

UNIVERSITY OF OREGON

Steps and OPE Calculations

For Data Entry to Banner Budget
Development

Budget and Resource Planning

4/27/2016

Overview


Banner budgeting does not allow budgeting of OPE within the Salary Planner module. This process will allow you to extract Salary Planner data when you have finished with the salaries portion of your budget, and calculate the OPE on those salaries for entry into Budget Development.

Get Position Budget Data from Salary Planner

Logging in to Salary Planner is covered in the main Salary Planner and Budget Development Manual – here is a summary:

1. Access duckweb.uoregon.edu and sign in
2. Select the employee Information menu
3. Select the Salary Planner option
4. Select the Edit Scenario option
5. Enter the correct information in the prompt boxes for Extract ID (FY17 Salary_Budget) and Scenario (WORKINGBUDG2017)
6. Verify the Filter Criteria is set to “Position Attributes”
7. Click on the Select button to continue

Position Filters

 Enter filter criteria and select desired button. Use Ctrl or Shift key to select multiple.

Update of Budget Development

| | |
|-------------------|--------|
| Chart of Account: | B |
| Budget ID: | FY17 |
| Budget Phase: | WB2017 |

FY17 Salary_Budget, WORKINGBUDG2017

| | |
|------------------------------------|---|
| Organizations: | 410510 - CPDC Campus Planning Operations 410600 - Office of Internal Audit 410601 - University Auditor Operations 410610 - University Auditor Operations 410800 - Safety and Risk Services 420000 - Budget and Resource Planning 420001 - BRP Operations 421000 - BRP Operations |
| Include Subordinate Organizations: | <input checked="" type="checkbox"/> |
| Employee Class: | All AA - Admin 9 mo .5+ FTE-Exempt AB - Admin 12 mo .5+ FTE-Exempt AC - Admin 9 mo<.5 FTE-Exempt AD - Admin 12 mo<.5 FTE-Exempt |
| Bargaining Unit: | All None AA - Unitd Acc,AAUP/AFT,AFT,AFL-CIO FA - Faculty-Unrepresented GR - Teamsters Local Union #206 |
| Faculty Rank: | All None A - Professor AC - Professor, Clinical AP - Professor of Practice |
| Include Pooled Positions: | <input checked="" type="checkbox"/> |
| Include Vacant Positions: | <input checked="" type="checkbox"/> |
| Number of Records per Page: | 25 |

List By Employee

Summary Totals

List By Position

1. From this screen select the highest organization in the roll-up you wish to download, leave the "Include Subordinate Organizations" box checked, For most departments it will be appropriate to leave the default setting of ALL for each of the selections for Employee Class, Bargaining Unit and Faculty Rank.
2. Make sure to include Pooled Positions and Vacant Positions.
3. When your selections are made, click the List By Position button at the bottom of the screen.
4. Scroll (or click the 'Jump to Bottom' link) at the bottom of the screen.

Paste the Salary Planner salary data into the OPE template.

- Open the OPE template located on the BRP website under the Personnel/OPE Tools section
- Copy the template into your personal location and name it appropriately
- Navigate to the tab called Sal Planner Download
- Clear out any existing data in columns A through AN, from row 5 downward by pressing the Clear Old Data tab. DO NOT DELETE OR MAKE ANY CHANGES TO ROWS 1 – 4
- Navigate back to the Salary Planner download file. Then highlight the data in **Columns A – AN**, include all rows with data, copy and paste the data into Cell A5 of the OPE Template
- If everything worked correctly, all of the OPE amounts will be automatically calculated in columns AN through AW of the template
- Go to the Pivot tab and refresh the pivot table to get all costs by FOPAL

Data Clean up and OPE calculations.

The data may have imported into excel with a few rows of data where the data does not line up with the appropriate column. This seems to occur for positions with long titles. If this has occurred to your data, correct the error by cutting and pasting the data to the appropriate columns.

| Position | Position Title | Effective Date | Organization | Organization Title | ID | Last Name | First Name | Middle Name | Adjusted Service Date | Salary Step | Employee Class | Position Type |
|----------|-----------------------------|----------------|--------------|-------------------------|-----------|-----------|------------|-------------|-----------------------|-------------|----------------|---------------|
| B97555 | Accounts Payable Manager | 1-Jul-16 | 431160 | BAO Accounts Payable | 95xxxxxxx | Doe | John | T | 1-Jan-89 | 0 AB | 0 AB | S |
| B97563 | Asst Dir | 1-Jul-16 | 42552 | BAO Financial Ser | 95xxxxxxx | Doe | John | T | 11-Jun-05 | 0 AB | 0 AB | S |
| B97581 | Travel Manager | 1-Jul-16 | 431170 | BAO Travel | 95xxxxxxx | Doe | John | T | 11-Jun-05 | 0 AB | 0 AB | S |
| B97672 | Assoc Dir St Fin Svcs | 1-Jul-16 | 431205 | BAO Admin Student Serv | 95xxxxxxx | Doe | John | T | 11-Jun-05 | 0 AB | 0 AB | S |
| B98024 | Accounts Receivable Manager | 1-Jul-16 | 431211 | BAO Accounts Receivable | 95xxxxxxx | Doe | John | T | 11-Jun-05 | 0 AB | 0 AB | S |

- You can turn classified steps on or off in cell C2 of the Sal Planner Download tab.
 - If you are budgeting salaries on the General Fund, turn steps off in order to budget current amounts, as augments will be calculated when steps occur.
 - If you are budgeting salaries on a fund where you will not receive an augment, you may wish to turn steps on in order to budget the full year's anticipated amount.
- You can include the current health insurance estimated increase.
 - If you are budgeting on the General Fund, use the current rate in order to budget current amounts, as augments will be calculated when increases occur.
 - If you are budgeting on a fund where you will not receive an augment, you may wish to budget the estimated increase in order to budget the full year's anticipated amount.
- The steps calculations are shown on the Steps Table tab.
- All of the rates used in the calculations are shown on the Rates Table tab.

The template provides the account codes needed for steps and each of the 3 OPE categories.

If you want to upload classified steps directly into Salary Planner contact BRP for assistance.

Input OPE Calculations into Budget Development.

Refresh the pivot table on the tab marked “Benefits by Index Pivot” – this will give you account codes and amounts to enter into Budget Development worksheets.

| LD Budget | (All) | | | | | | | | | | | | | |
|---------------------|-----------|-----------|---------|-----------|-----------|----------------|------------------|---------------|------------------|--------------------|------------------------|----------------------|-------------------|--|
| Index Code | Fund Code | Orgn Code | Prog Co | Actv Code | Acct Code | Hlth Acct Code | Retire Acct Code | Oth Acct Code | Sum of Step Cost | Sum of Health Cost | Sum of Retirement Cost | Sum of Total Oth OPE | Sum of All OPE | |
| 0 | 001220 | 431211 | 61001 | SGEN | 10301 | 10974 | 10977 | 10978 | 1,410.18 | 15,760.00 | 13,002.16 | 5,456.18 | 34,218.34 | |
| 0 Total | | | | | | | | | 1,410.18 | 15,760.00 | 13,002.16 | 5,456.18 | 34,218.34 | |
| SBAACC | 001100 | 431120 | 61001 | 0 | 10103 | 10944 | 10947 | 10948 | - | 31,520.00 | 37,714.55 | 16,240.16 | 85,474.70 | |
| SBAACC | 001100 | 431120 | 61001 | 0 | 10301 | 10974 | 10977 | 10978 | 9,331.70 | 138,688.00 | 88,519.28 | 37,420.61 | 264,627.89 | |
| SBAACC Total | | | | | | | | | 9,331.70 | 170,208.00 | 126,233.82 | 53,660.76 | 350,102.59 | |
| SBAAPB | 001100 | 431160 | 61001 | 0 | 10103 | 10944 | 10947 | 10948 | - | 15,760.00 | 12,703.62 | 5,505.43 | 33,969.05 | |

Note that the Account Codes are color coded to match the Amounts.

You may also create your own pivot table to summarize the data in different ways. There are many ways to manipulate pivot tables, consult with your analyst in BRP if you need help.