

Setting Up Mapping in PayType Dimensions

1. After the payroll data is loaded, in the PayType dimensions, use the following table to enter information in the **Description**, **PaySummary**, **PayDetail**, **LaborDist**, and **FTE** columns:

Column	Description	Valid Entries
PayType	Pay type used in Kaufman Hall Budgeting.	Must be an alpha numeric entry so that during the import process a P is appended to all pay types to ensure they are alpha numeric.
Description	Used to identify the PayType description from the payroll system.	Entry must: <ul style="list-style-type: none"> • Be explicit as possible. • Avoid abbreviations. • Use layman's terms.
PaySummary	Used to identify major pay categories in reporting.	<ul style="list-style-type: none"> • Prod • NonProd • Other • Stat • NA
PayDetail	Used to identify detail pay categories in reporting.	<ul style="list-style-type: none"> • Regular • NonProd • Other • Overtime • Contract • Stat • NA
LaborDist	Variation of PayDetail used in Labor Distribution reporting.	<ul style="list-style-type: none"> • Regular • Education • PTO • Overtime

		<ul style="list-style-type: none"> • OnCall • Other • Contract • Stat • NA
FTE	Indicator of whether to include hours in FTE calculations.	<ul style="list-style-type: none"> • Yes - Assign to pay types to count for FTE calculations such as regular, overtime, education, PTO, jury duty, bereavement, sick, etc. • No - Assign to pay types to count for FTE calculations such as differentials, call pay (not callback), bonus, benefits, etc. • Stat – Assign to your productivity stat pay type(s).

PAYTYPE	Description	PaySummary	PayDetail	LaborDist	FTE
P0001	Regular	Prod	Regular	Regular	Yes
P0004	Paid Time Off	NonProd	NonProd	PTO	Yes
P0006	Sick Pay	NonProd	NonProd	PTO	Yes
P0008	Jury Duty	NonProd	NonProd	PTO	Yes
P0009	Education	Prod	Regular	Education	Yes
P0011	Payroll Adjustments	Prod	Regular	Regular	Yes
P0014	Personal Development	Prod	Regular	Education	Yes
P0015	Med Tech Pay	Prod	Regular	Regular	Yes
P0016	Extra Shift	Other	Other	Other	No
P0019	Education	Prod	Regular	Education	Yes
P0020	Call Pay	Other	Other	OnCall	No
P0022	Call-Back	Prod	Overtime	Overtime	Yes
P0024	Sick Pay	NonProd	NonProd	PTO	Yes
P0028	PDO Cash-In	Other	Other	Other	No
P0030	Additional Pay	Other	Other	Other	No

2. Sort the FTE column in descending order so that the Yes entries display at the top.

The Yes entries map into the JobCode block. You need to decide the Productive and Non Productive categories you would like in the block in the JobCode, Staffing, Employee, and Provider columns (if applicable).

PAYTYPE	Description	FTE	Empl_Detail	KHAIInt	GLAcct	HrAcct	JobCode
P0001	Regular	Yes	Z_Employee	JobCode	60100	960100	P0001
P0004	Paid Time Off	Yes	Z_Employee	JobCode	60120	960120	P0004
P0006	Sick Pay	Yes	Z_Employee	JobCode	60120	960120	P0004
P0008	Jury Duty	Yes	Z_Employee	JobCode	60120	960120	P0004
P0009	Education	Yes	Z_Employee	JobCode	60100	960100	P0009
P0011	Payroll Adjustments	Yes	Z_Employee	JobCode	60100	960100	P0001
P0014	Personal Development	Yes	Z_Employee	JobCode	60100	960100	P0009
P0015	Med Tech Pay	Yes	Z_Employee	JobCode	60100	960100	P0001
P0019	Education	Yes	Z_Employee	JobCode	60100	960100	P0009
P0022	Call-Back	Yes	Z_Employee	JobCode	60110	960110	POVT
P0024	Sick Pay	Yes	Z_Employee	JobCode	60120	960120	P0004
P0031	Retroactive Pay	Yes	Z_Employee	JobCode	60100	960100	P0001
P0037	Suppl Staff-Hourly	Yes	Z_Employee	JobCode	60100	960100	P0001
P0063	Double Pay	Yes	Z_Employee	JobCode	60110	960110	POVT
P1000	Overtime Premium	Yes	Z_Employee	JobCode	60110	960110	POVT
P37OT	Suppl Staff OT	Yes	Z_Employee	JobCode	60110	960110	POVT

3. In the **FTE** column, for each **Yes** entry, make sure that **JobCode** displays in the **KHAIInt** and **KHASTdLine** columns.

PAYTYPE	Description	FTE	Empl_Detail	KHAIInt	GLAcct	HrAcct	JobCode	KHASTdLine
P0001	Regular	Yes	Z_Employee	JobCode	60100	960100	P0001	JobCode
P0004	Paid Time Off	Yes	Z_Employee	JobCode	60120	960120	P0004	JobCode
P0006	Sick Pay	Yes	Z_Employee	JobCode	60120	960120	P0004	JobCode
P0008	Jury Duty	Yes	Z_Employee	JobCode	60120	960120	P0004	JobCode
P0009	Education	Yes	Z_Employee	JobCode	60100	960100	P0009	JobCode
P0011	Payroll Adjustments	Yes	Z_Employee	JobCode	60100	960100	P0001	JobCode
P0014	Personal Development	Yes	Z_Employee	JobCode	60100	960100	P0009	JobCode
P0015	Med Tech Pay	Yes	Z_Employee	JobCode	60100	960100	P0001	JobCode
P0019	Education	Yes	Z_Employee	JobCode	60100	960100	P0009	JobCode
P0022	Call-Back	Yes	Z_Employee	JobCode	60110	960110	POVT	JobCode
P0024	Sick Pay	Yes	Z_Employee	JobCode	60120	960120	P0004	JobCode
P0031	Retroactive Pay	Yes	Z_Employee	JobCode	60100	960100	P0001	JobCode
P0037	Suppl Staff-Hourly	Yes	Z_Employee	JobCode	60100	960100	P0001	JobCode
P0063	Double Pay	Yes	Z_Employee	JobCode	60110	960110	POVT	JobCode
P1000	Overtime Premium	Yes	Z_Employee	JobCode	60110	960110	POVT	JobCode
P37OT	Suppl Staff OT	Yes	Z_Employee	JobCode	60110	960110	POVT	JobCode

4. In the **FTE** Column, for each **No** entry, do the following:
- To budget the code, do the following:
 - i. Make sure **Dollar** displays in the **KHAIInt** column.
 - ii. Make sure the code in the **JobCode** column is the same as the code in the **PayType** column (column A). For example, to map the five categories of shift differential into one category for budget, then do it in the JobCode column.
 - To not budget the code, make sure **NA** displays in the **KHAIInt** column.

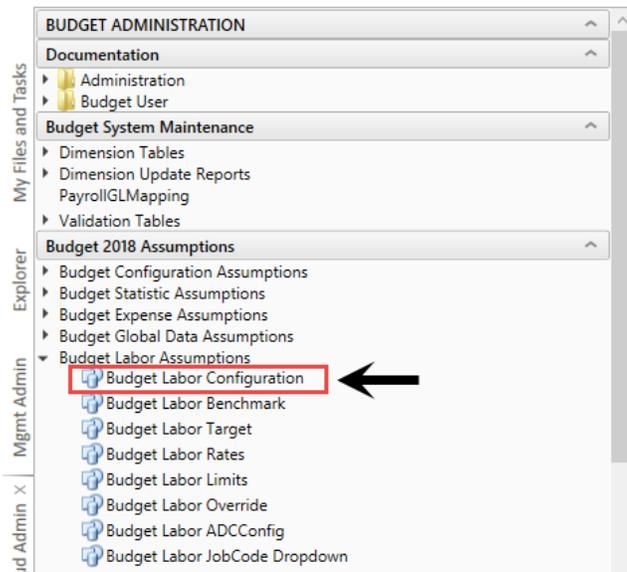
PAYTYPE	Description	FTE	Empl_Detail	KHAIInt	GLAcct	HrAcct	JobCode	KHASTdLine
P0016	Extra Shift	No	Z_Employee	Dollars	60100	0	P0016	Input_Monthly
P0020	Call Pay	No	Z_Employee	Dollars	60100	0	P0020	Input_Monthly
P0028	PDO Cash-In	No	Z_Employee	NA	1000000	0	P0028	NA
P0030	Additional Pay	No	Z_Employee	Dollars	60900	0	P0030	Input_Monthly
P0035	Hol/Flt Pool Bonus	No	Z_Employee	Dollars	60100	0	PHOL	Input_Monthly
P0039	Additional Pay	No	Z_Employee	Dollars	60100	0	P0030	Input_Monthly
P0050	Recognition Pay	No	Z_Employee	Dollars	60100	0	P0030	Input_Monthly
P0051	Sign On Bonus	No	Z_Employee	Dollars	60100	0	P0061	Input_Monthly
P0054	Incentive Pay	No	Z_Employee	Dollars	60100	0	P0054	Input_Monthly
P0056	Gainsharing	No	NA	NA	1000000	0	NA	NA
P0057	Nursing Incentive	No	Z_Employee	Dollars	60100	0	P0054	Input_Monthly
P0059	Nursing Ovt Bonus	No	Z_Employee	Dollars	60100	0	P0061	Input_Monthly
P0061	Bonus	No	Z_Employee	Dollars	60100	0	P0061	Input_Monthly
P0062	Critical Shift	No	Z_Employee	Dollars	60100	0	P0062	AvgPerProdHr
P0064	Incentive Pay	No	Z_Employee	Dollars	60100	0	P0064	AvgPerProdHr

Use the following table to enter information in the columns listed:

Column	Description	Valid Entries
KHAIInt	Used to identify pay types to include in budget workbook interface process.	<ul style="list-style-type: none"> JobCode – Assign to pay types to include in the JobCode block (generally FTE = Yes). Dollars – Assign to pay types to interface into the JobCode block as additional dollars (generally FTE=No; examples would include call pay, differentials, bonus, etc.). Dept - Assign to pay types to budget at the Dept (not JobCode) level. NA - Assign to pay types to exclude from the budget workbooks such as PTO sellback, reimbursement\adoption reimbursement, car allowance, benefit expenses, etc.
GLAcct	Used to identify which account number to use for dollars on GL.	If your payroll data maps to the GL based upon JobCode, use zero. Otherwise, enter the GL salary account to use from the Acct tab.
HRAcct	Used to identify which account number to use for hours on GL.	If your payroll hours map to the GL based upon JobCode, use zero.

		Otherwise, enter the GL hours account to use from the Acct tab.
JobCode	Used to group similar types of pay for budget workbook interface process when using JobCode LaborType.	Entries depend on the paycategory choices and codes defining in step 2 .
Staffing	Used to group similar types of pay for budget workbook interface process when using Staffing LaborType.	Entries depend on the paycategory choices and codes defining in step 2 .
Employee	Used to group similar types of pay for budget workbook interface process when using Employee LaborType.	Entries depend on the paycategory choices and codes defining in step 2 .
Provider	Used to group similar types of pay for budget workbook interface process when using Provider Comp LaborType.	Entries depend on the paycategory choices and codes defining in step 2 .
KHASTdLine	Used to define default budget methodology to use during budget workbook interface process for nonFTE categories.	<ul style="list-style-type: none"> • If KHAInt=JobCode, use JobCode. • If KHAInt=Dollars, use AvgPerPaidHr, AvgPerProdHr, Holiday or Input_Monthly. • If KHAInt=Dept, use DeptAvgPerProdHr. • If KHAInt=NA, use NA.
PhyStdLine	Used to define default budget methodology to use during budget workbook interface process for nonFTE categories, if you are using the MasterProvider template	<ul style="list-style-type: none"> • If KHAInt=JobCode, use JobCode. • If KHAInt=Dollars, use Input_Monthly. • If KHAInt=Dept, use DeptAvgPerProdHr • If KHAInt=NA, use NA.

5. To save the PayType dimension table, in the **Main** ribbon tab, click **Save**.
6. After the dimensions are complete, in the **Budget Admin** task pane, click **Budget Labor Assumptions**, and double-click **Budget Labor Configuration**.

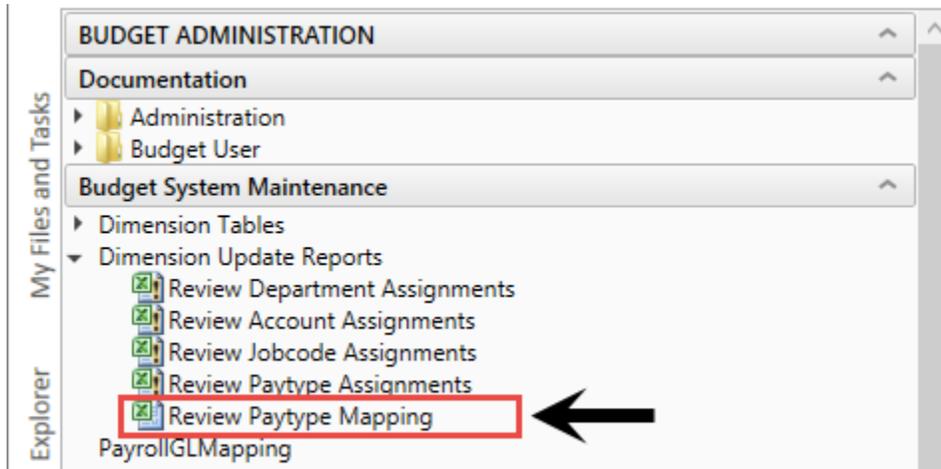


- In the **Standard Budget PayTypes** section, enter information into the groupings that you set up in the PayType dimensions in [steps 1-4](#).

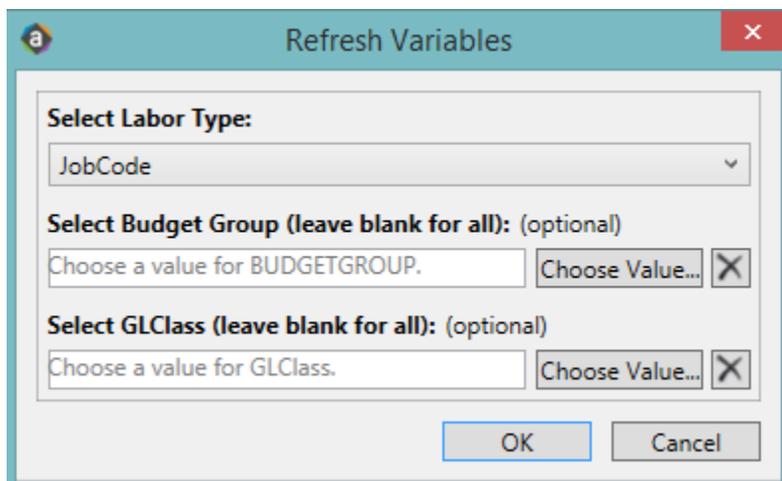
Standard Budget PayTypes	Default Description	Staffing Group	Spread Method	Multiplier	PayType
Productive Categories					
Regular	Prod Category 1 - <i>Must be Regular</i>	Regular		1.00	Prod P0001
Overtime	Prod Category 2	Overtime	FTEAlloc	1.50	Prod POVT
Education	Prod Category 3	Education	Global	1.00	Prod P0009
Prod Category 4	Prod Category 4	Regular	FTEAlloc	1.00	Prod NotUsed
Prod Category 5	Prod Category 5	Regular	Global	1.00	Prod NotUsed
Prod Category 6	Prod Category 6	Regular	FTEAlloc	1.00	Prod NotUsed
Lump Sum Payout	Lump Sum Payout Entry Only>>>			0%	Prod P0001
	Lump Sum Payout - use			0%	Prod P0001
NonProductive Categories					
Paid Time Off	NonProd Category 1 - <i>Must be PTO</i>	NonProd	FTEAlloc	1.00	NonProd P0004
NonProd Category 2	NonProd Category 2	NonProd	FTEAlloc	1.00	NonProd NotUsed
NonProd Category 3	NonProd Category 3	NonProd	FTEAlloc	1.00	NonProd NotUsed
NonProd Category 4	NonProd Category 4	NonProd	FTEAlloc	1.00	NonProd NotUsed
NonProd Category 5	NonProd Category 5	NonProd	FTEAlloc	1.00	NonProd NotUsed

- In the **Budget Admin** task panel, click **Budget System Maintenance > Dimensions Update Reports**, and double-click **Review Paytype Mapping**.

Review groupings under JobCode, Staffing, and Employee. All 3 columns work in a similar manner to KHABgtCode on the other dimension tabs. The variance calculation at the top of the report must be zero. Confirm FTE groupings by category. Make changes in dimensions as appropriate and re-run report for confirmation.



9. In the **Refresh Variables** dialog, do the following:



- From the **Select Labor Type** drop-down, select the labor type. Most likely, you will use JobCode.
 - In the **Select Budget Group (leave blank for all)** field, if you do not want to run for all, enter or select the budget.
 - In the **Select GLClass (leave blank for all)** field, to run for a subset of GLClass, enter or select a JobCode.GLClass.
 - Click **OK**.
10. Confirm the Other JobCode Level-Dollars pay codes and codes Not Included in Payroll Computations sections at the bottom of the report. Make changes in dimensions, as appropriate, and rerun the report for confirmation.

Paytype Mapping Analysis									
ENUFF Health System For Period Ending: 18									
Budget Group: All									
PayType	Description	PayType.JobCode	YTD FTEs	YTD HRS CYA	YTD DLLRS CYA	AvgRate CYA	FTE?	Paytype GLAcct	Paytype HRAcct
	NonProductive		282.05	406,154	8,008,183	\$19.72			
	Dollars Only		0.00	0	0	\$0.00			
	Dept Level		0.00	0	0	\$0.00			
	Not Included		0.00	0	0	\$0.00			
	Grand Total		3,015.62	4,342,498	95,831,136	\$22.07			
	Check Total - PayrollI27			4,342,498	95,831,136				
	Variance			0	0				
Prod1	- P0001								
P0001	Regular	P0001	2,562.00	3,689,279	81,394,527	\$22.06	Yes	60100	960100
P0011	Payroll Adjustments	P0001	6.75	9,715	249,923	\$25.72	Yes	60100	960100
P0015	Med Tech Pay	P0001	0.40	578	17,342	\$30.00	Yes	60100	960100
PHVADM	Admit Visit	P0001	0.94	1,347	69,353	\$51.48	Yes	60100	960100
PHVIS	Regular Visit	P0001	36.14	52,036	1,140,297	\$21.91	Yes	60100	960100
	Total - P0001		2,616.84	3,768,249	83,322,929	22.11			
Prod2	- POVT								
P0022	Call-Back	POVT	3.43	4,946	112,761	\$22.80	Yes	60110	960110
P0063	Double Pay	POVT	0.39	562	12,895	\$22.93	Yes	60110	960110
P37OT	Suppl Staff OT	POVT	0.52	750	15,330	\$20.45	Yes	60110	960110
POVT	Overtime	POVT	93.54	134,701	2,525,714	\$18.75	Yes	60110	960110
	Total - POVT		97.89	140,959	3,856,742	27.36			

Paytype Mapping Analysis									
ENUFF Health System For Period Ending: 18									
Budget Group: All									
PayType	Description	PayType.JobCode	YTD HRS CYA	YTD DLLRS CYA	AvgRate CYA	FTE?	Paytype GLAcct	Paytype HRAcct	
Other JobCode Level - Dollars									
P0016	Extra Shift	P0016	118	47,202	\$400.00	No	60100	0	
P0020	Call Pay	P0020	174,361	390,787	\$2.24	No	60100	0	
P0030	Additional Pay	P0030	28,125	1,529,189	\$54.37	No	60900	0	
P0035	Hol/Fit Pool Bonus	PHOL	17,335	487,381	\$28.11	No	60100	0	
P0039	Additional Pay	P0030	-	104,968	\$0.00	No	60100	0	
P0050	Recognition Pay	P0030	-	13,201	\$0.00	No	60100	0	
P0051	Sign On Bonus	P0061	-	148,440	\$0.00	No	60100	0	
P0054	Incentive Pay	P0054	-	650,863	\$0.00	No	60100	0	
P0057	Nursing Incentive	P0054	35	112,044	\$3,201.26	No	60100	0	
P0059	Nursing Ovt Bonus	P0061	-	67,426	\$0.00	No	60100	0	
P0061	Bonus	P0061	998	84,906	\$85.04	No	60100	0	
P0062	Critical Shift	P0062	70,747	344,513	\$4.87	No	60100	0	
P0064	Incentive Pay	P0064	-	48,135	\$0.00	No	60100	0	
P35OT	Hol/Fit Pool OT	PHOL	4,645	119,480	\$25.72	No	60100	0	
PHAOT1	HH Aide Ovt Wk1	PHAOT1	2,802	13,456	\$4.80	No	60110	0	
PHAOT2	HH Aide Ovt Wk2	PHAOT2	2,681	12,906	\$4.81	No	60110	0	
PHCAL1	Call Pay Week 1	PHCAL1	16,856	39,921	\$2.37	No	60100	0	
PHCAL2	Call Pay Week 2	PHCAL2	16,440	38,877	\$2.36	No	60100	0	
PHOL	Holiday Premium	PHOL	29,265	1,096,240	\$37.46	No	60100	0	
	Total Other JobCode Level - Dollars		364,409	5,349,934	14.68				

Paytype Mapping Analysis									
ENUFF Health System For Period Ending: 18									
Budget Group: All									
PayType	Description	PayType.JobCode	YTD HRS CYA	YTD DLLRS CYA	AvgRate CYA	FTE?	Paytype GLAcct	Paytype HRAcct	
Not Included in Payroll Computations									
P0028	PDO Cash-In	P0028	18,772	389,136	\$20.73	No	1000000		0
P0056	Gainsharing	NA	-	1,549,086	\$0.00	No	1000000		0
Total Not Included in Payroll Computations			18,772	1,938,223	103.25				