Budget Plan File User's Guide

Axiom Budgeting

Version 2019.4

KaufmanHall

AXIOM

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1

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**.

2

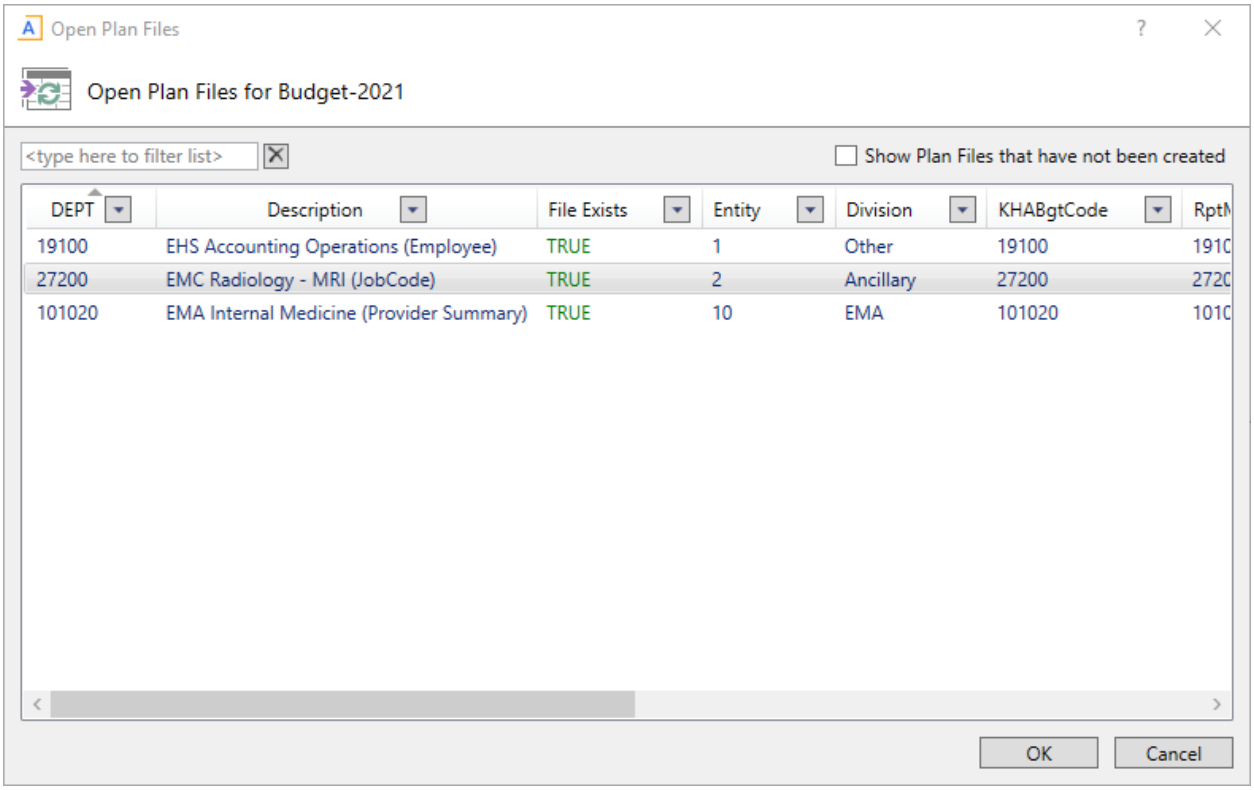
Using budget plan files

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.

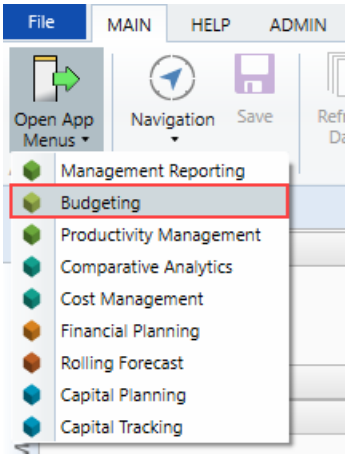
The Open Plan Files dialog lists all budget plan files available to you based on your role profile and security settings. Use the filter box at the top of the dialog to quickly find a plan file based on the plan code or description. You can also sort and filter the list to narrow down the list. If you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



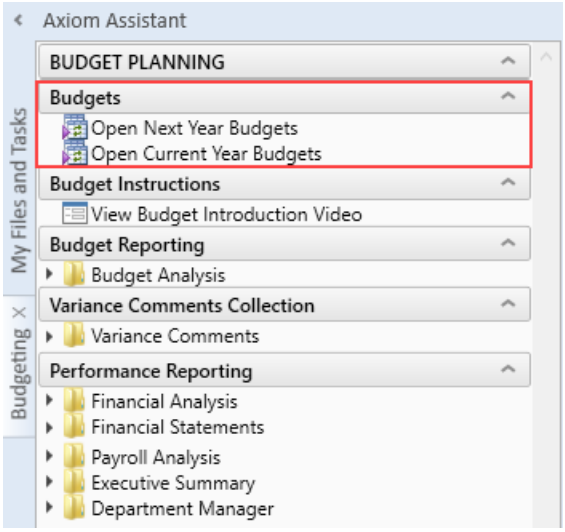
Depending on your Axiom role profile, you can open budgets from either the Budgeting or Bud Admin task panes.

From the Budgeting task pane

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



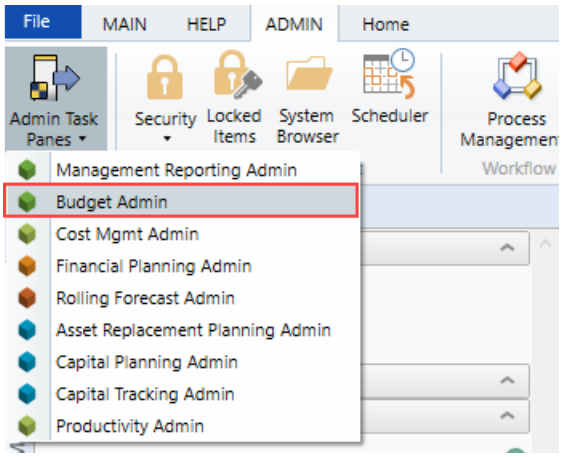
2. In the **Budgets** section, double-click **Open Next Year Budgets** or **Open Current Year Budgets**.



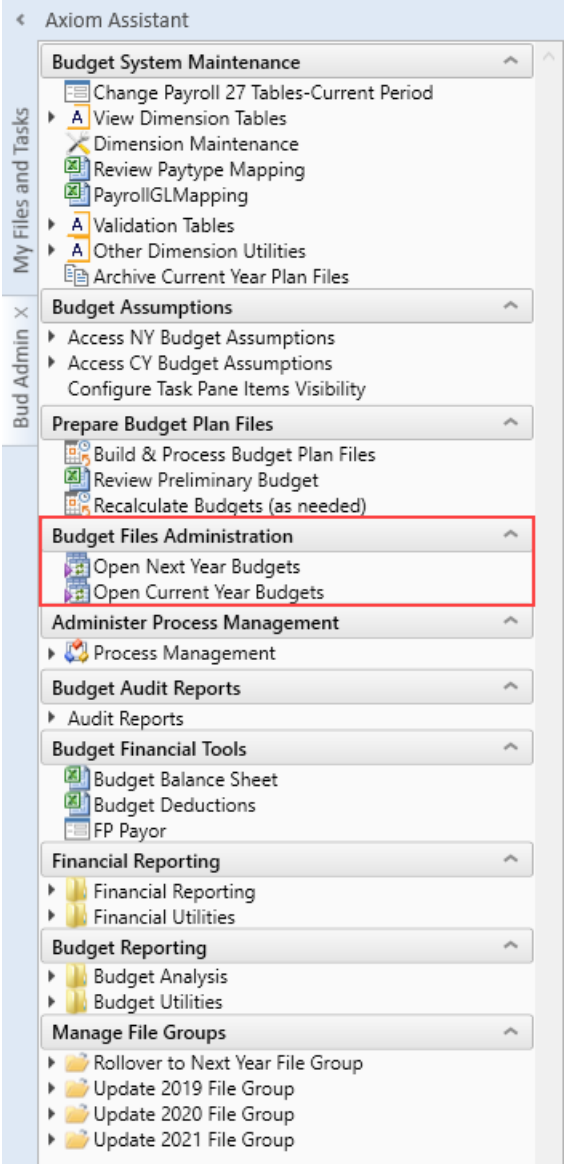
3. In the **Open Plan Files** dialog, select the budget plan file or files to open, and click **OK**.
4. If you have read/write permissions to a file but you want to open it as read-only to prevent locking the file from other users, right-click your selection, and select **Open Read Only**.

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.

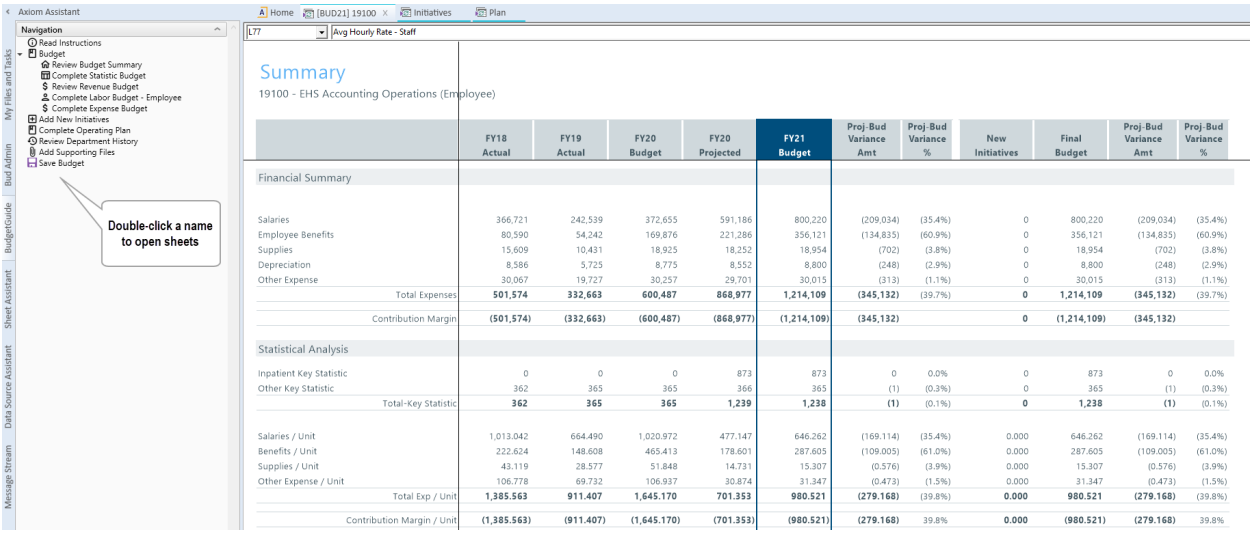
If another user has the budget plan file open with read/write permissions, then the file is opened as read-only—regardless of your security permissions.

Navigating budget plan files

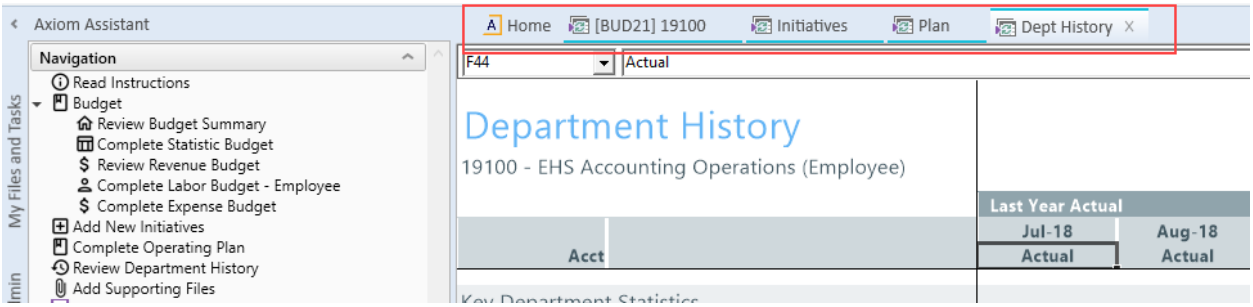
When you first open a budget plan file, the system displays two main areas: the Navigation panel and the sheet display area. By default, the Summary sheet and its associated budget sheets display when the plan file is first opened.

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.



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.



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

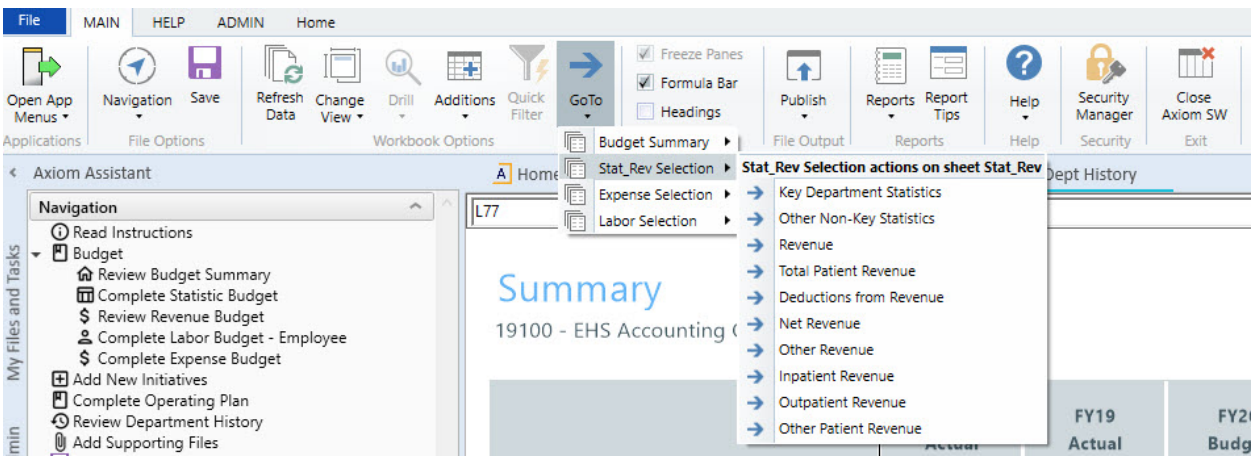
Summary

19100 - EHS Accounting Operations (Employee)

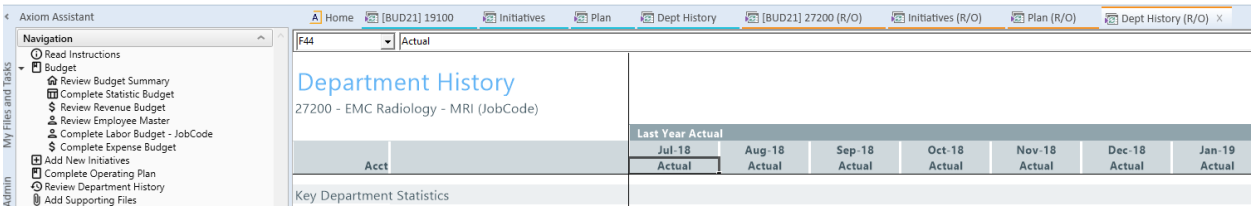
	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	Proj-Bud Variance Amt	Proj-Bud Variance %
Financial Summary							
Salaries	366,721	242,539	372,655	591,186	800,220	(209,034)	(35.4%)
Employee Benefits	80,590	54,242	169,876	221,286	356,121	(134,835)	(60.9%)
Supplies	15,609	10,431	18,925	18,252	18,954	(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%)

Summary / Stat_Rev / Expense / Employee

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.

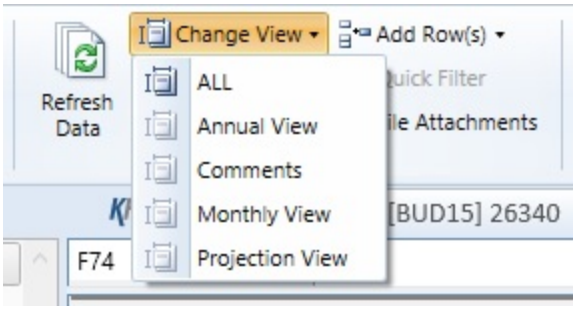


To close a sheet, click the X next to the tab name. If you have unsaved data, the system will prompt you to save before closing.

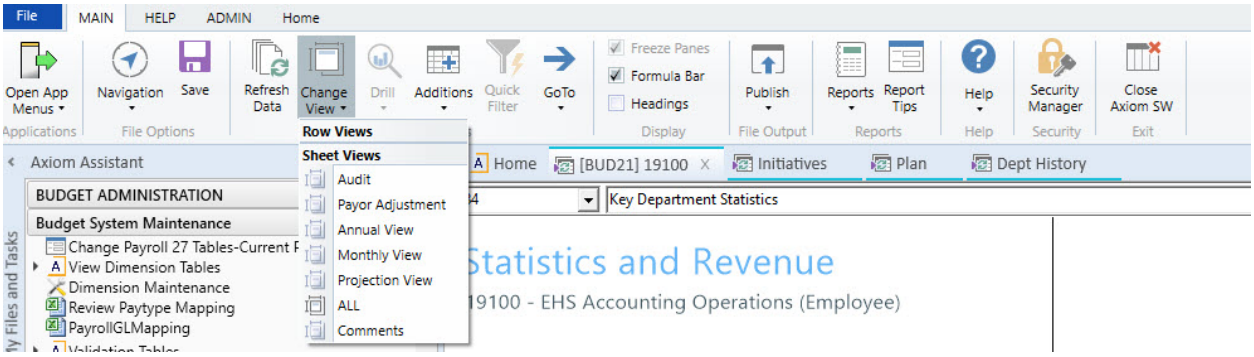
NOTE: If there is only one sheet open for the plan file and you close it, the entire plan file will close.

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 2019.4 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

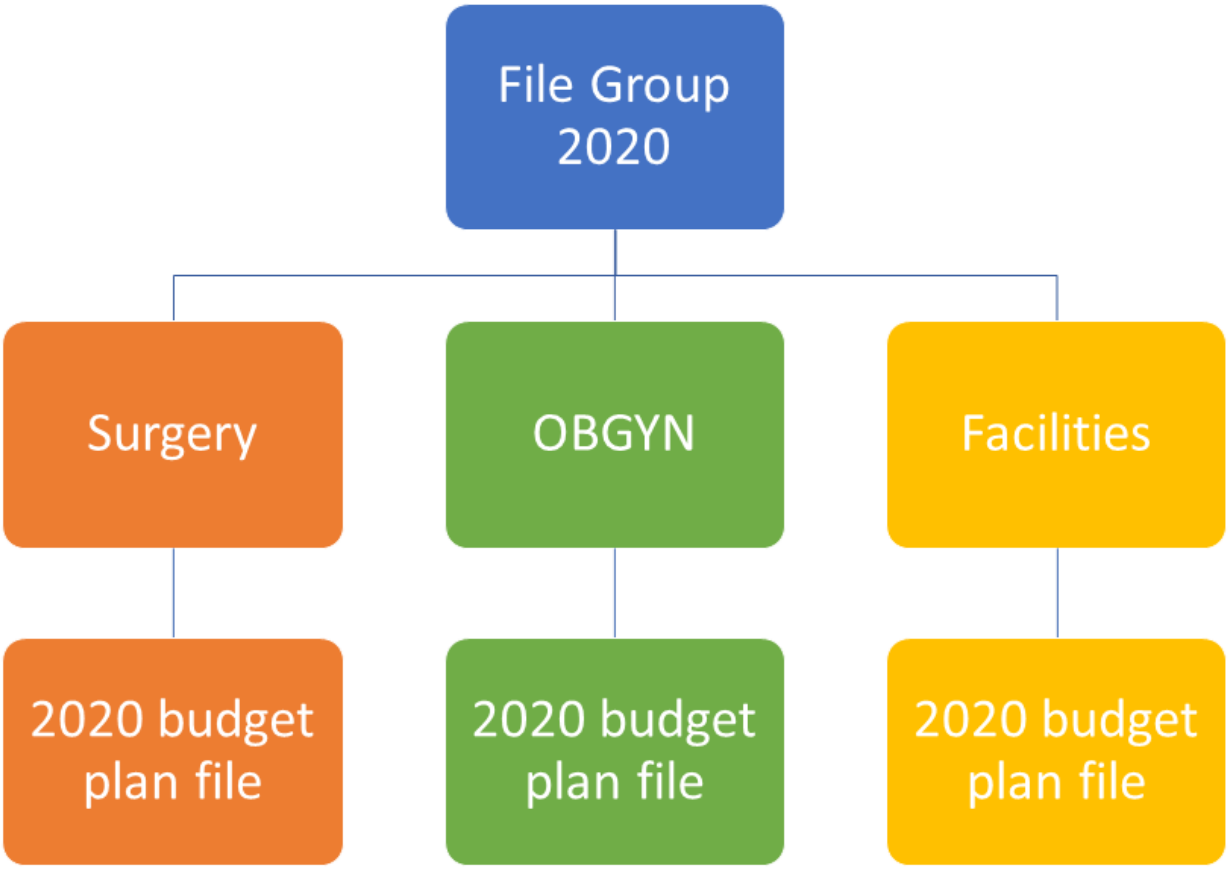
Calculation methods (calc methods) are pre-formatted groups of rows with pre-defined cell contents that can be inserted into plan files or reports. For instance, a budget plan file might use calc methods to insert multi-line records for each account associated with a given department.

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.

3

Working with Budget Plan Files

All of the files, utilities, process definitions, and other materials for a budget year are all 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.

4

Creating or modifying budget plan files

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

1. Review the Instructions sheet.
2. To get a sense of where the budget currently stands, review the 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.

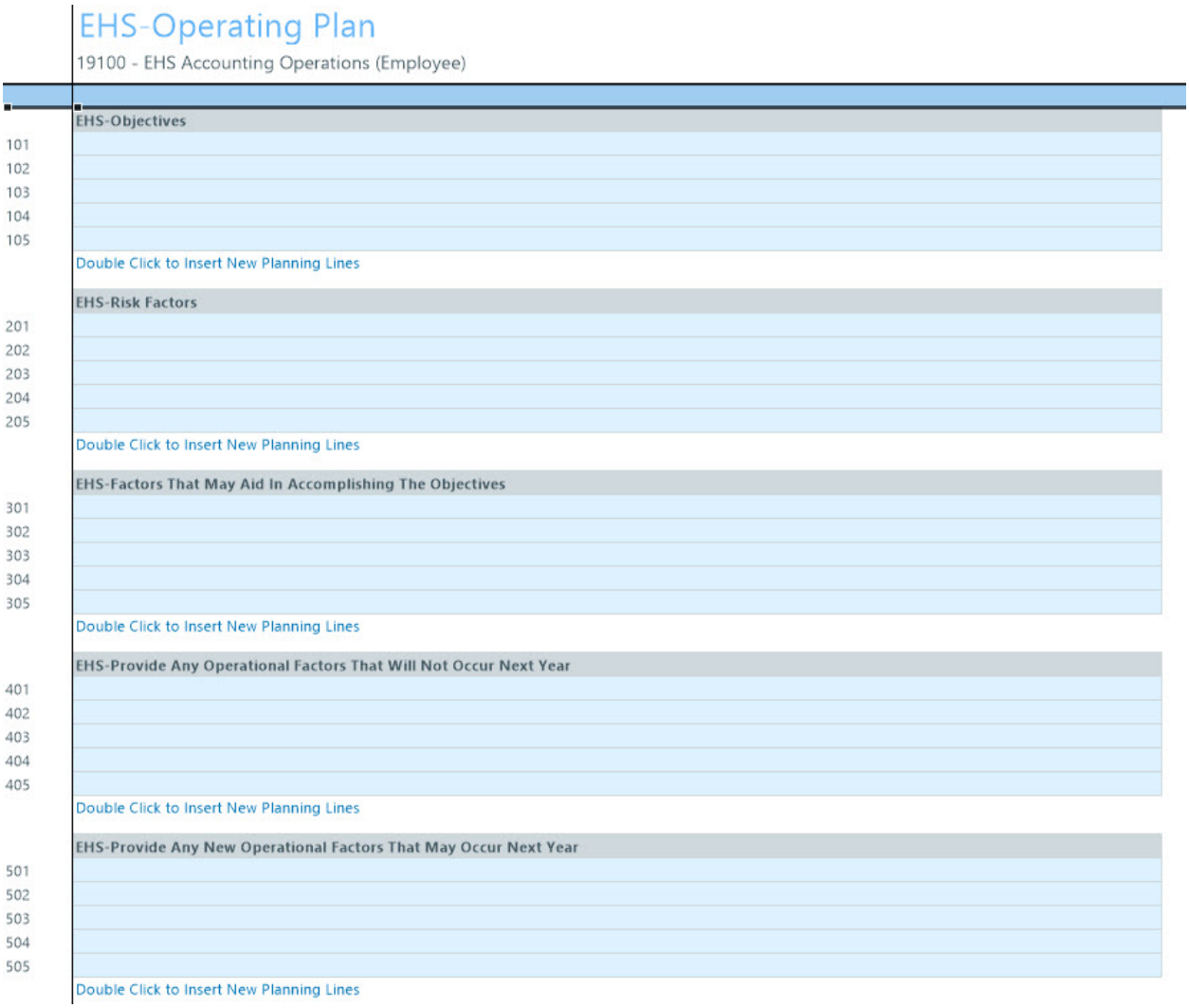
Save Data - Select AXIOM Ribbon, Save. This saves the plan file and posts changes to the database.
If any errors occur during this process, please contact Charlie Credit, Extension 1234.

Operating Plan sheet

Overview

This 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.



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 **Main** ribbon tab, click **Save**.

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 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget	Proj-Bud Variance Amt	Proj-Bud Variance %	Final Budget	Proj-Bud Variance Amt	Proj-Bud Variance %
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%

Summary / Stat_Rev / Expense / Jobcode / Empl_List /

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	0	0	0	0	0	0	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	0	0	0	0	0	0	0
	Net Revenue								
	Double Click to Insert New Net Revenue								
	Difference	0	0	0	0	0	0	0	0
	Total - Net Revenue	0	0	0	0	0	0	0	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	418,934	418,934	418,934	418,934	418,934	418,934	5,027,209
	Total Revenue	418,934	418,934	418,934	418,934	418,934	418,934	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

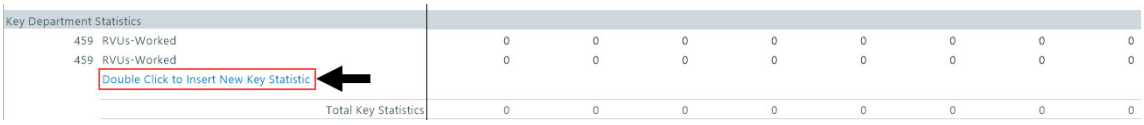
The system adds the line by inserting the appropriate calc method into the sheet. The following table lists the available calc methods used by the corresponding section in the sheet:

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.	• Other Patient Revenue • Other Revenue
Add New Fixed Revenue	Use this new revenue calc method to add a new Fixed Revenue account.	• 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.	• 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.	• 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.	• 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.



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)

	Roll Current Rate to End of Year					Merit Increases for Budget					Market Increase for Budget				Market Increase 2 for Budget						
Job Code	Base Rate	CYReview Date	CYReview 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, Jeana 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

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)

	Roll Current Rate to End of Year					Merit Increases for Budget					Market Increase for Budget				Market Increase 2 for Budget		
Job Code	Base Rate	CYReview Date	CYReview 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 %
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%
Technologist Assistant - Total:	$7.21			3.00%	$7.43			3.00%	$7.65				0.00%	$7.65			0.00%
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%
Team Leader - Total:	$27.00			0.00%	$27.00			0.00%	$27.00				0.00%	$27.00			0.00%
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%
Technologist Assistant II - Total:	$25.00			0.00%	$25.00			0.00%	$25.00				0.00%	$25.00			0.00%
J00646 Radiology Technician																	
J00646 James, Jeana 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%
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%
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%
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%
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%
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%
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%
Radiology Technician - Total:	$26.13			0.82%	$26.34			2.63%	$27.04				0.00%	$27.04			0.00%

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%	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%	(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%)	(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%	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.

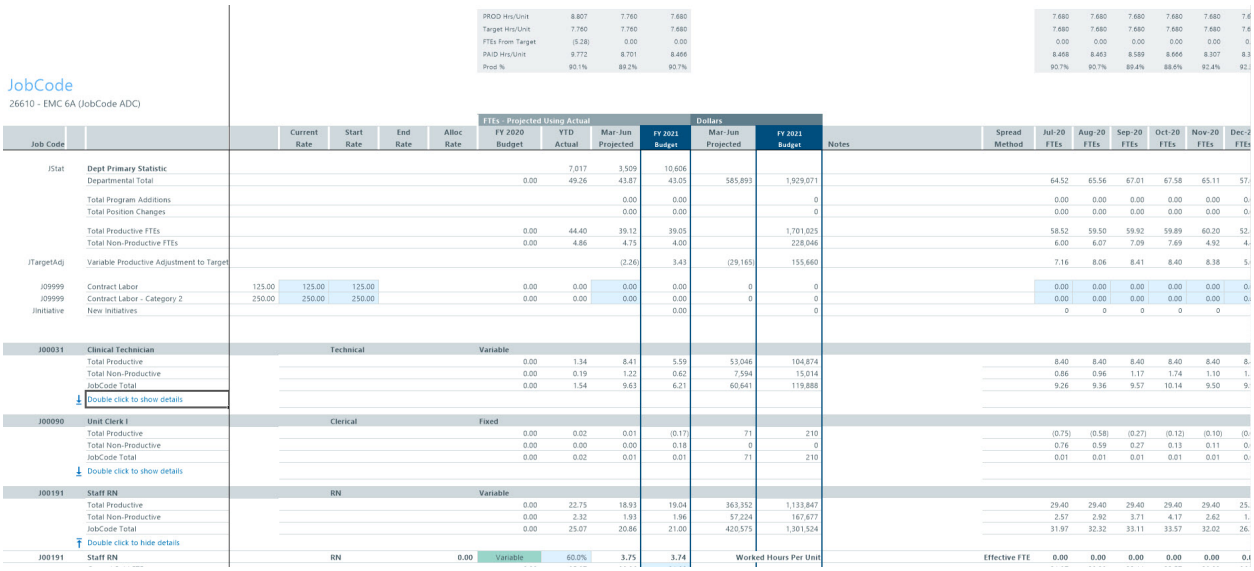
  NOTE: This tab only works with the JobCode tab.

- **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.



This sheet is comprised of three main areas:

Summary and Target

This area displays at the top of the sheet and provides an overview of the productive hours, target hours per unit, FTEs from target, paid hours per unit, and the productive percentage. This area automatically updates as detail is added to each job code block. Targets are defined by department on the Budget Labor Benchmark driver.

The Summary and Target area provides a quick and easy way to ensure that your numbers are on track without having to dive into the details.

Jobcode Statistics

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

- 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)

						FTEs - Projected Using Actual				Dollars		
Job Code		Current Rate	Start Rate	End Rate	Alloc Rate	FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	N
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)

						FTEs - Projected Using Actual				Dollars		
Job Code		Current Rate	Start Rate	End Rate	Alloc Rate	FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	Notes
J00031	**Clinical Technician**		**Technical**			**Variable**						
	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**		**Clerical**			**Fixed**						
	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**		**RN**			**Variable**						
	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.

JobCode
26610 - EMC 6A (JobCode ADC)

Job Code			Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual: FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Dollars: Mar-Jun Projected	FY 2021 Budget	Notes	Spread Method	Jul-2 FTEs
Jinitiative	New Initiatives									0.00		0			
J00031	Clinical Technician			Technical			Variable								
	Total Productive						0.00	1.34	8.41	5.59	53,046	104,874			8.
	Total Non-Productive						0.00	0.19	1.22	0.62	7,594	15,014			0.
	JobCode Total						0.00	1.54	9.63	6.21	60,641	119,888			9.
	Double click to hide details														
J00031	Clinical Technician			Technical		50.00	Variable	60.0%	1.67	1.10	Worked Hours Per Unit	Target Worked Hours Per Unit 50		Effective FTE	0.
	Current Paid FTEs						0.00	1.54	9.63	6.21					9.
	Program Additions			$8.97					0.00	0.00				Fixed	0.
	Position Changes			$8.97					0.00	0.00				Fixed	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		FTEAlloc	0.
	Education	100.0%	$8.70	$8.97	$8.97	0.0%	0.00	0.00	0.00	0.00	0	0		Global	0.
	Lump Sum Payout						0.00				0	0			
	Clinical Technician - Total Productive					87.4%	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		FTEAlloc	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 Empl_List		$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 ***Month* FTEs** columns (columns S-AD).
Month-Month 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.
Month 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.
Month-Year Hours	AG-AS	Hours spread across months, including total budgeted hours.
Month-Year Dollars	AT-BF	Dollars spread across months, including total budgeted dollars.
Month-Year FICA	BH-BT	FICA spread across months, including total budged FICA.
Projected FICA	BW	Total projected FICA amount.
Month-Month Hours	BX	Total budgeted hours for the remaining months of the fiscal year.

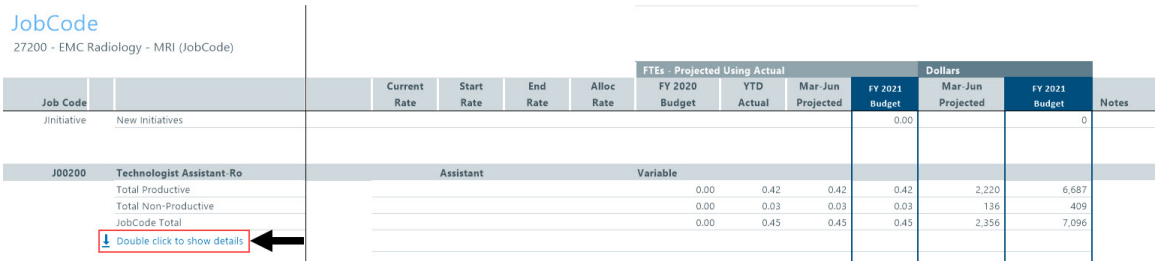
The following sections include instructions on performing specific actions in this sheet.

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**.



JobCode

27200 - EMC Radiology - MRI (JobCode)

						FTEs - Projected Using Actual				Dollars		
Job Code		Current Rate	Start Rate	End Rate	Alloc Rate	FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	Notes
JInitiative	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											

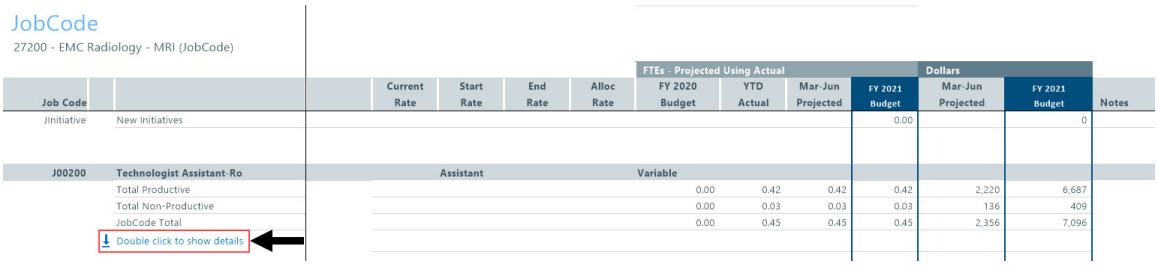
2. In the job code title row, from the drop-down, select one of the following:
   - **Variable** - Input is the worked FTEs per a normal work week. Non-productive hours are added to productive based upon allocation percentage. This setting is a default from the JOBCODE dimension. When Variable, the values 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 job code will not fluctuate based on changes in the departments volume.
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**.

> **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:

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



JobCode

27200 - EMC Radiology - MRI (JobCode)

						FTEs - Projected Using Actual				Dollars		
Job Code		Current Rate	Start Rate	End Rate	Alloc Rate	FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	Notes
JInitiative	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											

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

JobCode

27200 - EMC Radiology - MRI (JobCode)

Job Code			Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual: FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Dollars: Mar-Jun Projected	FY 2021 Budget
JInitiative	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 hide details											
J00200	**Technologist Assistant-Ro**			**Assistant**		**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	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**.

JobCode

27200 - EMC Radiology - MRI (JobCode)

Job Code			Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual: FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Dollars: Mar-Jun Projected	FY 2021 Budget	Notes
JInitiative	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												

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			Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual: FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Dollars: Mar-Jun Projected	FY 2021 Budget
Jinitiative	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 hide details											
J00200	**Technologist Assistant-Ro**			**Assistant**		**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	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 **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**.

JobCode

27200 - EMC Radiology - MRI (JobCode)

Job Code		Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual: FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Dollars: Mar-Jun Projected	FY 2021 Budget	Notes
Jinitiative	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											

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

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**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**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	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	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	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	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	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	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	0.00
	Lump Sum Payout														
	Technologist Assistant - Total Producti		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
	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	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	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)

							FTEs - Projected Using Actual				Dollars		
Job Code			Current Rate	Start Rate	End Rate	Alloc Rate	FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	No
JStat	**Dept Primary Statistic**							17,282	17,094	34,282			
	Departmental Total						0.00	7.79	36.08	26.24	658,462	1,508,825	
	Total Program Additions								0.00	0.00		0	
	Total Position Changes								0.00	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									0.00		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**.

JobCode
27200 - EMC Radiology - MRI (JobCode)

Job Code		Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual: FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Dollars: Mar-Jun Projected	FY 2021 Budget	Notes
JInitiative	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											

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

JobCode
27200 - EMC Radiology - MRI (JobCode)

Job Code			Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual: FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Dollars: Mar-Jun Projected	FY 2021 Budget
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 hide details											
J00200	Technologist Assistant-Ro			Assistant		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	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. 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:

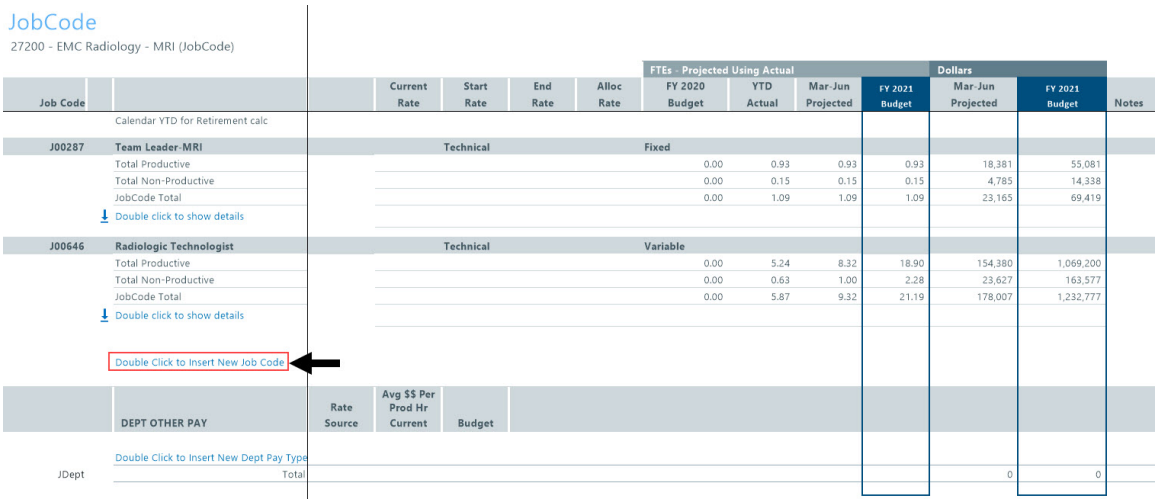
Calc Method	Steps
Add New AvgPer Paid Hr PayType Add New AvgPer Prod Hr PayType	a. In the **Calc Method Variables** dialog, enter a pay type or click **Choose Value** to select a pay type, and then click **OK**. b. In the **Start Rate** column (column H), enter the hourly start rate. c. In the **Notes**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

Adding a new job code to a department

NOTE: If you accidentally add a duplicate job code, see the Removing duplicate job codes section below for instructions on how to remove it.

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			Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual: FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Dollars: Mar-Jun Projected	FY 2021 Budget	Notes
	Calendar YTD for Retirement calc												
J00287	Team Leader-MRI			Technical			Fixed						
	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	4,785	14,338	
	JobCode Total						0.00	1.09	1.09	1.09	23,165	69,419	
	Double click to show details												
J00646	Radiologic Technologist			Technical			Variable						
	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**.

J00006	Receptionist (27200_0)	Clerical	Fixed								
	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**.

Removing duplicate job codes

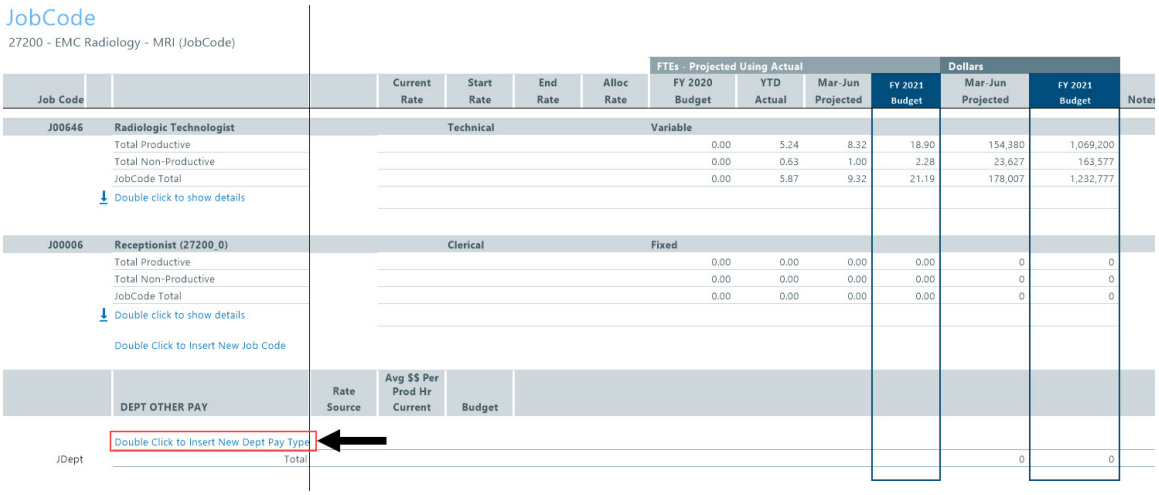
If you add a duplicate job code and save the JobCode sheet, the system will display the duplicate in the sheet. The duplicate does not save to the database, but to remove it from the sheet you will need to do one of the following:

- Rebuild the plan file.
- Manually delete the job code from the sheet, and save your changes.

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			Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual: FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Dollars: Mar-Jun Projected	FY 2021 Budget	Notes
J00646	Radiologic Technologist			Technical			Variable						
	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												
J00006	Receptionist (27200_0)			Clerical			Fixed						
	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												
	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. 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:

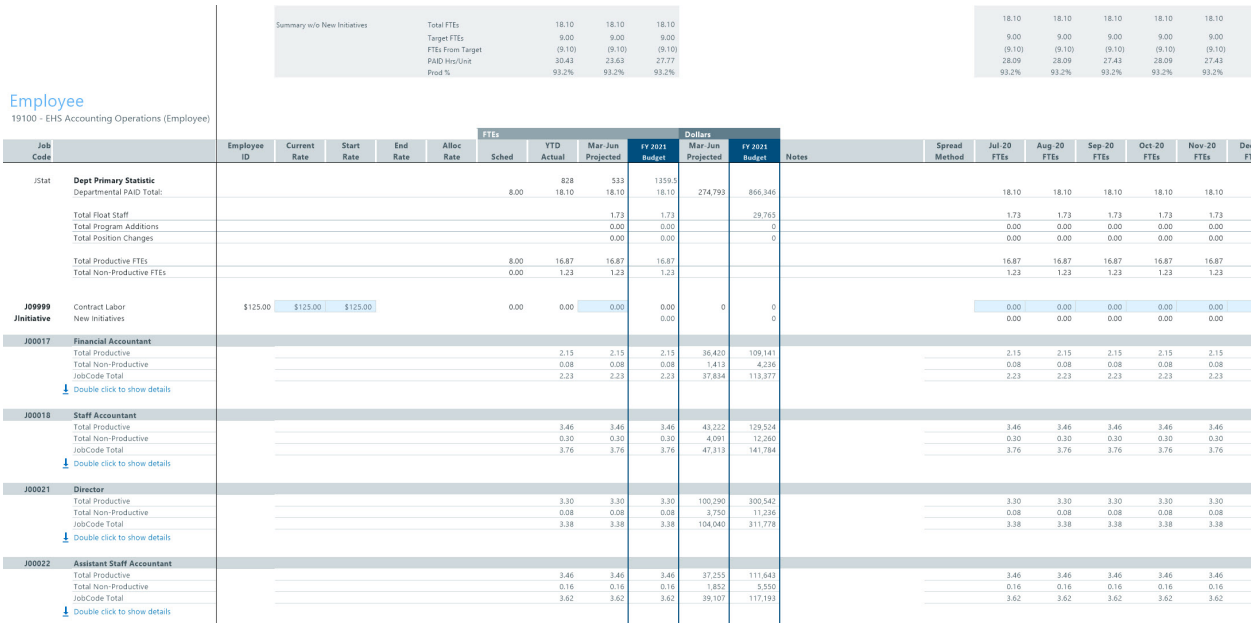
Calc Method	Steps
Dept_AvgPerProdHr	a. In the **Calc Method Variables** dialog, enter a pay type or click **Choose Value** to select a pay type, and then click **OK**. b. In the **Budget** column (column H), enter the hourly start rate. c. In the **Notes** column (column Q), enter comments, as needed. 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
Dept_InputMonthly	a. In the **Calc Method Variables** dialog, enter a pay type or click **Choose Value** to select a pay type, and then click **OK**. b. In the ***Month-Month* Projected (Dollars)** column (column O), enter the projected dollars. c. In the **Notes** column (column Q), enter comments, as needed. d. In the monthly budget (columns AT-BE), enter values for the applicable months. e. Repeat steps a-d for each pay type to add. f. When you finish making changes, in the budget file Navigation panel, click **Save Budget**.
Dept_InputTotal	a. In the **Calc Method Variables** dialog, enter a pay type or click **Choose Value** to select a pay type, and then click **OK**. b. In the ***Month-Month* Projected (Dollars)** column (column O), enter the projected dollars. c. In the **FY 20*XX* Budget (Dollars)** column (column P), enter the projected budgeted dollars. d. In the **Notes** column (column Q), enter comments, as needed. e. Repeat steps a-d for each pay type to add. f. 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
	Target FTEs	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)
	PAID Hrs/Unit	30.43	23.63	27.77	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%	

Employee

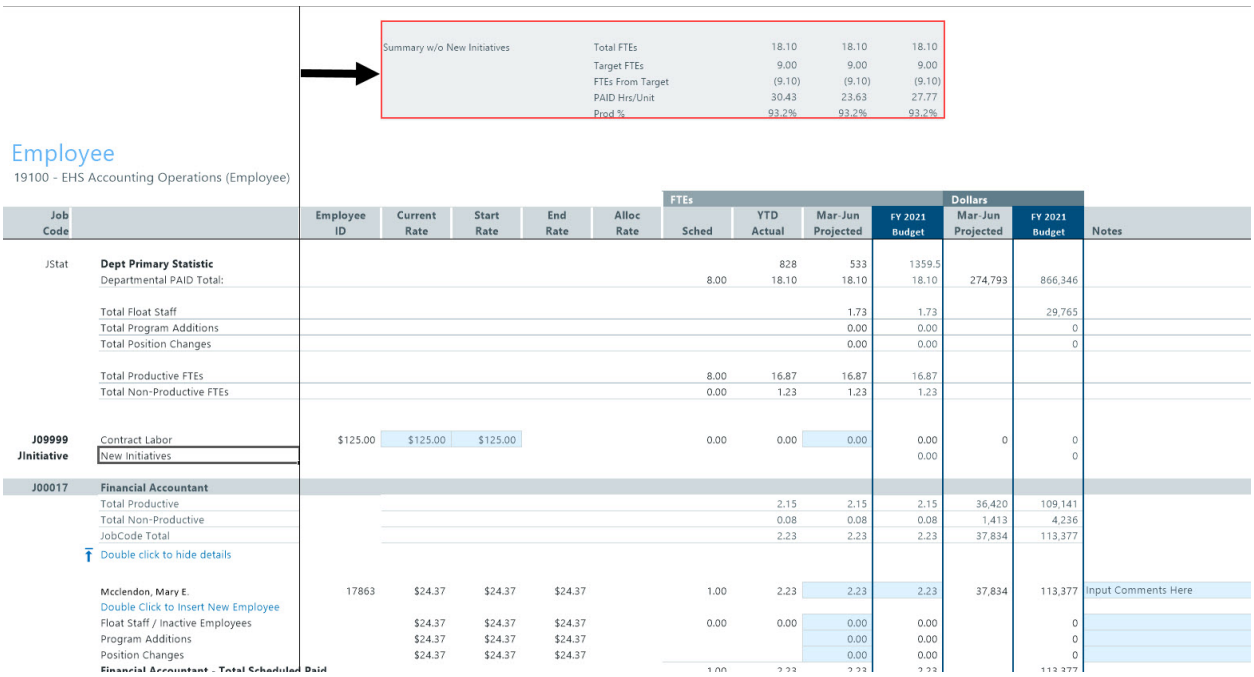
19100 - EHS Accounting Operations (Employee)

Job Code		Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Dollars Mar-Jun Projected	FY 2021 Budget	Notes	Spread Method	Jul-20 FTEs	Aug-20 FTEs	Sep-20 FTEs	Oct-20 FTEs	Nov-20 FTEs
JStat	**Dept Primary Statistic**							828	533	1359.5									
	Departmental PAID Total:						8.00	18.10	18.10	18.10	274,793	866,346			18.10	18.10	18.10	18.10	18.10
	Total Float Staff								1.73	1.73		29,765			1.73	1.73	1.73	1.73	1.73
	Total Program Additions								0.00	0.00		0			0.00	0.00	0.00	0.00	0.00
	Total Position Changes								0.00	0.00		0			0.00	0.00	0.00	0.00	0.00
	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			0.00	0.00	0.00	0.00	0.00
JInitiative	New Initiatives									0.00		0			0.00	0.00	0.00	0.00	0.00
J00017	**Financial Accountant**																		
	Total Productive							2.15	2.15	2.15	36,420	109,141			2.15	2.15	2.15	2.15	2.15
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236			0.08	0.08	0.08	0.08	0.08
	JobCode Total							2.23	2.23	2.23	37,834	113,377			2.23	2.23	2.23	2.23	2.23
	Double click to show details																		
J00018	**Staff Accountant**																		
	Total Productive							3.46	3.46	3.46	43,222	129,524			3.46	3.46	3.46	3.46	3.46
	Total Non-Productive							0.30	0.30	0.30	4,091	12,260			0.30	0.30	0.30	0.30	0.30
	JobCode Total							3.76	3.76	3.76	47,313	141,784			3.76	3.76	3.76	3.76	3.76
	Double click to show details																		
J00021	**Director**																		
	Total Productive							3.30	3.30	3.30	100,290	300,542			3.30	3.30	3.30	3.30	3.30
	Total Non-Productive							0.08	0.08	0.08	3,750	11,236			0.08	0.08	0.08	0.08	0.08
	JobCode Total							3.38	3.38	3.38	104,040	311,778			3.38	3.38	3.38	3.38	3.38
	Double click to show details																		
J00022	**Assistant Staff Accountant**																		
	Total Productive							3.46	3.46	3.46	37,255	111,643			3.46	3.46	3.46	3.46	3.46
	Total Non-Productive							0.16	0.16	0.16	1,852	5,550			0.16	0.16	0.16	0.16	0.16
	JobCode Total							3.62	3.62	3.62	39,107	117,193			3.62	3.62	3.62	3.62	3.62
	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.



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 Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Dollars Mar-Jun Projected	FY 2021 Budget	Notes
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	
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		$24.37	$24.37	$24.37		0.00	0.00	0.00	0.00		0	
	Program Additions		$24.37	$24.37	$24.37				0.00	0.00		0	
	Position Changes		$24.37	$24.37	$24.37				0.00	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

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 Sched	FTEs YTD Actual	FTEs Mar-Jun Projected	FTEs FY 2021 Budget	Dollars Mar-Jun Projected	Dollars FY 2021 Budget	Notes
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	
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		$24.37	$24.37	$24.37		0.00	0.00	0.00	0.00		0	
	Program Additions		$24.37	$24.37	$24.37				0.00	0.00		0	
	Position Changes		$24.37	$24.37	$24.37				0.00	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.

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 Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Dollars Mar-Jun Projected	FY 2021 Budget	Notes
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	
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 Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Dollars Mar-Jun Projected	FY 2021 Budget	Notes
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		$24.37	$24.37	$24.37		0.00	0.00	0.00	0.00		0	
	Program Additions		$24.37	$24.37	$24.37				0.00	0.00		0	
	Position Changes		$24.37	$24.37	$24.37				0.00	0.00		0	
	Financial Accountant - Total Scheduled Paid						1.00	2.23	2.23	2.23		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	$36.56	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	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		$$/Paid Hr				0	0	Input Comments Here
	Call Pay	P0020	$0.00	$0.00	$0.00		$$/Prod Hr				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.
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.
FY20XX Budget (FTEs)	N	Starting point matches projected FTEs. You can make monthly adjustments the ***Month-Year* FTEs** columns (columns S-AD).
Month-Month 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.

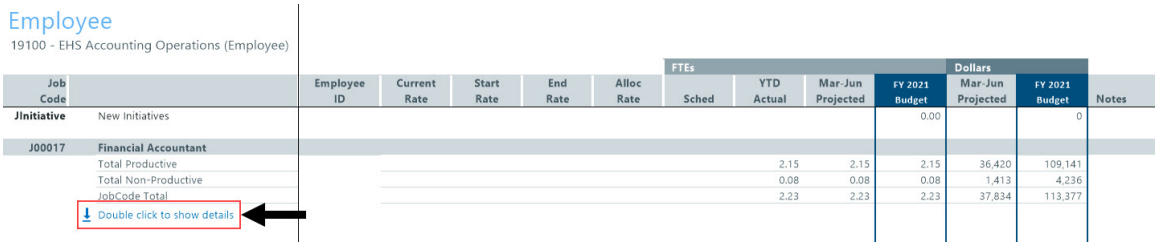
Column Name	Column Letter	Description
Month-Year FTEs	S-AD	Enter a percentage of each FTE factor to the total factor. For example, let's say that the FTE factor for month one is 177 divided by the FTE factor for the year of 2080 or 2086. It usually ranges around 8% or so per month. **NOTE:** Not all pay types allow you to update the spread amount.
Month-Year Hours	AG-AS	Hours spread across months, including total budgeted hours.
Month-Year Dollars	AT-BF	Dollars spread across months, including total budgeted dollars.
Month-Year FICA	BH-BT	FICA spread across months, including total budged FICA.
Projected FICA	BW	Total projected FICA amount.
Month-Month Hours	BX	Total budgeted hours for the remaining months of the fiscal year.
Month-Month Dollars	BY	Total budgeted dollars for the remaining months of the fiscal year.

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

Updating projected and budgeted FTE for an employee

To update projected and budgeted FTE for an employee:

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



2. In the ***Month-Month* Projected** (column M) and **FY 20*XX* Budget** (column n) columns, update the FTE values for the employee, as needed.

Employee
19100 - EHS Accounting Operations (Employee)

Job Code		Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs Sched	FTEs YTD Actual	FTEs Mar-Jun Projected	FTEs FY 2021 Budget	Dollars Mar-Jun Projected	Dollars FY 2021 Budget	Notes
	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		$24.37	$24.37	$24.37		0.00	0.00	0.00	0.00		0	
	Program Additions		$24.37	$24.37	$24.37				0.00	0.00		0	
	Position Changes		$24.37	$24.37	$24.37				0.00	0.00		0	

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 projected FTEs for float staff/inactive employees, program additions, and position changes

To update projected FTEs for float staff/inactive employees, program additions, and position changes:

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 Sched	FTEs YTD Actual	FTEs Mar-Jun Projected	FTEs FY 2021 Budget	Dollars Mar-Jun Projected	Dollars FY 2021 Budget	Notes
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. 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)

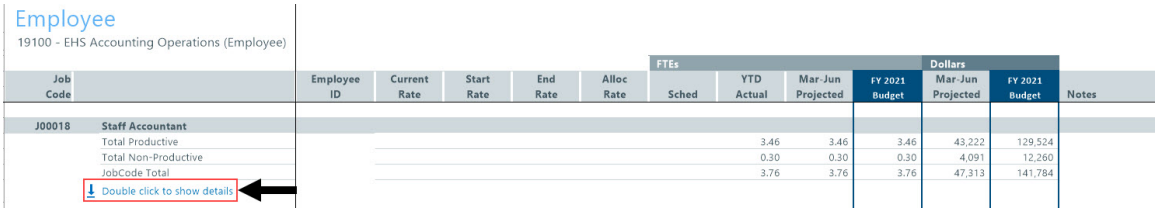
Job Code		Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs Sched	FTEs YTD Actual	FTEs Mar-Jun Projected	FTEs FY 2021 Budget	Dollars Mar-Jun Projected	Dollars FY 2021 Budget	Notes
	Total Non-Productive							0.59	0.59	0.59	5,505	16,497	
	JobCode Total							5.10	5.10	5.10	46,499	139,344	
	Double click to hide details												
	Hayes, Patricia A.	12628	$13.05	$13.05	$13.05		1.00	1.68	1.68	1.68	15,282	45,795	Input Comments Here
	Joyce, Laquita K.	13712	$13.58	$13.58	$13.58		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	
	Program Additions		$13.16	$13.16	$13.16				0.00	0.00		0	
	Position Changes		$13.16	$13.16	$13.16				0.00	0.00		0	
	Accounting Assistant - Total Scheduled Paid						3.00	5.10	5.10	5.10		140,133	
	Regular	History	$13.16	$13.16	$13.16	87.0%		4.44	4.44	4.44	40,690	121,937	
	Overtime	2	$6.48	$6.48	$6.48	1.3%		0.07	0.07	0.07	304	910	
	Education	1	$13.16	$13.16	$13.16	0.0%		0.00	0.00	0.00	0	0	
	Lump Sum Payout										0	0	
	Accounting Assistant - Total Productive					88.4%	3.00	4.51	4.51	4.51	40,994	122,848	
	Paid Time Off using YTD	1	$13.16	$13.16	$13.16	11.6%		0.59	0.59	0.59	5,445	16,317	
	Holiday Premium		$30.00	$30.00	$30.00		$/Holiday				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	

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 allocation rate for a job code pay type

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

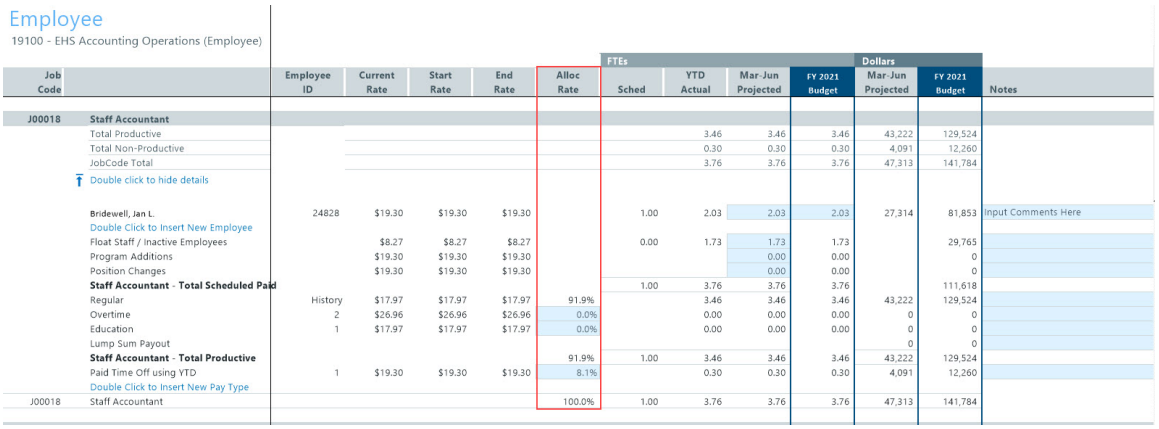
1. Navigate to the job code, and double-click **Double click to show details**.



Employee
19100 - EHS Accounting Operations (Employee)

Job Code		Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs Sched	FTEs YTD Actual	FTEs Mar-Jun Projected	FTEs FY 2021 Budget	Dollars Mar-Jun Projected	Dollars FY 2021 Budget	Notes
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												

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



Employee
19100 - EHS Accounting Operations (Employee)

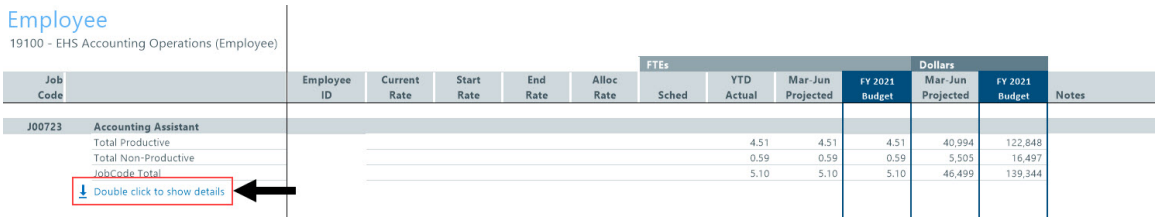
Job Code		Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs Sched	FTEs YTD Actual	FTEs Mar-Jun Projected	FTEs FY 2021 Budget	Dollars Mar-Jun Projected	Dollars FY 2021 Budget	Notes
J00018	Staff Accountant												
	Total Productive							3.46	3.46	3.46	43,222	129,524	
	Total Non-Productive							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		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	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 Sched	FTEs YTD Actual	FTEs Mar-Jun Projected	FTEs FY 2021 Budget	Dollars Mar-Jun Projected	Dollars FY 2021 Budget	Notes
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 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
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 Schedule		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	FTEAlloc	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	FTEAlloc	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 Productiv		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	FTEAlloc	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)

							FTEs				Dollars		
Job Code		Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	Notes
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 Employee**.

Employee

19100 - EHS Accounting Operations (Employee)

Job Code		Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs Sched	FTEs YTD Actual	FTEs Mar-Jun Projected	FTEs FY 2021 Budget	Dollars Mar-Jun Projected	Dollars FY 2021 Budget	Notes
	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	
	Program Additions		$24.37	$24.37	$24.37				0.00	0.00		0	
	Position Changes		$24.37	$24.37	$24.37				0.00	0.00		0	
	Financial Accountant - Total Scheduled Paid						1.00	2.23	2.23	2.23		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	$36.56	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	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	
	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 Sched	FTEs YTD Actual	FTEs Mar-Jun Projected	FTEs FY 2021 Budget	Dollars Mar-Jun Projected	Dollars FY 2021 Budget	Notes
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	
JInitiative	New Initiatives									0.00		0	

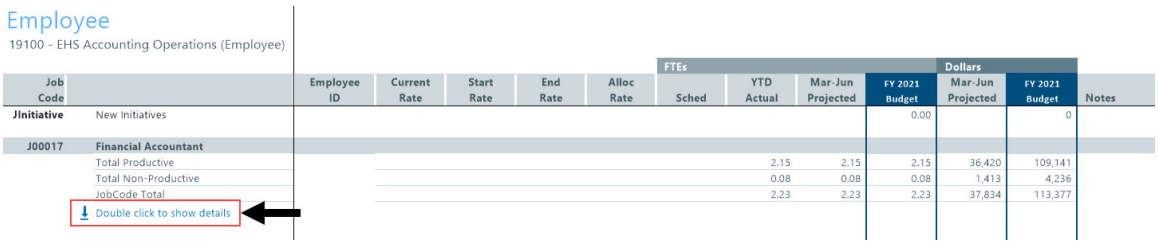
2. In the **Current Rate** column (column G), enter the hourly rate for the contract labor.
3. In the **Start Rate** column (column H), enter the starting rate.
4. In the ***Month-Month* Projected (FTEs)** column (column M), enter the projected FTE value.
5. In the ***Month-Year* FTEs** columns (columns S-AD), enter the FTE spread across months.

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

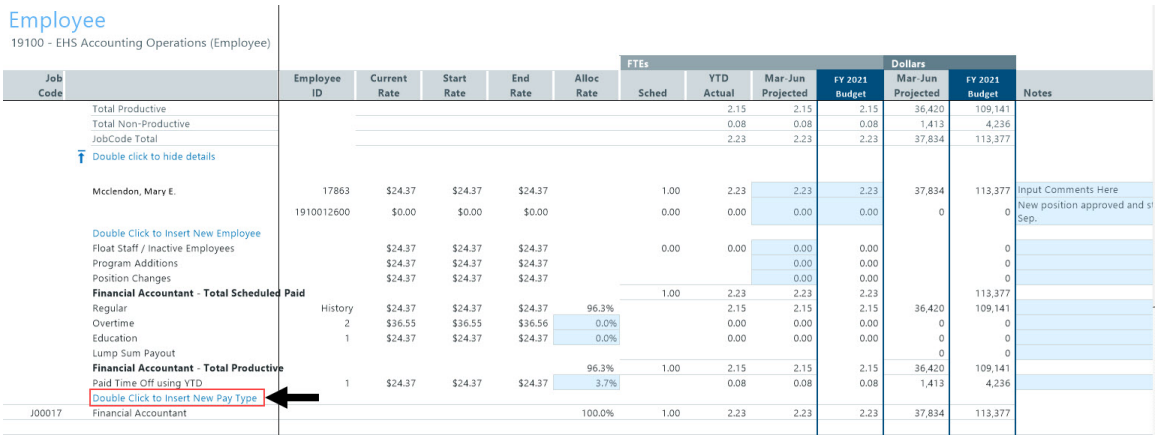
Adding a new pay type for a job code

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**.



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



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.

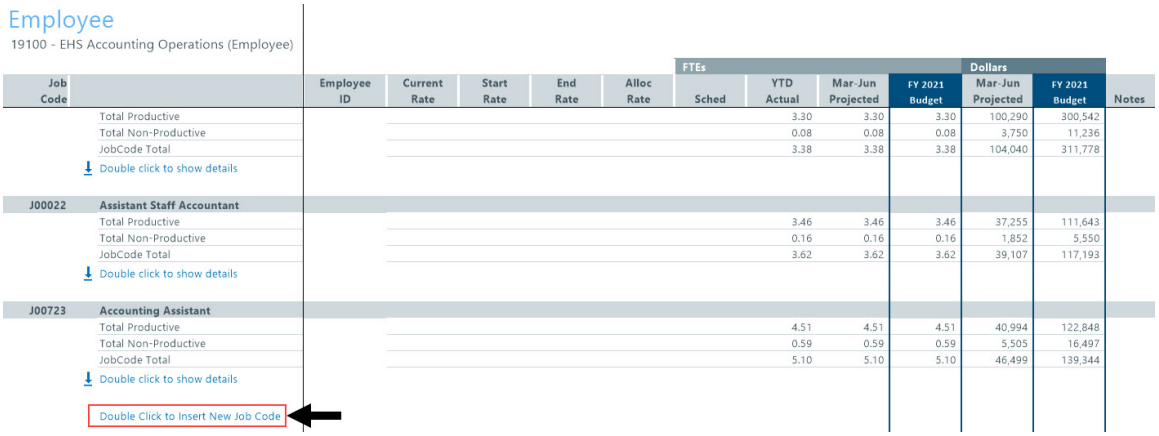
4. Do the following based on the calc method you selected in step 3:

Calc Method	Steps
Add New AvgPer Paid Hr PayType Add New AvgPer Prod 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**. 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**.
Add New Input Monthly 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**. b. In the ***Month-Month* Projected (Dollars)** column (column O), enter the projected dollars. c. In the **Notes** column (column Q), enter comments, as needed. d. In the monthly budget (columns AT-BE), enter values for the applicable months. e. Repeat steps a-d for each pay type to add. f. 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:

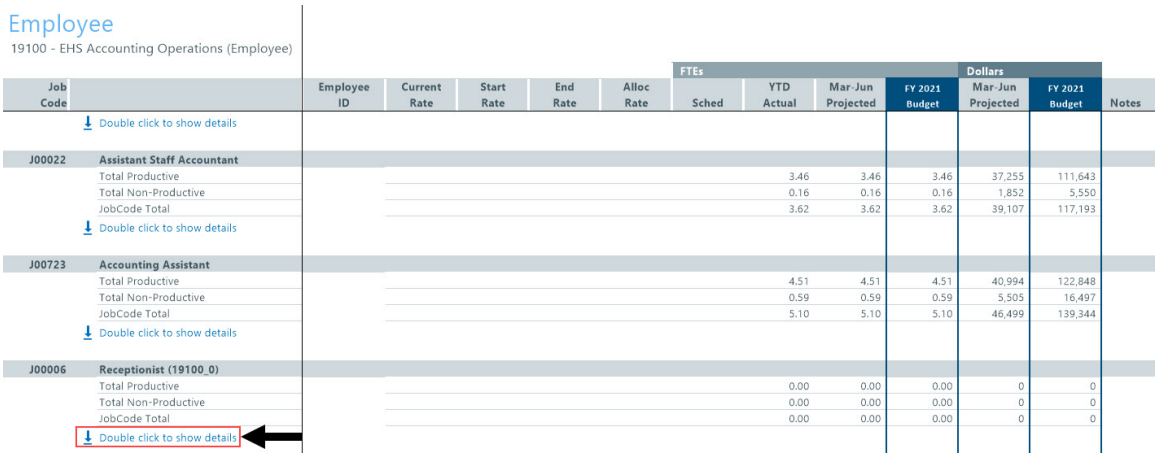
1. Navigate to the end of the job code listing, and double-click **Double Click to Insert New Job Code**.



2. In the **Calc Method Variables** dialog, enter a job code or click **Choose Value** to select a job code,

and then click **OK**.

3. To enter adjustments to allocate NYB FTEs for salary calculations, click **Double Click to Show Details**.



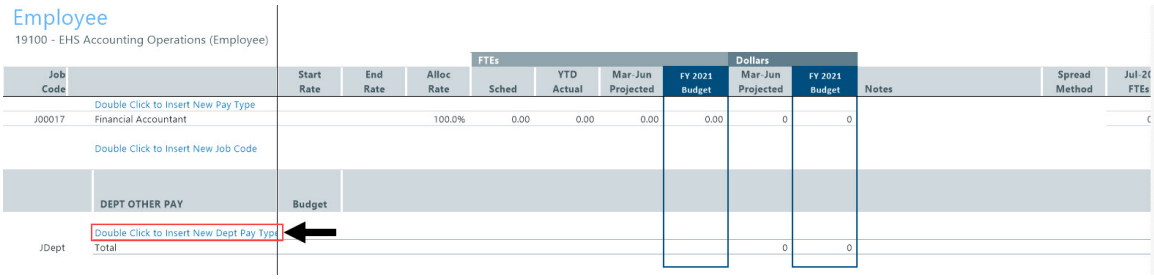
4. From the details section, do any of the following:
   - Add a new pay type for a job code
   - Update the spread method for a job code pay type
   - Update the allocation rate for a job code pay type
   - Update projected FTEs for float staff/inactive employees, program additions, and position change
   - 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**.



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	a. In the **Calc Method Variables** dialog, enter a pay type or click **Choose Value** to select a pay type, and then click **OK**. b. In the **Budget** 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**.
Dept_InputMonthly	a. In the **Calc Method Variables** dialog, enter a pay type or click **Choose Value** to select a pay type, and then click **OK**. b. In the ***Month-Month* Projected (Dollars)** column (column O), enter the projected dollars. c. In the **Notes** column (column Q), enter comments, as needed. d. In the monthly budget (columns AT-BE), enter values for the applicable months. e. Repeat steps a-d for each pay type to add. f. When you finish making changes, in the budget file Navigation panel, click **Save Budget**.

Calc Method	Steps
Dept_InputTotal	a. In the **Calc Method Variables** dialog, enter a pay type or click **Choose Value** to select a pay type, and then click **OK**. b. In the ***Month-Month* Projected (Dollars)** column (column O), enter the projected dollars. c. In the **FY 20*XX* Budget (Dollars)** column (column P), enter the projected budgeted dollars. d. In the **Notes** column (column Q), enter comments, as needed. e. Repeat steps a-d for each pay type to add. f. When you finish making changes, in the budget file Navigation panel, click **Save Budget**.

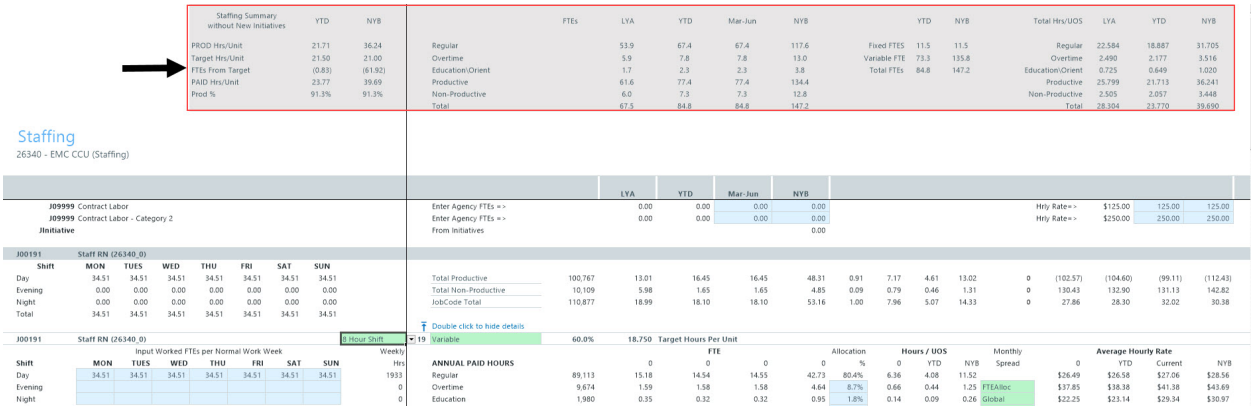
Staffing sheet

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.

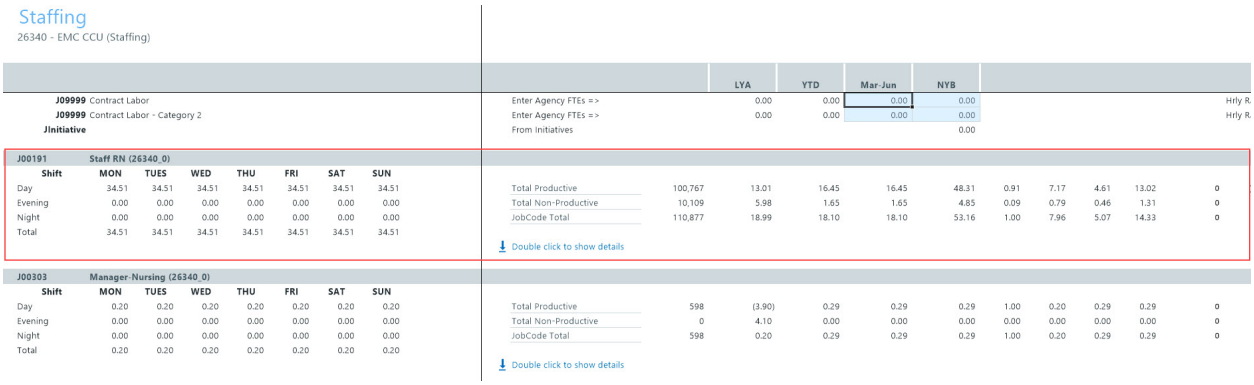


Department Statistics

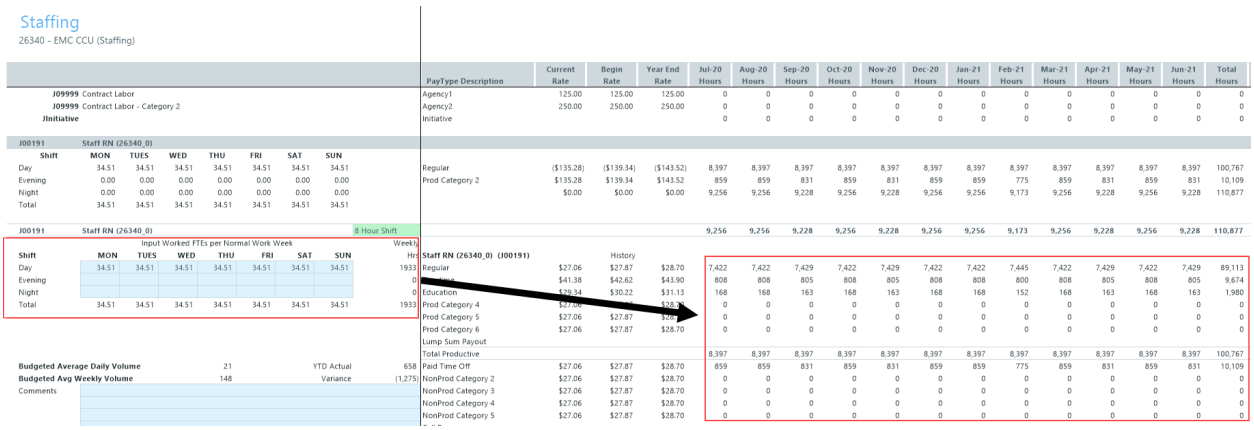
The first line item in the sheet displays the primary department statistics, which include LYA, YTD, and budgeted hours as well as the total department hours and dollars over months.

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.



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.



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.

IMPORTANT: If you add a new calc method to a labor method sheet (such as adding new job code pay type) and you do not include any calculated hours and dollars, then the calc method will not be included the next time the budget plan file is rebuilt.

Sheet columns

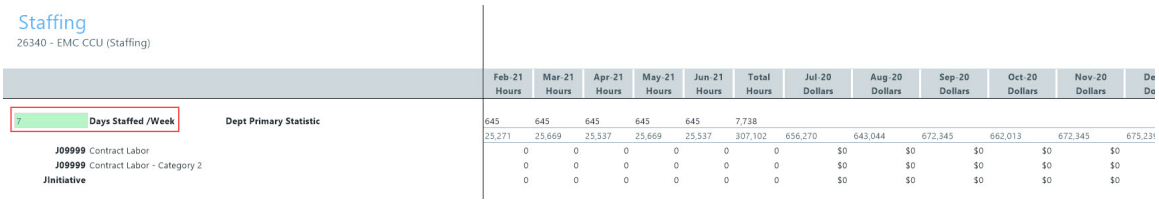
The following table provides descriptions for the columns in this sheet:

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
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.



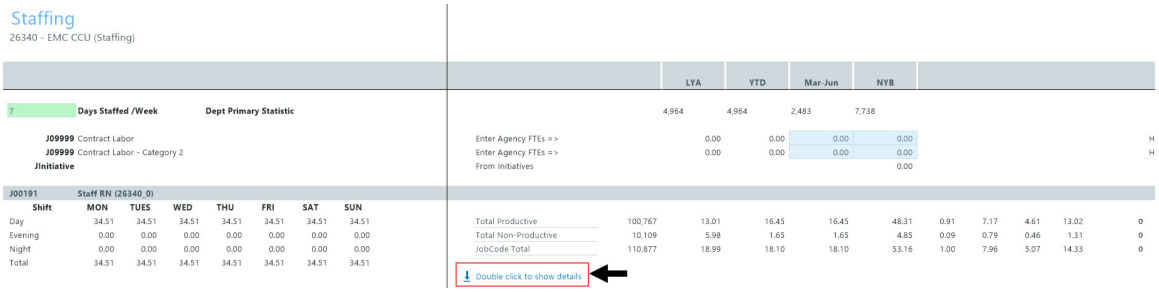
2. After making your changes, in the budget file Navigation panel, click **Save Budget**.

Updating the shift FTE hours for a job code

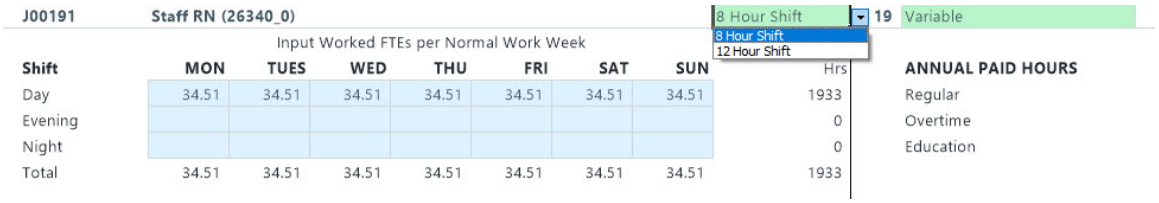
The shift grid provides a visual representation of a full 24-hour clock. You can enter all your FTEs in a specific row or you can split them up by time of day. While most organizations simply enter all their hours in the Day part of the grid, you may want to enter hours in another part of the day if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

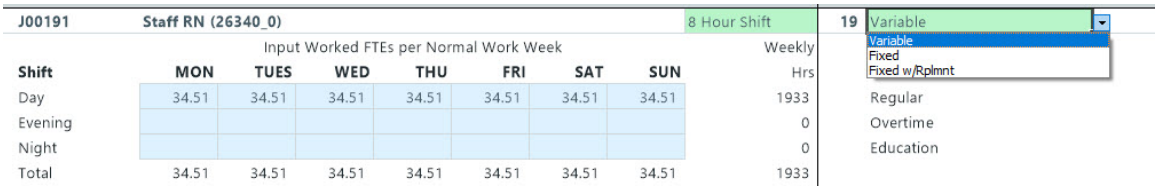


2. In the job code title row, from the drop-down, select the shift to assign to the job code.



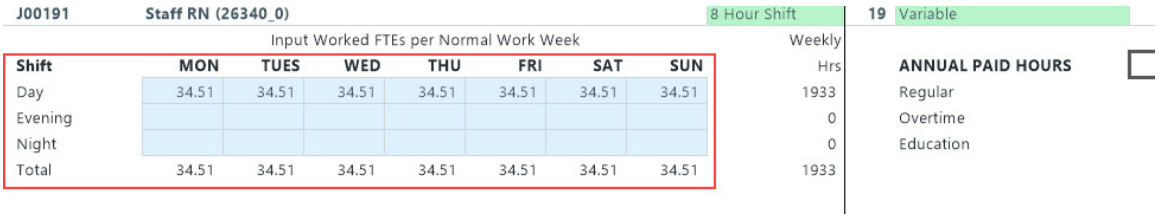
3. Next to the shift drop-down, from the Fixed/Variable drop-down, select one of the following:

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



- **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.

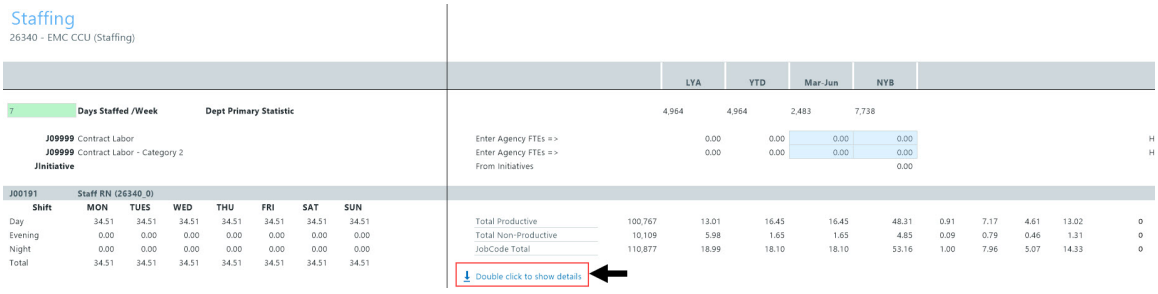


5. After you make your changes, in the budget file Navigation panel, click **Save Budget**.

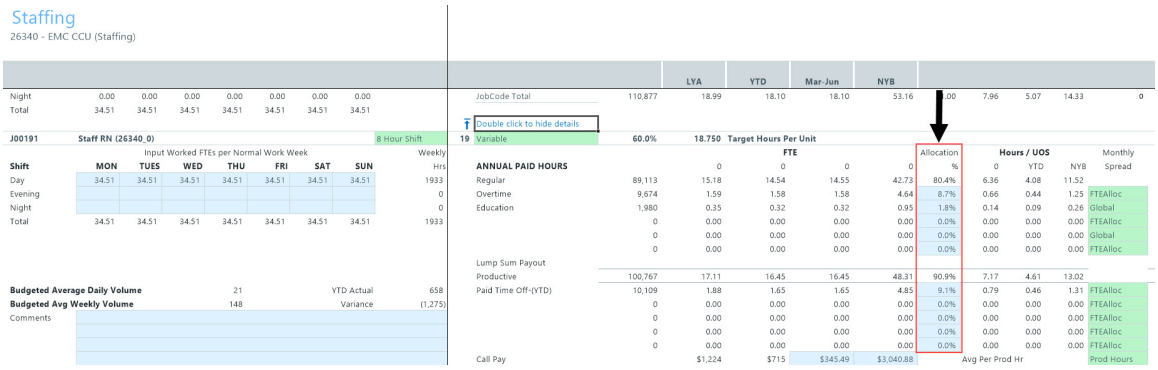
Updating the allocation rate for a job code pay type

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**.



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

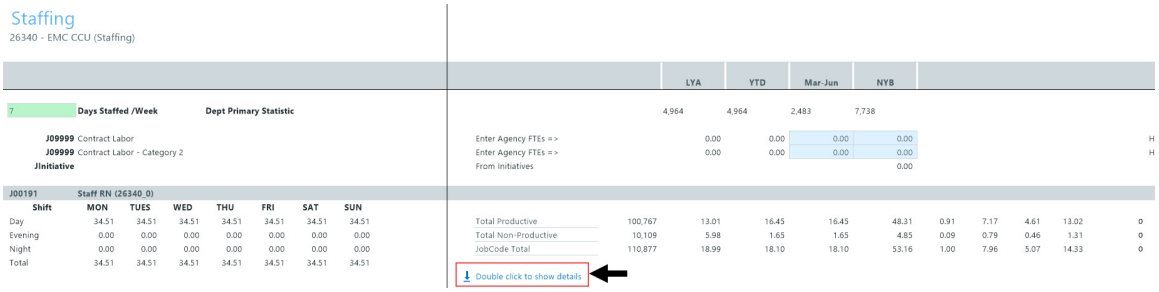


3. After you finish making your changes, in the budget file Navigation panel, click **Save Budget**.

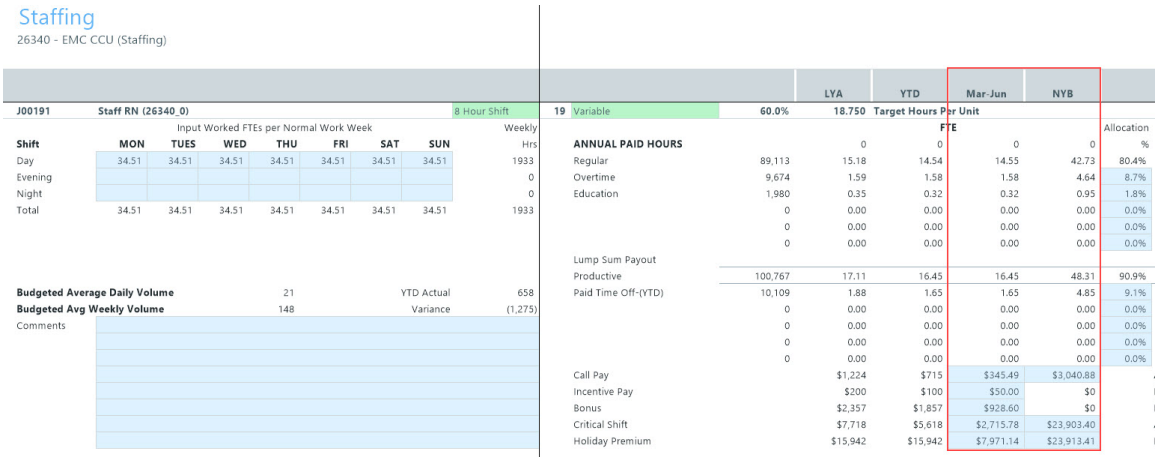
Updating the pay type values for a job code

To update the pay type values for a job code:

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



2. In the ***Month-Month*** column (column P) and **NYB** column (column Q), enter dollar amounts in the blue fields for each applicable pay type.

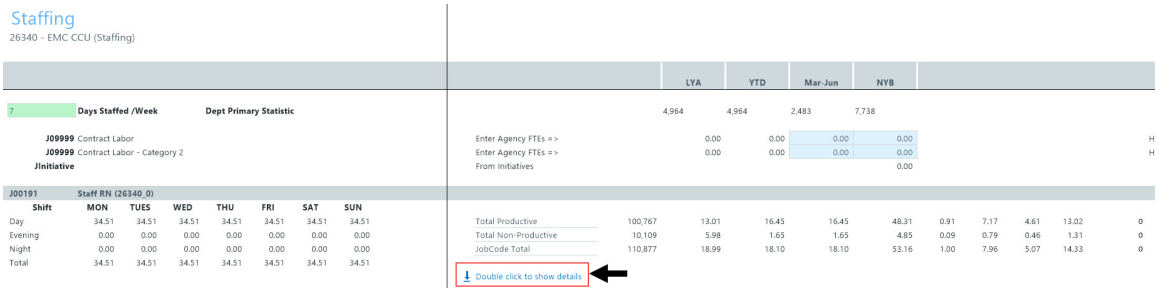


3. After you finish making your changes, in the budget file Navigation panel, click **Save Budget**.

Updating the monthly spread

To update the monthly spread:

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



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.

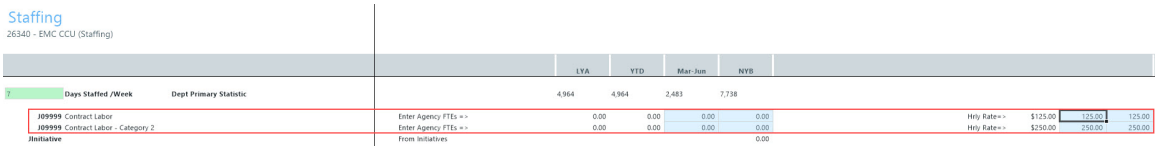
- **FTEAlloc** - Percentage of each FTE factor to the total factor. For example, let's say that the FTE factor for month one is 177 divided by the FTE factor for the year of 2080 or 2086. It usually ranges around 8% or so per month.
- **Global** - Define your own percentage. For example, you may want 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.

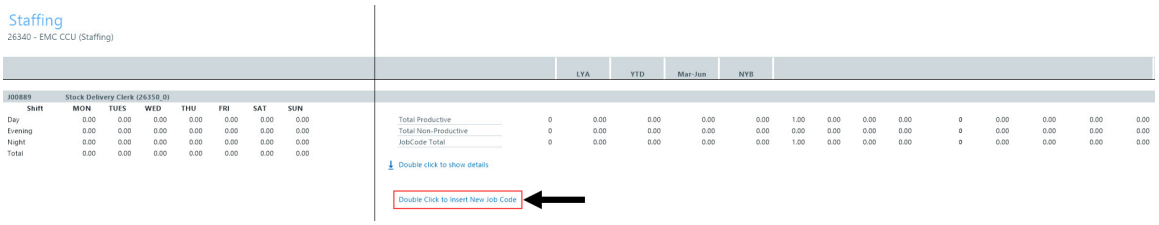


2. In the ***Month-Month*** column (column O), type the total hours for the months.
3. In the **NYB** column (column P), type the total hours for the next year's budget.
4. In the **Hrly Rate** cells (column Y and Z), type the hourly rate for current year and for next year's budget.
5. After you finish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

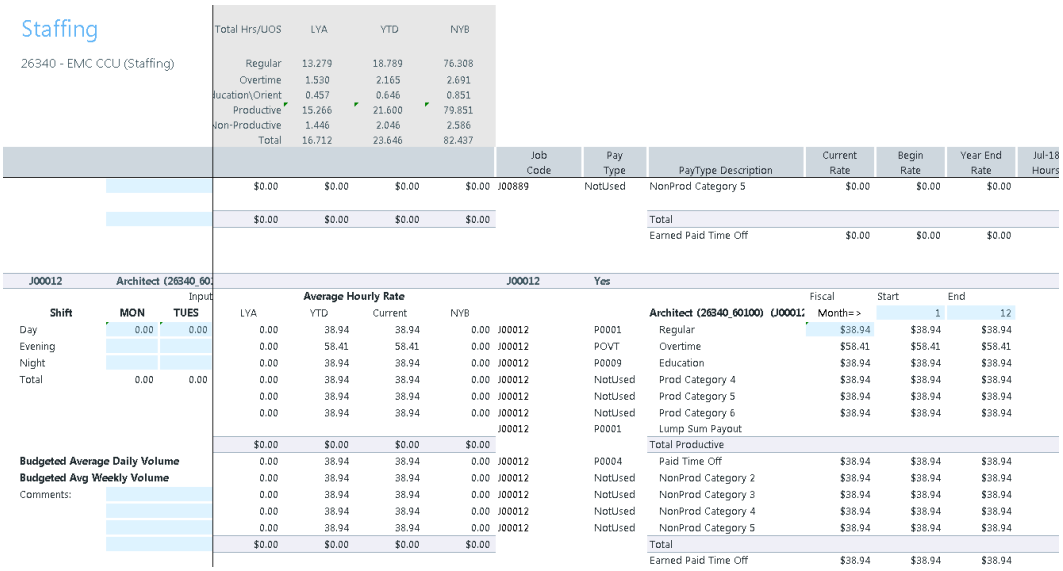
Adding a new job code

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**.



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").

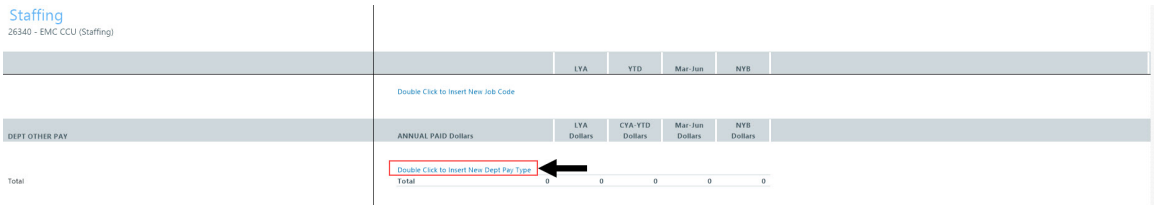


4. After you finish making changes, in the budget file Navigation panel, click **Save Budget**.

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**.



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.

Labor Standa

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

	Average Daily Census	RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing	Unused Staffing	Unused Staffing	Unused Staffing	Unused Staffing	Unused Staffing	Unused Staffing	Unused Staffing	Unused Staffing
SUMMARY														
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac	Fixed	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Repl
Days in Month		6	4	24	24	1	1	1	1	1	1	1	1	
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical	Unused	Unused	Unused	Unused	Unused	Unused	Unused	Unused
FTEs														
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	0.0
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	0.0
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	0.0
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 Standa

26610 - EMC 6A (JobCod 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 L
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 %	**ADC Table (Standard / Shift 1) ; Shift Hours = 12**					
Budget Non Prod %		**Average Daily Census**	**RN Staffing**	**LPN Staffing**	**Technical Staffing**	**Assistant Staffing**	**Clerical Staffing**
Target from matrix >							
Target Shift 2 >							
Unused		0	0	4	0	0	1
Productive FTE		1	1	4	1	1	1
Non Productive FTE		2	1	4	1	1	1
Total FTE		3	1	4	1	1	1
Productive Hours		4	1	4	1	1	1
Non-Productive Hours		5	1	4	1	1	1
Total Hours		6	1	4	1	1	1
Budget		7	2	4	1	1	1
Productive FTE		8	2	4	1	1	1
Non Productive FTE		9	2	4	1	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 Standa

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

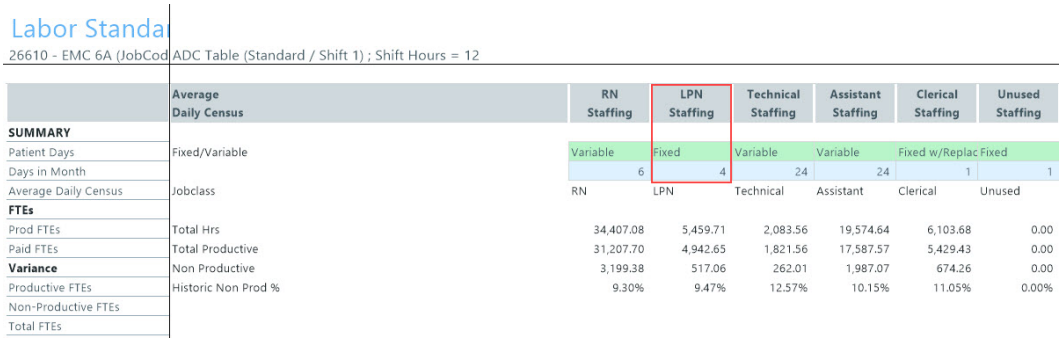
	Average Daily Census	RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing	Unused Staffing	Unused Staffing	Unused Staffing	Unused Staffing	Unused Staffing	Unused Staffing	Unused Staffing	Unused Staffing
SUMMARY														
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac	Fixed	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Repl
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	Unused	Unused	Unused	Unused	Unused	Unused	Unused
FTEs														
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	0.0
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	0.0
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	0.0
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														

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.

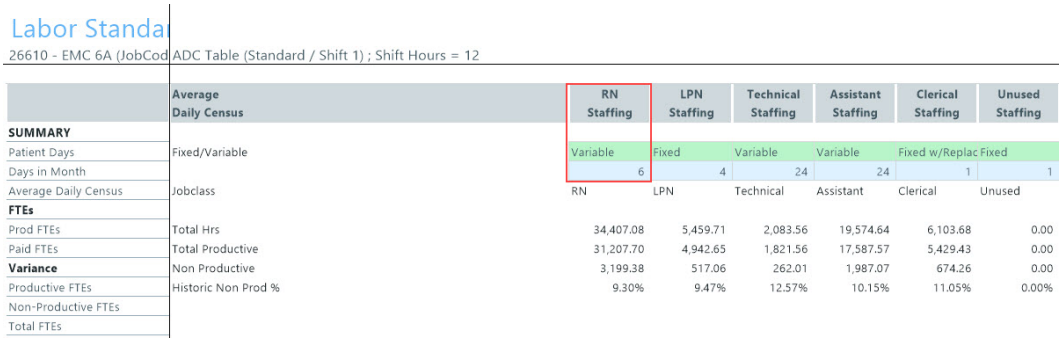


Labor Standa

26610 - EMC 6A (JobCod 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 Standa

26610 - EMC 6A (JobCod 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 Standa

26610 - EMC 6A (JobCod 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**.
6. 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.

abor Standard by ADC Setup

26610 - EMC 6A (JobCode ADC)

Paid FTEs	47.31	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%	
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%	
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	
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	
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	
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														
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
Difference														
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%	87.7%

Job Code			Current Rate	Start Rate	End Rate	Alloc Rate	Sched	YTD Actual	Mar-Jun Projected	FY 2019 Budget	Mar-Jun Projected	FY 2019 Budget
							FTEs - Projected Using Actual				Dollars	
J00191	**Staff RN (26610_60100)**			**RN**		**0.00**	Variable	60.0%	**3.75**	**3.75**	**Worked Hours Per Unit**	
	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				Input Monthly					1,285	3,843
	Incentive Pay	P0054				Input Monthly					293	875
	Bonus	P0061				Input Monthly					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
(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
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%

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

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.

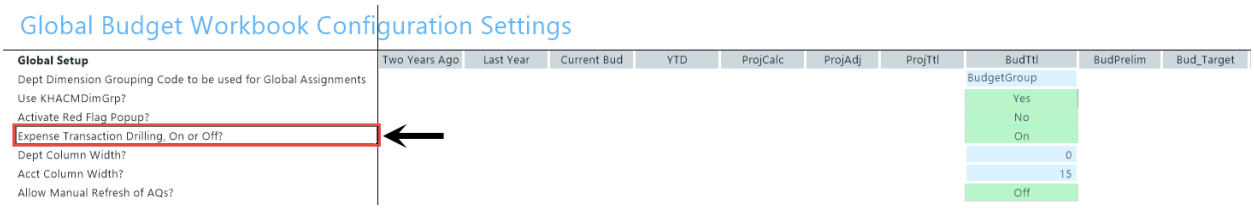
Expense

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	312,958	Staffing	(204,165)	(187.7%)
60100	Salaries - Regular	1,443,256	0	1,443,256	38,501		1,481,757	198.97				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%)
	Double Click to Insert New Salary															
	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%
	Salaries do not match the Staffing tab															
	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		63,307	3,447.45	3.0%			3,498.89	41,339	Rate Per FTE	21,968	34.7%
61220	Group Term Life	1,221	4,962	1,221	220	0	1,441	0.00	0.0%			0.14%	1,462	Percent of Salaries	(21)	(1.5%)
61230	Disability Insurance	3,993	32,937	3,993	724		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		101,097	13.58				36.73	284,167	FICA Per Staffing	(183,070)	(181.1%)
61510	Employee Benefits - PDO	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		140,404	3,180.19	3.0%			3,227.65	57,470	Rate Per FTE	82,934	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		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		225,429	30.27				42.03	325,180	FICA Per Staffing	(99,751)	(44.2%)
61510	Employee Benefits - PDO	16,479	0	16,479	3,704	0	20,183	0.02				1.50%	15,934	Percent of Salaries_FixedPct	4,249	21.1%
	Double Click to Insert New Benefit															
	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%)
62320	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	10,624	17,223	10,624	5,314	0	15,938	2.14	4.0%	0.0%	0	2.23	17,223	Variable	(1,284)	(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%)

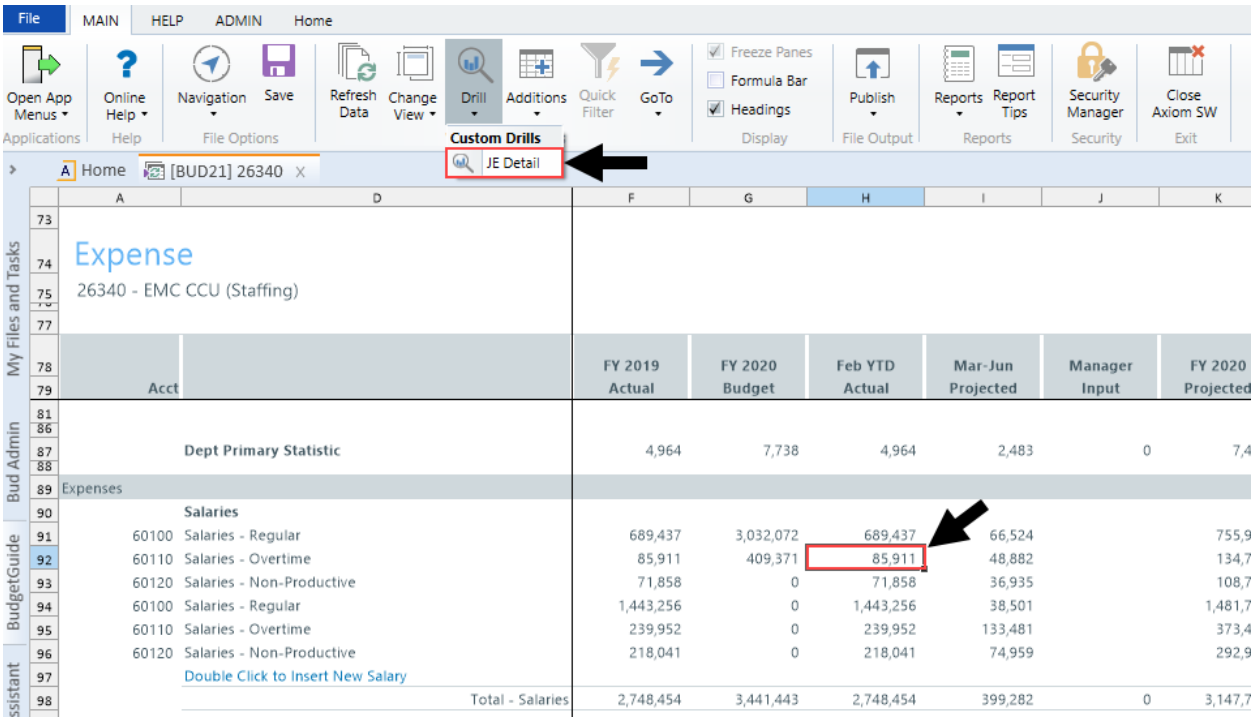
Drilling to detail

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.



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.



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

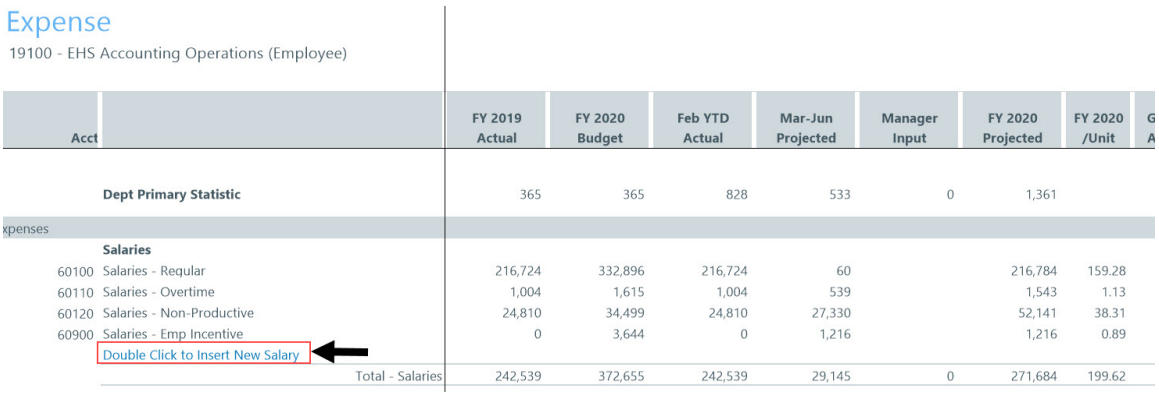
The system adds the line by inserting the appropriate calc method into the sheet. The following table lists the available calc methods used by the corresponding section in the sheet:

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.	• 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.	• 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).	• Salaries • Benefits • Supplies • Other Expenses • Paid Hours

Calc Method	Description	Sheet Section
Fixed	Use this fixed methodology and select how you want to spread.	• 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.



Acct		FY 2019 Actual	FY 2020 Budget	Feb YTD Actual	Mar-Jun Projected	Manager Input	FY 2020 Projected	FY 2020 /Unit
	Dept Primary Statistic	365	365	828	533	0	1,361	
xpenses								
	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
	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**.

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								
Acct		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 Jul-19 Actual	Aug-19 Actual	Sep-19 Actual	Oct-19 Actual	Nov-19 Actual	Dec-19 Actual	YTD FY 2020
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

19100 - EHS Accounting Operations (Employee)

		Department History used for Monthly Spreads											
Acct		Jul-19 Actual	Aug-19 Actual	Sep-19 Actual	Oct-19 Actual	Nov-19 Actual	Dec-19 Actual	Jan-19 Actual	Feb-19 Actual	Mar-19 Actual	Apr-19 Actual	May-19 Actual	Jun-19 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.

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.

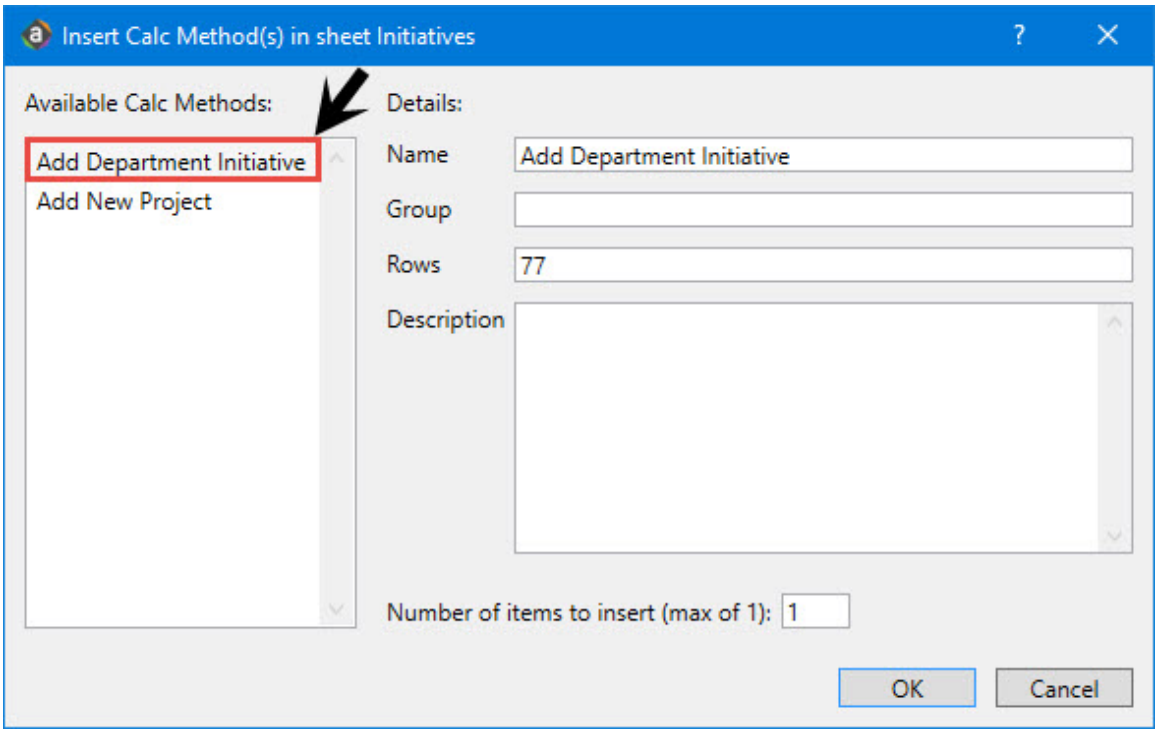
You can create one of two types of initiatives: department or system.

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**

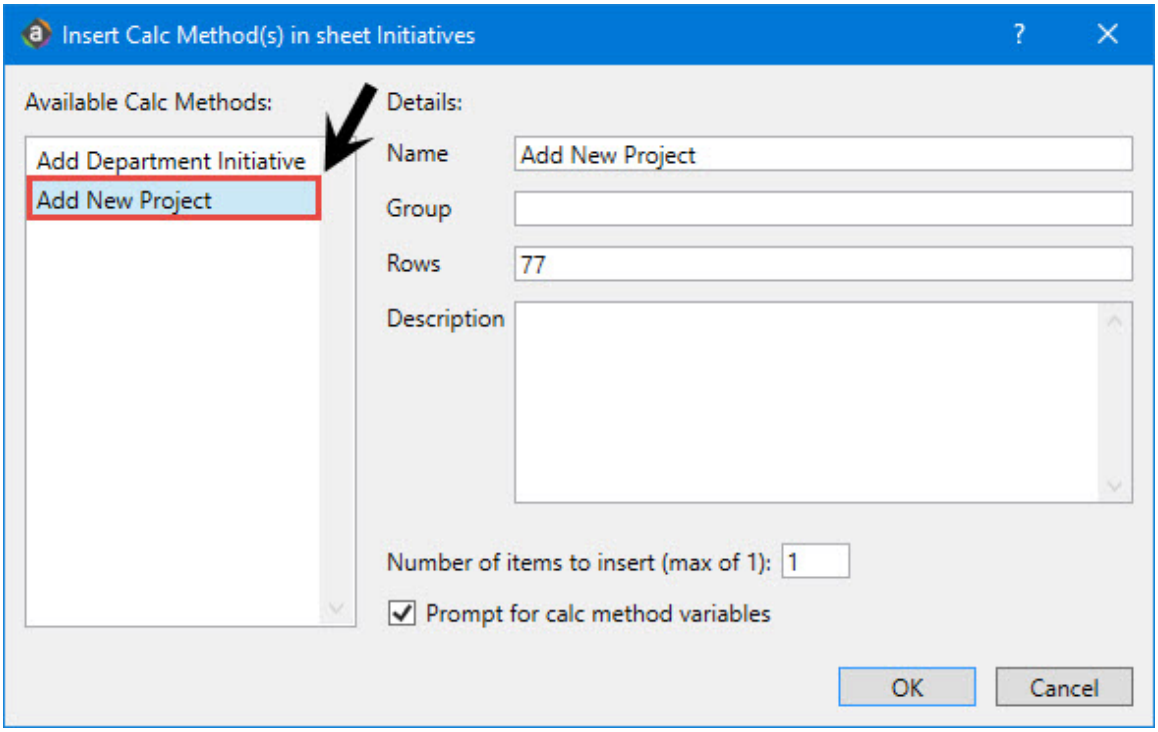
4. Update the blue cells with the budget data for the initiative, as needed. You can also add rows for new items related to the initiative by double-clicking the appropriate row.
5. After you finish making changes, in the **Main** ribbon tab, click **Save**.

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**.

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.

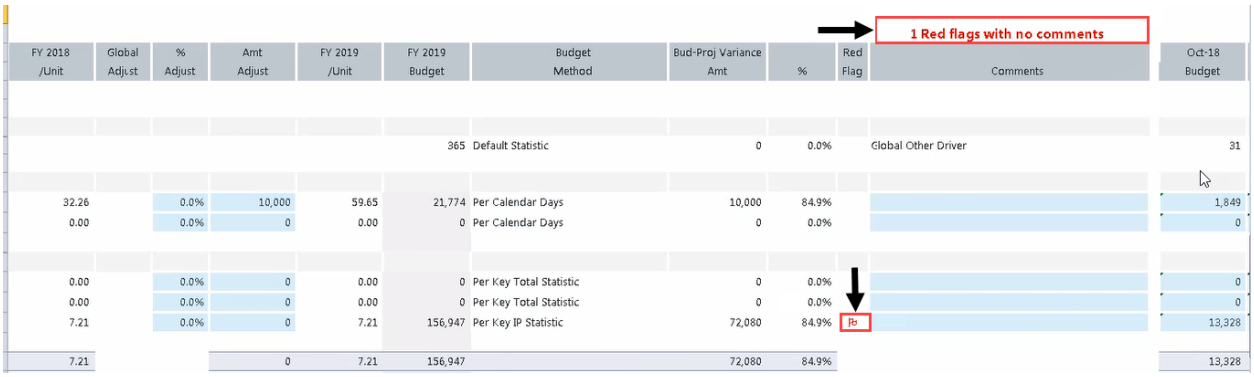
If the Word or PowerPoint add-in is not installed, or if the file is some other file type, then you cannot edit and save the file directly. If you need to edit one of these files, you should save a copy of the file locally and make your edits. You can then delete the existing file attachment in the Axiom 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	0	Per Calendar Days	0	0.0%			0
0.00		0.0%	0	0.00	0	Per Key Total Statistic	0	0.0%			0
0.00		0.0%	0	0.00	0	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 - Advance when complete**.

> **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 if you want to advance the plan file for review and approval process.