	Sep-18 Actual	Oct-18 Actual	Nov-18 Actual	Dec-18 Actual	Jan-19 Actual	Feb-19 Actual	Mar-19 Actual	
Key Department Statistics											
100	Patient Days	0	0	0	0	0	0	0	0	0	
300	Calendar Days	31	31	30	31	30	31	31	28	31	
	Total Statistics	31	31	30	31	30	31	31	28	31	
Other Non-Key Statistics											
	Total - Other Non-Key Statistics	0	0	0	0	0	0	0	0	0	
Revenue											
	Inpatient Revenue										
	Total - Inpatient Revenue	0	0	0	0	0	0	0	0	0	
	Outpatient Revenue										
	Total - Outpatient Revenue	0	0	0	0	0	0	0	0	0	
	Other Patient Revenue										
	Total - Other Patient Revenue	0	0	0	0	0	0	0	0	0	
	Revenue Allowances										
	Total - Revenue Allowances	0	0	0	0	0	0	0	0	0	
	Other Revenue										
58000	Department Income	0	0	0	0	0	0	0	0	0	
	Total - Other Revenue	0	0	0	0	0	0	0	0	0	
	Total Revenue	0	0	0	0	0	0	0	0	0	

- **Current Year Actual** - Includes values posted for YTD.

Department History

19100 - EHS Accounting Operations (Employee)

Acct	Current Year Actual							YTD FY 2020
	Jul-19 Actual	Aug-19 Actual	Sep-19 Actual	Oct-19 Actual	Nov-19 Actual	Dec-19 Actual		
Key Department Statistics								
100 Patient Days	96	53	60	71	84	75	439	
300 Calendar Days	31	31	30	31	30	31	184	
Total Statistics:	127	84	90	102	114	106	623	
Other Non-Key Statistics								
Total - Other Non-Key Statistics	0	0	0	0	0	0	0	
Revenue								
Inpatient Revenue								
Total - Inpatient Revenue	0	0	0	0	0	0	0	
Outpatient Revenue								
Total - Outpatient Revenue	0	0	0	0	0	0	0	
Other Patient Revenue								
Total - Other Patient Revenue	0	0	0	0	0	0	0	
Revenue Allowances								
Total - Revenue Allowances	0	0	0	0	0	0	0	
Other Revenue								
58000 Department Income	0	0	0	0	0	0	0	
Total - Other Revenue	0	0	0	0	0	0	0	
Total Revenue	0	0	0	0	0	0	0	
Expenses								
Salaries								
60100 Salaries - Regular	26,577	27,725	27,753	25,944	24,733	25,290	158,022	
60110 Salaries - Overtime	54	234	141	213	(18)	125	748	
60120 Salaries - Non-Productive	2,741	2,867	4,146	3,773	6,401	2,580	22,508	
60900 Salaries - Emp Incentive	0	0	0	0	0	0	0	
Total - Salaries	29,372	30,826	32,040	29,930	31,115	27,995	181,278	

- Department History used for Monthly Spreads** - Includes a combination of YTD values plus the actuals from the previous year to form a full 12 months of data. In the following example, the actuals are posted through February 2019. In the Monthly Spreads section, the actuals are copied from July through February. But, for the missing months that have no actuals yet, the system copies the data from Last Year Actual and enters them for the missing months. In this example, the March through June actuals are copied from the same months in the Last Year Actual section.

TIP: Before you begin entering budget values, look for anomalies or holes in the Last Year Actual and Current Year Actual values that do not make sense or cannot be explained - especially if you intend to use this section. Make sure to resolve any data issues before you start creating a new budget for the next budget year or select an alternate spread option.

Department History		Department History used for Monthly Spreads											
19100 - EHS Accounting Operations (Employee)		Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Acct		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Key Department Statistics													
100 Patient Days		96	53	60	71	84	75	0	0	0	0	0	0
300 Calendar Days		31	31	30	31	30	31	31	28	31	30	31	30
Total Statistics		127	84	90	102	114	106	31	28	31	30	31	30
Other Non-Key Statistics													
Total - Other Non-Key Statistics		0	0	0	0	0	0	0	0	0	0	0	0
Revenue													
Inpatient Revenue													
Total - Inpatient Revenue		0	0	0	0	0	0	0	0	0	0	0	0
Outpatient Revenue													
Total - Outpatient Revenue		0	0	0	0	0	0	0	0	0	0	0	0
Other Patient Revenue													
Total - Other Patient Revenue		0	0	0	0	0	0	0	0	0	0	0	0
Revenue Allowances													
Total - Revenue Allowances		0	0	0	0	0	0	0	0	0	0	0	0
Other Revenue													
58000 Department Income		0	0	0	0	0	0	0	0	0	0	0	0
Total - Other Revenue		0	0	0	0	0	0	0	0	0	0	0	0
Total Revenue		0	0	0	0	0	0	0	0	0	0	0	0
Expenses													
Salaries													
60100 Salaries - Regular		26,577	27,725	27,753	25,944	24,733	25,290	29,870	28,832	0	0	0	0
60110 Salaries - Overtime		54	234	141	213	(18)	125	203	53	0	0	0	0
60120 Salaries - Non-Productive		2,741	2,867	4,146	3,773	6,401	2,580	986	1,316	0	0	0	0
60900 Salaries - Emp Incentive		0	0	0	0	0	0	0	0	0	0	0	0
Total - Salaries		29,372	30,826	32,040	29,930	31,115	27,995	31,059	30,201	0	0	0	0

The system uses this combination of actuals and historical values to determine how to spread budgeted expenses across an account. So, if a department spends more money at the beginning of a fiscal year and adds a \$10,000 expense to the budget, the system will automatically apply more of that expense to the beginning of the year than at the end.

TIP: The same historical information is also available in the Expense sheet at the expense line level. For more information, see [Viewing historical values for expenses](#).

Adding support files

► Overview

In a budget plan file, you can attach supporting files to help support your budgeting process. For example, you may want to attach various supporting information about the spending requests or capital projects, and have that information easily reviewable along with the plan file itself.

If you have read/write access to a plan file, then you can add and delete attachments as well as view attachments. If you have read-only access to a plan file, then you can only view existing attachments.

► Managing file attachments

Using the **Manage Attachments** dialog, you can add, delete, and view attachments for a plan file.

- **Adding a file attachment:** Click **Upload Attachment**, and then navigate to the file that you want to add as an attachment. The file will be imported into the Axiom Budgeting database and associated with the plan file.
- **Deleting a file attachment:** Select the file, and then click **Delete**. The file is deleted from the Axiom Budgeting database and will no longer be available as an attachment.
- **Renaming a file attachment:** To rename a file attachment, right-click the attachment and then click **Rename**. The name becomes editable and you can type your changes.
- **Editing the attachment description:** To define or edit the description for the file attachment, select the file and then click **Edit Description**.
- **Opening a file attachment:** Select the file, and then click **Open** (or you can double-click the file).

If the attachment is an Excel-compatible file that opens within the Axiom Budgeting session, it will open with read/write access. You can edit the file and save changes if desired.

If the attachment is a Word file or a PowerPoint file, then it opens in its native program with read/write access if the corresponding Axiom Budgeting add-in is already installed (or if it is successfully installed when the file is opened). You can edit the file and save changes by using the add-in.

If the Word or PowerPoint add-in is not installed, or if the file is some other file type, then you cannot edit and save the file directly. If you need to edit one of these files, you should save a copy of the file locally and make your edits. You can then delete the existing file attachment in the Axiom Budgeting database, and upload your edited copy.

Saving budget plan files

Data resides in the budget plan file, which is not written back to the Axiom database until you save the budget. When saving a budget, Axiom Budgeting verifies and validates the spreadsheet, saves the file, and saves the information to the Axiom database.

Depending on how your system is configured, the system may require you to enter comments when a line item exceeds a defined threshold in the Stat_Rev and Expense tabs before saving the plan file. A message will display above the Comments column header, informing you of the number of variances to address. A red flag icon displays in the Red Flag column. After you enter variance comments, you can save the plan file.

The order of saving budget plan files is left to right. This means that if required variances are needed, the notification on save displays first on the Stat_Rev tab. After all Stat_Rev required variances are met, the user saves again. If required variances also exist on the Expense tab, another save notification prompts the user for comments on the Expense tab.

FY 2018 /Unit	Global Adjust	% Adjust	Amt Adjust	FY 2019 /Unit	FY 2019 Budget	Budget Method	Bud-Proj Variance Amt	%	Red Flag	Comments	Oct-18 Budget
					365	Default Statistic	0	0.0%		Global Other Driver	31
32.26		0.0%	10,000	59.65	21,774	Per Calendar Days	10,000	84.9%			1,849
0.00		0.0%	0	0.00		Per Calendar Days	0	0.0%			0
0.00		0.0%	0	0.00		Per Key Total Statistic	0	0.0%			0
0.00		0.0%	0	0.00		Per Key Total Statistic	0	0.0%			0
7.21		0.0%	0	7.21	156,947	Per Key IP Statistic	72,080	84.9%	⚠		13,328
7.21			0	7.21	156,947		72,080	84.9%			13,328

To save a budget plan file

In the Navigation panel, double-click **Save Budget**.

NOTE: You can use the Save button in the ribbon tab, but when you close the budget plan file, the system may prompt you to save again.

If your organization uses Axiom process management, then the system displays a message asking to advance the plan file for review and approval process.

Calc methods

► Employee sheet

For instructions on using this sheet, click [here](#).

Calc Method	Type	Description
JobCode	Interface	Sets up initial JobCode block on the Employee tab during the interface process. Do not use when adding blocks to the JobCode tab.

Calc Method	Type	Description
AvgPerPaidHr	Interface	Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours.
AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours.
Dept_ AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of productive hours. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputMonthly	Interface	Calculates other Non-FTE related pay by inputting monthly amounts for the department. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputTotal	Interface	Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Employee	Interface	Inserts a new employee into a JobCode block. You can input FTEs and hourly rate. The default hourly rate comes from Mid Rate column in the Budget Labor Limits driver .
Holiday	Interface	Calculate salary dollars based on YTD holiday pay and spreads by the listed holiday months in the Budget Labor Configuration driver .
Input_ Monthly	Interface	Calculates other Non-FTE related pay by typing in the monthly totals. Add New JobCode 22 Lines New Sets up a new JobCode block on the Employee tab. This calc method allows you to enter FTEs and hourly rate for each labor category.
Add New AvgPer Paid Hr PayType	New	Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours. This calc method is only used when adding a new pay type.
Add New AvgPer Prod Hr PayType	New	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours. This calc method is only used when adding a new pay type.
Add New Input Monthly PayType	New	Calculates other Non-FTE related pay by typing in the monthly totals. This calc method is only used when adding a new paytype.

► Expense sheet

For instructions on using this sheet, click [here](#).

Calc Method	Type	Description
Depreciation	Interface	Pushes depreciation calculations to the budget plan file from List Driver file, Budget Expense Assumptions. The end-user cannot change the totals or the spread in the budget plan files. Only users with administrative rights can update the calculations.
Detail	Interface	Zero-based expense calculations. Inputs are done on the Expense tab in the budget plan file.
FICA	Interface	Transfers FICA expense from the designated labor tab (JobCode, Staffing, Employee, Provider) to the Expense tab.
Fixed_Days	Interface	Allows changes to the projected year as well as budget. This calc method uses calendar days as its default spread option. Users choose the monthly spread from the drop-down.
Fixed_Even	Interface	Allows changes to the projected year as well as budget. This calc method uses an even monthly spread as its default spread option. Users choose the monthly spread from the drop-down.
Fixed_History	Interface	Allows changes to the projected year as well as budget. This calc method uses history as its default spread option. Users choose the monthly spread from the drop-down.
Fixed_Stats	Interface	Interface Allows changes to the projected year as well as budget. This calc method uses the key statistic monthly spread as its default spread option. Users choose the monthly spread from the drop-down.
Fixed_WorkDays	Interface	Allows changes to the projected year as well as budget. This calc method uses worked days as its default spread option. Users choose the monthly spread from the drop-down.

Calc Method	Type	Description
GlobalAmt	Interface	Pushes expense calculations to the budget plan file from List Driver file, Budget Expense Assumptions. An end-user cannot change the totals or the spread in the Budget Plan files. Only users with administrative rights can update the calculations.
GlobalExpense	Interface	Pushes expense calculations to the budget plan file from List Driver file, Budget Expense Assumptions. An end-user cannot change the totals or the spread in the Budget Plan files. Only users with administrative rights can update the calculations.
Hours	Interface	Transfers hours from the designated labor tab (JobCode, Staffing, Employee, Provider) to the expense tab.
InputMonthly	Interface	Month-by-month input.
Labor	Interface	Transfers salary dollars from the designated labor tab (JobCode, Staffing, Employee, Provider) to the Expense tab.
NoBudget	Interface	Brings in historical values into the budget plan file, but the budget for next year will be zero, and cannot be changed.
GlobalData	Interface	This calc method allows the administrator to create configurable budget relationships for calculating NYB amounts for the Expense tab only. The GlobalData calc method is similar to GlobalExpense but allows you to use up to four configurable tabs in Global Data Assumptions. Has to be setup in the Global Data Assumptions Driver file.
PctofGrossRevenue	Interface	Uses the historical percentage of the account to gross revenue from the Stat_Rev tab.
PctofSalaries_Rolling12	Interface	Calculates based on the relationship to salaries using Rolling12 instead of YTD. Monthly spread will be based on the spread of salaries.
PctofNetRevenue	Interface	Calculates based on the relationship to net revenue. Monthly spread will be based on the spread of net revenue.

Calc Method	Type	Description
GlobalSum	Interface	This calc method allows you to budget for an account at a percentage of the total of specific other account(s) on the Stat_Rev tab within the same plan file.
PctofSalaries	Interface	Calculates based on the relationship to salaries. Monthly spread will be based on the spread of salaries.
PctofSalaries_FixedPct	Interface	Calculates a designated fixed percent from List Driver file, Budget Expense Assumptions, based on the relationship to salaries. Monthly spread will be based on the spread of salaries.
RatePerFTE	Interface	Calculates based on the relationship to FTEs. Monthly spread will be based on the spread of FTEs.
RatePerFTE_Fixed	Interface	Allows you to define the fixed dollar amount in List Driver file, Budget Expense Assumptions, per FTE to apply globally to benefit accounts.
Variable	Interface	Calculates based on the relationship to key statistics. A dollars-per-key statistic rate is calculated based on YTD history, and is used to calculate the projection and budget.
Variable_Stat	Interface	Calculates based on the relationship to a user-chosen statistic that is listed on the Stat_Rev tab. A dollars-per-key statistic rate is calculated based on YTD history, and is used to calculate the projection and budget.
Add New Detail	New	Zero-based expense calculations. Inputs are done on the Detail sheet in the budget plan file.
Add New Fixed	New	Allows changes to the projected year as well as budget. Monthly spread is chosen by the user from a drop down box selection. Choose the spread methodology from the drop-down. This Calc Method is only used when adding a new account.
Add New Input Monthly	New	Month-by-month input. Use this calc method only when adding a new account.

Calc Method	Type	Description
Add New Variable	New	Calculates based on the relationship to key statistics. A dollars-per-key statistic rate is calculated based on YTD history, and is used to calculate the projection and budget. This calc method is only used when adding a new account.
Add New Labor	New	Use this new labor calc method to add a new labor account to the Expense sheet.
Add New Hours	New	Use this new labor calc method to add a new hours account to the Expense sheet.

Provider Version Only

If your organization purchased the Provider module license, you have access to the following additional calc methods:

Calc Method	Type	Description
ProviderComp	Interface	Transfers Salary calculations from the ProviderComp sheet to the Expense sheet to save in the Financial Data Tables.
ProviderLaborComp	Interface	Transfers Salary calculations from the ProviderComp and designated labor sheet (JobCode, Staffing, Employee) sheet to the Expense sheet to save in the Financial Data Tables.
ProviderCompFICA	Interface	Transfers FICA calculations from the ProviderComp sheet to the Expense sheet to save in the Financial Data Tables.
ProviderLaborFICA	Interface	Transfers FICA calculations from the ProviderComp and designated labor sheet (JobCode, Staffing, Employee) sheet to the Expense sheet to save in the Financial Data Tables.
ProviderCompHours	Interface	Transfers Hours calculations from the ProviderComp sheet to the Expense sheet to save in the Financial Data Tables.
ProviderLaborHours	Interface	Transfers Hours calculations from the ProviderComp and designated labor sheet (JobCode, Staffing, Employee) sheet to the Expense sheet to save in the Financial Data Tables.

Calc Method	Type	Description
ProviderCompOther	Interface	Transfers other labor calculations from the ProviderComp sheet to the Expense sheet to be saved in the Financial Data Tables.
Add New ProviderLaborComp	New	Use this new labor calc method to add a new labor account to the Expense sheet for Providers.
Add New ProviderLaborHours	New	Use this new labor calc method when necessary to add a new hours account to the Expense sheet for Providers.

► JobCode sheet

For instructions on using this sheet, click [here](#).

Calc Method	Type	Description
JobCode	Interface	Sets up initial JobCode block on the JobCode sheet during the interface process. Do not use when adding blocks to the JobCode tab.
AvgPerPaidHr	Interface	Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours.
AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours.
Dept_ AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of productive hours. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputMonthly	Interface	Calculates other Non-FTE related pay by inputting monthly amounts for the department. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputTotal	Interface	Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month. Only use this calc method to budget labor dollars at a department level and not a JobCode level.

Calc Method	Type	Description
Holiday	Interface	Calculates salary dollars based on YTD holiday pay and spreads by the listed holiday months in the Budget Labor Configuration driver .
Input_Monthly	Interface	Calculate other Non-FTE related pay by typing in the monthly totals.
Add New JobCode	New	Sets up a new JobCode block on the JobCode sheet. This calc method allows the input of FTEs and hourly rate for each labor category. The default hourly rate comes from the Mid Rate column in the Budget Labor Limits driver .
Add New AvgPer Paid Hr PayType	New	Calculate other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours. This calc method is only used when adding a new paytype.
Add New AvgPer Prod Hr PayType	New	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours. This calc method is only used when adding a new pay type.
Add New Input Monthly PayType	New	Calculates other Non-FTE related pay by typing in the monthly totals. This calc method is only used when adding a new paytype.

▶ Provider sheet

For instructions on using this sheet, click [here](#).

Calc Method	Type	Description
FinancialClass	Interface	Inserts financial class data to use during the initial interface process.
Provider	Interface	Sets up the Provider Block to use during the initial interface process.
Revenue	Interface	Inserts revenue data to use during the initial interface process to insert revenue data.
RVU	Interface	Inserts RVU data to use during the initial interface process.
Statistic	Interface	Inserts Procedure/Statistic data to use during the initial interface process.

Calc Method	Type	Description
WRVU	Interface	Inserts WRVU data to use during the initial interface process.
Add New Encounter	New	Inserts additional Encounter/Visit lines, if needed, after the initial interface is complete.
Add New FinancialClass	New	Inserts additional Financial Class lines, if needed, after the initial interface is complete.
Add New Procedure	New	Inserts additional Procedure lines, if needed, after the initial interface is complete.
Add New Provider	New	Inserts a new Provider Block.
Add New Revenue	New	Inserts additional Revenue lines, if needed, after the initial interface is complete.
Add New RVU	New	Inserts additional RVU lines, if needed, after the initial interface is complete.
Add New WRVU	New	Inserts additional WRVU lines, if needed, after the initial interface is complete.
Copy From Existing Provider	New	Inserts a new Provider Block and allows the statistical history from an existing Provider to copy into the new Provider block.

► Staffing sheet

For instructions on using this sheet, click [here](#).

Calc Method	Type	Description
JobCode	Interface	Sets up initial JobCode block on the Staffing tab during the interface process. Do not use when adding blocks to the Staffing tab.
AvgPerPaidHr	Interface	Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours.
AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours.

Calc Method	Type	Description
DeptAvgPerPaidHr	Interface	Calculate other Non-FTE related pay based on the relationship to paid hours in the department. Monthly spread will be based on the spread of paid hours. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputMonthly	Interface	Calculates other Non-FTE related pay by inputting monthly amounts for the department. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputTotal	Interface	Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Holiday	Interface	Calculates salary dollars based on YTD holiday pay and spreads by the listed holiday months in the Budget Labor Configuration driver .
Input_ Monthly	Interface	Calculates other Non-FTE related pay by typing in the monthly totals.
Input_ Total	Interface	Calculates other Non-FTE related pay by typing in the total dollars. The monthly spread will be spread evenly.
Add New JobCode	New	Sets up a new JobCode block on the Staffing tab. This calc method allows the input of FTEs and hourly rate for each labor category. The default hourly rate comes from the Mid Rate column in the Budget Labor Limits driver .
Add New Input Monthly PayType	New	Calculates other Non-FTE related pay by typing in the monthly totals. This Calc Method is only used when adding a new paytype.
Add New Input Total PayType	New	Calculates other Non-FTE related pay by typing in the total dollars. The monthly spread will be even. This calc method is only used when adding a new paytype. The FTEs from Target should have no variance for a budget to be acceptable.

► Stat_Rev (Statistics and Revenue) sheet

For instructions on using this sheet, click [here](#).

Calc Method	Description
Allowance	Calculate deductions based on a percentage of gross revenue.
BadDebt	Calculate bad debt based on a percentage of gross revenue.

Calc Method	Description
Detail	Zeros base revenue calculations.
FixedRevenue	Allows changes to the projected year as well as budget. Usually used for other operating revenue accounts. Select the monthly spread from the drop-down.
GlobalRevenue	Pushes revenue or deduction calculations to the budget plan file from Budget Assumptions. End users cannot change the totals or the spread in the budget plan files. Only users with administrative rights can update the calculations.
GlobalSum	This SPM allows you to budget for an account at a percentage of the total of specific other account(s) on the Stat_Rev tab within the same workbook.
InputMonthly	Month by month input.
IP_Per_Unit	This revenue calc method is now an independent calculation of IP revenue by account using the historical revenue per unit.
IP_Payor	Calculates the total IP revenue, and then allocates it based on the historical percentages by payor. Only use this calc method if the GL gross revenue account structure is by payor.
OP_Per_Unit	This revenue calc method is now an independent calculation of OP revenue by account using the historical revenue per unit.
OP_Payor	This calc method calculates the total IP revenue, and then allocates it based on the historical percentages by payor. Use this calc method only if the GL gross revenue account structure is by payor.
Oth_Per_Unit	This revenue calc method is now an independent calculation of Other Patient revenue by account using the historical revenue per unit.
Oth_Payor	This calc method calculates the total IP revenue, and then allocates it based on the historical percentages by payor. Only use this calc method if the GL gross revenue account structure is by payor.
NoBudget	Brings in historical values into the budget plan file, but the budget for next year will be zero, and cannot be changed.
Statistic	Calculates projected and budget key statistics.
Statistic_Oth	Calculates projected and budget non-key statistics based on their relationship to the key statistic.

Calc Method	Description
Revenue_Stat	This revenue calc method allows you to define the statistic account from the Stat_Rev tab to use as the basis of the per unit calculation and the multiplier for the budget. For example, there may be an Other Department statistic in the OR for implant cases that should be used to drive the Revenue-Implant account.
Add New Detail	Zero-based expense calculations when adding a new account. Inputs are done on the Detail tab in the budget plan file.
Add New Fixed Revenue	Use this new revenue calc method to add a new Fixed Revenue account to the Stat_Rev tab.
Add New Input Monthly	Use this new revenue or statistic calc method to add a new account to the Stat_Rev tab.
Add New Statistic	Use this new statistic calc method to add a new key statistic account to the Stat_Rev tab.
Add New Statistic_Oth	Use this new statistic calc method to add a new Other Statistic account to the Stat_Rev tab.

Provider Version Only

If your organization purchased the Provider module license, you have access to the following additional calc methods:

Calc Method	Description
ProviderRev	Transfers Revenue calculations from the Provider Summary/Provider Detail tab to the Stat_Rev tab to save to the Financial Data tables.
ProviderStat	Transfers Statistic calculations from the Provider Summary/Provider Detail tab to the Stat_Rev tab to save to the Financial Data tables.

Calc Method	Description
ProviderComp	<p data-bbox="578 256 1365 321">Transfers Salary calculations from the Provider tab to the Stat_Rev tab to save to the Financial Data tables.</p> <p data-bbox="578 348 1365 380">NOTE: Provider Light Version Only: Calc Methods – Stat_Rev Sheet</p> <p data-bbox="578 417 1349 522">If your organization has purchased the Provider module, you can access the following additional calc methods if using the Provider Light.</p> <ul data-bbox="591 548 1398 957" style="list-style-type: none"> <li data-bbox="591 548 1398 730">• Provider_Simple_Rev – Transfers Revenue calculations from the Provider Simple Rev tab to the Stat_Rev tab to save to the Financial Data Tables. If your GL structure has multiple revenue accounts for Provider revenue, then apply the calculation method Provider_Simple_Rev to each revenue account. <li data-bbox="591 743 1398 957">• Provider_Simple_Stat – Transfers Statistic calculations from the Provider Simple Rev tab to the Stat_Rev tab to save to the Financial Data Tables. Assign this to the key statistic you are using as your driver stat on the Provider tab. For example, when using WRVU as your Driver stat, add Provider_Simple_Stat to the GL acct on the ACCT dimension table for WRVUs.