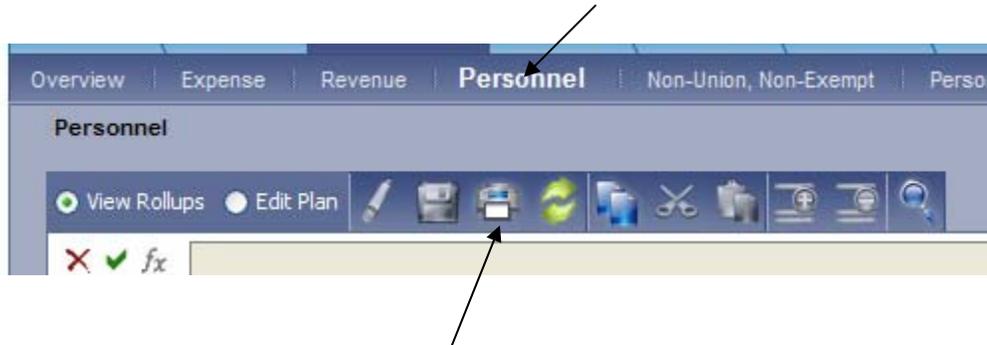


## **Personnel**

Personnel information is **Plan** and **Union** specific. One plan may contain personnel on more than one union sheet.

You can see a list of all employees for the entire department by selecting the highest level of the plan and then click on the **Personnel** link. You may then open a printable view by clicking on the printer icon on the toolbar. This will export the entire list to Excel. You can use this list to make sure the personnel information for each employee is correct. If you find errors, the appropriate plan the employee is allocated to and appropriate union is listed so you will know which plan and union link to select.



To enter personnel information make sure you have selected the **Plan** (aka division, activity, project) you would like to enter information for. Click on the personnel link under the **Sheets** tab that corresponds to the correct union the employees belong to.

NOTE: Changes to personnel information can only be made at the roll-up level of a plan if employees are allocated to that particular level of your plan. If you click on **Edit Plan** while you are in a roll-up level, most or all of the employee data will disappear and only those employees budgeted for at that level will remain to be edited.

## **Personnel Sheet Data Overview**

The following items are displayed on the **Personnel** sheets:

- **Plan:** This indicates the plan that the salaries and benefits costs for the employee will be charged to. It is possible to allocate one employee to multiple plans by clicking in the plan cell. A drop-down menu will appear. Select the plan you would like to allocate the employee's costs to.

NOTE: If you need to allocate an employee to a plan that someone else is responsible for budgeting, please contact them before you allocate an employee to their plan.

- **Employee Number:** Same as Cayenta
- **Job Title:** Same as Cayenta
- **Name:** Same as Cayenta
- **FTE:** This equals the full time equivalent that the employee works. If an employee is allocated to more than one plan, enter the amount of their time that

should be charged to that particular plan. When entering FTE information, be sure to place a decimal point in front of the number. For example, if an employee works half time, type .50 not 50. If a person is full time and allocated to multiple plans please be sure their FTE is equal to 1.00.

- **Average Salary:** This is a calculated field. It is based on the average daily hours worked, union code, step, range and last step date.
- **Average Daily Hours:** This number is based on the number of hours an employee would work for the entire year. This is a drop down menu; choose the number that best corresponds to your employees work schedule. For example, if a person is a 35 hour per week employee, their average daily hours would be 7. If a person works 5 hours per week, their average daily hours would be 1.
- **Employee Type:** Type A (Regular Full-Time), B (Regular Part-Time), C (Part-time, On-Call less than 50%), D (Part-time, On-Call less than 50%) or E (Elected).
- **Union Code:** This determines which salary schedule the employee's pay rate should be calculated from.
- **Pension Code:** Same as Cayenta.
- **Range:** Same as Cayenta.
- **Step:** Same as Cayenta.
- **Benefits:** Yes or No. An amount will be calculated based on the selection.
- **Hire Date:** Same as Cayenta.
- **End Date:** Same as Cayenta. If you have an employee that will be vacating a position you can enter a date and the salary will be calculated based on the time period they will be employed during 2009. If you have summer hires you can enter a start date and end date and a wage expense will be calculated for that time period.
- **Last Step Date:** Same as Cayenta.

### **Making Personnel Changes**

For existing employees the only fields you need to change will be the Plan, FTE, and End Date. If you see errors in any of the other fields please let Budget & Finance know.