Oracle® Hyperion Public Sector Planning and Budgeting

User Guide

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ctx=acc&id=trs if you are hearing impaired.
Part I
Getting Started

In Getting Started:

- About Public Sector Planning and Budgeting
- Getting Started
About This Guide

This guide has four parts:

- **Part I, “Getting Started”** outlines the key features of Oracle Hyperion Public Sector Planning and Budgeting, and how to use it based on your budgeting requirements and responsibilities (budget administrator, or budget reviewer, for example).

- **Part II, “Creating and Preparing Applications”** provides the information administrators need to create and prepare Public Sector Planning and Budgeting applications for compensation budget and line item budget integration. It also describes how to integrate with PeopleSoft Financials Commitment Control.

- **Part III, “Creating Compensation Budgets, Decision Packages, and Budget Requests”** provides the information that budget planners, finance office staff, and budget office staff need to prepare, calculate, submit, revise, and report on compensation and line item budgets. It also describes how to define decision packages to submit associated and logically related budget requests for approval.

- **Part IV, “Appendixes”** provides information about loading HRMS data using the Outline Load Utility, updating business rules after modifying predefined Smart Lists, and answers to some frequently asked questions.

About Public Sector Planning and Budgeting

Public Sector Planning and Budgeting, is an integrated budgeting and planning solution in the Oracle Enterprise Performance Management System suite that enables public sector and higher-education organizations to manage existing and projected budgets using current and previous General Ledger and Human Resource Management (HRMS) data. You can also load data from PeopleSoft Financials Commitment Control. Public Sector Planning and Budgeting also enables you, at a departmental or Human Resource organization level to manage, modify, and update
employee and job data, identify the compensation budget impact, and define General Ledger allocations.

Public Sector Planning and Budgeting enables you to accomplish these tasks:

- Build budgets from prior years or versions.
- Define decision packages and budget requests to submit funding requests for proposed projects, and to identify the impact these new proposals will have on the existing baseline budget.
- Manage positions, and position data, and position-related compensation details
- Manage employee-related data such as salary grades, benefits, location, status, employer-paid taxes, and union information
- Project and evaluate the impact of employee compensation on overall budgets
- Forecast the impact of new positions, workforce reductions, contract proposals, and compensation and benefit changes as they occur throughout the year
- Perform mass updates and globally or conditionally apply compensation default changes
- Allocate budget amounts to different programs, projects, or other chart-of-account dimensions
- Integrate and aggregate position and employee budgets into operating expense line item budgets
- Issue notifications when budget issues need attention or the budget is completed
- Handle overrides with comprehensive audit trails to ensure accuracy
- Access budget data in Oracle Hyperion Smart View for Office
- Create detailed budget books and reports in Oracle Hyperion Financial Reporting, enabling you to publish budget details internally or externally, and use report queries

Source System Integration

Subtopics

- General Ledger and HRMS Integration
- PeopleSoft Financials and Commitment Control

General Ledger and HRMS Integration

You can budget using data and metadata in supported General Ledger and HRMS systems by creating and running integration in Oracle Hyperion Financial Data Quality Management ERP Integration Adapter for Oracle Applications or by using the other supported tools and products such as the Oracle Data Integrator or the Outline Load utility. Doing so enables you to:

- Load previous budgets and actuals from the General Ledger.
- Load detailed information from HRMS to prepare detailed position budgets and update existing salary-related budgetary information.
Allocate salary and position budgets into General Ledger accounts to enforce budgetary control. Compensation data in the Human Capital Plan type integrates with the overall line item budget, enabling you to identify the impact of detailed salary plans on the overall operating expense budget.

For information about using ERP Integrator to download and upload financial data, see the Oracle Hyperion Financial Data Quality Management ERP Integration Adapter for Oracle Applications Administrator’s Guide.

For information about the supported General Ledger, HRMS, and EPM System, see the Oracle Enterprise Performance Management Products Supported Platforms Matrices page:
http://www.oracle.com/technology/products/bi/hyperion-supported-platforms.html

**PeopleSoft Financials and Commitment Control**

Integrating with PSFT and using Commitment Control budgets enable you to:

- Extract actuals, budgets, encumbrances, financial references, and supporting data such as the following from the PeopleSoft Financials (PSFT) Commitment Control tables for use in Public Sector Planning and Budgeting applications:
  - Business units
  - Chartfields
  - Calendars
  - Line item budgets
- Perform large scale changes to many or all budgets, and send revisions as journals back to ERP for posting while maintaining distinctions in PSB budgets between original proposals, adjustments, revisions, and adjusted budgets.
- Seed data back to PSFT Commitment Control

Use the following to transfer data between PSFT and Public Sector Planning and Budgeting budgets:

- Control rules—Consist of rules for budget definitions and combinations of segments or chartfield values; both of which are used to validate line item budgets.
- Line item budgets that have final approval and are posted back to budget ledgers in PSFT. Line item budgets are validated against the budget definition and combination edit rules defined in PeopleSoft.

**Budgeting Implementations and Approaches**

Public Sector Planning and Budgeting supports these budgeting approaches:

- Baseline budgeting, in which your previous year’s imported actuals and or unspent balances form the beginning of the current year’s budget under preparation. For example, you may have $25,000 approved in your 2011 budget for maintenance contracts, $15,000 of which was spent. If at the start of the budget preparation process for 2012 you use actuals to create
the baseline budget, your account for maintenance contracts has $15,000. If you use the 2011 budget, you have $25,000.

- Bottom-up budgeting, in which expenses from low-level entities (cost centers, departments, business units, and so on) aggregate upward.

- Distributing or top-down budgeting, in which expenses are disseminated from the highest level entity downward. In this budget implementation, initial budgets are prepared by the top level owners of the entity hierarchy, who pass the control to update and view budgets to lower level entity owners such as cost center or business unit managers. These lower level entity owners update compensation expenses, and then submit budgets back to the top level owners.

- Target budgeting. Although this approach prevents you from using Approvals, it enables you to identify, enforce, and track the budget allocated to all offices, bureaus, cost centers, and business units by defining target versions. For example, a Public Sector organization may receive $800,000 from the federal or country government. Using target budgeting, the organization allocates funds to different departments, preventing them from submitting budget requests that exceed their departmental limits.

**The Basic Budget Process**

Building and maintaining budgets involves these steps:

1. At the beginning of the budget cycle, product implementors prepare applications by satisfying the application preparation requirements, and loading General Ledger, possibly from PeopleSoft Financials, and HRMS actuals from the previous budget year or version (baseline budget). See “Initial Budget Implementation Tasks” on page 37.

2. Under the guidance of finance staff, planners prepare compensation budgets by performing these tasks:
   - Prepare budgets, or decision packages and budget requests, for their cost centers to reflect position and employee changes such as filled vacant positions, modified employee status, changes to benefits, and full-time equivalent (FTE) assignments. Decision packages and budget requests can be used to organize and submit logically related line item budget requests for approval.
   - Create and define positions by performing tasks such as:
     - Applying salary, compensation, and allocation defaults defined at the entity or department level to new positions by performing mass adjustments.
     - Applying entity-specific salary, compensation, and allocation defaults to existing positions and assigned employees.
     - Defining salary and compensation increments that can be used to automatically progress assign the next salary grade step, salary value, salary rate, or compensation option to positions and employees.
   - Calculate compensation expenses for their entity (cost center or department).
   - Assign employees to jobs or positions.
   - Transfer or terminate positions and employees.
Allocate entity compensation expenses to General Ledger Accounts by specifying chart fields or segments.

Review the budget impact of existing positions, employees, and compensation schedule changes.

Use Approvals to submit budgets to senior financial and division heads for review.

3. After compensation budgets are approved, administrators can perform these tasks:

- Write back next year’s budget from an aggregate storage database to the General Ledger as journal entries.
- Run journal imports in the General Ledger.

4. Finance and budget staff consolidate compensation budget plans and publish budget reports, budget books, bills, and other statutory documents in HTML or PDF formats. See Chapter 14, “Using Reports and Budget Books”.

5. Revise budgets.

Plan Types

Plan types represent Oracle Essbase databases that Administrators create to contain dimensional data. Use Plan Type 1, 2, or 3 for line item operating expenses such as lease, utility expenses, and other driver-based budgets such as program or capital plans. One of these plan types can later contain the line item budget.

Use the Human Capital Planning (HCP) plan type for compensation budget dimensions such as effective-dated salary, benefit assignments, and General Ledger account allocation percentages. Administrators populate the line item budget by mapping HCP dimensions and members to General Ledger accounts segments and chart fields.

Budget Detail Types

Subtopics

- Position and Employee
- Employee
- Position

When creating a Public Sector Planning and Budgeting application, select the budget type for the level of driver-based compensation budgeting that you want to use to derive overall compensation budget expenses.

Position and Employee

Use this budget detail to budget employees by their assignments to positions, which drive compensation expense calculations. This budget detail enables you to plan and track expenses by position and by employee in which each position represents a unique corporate role and is characterized by cost center and job title.
Where available, employee-specific salary, earnings, benefits, tax, and allocation information is used to ensure that position expenses are calculated and allocated as precisely as that of current incumbent information. The Position and Employee dimensions are populated as mandatory dimensions, and Job is a property of Position. Job is an Account member associated with a Smart List.

**Employee**
Use this budget detail to track and budget solely by employees assigned to various jobs. If your organization does not use the position management module in your HRMS, select this budget detail. With the employee budget detail, Job Code is a dimension, is populated during application creation, and drives personnel expense calculations.

**Position**
Use this budget detail to track and budget solely by positions. Using this budget detail type, Position is populated as a mandatory dimension and has Job as a property. Job is an Account member associated with a Smart List. The position budget detail enables you to generate budgets for overall FTE, but not for headcount. The position budget detail enables you to load average or maximum compensation information across all employees.

**Decision Packages and Budget Requests**
Decision packages present public sector resolutions, objectives, or proposals. Budget requests are the individual personnel, operational, or line item budgets required to implement decision packages. For example, Public Safety Improvements could be a municipal decision package that contains budget requests defined by the Fire Department and the Police Departments that present the line item costs and total amount involved to fulfill the decision package.

See Chapter 11, “Working with Decision Packages and Budget Requests”.

**About Building and Maintaining Compensation Budgets**
The tasks different users perform to administer and define budgets and decision packages are listed in the My Task Lists pane and, possibly, in the Task Lists pane. See “Building and Managing Budgets Using the My Task Lists Pane” on page 35.

**Employee, Position, and Job Relationships**
Every position is unique to a department and is characterized by the associated jobs. For example, Mechanic is a job. Mechanic in the Parks department is one position, and Mechanic in the Highway department is a different position. Positions can be shared, pooled, or single-incumbent. The FTE for single incumbent positions cannot exceed one. Shared and pooled positions can have multiple FTEs. Calculations are performed by position if you use the Position
budget detail or the Position and Employee budget detail. With the Employee budget detail, Job
drives compensation calculations.

Employees are assigned to positions. Until a position is filled by an employee, its vacant portion
is tracked. If an employee terminates, the position remains vacant until another employee is
assigned. Unless defined as single incumbent position, multiple employees can be assigned to a
position. Employees may also have multiple positions. For example, nurses may work day shifts
and night shifts but the nurse position is not differentiated by shift. The employee is assigned to
the same position twice so the pay for each shift can be calculated differently.

**FTE, Headcount, Overtime, and Vacancy Calculations**

**Subtopics**

- FTE
- FTE and Short-Term Disability, and Maternity Leave
- FTE and Long Term Disability Leave
- Overtime
- Headcount
- Vacant Positions
- Additional Earnings

**FTE**

When employees are hired, assign the FTE of the position to the employees. This fills the FTE
and reduces the vacancy portion of the position. If employees are terminated or transferred, the
position's vacancy portion of FTE is added to vacancy. The total FTE for the employees assigned
to a position cannot exceed the total FTE for the position. The difference between a position's
FTE and the number of incumbent employee FTEs is the vacant portion of the position.

To exclude the vacant portion of a position from calculations:

- Exclude or override the Total FTE assignment
- Exclude positions from calculations

For the **Position and employee budget detail**: If employees are absent due to maternity or short-
term disability, you can update their position FTE to create a replacement FTE that can be
temporarily filled by another employee until the absent employee returns to work. See “FTE and
Short-Term Disability, and Maternity Leave” on page 23 and “Changing Employee Status” on
page 158.

**FTE and Short-Term Disability, and Maternity Leave**

**Applies only to the Position and employee budget detail**

If an employee who is assigned a position is absent due to maternity or short-term disability
leave, you can:
- Update the position’s FTE to generate a replacement FTE vacancy that you can temporarily fill by assigning another employee not associated already with the position. This other employee fills the vacant FTE until the absent employee’s leave ends.

or:

- Not update the position’s FTE to have another employee already assigned to the position perform, being compensated accordingly, the work of the absent employee.

- Set the status as active to have their compensation calculated during a particular period of time

- Set the status as inactive to not calculate or pay their compensation during a particular time period

- Include or exclude the compensation expenses from budget calculations

For example, an employee has an annual salary of $82,000, is away for three months on maternity leave, continues to receive compensation during her leave, and a replacement vacancy FTE is generated for her position. In this case, the replacement vacancy FTE is included in budget compensation calculations if another employee assumes the replacement FTE, which one does. By default, the replacement employee receives, for the three months they work until the original employee returns from leave, the same annual salary. Consequently, the annual and monthly compensation for the position is:

- Employee on maternity leave: $82,000.00 (annual); $6,833.00 (monthly)
- Replacement employee working during the three months of the original employee’s maternity leave: $20,499.00
- Total annual compensation for the position: $82,000 + $20,499.00 = $102,499.00

See “About Changing Status” on page 156 and “Changing Employee Status” on page 158.

**FTE and Long Term Disability Leave**

Employees absent from work due to long term disability leave:

- Cannot have their vacant FTE generated and filled by another employee
- Cannot be have their status defined as active
- Cannot have their compensation calculated or paid

**Overtime**

Overtime is calculated only for nonexempt and hourly employees. Overtime is budgeted separately from salary, and paid at a higher rate (typically, 1.5 times or two times the hourly rate). You can modify overtime calculation to scale it by the number of employees in a group, and by the overtime hours projected for each eligible employee. Create overtime as an additional earnings element. See “Defining Overtime” on page 104.
Headcount

- **Existing headcount**—In the Position budget detail, existing headcount is an input value. In the Position and Employee budget detail, existing headcount is calculated based on the number of loaded employees assigned to a position. In the Employee budget detail, existing headcount is a loaded, read-only value.

- **Total headcount**—The existing loaded headcount in addition to approved headcount.

- **Approved headcount**—Headcount is loaded from HRMS in addition to accepted employee-position assignments made during the budget year. Empty or vacant headcount loaded from HRMS are approved, but further employee assignments in Public Sector Planning and Budgeting are unapproved. For example, if you load a position with a headcount of six to which four employees are assigned, the remaining vacancy of two is approved. If you assign two employees to the position, their headcount is unapproved. Specify headcount to positions in HRMS to accommodate future employee assignments before loading positions.

- **Proposed headcount**—The number of newly assigned employees to approved or unapproved positions in the budget year.

- **Unapproved headcount**—Number of remaining unapproved employee assignments.

Vacant Positions

- For the Position and Employee budget detail, compensation is identified and calculated using vacancies, FTE, and employee-position assignments.

- For the Position budget detail, FTE is one of several factors used to determine compensation. Other factors such as start dates and salary changes are also used. Vacancies are excluded from calculations.

- For the Employee budget detail, vacancy is calculated at the employee level and includes to-be-hired assignments.

For the position and employee budget detail, you can generate position vacancies for employees on maternity or short-term disability leave. You can then temporarily assign other employees to the position until the absent employees return. See “FTE and Short-Term Disability, and Maternity Leave” on page 23.

Shared Positions

Several incumbent employees can be assigned to a shared position, up to the value of the FTE defined. With shared positions, Public Sector Planning and Budgeting ensures that the total number of FTEs is the same as the number of assigned employees filling the position, plus the position vacancies. For example, if a position has an FTE of six to which four employees (each with an FTE of one) are assigned, the remaining headcount of two is a vacant expense.

Assume that a Night Security Guard position has an FTE of two, a loaded headcount of four, and to which four part-time employees (each having an FTE of 0.5) will be assigned. If you assign one of the Night Security Guards an FTE of one (full time), three FTE or headcount remain. If a shared position is partially filled, average or default position-level salary, benefit, and allocation information derives the expense estimates of the filled and vacant portions of the position.
**Pooled Positions**

Because a potentially changing number of employees can be assigned to a pooled position, pooled positions can have multiple employee assignments. If an FTE value is unspecified for a pooled position, expenses are not calculated. Loaded pooled positions usually do not have FTEs. For these positions, budget expenses are calculated for assigned employees, and vacant expenses do not exist.

FTE is usually not defined for pooled positions. However, to budget for a new pooled position without knowing how many employees will be assigned, assign a position FTE; budget expenses are computed based on this FTE. Typically, pooled positions are not used to calculate vacancy compensation, although you can define FTE without having first specified employee assignments.

**Incumbent Positions**

Incumbent positions are those that can be held by only one employee.

**Additional Earnings**

Modifying additional earnings can affect other calculations, such as those deriving effective dating and percent of gross pay.

**Compensation Funding From Different Departments**

Each employee’s salary, earnings, benefits, employer-paid tax, and allocation information is used in calculations, ensuring that employee expenses are calculated and distributed correctly. When a position is shared across departments, only one department owns the position and can modify position expenses. Define position or employee allocations to allocate compensation expenses to the owning department.

If an employee has two jobs, each in a different department, each department accounts for their portion of employee expenses. For example, if an Administrative Assistant has an FTE of 1 and works in two departments, each department pays 50% of the expense, and the FTE is calculated as follows:

- Each department accounts for its portion of the employee FTE (0.5 per department in this case)
- The Administrative Assistant’s two job records are grouped under the employee. The job records are accessible only by the primary department.

You can also allocate a general expenses (hardware, furniture, and floor space, for example) across departments.
Provided Dimensions

Subtopics
- Scenario and Version
- Element
- Budget Item
- Request
- Entity
- Account
- Currency
- Additional Dimensions

By default, the Scenario, Version, Period, Year, and Currency (for multi-currency applications) dimensions are enabled for the HCP plan, and plan types 1, 2, and 3.

Scenario and Version

The Scenario and Version dimensions represent the broadest categories of data in your application.

- Scenario describes the type of data you are working with, such as actual, forecast, or budget. To load and use actuals from PeopleSoft Financials Commitment Control, create a child member called **Actuals** in the Scenario dimension.
- Version contains the different budget stages or iterations that you use, providing snapshots of data during each phase of the budget preparation process. As such, the Version dimension describes the possible stages or outcomes within the context of a scenario. For example, one stage represents the initial budget and another stage represents the final budget. Version also contains revision members. Administrators create members for budget revisions R(x) in the Revision parent member.

**Note:** For budget preparers to modify a decision package, an administrator must first ensure that they have write-access to the scenario and version, and the owning entity of the decision package. See **Setting Up Access Permissions** in the Oracle Hyperion Planning Administrator’s Guide, and “About Accessing, Reviewing, and Approving Decision Packages and Budget Requests” on page 191.

Element

The Element dimension stores all the compensation components and salary grade structures. Each element represents a compensation type, such as a salary grade, benefit, additional earning, or employer-paid taxes. These predefined members are used:

- Total Compensation Expenses—Parent member that includes four compensation categories (Salary Grades, Additional Earnings, Benefits, and Employer-paid Taxes). The four compensation categories do not contain members, because you are expected to create the compensation components during implementation.
Salary Grades—Parent member that stores all salary grades for the organization. Create salary grades or load them from HRMS as children of Salary Grades. Examples of salary grades include different nonunion wage scales.

Additional Earnings—Parent member that stores additional earnings. Create additional earnings or load them from HRMS as children of Additional Earnings. Generally, additional earnings are taxable components of salary, but cannot be classified as base salaries. Examples of additional earnings are overtime, shift differential, and hazard duty pay.

Benefits—Parent member that tracks all benefits paid by the company to employees. Create benefits or load them from HRMS as children of Benefits. Generally, benefits are nontaxable. Examples of benefits are medical insurance, dental plan, and short-term disability. Create benefit elements such as "Fringe Benefits" to benefits using blended benefit rates that are percentages of salary.

Employer-paid Taxes—Parent member that tracks taxes paid to state and federal governments or other taxing authorities on behalf of employees. Create employer-paid taxes or load them from HRMS as children of Employer-paid Taxes. Examples of employer-paid taxes are FICA (Federal Insurance Contributions Act) and SUTA (state unemployment payroll tax). You can add blended taxes to budget tax as an overall percentage of salary.

Defaults—Four members (Salary Grade Defaults, Benefit Defaults, Additional Earnings Defaults, and Employer-paid Tax Defaults) are used to capture compensation defaults. Set the Addition aggregation option for child members so that they roll up correctly to the parent members. For example, add all benefit members to calculate the total for the Benefits parent member.

Budget Item

The Budget Item dimension, enabled only for the HCP plan type, contains FTE assignments and changes, status assignments and changes, compensation element changes, and allocation assignments. These predefined members are used:

- Unspecified Budget Item—Contains and tracks data that does not change by period or year such as position name, employee name, and employee number.

- FTE and Status Assignments—Parent member that includes 25 placeholder child members (1st Assignment through 25th Assignment) that tracks changes to FTE, employees, and position status. For example, track changes to employee status when employees are transferred, terminated, or go on maternity leave.

- Element Changes—Parent member that includes 25 placeholder child members (1st Element Change through 25th Element Change) that tracks changes to the elements assigned to positions and employees, such as changes to benefits, salary grades, or additional earnings. Set the Addition aggregation option for all child members of Element Changes.

- Allocation Assignments—Parent member that includes 25 placeholder child members (1st Allocation through 25th Allocation) that tracks the allocation assignments for positions and employees. Allocations link position and employee compensation expenses to the corresponding General Ledger accounts through segments or chartfields. The details of those allocations are captured by these members.
- Rule Criteria—Preserves the search results for employees or positions that you adjust. For example, when you launch a business rule to search for positions to which to add benefits, the search results are stored in this member.

By default, applications include 25 effective-dated changes for a given scenario and version during a budget cycle. Determine the number of changes you will need in a budget cycle, and then add or load members to the dimension hierarchy.

**Request**

To build decision packages and budget requests using custom forms that you create, you must add members for all budget requests in the Total Requests parent member in the Request dimension. See “Preparing Forms and Enabling Custom Forms” on page 198.

**Entity**

The Entity dimension contains members for HR organizations (departments, for example) enabled in the HCP plan, and for General Ledger organizations (cost centers) enabled in Plan Type 1, 2, or 3. Set up the Entity dimension as follows:

- Add members to represent HR organizations under **Total Entity**.
- If you maintain separate HR and General Ledger organizations, in order to use General Ledger organizations in HR organization allocations, define a separate member hierarchy to represent General Ledger organizations. Then enable these members on Plan 1, 2, or 3, or the plan type for the line item budget.
- If HR and General Ledger organizations are the same, enable members in the HCP plan type, and Plan 1, 2, or 3, or the plan type for the line item budget.

For multi-currency applications, select the currency using the **Base Currency** property.

**Note:** To define and modify a decision package, users must have write-access to the entity that owns the decision package. See “About Accessing, Reviewing, and Approving Decision Packages and Budget Requests” on page 191.

**Account**

The Account dimension contains salary, job code, employee, and allocation properties entered by planners. It also contains compensation expense accounts, personnel expenses, and loaded General Ledger natural account segment or chart field values. Create account members for all budgeted items.

Enable all Account dimension members, including those for Personnel Expense accounts, on Plan Type 1, 2, or 3 as the source plan type. If members have HCP as the source plan type, change it to Plan Type 1, 2, or 3.
Currency

Local Currency identifies the currency in which values are displayed. You can budget in multiple currencies. You can convert local currencies to different currencies (for use in reporting applications and line item budgets) when you define mappings. For information about using different currencies, see Chapters 4 and 12 in the Oracle Hyperion Planning Administrator’s Guide.

Additional Dimensions

Subtopics

- Employee
- Job Code
- Position
- HSP_Rates

Employee

The Employee dimension contains employed workers in your organization. Employees are typically paid compensation and benefits through the employer’s payroll application. This dimension is created if you use Employee budget detail or Position and Employee budget detail. The Employee dimension uses these members:

- Unspecified Employee—Tracks data for which this dimension does not apply, such as vacancy compensation details with respect to positions.
- Vacancy—Tracks position vacancy compensation details. When you specify position details, track the position vacancy in the Vacancy member from the Employee dimension.
- Existing Employees—Parent member for all existing employees. Loads all existing employees from HR as children of Existing Employees.
- New Employees—Parent member that includes 100 placeholder child members (To be Hired 1 through To be Hired 100) that are used to add new employees during a budget cycle.

Set the Addition aggregation option for child members so that they aggregate correctly to the parent members. For example, add all existing employee members to calculate the total for the Existing Employees parent member.

Job Code

The Job Code dimension contains generic employee roles or classifications that can be independent of positions or organizations. For example, Secretary can be a job code in the Finance department and the Youth Services department. Job Code is used only with the Employee budget detail, and uses these predefined members:

- Unspecified Job Code—Tracks data for which this dimension does not apply
- Total Job Code—Parent member for all job codes. Load job codes from HRMS as children of Total Job Code.
Default Job Code—Captures job defaults

Administrators can add job codes during a budget cycle to reflect new proposed jobs.

**Position**

The Position dimension contains the occurrences of jobs in entities. For example, position 2655 could hold a Firefighter job in the Fire Services department. These members are used:

- Unspecified Position—Tracks data for which this dimension does not apply
- Total Existing Positions—Parent member for all existing positions. Load all existing positions from HR as children of Total Existing Positions.
- Total New Positions—Parent member that includes 100 placeholder child members (New Position 1 through New Position 100) that are used to add new positions during a budget cycle.
- Default Position—Captures position defaults by entity

Set the Addition aggregation option for child members so that they aggregate correctly to the parent members. For example, add all new position members to calculate the total for the Total New Positions parent member.

**HSP_Rates**

Used only in multi-currency applications, the HSP_Rates dimension contains a member to store exchange rate values for each currency. It also contains a member for input values and currency overrides.

**User Defined Dimensions**

You can create user-defined dimensions such as Fund, Program, Project, and Activity to suit your organization’s budgeting needs. For example, define a Project dimension to budget expenses for projects such as community center swimming pool installation and community center adult education computer upgrade. Although you need not enable user-defined dimensions on the HCP plan type, if you want to use them to track employee or position expenses, map and integrate the dimensions with the line item budget as described in Chapter 6, “Configuring the Line Item Budget”.

You cannot delete user-defined dimensions, but you can:

- Assign plan types at the dimension, not the member, level
- Rearrange the dimension hierarchy
- Share members

**Note:** Applications support up to 20 dimensions. However, for optimal performance, no more than 12 dimensions should be assigned to each Plan Type.
Smart Lists

Smart lists are linked to the dimensional members used to manage positions, jobs, and employees, and to build compensation budgets using forms. For example, the Employee_Type Smart List includes Temporary, Permanent, and Contractor values. Smart Lists are also used by predefined business rules that perform calculations. Smart Lists are also used to capture the allocation information for a given period of time. For information about creating and using Smart Lists, see the *Oracle Hyperion Planning Administrator's Guide*, *Oracle Hyperion Planning User Guide*, and “Setting Up Smart Lists” on page 55.

Predefined Accounts

Public Sector Planning and Budgeting provides predefined accounts, such as:

- **System Members**—Parent member that includes members used for date calculations in predefined business rules. You must keep the System Member parent and its members at the top of the Account dimension hierarchy. Do not delete these members or modify their properties.
- **Unspecified Account**—Member used to track data for which this dimension does not apply.
- **Human Capital Planning Accounts**—Parent member that includes the accounts that capture input in the predefined forms. The parent includes three categories: Assumption Input, HCP Budgeting Assumptions, and Position-Expense.
- **Revision Properties**—Parent member that includes accounts which capture input for budget revisions. Accounts include Revision Approval Status, Posting Date, and Revision Amount.
- **Segment Information**—Parent member that includes a child which is a Smart List for each General Ledger segment or chart field that is part of your compensation allocation definition. If you want to specify allocation rules using segment or chart field values use these Smart Lists.
- **Segment Descriptions**—Parent member that includes a child which is a Smart List for each General Ledger segment or chart field used in compensation allocations. Use these Smart Lists to specify allocation rules using segment or chart field descriptions.

The child members in Segment Information and Segment Descriptions are a sample of segments such as Account, Entity, Fund, Program, Project, and other user-defined dimensions that you may have in your General Ledger chart of accounts. To set up the allocation detail for positions or employees:

- Modify the list of child members to match your General Ledger chart of account.
- Modify Smart Lists associated with segment members. Smart Lists must include entries for all base members of the corresponding dimensions. For example, the Entity Segment member is associated with a Smart List that contains all base members of the Entity.

Add additional values here to allocate to an even lower level of granularity than code combination or a chart field combination. For example, you can add performance objective as an extra allocation field.
Annotations, Comments, and Attachments

Planners and cost center managers can explain and support their budget decisions and assumptions using the following:

- Annotations and comments
- Hyperlinks and URLs
- Microsoft Word documents or Microsoft Excel spreadsheets

Requirements

Before planners can create budgets for their departments or business units, product implementors and administrator must perform the tasks described in:

- Chapter 2, “Getting Started”
- Part II, “Creating and Preparing Applications”

Note: If you upgraded to this release from 11.1.2.1, update your application data as described in the Public Sector Planning and Budgeting Application Update Addendum.

Assumptions

Oracle assumes that administrators managing Public Sector Planning and Budgeting applications are familiar with the predefined content provided, Oracle Hyperion Planning, Oracle Hyperion Calculation Manager, and, if used, Financial Reporting.

Accessibility

For menu and navigation keyboard alternatives, see the Oracle Hyperion Planning Administrator’s Guide, available on Oracle Technology Network (OTN) at http://www.oracle.com/technetwork
For a high-level overview of the tasks and phases of the entire budgeting process, see “The Basic Budget Process” on page 20.

Given your corporate position and responsibilities, review or perform the appropriate tasks:

- If you are responsible for setting up and initializing Public Sector Planning and Budgeting in your organization, see “Initial Budget Implementation Tasks” on page 37.
- If you are responsible for periodically maintaining budgets, see “Budget Administration and Maintenance Tasks” on page 39.
- If you are a department or business unit owner responsible for creating budgets, see “Budget Planner Tasks” on page 40.

Note: To update 11.1.2.1 application data to this release, see the Public Sector Planning and Budgeting Application Upgrade Addendum.

### Building and Managing Budgets Using the My Task Lists Pane

The budget management and development tasks you can perform display in the My Task Lists pane. By default administrators have access to both of the task list folders in this pane:

- Budget Administration—Enables administrators to perform initial budget preparation and definition tasks such as review, modify, and prepare loaded data for use in Public Sector Planning and Budgeting applications. It also enables administrators to:
  - Define step, value, or rate-based salary grade defaults
  - Define position defaults
Define default compensation elements, such as benefits, employer-paid taxes, and additional earnings

- Review and adjust employee, job, and position details
- Perform mass updates to apply salary and compensation changes

Budget Preparation—Guides budget center managers or planning unit staff by providing links to budget-specific tasks such as the following, used to define and manage position, job, and employee compensation expenses:

- Create positions and assign employees to positions
- Define entity-specific allocation and compensation defaults for new positions
- Fill vacant or terminate positions
- Define General Ledger position allocations
- Transfer employees to other cost centers or departments
- Define employee General Ledger allocations or funding sources

**Note:** If you use decision packages and budget requests, see “Using the My Tasks List Pane in Decision Package-Enabled Applications” on page 36.

### Using the My Tasks List Pane in Decision Package-Enabled Applications

If you use decision packages and budget requests, there are some differences in the task lists displayed in My Task Lists:

- In Budget Administration, there is not a task for Mass update position and employee.

- In Budget Preparation, there are no sub tasks for Manage Position and Employee Data. Selecting this high level task launches your decision packages and budget requests in which you perform position and employee data tasks such as fill to be hired vacancies, edit position details, edit employee details, manage pending transfers, and manage position-employee assignments.

- In Budget Preparation, there are no tasks for:
  - Mass adjust compensation and benefits
  - Review and approve positions
  - Manage revision requests

Consequently, any task identified in Table 37, “Tasks That Require use of the Compensation Expenses Decision Package Type” is not invoked from the My Task Lists pane, and is performed in decision packages and their budget requests. For example, to modify employee compensation details, you must open the appropriate decision package, and edit the relevant budget request using the Maintain Employee Data form tab. If the forms that you need to perform these tasks are unavailable in a budget request, have your administrator modify the decision package so that it is based on the Compensation Expenses decision package type.
Initial Budget Implementation Tasks

Users who are responsible for setting up and initializing Public Sector Planning and Budgeting in your organization, define and prepare applications by performing these tasks:

- Install and configure Public Sector Planning and Budgeting. See the Oracle Hyperion Enterprise Performance Management Installation and Configuration Guide.
- If upgrading from a previous release, update existing data and artifacts. See the Public Sector Planning and Budgeting Application Update addendum.
- Create Public Sector Planning and Budgeting applications using Calculation Manager as the calculation engine. See Chapter 3, “Creating Applications”.
- Ensure that all required artifacts such as dimensions and members are defined, and if necessary, modified. See “Artifact Verification and Customization Tasks” on page 37.
- To use PeopleSoft Commitment Control data to build decision packages and budget requests, define decision package types and decision packages. See Chapter 11, “Working with Decision Packages and Budget Requests”.

**Caution!** You must define these items before loading data from the PeopleSoft source system using ERP Integrator.

- Load metadata and then data from supported source systems using tools such as ERP Integrator. See “Data Loading Preparation Tasks” on page 38.

**Note:** If using PeopleSoft Financials Commitment Control, see Chapter 5, “Using PeopleSoft Financials Commitment Control”.

- Perform the steps in “Compensation Budget, Line Item Budget, and Security Setup Tasks” on page 38.

Artifact Verification and Customization Tasks

- If organization units in your HRMS differ from those in the General Ledger, define two separate sets of members in the Entity dimension:
  - Create one set of members to represent HR organizations (departments, for example) under Total Entity. Enable these members only on the HCP plan type.
  - Create another set to represent General Ledger organizations (funding sources and cost centers) used in allocations to fund HR organizations. Enable these members on Plan 1, 2, 3, or where they apply.

  See “Setting Up Dimensions and Members” on page 51.

- Define additional dimensions and members required for budgeting. For example, to budget by project, create a project dimension hierarchy for individual project data and expenses. See “Defining Dimensions and Members” on page 51. **Note:** Enable all Account dimension members, including those for Personnel Expense accounts, on Plan Type 1, 2, or 3 as the
source plan type. If members have HCP as the source plan type, change it to Plan Type 1, 2, or 3.

- Define Smart Lists for the General Ledger segments or chart fields that you use in allocations to fund positions and employees. For example, ensure that General Ledger organizations used as funding sources are in Entity_List. See “Setting Up Smart Lists” on page 55.

  **Note:** Ensure that Smart Lists for allocation segments or chart fields contain entries for all leaf level members. Also ensure that Smart List labels are the same as the name of the corresponding dimension member name or alias.

- Ensure that all dimensions, Smart Lists, task lists, business rules, and validation rules required for your business logic and budgeting needs are created.

- Specify application and system preferences. See Chapter 1 in the *Oracle Hyperion Planning Administrator’s Guide*.

---

**Data Loading Preparation Tasks**

To load and write-back data from PSFT Commitment Control, see Chapter 5, “Using PeopleSoft Financials Commitment Control”.

- Determine how to load General Ledger and HRMS source data (using the ERP Integrator or the Outline Load Utility, for example). See “Loading General Ledger and HRMS Metadata and Data” on page 61 or Appendix B, “Loading Metadata and Data Using the Outline Load Utility”.

  **Note:** To load data from PeopleSoft Financials, you must use ERP Integrator.

- Define Budget Item as a data load dimension when verifying the data load settings. See “Data Load Settings” on page 50.

- If using ERP Integrator, define and run integrations to load actual and budget metadata and data from the HRMS and General Ledger. Load General Ledger data to Plan 1, 2, or 3. Load HRMS data to the HCP plan type. See *Oracle Hyperion Financial Data Quality Management ERP Integration Adapter for Oracle Applications Administrator’s Guide*.

- Review the loaded data. See “Processing Loaded HRMS Data” on page 107 and “Reviewing Loaded Position, Job, and Employee Data” on page 108.

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**Compensation Budget, Line Item Budget, and Security Setup Tasks**

- Configure the line item budget to link compensation data and expenses on the HCP plan type to operation expenses on Plan 1, 2, or 3. See Chapter 6, “Configuring the Line Item Budget”.

- Configure predefined artifacts, such as task lists, business rules, and validation rules to suit your business logic and budgeting needs. See “Customizing Provided Components” on page 65, and the *Oracle Hyperion Planning Administrator’s Guide*. 
In Essbase, set the current values for substitution variables to represent the current year, forecast year, and previous year. These are used in reporting. See “Substitution Variables” on page 50.

Define other compensation elements, such as benefit schedules and additional earnings. See “Managing Other Compensation Elements” on page 102.

Specify salary, compensation, and allocation defaults. See Chapter 8, “Defining Salary, Compensation, and Allocation Defaults”.

Perform mass updates to apply updated compensation elements globally or to specific positions and employees. See “Performing Mass Updates” on page 111.

Restrict access to sensitive financial and personnel data by applying access permissions to dimensions, members, forms, task lists, and business rules. See “Securing Forms” on page 69, “Securing Task Lists” on page 69, and “Securing Business Rules” on page 70.

Calculate and review the initial budget to ensure aggregations and calculations are correct. See “Calculating Budgets” on page 183 and “Reviewing Expenses” on page 184.

Allocate the initial budget to General Ledger accounts. See “About Allocating Compensation Expenses to General Ledger Accounts” on page 186.

Budget Administration and Maintenance Tasks

Periodically, administrators who are responsible for maintaining budgets may need to perform these tasks:

- Create a version member for each budget stage and assign users version access for data entry. See “Setting Up Dimensions and Members” on page 51 and “Securing Dimensions and Members” on page 68.

- To use decision packages and budget requests, satisfy the setup criteria. See “Requirements” on page 195.

- Update the new budget’s calendar span by setting Start Year, End Year, Start Period, and End Period for the scenario. See Chapter 12 in the Oracle Hyperion Planning Administrator’s Guide.

- Define new positions, employees, and jobs mid budget cycle. See “Creating Jobs, Positions, and Employees During the Budget Cycle” on page 54.

- Assign new users access to artifacts such as scenarios. See “Securing Dimensions and Members” on page 68.

- To use decision packages and budget requests, satisfy the setup criteria. See “Requirements” on page 195.

- Completely or partially refresh data from the General Ledger and HRMS source systems using ERP Integrator. See Oracle Hyperion Financial Data Quality Management ERP Integration Adapter for Oracle Applications Administrator’s Guide.

- Incorporate changes to budget guidelines and assumptions and specify options for existing compensation elements, and salary grades (grade steps, for example). See Chapter 7, “Setting
Up Compensation Budgets” and Chapter 8, “Defining Salary, Compensation, and Allocation Defaults”.

- Distribute the budget for review by defining and starting planning units. See “About Submitting Budgets for Approval” on page 225.
- Recalculate the compensation budget to reflect the impact of modified data. See “Calculating Budgets” on page 183.
- Review the impact of updated budgets. See “Viewing the Budget Impact of Compensation Expenses” on page 180.
- After budget approval, upload data to the General Ledger or to PeopleSoft Financials using supported tools.
- Revise approved budgets. See Chapter 13, “Revising and Adjusting Budgets”.

**Budget Planner Tasks**

Planners (department managers, budget office staff, and finance staff), review and maintain data for their entities during the planning cycle by performing tasks such as:

- Define and activate new positions and jobs. See “Creating Jobs” on page 143 and “Activating Jobs” on page 144.
- Specify job or position compensation details such as assigning salaries, employees, and additional earnings. See “Maintaining Job Compensation Details” on page 145 and “Maintaining Position Compensation Details” on page 168.
- Specify employee compensation such as FTEs and benefits. See “Maintaining Employee Compensation Details” on page 152.
- Assign employees to jobs or positions. See “Specifying Employee Assignments” on page 150 and “About Filling Vacant Positions or Jobs” on page 177.
- Modify employee status to budget for changes such as maternity or disability leave. See “Changing Employee Status” on page 158.
- Create decision packages and associated line item budgets to request funding for positions and employees, and non-personnel related costs, for initiatives and projects. See Chapter 11, “Working with Decision Packages and Budget Requests”.
- Calculate the compensation budget for their HR organizations, and allocate expenses to General Ledger accounts. See “Calculating and Allocating Compensation Expenses” on page 179.
- Review and approve compensation expenses. See “Reviewing Expenses” on page 184 and “Approving Positions, Jobs, and Employee FTE and Compensation” on page 226.
- Submit their HR organization budgets for overall approval. See “Submitting Budgets for Approval” on page 229.
Part II

Creating and Preparing Applications

In Creating and Preparing Applications:

- Creating Applications
- Preparing Applications
- Using PeopleSoft Financials Commitment Control
- Configuring the Line Item Budget
- Setting Up Compensation Budgets
About Creating Applications

You can create Public Sector Planning and Budgeting applications as follows:

- Using the Classic Application Wizard. See “Creating Classic Planning Applications” on page 44.
- Using the Enterprise Performance Management Architect application wizard. See “Creating Performance Management Architect Applications” on page 45. If you use Oracle Hyperion EPM Architect, application administration and rename the predefined dimensions Employee, Position, Element, and Budget Item, you cannot validate or deploy the application.

**Note:** You can only create decision package and budget requests in Classic Planning applications.

**Tip:** You can define a fiscal year that does not start in January for your budget applications, enabling you to, for example, create a budget application for 2012 in which July 2011 is the fiscal year start. Oracle recommends that you make one previous year available in your application.

Before Creating Applications

Before creating Public Sector Planning and Budgeting applications, perform these tasks:

- Install the other product components such as Performance Management Architect, Financial Reporting; and Oracle Hyperion Financial Reporting Studio based on calculation, integration, budgeting, and reporting needs. See the Hyperion Enterprise Performance Management System Installation and Configuration Guide.

● Understand how fiscal year settings affect compensation budget calculations. See “Fiscal Year Impact on Calculations” on page 44 and Chapter 12 of the Oracle Hyperion Planning Administrator's Guide.

**Fiscal Year Impact on Calculations**

Although Planning by default uses a fiscal year start date of January 1, you can budget using fiscal years that do not start on January 1 and that start in the previous calendar year. For example, the 2011 fiscal year can start on July 1, 2010.

- If it starts on the same calendar year, the fiscal year is July 1, 2011, to June 30, 2012.
- If it starts on the previous calendar year, the fiscal year is July 1, 2010, to June 30, 2011.

Although position and employee compensation expenses are driven and calculated by effective calendar dates, quarterly and annual values are based on the fiscal year definition. For example:

- Monthly salary expenses in an entity in calendar year 2009 are $75,000 from January to May, and $60,000 from June to December.
- If the fiscal year 2010 starts April 1, 2009, and ends March 31, 2010, the annual salary expense for the entity is $750,000.
- If the fiscal year 2010 starts January 1, 2010, and ends December 31, 2010, the annual salary expense for the entity is $720,000.

See Setting Up The Calendar in the Oracle Hyperion Planning Administrator’s Guide.

**Creating Classic Planning Applications**

To create a Classic Public Sector Planning and Budgeting application, see Chapter 12 of the Oracle Hyperion Planning Administrator’s Guide, but make these selections:
Table 1  Classic Application Settings

<table>
<thead>
<tr>
<th>Tab</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>• <strong>Shared Services Project—Default Application Group</strong> (project for which you defined security and provisioning)</td>
</tr>
<tr>
<td></td>
<td>• <strong>Application Type—Public Sector Planning and Budgeting</strong> to add the HCP, Human Capital Planning plan.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Calculation Module—Calculation Manager</strong></td>
</tr>
<tr>
<td></td>
<td>Note: Public Sector Planning and Budgeting no longer supports Oracle Hyperion Business Rules.</td>
</tr>
<tr>
<td></td>
<td>• To use decision packages and budget requests, select <strong>Enable Decision Packages</strong>. This loads the preseeded All Decision Packages type that enables users to view all decision packages and the budget requests regardless of the decision package type with which they were built. It also enables them to create decision packages and budget requests that encompass a variety of budget data across different data sources.</td>
</tr>
<tr>
<td>Calendar</td>
<td>• <strong>Base Time Period—12 Months</strong></td>
</tr>
<tr>
<td></td>
<td>• <strong>First Fiscal Year</strong>—First year for which to use actual data. Oracle recommends that you make actuals from at least one prior budget available.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Fiscal Year First Month</strong>—Month in the first fiscal year for which to have actuals available.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Fiscal Year Start Date:</strong></td>
</tr>
<tr>
<td></td>
<td>o <strong>Same Calendar Year</strong>—If the fiscal year begins in the same year</td>
</tr>
<tr>
<td></td>
<td>o <strong>Previous Calendar Year</strong>—If the fiscal year began in the previous year</td>
</tr>
<tr>
<td></td>
<td>See Setting Up The Calendar in the Oracle Hyperion Planning Administrator's Guide.</td>
</tr>
<tr>
<td>Plan Type</td>
<td>• <strong>Plan Type—Plan Type 1, 2, or 3</strong> to budget for operational expenses such as program equipment or expenditures, to later include in the line item budget.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Public Sector Planning and Budgeting Modules — HCP</strong> to create a Planning application that includes the human capital expense budgeting features of Public Sector Planning and Budgeting. If you use decision packages and budget requests, this loads the preseeded Compensation Expenses decision package type that enables budget preparers to capture personnel costs based on delivered position budgeting forms you later select.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Budget Detail</strong>— See&quot;Budget Detail Types&quot; on page 21.</td>
</tr>
</tbody>
</table>

If the application does not initialize after you finish, select **Administration**, then **Initialization**, and then **Human Capital Planning**.

**Creating Performance Management Architect Applications**

To create a Performance Management Architect Public Sector Planning and Budgeting application, follow the instructions in the *Oracle Hyperion Enterprise Performance Management Architect Administrator’s Guide*, but make the selections described in “Creating Classic Planning Applications” on page 44.

Applications are validated, deployed to Planning, and the HCP plan type configured with the predefined compensation expenses model.
Note: You cannot create decision package and budget requests in Performance Management Architect applications. Decision packages and budget requests are only available in Classic Planning applications.
Requirement Overview

- Create members for entities that represent HR organizations (business units, and departments, for example). Create these items under Total Entity in the Entity dimension, enable them only on the HCP plan, and load position, employee and compensation data to these members.

- If necessary, create members in a second hierarchy to represent separate General Ledger organizations (cost centers, for example) to which HR organization expenses are allocated. Create these General Ledger members under Total Entity in the Entity dimension, and enable them only on Plan 1, 2, 3, or the appropriate data source. Load General Ledger data against these members.

**Note:** Do not enable the HCP plan type for General Ledger entities that you also use to capture operating expenses. Only enable the HCP plan for HR entities. If HR and General Ledger entities are the same, enable the HCP plan type, and the other plan types, for the entity.

- Create dimensions or members for additional General Ledger segments or chart fields that you use in budgeting such as Program, Project, and Fund.

- Create Smart Lists and entries to correspond to custom General Ledger dimensions and members that you create on Plan 1, 2, or 3 representing segments or chart fields for position, employee, and job allocations. Ensure that these Smart List entries have corresponding members under Segment Information in the Accounts dimension.

- Review the “Required Smart Lists” on page 55.
Create the Planning unit hierarchies and identify budget owners and reviewers who approve submitted budgets. See “About Submitting Budgets for Approval” on page 225 and Chapter 10 of the Oracle Hyperion Planning Administrator’s Guide.

Ensure that all Planning artifacts, such as scenarios and versions that are required for budgeting, exist. See “Verifying Your Application Setup” on page 49.

Specify the Essbase substitution variables later used to report on compensation and line budget data. See “Substitution Variables” on page 50.

Ensure that data load settings, particularly those for Budget Item, are correct. See “Data Load Settings” on page 50.

Load General Ledger and HRMS metadata, and then data using a supported tool such as ERP Integrator, the Outline Load Utility, and the Oracle Hyperion Financial Data Quality Management Adapter for Planning. See “Loading General Ledger and HRMS Metadata and Data” on page 61. To integrate with PeopleSoft, see Chapter 5, “Using PeopleSoft Financials Commitment Control.”.

Define access to task lists and data artifacts. See “Securing Applications” on page 67.

Using Smart Lists, link salary and compensation budget dimensions in the HCP to operational expense dimensions in Plan 1, 2, or 3 to populate the line item budget. See Chapter 6, “Configuring the Line Item Budget”.

Optional: Configure artifacts such as business rules, forms, task lists, and validation rules to suit your budgeting requirements. See “Customizing Provided Components” on page 65.

Optional: Increase the default length for inputs in text and comment cells.

To use decision packages and budget requests:

Satisfy the setup criteria. See “Requirements” on page 195. Important: To use PeopleSoft Commitment Control with decision packages and budget requests, define decision package types and decision packages before loading data from the source system. See “Creating Decision Package Types” on page 200.

Defining the Budget Process

Public Sector Planning and Budgeting supports distributed, bottom-up, or free-form budgeting. Most public sector budgets are distributed based on the budget group hierarchy, modified by cost center or department managers, and then submitted for approval using the approval hierarchy.

After source data is loaded, administrative or cost center managers usually specify common data and settings such as cost of living adjustments and compensation defaults, and then distribute the budget to planners. After all compensation expenses are ready and calculated, budgets are submitted as planning units for overall approval as planning units. See Chapter 12, “Reviewing and Approving Budgets”. If decision packages and budget requests are used, these are submitted for promotion, and review and approval according to the entity-based Planning Unit Hierarchy an administrator defines.
Note: Other budgeting methodologies may be supported by Planning, but these may require configuration to achieve the desired processes and outcomes.

**Verifying Your Application Setup**

**Subtopics**
- Scenario and Version
- Exchange Rates
- Task Lists
- Substitution Variables
- Data Load Settings

Before releasing the budget, ensure that your Planning application has the scenarios, versions, substitution variables, task lists, and data load settings required for the budget process.

**Scenario and Version**

- If you create scenario members specify a start year, specify an end year, and select **Enabled for Process Management** to later submit budget scenarios for approval.
- To create versions for budget stages or outcomes (Best Case and Worst Case, for example) add children in **Versions**
- To create members for revisions that can later be used to modify approved budgets, add children in **Revisions**.

**Note:** To use decision packages and budget requests, define the master Planning Unit Hierarchy (PUH) and assign it to the scenario and version for the new budget cycle. See “Configuring Planning Unit Hierarchies” on page 196. To enable users to create and modify a decision package and its budget requests, ensure that they are specified as the owner of the scenario, version, and owning entity of the decision package. See Setting Up Access Permissions in the Oracle Hyperion Planning Administrator’s Guide.

**Exchange Rates**

For multicurrency applications, select **Administration**, then **Manage**, and then **Exchange Rates** to specify how values are converted and viewed in different currencies.

**Task Lists**

Ensure that the existing task lists cover all of the tasks that planners need to perform, the guidance to perform these tasks, and values they need to enter to create compensation budgets. If necessary, define tasks, and secure them by defining different task lists for different user groups. See Managing Task Lists in the Oracle Hyperion Planning Administrator’s Guide.
Substitution Variables

To ensure that users can use predefined reports, set values for these substitution variables in Oracle Essbase Administration Services or using MaxL statements:

- CurrScenario
- CurrentStage
- CurrentYear
- PreviousStage
- PreviousYear
- PriorScenario
- ProposedYear

See the Essbase Database Administrator’s Guide and Chapter 7 in the Oracle Hyperion Planning Administrator’s Guide.

Data Load Settings

To use loaded source system data such as effective-dated data at the period level, ensure that the Budget Item dimension is defined as a data load dimension. To load data into Planning, which Oracle recommends, ensure that DIRECT_DATA_LOAD property is TRUE.

To verify data load settings:

1. Log on to Planning as an administrator.
2. Select Administration, and then Data Load Administration.
3. From Data Load Dimension, select Budget Item.
4. From Driver Dimension, select Account.
5. Adjacent to Driver Dimension, click the icon to select:
   - Descendants (Human Capital Planning Accounts)
   - Descendants (Segment Descriptions)
   - Descendants (Segment Information)
6. Click Add Row three times so you can define driver identifiers for allocation assignments, element changes, and FTE and status assignments.
7. In Advanced Settings, click ☑️, and then select the following:
Table 2  Advanced Data load Settings for Budget Item

<table>
<thead>
<tr>
<th>Data Load Dimension Parent Members</th>
<th>Driver Dimension Unique Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation Assignments</td>
<td>● Allocation Start Date</td>
</tr>
<tr>
<td></td>
<td>● Percentage Allocation</td>
</tr>
<tr>
<td></td>
<td>● Descendants(Segment Information)</td>
</tr>
<tr>
<td>Element Changes</td>
<td>● Grade Step</td>
</tr>
<tr>
<td></td>
<td>● Salary Grade Sequences</td>
</tr>
<tr>
<td></td>
<td>● Option Start Date</td>
</tr>
<tr>
<td>FTE and Status Assignments</td>
<td>FTE Start Date</td>
</tr>
</tbody>
</table>

8  Click Save.

For information about defining data load settings, see *Enabling Data Load of Essbase Data* in the *Planning Administrator’s Guide*.

## Setting Up Dimensions and Members

### Subtopics
- Defining Dimensions and Members
- Renaming the Year Dimension
- Renaming Provided Members
- Creating Jobs, Positions, and Employees During the Budget Cycle
- Managing Dimensions in Performance Management Architect

**Note:** The following sections assume that you create and manage dimensions in Planning.

### Defining Dimensions and Members

Before releasing the budget to planners:

- Familiarize yourself with the provided dimensions and how they are used. See “Provided Dimensions” on page 27.

- Use the dimension editor in Planning to create any additional dimensions and members that you need for budgeting. For example:
  - Create members for business units, departments, and cost centers under the Total Entity member of the Entity dimension.
  - Create child members for custom dimensions used in the General Ledger (on Plan 1, 2, or 3) in the Segment member of the Account dimension. **Note:** Enable all Account dimension members, including those for Personnel Expense accounts, on Plan Type 1, 2, or 3 as the source plan type. If members have HCP as the source plan type, change it to Plan Type 1, 2, or 3.
- Create dimensions and members in the Element dimension for salary, benefit, additional earning, and employer-paid tax details and options.

- Select HCP in **Valid for Plan Types** for all dimensions and members that you use to calculate human capital compensation expenses.

- Select a **Plan 1, 2, or 3** in **Valid for Plan Types** for dimensions and members that you use to calculate nonsalary operating expenses such as equipment and training.

  **Note:** If you maintain separate HR and General Ledger entities, to use General Ledger entities in HR entity allocations, enable members representing each entity only the Plan 1, 2, or 3 type, or the plan type used for the line item budget. If your HR and General Ledger entities are the same, enable their members both in the HCP plan, and in Plan 1, 2, or 3, or the plan type for the line item budget.

  **CAUTION:** If you use Performance Management Architect, do not rename Employee, Position, Element, Budget Item, or Job Code. If you do, you cannot validate or deploy the application.

  **Tip:** To enable planners to find and select data more quickly when prompted, specify descriptive aliases for dimension members. For example, the state of Delaware may have over 50 entities representing departments, bureaus, and offices. In addition to specifying numeric names for the entity members (D100 and D200, for example), enter aliases such as Department of Housing Services and Board of Library Commissioners. Click on Member Selection dialogs to display by and search using these aliases.

### Renaming the Year Dimension

If you rename the Year dimension, perform these tasks.

- Use Calculation Manager to update the following business rules.

- Update the reports provided with Public Sector Planning and Budgeting to reference the renamed Year dimension.
  - EP_AddEmpFTE
  - EP_AddNewPosition
  - EP_AllocDistCost
  - EP_ChangeEmpStatus
  - EP_CriteriaOverWriteDistribution
  - EP_CriteriaOverWriteNonSalElement
  - EP_CriteriaOverWriteSalElement
  - EP_DeleteDistribution
  - EP_DeleteEmpAssignment

---

52 Preparing Applications
Renaming Provided Members

Instead of renaming the names of provided dimensions and members, create an Alias table to define and apply aliases, that more accurately describe data, to each members. Select Administration, then Manage, then Alias Tables, and then see the Oracle Hyperion Planning Administrator's Guide.
Creating Jobs, Positions, and Employees During the Budget Cycle

Although you typically load jobs, positions, and employees from HRMS at the beginning of the budget cycle, perform these tasks to add them during the cycle:

- Perform a task:
  - For the Employee budget detail, create members in Total Job Code in the Job Code dimension.
  - For the Position budget detail, create job code members in the Job_Class Smart List.
  - In the Position dimension, create members for new positions in Total New Position.
  - In the Employee dimension, create members for new employees in New Employees.

- Specify these settings:
  - Data Storage—Store for Total Employees or Existing employees.
    You can also select Store for members of New Employees and Never Share for children of To Be Hired.
  - Plan Type—HCP if you accepted the default plan type name when you created the application
  - Aggregation—Addition
  - Smart Lists—None
  - Data Type—Unspecified

- Refresh the database.
- Activate the jobs or positions.

Managing Dimensions in Performance Management Architect

To use dimensions and members also used in Financial Reporting and Oracle Hyperion Performance Scorecard applications, create Public Sector Planning and Budgeting applications in Performance Management Architect, and define dimensions and members in the Performance Management Architect Shared Library. To manage common dimensions and members for applications created in Performance Management Architect, perform these steps:

- Create or import (from flat files or interface tables) dimensions and members in the Shared Library.
- Create Public Sector Planning and Budgeting applications in the Application Library.
- Verify that applications have these characteristics:
  - Have the correct properties defined, such as plan type names, default currency, and financial year settings
Contain an HCP plan type for compensation data and a Plan 1, 2, or 3 type for General Ledger and operation expense data.

- Share dimensions and members, making them available in your Public Sector Planning and Budgeting applications.
- Validate and deploy applications.

**Setting Up Smart Lists**

**Subtopics**

- Defining Smart Lists
- Required Smart Lists
- Additional Smart Lists
- Frequently Used Public Sector Planning and Budgeting Smart Lists
- Verifying Smart Lists Before Loading Data From Source Systems
- About Associating Smart Lists With Dimensions
- Including New or Modified Smart List Entries in Essbase Reports

**Defining Smart Lists**

Smart Lists are used in predefined business rules, which drive calculations in Public Sector Planning and Budgeting applications. They also contain values for the members that users select to build budgets. Consequently, perform these tasks:

- For the required Smart Lists and those used in General Ledger allocations, ensure that Smart List names and entries match the corresponding dimension member names
- Specify a label for each Smart List entry

Before changing or adding Smart List entries, or the dimension members with which they are associated, identify the business rules that are affected. See Appendix C, “Updating Business Rules After Changing Predefined Smart Lists”.

To define Smart Lists, see Chapter 12 of the *Oracle Hyperion Planning Administrator's Guide*.

**Required Smart Lists**

You must populate the following Smart Lists.

**Note:** For Smart Lists used in General Ledger allocations, each Smart List label must match the member name or alias name of the corresponding dimension. For example, the Salary_Account_List label must have the same name as the corresponding Account dimension member name or alias. In this case, the Alias of expense account members in the Account dimension must correspond to the label in Salary_Account_List.
Table 3  Required Smart Lists

<table>
<thead>
<tr>
<th>Smart List</th>
<th>Contains</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade_Steps</td>
<td>Steps used to increment salary grades</td>
</tr>
<tr>
<td>Grade_Sequence</td>
<td>Salary grade sequences for progression between salary grades</td>
</tr>
<tr>
<td>Job_Class</td>
<td>Job codes</td>
</tr>
<tr>
<td>Benefit_Options</td>
<td>Plans (Spouse and Dependants, for example) used to implement benefits</td>
</tr>
<tr>
<td>Salary_Account_List</td>
<td>Compensation element members and General Ledger account entries used in allocations</td>
</tr>
<tr>
<td>Entity_List</td>
<td>Members for General Ledger and/or department, business unit, or cost centers</td>
</tr>
<tr>
<td>Revision_Transactions</td>
<td>Revision members containing changes to an approved budget</td>
</tr>
<tr>
<td>Smart Lists (Fund_List and Project_List, for example) used in allocations</td>
<td>General Ledger account chart fields or segments</td>
</tr>
</tbody>
</table>

See also “Frequently Used Public Sector Planning and Budgeting Smart Lists” on page 57.

Additional Smart Lists

If required, load these additional Smart Lists or those used to link budget versions in Planning with corresponding budget versions in the General Ledger or HRMS:

- Budget_Set
- GL_Budget_Set—Contains General Ledger budget names in ERP Integrator to which you can write back data using revision request for HR data
- HR_Budget_Set—Contains HR budget names to which budgets are written back
- Union_Code—Contains all your organizational unions with which positions or employees may belong
- Location_Code—Contains all geographic locations with which employees or positions may be associated
Frequently Used Public Sector Planning and Budgeting Smart Lists

Subtopics
- Salary Grade Details
- Salary Grade Steps and Sequences
- Compensation Element Information
- Employee Information
- Position Information
- Employee Position Associations

For Smart Lists used in General Ledger allocations, each label must match the member or alias name of the corresponding dimension. For example, the Salary_Account_List label must have the same name as the corresponding dimension member name or alias.

Salary Grade Details

Table 4  Smart Lists for Salary Grade Data

<table>
<thead>
<tr>
<th>Smart List</th>
<th>Associated Member Names</th>
<th>Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary_Type</td>
<td>Salary Grade Type Input</td>
<td>Grade_Step, Grade_Rate and so on</td>
</tr>
<tr>
<td>Salary_Basis</td>
<td>Grade Salary Basis Input</td>
<td>Annual, Monthly, and so on</td>
</tr>
<tr>
<td>Yes_No</td>
<td>Allow Value Change Input</td>
<td>Yes and No</td>
</tr>
<tr>
<td>HR_Budget_Set</td>
<td>Sample Budget Set</td>
<td></td>
</tr>
</tbody>
</table>

Salary Grade Steps and Sequences

Table 5  Grade Step and Sequence Smart Lists

<table>
<thead>
<tr>
<th>Smart List</th>
<th>Associated Member Names</th>
<th>Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade_Steps</td>
<td>Grade Step</td>
<td>Step1, Step2, and so on</td>
</tr>
<tr>
<td>Grade_Sequence</td>
<td>Grade Sequence (for rate-based grades)</td>
<td>Sequence1, Sequence2, and so on</td>
</tr>
</tbody>
</table>

Compensation Element Information

Table 6  Compensation Element Smart Lists

<table>
<thead>
<tr>
<th>Smart List</th>
<th>Associated Member Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes_No</td>
<td>Options Based</td>
</tr>
<tr>
<td>Payment_Terms</td>
<td>Payment Terms Input</td>
</tr>
<tr>
<td>Smart List</td>
<td>Associated Member Names</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>Element_Type</td>
<td>Value Type Input</td>
</tr>
<tr>
<td>Yes_No</td>
<td>Allow Value Change Input</td>
</tr>
<tr>
<td>Element_Type</td>
<td>Maximum Value Type</td>
</tr>
<tr>
<td>Earning_Type</td>
<td>Earning Type Input</td>
</tr>
<tr>
<td>Frequency</td>
<td>Payment Frequency Input</td>
</tr>
<tr>
<td>Yes_No</td>
<td>Taxable Component</td>
</tr>
<tr>
<td>Yes_No</td>
<td>Follows Salary Allocation</td>
</tr>
<tr>
<td>HR_Budget_Set</td>
<td>Budget Set (Optional)</td>
</tr>
</tbody>
</table>

**Employee Information**

**Table 7** Employee Data Smart Lists

<table>
<thead>
<tr>
<th>Smart List</th>
<th>Associated Member Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full_Time_Status</td>
<td>FT/PT</td>
</tr>
<tr>
<td>Employee_Type</td>
<td>Employee Type</td>
</tr>
<tr>
<td>Pay_Type</td>
<td>Pay Type</td>
</tr>
<tr>
<td>Union_Code</td>
<td>Union Code</td>
</tr>
<tr>
<td>Location_Code</td>
<td>Location Code</td>
</tr>
</tbody>
</table>

**Position Information**

Does not apply to the Employee budget detail

**Table 8** Position Data Smart Lists

<table>
<thead>
<tr>
<th>Smart List</th>
<th>Associated Member Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position_Type</td>
<td>Position Type</td>
</tr>
<tr>
<td>Job_Class</td>
<td>Job</td>
</tr>
<tr>
<td>Location_Code</td>
<td>Location Code</td>
</tr>
<tr>
<td>Union_Code</td>
<td>Union Code</td>
</tr>
<tr>
<td>Salary_Basis</td>
<td>Salary Basis</td>
</tr>
</tbody>
</table>
**Employee Position Associations**

**Table 9  Employee-Related Smart Lists**

<table>
<thead>
<tr>
<th>Smart List</th>
<th>Associated Member Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position_Type</td>
<td>Position Type</td>
</tr>
<tr>
<td>Job_Class</td>
<td>Job</td>
</tr>
<tr>
<td>Location_Code</td>
<td>Location Code</td>
</tr>
<tr>
<td>Union_Code</td>
<td>Union Code</td>
</tr>
<tr>
<td>Salary_Basis</td>
<td>Salary Basis</td>
</tr>
<tr>
<td>Full_Time_Status</td>
<td>FT/PT</td>
</tr>
<tr>
<td>Employee_Type</td>
<td>Employee Type</td>
</tr>
<tr>
<td>Pay_Type</td>
<td>Pay Type</td>
</tr>
</tbody>
</table>

**Verifying Smart Lists Before Loading Data From Source Systems**

Because these Smart Lists are pre-seeded with values, ensure that these Smart Lists only contain the entries that you want to use to. If you will load values from HRMS, such as full time or part time values, delete the existing corresponding entries.

**Table 10  Pre-Seeded Smart Lists**

<table>
<thead>
<tr>
<th>Smart List</th>
<th>Entry</th>
<th>Label</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee_Type</td>
<td>Temporary</td>
<td>LABEL_TEMPORARY</td>
</tr>
<tr>
<td></td>
<td>Regular</td>
<td>LABEL_EMP_TYPE_REGULAR</td>
</tr>
<tr>
<td></td>
<td>Contract</td>
<td>LABEL_CONTRACTOR</td>
</tr>
<tr>
<td>Full_Time_Status</td>
<td>FullTime</td>
<td>LABEL_FULL_TIME</td>
</tr>
<tr>
<td></td>
<td>PartTime</td>
<td>LABEL_PART_TIME</td>
</tr>
</tbody>
</table>

For information about editing Smart List and deleting entries, see Chapter 12 of the *Oracle Hyperion Planning Administrator’s Guide*. 
About Associating Smart Lists With Dimensions

To ensure that Smart Lists correctly display dimensional members that users can select, perform these tasks:

- If you created General Ledger segment members or chart field, create corresponding Smart List entries.
- If you modified General Ledger segment members or chart field, modify the corresponding Smart List entry names to ensure that they match.
- If dimensions were concatenated when loaded, ensure that the Smart List entries match the concatenated dimension member names.

For more information, see Working With Smart Lists in the Oracle Hyperion Planning Administrators Guide.

- If you modify these items, update associated business rules:
  - The names of the Employee, Position, Budget Item, Element, or Job Code dimensions
  - Entry names in Smart List that are used in business rules. See Appendix C, “Updating Business Rules After Changing Predefined Smart Lists”.

Including New or Modified Smart List Entries in Essbase Reports

1. Log on to Planning as an administrator.
2. Select Administration, then Manage, and then Dimensions.
3. From the first drop down list, select the dimension that corresponds to the updated Smart List.
4. When the page refreshes, select the parent member, and then click Edit.
5. From Data Type, select SmartList.
6. Click Save.
7. Select the parent member again, and then click Edit.
8. From Smart Lists, select the Smart List that contains new or modified entries, and then click Save
9. Select Administration, then Manage, and then Smart Lists.
10. Select the updated Smart List, and then click Synchronize.
## Loading General Ledger and HRMS Metadata and Data

You can load source data from supported General Ledger and HRMS source systems such as PeopleSoft to Public Sector Planning and Budgeting applications using one or a combination of the following:

### Table 11  Loading Tools

<table>
<thead>
<tr>
<th>Tool</th>
<th>For Classic Applications</th>
<th>Performance Management Architect Applications</th>
<th>See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outline Load Utility</td>
<td>x</td>
<td></td>
<td>Appendix B, “Loading Metadata and Data Using the Outline Load Utility”</td>
</tr>
<tr>
<td>ERP Integrator</td>
<td>x</td>
<td>x</td>
<td>“Using ERP Integrator” on page 61. Note: You cannot load benefits from HRMS with this tool. Use the Outline Load Utility to load benefits.</td>
</tr>
<tr>
<td>Oracle Hyperion Enterprise Performance Management System Lifecycle Management in which you define a migration to migrate global artifacts and relational data to your application.</td>
<td>x</td>
<td></td>
<td>Lifecycle Management Users Guide</td>
</tr>
<tr>
<td>Oracle Data Integrator Knowledge Module for Essbase</td>
<td>x</td>
<td></td>
<td>The Hyperion Data Integration Management Adapter for Essbase User's Guide</td>
</tr>
<tr>
<td>Oracle Data Integrator Adapter for Planning</td>
<td>x</td>
<td></td>
<td>The Oracle Data Integrator Adapter for Planning online help</td>
</tr>
<tr>
<td>Enterprise Performance Management flat files or interface tables</td>
<td>x</td>
<td>x</td>
<td>The Oracle Hyperion Enterprise Performance Management Architect Administrator's online help</td>
</tr>
<tr>
<td>Essbase flat files</td>
<td>x</td>
<td>x</td>
<td>The Oracle Hyperion Enterprise Performance Management Architect Administrator's Guide</td>
</tr>
<tr>
<td>Note: You cannot load textual compensation HCP data, but only numeric line-item data using flat files.</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Oracle Hyperion Financial Data Quality Management Adapter for Planning</td>
<td>x</td>
<td>x</td>
<td>The Hyperion Financial Data Quality Management Administrator's Guide</td>
</tr>
</tbody>
</table>

You can also use the Essbase database created for each plan type in your application. You can load data directly into the corresponding databases from external systems, such as loading General Ledger and HRMS data from other Oracle Enterprise Performance Management System products.

### Using ERP Integrator

Although you can load data using a variety of products and tools, you will perform the following steps to load data using ERP Integrator. See Chapters 2 and 3 in the *Oracle Hyperion Financial*
When mapping members to the default natural account segment Smart List in ERP Integrator, map only personnel expense-related accounts, and load only leaf-level members into the Smart Lists to upload member data to General Ledger.

Note: To integrate with PSFT Commitment Control, review all the requirements and considerations in Chapter 5, “Using PeopleSoft Financials Commitment Control” before defining your integration using ERP Integrator.

1. Register your General Ledger and HRMS source systems. To use PeopleSoft Commitment Control, select Enable Commitment Control.
2. Register the target application.
3. For PeopleSoft Commitment Control, define an import format that specifies how to map PeopleSoft chart fields to dimensions in Public Sector Planning and Budgeting applications.
4. Define a location that identifies the PeopleSoft accounting entity (business unit) from which to load data.
5. Create metadata load rules to extract metadata from your source systems to the target application. For PeopleSoft Commitment Control, define metadata load rule to load PeopleSoft trees to chart fields. Select tree \ chart field with most depth.
6. Run metadata rules to load metadata into the target Public Sector Planning and Budgeting application.
7. For PeopleSoft Commitment Control, launch Planning, select Manage, select Dimensions, select Account, and ensure that the PeopleSoft accounting entities and chart fields loaded to the correct dimensions.
8. Define calendar mappings to map General Ledger periods to the appropriate Year and Period dimension members in the target application.
9. For PeopleSoft Commitment Control, define global, application, and source mappings that specify how period keys in the PeopleSoft calendar and time periods correspond to periods in your Public Sector Planning and Budgeting budget application such as months, quarters, and years.
10. Create and run data rules. For PeopleSoft Commitment Control, select, for the accounting entity, the ledger group and ledger whose data to load and map to Public Sector Planning and Budgeting dimensions.
11. Define an import format that contains write back mappings that identify the Public Sector Planning and Budgeting data to write to the PeopleSoft accounting entity chart fields.
12. Define a write back rule.
13. If necessary, define write back filters that identify the portions of budget data to load to PeopleSoft.
14. Run the write back rule.
Using the Outline Load Utility for Classic Applications

Use the Outline Load Utility to load General Ledger and HRMS metadata for the following:

- Account, Position, Element, Employee, Year, Scenario, Version, Currency, and Entity dimensions
- Job dimension if you use the Employee budget detail
- User-defined dimensions
- User-defined attributes
- Smart Lists

You load source metadata by loading to driver members in one of two ways:

- Specifying members in comma-separated (CSV) load files
- Using the Planning Data Load Administration page to load to driver members already specified in Planning

To load metadata, perform these tasks:

1. In a text editor or Microsoft Excel, create CSV files for each dimension or set of data to load.
2. Test the CSV files.
3. Run CSV files in the Outline Load Utility to load metadata records.
4. Refresh the database.

See Appendix B and Chapter 5 of the Oracle Hyperion Planning Administrator’s Guide.

Using Enterprise Performance Management Architect

You can load data to Enterprise Performance Management Architect using flat files or interface tables. After you deploy the Enterprise Performance Management Architect application, the loaded data is available in Planning. Load flat files can contain metadata for the following:

- Account, Entity, Scenario, Version, Period, Year, and Currency dimensions
- User-defined dimensions
- Aliases
- Smart List dimensions

If you use flat files, you can include any combination of dimensions in the load file, and can have multiple load files (one file for the Account, Scenario, and Version dimensions, for example).

You perform these tasks to load data using flat files:

- Create an import profile.
- Map dimensions in the load file to dimensions in Planning Dimension Library.
- Map fields for the load file to dimension properties in Planning Dimension Library.
- Run the import profile.
- Check the status of job and correct any import errors.


**Data Load Guidelines**

Regardless of the product or utility you use to load General Ledger and HRMS source data, load data as follows:

- Compensation budget expenses to the HCP Block Storage Option (BSO) database (cube)
- Operating expenses to the Plan 1, 2, or 3 BSO cube

**Table 12 Loading Metadata**

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Members</th>
<th>Load Below This Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Existing positions</td>
<td>Total Existing Positions</td>
</tr>
<tr>
<td>Employee</td>
<td>Existing employees</td>
<td>Total Existing Employees</td>
</tr>
<tr>
<td>Job Code For the Employee budget detail</td>
<td>Load job codes</td>
<td>Total Job Code</td>
</tr>
<tr>
<td>Element</td>
<td>Salary Grades</td>
<td>Salary Grades</td>
</tr>
<tr>
<td></td>
<td>Additional Earnings</td>
<td>Additional Earnings</td>
</tr>
<tr>
<td></td>
<td>Benefits</td>
<td>Benefits</td>
</tr>
<tr>
<td></td>
<td>Employer-paid taxes</td>
<td>Employer-Paid Taxes</td>
</tr>
<tr>
<td>Budget Item</td>
<td>Assignment placeholders</td>
<td>FTE and Status Assignments</td>
</tr>
<tr>
<td></td>
<td>Element Changes placeholder</td>
<td>Element Changes</td>
</tr>
<tr>
<td></td>
<td>Allocation Assignment placeholders</td>
<td>Allocation Assignments</td>
</tr>
<tr>
<td>Entity</td>
<td>HR Entity</td>
<td>Total Entity</td>
</tr>
<tr>
<td>Account</td>
<td>Natural Account expenses</td>
<td>Personnel Expenses</td>
</tr>
<tr>
<td></td>
<td>General Ledger dimensions</td>
<td>Segment Information</td>
</tr>
<tr>
<td></td>
<td>General Ledger dimension aliases</td>
<td>Segment Description</td>
</tr>
</tbody>
</table>

For information about how the data in these members is used, see "About Allocating Compensation Expenses to General Ledger Accounts" on page 186.
Customizing Provided Components

Subtopics

- Business Rules
- Task Lists
- Forms That Use Formulas
- Forms That Use Validation Rules
- Menus

Business Rules

In Public Sector Planning and Budgeting forms, many short cut menu options launch predefined business rules, which display runtime prompt windows that you use to select data, apply changes, and calculate expenses. The predefined business rules enable you to perform these tasks:

- Set or change defaults for compensation elements
- Add, transfer, change, or remove positions or employees
- Define allocations for position expenses
- Specify when employees move from one salary grade to another
- Recompute expenses for the entire budget or a subset of data, based on new input (for example, for overall expenses, FTE, or status)

Use Oracle Hyperion Calculation Manager to create forms and business rules to suit your organization’s business logic and needs.

Tip: To more easily secure business rules, group them into sets or sequences and specify access permissions for the individual set or sequence.

Task Lists

Modify the predefined task lists to add your own tasks as reviewing instructions, performing validations when exporting data from or writing data back to PSFT, entering data in specific forms, and running business rules. When adding tasks, you can:

- Specify due dates to use alerts that notify the appropriate users of actions that they must take specific actions
- Add instructions

See Managing Task Lists in the Oracle Hyperion Planning Administrator’s Guide.
Forms That Use Formulas

Define formulas to perform specific calculations on forms. For example, you can create a formula for a column to calculate the variance between the multiple budget versions. To customize forms and refine the data displayed, create formulas to perform these tasks:

- Average values
- Total values
- Multiply values
- Identify maximum and minimum values
- Round values
- Truncate values
- Display the numeric or percent variance to compare values
- Rank values in a range that you specify

For information, see *Forms and Formula Functions* in the *Oracle Hyperion Planning Administrator’s Guide*.

Forms That Use Validation Rules

To implement and enforce budget or business policies and processes, create validation rules and associate them with forms. When you create validation rules, specify colors in which to indicate invalid data, and the error message generated.

For example, a company requires special approval for monthly expenses exceeding $70,000. To implement this policy, create a validation rule to flag criterion in blue and trigger notification to management. In the same form, include another rule that identifies variances below 0 in yellow. When viewing the form, planners can display the data validation messages that you defined in the rule. The validation messages contain links to the cells that violated the rule.

To ensure that budgets adhere to company policies, you can also enforce limits on submitted planning unit data by using validation rules. For example, create a validation rule to ensure that an employee’s salary is within a certain range for the grade and department. In addition to the validation rules that you create, predefined validation rules help ensure valid data entry, by ensuring conditions:

- New option dates occur between the Element start and end dates.
- The Assigned FTE for a position does not exceed its Total FTE.
- Tax is computed on taxable salary, not just salary.

Menus

Public Sector Planning and Budgeting includes predefined short-cut menus that drive calculations on predefined forms. If you add or modify business rules and forms, create new menus or update the appropriate existing menus. For example, if you delete a business rule...
referenced by a menu, remove it from the menu. You can delete predefined short cut menus without affecting predefined calculations.

See Working With Menus in the Oracle Hyperion Planning Administrator's Guide.

Securing Applications

Security is based on user privileges and system roles and access permissions that you assign to users and to groups. Groups are sets of users who need similar access permissions. You assign task security by assigning roles to a user. Each role is associated with a set of tasks. See the Oracle Hyperion Enterprise Performance Management System User and Role Security Guide.

By default, users can open only those artifacts, such as forms and task lists, to which they have access. Assign access using the following guidelines, following the procedure in “Setting Up Access Permissions” and “Assigning Access to Members” in the Oracle Hyperion Planning Administrator's Guide.

- Dimensions and Members—Grant access so that planners can view and change information only for their own employees and positions. Do so by providing access to the Entity dimension and Element members. Do not restrict access to descendants of New Positions and New Employees. See “Securing Dimensions and Members” on page 68.

- Forms—Assign appropriate access to forms based on their relevance to users. For example, assign planners access to all forms in the Budget Preparation form folder. If you grant access to the Human Capital Planning folder, planners can view all child folders and forms. See “Securing Forms” on page 69.

- Task lists—Assign appropriate access to task lists based on their relevance to users. For example, allow planners access to the Budget Preparation task list, but not to the Budget Administration task list. Validation rules prevent users from entering invalid data. See “Securing Task Lists” on page 69.

- Business rules—Selectively assign access permissions to business rules at the HR entity level to enable position mass updates. Because you must use Calculation Manager as the calculation module, assign access permissions to business rules in Planning. See “Securing Business Rules” on page 70.

- Planning unit hierarchies—Grant access only to cost center owners or reviewers.

- Reporting applications—Assign access to reporting applications in Shared Services, and set up security filters for the reporting applications in Administration Services.

- During the budget cycle, lock user sets to prevent users from modifying scenario-version data combinations.
Securing Dimensions and Members

Subtopics

- Entity
- Account and Element
- Position and Employee
- Scenario and Version
- Budget Item and Job Code
- Custom Dimensions

Generally, grant users access only to the employees and positions in their entity parent. For example, specify that planners can view and modify employee and position information only for their department or cost center. Also, grant access to all unspecified members in each dimension, such as Unspecified Position or Unspecified Element.

**Entity**

Grant users access only to their HR or departmental entities. This practice ensures that users can view and modify only compensation, employee, job, or position data specific to their department or cost center. Similarly, grant only cost center or department managers and planners access to the General Ledger entities in their cost centers or departments. For example, do not grant planners in the Transportation Department access to the Education Department’s budget and associated General Ledger account entities.

**Account and Element**

- Grant all users access to predefined accounts, such as HCP accounts.
- Secure the General Ledger accounts as appropriate for your budget access.
- Grant all users access to the descendants of the Additional Earnings, Benefits, and Employer-paid Taxes elements.
- As needed, grant user access to salary-grade elements to limit access to the salary grades of other departments. For example, in an education environment, you may not want the medical school to view the salary grades that apply to the business school. Rather than giving groups access to all salary grades in the application, grant access only to the salary grades that apply to a group.
- Grant all users access to these Element members: Salary Grades Defaults, Benefit Defaults, Additional Earnings Defaults, and Employer-paid Taxes Defaults.

**Note:** Although you can secure members of the grade dimension, grade values are globally visible in Smart Lists.
Position and Employee

Secure the existing positions and employees loaded from HR based on their relevance to planners.

- Grant users access to all new positions and employees in their entities, so that planners can create positions and add employees in their respective departments.
- Grant all users access to the Default Position member (in the Position dimension) and the Vacancy member (in the Employee dimension).

Scenario and Version

- Grant users access to scenarios, such as providing access to actual budget data but restricting access to forecast data.
- Grant users access to the Stages parent version and its children. For example, assign view access to a final version of the budget, but restrict access to previous working versions. Permissions for versions are independent of scenarios, so view access to the final version prevents write access to the final version data for all scenarios.
- Grant all users access to the Revisions parent version and its children.

Note: To enable users to modify a decision packages, ensure they have write-access to the scenario and version assigned to the decision package. They must also have write-access to the entity that owns the decision package. See Setting Up Access Permissions in the Oracle Hyperion Planning Administrator’s Guide.

Budget Item and Job Code

Grant all users access to the predefined Budget Item and Job Code members. You need not secure the Job Code dimension.

Custom Dimensions

Grant users access to user-defined dimensions, such as Program, Project, and Fund.

Securing Forms

- Grant administrators access to all forms.
- Grant planners access to all Budget Preparation and Inquiry forms.
- Do not grant planners access to the Budget Administration forms.

Securing Task Lists

Provide access to the predefined and custom task lists, based on their relevance to users.

- Grant administrators access to all task lists.
Grant entity, cost center, or department managers access to the Budget Preparation task list.

Grant planners access only to the Budget Preparation task list. To prevent these users from approving or rejecting sensitive budget data, remove access to the Review and Approve Positions or Review and Approve Employee Budget Details tasks.

Securing Business Rules

- Grant administrators access to all business rules.
- Unless necessary, do not grant planners access to these common business rules:
  - AddDefaultNonSalElement
  - AddDefaultRateBasedOption
  - AddDefaultStepBasedOption
  - AddDefaultValueBasedOption
  - CriteriaAnnualSalSpread
  - CriteriaCreateMissingDistributions
  - CriteriaCreateMissingNonSalElement
  - CriteriaCreateMissingSalElement
  - CriteriaOverwriteDistribution
  - CriteriaOverwriteNonSalElement
  - CriteriaOverwriteSalElement
- Grant planners access to all remaining business rules, unless there is reason to limit access.
About the Integration

Integrating with PSFT Commitment Control budgets enables you to:

- Extract, in addition to budgets, encumbrances, and actuals, financial reference and supporting data such as the following from the PeopleSoft Financials (PSFT) Commitment Control tables, use and modify the data in Public Sector Planning and Budgeting applications, and write it back to PSFT:
  - Business units
  - Chartfields (account segments)
  - Calendars
  - Line item budgets

- Perform large scale changes to many or all budgets, and write revisions as journals back to source systems for posting while maintaining distinctions in PSB budgets between original proposals, adjustments, revisions, and adjusted budgets.

Transfer data between PSFT and Public Sector Planning and Budgeting budgets using:

- Control rules—Consist of rules for budget definitions and combinations of segments or chartfield values; both of which are used to validate line item budgets.

- Line item budgets that have final approval and are posted back to budget ledgers in the PPST system
The validations performed before budgets are posted back to PeopleSoft are specified in budget definitions. See “Budget Definitions” on page 72.

**Budget Definitions**

A budget definition defines the account segments and calendars to use in a budget ledger group. It is also used to configure the eligible members of each account segment and the control option for the budgets. The budget definition is defined for a Commitment Control Ledger Group. The validations that are performed on budgets prior to posting are based on the rules you specify in the budget definition. Budget definitions include:

- **Effective dates**—Because budget definitions are created by effective date, configuration rules relating to budget keys, calendars and control rules may change over time. Consequently, you must extract the correct effective date records for a budget.

- **Rulesets in child table**—Groups of budgets accounts that are collectively assigned a set of budget keys, calendars and other options. Differences in configuration between rulesets could include the ChartFields selected as budget account keys, translation trees, calendars, and cumulative budgeting options. You must use the RuleSet ChartField as the Entity in Public Sector Planning and Budgeting.

- **Trees, Keys & Translations**—Enable you to budget at a summary level but transact using lower level or detail ChartField values. This enables you to maintain fewer budgets without sacrificing the means for tracking fiscal activity at a more granular level. If you use a mix of parent and child level Chartfield members across all of the budgets in the ledger group, define a dimension to contain the parent level budget amounts. In Public Sector Planning and Budgeting, the account segment hierarchy aggregates to parent level, so parent amounts extracted from PeopleSoft are replaced in the aggregation.

- **Trees Type**—You can use the tree from the budget definition in the ERP Integrator mapping or create trees for use only in the integration.

- **Excluded account types**—Accounts used to filter transaction lines that are not to be recorded in a specific ledger group. Use trees that contain only the values allowed in a budget ledger group.

- **Offset accounts**—Used for balancing rows generated by budget processing. You must exclude them from baseline budgets as they are offsets and will net an account to zero. Ensure that these account members are not included in the tree designated for the natural account in the ERPI mapping.

**Parent and Child Budgets**

Commitment Control supports parent / child budget relationships. When you post budgets, a validation is performed that determines if budgets have a parent, and if that parent allows the sum of its child budgets to exceed its own. If it doesn’t, exceptions occur. To avoid this situation:

- Prepare the parent budget first
Select the **Generate Parent Budgets** option in the ERP Integrator write back rule to automatically post child budgets to parents.

**Periods and Calendars**

A Commitment Control ledger group may have multiple budget period calendars. You must map these periods by calendar in the Period Mapping section of ERP Integrator. For information, see the *ERP Integrator Administrator’s Guide* or online help.

**Validations**

Commitment Control validations are performed only on line item budgets (budget rows containing a combination of segments/chartfields, periods, and amounts). Validations do not apply to position or asset budgeting. Validations occur in these situations:

- During funds check before budgets in a decision package are submitted for promotion and approval. Note that the decision package budgets are not posted, even if validation is successful.
- When approved budgets are exported back to PSFT they are validated again by the PeopleSoft budget processor. If all budgets pass validations, they are posted to the ledger.

This following is validated:

- That a budget ledger is enabled for stat code budgets if statistical budgets were entered
- That a valid Funding Source is populated on the budget account if the budget ledger is enabled for funding source
- Budget period values for a budget ledger, if you use budget calendars
- That natural accounts and other account segment dimension members are valid for a particular budget ledger. The combination of the Chartfield dimension members in each budget row is validated according to rules in PeopleSoft.

**Important Notes:**

- Only one version of an effective dated budget definition is supported in validations. Consequently, ensure that you do not have multiple effective date budget definitions in the same budget preparation year.
- Ensure the effective-date does not exceed the end date of the period for which you are preparing budgets in Public Sector Planning and Budgeting.
- Ensure that the effective date of combination edit rules defined in the PeopleSoft source system is applicable to the period for which budgets are being prepared.
- If one or more budgets fail pre-posting validations, users cannot promote budgets for approval.
- If one of more budgets fail export validations performed during an export, no budgets are posted back to PSFT.
● If decision packages and their associated budget requests have any validation errors, promotion for approval is not permitted.

Preparing to Integrate

Subtopics

● Assumptions
● Integration Requirements and Budget Preparation Guidelines

Assumptions

To integrate with PeopleSoft Commitment Control, Oracle assumes that you:

● Are using PeopleSoft 9.1; the only supported version.
● Use ERP Integrator and the delivered mappings to define integration mappings between PeopleSoft and Public Sector Planning and Budgeting.

Note: This chapter provides a general outline of the tasks you must perform in PeopleSoft to prepare for integration with Public Sector Planning and Budgeting. It does not provide specific procedures. For detailed information about PeopleSoft Commitment Control, refer to the following PeopleBooks:

● PeopleSoft Enterprise Application Fundamentals 9.1
● PeopleSoft Enterprise General Ledger 9.1
● PeopleSoft Enterprise Global Options and Reports 9.1

Integration Requirements and Budget Preparation Guidelines

Subtopics

● Satisfying Requirements in PeopleSoft
● Satisfying Requirements in Planning
● ERP Integrator Mapping Requirements

To ensure a proper integration, satisfy the integration requirements in both PeopleSoft and Planning as described in the following topics. Perform these tasks before defining the integration using ERP Integrator.
Satisfying Requirements in PeopleSoft

Before defining your integration with Public Sector Planning and Budgeting using ERP Integrator, perform these tasks to ensure your Commitment Control budget ledger groups and budget definitions are correctly set up:

1. Ensure your Commitment Control budget ledger group has a valid budget definition. Budget definitions are created by effective date and the control rules, key configurations and calendars may be changed in new effective date versions.
2. Ensure that the budget definition reflects any changes in rules for the period for which you are preparing budgets.
3. To populate entry event codes on the Public Sector Planning and Budgeting budgets that are written back to PeopleSoft, enter the default entry event code in the Control ChartField of the budget definition. This enables you to assign a default entry event code by Control ChartField value or range of values.
4. Ensure that all desired rules for budget definitions and valid combinations for the budget year are defined in the source ERP system using an effective date that will be valid for the year for which budgets are being prepared.
5. Ensure that dimension members in Public Sector Planning and Budgeting also exist in the PeopleSoft and are, if necessary, incorporated into the combination rules and budget rules.
6. Before exporting budgets back to a PeopleSoft child budget ledger, ensure that changes in the rules are synchronized with parent budget ledgers.
7. Ensure that the appropriate users are authorized in the PeopleSoft database so that they can drill down to budget exception pages.
8. Use the Excluded Account Types tab to note chart field members that you exclude from budget accounts. You must exclude these from trees used in the integration.

Satisfying Requirements in Planning

1. To create decision packages and budget requests using PSFT data, create the required decision package types and decision packages before loading source data using ERP Integrator. See Chapter 11, “Working with Decision Packages and Budget Requests”.
2. To load encumbrances and expenses, map the relevant detail ledger to a scenario and category in the ERPI mapping.
3. To prorate summary level amounts to a detailed level such as months, create allocation business rules.
4. Define tasks that end users will use to validate budgets before submitting them for promotion and approval.

ERP Integrator Mapping Requirements

Perform these tasks when defining integration mappings in ERP Integrator:

- To extract budgets posted at a parent level to Planning, map the parent level dimension member to a child level dimension member in Planning. This prevents loss of parent level
budgets in Public Sector Planning and Budgeting since parent level dimension member are used for roll ups or aggregation.

- **Under Import Format, Data Load Mappings**, map **RulesetCF** to the appropriate entity in Planning.

  If you use Commitment Control budget periods, map the budgets periods in the PeopleSoft source to the periods in Public Sector Planning and Budgeting applications. If you use summary level budget periods in the source system, map the summary period to one of the periods in Public Sector Planning and Budgeting. For example, map 2011Q1 in the source system to July, August or September of the year in Planning. Use a business rule to spread summary amounts across periods. For example, for 2011Q1, you should map to July then use a business rule to spread the amount across July, August and September.

- **On Source Mapping under Period Mapping**, select the **Budget** mapping type. Ensure that if a budget period exists at a parent level, it is mapped to a child level dimension in Planning for extraction. It is later written back to the parent level in PeopleSoft. If you must create a child dimension member to map to in Hyperion, create the member in PeopleSoft.

- Remove chart field members that you exclude from budget accounts from trees while configuring the integration.

- To use stat code budgeting, ensure that the Stat Code Account has the STATISTICS_CODE dimension enabled and uses a multi-dimensional mapping.

- To aggregate amounts from lower level periods in Public Sector Planning to summary level budget periods in PeopleSoft, use rollup periods such as quarters or year-to-date in the write-back mappings. For example, to export budgets back to PSFT, map leaf members to parent members.

To use PSFT data with decision packages and budget requests:

- Select a default decision package and budget request when configuring ERPI to extract budgets from PeopleSoft.

- Ensure that the PSFT Dept charfield that contains the ruleset is mapped to the Entity dimension in Planning.

- Ensure that the forms that will be used to build budget requests contain the dimensions and members loaded from PeopleSoft.

### Performing Validations and Writing Back Data

Budgets are submitted for promotion, approval and then posted back to the source PSFT system as planning units. Perform these steps to validate, submit, and write back budgets:

1. In Planning, select **Tools**, and then **Manage Approvals**.

2. For each budget set, select **Budget Check**, and then **Validate**.

3. If you use decision packages and budget requests, click **Budget Check** on the **Approval Status** tab to launch commitment control validations.
4. Monitor the budget check and validate processes using the job console, and resolve any errors that may occur using the link provided.

5. In ERP Integrator, run the write back rule to post data back to PSFT Commitment Control.

**About Defining the Integration**

You will perform these basic tasks in ERP Integrator to define the data load and write back integrations to use PeopleSoft Commitment Control. For details, see the *Oracle Hyperion Financial Data Quality Management ERP Integration Adapter for Oracle Applications Administrator’s Guide*.

**Note:** Remove chart field members that you exclude from budget accounts from trees while defining your integration.

1. Register the PeopleSoft Financials source system, and select **Enable Commitment Control**.

2. Register the Public Sector Planning and Budgeting application as the target application as follows:
   - **Application type**—Planning
   - **Data load method**—Classic

3. Define an import format that specifies how to map PeopleSoft chart fields to dimensions in Public Sector Planning and Budgeting applications. Select the source system, the PeopleSoft accounting entity (business unit) and the registered target Public Sector Planning and Budgeting application.

4. Define a location that identifies the PeopleSoft accounting entity (business unit) from which to load data.

5. For the location, define metadata load rule and mapping to load PeopleSoft trees to chart fields to dimensions. Select the tree or chart field with most depth. For example, for the Account dimension select Base Hierarchy, CONTROL_BD_ACCTS as the tree, and specify **Ignore** for **How to Process Source Orphan Members**

6. Run metadata rules to load source PeopleSoft metadata into the Public Sector Planning and Budgeting application.

7. From Planning, select **Manage**, select **Dimensions**, select **Account**, and ensure that the PeopleSoft accounting entities and chart fields loaded to the correct dimensions.

8. Define calendar mappings to map General Ledger periods to the appropriate Year and Period dimension members in the Public Sector Planning and Budgeting application.

9. Define global and source period mappings that specify how period keys and the prior period keys in the PeopleSoft calendar correspond to periods (months, quarters etc.) in the Public Sector Planning and Budgeting budget application. This mapping must specify the range of time for which you want to load data. On **Source Mapping**, map the Commitment Control calendar and budget periods to period keys.
10. Define category mappings that specify Actuals and Budget as Category entries. Map these to Actuals and Budget in Target Category.

To load pre-encumbrances and encumbrances from Commitment Control, define one or more encumbrance categories and then map them.

11. Define the data load mappings described in the Oracle Hyperion Financial Data Quality Management ERP Integration Adapter for Oracle Applications Administrator’s Guide.

12. Create and run data load rules. For the accounting entity, select the ledger group and ledger whose data to load and map to Public Sector Planning and Budgeting dimensions.

13. Define an import format that contains write back mappings that identify the source Public Sector Planning and Budgeting dimensions to write to the PeopleSoft accounting entity chart fields.

14. Define write back mapping for each dimension. For dimensions that cannot be explicitly mapped, select a Blank value.

15. Define a write back data load that specifies filter condition for all dimensions used in PSB. Also, select the Budget Scenario, Ledger Group, and Ledger in Target Options.

16. Specify the appropriate execute rule option such as if you use budget hierarchies, and the effective date of the records to load and write-back from Public Sector Planning and Budgeting to PeopleSoft.

17. Execute the write back rule.
Preparing to Link Compensation Budget and Line Item Budgets

Subtopics

- Scenario 1: One-to-One Mapping Between Segments or Chart Fields and Public Sector Planning and Budgeting Dimensions
- Scenario 2: Combining General Ledger Segments or Chart Fields in a Dimension

Line item budgets are maintained in Plan 1, 2, or 3, because compensation budgets in the HCP plan type roll up to the dimension members in Plan 1, 2 or 3 that correspond to allocation segments. The following sections assume that you defined the dimensional model for General Ledger segments or chart fields in Plan 1.

Important: The dimensions used in position expense allocations must match those in the line item budget.

To link the compensation budget with the line item budget using reporting applications, map dimensional data to General Ledger segments or chart field using the appropriate scenario:

- One-to-one mapping between General Ledger segments or chart fields and dimensions. See “Scenario 1: One-to-One Mapping Between Segments or Chart Fields and Public Sector Planning and Budgeting Dimensions” on page 80.

- Two or more combined General Ledger segments or chart fields represent one dimension. See “Scenario 2: Combining General Ledger Segments or Chart Fields in a Dimension” on page 82.

After performing the required configuration tasks described in this section, see “Populating the Line Item Budget” on page 82.
Scenario 1: One-to-One Mapping Between Segments or Chart Fields and Public Sector Planning and Budgeting Dimensions

Subtopics

- Step 1: Defining Entity Dimensions and Members
- Step 2: Defining User Defined Dimensions and Members
- Step 3: Adding and Modifying Smart Lists
- Step 4: Adding Segment or Chart Field Members to the HCP Plan

Perform these steps:

1. Perform a task based on any distinction between HR entities (departments and business units, for example) and General Ledger entities (cost centers) used in allocations:
   - If you have separate General Ledger and HR entities, ensure that the Entity dimension contains:
     - General Ledgers entities enabled only on Plan 1, 2, 3, or whatever plan type used in the line item budget
     - HR entities enabled only on the HCP plan
   - If the General Ledger and HR entities are the same, enable them and their members on the HCP plan, and on Plan 1, 2, or 3, or whatever plan type is used in the line item budget.
2. Add corresponding Smart Lists.
3. Add segment members to the HCP Plan.
4. If necessary, configure business rules.

Step 1: Defining Entity Dimensions and Members

To set up the Entity dimension:

1. Create all HR entity members, such as departments and business units under the Total Entity parent member.
2. Enable the HR entity members only for the HCP plan type.
3. Create General Ledger entity members under a separate parent.

Step 2: Defining User Defined Dimensions and Members

- Create dimensions for the General Ledger dimensions, such as Fund, Program, Project, and Activity in one of the standard plan types.
- For each dimension that you add, add corresponding segment or chart field members below the Segment Information and Segment Description members.
- Associate each segment or chart field member with a Smart List.
Step 3: Adding and Modifying Smart Lists

Add Smart Lists to contain all General Ledger account codes and their chart field or segment descriptions. Use ERP Integrator to map the General Ledger account codes and descriptions to corresponding Smart Lists in the compensation budget.

Public Sector Planning and Budgeting provides these predefined Smart Lists and descriptions, which you can change or delete to match the line item budget dimensions:

Note: Later map segments that represent default natural accounts to the Account dimension.

- Salary_Account_List and Salary_Account_Alias_List
  These Smart Lists represent personnel expense default natural account members. Do not include summary level default natural account, expense, or statistical members.
- Entity_List and Entity_Alias_List
  These Smart Lists represent General Ledger entity structures. Do not include summary level entity members. Only include leaf-level members.
- Fund_List and Fund_Alias_List
- Program_List and Program_Alias_List
- Project_List and Project_Alias_List

Step 4: Adding Segment or Chart Field Members to the HCP Plan

Note: The default member for Natural Accounts is Account Segment. This member is tagged with a Natural_Account UDA. If this does not correspond to your natural account, and you want to add another member, set up the member so the UDA is Natural_Account, and then delete the UDA Natural_Account from Account Segment.

➢ To ensure that HCP plan allocation details are captured against Account members associated with Smart Lists that you create:

1 Log into Planning as an administrator.
2 Select Administration, then Manage, then Dimensions, and then Account.
3 Under Segment Information, create a member to reflect the appropriate custom segment, such as Activity Segment or Initiative Segment. These members capture the member codes for segments or chart fields in your General Ledger structures.
4 Specify these properties for the members you create:
   - Alias Table—Default
   - Account Type—Saved Assumption
   - Time Balance—Flow
   - Data Storage—Never Share
Plan Type—Plan Type 1, 2, or 3, and HCP

Source Plan Type—HCP

Smart List—Smart List

Data Type—Smart List

Note: For line item budgeting, enable all dimension members, including those for Personnel Expense accounts, on Plan Type 1, 2, or 3 as the source plan type. If members have HCP as the source plan type, change it.

5 Modify the predefined Account dimension members to reflect your actual segment structure. To rename or remove any predefined segments or chart fields, see the appropriate product documentation:
   - For Classic applications, see the Oracle Hyperion Planning Administrator’s Guide.
   - For Oracle Hyperion EPM Architect applications, see the Oracle Hyperion Enterprise Performance Management Architect Administrator’s Guide.

6 Note the predefined segments under the Segment Information parent member.

7 Perform any tasks to manage placeholders in Smart Lists:
   - To rename placeholder members, enter new Aliases for the member.
   - To add placeholder member, add child member, and then specify member properties.

8 Refresh the database.

Scenario 2: Combining General Ledger Segments or Chart Fields in a Dimension

For information on combining source General Ledger segments and mapping them to one Public Sector Planning and Budgeting dimension, see the Oracle Hyperion Financial Data Quality Management ERP Integration Adapter for Oracle Applications Administrator’s Guide.

See also:
- “Step 1: Defining Entity Dimensions and Members” on page 80
- “Step 2: Defining User Defined Dimensions and Members” on page 80
- “Step 3: Adding and Modifying Smart Lists” on page 81

Note: The smart list created to represent this combined dimension must contain concatenated members in Name or Alias.

- “Step 4: Adding Segment or Chart Field Members to the HCP Plan” on page 81

Populating the Line Item Budget

Administrators perform these tasks to populate the line item budget:
- Populate the portion of the line item budget for personnel expenses by mapping line item dimensions with corresponding HCP dimensions. This involves mapping chart fields or segments in the Segment Allocation Information parent in the Account dimension to corresponding compensation dimension members.
- Report and query all integrated compensation and line item budget data, by creating and pushing data to an aggregate storage option (ASO) reporting application.

**Linking Compensation Data**

To link compensation with operating expenses to create the line item budget, map Smart Lists to HCP dimensions and members, or HCP dimensions to operational expense dimensions on Plan Type 1, 2, or 3.

**Note:** The following mapping assumes that you use the Position and Employee budget detail. Use a similar approach for the other budget details.

To link compensation budget data to line item budgets:

1. Log into Planning as an administrator.
2. Select Administration, and then Map Reporting Applications.
3. Click New.
4. Under Details, enter a name and description, such as HCP Linked To Operating Expenses.
5. From Plan Type, select HCP.
   
   Although you can specify another name, HCP is the default name for the Essbase application database used with Public Sector Planning and Budgeting.
6. Expand Reporting Application, and select the server that hosts Plan Type 1, 2, or 3.
7. Click Next.
8. For each Public Sector Planning and Budgeting dimension or Smart List, select:
   
   - Mapping type:
     
     o **Dimension to Dimension**—Map shared dimensions such as scenario, period, and year.
     
     o **Smart List to Dimension**—Map segment or chart fields in Segment Information to dimensions in Plan 1.

   **Note:** If you expect that segments or chart fields will be blank in position or employee allocations, update the #MISSING drop down label in the corresponding Smart Lists. See *Adding or Changing Smart List Properties* in the *Oracle Hyperion Planning Administrators Guide*.

   - A dimension and its members, or a Smart List
   - The corresponding General Ledger dimension in Plan Type 1, 2, or 3.
Use this table to map HCP dimensions. Create rows to map Smart Lists for custom dimensions such as Project_List or Program_List.

<table>
<thead>
<tr>
<th>Mapping Type</th>
<th>Dimension/Smart List</th>
<th>Member</th>
<th>Reporting Application Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart List to Dimension</td>
<td>Salary_Account_List</td>
<td>Account Segment</td>
<td>default natural Account</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Period</td>
<td>level 0 members</td>
<td>Period</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example: ILv10Descendants(Period)</td>
<td>Include the entire dimension in the reporting application.</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Year</td>
<td>fiscal years</td>
<td>Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example: FY09,FY10,FY11</td>
<td>Include the entire dimension in the reporting application.</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Request</td>
<td>level 0 members</td>
<td>Request.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example: ILv10DescendantsBudgetRequest</td>
<td>Include the entire dimension in the reporting application.</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Version</td>
<td>version to include</td>
<td>Version</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example, Final</td>
<td></td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Currency</td>
<td>Local</td>
<td>Currency</td>
</tr>
<tr>
<td>Smart List to Dimension</td>
<td>Entity_List</td>
<td>Entity Segment</td>
<td>General Ledger Dimension</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>For example, Cost_Center</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Scenario</td>
<td>scenario</td>
<td>Scenario</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example, Budget</td>
<td>Include the entire dimension in the reporting application.</td>
</tr>
<tr>
<td>Smart List to Dimension</td>
<td>Smart List corresponding to General Ledger dimension</td>
<td>General Ledger segment member</td>
<td>General Ledger dimension</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Examples:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Activity Segment</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Fund Segment</td>
<td></td>
</tr>
</tbody>
</table>

Configuring the Line Item Budget
The HCP compensation dimensions in Public Sector Planning and Budgeting on the left map to the General Ledger or operational expense dimensions in Plan Type 1, 2, or 3 on the right.

9 Click Next and map these source POV dimensions:

- **Account**—Allocated Expense
- **Budget Item**—level 0 members For example: ILvl10Descendants(Allocation Assignments)
- **Entity**—ILvl10Descendants(Total Entity)
- **Employee**—ILvl10Descendants(Employees)
- **Position**—ILvl10Descendants(Total Positions)
- **Element**—ILvl10Descendants(Total Compensation Expenses)

10 Click Save.

11 Select Administration, and then Map Reporting Applications.

12 Select the mapping that you defined, click Push Data, and then select an option:

- **Push**—Update existing data with new data.
- **Clear and Push Data**—Delete existing data and push new data.

Note: Select Push only if this is the first time mapping to Reporting applications. Otherwise, select Clear and Push Data.

**Pushing Compensation And Operational Expense Data to Reporting Applications**

Subtopics

- **Overview**
- **Creating the HCP Dimension Mappings**
- **Pushing Data to Reporting Applications**

For fast calculations, full reporting, and querying, Oracle recommends that you push all compensation budget, line item, and decision package data to an aggregate storage option (ASO) reporting application.

**Overview**

Before pushing compensation budget and line item budget data to an ASO reporting application, perform these tasks:

- In Essbase, create an ASO cube. See the *Oracle Essbase Database Administrator’s Guide*.
In Planning, create a reporting application. In the reporting application, create dimensions that correspond to each HCP and operating expense dimensions used in the Public Sector Planning and Budgeting application.

Load members that map to the Public Sector Planning and Budgeting members on which to report or aggregate into the reporting application dimensions. Oracle recommends using ERP Integrator.

After performing the initial tasks, perform these tasks:

- Define HCP dimension mappings to map salary expenses, headcount, FTE, and non-compensation operational expense dimensions (in Plan 1, 2, or 3) to the aggregate storage option (ASO) application. See “Creating the HCP Dimension Mappings” on page 86.
- Ensure that you allocated expenses to General Ledger Accounts.
- Push the data. See “Pushing Data to Reporting Applications” on page 92.

### Creating the HCP Dimension Mappings

To create the mappings:

1. Log into Planning as an administrator.
2. Select Administration, and then Map Reporting Applications.
3. Click New.
4. Under Details, enter a name such as Salary for the first mapping, and FTE and Headcount for the second.
5. Under Source Application, for Plan Type, select HCP.
6. Under Reporting Application, select the Essbase server that hosts the Block Storage Option (BSO) cube containing the Public Sector Planning and Budgeting application, and then select the ASO reporting application.
7. Click Next.
8. See “Mapping Salary Dimensions” on page 86.

### Mapping Salary Dimensions

On the Map Dimensions tab, map the Public Sector Planning and Budgeting dimensions and Smart Lists on the left to the ASO application members on the right.

To map the salary:

1. For each Public Sector Planning and Budgeting dimension or Smart List, select a Mapping Type, the Dimension or Smart List, members, and then select the corresponding reporting application dimension.

About Mapping Type:

- **Dimension to Dimension**—Dimensions that are shared or identical in Public Sector Planning and Budgeting and the reporting application map automatically. However, you must map any unmapped dimensions.
- **Smart List to Dimension**—Map dimensions and members to Smart List account members.

For example:

<table>
<thead>
<tr>
<th>Mapping Type</th>
<th>Dimension/Smart List</th>
<th>Member Selection</th>
<th>Reporting Application Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart List to Dimension</td>
<td>Salary_Account_List</td>
<td>Account Segment</td>
<td>natural Account</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Request</td>
<td>level 0 members</td>
<td>Request</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example: ILvl0DescendantsBudgetRequest</td>
<td></td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Period</td>
<td>level 0 members</td>
<td>Period</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example: ILvl0Descendants(Period)</td>
<td>Include the entire dimension in the reporting application.</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Year</td>
<td>fiscal years</td>
<td>Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example: FY09, FY10, FY11</td>
<td>Include the entire dimension in the reporting application.</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Version</td>
<td>version</td>
<td>Version</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example: Final</td>
<td></td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Currency</td>
<td>Local</td>
<td>Currency</td>
</tr>
</tbody>
</table>

2 Use these salary mapping:

**Table 14  Salary Mapping**

<table>
<thead>
<tr>
<th>Mapping Type</th>
<th>Dimension/Smart List</th>
<th>Member Selection</th>
<th>Reporting Application Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart List to Dimension</td>
<td>Salary_Account_List</td>
<td>Account Segment</td>
<td>natural Account</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Request</td>
<td>level 0 members</td>
<td>Request</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example: ILvl0DescendantsBudgetRequest</td>
<td></td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Period</td>
<td>level 0 members</td>
<td>Period</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example: ILvl0Descendants(Period)</td>
<td>Include the entire dimension in the reporting application.</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Year</td>
<td>fiscal years</td>
<td>Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example: FY09, FY10, FY11</td>
<td>Include the entire dimension in the reporting application.</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Version</td>
<td>version</td>
<td>Version</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example: Final</td>
<td></td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Currency</td>
<td>Local</td>
<td>Currency</td>
</tr>
<tr>
<td>Mapping Type</td>
<td>Dimension/Smart List</td>
<td>Member Selection</td>
<td>Reporting Application Dimension</td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------------------</td>
<td>-------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Smart List to Dimension</td>
<td>Entity_List</td>
<td>Entity Segment</td>
<td>General Ledger dimension</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>For example, Cost_Center</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Scenario</td>
<td>scenario</td>
<td>Scenario</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example Budget</td>
<td>Include the entire dimension in the reporting application.</td>
</tr>
<tr>
<td>Smart List to Dimension</td>
<td>Smart List corresponding to General Ledger dimension</td>
<td>General Ledger segment member Examples:</td>
<td>General Ledger dimension</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Activity_List</td>
<td>● Activity Segment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Fund_List</td>
<td>● Fund Segment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Program_List</td>
<td>● Program Segment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Project_List</td>
<td>● Project Segment</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Employee</td>
<td>ILvl10Descendants(Total Employees)</td>
<td>Employee</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Include the entire dimension</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Position</td>
<td>ILvl10Descendants(All Positions)</td>
<td>Position</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: Applies only to the Position budget</td>
<td>Include the entire dimension</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Budget Item</td>
<td>ILvl10Descendants(Allocation Assignments)</td>
<td>Budget Item</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Include the entire dimension</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Element</td>
<td>ILvl10Descendants(Total Compensation Expenses)</td>
<td></td>
</tr>
</tbody>
</table>

3 **Click Next.**

4 **On the Point of View tab, map these source dimensions:**

POV dimensions must have only one member selected.

- **Account** — Allocated Expense. Maps to the Account dimension in the reporting application
- **Entity** — Corresponds to the Entity representing a cost center or department in the reporting application

5 See "Mapping Headcount and FTE" on page 89.
Mapping Headcount and FTE

To map headcount and FTE:

1. Map the Headcount and FTE dimensions or Smart Lists on the left to the corresponding dimensions to the right in the ASO application. For example:

<table>
<thead>
<tr>
<th>Mapping Type</th>
<th>Dimension/Smart List</th>
<th>Member Selection</th>
<th>Reporting Application Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimension to Dimension</td>
<td>Account</td>
<td>level 0 members for Total FTE and Headcount For example: ILvl0Descendants(Total FTE) ILvl0Descendants(Headcount)</td>
<td>Account dimension</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Request</td>
<td>level 0 members For example: ILvl0DescendantsBudgetRequest)</td>
<td>Request. Include the entire dimension in the reporting application.</td>
</tr>
<tr>
<td></td>
<td>Period</td>
<td>level 0 members For example: ILvl0Descendants(Period)</td>
<td>Period Include the entire dimension</td>
</tr>
<tr>
<td></td>
<td>Year</td>
<td>fiscal years to include For example: FY09, FY10, FY11</td>
<td>Year Include the entire dimension</td>
</tr>
</tbody>
</table>

2. Use these mappings:

Table 15  Headcount and FTE Mapping

<table>
<thead>
<tr>
<th>Mapping Type</th>
<th>Dimension/Smart List</th>
<th>Member Selection</th>
<th>Reporting Application Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimension to Dimension</td>
<td>Account</td>
<td>level 0 members for Total FTE and Headcount For example: ILvl0Descendants(Total FTE) ILvl0Descendants(Headcount)</td>
<td>Account dimension</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Request</td>
<td>level 0 members For example: ILvl0DescendantsBudgetRequest)</td>
<td>Request. Include the entire dimension in the reporting application.</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Period</td>
<td>level 0 members For example: ILvl0Descendants(Period)</td>
<td>Period Include the entire dimension</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Year</td>
<td>fiscal years to include For example: FY09, FY10, FY11</td>
<td>Year Include the entire dimension</td>
</tr>
<tr>
<td>Mapping Type</td>
<td>Dimension/Smart List</td>
<td>Member Selection</td>
<td>Reporting Application Dimension</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------</td>
<td>------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Budget Item</td>
<td>Unspecified Budget Item</td>
<td>Budget Item. Include the entire dimension</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Version</td>
<td>version</td>
<td>Version</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Currency</td>
<td>Local</td>
<td>Currency</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Element</td>
<td>Unspecified Element</td>
<td>Unspecified Element</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Entity</td>
<td>level 0 members. For example: ILvl0Descendants(Entity)</td>
<td>General Ledger dimension</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Position</td>
<td>level 0 members. For example: ILvl0Descendants(All Positions)</td>
<td>Position</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Employee</td>
<td>level 0 members. For example: ILvl0Descendants(Employee)</td>
<td>Employee</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Scenario</td>
<td>scenario</td>
<td>Scenario</td>
</tr>
</tbody>
</table>
| Not Linked | | Examples:  
| | | • Activity Segment  
| | | • Fund Segment  
| | | • Program Segment  
| | | • Project Segment | General Ledger dimensions |

3. Click Next.

4. On the POV tab, select only one member for each General Ledger Smart Lists such as Activity, Fund, Program, and Project (Unspecified Activity and Unspecified Project, for example).

5. Click Save.

6. See “Mapping Operational Dimensions on Plan Type 1, 2, or 3” on page 91.
Mapping Operational Dimensions on Plan Type 1, 2, or 3

To define the mapping:

1. In Planning, select Administration, and then select Map Reporting Applications.
2. Click New.
3. Under Details, enter a name, such as Operation Expenses.
4. Under Source Application, for Plan Type, select Plan 1, Plan 2, or Plan 3.
5. Under Reporting Application, select the ASO reporting application.
6. Click Next.
7. Use this table to map the operational expense dimensions:

<table>
<thead>
<tr>
<th>Mapping Type</th>
<th>Dimension/Smart List</th>
<th>Member</th>
<th>Reporting Application Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimension to Dimension</td>
<td>Account</td>
<td>Members identifying operational expense and revenues data. For example: ILvl0Descendants(Revenues), ILvl0Descendants(Operational Expenses), Descendants(Depreciation Expense), 520000</td>
<td>Account</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Period</td>
<td>Periods into which to load data. For example: ILvl0Descendants(Period)</td>
<td>Period</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Year</td>
<td>Fiscal years For example: FY09, FY10, FY11</td>
<td>Year</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Entity</td>
<td>Dimension members for which to load data. For example: 1030, 1031, ILvl0Descendants(2000)</td>
<td>General Ledger Entity dimension that represents Cost Centers or Departments. For example: ILvl0Descendants(Total GL Entity)</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Version</td>
<td>Version to include. For example: Final</td>
<td>Version</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Scenario</td>
<td>Scenario, such as: Forecast</td>
<td>Scenario</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Currency</td>
<td>Currency, such as Local</td>
<td>Currency</td>
</tr>
</tbody>
</table>

Populating the Line Item Budget 91
<table>
<thead>
<tr>
<th>Mapping Type</th>
<th>Dimension/Smart List</th>
<th>Member</th>
<th>Reporting Application Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimension to Dimension</td>
<td>User-defined General Ledger dimensions</td>
<td>ILvl0Descendants</td>
<td>For example: ILvl0Descendants(Fund), ILvl0Descendants(Program), ILvl0Descendants(Project), ILvl0Descendants(Activity)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>User-defined General Ledger dimensions</td>
</tr>
</tbody>
</table>

9 Click Next and map these reporting application POV dimensions:
- **Budget Item**—Unspecified Budget Item
- **Element**—Unspecified Element
- **Employee**—Unspecified Employee
- **Position**—Unspecified Position

10 Click Save.

11 See “Pushing Data to Reporting Applications” on page 92.

**Pushing Data to Reporting Applications**

After defining application mappings, push data to the reporting application.

**Note:** If you modified the reporting application, refresh it. Also, ensure that you allocated expenses to General Ledger accounts.

To push data:

1 In Planning, select Administration, and then select Map Reporting Application.
2 Under Application Mapping Name, select the three application mappings that you defined.
3 Click Push Data and then select an option.
   - **Push**—Update existing data with new data.
   - **Clear and push data**—Delete existing data and push new data.

**Note:** Select Push the first time that you provide mapping data to Reporting applications. Otherwise, select Clear and Push Data.

You can now aggregate and report on data in the reporting application.
Perform these setup tasks after loading data from the source or before starting a budget cycle:

- Review, modify, or create salary grades. See “Managing Salary Grades” on page 94.
- If you use ERP Integrator to load HRMS data, use another tool, such as the Outline Load Utility, to load benefits. See “Loading General Ledger and HRMS Metadata and Data” on page 61.
- Review, modify, or create other compensation elements such as additional earnings and overtime, and compensation element options. See “Managing Other Compensation Elements” on page 102.
- Process the effective-dated data loaded from HRMS to calculate the activation status and FTE for each period in Public Sector Planning and Budgeting. See “Processing Loaded HRMS Data” on page 107.
- Review and modify position and employee data. See “Reviewing Loaded Position, Job, and Employee Data” on page 108.
- Globally or conditionally apply data missing in HRMS needed to set up employees, positions, and jobs. See “Performing Mass Updates” on page 111.
- Apply salary grades to vacant positions which could determine the total FTE or headcount.
- Calculate the budget impact.
- Allocate expenses to General Ledger accounts.
Before You Begin

Perform these tasks before defining salary grades and compensation elements, and performing mass updates:

- Ensure an Administrator creates:
  - Corresponding salary grade members under Salary Grades in Total Compensation Expenses in the Element dimension.
  - Corresponding compensation element members (benefits, for example) in the appropriate folder in Total Compensation Expenses in the Element dimension.

- Ensure that you can select the correct budget year, scenario, and version in the Point of View bar on the upper portion of forms, by performing these steps:
  - Select File, then Preferences, and then Planning.
  - Select User Variables.
  - Select the year, scenario, and version members and click OK.

- Extend the business rule default timeout as described in Oracle Hyperion Planning Administrator’s Guide. This is useful because some business rules you run may display errors indicating that processing has exceeded the allowed limit. In addition to increasing the default timeout, select Administration and then Job Console to view the status of business rules.

Managing Salary Grades

Subtopics

- About Salary Grades
- Differentiating Between Salary Steps and Sequences
- Defining Salary Grades
- About Modifying Salary Grades
- Synchronizing Salary Properties
- Simultaneously Adjusting Grade Steps or Sequences
- About Specifying Annual Salary Spreads
- Using a 52-Week Fiscal Year

Before making the budget accessible to planners and cost center managers, verify, create, modify, and delete salary grades so that planners can apply the correct salaries to positions and employees.

About Salary Grades

You can create three kinds of salary grades:

- Rate-based, in which a range of minimum to maximum values are applied, for salary progression using grade sequences. Use rate-based salary grades to apply salaries falling
between a minimum or maximum value. For example, you could pay IT programmers between $74,000 and $78,000 depending on certification, seniority, and skill level.

- Step-based, in which employees are entitled, based on factors such as adjustment date, to salary increments along the pay scale or grade scale. For example, in the education system, the steps assigned to teachers that determine their salary may increase according to the degree (Bachelor’s, Master’s, or Ph.D) that they hold, or years or service.

- Value-based, in which only one salary value is available, such as a contractor’s hourly rate or the hourly pay of library clerks.

See “Differentiating Between Salary Steps and Sequences” on page 95.

**Tip:** If you apply salary grade defaults or salary grades to positions or employees, all sequences, steps, and ranges for salary element changes are also associated with the position or employee, irrespective of year. This enables you to associate the complete, historic, record of a salary grade with positions and employees; not just the first element change. See “Applying Compensation and Salary Allocation Defaults” on page 176.

### Differentiating Between Salary Steps and Sequences

The difference between steps and sequences is that sequences:

- Are used with value-based salary grades
- Increase periodically by year or based on other factors. For example, sequences for the nonunion hourly position of seasonal worker could increment over three years as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$12.01</td>
</tr>
<tr>
<td>2</td>
<td>$12.61</td>
</tr>
<tr>
<td>3</td>
<td>$13.21</td>
</tr>
</tbody>
</table>

Similarly, sequences for the hourly nonunion position of Dispatcher in a Public Safety agency could reflect a 2.5% annual adjustment over four years, as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$17.74</td>
</tr>
<tr>
<td>2</td>
<td>$18.18</td>
</tr>
<tr>
<td>3</td>
<td>$18.64</td>
</tr>
<tr>
<td>4</td>
<td>$19.10</td>
</tr>
</tbody>
</table>

### Defining Salary Grades

To define salary grades:

1. See “Before You Begin” on page 94.
2. From My Task Lists, select Budget Administration.
Select Manage salary grades.

Select the budget Scenario and Version in the POV.

From Page, select the salary grade, and then click Go.

Under Grade Details, specify:

- **Salary Grade Type Input**—Kind of salary to create
- **Grade Salary Basis Input**—Period to which the Option Value applies. For example, if Grade Salary Basis Input is Monthly and Option Value is 1,000, the salary is $1,000 per month.
- **Allow Value Change Input**—To enable cost center managers or other users to modify the salary grade at the position or employee level, select Yes.
- **Element Start Date and Element End Date**—When the salary grade is effective
- **Budget Set**—Version of the budget in the source system to which the budgets are written back

Save your work.

See:

- “Specifying Step-based Salary Grades” on page 96
- “Specifying Rate-based Grades” on page 97
- “Specifying Value-based Salary Grades” on page 98

**Specifying Step-based Salary Grades**

Use step-based salary grades for positions or employees whose salary corresponds to a point on the grade-scale or pay-scale. Salary steps entitle these positions and employees to salary increases by moving from one step to another. For example, the position of Captain in a municipal fire department could be paid based on a salary schedule with these step:

- step 1—$63,500
- step 2—$65,000
- step 3—$67,000

To specify grade steps:

1. Ensure that the salary grade is defined.
2. From Page, select the salary grade, and then click Go.
3. From Salary Grade Type Input, select Grade Step, and then click Save.
4. See “Defining Salary Grades” on page 95 for the information to specify in Grade Details.
5. Right-click 1st Element Change, select Add Salary Option, and then select Add Progression Steps.
6. Specify the following:
   - **Grade Step**—Number for the step
Enter Effective Date—When the step is effective

Select Operator—Set to initially define the step

If you are editing the salary step, select the operation to perform. For example, to increase the step by $100.00, select **Add**.

Enter Value—Salary amount to budget

If you are editing the salary step, enter the value by which to change the step. For example, to increase the step by $100.00, enter 100.

7 Click **Add**.

8 Specify the remaining step details such as an end date.

9 Save.

### Specifying Rate-based Grades

Define rate-based salary grades to associate a range of salary values with a specific grade sequence. This enables you for example, to pay security officers between $45,000 and $47,000 depending on seniority and skill level. The sequence is the exact salary value in the range to apply. In this case, sequence 1 could have a value of $45,000 and apply to entry level security officers. Sequence 2 could have a value of $46,000 for security officers with more than two years of experience.

To specify salary rates:

1 Ensure that the salary grade is defined.

2 From **Page**, select the salary grade, and then click **Go**.

3 From **Salary Grade Type Input**, select **Grade Rate**, and then click **Save**.

4 See “Defining Salary Grades” on page 95 for the information to specify in **Grade Details**.

5 Right-click **1st Element Change**, select **Add Salary Option**, and then select **Add Grade Rates**.

6 Specify:

   - **Select Grade Sequence**—Specific salary value, in a range of possible values, to use. For example:

     | Sequence 1                  | Sample Sequence To Select | Sequence 2               | Sample Sequence To Select |
     |-----------------------------|---------------------------|--------------------------|--------------------------|
     | Values between $84,000 and  | $85, 500                  | Values between $87,510   | $89,000                  |
     | $87,500                     |                           | and $91,000              |                           |

   - **Effective Start Date**—When the salary rate is effective

   - **Select Operator**—**Set** to initially define the rate

     If you are editing the salary rate, select the operation to perform. For example, to decrease the rate by $130.00, select **Subtraction**.

   - **Enter Value**—Salary amount to budget
If you are editing the salary rate, enter the value by which to change the rate. For example, to decrease the salary rate by $130.00 enter 130.

- **Grade Minimum Value**—Lowest salary amount
- **Grade Mid Point Value**—Average salary amount
- **Grade Maximum Value**—Highest salary amount

7. Click Add, and then Save.

**Specifying Value-based Salary Grades**

Use value-based salary grades to pay employees a predefined single salary amount.

To add value-based salary grades:

1. Ensure that the salary grade is defined.
2. From Page, select the salary grade, and then click Go.
3. From Salary Grade Type Input, select Value, and then click Save.
4. Right-click 1st Element Change, select Add Salary Option, and then select Modify Values.
5. Specify information such as:
   - **Effective Start Date**—When the salary value is effective
   - **Select Operator**—Set to initially define the value
     If you are editing the value, enter the calculation to perform. For example, to apply a 2% change, select Percent Change.
   - **Enter Value**—Amount to budget
     If you are editing the salary value, enter the value in the operation to perform. For example, to apply a 2% change, enter 2.

6. Click Add, and then Save.

**About Modifying Salary Grades**

Administrators can change salary grade values by modifying:

- Step values
- Minimum, mid, and maximum values (for rate-based grades)
- Effective dates
- Payment periods
- Salary basis spread patterns. See “About Specifying Annual Salary Spreads” on page 100 and “Spreading Salary Expenses” on page 113.
Note: Only administrators can modify salary values. For example, regular planners cannot modify the minimum, mid, and maximum values of rate-based salary grades. If the values for the salary grade rates, steps, or sequences that you use to budget need to be changed, contact an administrator.

You can also modify salary grades by applying missing data or date-specific changes, (a cost of living adjustment, for example) to all salary values associated with a step or grade sequence. See “Simultaneously Adjusting Grade Steps or Sequences” on page 99.

Synchronizing Salary Properties

Synchronize salary properties to apply changes to basic salary data such as grade type and grade salary basis Input (how often the salary is paid) to all positions or employees, possibly in different entities and departments, to whom the salary grade is assigned. Changes to grade steps, sequences, and values are not synchronized.

To synchronize salary grade properties:

1  From My Task Lists, select Budget Administration.
2  Select Manage salary grades.
3  From Page, select the salary grade, and then click Go.
4  As needed, modify any master salary grade data in Grade Details.
   For information about the data you can change, see “Defining Salary Grades” on page 95 and the topics for creating step-based, value-based, and rate-based grades.
5  Save.
6  Under Grade Details, right-click, and then select Synchronize Compensation Properties.
7  Specify the entity, such as an HR department in which to update the data for positions and employees to whom the salary grade is assigned.
8  Click OK.
9  Recalculate the compensation budget. See “Calculating and Allocating Compensation Expenses” on page 179 and “Viewing the Budget Impact of Compensation Expenses” on page 180.

Simultaneously Adjusting Grade Steps or Sequences

You can simultaneously modify, by effective date, values for multiple grade steps or sequences. For example, assume that a salary grade has 12 steps. The first step was effective March 1, 2009, and you must accommodate a 2% inflation increase occurring on July 1, 2011. Instead of modifying each step to end-date them on June 30, 2011, perform this procedure to update all steps or grade sequences simultaneously.

To adjust steps or sequences:

1  From My Task Lists, select Budget Administration, and then select Manage salary grades.
From Page, select the salary grade, and then click Go.

Under Grade Details, right-click, and then select Adjust Multiple Grade Steps or Sequences.

Specify:
- Enter Effective Start Date—When to make the adjustment
- Operator—Kind of change to make. In the example, a percentage.
- Enter Value—Value used to adjust the grade step or grade sequence. In this case, 2.

Click Adjust.

About Specifying Annual Salary Spreads

Although distributing salaries evenly across all periods is common (spreading an employee's annual salary of $78,000 to $6,500 in each month of the annual budget), you can spread salary expenses across periods differently. Assuming monthly budgets, you can spread expenses across time periods or entities using the options described below. See also “Using a 52-Week Fiscal Year” on page 101.

Tip: If you use a nine or ten month spread, but the default start and end dates do not apply based on your fiscal year settings, Administrators can edit the formula for the Mapping Spread Factor member in the Accounts dimension to customize these spread options. Administrators can also define entries for the Custom_Salary_Spread Smart List.

- All and No Salary Spread—For internal use only
- Average—Expenses are equally spread across periods resulting in an average distribution.
- Workdays in a month—Expenses are spread across a certain number of days (manufacturing plant employees working six days a week, for example) that you or a planner define in each month. See “Defining Custom Numbers of Workdays and Paydays” on page 138.
- Paydays in a month—Expenses are spread across the number of payday that you or a planner define for each month. See “Defining Custom Numbers of Workdays and Paydays” on page 138.
- Summer pay—Salary expenses are spread from mid-May to mid-September for positions active only in the summer, such as adjunct professorships and lifeguarding.
- Nine months—Expenses are spread across nine months for positions such as full-time university professors, active from September to May. By default the time period for this spread option is January to September. To modify, change the formula of the Monthly Spread Factor member in the Accounts dimension.

For example, assume a Professor is paid $100,000 over a 12 month period for 9 months of work ($100,000/12 for each year). Use the Nine months option to identify that only 9 of the 12 months are work months. The annual salary amount for the salary grade assigned to the professor position would be 9 months * the monthly salary. If the monthly salary amounts differ, modify the Monthly Spread Factor to redistribute the monthly amounts.
Ten months—Expenses are spread across 10 months for positions such as public school teachers, that are active from September to June. By default the time period for this spread option is January to October. To modify, change the formula of the Monthly Spread Factor member in the Accounts dimension.

Custom—Expenses are spread based on period-level FTE that you specify at the entity, position, or employee level.

Administrators or budget analysts can apply global changes across entities, effective on a certain date, typically based on a common attribute. For example, assume that the Public Employment Retirement System (PERS) rate increases from 4.5% to 5% on August 1. You can retrieve all employees or positions across all entities that have a PERS assignment and apply the 5% increase. You can make mass adjustments based on these attributes:

- An entity or an entity’s parent member
- Job code
- Salary (plan, grade, or step)
- Union code
- Earning code (additional earnings)
- Tax class

You can apply spread patterns to positions, affecting positions and employees, or only to employees if you do not use positions.

Note: When configuring spread patterns for multiple years, remember that the number of work days in a year may vary.

Using a 52-Week Fiscal Year

In a 52-week year, weeks are distributed in repeating cycles of 4 and 5, resulting in 13 weeks per quarter. The cycle specifies the number of weeks in each of the three months used.

- 4-4-5 Calendar—The first month of the quarter has four weeks, the second, four weeks, and the third, five weeks.
- 5-4-4 Calendar—The first month of the quarter has five weeks, the second, four weeks, and the third, four weeks.
- 4-5-4 Calendar—The first month of the quarter has four weeks, the second, five weeks, and the third, four weeks.
Managing Other Compensation Elements

Subtopics

- Defining Other Compensation Elements
- Modifying Compensation Elements and Options
- Updating Multiple Compensation Options
- Synchronizing Compensation Element Properties

Other compensation elements are nonsalary expenses, such as additional earnings (bonuses, and so on), benefits, and employer-paid taxes. These elements have different rates and are usually allocated to different General Ledger segments or chart fields than basic salary. In some source systems, individual benefits and employer-paid taxes are called attributes.

Before releasing the budget, review and update compensation elements and attributes, particularly employer-paid taxes for which you may need to define tax elements (attributes) for multiple countries or currencies. If tax rates change by year, modify the tax elements or attributes to reflect updated tax rate and base them on the fiscal or the calendar year.

To apply compensation element or attribute changes to multiple positions in a cost center, click Mass update position data.

See “Defining Other Compensation Elements” on page 102 and “Defining Overtime” on page 104.

Defining Other Compensation Elements

You can adjust existing options by end-dating and adding new ones.

1. To define compensation elements or attributes:
   1. See “Before You Begin” on page 94.
   2. From My Task Lists, select Budget Administration, and then select Manage other compensation elements.
   3. In the POV, select Version and Scenario members.
   4. From Page, select the kind of compensation element (medical insurance, for example) to define, and then click Go.
   5. Under Element Definition, define the compensation element or attribute by specifying:
      - Options Based—Yes if the element can be applied in different ways to multiple individuals, such as an employee's medical insurance benefit covering their spouse and dependents.
      - Payment Terms Input—When the element is paid, such as monthly for health insurance or annual for bonuses.
      - Value Type Input—How the attribute or element is computed. For health insurance, this value is Amount because coverage is not calculated and provided by factors such as overtime or percentage of salary.
- **Allow Value Change Input**—Whether planners and cost center managers can update the element at the employee or position level.

- **Maximum Value Type**—Value type (amount or percentage) that the calculated compensation element cannot exceed. For example, to calculate employer paid tax such as FICA (in which the Value type Input is percentage), select Amount for **Maximum Value Type** to assign a monetary amount that the tax cannot exceed.

  **Note:** The Maximum Value in the lower Element Details area of the form takes precedence over that specified in the upper Element Definition area. If you do not specify a maximum value in Element Details, the value in Element Definitions is used. If Maximum Value is specified in both areas, the value in Element Details is used.

- **Maximum Value**—Value or percentage (as specified as Maximum Value Type) that cannot be exceeded and that caps the compensation element for the entire year based on each month. For example, hazard pay could be capped at $5,000.

- **Earnings Type Input**—Applicable only for overtime.

- **Payment Frequency Input**—How often the attribute or element is funded. For example, monthly health care insurance might be paid during the first period, whereas annual bonuses are onetime payments.

- **Element start and end dates**—Period during which the element applies.

- **Required Element Input**—Whether the element must be specified and assigned to all positions, such as group life insurance.

- **Taxable Component**—Whether the compensation element is subject to tax. In the case of medical and dental insurance, for example, this is No.

- **Budget Set**—Budget in the HRMS source system in which to apply the element or attribute.

- **Follows Salary Allocation:**
  - **Yes**—Use allocations for salary unless you defined allocations at the compensation or employee level. Changes that you make to compensation element or employee level details are applied first, and salary allocations are applied to missing segments or chart fields. For example, if you apply this option to benefits for a Research Scientist position, benefits are allocated using the same ratio of allocations defined for the position salary, and allocations on the benefit’s Allocations tab are overridden.
  - **No**—You must select all chart fields or segments on the compensation element’s Allocation tab.

6 To define a new compensation element, see “Adding Compensation Element Options” on page 104.

7 To remove element options, right-click, and then select Delete Option.

8 To specify the General Ledger account from which funds are allocated, click Allocations, and then select the chart fields or segments.

9 Click Save.
Adding Compensation Element Options

For an example of how to add overtime, see “Defining Overtime” on page 104.

➢ To specify compensation elements options:

1. Perform steps 1 to 6 in “Defining Other Compensation Elements” on page 102.
2. In Element Details, select Options, right-click, and then select Add Option.
3. Specify information such as:
   - **Select Option**—Plan or method available for the element, such as Survivor Spouse and Children for health insurance coverage.
   - **Enter Effective Start Date**—Period during which the option or attribute applies
   - **Enter Value**—Corresponding to the specified value type, the dollar amount of the option ($3,500 for survivor spouse and children health insurance coverage, for example) or the percentage used to calculate the option value.
   - **Enter Maximum Value**—The value or percentage that determines the maximum extent, that cannot be exceeded, of the option ($3,650 for survivor spouse and children health insurance, for example).
4. In Select Operator, select Set to initially define the option. To modify an option, select the kind of calculation to perform on the existing option value.
5. Click Add.
6. To specify the General Ledger account from which funds are allocated to compensation element, click Allocations, select the chart fields or segments, and the allocation percentage.
7. Click Save.

Defining Overtime

Overtime is the number of times (typically 1.5 or 2.0) by which you multiply the regular hourly salary rate, or calculated as a percentage of salary or gross earnings. Overtime is not a benefit.

➢ To specify overtime:

1. Under Element Definition, provide this information to set up the overtime:
   - **Options Based**—Whether overtime can be implemented and paid differently, such as an increased value during statutory holidays. You later define these implementations.
   - **Payment Terms Input**—When overtime is paid, such as annually. If you budget by fiscal year (may differ from the calendar year) and want the maximum overtime amount to be paid based on the fiscal year, select Monthly (fiscal year). If your fiscal year is the same as the calendar year, and you want the maximum overtime amount to be paid according to the calendar year, select Monthly (calendar year).
   - **Value Type Input**—The amount depending on the maximum value type
   - **Maximum Value Type Input**—A fixed amount, or percentage of salary, overall earnings, or taxable earnings.
- **Allow Value Change Input**—Whether planners or cost center managers can modify overtime at the employee or position level.

- **Maximum Value Input**—Depending on the maximum value type:
  - Number of times by which to multiply salary rate to calculate the overtime
  - If overtime is calculated as a percentage of salary or taxable earnings, enter the greatest percentage used to calculate overtime
  - If overtime is paid as a single sum, enter the greatest possible amount

If maximum value type is a percentage of salary, the product annualizes the salary. It then uses the maximum value input value as a percentage to determine the maximum overtime amount. For example, if salary is $1,000 Bimonthly(Calendar), (once every 2 months), then the annual salary is $6,000. If maximum value is percentage of salary, and maximum value is 10, then maximum overtime amount for the calendar year is $600.

- **Earnings Type Input**—Whether overtime is included in employee gross pay.

- **Payment Frequency Input**—Whether an employee is eligible for payment annually, semi-annually, quarterly, monthly, and so on. For example, if Payment Terms Input is Quarter(Calendar) and Payment Frequency Input is Pay during last period, the payment amount is in March, June, and so on. If Payment Frequency Input is Pay during first period, payment is in January, April, and so on.

- **Element start and end dates**—Period during which the overtime applies

- **Required Input**—If overtime must be assigned to all positions

- **Taxable Component**—If overtime is subject to tax

- **Follows Salary Allocation**—To enable users to specify allocation details for overtime, select No.

2 **Specify if overtime is option-based, varying by time or other factor:**

- In Element Details select Options, right-click, and then select Add Option.

- Provide information such as:
  - **Select Option**—An available overtime plan
  - **Enter Effective Start Date**—When the option applies, such as statutory holidays such as Christmas and New Year
  - **Enter Value**—Number of times to multiply pay to compute overtime
  - **Enter Maximum Value**—Highest number by which to multiply pay to calculate overtime, or maximum percentage of salary, overall earnings, or taxable earnings used to calculate overtime.

For example, an overtime option for work during the Christmas season could be defined using a start date of Dec. 25, 2011, a dollar value for overtime (1000) or using a portion of bimonthly salary or earnings (.20), and a value or percentage for overtime that cannot be exceeded (1100 or .25, for example).
In Select Operator, select Set to initially define overtime. If you are modifying overtime, the operation that you select modifies the existing value.

Click Add.

Specify missing overtime information, such as an end date.

Repeat steps 1-3 to define all overtime options.

To specify the General Ledger account from which funds are allocated to compensation element, click Allocations, select the chart fields or segments, and the allocation percentage.

Click Save.

Modifying Compensation Elements and Options

To edit compensation elements or options:

1. From My Task Lists, select Budget Administration, and then select Manage other compensation elements.
2. In the POV, select the Version and Scenario members.
3. From Page, select the compensation element of the option, and then click Go.

Perform any task:

- Modify compensation element or option definitions such as payment terms in put, maximum value, start date, and payment frequency at the top of the form. See “Defining Other Compensation Elements” on page 102.
- Remove options
- Modify option details (changing values or payment frequencies, for example) by:
  - Select the option from Page, and click Go.
  - In Element Details, change settings such as start date, end date, option value, and maximum value.
  - In Element Details, remove options by right-clicking, and selecting Delete.

To update numerous options at the same time, see the next topic.

To specify the General Ledger account from which funds are allocated to compensation element, click Allocations, select the chart fields or segments, and the allocation percentage.

Click Save.

Updating Multiple Compensation Options

To adjust multiple options simultaneously:

1. From Page, select the compensation element, and click Go.
2. In Element Definition, right-click the first column header, and then select Adjust multiple options.
3 Ensure that the correct compensation element is selected.

4 From Select Operator, select the operation to modify existing options values. For example, to increase options by $1,150.00 select Add.

5 In Enter Value enter the amount by which to change option values. For example, to increase options by $1,150.00, enter 1150.

6 Click Adjust.

**Synchronizing Compensation Element Properties**

Synchronize compensation properties to apply changes to basic data such as the following to all existing positions or employees, possibly in different entities and departments, to whom the compensation element is assigned:

- If the element is options based
- If the element is taxable
- If it is added to gross pay
- Maximum values

➢ To synchronize compensation properties:

1 From My Task Lists, select Budget Administration and then select Manage other compensation elements.

2 From Page, select the compensation element, and then click Go.

3 Modify any master compensation data such as Value Type Input (how the compensation is distributed and paid out), and individual option values and dates.

   See steps 6 and 7 in “Managing Other Compensation Elements” on page 102.

4 Save.

5 Under Element Definition, right-click, and then select Synchronize Element Properties.

6 Specify the entity, such as a department, in which to update the data for positions and employees to whom the compensation element is assigned.

7 Click OK.

8 Recalculate the compensation budget. See “Calculating and Allocating Compensation Expenses” on page 179 and “Viewing the Budget Impact of Compensation Expenses” on page 180.

**Processing Loaded HRMS Data**

Use the Process loaded human resources data task to process these effective dates loaded from HRMS, in order to calculate period-level status and FTEs in applications:

- Position start and end dates
- Employee hire dates
FTE start and end dates

Note: For the Employee budget detail, performing this procedure activates job codes to which employees are assigned. If the job codes are not associated with employees, activate the jobs later.

Running **Process loaded human resources data** ensures that the position or employee is active between these dates, and that the respective Planning period’s status is updated accordingly.

To process loaded human resource data:

1. From My Task Lists, select Budget Administration, and then select Process loaded human resources data.
2. Accept the defaults, and then click Launch.
3. Specify the following to identify the budget in which to use loaded effective-dated data at the period level:
   - **Entity**—Department or cost center
   - **Version**—Budget iteration or stage. For example, if the scenario is forecast, worst case could be a version.
   - **Scenario**—Budget type, such as baseline or forecast
4. Click Launch.

**Reviewing Loaded Position, Job, and Employee Data**

Whenever you load job, position, and employee information from HRMS or a previous budget version, review the following to identify invalid or missing data:

- Positions and all related compensation elements, FTE assignments, and salary
- Employees and all related compensation elements, FTE assignments, and salary

Modify employees, jobs, and positions to resolve incorrect or missing data, and apply changes by performing a mass update.

- “Reviewing Position and Employee Data” on page 108
- “Reviewing Job and Employee Data” on page 109
- “Reviewing Position-Only Data” on page 110

**Reviewing Position and Employee Data**

To review loaded position and employee data:

1. From My Task Lists, select Budget Administration, and then select Review position and employee data.
Select the budget type (forecast, for example) and stage (forecast revision, for example), and then click Go.

From Page, select the HR organization, and then click Go.

Perform any task:

- To display employees and compensation data by position, select Position's Employee Assignments and perform a task.
  - To view position details such as benefits and salary grades, right-click and then select View position details.

  Note: If you loaded data using ERP Integrator, you can only review salary information.
  - To view employee details, right-click in the second column, and then select View employee details.

- To view the budget impact, by period, of maintaining employees by position perform these tasks:
  a. Calculate the compensation budget. See “Calculating Budgets” on page 183.
  b. Right-click, and then select View employee expense by period.

- To display position or job, and compensation data by employee, select Employee's Position Assignments, select the employee from Page, click Go, and then:
  - In Page, right-click the employee.
  - Select View employee details.

- To access details about the position to which the employee is assigned, right-click the position, and then select View Position Details.

### Reviewing Job and Employee Data

To review loaded job and employee data:

1. From My Task Lists, select Budget Administration, and then select Review employee and job data.
2. Select the budget scenario (base, for example), applicable job code, HR organization, and version.
3. Click Go.
4. Perform a task:
   - To display employees and compensation data by job, select Jobs Assigned to Employees, right-click the employee in Page, and then click Go.
   - To view job details such as taxes, right-click, and select View job details.
   - To view employee details, right-click in the second column, and then select View employee details.
   - To display jobs and compensation data by employee, select Employees Job Assignments, select the employee from Page, and then click Go.
To review employee details and compensation, right-click, and then select **View employee details**.

To view the budget impact, by period, of maintaining employees by job, right-click, perform these tasks:

a. Calculate the compensation budget. See “Calculating Budgets” on page 183.

b. Right-click, and then select **View employee expense by period**.

### Reviewing Position-Only Data

- To review loaded position data:
  
  1. From **My Task Lists**, select **Budget Administration**, and then select **Review position data**.
  
  2. From **Page**, select the HR organization (your cost center, for example), the budget scenario (base, for example), and the budget version.

- To view details such as allocations and taxes, right-click, and then select **View position details**.

- To view the expense, by period, of positions, perform these tasks:
  
  - Calculate the compensation budget. See “Calculating Budgets” on page 183.
  
  - Right-click, and then select **View position expense by period**.

### About Making Changes

Throughout the budget cycle, you may have to update positions and employees in a particular entity such as a department in these situations:

- After loading data from the HRMS source system to implement global assumptions (a new benefit option, for example)

- When defining compensation details for new positions or employees in your entity or HR department

- Before releasing the budget to planners or cost center managers

- When new or modified salary information or compensation (salary adjustments for multiple positions, or a new dental benefit, for example) must be incorporated

You can perform these updates in three ways:

- Using mass updates. See “Performing Mass Updates” on page 111.

- Applying entity-level defaults to positions or employees. See “Applying Compensation and Salary Allocation Defaults” on page 176.

- Synchronizing salary, position, employee, and other compensation master data.
Performing Mass Updates

Perform mass updates to adjust:

- Salary grades and details
- Benefits
- Additional earnings
- Employer-paid taxes

When performing mass updates on positions or employees, you can overwrite or fill data as follows:

- **Overwrite:**
  - Existing data and assignments are updated with new defaults. New assignment rows are not created, but existing rows are updated.
  - If salary or compensation details do not exist, the new defaults are not applied.

- **Fill:**
  - Assignment rows for the new default data are added to position and employee details.
  - If salary or compensation assignments do not exist, new assignment rows are added to employee and position details.

See “Sample Mass Update” on page 113.

**Note:** If you use decision packages and budget requests, you cannot make mass updates to perform tasks such as spread salary expenses or overwrite compensation or allocation defaults using the My Tasks List pane. Instead, see “About Performing Budgeting Tasks Not Displayed in My Tasks List” on page 218.

Making Mass Updates

To make mass updates to position, job, and employee data:

1. From **My Tasks List**, select **Budget Administration**, and then select **Mass update position data** or **Mass update employee data**.

   **Note:** If you use decision packages and budget requests these tasks are not available. See “About Performing Budgeting Tasks Not Displayed in My Tasks List” on page 218.

2. Select the correct budget scenario, stage, and year.

3. From **Page**, select the HR organization, and then click **Go**.

   **Note:** If you select Total Entity to search all positions, jobs, and employees, check the results of the search by individual, lower-level entities.

4. Right-click, select **Search**, and then select **Find Positions or Employees** or **Find Jobs or Employees**.
Specify the criteria, such as pay type, approval status, union code, or position start date, to identify the positions, jobs, or employees to update.

Click Find.

For each position or employee, select an option in the Apply Defaults column:

- **No**—Omit the position or employee from the update
- **Yes**—Include the position or employee in the update

See “Assigning or Overwriting Compensation Element and Allocation Defaults” on page 112.

To define how to spread position or employee expenses over the year, see “Spreading Salary Expenses” on page 113.

To view position or employee details, right-click, select View Position Details or View Employee Details, and then select the kind of data to view.

### Assigning or Overwriting Compensation Element and Allocation Defaults

To apply defaults or overwrite existing defaults:

1. Perform steps 1 to 8 in “Performing Mass Updates” on page 111 to identify the positions or employees to update.

2. If you select Total Entity to search all positions, jobs, and employees, check the results of the search by individual, lower-level entities.

3. Right-click, and then select the default to apply or overwrite:
   - **Salary Grade Defaults**—All salary information
   - **Allocation Defaults**—Allocations to General Ledger or default natural accounts
   - **Other Compensation Defaults**—Additional earnings, employer-paid taxes, and benefits

4. Select one:
   - **Overwrite**—Existing data and assignments are updated with new defaults. New assignment rows are not created, but existing rows are updated. If salary or compensation details are undefined, the new defaults are not applied.
   - **Fill**—Assignment rows for the new default data are added to position and employee details. If salary or compensation assignments do not exist, new assignment rows are added to employee and position details.

5. Depending on the default or element that you are updating, specify information such as:
   - **Select Other Compensation Element**—The new or updated compensation element to assign
   - **Select Option**—The new or updated compensation element option to apply
   - **Salary Data**—The salary grade, step, and grade sequence to apply
   - **Enter Effective Date**—When to apply the option
   - **Enter Effective End Date**—Date after which to withhold the new or modified compensation element
See “Sample Mass Update” on page 113.

Sample Mass Update

In your department, you want to assign an overtime compensation default to only the new, and not yet filled, positions of Office Clerk and Office Manager currently without this element. The effective date for these positions is January 1, 2012.

To apply the overtime default:

1. Perform steps 1 to 8 in “Performing Mass Updates” on page 111 to identify the positions or employees to update.
2. Select the correct budget scenario, stage, and year.
3. From Page, select your HR organization, and then click Go.
4. Right-click, select Search, and then select Find Positions or Employees.
5. Specify January 1, 2012 as the Start Date to filter and find the positions.
6. Click Find.
7. For each position, ensure that Yes is selected in the Apply Defaults column.
8. Right-click, select Other Compensation Defaults, and then select Fill.

Spreading Salary Expenses

To perform spreads:

1. Perform steps 1 to 8 in “Performing Mass Updates” on page 111 to identify the positions or employees to update.
2. If you select Total Entity to search all positions, jobs, and employees, check the results of the search by individual, lower-level entities.
4. Select your accounting period structure pattern. See “About Specifying Annual Salary Spreads” on page 100.
5. Click Fill, and then Save.
Part III
Creating Compensation Budgets, Decision Packages, and Budget Requests

In Creating Compensation Budgets, Decision Packages, and Budget Requests:

- Defining Salary, Compensation, and Allocation Defaults
- Working with Human Capital Compensation Budgets
- Calculating, Reviewing, and Allocating Compensation Expense Budgets
- Working with Decision Packages and Budget Requests
- Reviewing and Approving Budgets
- Revising and Adjusting Budgets
- Using Reports and Budget Books
About Defaults

Use defaults to:

- Automatically apply specific salary, compensation element options, and salary allocations to new positions or jobs. Existing or new employees that are not yet assigned to these positions or jobs inherit the defaults when assigned.

  In the Position budget detail, and the Position and Employee budget detail, specify defaults at the entity level; enabling you to apply default salary grades and compensation for positions and associated employees in an HR organization (cost center, department, and so on). In the Employee budget detail, specify defaults at the job-level, and activate jobs.

- Have Public Sector Planning and Budgeting quickly match jobs and positions with salary and compensation based on the default criteria that you define.

  For example, to use the same salary grade steps to all positions in a union, regardless of position type or job, define a default for which you specify only the union code, and leave applicable job and applicable location blank or select All. This enables the product to apply the salary steps to union-specific employees regardless of their job or location.
Before Specifying Defaults

Perform these tasks before defining salary grades and compensation elements, and performing mass updates:

- Ensure that you can select the correct budget year, scenario, and version in the Point of View (POV) bar on the upper portion of forms, by performing these steps:
  - Select File, then Preferences, and then Planning.
  - Select User Variables.
  - Select the year, scenario, and version members and click OK.
- Ensure that you have created members under the appropriate dimensions. For example, if a particular dental benefit is to be a default, ensure that you created a member for the benefit in the Element dimension.
- Extend the business rule default timeout because some of the business rules you run may display errors indicating that processing has exceeded the allowed limit. In addition to increasing the timeout, select Administration and then Job Console to monitor the status of running business rules.
  
  See the Oracle Hyperion Planning, Administrator's Guide.

Maintaining Position Defaults by Entity

Perform the following procedure to create defaults that specify the basic position settings that new positions, in a particular entity, inherit. This enables you for example, to ensure that all new positions created in your entity are shared, have the same salary grade step assigned, and have the same adjustment date.

Tip: To apply all, or some, of these defaults to existing positions, see “Applying Compensation and Salary Allocation Defaults” on page 176

Applies to the Position budget detail and the Position and Employee budget detail

To define defaults for new positions:

1. In My Task List, select Budget Preparation, and then select Manage compensation defaults for each entity or Manage compensation defaults.
2. From the POV, select the budget scenario and version.
3. From Page, select the HR organization.
   The Details area displays any existing position defaults such as associated jobs, position start and end dates, and salary basis.
4. In Position Type:
Select the type that, if not overwritten when you define positions, new positions inherit. For example, selecting Shared means that all new positions added to the cost center are automatically shared positions unless you specify otherwise.

- Make no selection to enable users to specify a position type when they create positions.

5. Click Go.

6. Perform any task:

   - Specify the following:

     **Note:** If you do not specify the required settings in the default, you must specify them at the position-level.

     - **Start Date**—When positions start
     - **Adjustment Date**—When changes to compensation elements that are assigned to positions are applied (annual bonuses or a new health benefit option, for example)
     - **Salary Basis**—How often employees assigned to positions are paid (weekly or bi-monthly, for example)
     - **Default Weekly Hours**—Number of hours per week
     - **Annual Salary Spread**—How salary expenses for positions are spread across the accounting periods in your organization. See “About Specifying Annual Salary Spreads” on page 100.

   - Add or change salary grades, see “Specifying Salary Grade Defaults” on page 119.
   - Remove salary grade defaults by right-clicking, and then selecting Delete.

---

**Specifying Salary Grade Defaults**

Define salary grade defaults to apply to the positions, employees, or jobs in your entity.

➢ To define salary grade defaults:

1. Perform steps 1 to 5 in “Maintaining Position Defaults by Entity” on page 118.

2. Perform any task:

   - Add step, value, or rate-based salary grades by right-clicking, selecting the grade type, and seeing “Defining Salary Grades” on page 95.
   - Modify salary grade defaults.
   - Remove salary grade defaults by right-clicking, and then selecting Delete.
Maintaining Compensation Elements Defaults By Entity

If your departments or cost centers have positions to which certain compensation elements apply (hazard pay for police officers, for example), define these elements as entity-specific compensation defaults. These compensation details are automatically applied to new positions in your entity.

To specify compensation defaults:

1. Ensure that a member exists for the element. For example, to add a Vision Care benefit, ensure that a Vision Care benefit member exists in the Element dimension.
2. Perform steps 1 to 5 in “Maintaining Position Defaults by Entity” on page 118.
3. Select Other Compensation.
4. Define compensation defaults by specifying:
   - **Option**—Plan or method available for the element, such as Survivor Spouse and Children for health insurance coverage
   - **Applicable Jobs** to which to assign the compensation default
   - **Enter Override Value** — Amount by which the default element or attribute can change, if you enabled Allow Value Change Input.
   - **Applicable Location Code** — Geographical or regional areas to which to apply the defaults
   - **Applicable Union Code** — Union to whose positions you want to assign the compensation defaults

   **Tip:** Specify the lowest number of criteria to match and apply compensation defaults to positions, jobs, and the associated employees. For example, if all IT Support Staff, regardless of location or union, are eligible for an overtime compensation element, select IT Support Staff in Applicable Job, and leave Applicable Union Code, and Applicable Location Code blank or select All.

5. To add compensation defaults, right-click, select Add Other Compensation, and specify information such as:
   - **Other Compensation Element**—Compensation element (drug benefit, for example) to add
   - **Select Option**—Plan or implementation of the compensation element such as Member and Spouse, or overtime as additional earnings
   - **Select Job**—Jobs to which to add the element
   - **Enter Override Option Value**—Value by which the planners can change the compensation element value for individual positions (increasing a benefit default value by $200, for example).

6. To delete compensation elements:
a. Select the compensation element, right-click, and then select **Delete Other Compensation**. Select **All** to delete the element from all positions in the entity.
b. Click **Delete**.

## Maintaining Natural Account Defaults

### Subtopics

- About Default Natural Accounts
- Specifying Natural Account Defaults

### About Default Natural Accounts

Natural accounts are the portion of general ledger account segments and chart fields that identify financial activity, such as expenses, withholding tax, and other wages. The natural account segments or chart fields in the General Ledger are usually set up as members in the Account dimension. Use the Natural Accounts tab to specify how basic expenses and compensation expenses (for positions and employees in an entity) are allocated to General Ledger account segments or chart fields. For example, an administrator can specify that dental plan benefits are allocated to the 515600 account segment (natural account) for all entities.

Department or cost center managers can associate natural accounts with benefits, additional earnings, and employer-paid taxes for selected entities. For example, the Department of Public Safety manager can associate account 515500 (Medical Insurance Expense) with the Benefit Expense account, and account 512290 (FICA) with Employer-Paid Taxes.

When department managers associate natural accounts with compensation categories (Benefit, additional earning, and employer-paid tax defaults, for example) for selected entities, elements in the categories are allocated to the associated account segment, unless the administrator defined a natural account for an element. In this case, if Medical Insurance and Vision Care benefits are not assigned a natural account, their expenses are allocated to the account segment (515500) associated with Benefit Defaults for the entity. However, Dental Plan benefits are allocated to the 515600 account segment that is specified for all entities.

### Specifying Natural Account Defaults

Applies to the Position and Employee budget detail

- To specify natural accounts for compensation elements:
  1. Ensure that the Salary_Account_List Smart List includes entries for the natural account segments or chart fields.
  2. Perform steps 1 to 5 in “Maintaining Position Defaults by Entity” on page 118.
3 Select Natural Account.

4 Review the default Account Segment and Account Segment Description information.

5 To add natural account default settings, perform these tasks in Default Setup:
   a. Right-click, and then select Add Default Account.
   b. In Provide Defaults, select or enter the account segment.
   c. Click Add.
   d. Select the Account Segment Description and save.

6 To remove default natural accounts overwrites, reverting to the global default defined by Administrators for expense allocations, right-click the default row, and then select Delete Default Account.

---

**About Benefit and Compensation Allocations**

Human capital expenses are charged against General Ledger accounts based on specified allocations stored in account segments or chart fields. Salary expenses are allocated based on salary allocations that you specify for individual positions and employees. At the global level, default natural account allocations are associated by Administrators for entity-specific compensation elements (associating benefit expenses to account segment 610000, for example). Administrators can provide missing allocation data and override allocation defaults by setting the follows Salary Allocation option as follows:

- **Yes**—Use the same allocations as those defined for salary expenses. In this case, you need not specify all segments or chart fields on the Allocation tab. See “Example 2” on page 123 and “Example 3” on page 124.
- **No**—Do not use the allocations defined for salary expenses. In this case, you must specify all segments or chart fields on the Allocations tab. See “Example 1” on page 123.

Use the Salary Allocation Details tab to specify the General Ledger account segments or chart fields from which positions in your cost center are funded. For example, assume that compensation expenses for a Research Scientist position are allocated as follows using two default natural accounts:

- 80% is allocated from the first account using Fund A, Program B, and Department D.
- 20% is allocated from the second account using Fund B, Program B, and Department D.

Assume that these compensation expenses, totaling $131,700, are added to the position:

- **Base Salary**—$100,000
- **Additional earnings**—$20,000
- **Benefits**—$5,500
- **Employer-paid taxes**—$6,200

The resulting base salary allocation for the position:
Table 19  Compensation Allocations

<table>
<thead>
<tr>
<th>Natural Account</th>
<th>Fund</th>
<th>Program</th>
<th>Department</th>
<th>Percentage</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nat Sal</td>
<td>Fund A</td>
<td>Program B</td>
<td>Depart-D</td>
<td>80</td>
<td>$80,000</td>
</tr>
<tr>
<td>Nat Sal</td>
<td>Fund B</td>
<td>Program B</td>
<td>Depart-D</td>
<td>20</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

Note: Allocations that you define for individual compensation elements take precedence over allocation defaults. If, however, you do not specify allocations at the compensation element level, any allocation defaults defined are applied.

Review how benefit expense allocations (such as those for employer-paid taxes and additional earnings) for the Research Scientist position are made in these circumstances:

- “Example 1” on page 123 in which “Follows Salary Allocation” is No.
- “Example 2” on page 123 in which “Follows Salary Allocation” is Yes.
- “Example 3” on page 124 in which Follows Salary Allocation” is “Yes,” but the natural account segment is not specified in the “Manage other compensation elements” task, and a department default is defined and applied using the “Manage compensation defaults” task.
- “Example 4” on page 124 in which effective dating is used.

Example 1

If **Follows Salary Allocation** is No, benefit and compensation expenses are allocated as specified on the **Allocations** tab of the **Manage other compensation elements** form. Assume that this information is specified on that tab:

- Natural Account—Nat Ben
- Fund—C
- Program—P
- Department—Y

Using those settings, benefit expenses are allocated as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Natural Account</th>
<th>Fund</th>
<th>Program</th>
<th>Department</th>
<th>Allocation Percentage</th>
<th>Allocated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Scientist</td>
<td>Nat Ben</td>
<td>Fund C</td>
<td>Program P</td>
<td>Depart-Y</td>
<td>100</td>
<td>$5,500</td>
</tr>
</tbody>
</table>

Example 2

If **Follows Salary Allocation** is Yes, the allocations specified on the **Manage other compensation elements** are used, and blank chart fields and segments on **Manage other compensation**
elements, use the salary allocations. If Follow Salary Allocation is No, you must specify each chart field or segment allocation, even if they match the salary allocations.

For example, assume that the following is specified on the Allocations tab of the Manage other compensation elements form:

- Natural Account—Nat Ben
- Fund—C

If Follows Salary Allocation is Yes, benefits expenses for the Research Scientist position are allocated as follows:

### Example 3

If Follows Salary Allocation is Yes, benefit expenses for Research Scientists are allocated in the same way as the position’s salary. Allocations defined for the compensation element are overridden. In this case however, a natural account segment is not specified on the Manage other compensation elements form, and a department default is specified on the Manage compensation default form. Assume that:

- No data other than Fund C is specified on the Allocations tab of the Manage other compensation elements form.
- No data other than Ben-D is specified on the Natural Account tab of the Manage Compensation Defaults form.

Benefits expenses for the Research Scientist position are allocated as follows:

<table>
<thead>
<tr>
<th>Natural Account</th>
<th>Fund</th>
<th>Program</th>
<th>Department</th>
<th>Allocation Percentage</th>
<th>Allocated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nat Ben</td>
<td>Fund C</td>
<td>Program B</td>
<td>Depart-D</td>
<td>80</td>
<td>$4,400</td>
</tr>
<tr>
<td>Nat Ben</td>
<td>Fund C</td>
<td>Program B</td>
<td>Depart-D</td>
<td>20</td>
<td>$1,100</td>
</tr>
</tbody>
</table>

### Example 4

In this case, the allocations in Example 1 are effective from 01/01/10 to 6/30/10, and those in Example 2 are effective on 07/01/10 but have no end date. Benefits expenses for the Research Scientist position are allocated as follows:

<table>
<thead>
<tr>
<th>Natural Account</th>
<th>Fund</th>
<th>Program</th>
<th>Department</th>
<th>Allocation Percentage</th>
<th>Allocated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ben-D</td>
<td>Fund C</td>
<td>Program B</td>
<td>Depart-D</td>
<td>80</td>
<td>$4,400</td>
</tr>
<tr>
<td>Ben-D</td>
<td>Fund C</td>
<td>Program B</td>
<td>Depart-D</td>
<td>20</td>
<td>$1,100</td>
</tr>
</tbody>
</table>
### Table 23  Allocations Resulting from Effective Dating

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Natural Account</th>
<th>Fund</th>
<th>Program</th>
<th>Department</th>
<th>Allocation Percentage</th>
<th>Allocated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/10</td>
<td>06/30/10</td>
<td>Nat Ben</td>
<td>Fund C</td>
<td>Program P</td>
<td>Depart-Y</td>
<td>100</td>
<td>$5,500</td>
</tr>
<tr>
<td>07/01/10</td>
<td></td>
<td>Nat Ben</td>
<td>Fund A</td>
<td>Program B</td>
<td>Depart-D</td>
<td>80</td>
<td>$4,400</td>
</tr>
<tr>
<td>07/01/10</td>
<td></td>
<td>Nat Ben</td>
<td>Fund B</td>
<td>Program B</td>
<td>Depart-D</td>
<td>20</td>
<td>$1,100</td>
</tr>
</tbody>
</table>

### Allocation Guidelines

To ensure that your allocations do not overlap and can submitted for approval, perform these tasks:

- End date allocations worth 100%.
- Ensure that allocations that use the same segments or chart fields during the same period do not exceed 100%.
- Ensure that allocations total to exactly 100%.

### Maintaining Salary Allocation Defaults

Applies to the Position budget detail and the Position and Employee budget detail

To overwrite the default General Ledger accounts to which salary expenses are allocated by entity:

1. Review how benefit, salary, and General Ledger allocations work. See “About Benefit and Compensation Allocations” on page 122.
2. Perform steps 1 to 5 in “Maintaining Position Defaults by Entity” on page 118.
3. Select Salary Allocation Details.
4. To change allocation defaults:
   - Select different segments or chart fields in the Account, Entity, Program, and Project segments, in addition to custom segments you use in budgets (Fund or Initiative, for example).
   - Enter different allocation start dates and end dates
   - Change the allocation percentages
5. To add allocations, right-click, select Add Allocation Information, and:
   - Specify start and end dates.
   - Click Add.
   - Select the segments or chart fields to use.
   - Specify the allocation percentage.
Ensure that salary expenses do not overlap by right-clicking and selecting View Overlapping Allocations. If they do, see “Correcting Overlapping Allocations” on page 126.

**Note:** You cannot modify allocation percentages on the current form to resolve overlaps. To change allocation percentages, access the position or employee details form as described in “Correcting Overlapping Allocations” on page 126.

To delete allocations, right-click, and then select Delete Allocation Information.

**Correcting Overlapping Allocations**

Perform these steps to resolve overlapping salary expense allocations for employees and positions. Overlapping allocations display in red.

To resolve overlapping allocations:

1. On the Review Overlapping Allocations form, or the current form, review the invalid allocations in red.
2. Perform a task:
   - Right-click and select Return to Previous Form.
   - Access the position or employee details form, and then make the selection for the budget detail:
     - Manage position and employee data, and then Maintain position data
     - Manage employee data, and then Maintain employees by job
     - Maintain position data
3. From Page, select the HR organization, and then click Go.
4. Right-click a position or employee, and then select Edit Position Details or Edit Employee Details.
5. Select Allocations.
6. Modify start dates, end dates, and the percentages allocated, to ensure that allocations using the same General Ledgers segments or chart fields during the same period do not exceed 100.
7. End date allocations that are worth 100%.

For example, these assignments are made for an employee assigned to a position that has an initial allocation of 100% to account, activity, entity, fund, program, and project segments, and that starts 1/1/08:

- A second assignment starting 7/1/10 that uses the same segments except Activity Segment (00100) and has an 80% allocation
- A third assignment starting 7/1/10 that uses the same segments except Activity Segment (01400) and has a 20% allocation

If you end-date the first allocation on 9/1/10, the percentage overlaps in July and August and exceeds 100%, as displayed in red.
Mass Adjusting Compensation Expenses

Applies to the Position and Employee budget detail

You can make large-scale updates across a group of positions, employees, or (for the Employee budget detail) jobs in your departments. For example:

- A benefits rate increases by 5% during the year, and it applies to all hourly employees
- Salaries for a certain salary grade increase by $2,000

**Tip:** To define and budget for automatic salary and compensation increments see “Performing Automatic Compensation Increments” on page 130, ”Performing Salary Grade Step Increments” on page 131, and “Performing Value and Rate-Based Salary Grade Increments ” on page 133

**Note:** Decision packages and budget request users cannot perform mass adjust compensation described below. Instead, see “About Performing Budgeting Tasks Not Displayed in My Tasks List” on page 218.

To mass adjust compensation and benefits:

1. **From My Task List**, select **Budget Preparation**, and then select **Mass adjust compensation and benefits**.
2. **From Page**, select the HR organization.
3. Select the scenario and version, and then click **Go**.
4. To find the positions or employees to adjust, right-click the grid, and then select **Search**.
5. Select **Find Positions or Employees**, and locate jobs, employees, and positions using any criteria:
Table 24  Search Criteria

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Start Date, Hire Date, Adjustment Date</strong></td>
<td>Search by start date hire data, or date on which their salary and compensation details can be modified or overridden.</td>
</tr>
<tr>
<td><strong>Operation</strong></td>
<td>Search by other date. For example, to find dates on or before June 30, 2012, select <strong>Less than or Equal to</strong> in <strong>Operation</strong>, and <strong>06/30/12</strong> in <strong>Enter Date</strong></td>
</tr>
<tr>
<td><strong>Employee Type</strong></td>
<td>Search by kinds of employees, such as replacement or contract.</td>
</tr>
<tr>
<td><strong>Union Code</strong></td>
<td>Search by association with labor or trade unions such as the AFL-CIO.</td>
</tr>
<tr>
<td><strong>Location Code</strong></td>
<td>Search by geographic region or country</td>
</tr>
<tr>
<td><strong>Position Type</strong></td>
<td>Search by positions type such as shared or pooled.</td>
</tr>
<tr>
<td><strong>Pay Type</strong></td>
<td>Search by pay type such as bimonthly or weekly.</td>
</tr>
<tr>
<td><strong>Annual Salary Spread</strong></td>
<td>Search by how positions, jobs, or employees are salaried. See <em>About Specifying Annual Salary Spreads</em> on page 100.</td>
</tr>
<tr>
<td><strong>Approval Status</strong></td>
<td>Search for positions based on if they, or their compensation and FTE, have been approved.</td>
</tr>
<tr>
<td><strong>Year for Approval Status</strong></td>
<td>Search for positions or jobs approved in a specific year</td>
</tr>
</tbody>
</table>

6  Click **Find**. Positions, jobs, and employees that meet your search criteria are displayed.
7  To omit employees, jobs, or positions from the update, select **No** in **Apply Defaults**, and then save.
8  To update salaries or other compensation elements, right-click the position or employee, select **Update Salaries**, and then specify:
   •  Salary grade
   •  Grade sequence
   •  Operator (addition or division, for example) for the kind of change to make
   •  Amount by which to modify the salary grade
9  To view position details, right-click, and then select **View Position Details**.
10 To identify the budgetary impact of your changes, select **Calculate compensation budgets**.
Using Automatic Increments

Subtopics

- About Increments
- Performing Automatic Compensation Increments
- Performing Salary Grade Step Increments
- Performing Value and Rate-Based Salary Grade Increments
- Sample Increments

About Increments

Increments remove the need for you to manually modify and run adjustments to salary grades and other compensation elements that change over time. Increments enable your budgets to include automatic changes such as progressions to the next salary step or to an increased benefit option value. For example, a budget for the years 2013 through to 2017 could include automatic increments of an additional 3% to value-based salary grades every second year, and annual increases in the dollar amount defined for dental benefit options.

Numbers of increment cycles run from one of the following Increment Cycle Start Dates that you choose to the business rule start date that you specify. This date determines the compound factor that calculates the salary or other compensation increment value for the first cycle. The first cycle is always the time between one of these dates and the business rule start date:

- Position Start Date
- Employee Hire Date
- Adjustment Date
- Job Code Start Date

For example, if the Increment Cycle Start Date is a position start date of 2010, the increment period is yearly, the increment frequency is 1, and the business rule start date is 2012, two cycles fit in the first cycle, so the increment value is compounded twice. The business rule that applies increments runs from the business rule start date to the business rule end date.

The Start From First Cycle option enables you to include or exclude the first cycle with its compounded value in increments. Selecting Yes begins increments from the first cycle onward until the business rule end date. Selecting No begins increments after the first cycle completes and stops increments on the business rule end date.

For example, assume these increment settings for an employee hired on January 1 2009:

- Increment Cycle Start Date—Hire date (January 1, 2009)
- Business rule start date — January 1, 2012
- Business rule end date — December 31, 2014
- Period—Yearly
- Increment Frequency — 1
Increment Value — 100
Operator — Add

In this case a cycle completes after running from the hire date January 1, 2009 to the business rule start date January 1, 2012, a total of 3 years. Increments begin on the business rule start date January 1, 2012 with an increment value compounded three times, because three cycles exist between the effective date and the business rule start date. Afterward, from second cycle onwards, increments are made in each cycle until the business rule end date.

Note: If you use decision packages and budget requests, you cannot perform increments as described in the following topics. Instead, see “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

Performing Automatic Compensation Increments

Perform these steps to create and automatically apply compensation (such as benefits and additional earnings) increments to jobs, employees, and positions. This enables you for example, to automatically apply benefit option increases of a dollar amount based on a period and frequency that you specify, such as one increment every four years.

Note: To increment salary steps, see “Performing Salary Grade Step Increments” on page 131.

To apply compensation increments:
1. Familiarize yourself with the concept of increment cycles. See “About Increments” on page 129.
2. From My Task Lists, select Budget Preparation, and then select Mass adjust compensation and benefits.

   Note: If you use decision packages and budget requests, these tasks are not displayed. See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.
3. From Page select the appropriate entity, such as a department, and click Go.
4. Right-click, then select Search, and then select Find Positions or Employees or Find Jobs or Employees.
5. Use the options in Table 24, “Search Criteria,” on page 128 to identify the jobs, positions, or employees to which to apply the increment, and then click Find.
6. Identify the positions, employees, or jobs to which to apply increments by selecting an option in Apply Defaults:
   - Yes — Apply the increments.
   - No — Do not apply the increments.
7. Save.
8. Right-click, and select Automatic Compensation Increment.
Specify the following:

- **Compensation Element** — Compensation element to increment.
- **Increment Cycle Start Date** — The effective date (an employee hire date, for example) for the first cycle that determines the compound factor used to calculate the salary or other compensation increment value for the first cycle. The first cycle is the time between one of these dates and the business rule start date. The rule that applies increments operates between the business rule start and end dates.
- **Business Rule Start Date** — When to begin increments. If position or employee salary or other compensation assignments start on a later date, increments start from the position or employee salary assignment start date.
- **Business Rule Stop Date** — When to end increments.
- **Period** — The time frame (months or years, for example) in which to make increments.
- **Increment Frequency** — How often to make increments. For example, to increment a position’s salary every three years, select Yearly for Period and enter 3 for Increment Frequency. To increment monthly, every 12 months, select Monthly for Period and enter 12 for Frequency.
- **Select Operator** — How to calculate increments. For example, to apply a 4.5 percent increase, select Percent Change. Or, to decrease the salary by a dollar amount, select Subtract.
- **Increment Value** — Amount for increments. For example, to increase a salary by 4.5 percent, enter 4.5.
- **Start from First Cycle:**
  - **Yes** — Start increments from first cycle (determined by the number of cycles that exist between the increment cycle start date and the business rule start date) and stop them on the business rule end date. For example, if the business rule start date is January 1, 2012, period is yearly, frequency is 1, and you select Yes, the increment runs from January 1, 2012 onward.
  - **No** — Start increments on completion of first cycle and stop them on the business rule end date. For example, if the business rule start date is January 1, 2012, period is yearly, frequency is 1, and you select this option, the increment applies either at the completion of first cycle or from second increment cycle onward; starting on January 1, 2013.

**Performing Salary Grade Step Increments**

Applies to all budget detail types that use salary steps

Perform these steps to define and automatically, by a date you specify, apply the next salary step to multiple positions, jobs, or employees. This enables you to arrange, for potentially thousands of employees and positions, automatic salary step increases by employee hire date, position start date, or adjustment date.
To see how the increment works on a salary step in which multiple elements are associated with the step, see “Sample Increments” on page 134.

To apply increments for step-based salary grades:

1. Review how increment cycles work. See “About Increments” on page 129.

2. From My Task Lists, select Budget Preparation, and then select Mass adjust compensation and benefits.

   Note: If you use decision packages and budget requests, these tasks are not displayed. See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

3. From Page select the appropriate entity or department, and then click Go.

4. Right-click, select Search, and then select Find Positions or Employees or Find Jobs or Employees.

5. Use options in Table 24, “Search Criteria,” on page 128 to identify the jobs, positions, or employees to which to apply the step increment, and then click Find.

6. Specify the positions, jobs, or employees to which to apply increments by selecting an option in Apply Defaults:

   - Yes — Apply the increments.
   - No — Do not apply the increments.

7. Save.

8. Right-click, and select Increment to Next Step.

9. Specify when and how often to apply the increment to progress to the next step:

   - Increment Start Cycle Date — The effective start date (a job start date, for example). Increment cycles are determined starting from this date to the business rule start date, and calculate the compensation for the first cycle. However, the rule that applies increments operates between the business rule start and end dates.

   - Business Rule Start Date — When to begin increments. If position or employee salary assignments start on a later date, increments start from the position or employee salary assignment start date.

   - Business Rule Stop Date — When to end increments.

   - Period — Time frame in which to assign increments (quarterly, for example).

   - Increment Frequency — How often to apply increments.

   - Start from First Cycle:

      - Yes — Start increments from first cycle (determined by the number of cycles that exist between the increment cycle start date and the business rule start date) and stop them on the business rule end date. For example, if the business rule start date is January 1, 2015, period is yearly, frequency is 1, and you select Yes, the increment runs from January 1, 2015 onward.

      - No — Apply increments on completion of the first cycle and stop them on the business rule end date. For example, if the business rule start date is January 1, 2015,
the period is yearly, the frequency is 1, and you select this option, the increment applies either at the completion of the first cycle or from second increment cycle onwards; starting on January 1, 2016.

Performing Value and Rate-Based Salary Grade Increments

To see how an increment works if more than one element is associated with the same rate-based salary grade, see “Sample Increments” on page 134.

To define increments for value and rate-based salary grades:

1. Review how increment cycles work. See “About Increments” on page 129.
2. From My Task Lists, select Budget Preparation, and then select Mass adjust compensation and benefits.

Note: If you use decision packages and budget requests, these tasks are not displayed. See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

3. From Page select the appropriate entity or department, and then click Go.
4. Right-click, select Search, and then select Find Positions or Employees or Find Jobs or Employees.
5. Use the options in Table 24, “Search Criteria,” on page 128 to identify the jobs, positions, or employees for which to apply the salary increment, and then click Find.
6. Identify the positions, employees, or jobs for which to apply increments by selecting an option in Apply Defaults:
   - Yes — Apply the increments.
   - No — Do not apply the increments.
7. Save.
8. Right-click, and then select Auto Salary Increment.
9. Specify when and how often to apply the increment to progress to the next step:
   - Increment Start Cycle Date — The effective start date. Increment cycles are determined starting from this date, which could be position adjustment date, to the business rule start date, and calculates the compensation for the first cycle. However, the rule that applies increments operates between the business rule start and end dates.
   - Business Rule Start Date — When to begin increments. If position or employee salary assignments start on a later date, increments start from the position or employee salary assignment start date.
   - Business Rule Stop Date — When to end increments.
   - Period — Time frame in which to assign increments (quarterly, for example).
   - Increment Frequency — How often to apply increments. For example, to increment every second quarter, enter 2.
- **Select Operator** — How to calculate increments. For example, to apply a 2 percent increase, select **Percent Change**. Or, to increase the salary by a dollar amount, select **Add**.

- **Increment Value** — Amount for increments. For example, to increase a salary by 324.00 dollars, enter 324.

- **Start from First Cycle**:
  - **Yes**—Start increments from first cycle (determined by the number of cycles that exist between the increment start date and the business rule start date) and stop them on the business rule end date. For example, if the business rule start date is January 1, 2013, period is yearly, frequency is 1, and you select Yes, the increment runs from January 1, 2013 onward.
  - **No**—Apply increments on completion of the first cycle and stop them on the business rule end date. For example, if the business rule start date is January 1, 2013, the period is yearly, the frequency is 1, and you select this option, the increment applies either at the completion of first cycle or from second increment cycle onward; starting on January 1, 2014.

### Sample Increments

#### Multiple Elements Associated With the Same Rate-Based Salary Grade

This use case illustrates what happens if you perform an automatic salary increment if multiple element changes are defined for the same salary grade. Assume these element changes for a rate-based salary grade in which grade salary basis input is Annual, and the element start date is January 1, 2005:

<table>
<thead>
<tr>
<th>Element Change</th>
<th>Grade Sequence</th>
<th>Option Value</th>
<th>Option Start Date</th>
<th>Option End Date</th>
<th>Grade Minimum Value</th>
<th>Grade Maximum Value</th>
<th>Grade Midpoint</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>1000</td>
<td>1/1/2005</td>
<td>12/31/2011</td>
<td>500</td>
<td>1500</td>
<td>1000</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>1500</td>
<td>1/1/2012</td>
<td></td>
<td>500</td>
<td>2000</td>
<td>1200</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>1700</td>
<td>1/1/2005</td>
<td></td>
<td>600</td>
<td>2000</td>
<td>1200</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
<td>1800</td>
<td>1/1/2005</td>
<td></td>
<td>700</td>
<td>2100</td>
<td>1300</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>1900</td>
<td>1/1/2005</td>
<td></td>
<td>800</td>
<td>2200</td>
<td>1400</td>
</tr>
</tbody>
</table>

Assume the salary grade is assigned to Position 1-Vacancy, and that the following is specified on the position’s Salary Grade tab. The position start date is 1/1/2008, and the budget spans the time from 1/1/2009 - 12/31/2013.
### Table 26  Position 1 Vacancy Salary Grade Assignments

<table>
<thead>
<tr>
<th>Element Change</th>
<th>Salary Grade Type</th>
<th>Salary Grade Basis</th>
<th>Grade Sequence</th>
<th>Option Value</th>
<th>Option Start Date</th>
<th>Option End Date</th>
<th>Allow Value Change</th>
<th>Override Option Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st element change</td>
<td>Grade Rate</td>
<td>Annual</td>
<td>2</td>
<td>1700</td>
<td>1/1/08</td>
<td>12/31/08</td>
<td>Yes</td>
<td>1700</td>
</tr>
<tr>
<td>2nd element change</td>
<td>Grade Rate</td>
<td>Annual</td>
<td>3</td>
<td>1800</td>
<td>1/1/09</td>
<td>12/31/09</td>
<td>Yes</td>
<td>1800</td>
</tr>
<tr>
<td>3rd element change</td>
<td>Grade Rate</td>
<td>Annual</td>
<td>4</td>
<td>1900</td>
<td>1/1/10</td>
<td></td>
<td>Yes</td>
<td>1900</td>
</tr>
</tbody>
</table>

Assume that you define the automatic increment with these options:

- Increment Cycle Start Date—Position Start Date
- Business Rule Start Date —1/1/08
- Business Rule Stop Date—None
- Period—Quarterly
- Increment Cycle Frequency —1 (Days)
- Start From First Cycle—Yes
- Operator—Add
- Increment Value —20

After running the increment, the position’s salary is updated as follows. For grade sequence, the increment value is applied once in every quarter on grade sequences 2, 3 and 4.

### Table 27  Salary Grade Assignments After Increment

<table>
<thead>
<tr>
<th>Element Change</th>
<th>Salary Grade Type</th>
<th>Salary Grade Basis</th>
<th>Grade Sequence</th>
<th>Option Start Date</th>
<th>Option End Date</th>
<th>Option Value</th>
<th>Allow Override Input</th>
<th>Option Change Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Grade Rate</td>
<td>Annual</td>
<td>2</td>
<td>1/1/08</td>
<td>3/31/2008</td>
<td>1700</td>
<td>Yes</td>
<td>1720</td>
</tr>
<tr>
<td></td>
<td>Grade Rate</td>
<td>Annual</td>
<td>3</td>
<td>4/1/08</td>
<td>6/30/08</td>
<td>1800</td>
<td>Yes</td>
<td>1800</td>
</tr>
<tr>
<td>2nd</td>
<td>Grade Rate</td>
<td>Annual</td>
<td>2</td>
<td>7/1/08</td>
<td>9/30/08</td>
<td>1700</td>
<td>Yes</td>
<td>1740</td>
</tr>
<tr>
<td>3rd</td>
<td>Grade Rate</td>
<td>Annual</td>
<td>2</td>
<td>10/1/08</td>
<td>12/31/08</td>
<td>1700</td>
<td>Yes</td>
<td>1760</td>
</tr>
<tr>
<td>4th</td>
<td>Grade Rate</td>
<td>Annual</td>
<td>3</td>
<td>1/1/09</td>
<td>3/31/09</td>
<td>1800</td>
<td>Yes</td>
<td>1820</td>
</tr>
<tr>
<td>5th</td>
<td>Grade Rate</td>
<td>Annual</td>
<td>3</td>
<td>4/1/09</td>
<td>6/30/09</td>
<td>1800</td>
<td>Yes</td>
<td>1840</td>
</tr>
<tr>
<td>Element Change</td>
<td>Salary Grade Type</td>
<td>Salary Grade Basis</td>
<td>Grade Sequence</td>
<td>Option Start Date</td>
<td>Option End Date</td>
<td>Option Value</td>
<td>Allow Override Input</td>
<td>Option Value Change</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------</td>
<td>--------------------</td>
<td>----------------</td>
<td>-------------------</td>
<td>----------------</td>
<td>--------------</td>
<td>---------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>6th Grade Rate</td>
<td>Annual</td>
<td>3</td>
<td>7/1/09</td>
<td>9/30/11</td>
<td>1800</td>
<td>Yes</td>
<td></td>
<td>1860</td>
</tr>
<tr>
<td>7th Grade Rate</td>
<td>Annual</td>
<td>4</td>
<td>1/1/10</td>
<td>3/31/10</td>
<td>1900</td>
<td>Yes</td>
<td></td>
<td>1920</td>
</tr>
<tr>
<td>8th Grade Rate</td>
<td>Annual</td>
<td>4</td>
<td>4/1/10</td>
<td>6/30/10</td>
<td>1900</td>
<td>Yes</td>
<td></td>
<td>1940</td>
</tr>
<tr>
<td>9th Grade Rate</td>
<td>Annual</td>
<td>4</td>
<td>7/1/10</td>
<td>9/30/10</td>
<td>1900</td>
<td>Yes</td>
<td></td>
<td>1960</td>
</tr>
<tr>
<td>10th Grade Rate</td>
<td>Annual</td>
<td>4</td>
<td>10/1/10</td>
<td>12/31/10</td>
<td>1900</td>
<td>Yes</td>
<td></td>
<td>1980</td>
</tr>
<tr>
<td>11th Grade Rate</td>
<td>Annual</td>
<td>4</td>
<td>1/1/11</td>
<td>3/31/11</td>
<td>1900</td>
<td>Yes</td>
<td></td>
<td>2000</td>
</tr>
<tr>
<td>12th Grade Rate</td>
<td>Annual</td>
<td>4</td>
<td>4/1/11</td>
<td>Continues until all available elements are populated</td>
<td>1900</td>
<td>Yes</td>
<td></td>
<td>2020</td>
</tr>
</tbody>
</table>

**Multiple Elements Associated With the Same Salary Grade Step**

Assume these positions and employees:

**Table 28  Positions and Employees**

<table>
<thead>
<tr>
<th>Position</th>
<th>Employee</th>
<th>Position Start Date</th>
<th>Hire Date</th>
<th>Adjustment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position 2</td>
<td>Vacancy</td>
<td>1/1/2009</td>
<td></td>
<td>3/1/2012</td>
</tr>
<tr>
<td>Position 2</td>
<td>To Be Hired 1</td>
<td>1/1/2009</td>
<td>1/1/2009</td>
<td></td>
</tr>
</tbody>
</table>

Assume that the budget is for the time period of 1/1/2009 - 12/31/2013. Assume these elements for an annual step-based salary grade that starts on 1/1/05, and in which value change input is yes:

**Table 29  Salary Grade Step**

<table>
<thead>
<tr>
<th>Element Change</th>
<th>Grade Step</th>
<th>Option Value</th>
<th>Option Start Date</th>
<th>Option End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>40</td>
<td>1/1/05</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>50</td>
<td>1/1/05</td>
<td>12/31/08</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>60</td>
<td>1/1/09</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>60</td>
<td>1/1/05</td>
<td></td>
</tr>
</tbody>
</table>
You apply the salary to the Position 2 Vacancy, so that the following is on the position’s Salary Grade tab:

**Table 30  Position 2 Vacancy: Salary Grades**

<table>
<thead>
<tr>
<th>Element Change</th>
<th>Salary Grade Type</th>
<th>Salary Grade Basis</th>
<th>Grade Step</th>
<th>Option Value</th>
<th>Option Start Date</th>
<th>Option End Date</th>
<th>Allow Value Change</th>
<th>Override Option Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Grade Step</td>
<td>Annual</td>
<td>0</td>
<td>40</td>
<td>1/1/09</td>
<td>12/31/09</td>
<td>Yes</td>
<td>40</td>
</tr>
<tr>
<td>2nd</td>
<td>Grade Step</td>
<td>Annual</td>
<td>2</td>
<td>60</td>
<td>1/1/10</td>
<td>12/31/10</td>
<td>Yes</td>
<td>60</td>
</tr>
<tr>
<td>3rd</td>
<td>Grade Step</td>
<td>Annual</td>
<td>4</td>
<td>80</td>
<td>1/1/11</td>
<td></td>
<td>Yes</td>
<td>80</td>
</tr>
</tbody>
</table>

You apply the salary to the To Be Hired employee, so that the following is on the employee's Salary Grade tab:

**Table 31  To Be Hired Employee: Salary Grades**

<table>
<thead>
<tr>
<th>Element Change</th>
<th>Salary Grade Type</th>
<th>Salary Grade Basis</th>
<th>Grade Step</th>
<th>Option Value</th>
<th>Option Start Date</th>
<th>Option End Date</th>
<th>Allow Value Change</th>
<th>Override Option Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Grade Step</td>
<td>Annual</td>
<td>0</td>
<td>40</td>
<td>1/1/09</td>
<td>12/31/09</td>
<td>Yes</td>
<td>40</td>
</tr>
<tr>
<td>2nd</td>
<td>Grade Step</td>
<td>Annual</td>
<td>1</td>
<td>60</td>
<td>1/1/10</td>
<td>12/31/10</td>
<td>Yes</td>
<td>60</td>
</tr>
<tr>
<td>3rd</td>
<td>Grade Step</td>
<td>Annual</td>
<td>2</td>
<td>60</td>
<td>1/1/11</td>
<td></td>
<td>Yes</td>
<td>60</td>
</tr>
</tbody>
</table>

Assume that you define the automatic increment with these options:

- Increment Cycle Start Date—Position Start Date
- Business Rule Start Date —1/1/08
- Business Rule Stop Date—1/1/15
- Period—Quarterly
- Increment Cycle Frequency —1 (Days)
- Start From First Cycle—Yes

Because the period is quarterly, an existing step is ended. The quarter now starts from the option start date, and a new step is applied at the beginning of the new quarter.
Table 32  Position 2 Vacancy After Increment

<table>
<thead>
<tr>
<th>Element Change</th>
<th>Salary Grade Type</th>
<th>Salary Grade Basis</th>
<th>Grade Step</th>
<th>Option Start Date</th>
<th>Option End Date</th>
<th>Option Value</th>
<th>Allow Value Change</th>
<th>Override Option Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Grade Step</td>
<td>Annual</td>
<td>0</td>
<td>1/1/09</td>
<td>3/31/09</td>
<td>40</td>
<td>Yes</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>2nd Grade Step</td>
<td>Annual</td>
<td>1</td>
<td>4/1/09</td>
<td>6/30/09</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Grade Step</td>
<td>Annual</td>
<td>2</td>
<td>7/1/09</td>
<td>9/30/09</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Grade Step</td>
<td>Annual</td>
<td>3</td>
<td>10/1/09</td>
<td>12/31/09</td>
<td>70</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5th Grade Step</td>
<td>Annual</td>
<td>4</td>
<td>1/1/10</td>
<td></td>
<td>80</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Position To Be Hired Employee is updated. Because the salary step increment was quarterly, an existing grade step is ended, the quarter starts from the option start date, and a new grade step is applied at the beginning of the new quarter.

Table 33  Position 2 To Be Hired After Increment

<table>
<thead>
<tr>
<th>Element Change</th>
<th>Salary Grade Type</th>
<th>Salary Grade Basis</th>
<th>Grade Step</th>
<th>Option Start Date</th>
<th>Option End Date</th>
<th>Option Value</th>
<th>Allow Value Change</th>
<th>Override Option Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Grade Step</td>
<td>Annual</td>
<td>0</td>
<td>1/1/09</td>
<td>3/31/09</td>
<td>40</td>
<td>Yes</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>2nd Grade Step</td>
<td></td>
<td>1</td>
<td>4/1/09</td>
<td>6/30/09</td>
<td>60</td>
<td>Yes</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>3rd Grade Step</td>
<td></td>
<td>2</td>
<td>7/1/09</td>
<td>9/30/09</td>
<td>60</td>
<td>Yes</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>4th Grade Step</td>
<td></td>
<td>3</td>
<td>10/1/09</td>
<td>12/31/09</td>
<td>70</td>
<td>Yes</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>5th Grade Step</td>
<td></td>
<td>4</td>
<td>1/1/10</td>
<td></td>
<td>80</td>
<td>Yes</td>
<td>80</td>
<td></td>
</tr>
</tbody>
</table>

Defining Custom Numbers of Workdays and Paydays

To specify the number of work and pay days in a month:

1. From My Task Lists, select Budget Preparation, and then select Manage number of working days and pay days in a month.

2. In the POV, select the Scenario, Version, and Year.

3. From Page, select the HR organization, and then click Go.
Tip: To set the total number of work and paydays as a default that is applied to all new positions, select **Unspecified Entity**.

4. In **Pay Days**, enter the number of paydays in each month.

5. In **Working Days**, enter the number of workdays in each month.
Recommended Task Flow

Oracle recommends that you define or assign position and employee compensation details in the this order:

- FTE
- Salary grades
- Allocations

Define these compensation details first because they drive the budget, and to ensure that you can calculate, and then allocate, position and employee budget expenses.

After specifying FTE, salary grades, and allocations, assign the following optional data and assignments. These details are not required to calculate basic compensation (for example, vacant position expenses can be calculated for positions without employee assignments).
Benefits
- Additional earnings
- Employer-paid taxes
- Employee assignments

Requirements

Before creating compensation budgets, perform these tasks:

- Ensure that an Administrator created the salary grades and other compensation expenses (benefits, additional earnings and so on) you use to specify employee and position compensation details. See Chapter 7.

- Perform these tasks to ensure that you can select the correct budget year, scenario, and version in the Point of View (POV) bar:
  - Select File, then Preferences, and then Planning.
  - Select User Variables.
  - Select the year, scenario, and version members and click OK.

- If you use decision packages and budget requests, ensure that they are based on the Compensation Expense decision package type provided with the product.

- Review the order in which to specify compensation details. See “Recommended Task Flow” on page 141.

- Review the compensation expense data that you can define or change:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Modification Options or Information</th>
</tr>
</thead>
</table>
| Salary                        | ☐ Select and apply different grades or grade steps  
|                               | ☐ Specify when salary changes are effective (for example, on an employee's one year hire date anniversary)  
|                               | **Note:** If an Administrator enabled Allow Value Change for the salary grade, you can also adjust salary values. If however, you cannot modify salary values because this option was not enabled, or if the salary grade steps, sequences, and rates that you must use are unavailable, have an administrator modify or define new salary grades. |
| Hourly Employees and Overtime | Overtime is calculated only for hourly, nonexempt employees, budgeted separately from salary, and paid at a higher rate (typically 1.5 times or two times the hourly rate). Create overtime as an additional earning element. See “Defining Overtime” on page 104.  
|                               | Working hours can vary across budget periods for hourly-paid employees, and their pay rate is effective-dated.  
|                               | Administrator can define spread patterns for hourly-paid workers (for example, to budget their wages based on the number of work hours per month). |
### Additional Earnings

Modifying additional earnings can affect other calculations such as those deriving effective dating and percent of gross pay. For example, assume the following:

- You schedule a bonus of $10,000 for an employee in the second quarter
- Additional pay is added to gross pay
- 6.2% tax calculation must include the bonus and must apply only to the second quarter

The second quarter would show higher compensation expenses, due to both the bonus and additional taxes resulting from the gross pay increase.

#### Optional:
Extend the business rule default timeout as described in *Oracle Hyperion Planning Administrator’s Guide*. This is useful because some of the business rules you run may display errors indicating that processing has exceeded the allowed limit. In addition to increasing the default timeout, select **Administration** and then **Job Console** to view the status of business rules.

## Maintaining Jobs

### Subtopics

- Creating Jobs
- Activating Jobs
- Viewing Job Details
- Before Specifying Job Compensation
- Maintaining Job Compensation Details
- Specifying Employee Assignments
- Terminating Jobs and Excluding Jobs From Calculations

Applies only to the Employee budget detail

### Creating Jobs

At the beginning of the budget cycle, Administrators load jobs from the HRMS. To add jobs during the budget cycle, Administrators must perform these tasks, after which you must activate the jobs.

- In the **Job Code** dimension, create a member under **Total Job Code**.
  
  Specify these settings:
  
  - **Data Storage**—Never Share
  - **Plan Type**—HCP if you accepted the default plan type name when you created the application
  - **Aggregation**—Addition
  - **Smart Lists**—None
Activating Jobs

To activate jobs:

1. From My Task Lists, select Budget Preparation, and then select Maintain job details.
2. Select Active Jobs.
3. Right-click jobs, and then select Activate.
4. When prompted, specify the following:
   - Enter Effective Date—When to activate the job
   - Select Entity—Specific department in which to activate the job
   - Select Scenario—Budget scenario (Forecast, for example) in which to activate the job
   - Select Version—Budget version (stage 1 or stage 2 for example) in which to activate the job
   - Select Job—Job to activate
5. Click Activate.

Viewing Job Details

To view job details:

1. From My Task Lists, select Budget Preparation, and then select Maintain job details.
2. Select All Jobs to view information such as FTE capacity, start date, and salary basis for all loaded jobs.
3. Select Active Jobs to view all jobs that were activated.
4. Right-click jobs, select View Job Details, and then select the kind of data to view, such as View Benefits.

Before Specifying Job Compensation

Before defining job details, ensure that:

- An Administrator created salary grades to assign to employees in various jobs.
- An Administrator created the other compensation element (benefit, additional earning and so on.) that you may want to assign.
- You know the version and year of the budget with which you are working.
Maintaining Job Compensation Details

Subtopics

- Maintaining General Job Information
- Viewing Job Status
- Viewing Employees Assigned to Jobs and Employee Details
- Maintaining Job Salary Grades
- Maintaining Additional Earnings for Jobs
- Maintaining Job Benefits
- Maintaining Job Tax Details
- Maintaining Job Allocations

Maintaining General Job Information

To maintain basic job information:

1. See “Before Specifying Job Compensation” on page 144.
2. From My Task Lists, select Budget Preparation, and then select Maintain job details.

   Note: If you use decision packages and this task is unavailable, see “About Performing Budgeting Tasks Not Displayed in My Tasks List” on page 218.

3. Select Active Jobs.
4. From Page, select the HR organization, and then click Go.
5. Right-click the job to modify, and then select Edit Job Details.
6. Under Job Details, click General.
7. Enter or select basic data such as:
   - **Job Code Level**—Number identifying the job
   - **Job Code Start Date**—When the job is effective
   - **Salary Basis**—How often the assigned employees are paid (semimonthly or weekly, for example)
   - **FTE Capacity**—Number of full-time employees required to perform the job
   - **Headcount**—Number of employees associated with the job, regardless of FTE. For example, if five full-time employees and two part-time employees are assigned to the job, headcount is seven.
   - **Assigned FTE**—Number of full time employees assigned to the job.
   - **Job Status:**
     - **Vacant**—No employees are assigned to the job
     - **Filled**—The correct number of employees for the defined FTE and headcount are assigned to the job
Active—Job expenses are included in budget calculations
Inactive or Not Budgeted—Job expenses are omitted from budget calculations

8 Save.

See “Calculating and Allocating Compensation Expenses” on page 179 and “Viewing the Budget Impact of Compensation Expenses” on page 180.

Viewing Job Status

To view recent status changes to jobs:
1 Perform steps 1-5 in “Maintaining General Job Information” on page 145.
2 Under Job Details, click Status Changes.
   A list of all job changes (termination, exclusion from the budget, for example) are displayed.

Viewing Employees Assigned to Jobs and Employee Details

Applies only to the Employee budget detail

To view data for employees assigned to jobs:
1 From My Task Lists, select Budget Preparation, and then select Maintain job details.
2 Select Active Jobs.
3 From Page, select the HR organization, and then click Go.
4 Right-click jobs and then select Edit job details.
5 Under Job Details, select Employee.
6 To modify basic employee settings, specify data such as:
   • Adjustment Date—When changes to compensation elements are effective and applied to employees. For example, if employees assigned to a job get a raise on January 1, but the budget year starts in July, specify the date that determines when the increased employee salaries are paid.
   • Salary Basis—How often salary is paid. For example, the salary basis for a contractor could be Hourly.
   • Annual Salary Spread—How salary is distributed across periods. See “About Specifying Annual Salary Spreads” on page 100.
7 To view proposed, existing, approved, and unapproved FTE, expand the Total FTE header.
8 To view benefit, additional earning, basic salary, and total tax expenses for each employee, expand the Total Compensation header.
9 To view more employee data, right-click, and then select View Employee Details.
10 To modify employee data, right-click, and then select Edit Employee Details.
See “Maintaining Employee Compensation Details” on page 152.

11 Save.

12 See “Calculating and Allocating Compensation Expenses” on page 179.

**Maintaining Job Salary Grades**

Applies only to the Employee budget detail

Use the Salary Grades tab to add, modify, or remove salary information. Ensure that an Administrator created the salary grade. See “Defining Salary Grades” on page 95.

**Note:** If an Administrator enabled Allow Value Change for the salary grade, you can adjust salary values. If however, you cannot modify salary values because this option is disabled, or if the salary grade steps, sequences, and rates that you must use are unavailable, have an administrator modify or define new salary grades.

To maintain salary grades:

1 Perform steps 1-4 in “Maintaining General Job Information” on page 145.

2 Select Salary Grades.

3 Perform a task:
   - To add salary grades, right-click, select Add Salary Information, and then select:
     - Select Salary Grade—Grade to assign
     - Select Grade Sequence—Sequence of the grade to assign
     - Select Grade Step—Step of the salary grade to assign
     - Enter Effective Start Date—When to apply the salary grade
   - To remove salary grades, right-click, select Delete Salary Information, and then select Delete.

4 Save.

5 See “Calculating and Allocating Compensation Expenses” on page 179 and “Viewing the Budget Impact of Compensation Expenses” on page 180.

**Maintaining Additional Earnings for Jobs**

Modifying additional earnings affects other dependent calculations such as taxes.

Applies only to the Employee budget detail

To maintain additional earnings:

1 Perform steps 1-5 in “Maintaining General Job Information” on page 145.

2 Under Defaults Setup, select Additional Earnings.
Perform any task:

- To create additional earnings, such as bonuses, right-click, select **Add Additional Earnings**, and then specify the following before clicking **Add**:
  - **Employee**—Employee to assign the additional earnings
  - **Additional Earnings Element**—Member corresponding to the additional earnings
  - **Option**—Plan or option for the additional earnings, such as Overtime_2 or Bonus_2010
  - **Effective Start Date**—When to create and assign the additional earnings

- To remove additional earnings, right-click, select **Delete Additional Earnings**, and then click **Delete**.

4 Save.

5 See “Calculating and Allocating Compensation Expenses” on page 179 and “Viewing the Budget Impact of Compensation Expenses” on page 180.

### Maintaining Job Benefits

Applies only to the Employee budget detail

Use the Benefits tab to specify benefits for positions in your cost center or department. To add benefits, an Administrator must create a corresponding member in the Benefits dimension.

To maintain benefits:

1 Perform steps 1-5 in “Maintaining General Job Information” on page 145.

2 Under **Defaults Setup**, select **Benefits**.

3 Perform a task:

- To add benefits, right-click, select **Add Benefit**, and then specify the following before clicking **Add**:
  - **Select Benefit Element**—Expand Benefits to select the member for the benefit
  - **Select Option**—The plan or option associated with the benefit, such as Survivor Spouse for health benefits
  - **Enter Effective Start Date**—When to add and activate the benefit

- To modify benefits, enter or select new values on the form such as:
  - **Option**—Plan used to apply benefits (Member Only, for example)
  - **End Date**—When the benefit no longer applies
  - **Maximum Value**—Highest benefit value (an increased number of days permitted by maternity leave, for example)

- To delete benefits, right-click, select **Delete Benefit**, ensure that you are removing the correct benefit, and then click **Delete**.
Maintaining Job Tax Details

Modify tax details to identify the budget impact of new, changed, or obsolete employer-paid taxes used in your country, and calculate the compensation budget. For example:

- Federal Insurance Compensation Act (FICA)
- State Unemployment Tax Act (SUTA)
- Federal Unemployment Tax Act (FUTA)

Applies only to the Employee budget detail

Use the Tax Details tab to remove from or add employer-paid taxes to jobs. To associate jobs with a new tax, ensure that an Administrator has defined a corresponding member.

To maintain employer-paid tax details:

1. Perform steps 1-5 in “Maintaining General Job Information” on page 145.
2. Under Defaults Setup, select Tax Details, and then perform any task:
   - To add taxes, right-click, select Add Employer-paid tax, and then specify the following before clicking Add:
     - Select Employee—Employee to whose job to add the tax
     - Select Tax Element—Element for the member representing the tax
     - Select Option—The tax plan or option
     - Enter Effective Start Date—When to apply the tax
   - To remove taxes, right-click, select Delete Employer-paid Tax, confirm the job from which to remove the tax, specify when to remove the tax, and then click Delete.
3. Save.
4. See “Calculating and Allocating Compensation Expenses” on page 179 and “Viewing the Budget Impact of Compensation Expenses” on page 180.

Maintaining Job Allocations

Use the Job Allocations tab to add, modify, and delete job allocations to General Ledger chart fields or segments, and to identify overlapping allocations.

Applies only to the Employee budget detail

To maintain job allocations:

1. Perform steps 1-5 in “Maintaining General Job Information” on page 145.
2 Under **Defaults Setup**, select **Allocations**, and then perform an action:

- To create allocations, right-click, select **Add Allocation Information**, and then perform these tasks before clicking **Add**:
  - Specify when to apply the allocation
  - Click **Add**.
  - On the **Allocations** tab, select the General Account chart fields or segments to which to allocate job expenses.
- To remove allocations, right-click, and then select **Delete Allocation Information**.

3 **Important:** Ensure that multiple allocations do not overlap by right-clicking, and then selecting **View Overlapping Allocations**.

   See “Correcting Overlapping Allocations” on page 126.

4 Save.

   See “Calculating and Allocating Compensation Expenses” on page 179

### Specifying Employee Assignments

1. To specify employee job assignments:

2. From **My Task Lists**, select **Budget Preparation**, and then select **Maintain job details**.

3. From **Page**, select the HR organization, and then click **Go**.

4. Right-click the job, and then select **Edit Job Details**.

5. Under **Job Details**, click the **General** tab.

6. Right-click the **Job Code Level**, and then perform a task:

   - To assign a current employee, select **Assign Existing Employee**, and then specify the following before clicking **Assign**:
     - **Enter FTE**—Value typically (although not necessarily) between 0-1 that indicates if the employee is full time or part time. Note that employee can have a full time FTE, but an FTE of 0.5 if they are assigned to 2 jobs. 1 normally indicates if the employee is full time, and less than 1 indicates part time.
     - **Enter Effective Date**—When the assignment occurs

   - To assign a new hire, select **Assign To-Be-Hired Employee**, and then specify data such as the following before clicking **Assign**:
     - **Select Employee Type**—If the employee is a regular, replacement, contract, or temporary employee
     - **Select Pay Type**—**Non-exempt** if the employee is paid hourly
     - **Select FT/PT**:
       - **Full time**—The employee works exclusively on the job
- **Part time**—The employee spends some time working on the job

- **Enter FTE**—Value typically between 0-1 that indicates if the employee is full time or part time. Note that employee can have a full time FTE, but an FTE of 0.5 if they are assigned to 2 positions or jobs. 1 normally indicates if the employee is full time, and less than 1 indicates part time.

- **Enter Overtime Hours**—If employees might work more than the specified default weekly hours, define overtime as an additional earning. This enables you, if necessary, to allocate funds to cover overtime expenses using different General Ledger segments or chart fields. See “Defining Overtime” on page 104.

6 After the form refreshes to display the employee, specify the remaining settings such as:

- **Annual Salary Spread**—How the salary expenses are distributed based on your organization’s accounting period. See “About Specifying Annual Salary Spreads” on page 100

- **Adjustment Date**—When changes such as salary increases are effective. For example, if a budget year starts January 1, and the salaries of employees assigned to a specific job increase on April 1, specify when to apply the salary increase as the adjustment date.

- **Salary Basis**—How often the employee is paid, such as hourly or weekly.

7 Save.

See “Calculating and Allocating Compensation Expenses” on page 179.

### Terminating Jobs and Excluding Jobs From Calculations

Applies only to the Employee budget detail

➤ To terminate or exclude jobs:

1 From My Task Lists, select Budget Preparation, and then select Maintain job details.

2 Right-click jobs, and then select Terminate job or Exclude job from budget.

3 Perform a task:

   - Specify when to terminate or exclude the job from calculations in Enter Effective Date or Enter Effective Start Date.

   - Specify when to include the job again in budget calculations in Enter Effective End Date.

4 Click Terminate or Exclude.

Jobs excluded from budgets have a status of Inactive or Not Budgeted.
Maintaining Employees

Subtopics
- Maintaining Employee Compensation Details
- Changing Employee Status
- Synchronizing Employee Properties
- Deleting Employees from Budgets
- Terminating Employees
- Transferring Employees
- Assigning Employees to Positions
- Assigning Employees to Jobs
- Assigning Employees Outside HRMS to Positions
- Deleting Employee Assignments

Applies only to the Employee budget detail

Maintain employees to identify the budget impact of modified employee and job data, plan for employee status changes such as transfers and terminations, assign employees to positions, and view expenses by period.

Maintaining Employee Compensation Details

Applies only to the Employee budget detail

If you must override some compensation element default settings for individual employees, see “Requirements” on page 142. Identify the order in which to specify employee details described in “Recommended Task Flow” on page 141.

To manage employee compensation:

1. Review the order in which to define compensation details. See “Recommended Task Flow” on page 141.
2. From My Task Lists, select Budget Preparation, and then select Manage employee data or Manage position and employee data.

   Note: If you use decision packages and budget requests, these task links do not display. See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

3. Select Maintain employees by job or Maintain employees by position.
4. From Page, select the Human Resource organization, and then click Go.
5. You can specify basic information such as the following, for individual employees in the entity:
   - Pay Type—If the employee is temporary or not on the payroll, select Non-exempt.
   - Salary Basis—How often the employee is paid, such as weekly or bimonthly.
- **Annual Salary Spread**—How the employee's salary expenses are distributed across the periods defined for your corporate accounting period. See “AboutSpecifying Annual Salary Spreads” on page 100.

- **Default Weekly Hours**—Number of hours per week that the employee must work

**Tip:** To view the total compensation expense for each employee by total salary, benefit, earning, and tax expenses, expand the Total Compensation Expenses header.

6. Right-click the employee for which to view or specify compensation, and then select **Edit Employee Details**.

7. See:
   - “Managing and Specifying General Employee Data” on page 153
   - “Managing and Specifying FTE” on page 154
   - “Managing and Specifying Salary Grades” on page 155
   - “Maintaining Job Allocations” on page 149
   - “About Changing Status” on page 156
   - “Managing and Specifying Benefits” on page 157
   - “Managing and Specifying Tax Details” on page 157

### Managing and Specifying General Employee Data

Perform the following procedure to This procedure also enables you to

- Enter or modify employee numbers, names, job codes, hire dates, salary basis, annual salary spread, and to recalculate the compensation budget.

- Apply entity specific defaults defined on the Manage compensation defaults form that you applied to positions to employees assigned to those positions.

To manage general employee compensation data:

1. Perform steps 1-7 in “Maintaining Employee Compensation Details” on page 152.

2. On the **General** tab, specify data such as:
   - **Pay Type**—If the employee is paid by the hour, select **Non-exempt**.
   - **Salary Basis**—How often the employee is paid, such as weekly or bimonthly.
   - **Annual Salary Spread**—How the employee's salary expenses are distributed across the periods defined for your corporate accounting period. See “About Specifying Annual Salary Spreads” on page 100.

3. To apply entity level defaults such as salary grades, additional earnings, or salary allocations, perform these tasks:
   a. Ensure that the salary allocations and compensation element defaults are correct by selecting **Manage Compensation Defaults**. See “Maintaining Position Defaults by Entity” on page 118.
b. Right-click on a column head, and select:

- **Apply Default Compensation Elements**—Apply predefined compensation defaults, such as employer paid taxes and salary grades.
- **Apply Default Allocations**—Apply the General Ledger segments (Account, Entity, Program etc.) defined as the Salary Allocation defaults. To review these default allocation settings, see “Specifying Salary Grade Defaults” on page 119.

c. Select one for **Clear Before Load**:

- **Yes**—Remove any existing compensation details or allocations, and apply the defaults.
- **No**—Overwrite any existing compensation details or allocations with the defaults.

4. Save, then see “Calculating and Allocating Compensation Expenses” on page 179.

### Managing and Specifying FTE

Use the FTE tab to specify the full-time equivalent assignments for an employee. For example, if an employee is full-time January to March and part-time the rest of the year, specify 1 for January, February, and March, and 0.5 for the remaining months.

To manage employee FTE data:

1. Perform steps 1-7 in “Maintaining Employee Compensation Details” on page 152.

2. Select **FTE**, and enter a value of 1 or greater in **Proposed FTE** if the employee is full time. Enter a value of less than 1 if the employee is part time.

3. Enter the dates during which the FTE applies in **FTE Start Date** and **FTE End Date**.

4. Perform any task to specify FTE data:

   - **To add or change employee FTE assignments:**
     a. Right-click a column and then select **Update FTE**.
     b. Indicate if the employee works full time or part time between a range of dates.

     For example, if a full time employee must reduce hours and work part time between March 1 and June 15, specify the following:

     - **Enter FTE** — Value typically, (although not necessarily) between 0-1 that indicates if the employee is full time or part time. Normally, an FTE of one indicates full time assignment. Note that employee can have a full time FTE, but an FTE of 0.5 if they are assigned to 2 positions.

     - **Enter Effective Start Date**—March 1, 2011
     - **Enter Effective End Date**—June 15, 2011

     c. Click **Add**.

   - **To specify and budget for FTEs that change by month, quarter, or year, select Adjust Period-Level Details**, and then perform these tasks:
a. In **Overtime Hours**, enter the number of additional hours for which the employee is paid.

b. In **Total FTE**, right-click, and then select **Calculate Compensation Expense** to display the budget impact.

5. Save, and then see “Calculating and Allocating Compensation Expenses” on page 179.

### Managing and Specifying Salary Grades

**Note:** If an Administrator enabled **Allow Value Change** for the salary grade, you can adjust salary values. If however, you cannot modify salary values because this option is disabled, or if the salary grade steps, sequences, and rates that you must use are unavailable, have an administrator modify or define new salary grades.

1. To manage employee salary grades:
   1. Perform steps 1-7 in "Maintaining Employee Compensation Details" on page 152.
   2. Select **Salary Grades**, and perform any task:
      - To specify new salary data, right-click, select **Add Salary Information**, and specify the values described in “Defining Salary Grades” on page 95.
      - If permitted, modify the start date, end date, and override option values for existing salary assignments.
      - To remove salaries, right-click assignments, and then select **Delete Salary Information**.
   3. Save, then see “Calculating and Allocating Compensation Expenses” on page 179 and “Viewing the Budget Impact of Compensation Expenses” on page 180.

### Managing and Specifying Allocations

Use the Allocations tab to define employee compensation allocations to General Ledger accounts. You can view and modify allocation data by segments or chart fields such as project, fund, or program.

1. To manage allocations:
   1. Perform steps 1-7 in "Maintaining Employee Compensation Details" on page 152.
   2. Perform any task on the **Allocations** tab:
      - To create allocations, right-click, select **Add Allocation Information**, and then perform these steps:
         - Specify the following:
           - **Effective Start Date**—When to apply the allocation
           - **Effective End Date**—When to remove the allocation
         - Click **Add**.
Select segments or chart fields for **Account** and **Entity**.

Specify segments or chart fields for all other General Ledger settings such as Program or Project that you use to budget.

In **Percentage Allocation** enter a percentage for the allocation.

Save.

- To remove allocations, right-click, and then select **Delete Allocation Information**.
- **Important**: Ensure that allocations do not overlap, causing the total allocation percentage to exceed 100%, by right-clicking, and then selecting **View Overlapping Allocations**. See “Correcting Overlapping Allocations” on page 126.

Save.

See “Calculating and Allocating Compensation Expenses” on page 179.

**About Changing Status**

Use the Status Changes tab on Employee Detail forms to specify the dates associated with changes to employees work status, such as short-term disability, long term disability, and maternity leave. You can also use this tab to:

- Identify the impact of the employee status changes on the compensation budget
- Specify if, and for how long, employees absent due to maternity, short-term disability or long term disability are active or unactive

To actually modify employee status, see “Changing Employee Status” on page 158.

**Managing and Specifying Additional Earnings**

Modify additional earnings to budget for new employee earnings, to delete existing earnings, and to allocate the expenses to be budgeted for additional earnings to General Ledger accounts.

To view or specify additional earnings:

1. Perform steps 1-7 in “Maintaining Employee Compensation Details” on page 152.
2. Perform any task on the **Additional Earnings** tab:
   - To budget for new additional earnings, right-click, select **Add Additional Earnings**, and then specify the following:
     - **Additional earning element**—The member corresponding to the additional earnings such as annual bonus or hazard pay.
     - **Option**—Select **Set** to initially define the additional earnings. You can later change this to perform calculations.
     - **Effective start date**—When the additional earnings are applied.
   - To remove additional earnings, right-click assignments, and then select **Delete Additional Earning**.
Managing and Specifying Benefits

Modify benefits to calculate the budget for new, modified, or deleted employee benefits, and allocate the compensation budget to General Ledger accounts for inclusion in the line item budget.

To manage benefits:

1. Perform steps 1-7 in “Maintaining Employee Compensation Details” on page 152.
2. Perform any task on the Benefits tab:
   - To identify and budget for new benefits, such as a dental plan, right-click, select Add Benefit, and then specify the following:
     - Select Benefit Element—Expand Benefits to select the member for the benefit.
     - Select Option—The plan or option associated with the benefit, such as Survivor and Dependents for health benefits.
     - Enter Effective Start Date—When to add and activate the benefit.
   - To remove benefits, right-click the assignment, and then select Delete Benefit.
3. Save.

Managing and Specifying Tax Details

Modify tax details to identify the budget impact of new, modified, or obsolete employer-paid taxes in your country or region, and calculate the compensation budget. Although these American taxes are used in examples, you define employer paid tax elements as required for your budgeting needs:

- Federal Insurance Compensation Act (FICA)
- State Unemployment Tax Act (SUTA)
- Federal Unemployment Tax Act (FUTA)

To manage tax details:

1. Perform steps 1-7 in “Maintaining Employee Compensation Details” on page 152.
2. Perform any task on the Tax Details tab:
   - To budget for new employer-paid taxes, right-click, select Add Employer-paid Tax, and specify this information:
Data such as the payment frequency, payment terms, option value, and maximum value determined by the tax are displayed on the employee details form.

- **Select Tax Element**—Member representing the tax
- **Select Option**—The tax plan or option
- **Enter Effective Start Date**—When to apply the tax

To remove taxes, right-click, and then select **Delete Employer-paid Tax**.

3 Save, then see “Calculating and Allocating Compensation Expenses” on page 179 and “Viewing the Budget Impact of Compensation Expenses” on page 180.

### Changing Employee Status

You can plan and budget for employee status changes such as maternity, short-term disability, or long term disability leave by modifying employees or employee details.

**Applies to the Position and Employee budget detail**

- **To budget for status changes:**
  1. From **My Task Lists**, select **Budget Preparation**, and then select **Manage position and employee data** or **Manage employee data**.
  2. Select **Maintain employees by job** or **Maintain employees by position**.
  3. From **Page**, select the Human Resources organization, and then click **Go**.
  4. Right-click employees, and then select **Change Status** twice.
  5. Assign a status:
     - **Long Term Disability**—The employee is taking an extended absence from work, is considered inactive, is not fully compensated, and their expenses are excluded from budget calculations. You cannot generate an FTE vacancy.
     - **Short-Term Disability**—The employee is temporarily absent, during a period you specify, due to medical factors, but is active, fully compensated, and their expenses included in budget calculations.
     - **Maternity**—The employee is away on maternity leave, is active, is paid, receives maternity leave-specific compensation, and their expenses included in budget calculations.
     - **On Sabbatical**—The employee is inactive, not paid, and their compensation is not included in budget calculations.
     - **Leave of Absence**—The employee is inactive, not paid, and their compensation is not included in budget calculations.
     - **Terminated**—A manager or supervisor request that the employee leaves the company.
     - **Inactive or Excluded or Inactive**—Employee expenses are excluded by date, from budget calculations.
Note: To Be Hired employees cannot have a status other than active or inactive.

6 Specify the start and end dates between which the status applies.

7 For the Position and Employee budget detail: Select a Create Vacancy option:
   - Yes—Update the FTE to generate a vacancy that accounts for the employee's absence, and using which another employee can be temporarily assigned until the absent employee returns to work.
   - No—Do not update the FTE and do not budget for the vacant part of the position to be temporary filled by another employee.

8 Click Change and then Save the employee details.

9 If you changed employee status to Maternity or Short-Term Disability, and created a replacement FTE:
   - Review the FTE details for the position to which the absent employee is assigned. See “Maintaining Position FTE” on page 169.
   - Review the absent employee's status details reflect the time during which they are away on maternity or short-term disability leave.
   - If necessary, assign another employee to fill the position vacancy. See “Assigning Employees to Positions” on page 164.

Synchronizing Employee Properties

Synchronize employee properties to update employee master data (pay type, for example) that you modify to:

- The same employee if they are associated with another position in another entity or department
- Another individual employee
- All related forms, such as employee details

For example, Janice Copeland, a full-time administrative assistant, may work part time for the municipal department of Parks and Recreation and part time for the Office of Community Outreach. If you adjust her annual salary spread and employee number, synchronize her employee properties to apply these changes in records in Parks and Recreation and the Office of Community Outreach.

To synchronize employee properties:

1 From My Task Lists, select Budget Preparation, select Maintain Employee Information, select the employee from Page, and then click Go.

2 If necessary, modify any master employee data, such as the following, and save:
   - Pay Type—If employees are temporary or are not on the payroll, select Non-exempt. If they are full time, regular, or are on the payroll, select Exempt
   - Location Code—Geographic location of where employees work.
● **Annual Salary Spread**—How employee salary expenses are distributed across the periods defined for your corporate accounting period. For example:
  - **Average**—Expenses are equally spread across periods resulting in an average distribution.
  - **Paydays in a month**—Expenses are spread across the number of paydays that you or a planner define for each month. See “Defining Custom Numbers of Workdays and Paydays” on page 138.
  - **Summer pay**—Salary expenses are spread from mid-May to mid-September for positions active only in the summer, such as adjunct professorships and lifeguarding.

● **Adjustment Date**—When employee compensation, such as additional earnings and benefits, can be modified.

3 Right-click on **Page** and select **Synchronize Employee Properties**.

4 Specify the employees to update with the modified master data by selecting:
   - **Entity**—To update employees that hold positions in another department, expand **Total Entity** to select that department. To apply the change in all entities or departments, select **Total Entity**.
   - **Employee**:
     - To update all employees, select **Total Employees**.
     - To update an existing employee, expand **Total Employees**, then **Existing Employees**, and then select the employee.
     - To update groups of certain kinds of employees, such as To Be Hired, expand **Total Employees**, and then select the group.

### Deleting Employees from Budgets

**Applies to the Employee budget detail and the Position and Employee budget detail**

You can only delete proposed to be hired employees from budgets. To delete existing employees you must first terminate them, or reassign them.

1. To remove employees from budgets:
   1. From **My Task Lists**, select **Budget Preparation**, and then select **Maintain employee information**.
   2. From **Page**, select the employee.
   3. Right-click the employee in **Page**, and then an option:
      - **Delete employee for a specific version**—Remove the employee from a budget version that you specify.
      - **Delete employee across all versions**—Remove the employee from all budget versions.
Terminating Employees

Applies to the Employee budget detail, and the Position and Employee budget detail

When an employee is terminated, the assigned FTE at the employee level moves to the job or position level.

To terminate employees:

1. From My Task Lists, select Budget Preparation, and then select Manage employee data or Manage position and employee data.

   **Note:** If you use decision packages and budget requests, these task links do not display. See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

2. Select Maintain employee by job or Maintain employee by position.

3. From Page, select the HR organization in which the employee works, and then click Go.

4. Right-click the employee, and then select Terminate Employee.

5. Specify the following:
   - **Termination type:**
     - **Departed**—The employee is leaving
     - **Terminated**—Human Resources initiated the termination
   - **Effective date**—When to terminate the employee

6. Click Terminate.

7. Terminate the position to exclude its vacant expenses from the budget.

Transferring Employees

Subtopics

- About Transfers
- Transferring Employees Out of Entities
- Transferring Employees Into Positions
- Performing Single-Step Employee Transfers

 Applies to all budget detail types

About Transfers

You can move employees between entities (HR organizations). Employees retain their employee numbers, their assignments, and their assignment end-dates. Employee details are not available in the original entity after the effective transfer date. The associated employee compensation budget expenses are stored in the Generic entity until employees are transferred into the target entity.
You can transfer employees to new or existing positions as follows:

- If the transfer is approved, you know the position to which to transfer the employee, and can access the entities involved, see “Performing Single-Step Employee Transfers” on page 163.
- If the transfer is unapproved, perform these steps:
  - Transfer the employee out of your entity. See “Transferring Employees Out of Entities” on page 162.
  - Have management accept the transfer. See “Reviewing and Accepting Pending Transfers” on page 179.
  - Have the manager overseeing the target position or entity transfer the employee in. See “Transferring Employees Into Positions” on page 162.

  **Note:** Employees must be transferred into the target entity within the next business day.

**Tip:** If you use Approvals to submit budgets along a promotional approval path, have an administrator define Generic Entity as a planning unit.

### Transferring Employees Out of Entities

Transfer employees out of entities to enable another manager to transfer them in to another position in another HR organization.

- **To transfer employees out:**
  1. From **My Task Lists**, select **Budget Preparation**, select **Manage position and employee data**, and then select **Maintain employees by position**.

     **Note:** If you use decision packages and budget requests, these task links do not display. See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

  2. From **Page**, select the HR organization, and then click **Go**.
  3. Right-click the employee, select **Transfer Employee**, and then **Transfer Out an Employee**.
  4. Specify the effective date on which to transfer the employee out of the current position.
  5. Click **Transfer**.

### Transferring Employees Into Positions

Managers and supervisors accept employees that are awaiting transfer into their target positions by transferring them in.

- **To transfer employees into positions:**
  1. From **My Task Lists**, select **Budget Preparation**, and then select **Manage position and employee data**.
2 Select Review pending transfers.

Note: If you use decision packages and budget requests these task links do not display. See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

3 Right-click Position Name, and then select Transfer In an Employee.

4 Specify values such as:
   - Employee to transfer
   - Department into which to transfer the employee
   - Job or position to which to transfer the employee
   - Date on which the transfer is effective

5 Click Transfer In.

Performing Single-Step Employee Transfers

Perform a single-step transfer to transfer existing employees from one department to another, and to identify the budget impact.

Tip: Oracle recommends that an Administrator who can access both the source and target entities perform single-step transfers.

To perform a single-step transfer:

1 Ensure that you can access the source and target entities.

2 From My Task Lists, select Budget Preparation, and then perform the task for the budget detail:
   - Expand Manage employee data, and then select Maintain employees.
   - Expand Manage position and employee data, and then select Maintain employees by position.

Note: If you use decision packages and budget requests these task links do not display. See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

3 From Page, select the HR organization in which the employee works, and then click Go.

4 Right-click the employee, select Transfer Employee, and then select Single Step Transfer.

5 Specify the following:
   - Select Source Position—Employee’s current position
   - Select Source Entity—Department or cost center in which the employee is currently associated
   - Select Target Position—Position to which to transfer the employee
   - Select Target Entity—Cost center or department into which the employee transfers
   - Enter Effective Date—When the employee is transferred
Click Transfer.

Assigning Employees to Positions

Applies to the Position and Employee budget detail

To assign employees to positions:

1. From My Task Lists, select Budget Preparation, select Manage position and employee data, and then select Maintain employees by position.

   Note: If you use decision packages and budget requests these task links do not display. See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

2. From Page, select the HR organization, and then, click Go.

3. Right-click employees, select Assign Employee, and then select:
   - Existing Employee: Assign a current employee by performing these steps:
     a. Select the employee to fill the position.
     b. Enter the effective date when they are assigned to the position.
     c. Enter the FTE.
     d. Select Is Replacement if the employee is temporarily filling the replacement FTE for a position generated by another employee being away on maternity or short-term disability leave.
     e. Click Assign.
   - To Be Hired Employee. An employee will be hired to fill the position or temporarily fill a vacancy. See “About Filling Vacant Positions or Jobs” on page 177.

To remove employees from positions, see “Deleting Employee Assignments” on page 165.

Assigning Employees to Jobs

Applies to the Employee budget detail

To assign employees to jobs:

1. From My Task Lists, select Budget Preparation, select Manage employee data, and then select Maintain employees by job.

   Note: If you use decision packages and budget requests these task links do not display. See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

2. From Page, select the HR organization, and then click Go.

3. Right-click employees, select Assign Employee, and then:
**Existing Employee**: Assign a current employee by performing these steps:

a. Select the employee.
b. Enter the effective date when they are assigned to the job.
c. Enter the FTE.
d. Click **Assign**.

**To Be Hired Employee**: An employee will be hired for the job. See “About Filling Vacant Positions or Jobs” on page 177.

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**Assigning Employees Outside HRMS to Positions**

Typically, you add employees by loading them from HRMS. However, see “Creating Jobs, Positions, and Employees During the Budget Cycle” on page 54 if:

- An employee was chosen for a vacant position but is not yet in the HRMS
- You must identify the budget impact of filling a vacant position

**Deleting Employee Assignments**

When an employee no longer holds a position or job, remove the assignment, and identify the budget impact. For example, if an employee performs two jobs but has completed work on one, delete the assignment.

To delete employee assignments:

1. From **My Task Lists**, select **Budget Preparation**, and then perform the task for your budget detail:
   - Employee—Select **Manage employee data**, and then **Maintain employees by job**.
   - Position and Employee—Select **Manage position and employee data**, and then **Maintain employees by position**.

   **Note**: If you use decision packages and budget requests these task links do not display. See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

2. From **Page**, select the HR organization, and then click **Go**.

3. Right-click employees, select **Delete Employee Assignment**, and then specify data such as:
   - Job from which to remove an employee
   - Budget scenario and version in which to remove an employee from a job

4. Click **Launch**.
Maintaining Positions

Subtopics

- Creating Positions
- Synchronizing Position Properties
- Maintaining Position Compensation Details
- Excluding Positions from Budget Calculations
- Copying Position Data
- Performing Single Step Transfers
- Reviewing Pending Transfers
- Deleting Positions
- About Terminating Positions
- Terminating Positions

Applies to the Position budget detail and the Position and Employee budget detail

Positions that you create, and their associated expenses, must be reviewed and approved. See “Approving Positions, Jobs, and Employee FTE and Compensation” on page 226.

Creating Positions

Note: Position settings that you do not specify are populated by position defaults, if defined. See “Maintaining Position Defaults by Entity” on page 118.

To create positions:

1. From My Task Lists, select Budget Preparation, select Manage position and employee data, and then select Maintain position data.

   Note: If you use decision packages and budget requests these task links do not display. See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

2. In the POV, select the Scenario, Year, and Version.

3. From Page, select the HR organization with which the position is associated, and then click Go.

4. Right-click in Position Name, and select Add Position.

5. When prompted, define the position by specifying information such as:
   - **Entity**—Department with which the position is associated
   - **Position Type**:
     - **Pooled**—Multiple headcount and FTE
     - **Shared**—Multiple headcount with a specifically defined FTE limit
     - **Single Incumbent**—Single FTE and headcount to support one employee
   - **FTE**—Normally 1 if the position is full-time or less than 1 if it is part-time
Synchronizing Position Properties

Applies only to the Position and Employee Budget Detail

Synchronize position properties to apply changes to this master position data to any employee who is, or will be, assigned to a position:

- Name
- Number
- Type
- Start Date
- End Date
- Job

To synchronize position properties:

1. From My Task Lists, select Budget Preparation, select Manage position and employee data, and then select Maintain position data.

   Note: If you use decision packages and budget requests these task links do not display. See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

2. In the POV, select the Scenario, Year, and Version.

3. From Page, select the HR organization with which the position, and the employees assigned to the position, are associated, and then click Go.

4. Modify basic position data, such as the following, and save:

   - **Annual Salary Spread**—How the salary expenses for positions or assigned employees are distributed across the periods defined for your corporate accounting period. For example:
     - **Average**—Expenses are equally spread across periods, resulting in an average distribution.
     - **Workdays in a month**—Expenses are spread across a certain number of working days (manufacturing plant employees working six days a week, for example) that you or a planner define in each month. See “Defining Custom Numbers of Workdays and Paydays” on page 138.
     - **Custom**—Expenses are spread based on period-level FTE that you specify at the entity, position, or employee level.
See “About Specifying Annual Salary Spreads” on page 100.

- **Salary Basis**—How often assigned employees are paid, such as weekly or bimonthly.
- **Adjustment Date**—When changes such as salary increases become effective. For example, if a budget year starts January 1, and the salaries of employees assigned to a specific position increase on June 1, the adjustment date is the day on which to apply the salary increase.

5. Right-click the position, and then select **Synchronize Position Properties**.

6. Recalculate the compensation budget to see the impact of the synchronization, and if necessary, allocate funds. See “Calculating and Allocating Compensation Expenses” on page 179 and “Viewing the Budget Impact of Compensation Expenses” on page 180.

**Maintaining Position Compensation Details**

Subtopics

- Maintaining General Position Data
- Maintaining Position FTE
- Maintaining Position Salary Grades
- Maintaining Allocations
- Maintaining Position Status
- Maintaining Additional Earnings
- Maintaining Benefits
- Maintaining Assigned Employees
- Maintaining Tax Details

Applies to the Position budget detail, and the Position and Employee budget detail.

**Maintaining General Position Data**

Before defining position compensation, review the order in which to specify compensation details and satisfy the requirements. See “Recommended Task Flow” on page 141 and “Requirements” on page 142.

**Tip:** Use the following procedure to apply entity-level defaults such as benefits and salary allocations to new or existing positions. If you must override some compensation element default settings for individual positions, see “Requirements” on page 142.

To maintain general data:

1. Ensure that the entity defaults are correct. See Chapter 8, “Defining Salary, Compensation, and Allocation Defaults”

2. From My Task Lists, select Budget Preparation, select Manage position and employee data, and then select Maintain positions or Maintain position data.
Note: If you use decision packages and budget requests these task links do not display. See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

3 From Page, select the desired entity, such as an HR organization, and then click Go.

4 Right-click a position, and then select Edit Position Details.

5 On the General tab, specify basic position data such as:
   - In Position Start Date, double-click to specify when the position is active.
   - In Position End Date, double-click to specify when the position ends.

6 To apply the defaults defined for an entity (as specified on the Manage compensation defaults form) to the position, such as salary grades, benefits, or allocations, perform these tasks:
   a. Right-click on a column head, and select:
      - Apply Default Compensation Elements—Apply predefined compensation defaults, such as employer paid taxes, salary grades, and additional earnings.
      - If multiple changes to salary grades and steps exist, data is applied according to position start date.
      - Apply Default Allocations—Apply the General Ledger segments (Account, Entity, Program etc.) defined as the Salary Allocation defaults to the position. To review these default allocation settings, see “Specifying Salary Grade Defaults ” on page 119
   b. Select one for Clear Before Load:
      - Yes—Remove any existing compensation details or allocations, and apply the defaults.
      - No—Overwrite any existing compensation details or allocations with the defaults.

7 Save.

8 If you applied entity-specific compensation element or allocation defaults, perform these tasks:
   - If employees are assigned to the position, see “Managing and Specifying General Employee Data” on page 153.
   - Review the data on the appropriate tab. For example, if you applied a salary grade defaults and benefit defaults review the information on the Salary Grades and Benefits tabs.

9 See “Calculating and Allocating Compensation Expenses” on page 179.

Maintaining Position FTE

Specify position FTE to define or modify how many full time or part time employees are required for a position. For example, a position that previously required only part-time employment may now require full-time employee assignments.

To manage FTE data:

1 Perform steps 1-4 “Maintaining General Position Data” on page 168.
2 Perform any task on the FTE tab:

- To modify FTEs, right-click, select Update FTE, and specify this data:
  - Enter FTE — Value typically between 0-1 that indicates if the employee is full time or part time. Note that employee can have a full time FTE, but an FTE of 0.5 if they are assigned to 2 positions.
  - Enter Effective Start Date — When the FTE assignment begins
  - Enter Effective End Date — When the FTE assignment ends

- To specify and budget for FTEs and the associated head count that change by month, quarter, or year, select Adjust Period Level Details.
  
a. In Overtime Hours, enter the number of additional hours for which an hourly employee is paid.
  
b. In Total FTE, right-click, and then select Calculate Compensation to display the final budget impact.

- Modify the monthly spread factor.

3 Save.

4 See “Calculating and Allocating Compensation Expenses” on page 179.

Maintaining Position Salary Grades

The salary data you specify on the Salary Grades tab is automatically assigned to employees assigned to the position, and to future employee who are assigned to the position. Use this Salary Grades tab to define, modify, and remove salary for positions.

**Note:** If an Administrator enabled Allow Value Change for the salary grade, you can adjust salary values. If however, you cannot modify salary values because this value was not enabled, or if the salary grade steps, sequences, and rates that you must use are unavailable, have an administrator modify or define new salary grades.

➢ To manage position salary grades:

1 Perform steps 1-4 in “Maintaining General Position Data” on page 168.

2 Select Salary Grade.

3 To apply a new salary assignment, right-click, select Add Salary Information, and then see “Defining Salary Grades” on page 95.

4 Click Add.

5 On the form, specify the remaining salary information, such as start and end dates.

6 See “Calculating and Allocating Compensation Expenses” on page 179 and “Viewing the Budget Impact of Compensation Expenses” on page 180.
Maintaining Allocations

To maintain position allocations:

1. Perform steps 1-4 in "Maintaining General Position Data" on page 168.

2. Perform any task on the Allocations tab:
   - To create allocations, right-click, select Add Allocation Information, and then perform these tasks:
     a. When prompted, specify a start and end date.
     b. On the Allocations form, click cells to specify recipient and allocation settings. For example:
        - Object Segment Description — Allocation type, such as Overtime
        - Fund Segment Description — Target fund pool, such as Teachers Retirement or Educational Services
        - Program Segment Description — Target program such as Special Education
        - Percentage Allocation — Portion to provide
   - To remove allocations, right-click, and then select Delete Allocation.
   - Important: Ensure that multiple allocations do not overlap, causing the total allocation percentage to exceed 100%, by right-clicking and then selecting View Overlapping Allocations.
     See “Correcting Overlapping Allocations” on page 126.

3. See “Calculating and Allocating Compensation Expenses” on page 179.

Maintaining Position Status

Use the Status Changes tab to modify, and then budget for position status changes, such as when to exclude positions from budget calculations.

To manage position status:

1. Perform steps 1-4 in "Maintaining General Position Data" on page 168.

2. Select Status Changes.

3. To include positions that have been excluded from budgets, right-click them, and then select Active.

4. To omit positions from budget calculations, right-click them, and then select Inactive.

5. Save.

See “Calculating and Allocating Compensation Expenses” on page 179.
Maintaining Additional Earnings
Use the Additional Earnings tab to add, remove, or modify any additional that are part of overall compensation expenses such as hazard pay or relocation costs. Modifying additional earnings can impact other calculations such as those deriving effective dating and percent of gross pay.

➢ To manage additional earnings:
1. Perform steps 1-4 in “Maintaining General Position Data” on page 168.
2. To specify a new earning, or to add another row to modify existing earnings, right-click, select Add Additional Earning, and then select the corresponding earning element and an option.
3. To remove an earning, right-click, and then select Delete Additional Earning.
4. See “Calculating and Allocating Compensation Expenses” on page 179 and “Viewing the Budget Impact of Compensation Expenses” on page 180.

Maintaining Benefits
Use the Benefits tab to remove, change, or add benefits assigned to positions. Before assigning benefits, ensure that an Administrator has created a corresponding element.

➢ To manage benefits:
1. Perform steps 1-4 in “Maintaining General Position Data” on page 168.
2. Perform any task:
   • To assign benefits, right-click, select Add Benefit, select the benefit, and then specify the start and end dates after the benefit is added.
   • To modify benefits, click in cells and use the cell drop-down lists to change settings such as start dates, end dates, and value type.
   • To remove benefits, right-click the assignment, and then select Delete Benefit.
3. Save.
4. See “Calculating and Allocating Compensation Expenses” on page 179 and “Viewing the Budget Impact of Compensation Expenses” on page 180.

Maintaining Assigned Employees
Use the Employee tab to assign and remove employees from positions, in addition to changing data such as salary spreads and basis.

➢ To manage employees:
1. Perform steps 1-4 in “Maintaining General Position Data” on page 168.
2. In the Employee tab, change such data as:
   • Salary Basis—How often assigned employees are paid, such as monthly
   • Annual Salary Spread—See “About Modifying Salary Grades” on page 98.
3 To assign an employee to another position, right-click, select Modify, and then select a Transfer option.

4 To associate an employee who was transferred out of a position so that they could fill a position, select Transfer Employee In.

5 To assign an employee to a position, right-click, and then select Assign Employee.
   
   See “Assigning Employees to Positions” on page 164.

6 To remove an employee from the position, right-click, and then select Delete Employee Assignment.

7 Save.

See “Calculating and Allocating Compensation Expenses” on page 179.

Maintaining Tax Details

Use the Tax Details tab to identify the budget impact of country-specific employer-paid taxes (SUTA or FICA for example in the U.S.) assigned to some positions.

▶ To manage tax details:

1 Perform steps 1-4 in “Maintaining General Position Data” on page 168.

2 Perform any task on the Tax Details tab:
   
   • To budget for new employer-paid taxes, right-click, select Add Employer-Paid Tax, and then specify data such as:
     
     o Element—Tax element such as FUTA
     o Option—Type or recipient of the tax, such as survivor spouse and children
     o Payment frequency, payment terms, option value, and maximum value determined by the tax
     o Option End Date—When the tax obligation ends
   
   • To remove taxes, right-click, and then select Delete Employer-Paid Tax.
   
   • To identify the monthly, quarterly, and annual effect of taxes on the budget, right-click, and then select View Budget Impact of Taxes.

3 Save.

4 See “Calculating and Allocating Compensation Expenses” on page 179 and “Viewing the Budget Impact of Compensation Expenses” on page 180.

Excluding Positions from Budget Calculations

Applies to the Position budget detail, and to the Position and Employee budget detail

You may need to temporarily exclude positions from budget calculations to perform “what-if” analysis based on their inclusion and exclusion. Positions that you exclude become inactive until you change their status.
To exclude positions from budget calculations:

1. From My Task Lists, select Budget Preparation, and then perform the task for your budget detail:
   - Select Manage position and employee data, and then select Maintain position data.
   - Select Maintain position data.

   **Note:** If you use decision packages and budget requests these task links do not display. See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

2. From Page, select the cost center or department that contains the position, and then click Go.

3. Right-click the first column, and then select Exclude Position from Budget.

4. Specify the dates between which to omit position expenses, and then click Exclude.

To include expenses for a position that was previously excluded from calculations, see “Maintaining Position Status” on page 171.

### Copying Position Data

When budgeting for departments that have similar positions, create positions more quickly by copying common elements such as FTE, salary grades, and benefits from an existing position.

To create a position by copying existing position data:

1. From My Task Lists, select Budget Preparation, select Manage position and employee data, and then select Maintain position data.

   **Note:** If you use decision packages and budget requests these task links do not display. See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

2. From Page, select the cost center or department, and then click Go.

3. Right-click the position, and then select Copy Position Data.

4. When prompted, select Yes for the elements to copy, such as allocations and assignments.

### Performing Single Step Transfers

Perform a single step transfer to transfer a position and its associated expenses from one department to another in a single step. Because you must have access to the source and target entities, Oracle recommends that an Administrator performs the transfer.

To perform a single step position transfer:

1. From My Task Lists, select Budget Preparation, and then select Maintain position data. If this task does not display, see “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

2. In the POV, select the Scenario, Version, and Year.

3. From Page, select the HR organization in which the position exists, and then click Go.
Right-click the position and then select **Single Step Position Transfer**.

Ensure that the correct position is selected, and then select the target cost center or department.

Click **Transfer**.

### Reviewing Pending Transfers

Transfer requests for employees whose managers have transferred them out of their current position, need to be approved. Approve transfers by transferring employees in. See “**Transferring Employees Into Positions**” on page 162.

### Deleting Positions

You can only delete new and initialized positions.

To delete positions:

1. From **My Task Lists**, select **Budget Preparation**, and then perform the task for your budget detail:
   - Select **Manage position and employee data**, and then select **Maintain position data**.
   - Select **Maintain position data**.

   **Note:** If you use decision packages and budget requests these task links do not display. See “**Performing Budgeting Tasks Not Displayed in My Tasks List**” on page 219.

2. In the **POV**, select the Year, Scenario, and Version.

3. From **Page**, select the HR organization in which the position exists, and then click **Go**.

4. Right-click the position, and then select one:
   - **Delete position for a specific version**—Delete the position from a particular budget.
   - **Delete position across all versions**—Delete the position in all budgets.

5. Specify when to delete the position.

### About Terminating Positions

Although you typically terminate positions so that the budget does not reflect default vacancy expenses, you can also terminate new and unapproved positions, or positions filled in the future by to be hired employees. Terminated positions remain in the dimensional structure and the HRMS. Position expenses accrued prior to termination are included in the budget.

Before terminating positions, determine if there are assigned employees. If there are, perform any task:

- Reassign them to another position
- Remove their assignment to the current position
- Terminate them
Terminating Positions

To terminate positions:

1. From My Task Lists, select Budget Preparation, select Manage position and employee data, and then select Maintain position data.

   **Note:** If these task links do not display, see “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

2. Select the Year, Scenario, or Version in the POV.

3. From Page, select the HR organization in which the position exists and then click Go.

4. Right-click the position, and then select Terminate Position.

5. Specify when to terminate the position.

Applying Compensation and Salary Allocation Defaults

To assign department or entity-specific compensation defaults (such as salary grades and benefits) and default allocations to positions or employees:

1. Review the existing defaults to ensure they are correct and are those that you want to apply. See Chapter 8, “Defining Salary, Compensation, and Allocation Defaults”

2. From My Task Lists, select Budget Preparation.

3. Make the selections for your budget detail type:
   - Manage employee data, and then Maintain employees by position
   - Manage positions, and then Maintain positions

   **Note:** If you use decision packages and budget requests, and these task links do not display, see “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

4. From Page, select the entity or department.

5. Right-click a position or an employee, select Edit Position or Edit Employee, and then select General.

6. Right-click on a column head, and select:
   - **Apply Default Allocations**—Apply the General Ledger segments (Account, Entity, Program etc.) defined as the Salary Allocation defaults to the position. To review these default allocation settings, see “Specifying Salary Grade Defaults” on page 119
   - **Apply Default Compensation Elements**—Apply predefined compensation defaults, such as employer paid taxes and additional earnings

7. Select one for Clear Before Load:
   - **Yes**—Remove any existing compensation details or allocations, and apply the defaults.
   - **No**—Overwrite any existing compensation details or allocations with the defaults.
Maintaining Employees by Job or Position

Subtopics

- Viewing Employee Job Details
- About Filling Vacant Positions or Jobs
- Filling Vacant Positions or Jobs
- Reviewing and Accepting Pending Transfers

Viewing Employee Job Details

Applies only to the Employee budget detail

To view job details:

1. From My Task Lists, select Budget Preparation.
   - If you use decision packages, these task links do not display. See “About Performing Budgeting Tasks Not Displayed in My Tasks List” on page 218.

2. Expand Manage employee data, and then select Maintain employees by job.

3. Right-click a job, select View Job Details, and then select the kind of data to view, such as Salary Grades or Taxes.

About Filling Vacant Positions or Jobs

You can fill vacancies with new hires or existing employees. Although assigning employees to vacant positions or jobs creates new employee records, information about previously held assignments is retained.

Note:

- Although planners do not typically add employees, you may need to create a budget for jobs or positions that are not filled.
- Vacant job and position expenses are not applied to those in HRMS. However, compensation expenses are always associated with employee that you may assign.

Filling Vacant Positions or Jobs

Applies to the Employee budget detail, and the Position and Employee budget detail

Perform these tasks to fill vacancies with new hires not in the HRMS or with existing employees, and identify the budget impact.
To fill vacant positions or jobs:

1. If the vacancies impacted a position's FTE, ensure the FTE has been submitted for approval, and approved. See Chapter 12, “Reviewing and Approving Budgets”.

2. From My Task Lists, select Budget Preparation, and then select Manage employee data or Manage position and employee data.

   **Note:** If you use decision packages and budget requests these links do not display. See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

3. Select Fill to-be-hired vacancies.

4. From Page, select the cost center or department, and then click Go.

5. Right-click the vacancy, and then perform a task:

   - To assign an existing employee instead of a prospective new hire, select Replace to be Hired With Existing Employee, and then select the employee.

   - To assign an employee that was transferred out of their original position so that they can fill the position
     - Select Single Step Employee Transfer or Transfer In an Employee.
     - Specify the employee, confirm the position for the transfer, confirm the associated cost center or department, and specify when the transfer is effective.

   - To assign a prospective employee, right click, select Assign Employee, select Assign to be hired, and then specify data such as:
     - Enter Employee Number—Number assigned or generated for the employee
     - Select Employee Type—Is the employee is a regular, contract, replacement, or temporary employee
     - Select Pay Type—Non-exempt if the employee is paid hourly
     - Enter FTE—Value typically between 0-1 that indicates if the employee is full time or part time. Note that employee can have a full time FTE, but an FTE of 0.5 if they are assigned to 2 positions or jobs. 1 normally indicates if the employee is full time, and less than 1 indicates part time.
     - Enter Overtime Hours—To define overtime as an additional earning, instead of covering overtime with regular salary pay, see “Defining Overtime” on page 104.
     - Is Replacement—Yes if the employee is filling a temporary vacancy generated by a previously assigned employee away on short-term disability or maternity leave.

   The details of the employee filling the vacancy are displayed and can be modified.
Reviewing and Accepting Pending Transfers

Applies to the Employee budget detail, and the Position and Employee budget detail

Use this budget preparation task to view and approve requested transfers. Employees with pending transfers, must first be transferred out of their entity or department.

To review and approve pending transfers:

1. From My Task Lists, select Budget Preparation, and then select Manage position and employee data or Manage employee data.
2. Select Review pending transfers.

Note: If you use decision packages and budget requests these task links do not display. See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

3. Right-click an employee and then select Transfer In an Employee.
4. Specify the following:
   - Position to which to transfer the employee
   - Associated cost center or department
   - When to transfer the employee
5. Click Transfer In.

Calculating and Allocating Compensation Expenses

After calculating the compensation expense for a position, use the Total Position tab in the Expense portion of the position details form to view the total aggregated values of the following for all assigned employees:

- Basic salary
- Taxable compensation
- Gross Earnings

Use the Vacancy tab to display the basic salary, taxable compensation, and gross earning expenses for positions without assigned employees.

To calculate period-level compensation detail expenses, and allocate them to General Ledger accounts:

1. Access the position or the employee details form.
2. Select the tab for the kind of compensation to calculate (Benefit, Additional Earnings, and so on) and allocate.
3. In Expense, perform any task:
● Calculate period-level expenses for compensation in terms of basic salary, gross earnings, and taxable compensation by performing these tasks:
  ○ For the Position budget detail or the Position and Employee budget detail, select **Total Position**.
    If compensation expenses are already calculated, expand **Total Compensation Expense**.
  ○ Right-click in the first column, and then select **Calculate Compensation Expense**.

● Calculate compensation expenses for the vacant portion of the position, select **Vacancy**, right-click, and then select **Calculate Compensation Expense**.

● Allocate compensation expenses to General Ledger accounts, by performing these task:
  ○ Ensure that allocations defaults are defined, or that the chart fields or segments for allocations are specified on the **Allocations** tab.
  ○ Right-click, and then select **Allocate Compensation Budget to General Ledger Accounts**.
    Allocate the vacant portion of position or employee expenses by selecting **Vacancy**, right-clicking, and then selecting **Allocate Compensation Budget to General Ledger Accounts**.

● View position and employee expenses by period after performing allocations by right-clicking, and then selecting **View Allocated Expenses**.

● To identify the annual, quarterly, or monthly impact of all assigned compensation details on the budget, see “Viewing the Budget Impact of Compensation Expenses” on page 180.

### Viewing the Budget Impact of Compensation Expenses

After calculating compensation expenses for positions and employees, view the annual, quarterly, or monthly impact of all assigned salary grades, benefits, employer-paid taxes, and additional earnings on the budget.

★ To view the budget impact of compensation expenses:

1 From **My Task Lists**, select **Budget Preparation**, and then select the task for your budget detail:
   ● **Maintain employees by job**
   ● **Maintain position data**
   ● **Maintain employees by position**

  **Note:** If these task links do not display, see “About Performing Budgeting Tasks Not Displayed in My Tasks List” on page 218.

2 Right-click positions or employees, and then select **Edit position details** or **Edit employee details**.

3 Select the tab for the kind of compensation expense whose budget impact to identify.
4 Right-click in the salary grade, benefit, tax, or additional earning in the first column, and then select View Budget Impact of <expense>.

For example, to view, by period, the budget impact of all benefits assigned to a position, select Benefits, right-click each benefit, and then select View Budget Impact of Benefits.
Calculating, Reviewing, and Allocating Compensation Expense Budgets

In This Chapter

Calculating Budgets ................................................................. 183
Reviewing Expenses ............................................................... 184
About Allocating Compensation Expenses to General Ledger Accounts ... 186
Allocating Compensation Expenses to General Ledger Accounts ................. 187

Calculating Budgets

Use this procedure to calculate all employee and position expenses, by HR organization, that reflect expenses and calculations for compensation elements such as benefits, FTE assignments, allocations, and vacancy expenses.

Note:

- Effective dating applies to all compensation types. For example, if a salary change is effective June 5, 2012, other expenses are automatically calculated using this date.
- If benefit expenses are based on a percentage of total pay (bonuses and commissions for example), benefits increase if the salary changes.

To calculate the compensation budget:

1. Ensure that FTE, salary grade, and allocation details are defined for the positions or employees whose expenses you want to calculate. This data must exist in order to calculate the budget. See “Maintaining Job Compensation Details” on page 145, “Maintaining Employee Compensation Details” on page 152, or “Maintaining Position Compensation Details” on page 168.

2. From My Task Lists, select Budget Preparation, and then select Calculate compensation budgets.

3. Accept the default rule selected, and then click Launch.

4. Specify the following to identify the budget to calculate:
   - **Scenario**—Type of budget such as baseline or forecast
   - **Version**—Budget stage (for example, worst case if the scenario is forecast)
   - **Entity**—Depending on your access permissions, select the HR organization (department, bureau, or cost center, for example) for which to calculate budget expenses. Selecting a parent level entity member calculates the budget for all children. Select Total Entity to calculate expenses for your entire organization.
Note: To recalculate the budget to reflect a version revision made on an approved budget, select the revision member.

5 Click Launch.

Review the budget calculated for positions and employees and make necessary changes. See “Reviewing Expenses” on page 184, “Reviewing Position and Job Budgets” on page 184, and “Reviewing Employee Budgets” on page 185. To allocate the entire calculated compensation budget for the entity, see “Allocating Compensation Expenses to General Ledger Accounts” on page 187.

Reviewing Expenses

Subtopics

- Reviewing Position and Job Budgets
- Reviewing Employee Budgets
- Reviewing Compensation Element Budgets
- Reviewing FTE Assignments

Reviewing Position and Job Budgets

After compensation budgets are entered and expenses calculated, you can review position, job, employee, and compensation element expenses by year, quarter, and month. You can also review FTE assignments.

➢ To review position or job compensation expenses:

1 From My Task Lists, select Budget Preparation, and then select Review entity compensation budgets.
2 Select Review position budgets or Review budgets for jobs.
3 On the POV, select the Version, Year, and Scenario.
4 From Page, select the entity for the HR organization, and then click Go.
5 Confirm that the position or job expenses are correct.
6 To calculate the compensation budget for the position or job, right-click, select Calculate Compensation Expenses, select the position or job, and then click Calculate.

The annual, quarterly, and monthly expense of the position or job is displayed.

Note: If you perform changes such as adding new positions to which you assign employees, and do not calculate expenses, these changes are not displayed on the Review Budget form. Calculate compensation expenses to ensure that all changes are included and updated. In this case, this would include expenses for the new positions, and possible vacancy reductions due to employee assignments.
To allocate position or job expenses to General Ledger accounts, right-click, select **Allocate Compensation Budget to GL Accounts**, and then see “Allocating Compensation Expenses to General Ledger Accounts” on page 187.

**Reviewing Employee Budgets**

Does not apply to the Position budget detail

➢ To review employee budgets:

1. From My Task Lists, select **Budget Preparation**, and then select **Review entity compensation budgets**.
2. Select **Review employee budgets**.
3. On the POV, select the correct Version, Year, and Scenario.
4. From the **Page**, select the entity for the HR organization, and then click **Go**.

The annual compensation expense for each existing, new, and to be hired employee is displayed. The annual total compensation expense for all employees is also displayed.

5. If it is not already expanded, expand **Year Total** to list employee expenses by quarter. Expand the **Quarter** headers to list expenses by month.

**Note:** If you perform changes such as adding new positions to which you assign employees, and do not calculate expenses, these changes are not displayed on the Review Budget form. Calculate compensation expenses to ensure that all changes are included and updated. In this case, this would include expenses for the new positions, and possible vacancy reductions due to employee assignments.

6. To calculate the compensation expenses associated with individual or types (existing and to be hired, for example) of employees, right-click, and then select **Calculate Compensation Expense**.

7. To allocate the entire entity compensation budget to General Ledger accounts, see “Allocating Compensation Expenses to General Ledger Accounts” on page 187.

**Reviewing Compensation Element Budgets**

➢ To review compensation element expenses:

1. From My Task Lists, select **Budget Preparation**, and then select **Review entity compensation budgets**.
2. Select **Review element budgets**.
3. On the POV, select the correct Version, Year, and Scenario.
4. From the **Page**, select the entity for the HR organization, and then click **Go**.
Compensation expenses are displayed by employee and their assigned job or position. The total of each compensation element is displayed for Total Employees at the bottom of the form.

5 If it is not already expanded, expand Year Total to list expenses by quarter. Expand Quarter to list expenses by month.

6 Confirm that the benefit, additional earning, tax, and salary expenses for each employee are correct.

**Reviewing FTE Assignments**

To review FTE assignments:

1 From My Task Lists, select Budget Preparation, and then select Review entity compensation budgets.

2 Select Review FTE assignments.

3 On the POV, select the correct Version, Year, and Scenario.

4 From the Page, select the entity for the HR organization, and then click Go.

The FTE capacity, proposed FTE, and assigned FTE is displayed for each job or position.

5 For the Employee budget detail, click the second tab to view:
   - Proposed FTE
   - Existing FTE
   - Approved FTE
   - Unapproved FTE

**Note:** To view updated values for Unapproved FTE and Unapproved Headcount, select Approve in step 7 of “Approving Period-Level FTEs.”

6 To change FTEs, see “Managing and Specifying FTE” on page 154 and “Maintaining Position FTE” on page 169.

7 To approve FTEs, see “Approving Period-Level FTEs” on page 228.

**About Allocating Compensation Expenses to General Ledger Accounts**

After changing employee, position, jobs, FTE, and other compensation data, and recalculating the compensation budget, allocate compensation expenses to General Ledger account segments or chart fields:

- For all, or individual, entities. Allocating to Total Entity enables you to take one action to allocate all expenses in your cost center instead of taking multiple actions to allocate for potentially hundreds of positions and employees.

- For all, or individual, jobs or positions in an entity
For all, or individual, employees in an entity

For example, to allocate only for new positions in a department, select the following on the Allocate Expenses to GL Accounts form:

- Select Entity—Department
- Select Positions—Total New Positions

To allocate for all existing employees in your entire organization, select:

- Select Entity—Total Entity
- Select Employees—Total Employees

Note: The entity you can select for which to allocate expenses, depends on your access permissions.

Allocating Compensation Expenses to General Ledger Accounts

To allocate compensation to General Ledger accounts:

1. From My Task Lists, select Budget Preparation, and then select Allocate compensation to General Ledger accounts.
2. Accept the default business rule, and then click Launch.
3. Select members based on the allocations to make. For example, to allocate for all employees holding the job or position of Fire Chief in the New Haven municipal fire department, select:
   - Scenario—Type of budget, such as baseline or forecast from which to make allocations
   - Version—Budget stage, such as worst case or best case from which to make allocations
   - Select Entity—New Haven Fire
   - Select Employee—Total Existing Employees
   - Select Position or Select Job Code—Fire Chief
4. Click Launch.
5. Push compensation expenses on the HCP plan to Plan 1, 2, or 3 to update the line item budget. See “Populating the Line Item Budget” on page 82.
Decision packages provide a mechanism for department heads or financial support staff to submit incremental requests for funding, rather than submitting an entire budget with amounts that include the new funding amount. As such, decision packages collectively present requests for funding along with narrative justification and supporting information that may be submitted through the review and approval process.

Decision packages contain budget requests that include the detailed budget amounts necessary to implement a decision package. Budget requests could include funding for positions and employees, personnel costs, and nonpersonnel-related, operational costs such as equipment or property leases. Decision Packages are generally, but not always, prepared by entity (department, office, bureau, branch etc.) level budget management personnel.

**Sample Decision Packages and Budget Requests**

**Example 1**

John, manager of Fire Prevention and Suppression, could define a decision package called New Fire Station that contains detailed line item budgets for all expenses anticipated to build the new fire station in budget requests such as:
Construction of fire house

Equipment and vehicles

Staffing and associated compensation expenses such as salaries and benefits

John's decision package will be promoted for review and approval according to the master Planning Unit Hierarchy (PUH) defined by an administrator and will also be reviewed by any reviewer specified during decision package creation.

Example 2

The line item for a department's personnel budget consists of $250,000 for two full-time positions. A manager must request another full-time position, which will require an additional $125,000. Ordinarily, the manager would submit a personnel budget amount for $375,000 with an explanation (I require $375,000 for personnel salaries which includes an additional $125,000 for a new position) for the amount which is an increase from his baseline budget. Decision packages and budget requests enable the manager to submit a request for the $125,000, and the approver to see the baseline and the additional funds being requested:

- Baseline decision package: $250,000.00
- Decision package to create a position: $125,000.00

The line items in budget requests may consist of the same accounting segments and periods but different amounts.

Shared Decision Packages

Because a decision package represents a proposal that may be for a new service, program, or a strategic outcome, the full cost for all resources necessary to meet the objective may span multiple entities or departments. In this case, the decision package must be shared with the other participating entities. Preparers in each entity are responsible for entering line item expenses in budget request. Shared entities prepare their budget requests concurrently, then promote them for review and promotion. For example, a decision package to extend a municipal emergency response system could necessitate budgets from both the fire department and the police department; in which preparers in both departments would enter expense values.

Note:

- Any end user with write access to the current owning entity defined in the decision package may edit it.
- The decision package owner is automatically the first reviewer. Preparers in shared entities can create their budget requests, and then promote their entity's budget request(s) to the decision package owner for review.
- Any user with read or write access to the current owning entity or shared entity can view the decision package, its budget requests, and budget amounts, but cannot modify content.
- The decision package owner may select only entities to which they have read or write access in order to share the decision package. Although the promotional path is determined by the
Planning Unit Hierarchy before a decision package is defined, the person creating a decision package can select a specific reviewer who may or may not be in the master PUH.

- Users in shared entities can view decision package justification criteria, and public notes and attachments, but cannot modify justification criteria or change decision package properties.
- For a decision package to be considered approved, each shared entity must complete and promote their budget requests.

For information about unsharing decision packages to prevent a shared entities ability to prepare budget requests, see “Unsharing Decision Packages” on page 212.

About Accessing, Reviewing, and Approving Decision Packages and Budget Requests

Subtopics
- Accessing Decision Packages
- How Decision Packages are Reviewed and Approved

Accessing Decision Packages

Decision packages are associated with a scenario, version, an owning entity (planning unit), and possibly one or more shared entities (planning units). Access to decision packages and their budget requests is based on rules that work in conjunction with the master PUH defined for the scenario and version:

- Users who currently own the planning unit consisting of the scenario, version, and owning entity of a decision package can edit its attributes, such as budget amounts.
- Users with read access to scenario and version and either the owning entity or a shared entity can view attributes and budget amounts.
- Administrators can edit decision packages and their budget requests.
- Only users who are the current owner of a decision package can delete it.

Note: The owning entity assigned to a decision package owns the decision package, not the person who creates it.

For information about assigning owning, read, and write access, see Setting Up Access Permissions in the Oracle Hyperion Planning Administrator’s Guide.

How Decision Packages are Reviewed and Approved

Decision packages are submitted for review and approval as entity-specific planning units. Users promote decision packages by promoting their entity on the Approval Status tab of the decision package summary. The person who creates (owns) a decision package is always the first reviewer.
for any shared entities. If you specify a reviewer for a decision package this person reviews and 
approves the decision package directly before the last (highest) entity approver. The last (highest) 
entity approver is the only user able to modify a decision package after the decision package 
reviewer signs off.

If a decision package is shared, each sharing entity owner must promote their entity or planning 
unit portion of the decision package. The owning entity and all the shared entity planning units 
must be promoted and approved before the decision package can be considered for final approval 
and signoff. Decision package owners, established in the master Planning Unit Hierarchy (PUH), 
usually approve decision packages and their budget requests, with these exceptions:

- Shared decision packages are first reviewed by the owner after shared entities have promoted 
  their budget request for the decision package to the owner of the package. Decision packages 
  promoted by their owner then go to the next approver or reviewer in the master PUH. The 
  only exception is when the creator is already present in the promotion path as defined by 
  the master PUH.

- Decision packages for which one or more decision package reviewers has been specified are 
  routed to the reviewers after all entity approvals except the final entity approval. This ensures 
  that no other changes will be made to decision packages amounts after the decision package 
  reviewers have approved and promoted the package except by the final entity approver.

- Decision packages that contain rejected budget requests cannot be approved. In this case, 
  the rejected budget request(s) must be modified by their preparers and resubmitted for 
  review along the promotional path, or removed from the decision package.

When all planning units that comprise a decision package are approved and pass along the master 
PUH, the decision package is considered signed-off and funds can be allocated to implement it.

See “Submitting Decision Packages for Review and Approval” on page 222 and “Approving and 
Rejecting Decision Packages” on page 223.

For information about defining a master PUH and promoting units for review and approval, 
see Managing Planning Unit Hierarchies and Managing the Budget Process in the Oracle Hyperion 
Planning Administrator’s Guide.

**User Tasks and Responsibilities**

These people are involved in defining and using decision packages and budget requests:

- **Administrators (Admins) —** Perform all initial setup tasks in “Requirements” on page 
  195.

- **Budget Preparers (Preparers) —** Can be:
  - Entity managers who define the decision packages and associated budget requests 
    necessary for their entities
  - Planners who own or have write-access to an entity
  - Higher-level managers who create a decision package for their entity level budget 
    preparers
Individual entity level budget preparers who can create their own decision packages and budget requests.

To enter data in budget requests or modify decision packages preparers must have write access to the owning entity or a level in the owning entity, and be associated with the Planning Unit Hierarchy for the decision package. They must also have write access to the scenario and version for the decision package. To enable others to review and enter budget request data, preparers can:

- Share decision packages with another entity, to enable users in that entity to review, specify, and promote decision packages.
- Specify individuals as reviewers.

Users who define (are the creators of) shared decision packages review and promote their decision packages before other users in the shared entities.

- Budget Reviewers and Approvers — Higher-level budget officers or managers responsible for the evaluation of decision packages and budget requests, and who provide final approval to allocate funds required to implement decision packages. Approvers are any individuals in the hierarchy of people who must assess and approve decision packages and the associated budget requests.

## Sample Decision Package Approvals

This sample master Planning Unit Hierarchy (PUH) determines the promotional path for decision package approval in the situations listed below. Review this section to better understand how the PUH affects decision package promotion, review, and approval. For example, if Barry prepares a decision package for his entity E3510 and promotes it, the next approver is William, followed by the top approver for all entities, Frank. In this case, the decision package is first reviewed by William. If he approves it, and submits it for promotion for further review and approval, it is routed to Frank who can provide final signoff.

### Table 35: Sample Master PUH

<table>
<thead>
<tr>
<th>Entity Hierarchy</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Entities</td>
<td>Frank</td>
</tr>
<tr>
<td>3100</td>
<td></td>
</tr>
<tr>
<td>3100</td>
<td></td>
</tr>
<tr>
<td>3400</td>
<td>William</td>
</tr>
<tr>
<td>3400</td>
<td></td>
</tr>
<tr>
<td>3410</td>
<td>Carol</td>
</tr>
<tr>
<td>3420</td>
<td>George</td>
</tr>
<tr>
<td>3430</td>
<td>Carol</td>
</tr>
<tr>
<td>3440</td>
<td>George</td>
</tr>
<tr>
<td>3500</td>
<td>William</td>
</tr>
</tbody>
</table>
Consider these situations:

- If Barry creates an unshared decision package for entity 3510 and does not specify a reviewer, it follows this promotional path for review and approval:
  Barry (current owner), then William, and then Frank

- If Barry creates an unshared decision packages for entity 3510 and specifies George as a reviewer, this is the promotional path:
  Barry (current owner), then William, then George, and then Frank

- If Barry creates a decision package for entity 3510, specifies George as the reviewer, and then shares the decision package with Carol's entity (3410), this is the promotional path:
  Barry (current owner), then William, then George, and then Frank

  If Carol approves and promotes the decision package, this is the promotional path:
  Carol (current owner), then Barry, then William, then George, and then Frank

  The decision package goes to Barry because he is the owner. When Barry promotes it, the decision package goes to William. When William promotes it, the decision package goes to George and so on up the entity hierarchy.

- If Barry creates a decision package for entity 3510 and shares it with Carol (entity 3410), this is the promotional path:
  Barry (current owner), then William, and then Frank

  This is the promotional path for Carol because Barry is the owner:
  Carol (current owner), then Barry, then William, and then Frank

  The decision package cannot be promoted to William for final signoff until Carol promotes it to Barry, who must promote the decision package in entities 3510 and 3410 slice to route the decision package to William.

### About Baseline Decision Packages

The baseline budget represents your status quo requirements; the funding required to maintain your current level of service delivered. New decision packages enable you to compare the inclusion of different proposals to your baseline. Creating a Baseline decision package enables you to perform these actions:

- Analyze the impact of new budget requests to your overall budget. For example, you create a baseline package to illustrate how your current budgetary commitment is affected by proposed budget requests such as performing salary raises, or creating and filling new positions. You can load existing annual budget data from one of the following sources:
• Supported source systems using ERP Integrator
• Other Public Sector Planning and Budgeting budgets

• Build budget requests using data in not just the owning entity, but in all entities, such as bureaus and departments.

**Important:** Only administrators should create decision packages for baseline budgets because such budgets involve data loading and mapping in ERP Integrator. Oracle recommends that only administrators, not typical preparers, create baseline budget decision packages. For information about the mappings that load previous budget values and actuals, see “Loading General Ledger and HRMS Metadata and Data” on page 61.

## Getting Started

### Subtopics

- Assumptions and Limitations
- Requirements

### Assumptions and Limitations

You cannot create decision packages and budget requests in Enterprise Performance Management Architect applications.

### Requirements

### Subtopics

- Identify the Budget Data to Capture and the Required Forms
- Performing Basic Setup Tasks
- Configuring Planning Unit Hierarchies
- Mapping Salary and POV Dimensions
- Preparing for Data Aggregation and Rollup
- Preparing Forms and Enabling Custom Forms

Before creating decision packages and budget requests, work with your administrator to perform these tasks in this topic.

### Identify the Budget Data to Capture and the Required Forms

Before you can create decision packages and budget requests, perform these tasks:

- Identify the kinds of budget data you need to capture for decision packages and their associated budget requests, and determine the corresponding forms that are required.
Tell your administrator which forms are required, and ensure that your administrator associates them with decision package types.

Performing Basic Setup Tasks

- Enable Planning for decision packages and budget requests as follows:
  - Ensure that your application was created with these settings:
    - On the Settings page, ensure that Application Type is Public Sector Planning and Budgeting
    - On the Settings page, Enable Decision Packages is selected. This loads the preseeded All Decision Packages type that enables users to view all decision packages and the budget requests regardless of the decision package type with which they were built. It also enables them to create decision packages and budget requests that encompass a variety of budget data across different data sources.
    - Optional: On the Plan Types page, for Public Sector Planning and Budgeting Modules, select an HCP cube to load the preseeded Compensation Expenses decision package type that enables budget preparers to capture personnel costs based on delivered position budgeting forms you select.
  - Ensure that the Total Request parent in the Request dimension contains enough child members for each budget request. Each budget request must have a child member. If insufficient members exist, budget request forms for data entry do not display, budget preparers receive an error, and they cannot enter budget request data until the required members are created.

After a member is created for each budget request, budget preparers must assign them to budget requests flagged as No BR Exists using this toolbar button 🖋. They can then enter budget request data.

- If integrating with a supported external source system, such as PeopleSoft: Select a decision package type, typically the baseline decision package type, when specifying the mapping in ERP Integrator used to import budgets.

Configuring Planning Unit Hierarchies

To use decision packages and budget requests, an administrator must first:

- Define the master, entity-specific, planning unit hierarchies (PUH) that specify the promotional path decision packages and their budget requests will take to be reviewed and approved by the appropriate people.
- Assign the master PUH to the scenario and version for the decision package.

Note: Any secondary dimension members you specify in the PUH are not used with decision packages.

- Configure user access to decision packages and their associated budget requests as follows:
- For read-only access (enabling decision package and budget request review and approval): Grant users access to the planning unit’s scenario, version, owning entity, and possibly a shared entity for the appropriate scenario and version.

- For write access (enabling decision package and budget request preparation): Ensure that users have write access to the scenario, version, and owning entity (entity slice or node) of a decision package. Because decision packages are submitted for review and approval as planning units that follow the promotional path defined by the master PUH, a user’s ability to enter or modify data and promote decision packages depends on them having write-access to the scenario, version, and entity slice.


**Note:** If the master PUH does not define the necessary review and approval hierarchy for decision packages and their budget requests, modify the master PUH in Planning and then synchronize it as described in Editing Planning Unit Hierarchies and Synchronizing Planning Unit Hierarchies in the Oracle Hyperion Planning Administrator’s Guide.

For more information about defining and managing PUH, see:

- Managing Planning Unit Hierarchies, and Managing the Budget Process in the Oracle Hyperion Planning Administrator’s Guide or online help.
- Managing Planning Units in the Oracle Hyperion Planning Users Guide or online help.

### Mapping Salary and POV Dimensions

See “Pushing Compensation And Operational Expense Data to Reporting Applications” on page 85 for information about defining the mappings for use in map reporting applications. These mappings determine how data is pushed from the entire cube, and can be scheduled as a periodic batch process to push changes that budget preparers make if they did not click Push Data when entering budget requests for decision packages.

**Note:**

- When selecting the mappings to be executed, only choose the required mappings, to avoid impacting performance.

- Although you can define mappings for the scenario, version, entity, and request dimensions, these are replaced by the current context of decision packages when preparers click Push Data to perform calculations.

### Preparing for Data Aggregation and Rollup

Because human capital compensation data is stored in the HCP Block Storage Option (BSO) cube, and operational data is stored in other BSO cubes (Plan 1, 2 or 3), Oracle recommends that administrators perform the following tasks to ensure quick rollup calculations. To enable users to more quickly view aggregated totals in decision packages and budget requests, data from all of the BSO cubes in the Planning application can be pushed to an Aggregate Storage Option (ASO) cube.
Note: Although you need not create an ASO cube in which to perform aggregation calculations, and can use a BSO cube, Oracle recommends that you define an ASO cube as described below. Using an ASO for aggregations increases the speed of rollup calculations. If you already have an ASO cube already, map it as described below.

➢ To prepare for data aggregation:

1 Perform these tasks in Oracle Essbase Administration Services, referring to the Oracle Hyperion Essbase Administration Services online help for detailed instructions:
   a. Recommended: Create an ASO cube and an ASO reporting application, although you can use a BSO cube. An ASO cube is recommended for faster aggregation and the ability to handle larger dimensionality.
   b. In the cube outline, create dimensions in the reporting application that correspond to each HCP and operating expense dimension in Public Sector Planning and Budgeting applications.
      Specify only the required members from the HCP cube and the Plan 1, 2, or 3 cube to define common dimensionality. This means you must set up account, entity, scenario, version, period, year, request, fund, project, program, position, employee, element, and budget item.
   c. Load members that map to the Public Sector Planning and Budgeting members on which to report or aggregate into the reporting application dimensions.

   Note: Because you need not map currency, Hsp_Rates, Scenario, Version, Entity, and Request, these dimensions do not display when you define queries. These dimension members are substituted from the current decision package context.

   Important:
   • The data for decision package creator, as well as shared entities are queried while calculating the decision package total.
   • Ensure that the names and members of these dimensions in the rollup exactly match the dimensions and members in the Planning application.

2 Perform these tasks in Planning:
   a. Select Administration, then select Map Reporting Applications, and then click New.
   b. Enter a name for the reporting application, and select HCP from Plan Type.
   c. Select the Essbase server that hosts the BSO database that contains the Public Sector Planning and Budgeting application, and then select the ASO reporting application.
   d. Click Next or select Map Dimensions, and see “Mapping Salary and POV Dimensions” on page 197.

Preparing Forms and Enabling Custom Forms

An administrator must perform the following steps to ensure that you can build decision packages and budget requests using custom forms. Use the predefined Context Request variable when defining forms.
To build budget requests using custom forms:

1. Add members for all budget requests in the **Total Requests** parent member in the Request dimension.

2. Perform these tasks to ensure that the Request dimension is supported on the forms to be used:
   a. Select **Administration**, then **Manage**, and then **User Variables**.
   b. Click **Add**, select the **Request** dimension, specify a user variable name, and select the user variable defined for the Request dimension.
   c. When defining the forms, add **context scenario**, **context version**, and **context request** to the columns in the **Point Of View** area on the **Layout** tab of the form builder. See **Creating Forms** in the *Oracle Hyperion Planning Administrator's Guide* or online help.

Although recommended, you need not add these dimensions to the point of view. However, pick user variable for the dimensions you use so that the appropriate data from the current context will be displayed when budget requests are built. While choosing them on rows or columns, ensure that user variables are picked up in one of the segments.

**Note:** If you integrate with PSFT, ensure that the forms that will be used to build budget requests contain the dimensions and members loaded from PeopleSoft. See **Creating Forms** in the *Oracle Hyperion Planning Administrator's Guide*, and Chapter 5, “Using PeopleSoft Financials Commitment Control.”

### About Working With Decision Package Types

**Subtopics**

- Provided Decision Package Types
- Creating Decision Package Types
- Modifying Decision Package Types
- Copying Decision Package Types

Decision package types, which administrators create, are templates that specify the fundamental data and behavior that define the kind of decision packages and budget requests that budget preparers can create:

- How line item amounts in budget request amounts are aggregated in ASO databases and reporting applications, and then displayed in Planning
- The provided Public Sector Planning and Budgeting forms, or custom forms used to create budget requests
- The questions and additional information budget preparers must answer and provide to justify budget requests

Decision package types also logically group and organize decision packages and budget entry. They navigate preparers into the correct budget entry forms and prompt budget preparers to provide detailed justification for the decision package. For example, a decision package type may
be created to provide access to forms for entering operating budgets and position budgets, but not capital budgets.

Sample decision package types could be Research and Development, Operational Expense Budgets, Capital Budgeting, and Workforce Budgeting.

**Provided Decision Package Types**

Administrators can define decision package types as follows:

- Use the preseeded decision package types:
  - **All Decision Packages** — Enables budget preparers to:
    - View all available decision packages and the budget requests regardless of the decision package type with which they were built.
    - Create decision packages and budget requests that encompass a variety of budget data across different data sources.
  - **Compensation Expenses** — Enables budget preparers to capture personnel costs based on delivered position budgeting forms you select.
    
    **TIP:** To enable budget preparers to perform all employee, position, or employee and position budgeting tasks in budget requests, use this decision package type.

- Create custom decision package types to enable budget preparers to meet particular business and budgeting requirements, such as capturing these kinds of costs:
  - Personnel—Can be used to define decision packages that only include compensation-based budget requests such as salary and wages, benefits, additional earnings, and employer-paid taxes.
  - Capital Projects—Can be used to define decision packages dedicated to Capital Project budgets.
  - A mix of all budget types such as personnel, line item, and capital.

**Creating Decision Package Types**

Once defined, decision package types are automatically available for budget preparers to use to create decision packages and associated budget requests.

**Tip:** To view decision package and budget request total amounts in an international currency, define exchange rate tables and run the currency converter by selecting Administration, then Manage, and then Currency Conversions. See the Oracle Hyperion Planning Administrator's Guide.
To create decision package types:

1 Although using an ASO cube is optional, Oracle recommends that you create one, and the required reporting applications, to enable quick rollup aggregation calculations. See “Requirements” on page 195.

   **Note:** If you define rollup members for a Block Storage Option (BSO) cube, define menu items for the forms to aggregate the data to the rollup members specified while defining the rollup query in the decision package type definition. This enables preparers to aggregate data to the rollup members you select. See *Creating and Updating Menus* in the *Oracle Hyperion Planning Administrator’s Guide*.

2 Log in to Planning as an administrator.

3 Select Administration, then Manage, and then Decision Package Types.

4 In the new row at the bottom of the table, enter a meaningful name and a brief description of the decision package type in the new row created.

5 Click Save in the Decision Package Types toolbar.

6 In the top grid, select the decision package type, and then select Data Collection Forms.

7 On Data Collection Forms, choose the Public Sector Planning and Budgeting forms, custom forms, or groups of forms, that budget preparers will use to define and update budget requests associated with decision packages, and to which reviewers can drill down when assessing budget requests. Select forms that contain the kind of data likely used in decision packages and requests. For example, if budgets are primarily compensation-based and personnel-based, select Maintain Position Data, Edit Position Details, and Position Expenses by Period.

   **Tip:** For display purposes, enter a more intuitive or descriptive name for forms in Form Label.

8 See these sections:
   - “Defining Mappings” on page 201
   - “Specifying Rollup Members” on page 202
   - “Defining Justification Criteria” on page 203

9 Save the decision package type. Once saved, the decision package type is automatically available for budget preparers to use to build decision packages and associated budget requests.

   **Tip:** To quickly direct budget preparers to decision packages that are based on a particular decision package type, define a task list task to the decision package type. See “Creating Task Lists for Decision Package Types” on page 204.

### Defining Mappings

Use the Reporting Applications Mappings tab to choose the ASO (Aggregate Storage Option) which is recommended, or the Block Storage Option (BSO) cube to which budget preparers will push budget request data for aggregation.
To specify mappings:

1. Ensure that you created an ASO cube (recommended) or a BSO cube and the required reporting applications. See “Preparing for Data Aggregation and Rollup” on page 197.

2. Select the reporting application that you created.


Specifying Rollup Members

Use the Rollup Members tab to specify the dimension members in the HCP cube and the Plan 1, 2, or 3 cube that are the aggregate totals in the common ASO (recommended) or BSO cube in order to display total amounts for decision packages and budget requests. Because the dimensions in each cube differ, you must map to the common cube to calculate and display aggregate costs. For example, if the decision package type and associated budget requests will include both operational and compensation expenses and must display totals for both kinds of expenses, you could select:

- Plan 1, 2, or 3 (Operational Expenses) with these dimensions and members:
  - Account (Total Expenses)
  - Fund (TotalFunds)
  - Period (YearTotal)
  - Project (TotalProject)

- HCP (Compensation Expenses) with these dimensions and members:
  - Account (Total Compensation Expense)
  - Budget Item (Element Changes)
  - Position (All Positions)
  - Period (Year Total)
  - Element (Total Compensation Expenses)

To specify the rollup:

1. On Rollup Members, click.

2. Click the link that is displayed to select the reporting application that you previously defined, and then click OK.

3. In Rollup Description, summarize the kind and combination of data that you are using in the rollup.

4. For each dimension, select the parent member to aggregate. Select the level and combination of data to rollup and display in decision package and budget request totals based on the forms being used. For example, a rollup from the HCP plan could define how dimensions such as Account, Budget Item, and Employee are mapped to higher level members such as Total Expenses and Total Employees.

Specify the data to aggregate and display as totals in the decision packages based on the decision package type.
For BSO cube users: Create business rules and menu options actions on the forms preparers will use to build decision packages and budget requests to enable preparers to aggregate data to the rollup members that you select on this tab. See Creating and Updating Menus in the Oracle Hyperion Planning Administrator’s Guide.

Defining Justification Criteria

Use the Justification Questionnaire tab to define the kind of explanations and additional information that users must submit with decision packages and budget requests, such as:

- Categories used to group related questions about decision packages and associated budget requests such as expected outcomes and detailed cost information.
- Questions or additional information users must provide, such as *Will new legislation be required as a result of this decision package and its budget requests?* or *Does this decision package contain budget requests that include one time funding?*

Preparers must answer the questions that you define and specify as mandatory, or provide particular information about the need, considerations, implications, and consequences of their budget requests. You can create questions that are specific to decision packages or to budget requests. If decision packages are approved, these explanations and answers may be mapped to budget books when the budget is published.

To define required justification criteria:

1. On Justification Questionnaire, click Create Justification Question.
2. In Question Category, identify the kind of information the question will prompt users to provide, such as Funding Implications and Expected Outcome.
3. Enter and format the question.
4. From Question Level, specify when to display the questions and requests for additional information:
   - Decision Package — Display when preparers create decision packages.
   - Budget Request — Display when preparers create budget requests.
5. To ensure that users preparing budget requests answer the justification questions you specified, select Mandatory. If preparers do not answers the questions, they cannot save decision packages that are created based on the decision package type.
6. You may define one or many questions. You can copy questions from other documents and paste responses into the questionnaire as you create decision packages or budget requests
7. Click Submit.
Tip: To quickly direct budget preparers to decision packages that are based on a particular decision package type, define a task list task. See “Creating Task Lists for Decision Package Types” on page 204.

Creating Task Lists for Decision Package Types

To quickly direct budget preparers to decision packages that are based on a particular decision package type, administrators can define task list tasks for decision package types. For example, if your organization has decision package types for Capital Expenses, Compensation Expenses, and Overall Expenses in whose decision packages budget preparers must perform particular tasks in a specific order, administrators can define tasks for these three decision package types so budget preparers can:

- Quickly navigate to these decision package types without having to use the Decision Package Type pane
- Complete their tasks in order

To create decision package task lists:

1. Log onto Planning as an administrator.
2. Select Manage, and then select Task Lists.
3. Click in the Task Lists pane to the left to create a high-level task list folder to contain tasks.
4. Specify a name for the task list folder.
5. Select the task list folder in Task Lists, on the page to the right select Action, and then select Create Task List.
6. Enter a name for the task list.
7. On the same page, select the task list, select Action, and then select Edit Task List.
8. Select Action, and then select Add Child.
9. Define the task as described in Managing Task Lists in the Oracle Hyperion Planning Administrator’s Guide but specify this information in Task List Details:
   - From Type—Decision Package Type
   - In Task Type Properties—specify this information about the context of the decision packages to which you creating tasks for users:
     - Decision Package Type—The decision package type upon which the decision packages and budget requests are based to which you want to direct users.
     - Scenario—The scenario of the decision package to which to direct users.
     - Version—The version of the decision package to which to direct users.
     - Year—The year for the decision package to which to direct users.
10. Save.
For more information about creating task lists and task list tasks, see Managing Task Lists in the Oracle Hyperion Planning Administrator’s Guide

Modifying Decision Package Types

Only administrators can edit decision package types. Although it is unlikely that decision package types would need modification once the budget preparation process has begun, administrators can make these changes:

- Add or remove forms. The forms display or are removed when decision packages using the decision package type are used.
- Change the order in which forms are displayed.
- Change form labels.
- Change the questions or additional information preparers must provide to justify the budget requests in decision packages that use the decision package type. The changes are only applied to new decision packages and budget requests subsequently created.
- Delete, add new, or modify aggregation rollups. Changes are automatically applied to all existing decision packages based on the decision package type.

➤ To modify decision package types:

1 Log in to Planning as an administrator.
2 Select Administration, then Manage, and then Decision Package Types.
3 Select the decision package type in the table.
4 If necessary, change the name and description.
5 Perform any task:

- To add other forms to, or delete existing form from the decision package:
  a. On Data Collection Forms, click Select Forms.
  b. Select the forms to add, or clear the forms to remove.

  Note: Select forms that will help preparers enter and capture data. Also, in at least one of the forms, select members that help preparers relate to the Rollup Query specified.

- To add rollups, or to modify or delete existing rollups:
  a. Select Rollup Members.
  b. To remove a rollup, select it and then click Delete Rollup.
  c. To change a rollup, select it, click Edit Rollup, and perform step 4 in “Specifying Rollup Members” on page 202.
  d. To add a rollup, click Create Rollup and then perform steps 3 and 4 in “Specifying Rollup Members” on page 202.

- To add justification criteria, or to modify or delete existing criteria:
a. Select **Justification Questionnaire**.

b. To remove questions, select them, and then click **Delete Justification Question**.

c. To edit or create new questions, select them, click **Edit Justification Question** or **Create Justification Question**, and perform steps 2-6 in “Defining Justification Criteria” on page 203.

6. **Save.**

**Copying Decision Package Types**

To more quickly define decision package types, you can copy and customize existing decision package types.

➢ To copy decision package types:

1. **Log in to Planning as an administrator.**

2. **Select Administration, then Manage, and then select Decision Package Types.**

3. **Select the decision package type to copy, and then click Save As.**

4. **Specify a name for the decision package type, and then click OK.**

5. **Click Save in the Decision Package Types toolbar.**

6. **Customize the copied decision package type as necessary.**
Using Decision Packages and Budget Requests

Subtopics

- About Preparing Decision Packages and Budget Requests
- Managing Decision Packages and Budget Requests
- Using the Tree View Tab
- Creating Decision Packages
- Sharing Decision Packages
- Unsharing Decision Packages
- Creating Baseline Decision Packages
- Creating Budget Requests
- Entering Budget Request Data
- Modifying Decision Packages and Budget Requests
- About Performing Budgeting Tasks Not Displayed in My Tasks List
- Performing Budgeting Tasks Not Displayed in My Tasks List
- Copying Decision Packages Between Budget Versions
- Saving Decision Packages and Budget Requests
- Moving Budget Requests Between Decision Packages
- Deleting Decision Packages and Budget Requests
- Migrating Decision Package Types
- Submitting Decision Packages for Review and Approval
- Approving and Rejecting Decision Packages

About Preparing Decision Packages and Budget Requests

Budget preparers can start the budget development process as follows:

- Have an administrator create a baseline decision package and budget request that is populated with budgets from an external source. This represents the baseline budgets for the new period for which budgets are being created. The baseline budget may be created from a prior or current year budget or from actuals, either of which is extracted from a source system.

- Optionally, have an administrator create a custom decision package.

Budget preparers would then:

- Review the current service level budget request to identify any required changes.
- Begin budget preparation for the new period, and create a decision package for any new funding requests. This includes:
  - Creating budget requests containing detailed line item costs such as training and maintenance expenses. Create as many budget requests as necessary.
  - Specifying narrative justifications outlining the need for these line items
- Review the total cost of budget request and their impact on the decision package, and make any required changes.
Submit decision packages for promotion and approval

If a decision package or budget request is rejected, perform these steps:

- Read the reviewer or approvers instructions and comments that are attached to the decision package.
- Make the required changes. For example, if the decision package will not be approved regardless of changes to its budget requests, and you are instructed to remove it, navigate to the decision package, and set it to Exclude. The amounts of the decision package are then excluded from the total budget amounts displayed.
- If necessary, resubmit modified decision packages for review and approval along the defined promotional path.

Managing Decision Packages and Budget Requests

After an administrator creates the required decision package types, preparers can perform these tasks, using the icons or the Action list on the Manage tab to work with decision packages and budget requests:

- Create, modify, and delete unused decision packages.
- Change the budget impact of decision packages. Select **Include** to add their cost to the total expense of all decision packages displayed, or **Exclude** to omit a decision package cost from the total of all decision packages displayed.
- View details of all the budget requests in a selected decision package.
- Share decision packages with other entities such as bureaus and departments to enable them to create and modify budget requests in decision packages.
- Use the **Approval Status** tab to:
  - Review the planning units (individuals in other entities such as branches, offices, and departments) who have evaluated decision packages and either promoted it for further review or for final approval and signoff.
  - View the promotional path along which decision packages are submitted for review and approval. If incorrect, have an administrator modify it in Planning and then synchronize it as described in *Editing Planning Unit Hierarchies and Synchronizing Planning Unit Hierarchies* in the *Oracle Hyperion Planning Administrator’s Guide*.
  - If using PeopleSoft Financials Commitment Control, click **Budget Check** to run a funds check that ensures that the associated budget requests totals validate against your PeopleSoft Commitment Control and Combo Edit rules.
- Read and post private or public notes commenting on selected decision packages.
- Attach documents or links that you can make private or publicly available to selected decision packages.
<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
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<tbody>
<tr>
<td><img src="image" alt="Create decision packages." /> (in upper grid)</td>
<td>Create decision packages.</td>
</tr>
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<td><img src="image" alt="Create a decision package for a baseline budget." /> (upper grid)</td>
<td>Create a decision package for a baseline budget.</td>
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<td><img src="image" alt="Modify basic decision package properties." /></td>
<td>Modify basic decision package properties.</td>
</tr>
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<td><img src="image" alt="Enable users in other entities (departments or offices for example) to create budget requests in a selected, decision package. This decision package becomes shared." /></td>
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<td><img src="image" alt="Create budget requests in a selected decision package." /></td>
<td>Create budget requests in a selected decision package.</td>
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<td><img src="image" alt="Delete decision packages that you defined." /> in the upper grid.</td>
<td>Delete decision packages that you defined.</td>
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<td><img src="image" alt="Modify budget requests in a selected decision package." /></td>
<td>Modify budget requests in a selected decision package.</td>
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<td><img src="image" alt="Move budget requests from one decision package to another." /></td>
<td>Move budget requests from one decision package to another.</td>
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<td><img src="image" alt="Push amounts entered in budget requests to an Aggregate Storage Option (ASO) cube for rollup calculations, enabling users to view aggregated totals in decision packages and budget requests. Administrators specify how data is handled during this process when they create the decision package type upon which decision packages and their budget requests are built." /></td>
<td>Push amounts entered in budget requests to an Aggregate Storage Option (ASO) cube for rollup calculations, enabling users to view aggregated totals in decision packages and budget requests. Administrators specify how data is handled during this process when they create the decision package type upon which decision packages and their budget requests are built.</td>
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<tr>
<td><img src="image" alt="Modify budget request properties such as owner and rank." /></td>
<td>Modify budget request properties such as owner and rank.</td>
</tr>
<tr>
<td><img src="image" alt="Assign a member an administrator creates to a budget request that does not have one (a No BR Exists budget request). Because you cannot enter data in a budget requests that does not have a corresponding member, use this toolbar button to specify a member in order to enter budget data." /></td>
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**Using the Tree View Tab**

The Tree View provides a high-level view of all decision package total amounts and enables you to perform these tasks:

- Drill down to view budget requests
- Use the **View** list to:
  - Customize the kind and layout of the data displayed. This enables you to remove or reorder columns.
  - Expand or collapse decision packages to quickly view their budget requests.
Creating Decision Packages

Tip: To view decision package and budget request totals in another currency, define exchange rate tables and run the currency converter by selecting Administration, then Manage, and then Currency Conversions. See the Oracle Hyperion Planning Administrator's Guide.

To create decision packages:

1. Ensure that an administrator performed all necessary setup tasks. See “Requirements” on page 195. For example, administrators must:
   - Ensure that members for the budget requests that a decision package will contain are added to the Request dimension.
   - Ensure that the entity who owns the decision package is part of a planning unit hierarchy associated with the budget version and scenario.
   - Ensure that the people who will review the decision package have access to this owning entity.
   - Apply read-access permissions to any other entity with which the decision package will be shared.

2. Expand Decision Package Types and select the decision package type in which to create the decision packages.

3. Select Manage, and specify the following to identify the context for the decision package to create:
   - Scenario—Time period (for example, the current year's budget, Forecast1 etc.) for which to create the decision package and its budget requests.
   - Version—The budget stage or outcome in which to create the budget request. For example, if the scenario is Forecast, Best Case could be a version.
   - Year—The year for which to show budget amounts.
   - Currency—The currency in which to show budget amounts.

4. Select Action, then Create Decision Package, or click .

Note: If you use the All Decision Packages decision package type, you are prompted to select a decision package type upon which to base the new decision package.

5. Specify this information on Properties:
   - Name—Descriptive title that easily identifies the decision package type and the budget requests that it will later contain.
   - Description—Summary of the decision package, and the kind and purpose of the decision packages that are based upon it.
   - Rank—Priority of the decision package as compared to other decision packages. Enables you to rank the importance of decision packages.
   - Budget Impact—Select one:
- **Include**—Add the total expense of the associated budget request to the total expense of the decision package.
- **Exclude**—Do not add the total expense of the associated budget request to the total expense of the decision package.

- **Scenario** and **Version**—Oracle recommends that you select the same scenario and version specified for the decision package type setup. This ensures the same context is passed. However, to define a decision package and accompanying budget requests for another budget purpose or period of time, select the appropriate members. For example, to build a decision package and associated budget requests to forecast a worst-case budget, scenario would be forecast, and version would be worst-case. Or you could select a version for another budget stage or revision.

- **Owner Entity**—The single entity (department, office, or bureau, for example) to have write access to the decision package, and the ability to modify its properties, and view all associated budget requests. Select either a hierarchical entity (a department that contains multiple offices, for example) or a single level in a hierarchy (a particular bureau or program within a department).

  **Note:** In order to modify the decision package and its budget requests, the entity must be part of the Planning Unit Hierarchy associated with the scenario, version, and owning entity slice of the planning unit. Otherwise, the decision package and its budget requests will be read-only.

- **Decision Package Reviewer**—Individuals, groups, or users who, along with those in the predefined promotional path, must review and evaluate the decision package and its budget requests. The decision package cannot receive final signoff if the reviewer you specify does not approve the decision package.

6 Click Next or select Justification, and answer the questions posed. These prompt you to provide additional information approvers and other reviewers need to know about the decision package such as its purpose, dependencies, and implications.

7 Answer all questions. You may need to scroll down to view all the required questions or click on a second tab.

8 Click Next or select Summary.

9 Confirm that the decision package is properly defined, and then click Finish.

10 Optional: Provide supplementary or narrative information about the decision package, by selecting it on the grid, and selecting Notes and Attachments to attach notes, links, local documents, and documents in the Oracle Hyperion Enterprise Performance Management Workspace.

11 Perform any task:
   - Define budget requests; the personnel, compensation, or line item budgets required to implement the decision package, as described in “Creating Budget Requests” on page 213.
   - View the promotional path for the decision package as follows:
     - Select the decision package on the Manage tab.
Select **Approval Status**, and then click .

**Note:** If the promotional path is incorrect, have your administrator edit the master PUH, and then synchronize it as described in *Editing Planning Unit Hierarchies* and *Synchronizing Planning Unit Hierarchies* in the Oracle Hyperion Planning Administrator’s Guide.

- Allow preparers in another entity (department or office) to create or modify budget requests in the decision package by sharing it. This does not enable these users to modify the decision package. See “Sharing Decision Packages” on page 212.

- Prevent preparers who could previously define budget requests in the decision package, because they belong to the shared entity, by unsharing the decision package. See “Unsharing Decision Packages” on page 212.

- Submit the decision package for evaluation and approval, or to other preparers for budget request data entry as follows:
  - Select the decision package on the **Manage** tab, and then select **Approval Status**.
  - Select the entity row, and then click **Change Status**.
  - From **Change Status**, select **Promote**.

### Sharing Decision Packages

Share decision packages to enable preparers in another shared entity (department or office) to create or modify budget requests in decision packages.

➢ **To share decision packages:**

1. Expand **Decision Package Types**, and then select the decision package type upon which the decision package is based.

2. On **Manage**, select the decision package.

3. Select **Action**, and then select **Share Decision Package**, or click .

4. On the left, select the entities with which to share the decision package, add them to the frame on the right, and then click **OK**.

### Unsharing Decision Packages

You can unshare a decision package that you own to prevent budget preparers in shared entities from continuing to work on budget requests. This is done by removing the shared entity from the decision package as described below. The planning unit hierarchy for the decision package is updated to reflect the removal of the shared entity.

**Note:** Before decision packages can be unshared, preparers or owners in the specified shared entity must first:
- Move their budget requests to another decision package. See “Moving Budget Requests Between Decision Packages” on page 221.

or:

- Delete their budget requests from the decision package. See “Deleting Decision Packages and Budget Requests” on page 221.

To unshare decision packages:

1. Ensure that preparers or owners in the shared entity moved or deleted their budget requests.

2. Expand Decision Package Types, and then, on Manage, select the decision package you want to unshare.

3. Select Action, and then Share Decision Package, or click .

4. Clear the check boxes for the selected shared entities, and then click OK.

Creating Baseline Decision Packages

Only administrators should define baseline decision packages. To create baseline decision packages, perform the procedure in “Creating Decision Packages” on page 210, but, for step 4, select Action, and then select Create Baseline Decision Package, or click . This is the decision package that should be selected in ERP Integrator when budget data is extracted from an external source system.

Creating Budget Requests

Tip: To view budget request total amounts in an international currency, define exchange rate tables and run the currency converter by selecting Administration, then Manage, and then Currency Conversions. See the Oracle Hyperion Planning Administrator’s Guide.

To create budget requests:

1. Ensure that an administrator created a member in the Total Requests parent of the Request dimension for each budget request you will define. If not enough members exist you receive a message that there are insufficient members in Essbase for budget requests, and you will be unable to enter budget request data.

2. Expand Decision Package Types, and then, on Manage, select the decision package in which to create budget requests.

3. Perform any task:
   - Select Actions, then Add\Edit Budget Requests.

   - Click , then on Budget Requests.
On Budget Requests, click 

Specify these properties:

- **Name**—Descriptive title that identifies the request.
- **Description**—Summary of the request.
- **Rank**—Priority or importance of the budget request as compared to other budget requests.
- **Budget Impact**—Select one:
  - **Include**—Add the total expense of the budget request to that of its decision package.
  - **Exclude**—Omit the total expense of the budget request from that of its decision package.
- **Owner Entity**—The entity whose owner (office, department, program etc.) that can view, modify, promote, and approve the budget request.

Select Justification and use the text editors to:

- Answer the mandatory questions and provide the required supplemental information about the budget request.
- Insert links to relevant internet or intranet web sites.

Click Next.

On Summary review the request. If changes are required, click Previous to go back.

Click Finish.

Perform any task:

- Build the budget request by entering data. See “Entering Budget Request Data” on page 215.
- Provide additional information about the budget request, by selecting it, and using the lowest Notes and Attachments tabs. You can attach links to intranet sites, internet sites, local documents, and documents in the EPM Workspace.
- Select by selecting Action, then Push Data. This action also:
  - Performs rollup aggregation calculations so you can view total expenses.
  - Executes the mappings defined for the decision package type to which the decision package is linked. The members for scenario, version, budget request, and the entity dimensions are substituted based on the current context. Also, data is made available to users associated with the creator entity and shared entities.
- Place the budget request in another decision package by selecting Action, then Move Budget Request, and then selecting the decision package type.
Entering Budget Request Data

The tasks that you perform to build budget requests by entering expenses depend on the decision package and the forms an administrator associated with the decision package type upon which the decision package is based. For example, if you are a department manager specifying the costs for adding new employees and positions that are required to fund a proposed project you could be using the Maintain Positions, Edit Position Details, Maintain Employees, and Edit Employee Details forms. For information about using the forms involved in defining and specifying employee and position compensation expenses, see Chapter 9, “Working with Human Capital Compensation Budgets.”

To enter budget request expenses:

1. Expand Decision Package Types.
2. Select the scenario and version, and then click Go.
3. On Manage, select the decision package that contains the budget request for which to enter data.
4. Click to display the budget request master and detail grids.
5. Select the budget request in which to enter data.

Note: If you receive a message that there are insufficient members in Essbase for budget requests:
- Have an administrator create a member for the budget request. See “Requirements” on page 195
- Once an administrator creates the member, access the budget request page, select the No BR Exists budget request, click , and assign the member to the budget request.
6. Ensure that you select the entity that represents your department, office, or bureau.
7. Select the appropriate budget entry form tab in the lower grid, and perform the tasks required to build the budget request and enter costs. See Chapter 9, “Working with Human Capital Compensation Budgets” and Chapter 10, “Calculating, Reviewing, and Allocating Compensation Expense Budgets”. If the required forms are unavailable, have your administrator modify the decision package type.
8. In the Planning toolbar click Save.

As required, click to perform aggregation calculations to view updated totals or Refresh to reflect your work.
9. Navigate back to the decision package tab to review how the budget request data you specified affects the decision package total expense.
10. When you finish specifying budget request data, promote, if necessary, the budget request to the next preparer or approver as follows:
   - Select the decision package that contains the budget request on the Decision Packages tab, then click Approval Status.
Modifying Decision Packages and Budget Requests

To modify decision packages, select a decision package and perform a task:

- Modify basic decision package properties by selecting **Action**, then **Edit Decision Package**, or clicking 

- Modify or enter data for budget requests in the decision package by clicking 


Modifying Budget Request Basic Properties

For information about editing or entering budget request expenses or performing budgeting tasks, see “Modifying Budget Request Details and Expenses” on page 216.

To modify budget request properties:

1. Expand **Decision Package Types**, and then select the decision package in the upper grid that contains the budget request to modify.

2. On **Budget Requests**, select the budget request, and then click 

3. Modify data such as the name, rank, and impact of the budget request, or click **Justification** to alter the answers to the justification criteria. For details about these properties, see “Creating Budget Requests” on page 213.

4. Click **Finish**.

Modifying Budget Request Details and Expenses

Edit budget requests details to performing tasks such as:

- Changing the expenses or values entered on the forms that constitute the budget request
Performing personnel-related tasks such as adding positions, filling vacant positions, or modifying employee details using the forms constituting the budget request. The tasks you perform depend on the purpose the budget request and the forms an administrator associated with the decision package type upon which the budget request's decision package is based.

- Create or edit notes and attachments
- Share budget requests with other entities
- Push budget request data to the ASO cube to perform rollup calculations
- Associate the budget request with another decision package

To modify budget request details:

1. If you don't own the decision package that contains the budget request, ensure that you have read access to the decision package. Have an administrator confirm that you have write access to the budget request's owning entity so that you can modify budget request data as described below.

2. Expand Decision Package Types, and then select the decision package, in the upper grid, that contains the budget request to modify.

3. Click or select Action, and then select Add/Edit Budget Requests.

4. Select the budget request in the upper grid, and perform any task:

<table>
<thead>
<tr>
<th>Task</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| Add or edit notes     | To add or modify notes:
<p>|                       |   - Select Notes, and then click or . |
|                       |   - Enter or edit the note content. |
|                       |   - To prevent others from reading or modifying the note, select Mark as Private. |
| Add or modify attached files | To add or edit attachments: |
|                       |   - Select Attachments, and then click or . |
|                       |   - Browse to the file, or specify a URL. |
|                       |   - To prevent others from reading or modifying the attachment, select Mark as Private. |</p>
<table>
<thead>
<tr>
<th>Task</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modify entered expenses or perform personnel budgeting tasks</td>
<td>To change expense values, select the tab for the appropriate form, and change the values entered. If numerous forms are used, and all do not initially display, access and navigate all forms by clicking the navigation button (that looks like two arrows), to the right or left of the first or last form tab, and selecting the form to display. For example: Review Job Expenses for each Period per Request Mass Update of Element Values for Jobs and Employees The budgeting tasks that you perform depend on the forms, specified by an administrator, that are required to define the budget request. For example, if the budget request is to fund six new positions, you could use these forms: ● Maintain Positions in which you can add the new positions, and calculate the impact to the compensation budget. ● Edit Position Details in which you define the salary, benefits, FTE, and other compensation for the new positions, and calculate the budget impact For information about all the personnel-related budget tasks you can perform, see Chapter 9, “Working with Human Capital Compensation Budgets.”</td>
</tr>
</tbody>
</table>
| Move budget request to another decision package                     | ● Select the budget request, then click or select Action, and then Move Budget Request.  
● Select the decision package to which to move the budget request and click OK. |
| Push budget request data to the ASO cube to retrieve data and perform rollup calculations | Select the budget request, then click or select Action, and then Push Data. |

**About Performing Budgeting Tasks Not Displayed in My Tasks List**

If you use decision packages and budget requests, you do not perform the following tasks using the My Task List pane, as these tasks do not display, but rather in budget requests using the appropriate form. For example, to modify position details, open the appropriate decision package, and edit the relevant budget request using the Maintain Position Data form tab.

**Important:** If the forms that you need to perform the following tasks do not display in budget requests, an administrator must redefine your decision packages to use the provided Compensation Expenses decision package type. Building decision packages using this decision package type enables you to perform all the compensation budgeting, mass adjust, mass update, review, and approval tasks below.
Table 37  Tasks That Require use of the Compensation Expenses Decision Package Type

<table>
<thead>
<tr>
<th>Task</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define and run automatic salary and compensation increments</td>
<td>Synchronize salary and other compensation details</td>
</tr>
<tr>
<td>Spread salary expenses</td>
<td>Assign or overwrite compensation or allocation defaults</td>
</tr>
<tr>
<td>Perform automatic salary and other compensation increments</td>
<td>Copy position data</td>
</tr>
<tr>
<td>Delete position data</td>
<td>Terminate position and employees</td>
</tr>
<tr>
<td>Modify employee details such as FTE, benefits, and allocations</td>
<td>Modify position details such as additional earnings and employer paid taxes</td>
</tr>
<tr>
<td>Exclude position and employee expenses from budget calculations</td>
<td>Create and define new positions and employees</td>
</tr>
<tr>
<td>Synchronize position and employee properties</td>
<td>Delete employee assignments to jobs or positions</td>
</tr>
<tr>
<td>Assign employees to positions or jobs</td>
<td>Perform employee transfers</td>
</tr>
<tr>
<td>Transfer positions</td>
<td>Fill positions with To Be Hired or existing employees</td>
</tr>
<tr>
<td>Transfer employees to other entities</td>
<td>Change employee status</td>
</tr>
<tr>
<td>Approve positions and jobs</td>
<td>Approve employee assignments to positions and jobs</td>
</tr>
<tr>
<td>Approve period level FTEs</td>
<td>Create revision requests</td>
</tr>
<tr>
<td>Fill jobs with To Be Hired or existing employees</td>
<td>Review and accept pending transfers</td>
</tr>
</tbody>
</table>

See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

Performing Budgeting Tasks Not Displayed in My Tasks List

➢ To perform tasks not displayed in My Tasks List:

1. Ensure the decision package is based on the Compensation Expenses decision package type. If it is not, have your administrator modify the decision package to be based on this decision package type.

2. Expand Decision Package Types, and then select the appropriate decision package type.

3. On Manage, select the decision package that contains the budget requests in which to perform the required task, and then click , or select Action, and then select Add \ Edit Budget Requests.

4. In the upper grid, select the budget request.

5. Click the tab for the task to perform. If the form is not available:
• Access all forms by clicking the navigation button, to the right or left of the first or last form tab, and selecting the form to display. For example:

Manage Position-Employee Assignments

- Employee Expense by Period
- Mass Update of Element Values for Positions and Employees
- Position Expenses for each Period
- Manage Pending Transfers
- Manage Position Approvals

• Have an administrator modify the decision package so that it is based on the Compensation Expenses decision package type.

6 Return to the previous or appropriate help topic for information about performing the budgeting task.

Copying Decision Packages Between Budget Versions

Copying decision packages enables you to duplicate and push all associated budget requests and supporting information between budget versions. Copy decision packages between versions if:

• You use versions for different stages of your budget preparation and review process.
• Decision packages and their associated budget requests require modifications, or are based on a baseline budget that has changed.

Caution! Copying decision packages from one version to another erases the existing decision packages in the target version.

➢ To copy decision packages:

1 Select Tools, then Copy Decision Package.
2 For Scenario, select the time-specific budget associated with the decision packages to copy.
3 For Copy From, select the version with which the decision packages are associated.
4 For Copy To, select the version to which to copy decision packages.
5 Click Go.
6 Select the decision packages to copy by selecting the corresponding boxes in Available Decision Packages.
7 Select any supporting information, such as notes and attachments, for the decision packages and their budget requests to copy.
8 Click Copy Data.

Saving Decision Packages and Budget Requests

Decision packages and budget requests are automatically saved when you click Finish after defining basic properties. However, you must click or use the Action drop down list to save
if you modify high level decision package or budget request data, such as the Include/Exclude setting on the upper grid. To save budget request data that you enter using forms, click the uppermost Save icon in the browser toolbar.

### Moving Budget Requests Between Decision Packages

You can move budget requests from one decision package to another if the target decision package is based on the same decision package type and has the same assigned scenario, version, owning entity, and (if used) shared entity.

To move budget requests:

1. Expand **Decision Package Types**, and then select the decision package on **Manage**.
2. Click or select **Action**, and then select **Add/Edit Budget Request**.
3. In the upper grid, select the budget request to move.
4. Select **Action**, and then select **Move Budget Request** or click .
5. Select the decision package to which to move the budget request, and click **OK**.

### Deleting Decision Packages and Budget Requests

The current owner of a decision package can delete it after:

- All data and values in the budget requests it contains are deleted, or set to zero (0) so that the total compensation expense is zero. For a shared decision package, budget preparers in the shared entity must also delete or zero-out all values in their budget requests.
- The budget requests that it contains are deleted by their owners or moved to another decision package.

**Note:** Deleting decision packages removes them from the promotional path.

To delete decision packages and budget requests:

1. Expand **Decision Package Types**, and then select the decision package on **Manage**.
2. Perform a task:
   - To delete individual budget requests within the decision package, select the budget requests in the lower grid, and then click .
   - To delete the entire decision package, click or select **Action**, and then select **Delete Decision Package**
3. Confirm that you want to delete the decision package or budget request.
Migrating Decision Package Types

If you use Oracle Hyperion Enterprise Performance Management System Lifecycle Management to migrate decision packages types from one server to another, administrators must ensure that:

- The same databases (cubes) used in the source application also exist, with same names, in the target application
- Users have access to the target application
- In the target environment, users have access to the applications referenced in the report application mappings used in the source application

Submitting Decision Packages for Review and Approval

Promote decision packages to pass them, and their budget requests, to the next reviewer or entity planning unit in the promotional path. Decision packages are promoted as planning units. The promotional path is defined by administrators as described in Managing Planning Unit Hierarchies and Managing the Budget Process in the Oracle Hyperion Planning Administrator’s Guide or online help. Decision packages are considered approved when all entities and specified reviewers have given their approval. Note that the owner of a decision package is always the first reviewer.

**Note:** The only exception to this behavior is if the owner is already in the promotional path defined by the master PUH.

To submit decision packages for review:

1. Select the decision package.
2. Select Approval Status.
3. Select:
   - Your entity (planning unit) row
   - Any shared entities (planning unit rows) if you are the current owner of the decision package
   - To promote a shared decision package, select rows for all the entities (planning units)

   Select multiple entities using the SHIFT key.

   **Note:** If you integrate with PeopleSoft Financials Commitment Control, click Budget Check on selected planning unit rows to perform a funds check to ensure that the budget requests totals validate against your PeopleSoft commitment control rules.

4. Click Change Status.
5. From Select Action, select Promote.
6. Click Refresh.
Approving and Rejecting Decision Packages

To approve or reject decision packages:

1. Select the decision package, select Action, and then select Add/Edit Budget Requests.
2. On the Budget Request page, click the tab for each form in a budget request, and review the entered line item expenses and data.
3. Use these tabs:
   - **Justification** — Read the answers budget preparers gave to explain and substantiate budget requests.
   - **Notes and Attachments** — Read supplementary information and narrative about the decision package and its budget requests.
4. Perform a task:
   - If decision package and its budget requests do not require modification, perform these tasks:
     - Select Approval Status, select the entity (planning unit) row, and then select Change Status. Select multiple entity rows using the SHIFT key.
     - If you are the last person in the promotional path, accept the decision packages and its budget requests, and have the authority to indicate that they should be implemented, select Signoff from Action. If you are a reviewer at any other point in the promotional path, select Approve.
     - Start the approval process for the planning unit hierarchy as described in Managing the Budget Process of the Oracle Hyperion Planning Administrator’s Guide.
   - If decision packages or any of their budget requests must be modified and resubmitted, perform these tasks:
     - Select Approval Status, select the entity (planning unit) row, and then select Change Status. Select multiple entity rows by holding down the SHIFT key and clicking each planning unit.
     - From Action, select Reject. This delivers the decision package to the previous reviewer in the promotional path who must either modify their own budget request data, or reject the decision package themselves to pass it to the previous reviewer for alteration.
     - Add notes or attachments that indicate why you are rejecting a decision package.
# Reviewing and Approving Budgets

In This Chapter

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- About Submitting Budgets for Approval .................................................. 225
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- Approving Positions, Jobs, and Employee FTE and Compensation .............. 226
- Submitting Budgets for Approval .......................................................... 229

## About Approving Compensation

Compensation budget approval is based on positions or position-employee assignments, and the budget is calculated based on approved FTEs and compensation expenses. You need approve only Employee FTE assignments; not individual employees, because approving an employee's FTE automatically approves the employee. Similarly, rejecting an FTE rejects an employee's assignment to a position. Before submitting budgets to the approval hierarchy for overall approval, perform these tasks:

- Calculate budgets to aggregate positions, vacancy, and employee expenses
- Confirm and approve compensation expenses such as:
  - FTEs for employees or positions
  - Compensation elements such as additional earnings and benefits

**Note:** To prevent users from approving and submitting budgets, revoke access to the Approval form and task list.

## About Submitting Budgets for Approval

Supervisors or managers can submit all or individual HR entity budgets as Planning units for approval. Budgets in Planning units are reviewed and validated based the defined user hierarchy. When Planning units are submitted, data is validated and becomes read-only for users all except the next owner or reviewer in the approval hierarchy.

Prerequisites

Managers and supervisors cannot submit budgets for overall approval in Planning until:

- All pending transfers are resolved. See “Reviewing Pending Transfers” on page 175.
- All positions, jobs, employees, and associated FTE assignments and compensation details are calculated and approved in Public Sector Planning and Budgeting.
- An administrator defines Planning units for budgets by specifying the scenario, version, and entity. For example, to submit the budget for the Department of State Police to the state Governor, create a planning unit that specifies:
  - Version—Governor
  - Entity—Department of State Police
  - Scenario—Budget

Note: To include transfers, Generic Entity must be defined in Planning units.

- An administrator specifies the Planning unit owners and reviewers in the budget promotional and approval hierarchy.

Approval Options

Use these options to approve or reject FTE assignments and compensation for employees, jobs and positions:

- Approved—Accept the associated FTE and compensation
- Rejected—FTE and compensation settings must be modified
- Approve FTE, Reject Compensation—Accept the associated FTE, but indicate that the compensation settings must be modified
- Reject FTE, Approve Compensation—Accept the compensation settings but indicate that FTE assignments must be modified
- Approve for all employees:
  - Yes—Accept the FTE and compensation details for all employees assigned to a position
No—Approve employee expenses individually at the employee level

### Approving Positions

To approve or reject positions:

1. From **My Task Lists**, select **Budget Preparation**, and then select **Review and approve positions**.

   **Note:** If you are using decision packages and budget requests, these task links do not display. See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

2. On the POV, select the correct Version, Time period, and Scenario.

3. From **Page**, select the HR organization with which the position is associated, and then click **Go**.

4. To specify missing or invalid data displayed in red, select **Maintain position data**, right-click positions, and select **Edit Position Details**.

5. Right-click positions, select **Approve**, and then specify:
   - **Select Year**—Fiscal year in which to approve positions. To approve positions in multiple budget years, specify the year range as follows: Yx:Yx. For example FY09:FY11.
   - **Approval Status**—See “Approval Options” on page 226.

6. To recalculate compensation expenses, right-click, and then select **Calculate Compensation Expense**.

7. To allocate expenses to the General Ledger accounts, right-click, and then select **Allocate Compensation Budget to GL Accounts**.

### Approving Jobs

To approve or reject jobs:

1. From **My Task Lists**, select **Budget Preparation**, and then select **Review and approve employee budget details**.

   **Note:** If you are using decision packages and budget requests, these task links do not display. See “Performing Budgeting Tasks Not Displayed in My Tasks List” on page 219.

2. On the POV, select the correct Version, Time period, and Scenario.

3. From **Page**, select the HR entity, and then click **Go**.

4. Specify missing or invalid data displayed in red by selecting **Maintain employees by job**, right-clicking employees, and then selecting **Edit Employee Details**.

5. After specifying missing data, save, and then select **Review and approve employee budget details** page.

6. Right-click jobs, select **Approve**, and then specify:
   - **Job Code**
Approving Employee Assignments to Positions

To approve or reject employee assignments to positions:

1. From My Task Lists, select Budget Preparation, and then select Review and approve positions.

   **Note:** If these task links do not display, see “Using the My Tasks List Pane in Decision Package-Enabled Applications” on page 36.

2. On the POV, select the correct Version, Time period, and Scenario.

3. From Page, select the HR entity, and then click Go.

4. Right-click positions that have pending employee assignments, and then select Employee Approvals.

5. To specify missing or invalid data that is displayed in red, select Maintain employees by position, right-click the employee, and then select Edit Employee Details.

6. After specifying missing data, return to the Review and approve positions page.

7. Right-click positions, select Employee Approval, right-click positions again, and then select Approve.

8. Specify:
   - **Select Year**—Fiscal year in which to approve positions. To approve positions in multiple budget years, specify the year range as follows: Yx:Yx. For example FY08:FY10.
   - **Approval Status**—See “Approval Options” on page 226.

9. To recalculate compensation expenses, right-click and select Calculate Compensation Expense.

10. To allocate expenses to the General Ledger accounts, right-click and then select Allocate Compensation Budget to GL Accounts.

Approving Period-Level FTEs

To approve period-level FTEs:

1. From My Task Lists, select Budget Preparation, and then select one:
   - Review and approve positions
   - Review and approve employee budget details
Note: If these task links do not display, see “About Performing Budgeting Tasks Not Displayed in My Tasks List” on page 218.

2 On the POV, select the correct Version, Time period, and Scenario.

3 From Page, select the entity for the HR organization, and then click Go.

4 Right-click in the first column and select Approve period-level FTE.

5 Enter FTE values in the Approved FTE Input row for each time period, and then save. Note that employee can have a full time FTE, but an FTE of 0.5 if they are assigned to 2 positions or jobs. 1 normally indicates if the employee is full time, and less than 1 indicates part time.

6 Right-click the Approved FTE Input row, and then select Approve.

7 Specify:
   ● Fiscal year in which to approve the FTE. To approve FTE in multiple budget years, specify the year range as follows: FYx:FYx. For example FY10:FY13.
   ● An approval status. See “Approval Options” on page 226.

8 To recalculate compensation expenses, right-click and select Calculate Compensation Expense.

9 To allocate expenses to the General Ledger accounts, right-click and then select Allocate Compensation Budget to GL Accounts.

Submitting Budgets for Approval

➤ To submit budgets for Approval:

1 Satisfy the requirements in “About Submitting Budgets for Approval” on page 225.

2 Select Administration, then Approvals, and then Planning Unit Hierarchies.

3 See Chapter 10 of the Oracle Hyperion Planning User's Guide to continue with the submission.
After budgets for the current year are closed and posted to the HRMS, you can submit requests to update data for approved budgets using revision requests. Revisions are performed using R(x) members that Administrators create in the Revision parent of the Version dimension. To ensure that revisions comply with your fiscal policies, create and apply validation rules to revisions. See Creating and Updating Data Validation Rules in the Oracle Hyperion Planning Administrator’s Guide.

Revisions are defined by transaction type (adjustment and transfer, for example) when used to modify employee compensation. You can apply revisions as temporary or permanent changes, to:

- Individual or multiple budget years, positions, and employees
- Individual or multiple entity budgets
- Employee compensation expenses, including vacancies, updated assignments, and transfer

Sample revisions:

- Modifying tax information compensation elements assigned to positions
- Updating salary elements such as the salary value or grade for a position

**Note:** After modifying position and employee data as part of a revision, recalculate the revision before submitting it to the next Planning unit owner on the promotional path for approval.
**Constraining Revisions**

Administrators can create validation rules to ensure that budget revisions comply with fiscal policies. For example, apply validation rules only to permanent revisions, which are relevant to current and future budgets. You can also use validation rules to:

- Restrict revisions by defining the maximum FTE at the overall position level or at the detail level
- Restrict salaries by a percentage or by a value

If revisions violate validation rules, correct the violations so planners can submit revisions.

**Requirements**

Before performing revisions, or whenever the baseline budget changes, copy data from the approved budget (the Budget scenario and the Final version, for example) to:

- The Baseline Budget (scenario)
- The Baseline Revision (version)

Before creating revisions:

1. Ensure that members for the revision exist in the Version dimension. Administrators can create as many revision members as required.
2. **Important:** If adjustments in the HRMS and General Ledger affect the approved budget, load the updated data into your application using the following before copying data:
   - Version—Current
   - Scenario—Baseline Budget
3. Select Administration, then Manage, and then Copy Data.
4. In Plan Type, select HCP, and then click Go.
5. In Static Dimensions, specify:
   - Account—IDescendants(Account)
   - Element—IDescendants(Element)
   - Period—Descendants of period, including BegBalance
   - Year—NoYear
   - Budget Item—IDescendants(Budget Item)
   - Entity—Descendants(Entity)
   - Employee—Descendants(Employee)
   - Position—Descendants(Position)
Tip: Click **Add Dimension** to specify members for all the dimensions that you use such as Job Code.

6 In **Dimensions with Source and Destination**, select:
   - **Source**—Scenario and version of the existing and approved budget
   - **Destination**—Baseline Budget (scenario) and Baseline Revision (version) members

7 Indicate whether you want to also copy supporting details, attachments, and so on, and then click **Copy Data**.

8 In Public Sector Planning and Budgeting, expand **My Tasks List**, select **Budget Preparation**, and then select **Calculate compensation budgets**.

9 Accept the default business rule, click **Launch**, and then specify:
   - **Scenario**—Baseline budget
   - **Version**—Baseline revision
   - **Entity**—Descendants(Total Entity)

10 Click **Launch**.

## Creating Revision Requests

To create revision requests:

1 See “**Requirements**” on page 232.

2 From **My Task List**, select **Budget Preparation**, and then select **Manage revision requests**.

   **Note:** If these task links do not display, see “**About Performing Budgeting Tasks Not Displayed in My Tasks List**” on page 218.

3 In the **POV**, select the year.

4 From **Page**, select the HR entity, and then click **Go**. To enable revisions to child entities, select their parent entity.

5 To create revisions, right-click, select **Create Revision**, and then specify the following:
   - The entity (department or cost center) and scenario in which to make the revision
   - **Transaction Type**:
     - **Transfer**—Move compensation expenses to another account by changing allocations.
     - **Revision**—Apply major changes, such as modifying position expenses by adding compensation elements that began midyear, such as Group Insurance.
     - **Adjustment**—Apply minor changes, such as increasing municipal compensation allowance by 5%.
   - **Justification**—Reason for the revision
   - **Human resource budget**—The HR budget referenced
Revision source:
  - Yes—Source data was loaded into Planning from a commitment control system that tracks encumbrances, such as purchase requests
  - No—Source data was not loaded from a commitment control system

Permanent Option—Yes to include revisions in the current and future budgets. No to include revisions only in the current budget.

6 Click Create.

7 Right-click the revision, select Populate Revision, and then make a selection for your budget type:
  - By Position Properties—Make position changes
  - By Job and Employee Properties—Make employee or job changes
  - By Entity—Make changes to employees, jobs, positions, or compensation elements in an HR organization
  - By Salary Grades—Make salary grade changes

8 Click Run.

9 See “Specifying Revision Data” on page 234.

Specifying Revision Data

To specify revision data:

1 On the Manage revision requests form, right-click the revision, and then select Edit Compensation Revision.

2 Modify position, employee, job, salary, and compensation data by performing tasks such as:
   - To modify position, job, or employee data, right-click the employee, position, or job on the Manage Revision Requests form, and then select the appropriate menu option. For example, to use a revision request to adjust the salary for a Publication Manager position, right-click the position, select Edit position details, select Salary Grades, and enter the new override option value. See “Maintaining Position Compensation Details” on page 168 or “Maintaining Employee Compensation Details” on page 152.
   - To modify a salary grade, select Budget Administration, and then Manage Salary Grades. Change the salary grade, and then, if necessary, run a mass update. See “Managing Salary Grades” on page 94 and “Performing Mass Updates” on page 111.

3 Recalculate the budget to reflect your changes by right-clicking in the Expense table and selecting Calculate Compensation Expense.

4 See “Recalculating Expenses and Submitting Revision Requests for Approval” on page 235.
Recalculating Expenses and Submitting Revision Requests for Approval

After making revisions, recalculate the overall budget to review updated data before submitting revision requests for approval.

To calculate revisions:

1. From My Task Lists, select Budget Preparation, and then Manage revision requests.

   Note: If these task links do not display, see “About Performing Budgeting Tasks Not Displayed in My Tasks List” on page 218.

2. Right-click revisions, and then select Recalculate Revision.

3. Select a position or employee, and then click Calculate.

4. In Revision Amount, review the updated budget expense displayed.

5. See Chapter 12, “Reviewing and Approving Budgets” and Chapter 10 of the Oracle Hyperion Planning User’s Guide to submit the revision.

About Modifying Revisions

Using the scenario and version for the revision, you can perform all position and employee management tasks such as the following while modifying revisions:

- Edit position details
- Edit employee details
- Terminate positions
- Exclude positions from the budget
- Add positions
- Perform mass adjustments to compensation data

Using Drafts

You can save an incomplete budget revision request and retrieve it later to make changes. If the budget policy permits, approvers can modify revision requests. After you submit revisions however, requests are locked, and only administrators can modify them.
About Budget Books

Create budget books to present, in the structure, style, and sequence of your choice, your organization’s budget data including all salary and compensation details and changes, strategic proposals, capital requirements, and other significant expenses. Budget books detail the revenue and capital budgets approved by the appropriate authority for the proposed fiscal year, and provide all associated financial and operational data. After the budgeting process ends, publish budget books as PDFs or as HTML on internal or public Web sites, enabling employees and the general public to drill-down on links to access budget details and track expenditures.

Budget books enable you to:

- Insert and arrange Financial Reporting reports providing a variety of compensation budget data
- Insert and arrange Microsoft Word and Microsoft Excel files, and links to external documents as attachments; providing supplemental information
- Insert and arrange Planning attachments
- Export the book to PDF or HTML format

**Note:** If you modified the application dimensions, update reports accordingly.


General Reports

You can access these predefined Financial Reporting reports in this Oracle Hyperion Enterprise Performance Management Workspace folder:
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>In the Position and Employee Budget Detail</th>
<th>In the Position Budget Detail</th>
<th>In the Employee Budget Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacant Position Expense</td>
<td>Displays all vacant positions, and their associated compensation expenses for a given year by period. Positions without compensation expenses are not displayed.</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Employment Levels</td>
<td>Totals the current and proposed number of employees by entity, in tabular and pie chart format.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Vacant Positions</td>
<td>Displays all vacant positions, their numbers, and compensation details and expenses by year. Positions without compensation expenses are not displayed.</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Position Adjustments</td>
<td>Lists changes in position properties, employee assignments, assignment dates, FTE changes, salary details, taxes, benefits, and additional earnings.</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>FTE and Headcount by Position</td>
<td>Summarizes, by entity, the FTE, headcount (if available), and associated compensation expenses by year.</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>FTE and Headcount by Job</td>
<td>Summarizes, by entity, the FTE, headcount (if available), and associated compensation expenses by year.</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>New Position Costing Impact by Entity</td>
<td>Summarizes the new positions expenses by entity for the current and forecast year.</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Position-Employee Associations</td>
<td>Summarizes all employee position assignments, including the job, position, and total FTE.</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Stage Variance for Positions</td>
<td>Summarizes, for all positions in an entity, the requested and final FTE and compensation expenses, including the amount and percent change between the stages.</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
### Decision Package and Budget Request Reports

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision Package Cost by Entity</td>
<td>Displays the total expenses of all decision packages and their budget requests in an entity</td>
</tr>
<tr>
<td>Decision Package by Entity</td>
<td>Displays all decision packages in an entity</td>
</tr>
</tbody>
</table>

### Using Budget Data in Financial Reporting

Administrators can map dimensions between Public Sector Planning and Budgeting and Aggregate Storage Option (ASO) reporting applications. This enables you report on budget data using Oracle Hyperion Financial Reporting. For example, administrators can aggregate and analyze dimensions and Smart Lists to:

- List all employees funded from Project 2221010 (Office of Infrastructure Development)
- Identify the total salary expense of Program 400 (Bureau of Debt Assistance)
- Identify the final salary expense for business unit 00300 (Department of Agriculture)

Report on different aspects and combinations of budget data by selecting members. Common member selections enable you to view reports such as:
- Pooled positions
- Vacant positions
- Headcount and FTE by position
- Submission status
- Budget revision summaries

**Tip:** To capture more budget data for use in reports, increase the default maximum length for text values and comments in cells. See “Setting the Maximum Length for Text Values and Comments” in the *Oracle Hyperion Planning Administrator’s Guide.*

For information about using Public Sector Planning and Budgeting data in ASO applications for reporting, see Chapter 6, “Configuring the Line Item Budget.”

In Appendixes:

- Frequently Asked Questions
- Loading Metadata and Data Using the Outline Load Utility
- Updating Business Rules After Changing Predefined Smart Lists
This topic provides answers to commonly asked questions about using Public Sector Planning and Budgeting.

Why do details for existing positions that I manually create under the Total Existing Positions parent member not display?

Although you can define positions by adding members under Total Existing Positions, their details are unavailable until you load the following from your HRMS source system using Oracle Hyperion Financial Data Quality Management ERP Integration Adapter for Oracle Applications or the Outline Load Utility:

- Position vacancy properties, such as:
  - FTE and Status details
  - Salary details
  - Benefit details
  - Allocation details

- Associated employee details, such as:
  - Employee FTE and Status details
  - Salary details
  - Benefit details
  - Allocation details

Why do allocations, and other assignments not work correctly after I load data using the Outline Load Utility?

A defect causes the Outline Load Utility to reorder the Unspecified Budget Item member in the Budget Item dimension. To resolve this issue, move the Unspecified Budget Item member so that it is the first member in the Budget Item dimension, refresh the database, and then reload data using the Outline Load Utility.

For the Position and Employee budget detail: After loading data, I see categories of FTE for positions, but also for headcount. Why do both exist, and must I load all positions, or just vacant positions, with an FTE of 1?

In this budget detail, FTE and headcount for both positions and employees is loaded, even for single occupancy positions with active employee assignments. This is because position properties like FTE are applied to employees when they are assigned to positions, and these employees
could have additional benefits. Also, if employees are terminated or transferred, position-level properties (salary, benefits, etc.) are applied to other employees who are assigned to the position.

**How can I distinguish between jobs and positions, if I use Oracle HR?**

Although Oracle HR has jobs and positions, you are not required to use positions. Assignments in Oracle HR are employee assignments to jobs or positions. To determine if you use jobs or positions, consider these questions that examine the role of employees or positions in your organization:

- Do you manage people or positions?
  - Are the roles fixed or flexible?
  - Can multiple employees assume the same role?

If roles continue to exist after assigned employees leave, those roles are probably positions. If roles cease to exist or are reevaluated after assigned employees leave, those roles are probably jobs.

**For the Position-Only budget detail:** I have 5 jobs to which I assigned employees after activating them. The salary grades, other compensation elements and allocation information are defined for each employee. How do I increase the salary mid year for one of the jobs so the increase is against each assigned employee?

Perform a mass update or a mass adjust as described in “Performing Mass Updates” on page 111 or “Mass Adjusting Compensation Expenses” on page 127. For information about defining custom business rules to perform specific tasks, refer to the *Oracle Hyperion Planning Administrator’s Guide* or the *Oracle Hyperion Planning User Guide*.

If I terminate an existing employee and replace the role (position or job) with a Contractor employee type, will this increase the existing headcount?

Yes.

To budget for an unknown (not an existing) employee being terminated in the future, can I assign a generic employee to a job or position?

Not using the Employee Only budget detail. You can meet this requirement using the Position and Employee budget detail.
Loading Metadata and Data
Using the Outline Load Utility

In This Appendix

Requirements and Important Notes................................................................................. 245
About Load Files ........................................................................................................... 248
Loading Metadata and Data .......................................................................................... 250
Testing Load Files ......................................................................................................... 268
Verifying Data Loads ..................................................................................................... 269
Running Load Files ....................................................................................................... 270
Troubleshooting ............................................................................................................ 271

Use the following procedures load metadata and data to classic Planning applications.

Requirements and Important Notes

Note: Oracle strongly recommends that you create and test CSV load files using a copy of the current application in a development or test environment. After confirming that the load files load data correctly, run them in your production environment.

Before using the Outline Load Utility, perform these tasks:

- Ensure that you maintain the line breaks in the sample code provided that you modify to define load files. Although you can use a text editor, Oracle recommends that you use a spreadsheet program (such as Microsoft Excel) to customize the sample code, because some text editors may remove the necessary line breaks.
- If member names start with zeros (0), change any numeric columns to text.
- Back up the application and application databases. See the Oracle Hyperion Enterprise Performance Management System Backup and Recovery Guide.
- Set DIRECT_DATA_LOAD and DATA_LOAD_FILE_PATH as described in Chapter 5 of the Oracle Hyperion Planning Administrator’s Guide.
- Identify the Smart Lists that you must load. See “Required Smart Lists” on page 55.
- Ensure that the data load settings are correct. See “Data Load Settings” on page 50.
- If you modify dimensions and Smart List entries, refresh the database.
• Ensure that you defined child members for the required dimension parent members. See “Reviewing the Dimensional Structure” on page 246.

• Identify the member names and entry names associated with Smart Lists. You specify these names in data load files. See “Identifying Smart List and Entry Names” on page 247.

**Important:** Load metadata first; and then data. Run load files in the order specified in “Required Data Load File Run Order” on page 249.

### Reviewing the Dimensional Structure

Before loading data, ensure that you defined child members for the following dimensions and parent members. If you modified the dimensional outline, synchronize Smart Lists with dimension members and refresh the database before using the Outline Load Utility.

**Note:** You need not define the child members displayed below. These members are used in the sample load files, and are not required.

#### Table 38 Required Dimensionality and Sample Children

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Parent Member</th>
<th>Sample Child Members and Smart List Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenario</td>
<td></td>
<td>Forecast and Current.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> Select <strong>BegBalance</strong></td>
</tr>
<tr>
<td>Version</td>
<td></td>
<td>Stage 1Stage 2</td>
</tr>
<tr>
<td>Position</td>
<td>Total Existing Positions</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mrk_4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Admin_12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Fac_Mngr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• survey_2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• education_hs_snr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• prk_sec_pa</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Fire_1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Instructor</td>
</tr>
<tr>
<td>Employee</td>
<td>Existing Employees</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Fergusson, Deborah</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Day, John</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Daniels, Mark</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• MacKay, Derek</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Wu, Jonathan</td>
</tr>
</tbody>
</table>
## Identifying Smart List and Entry Names

Before loading Smart Lists and Smart List values, note the associated member names and entry names. To load Smart Lists, you enter their names in the **Smart List Name** column of the data load file. To load Smart List values, you enter the corresponding entry names in the **Entry Name** column of the data load file.

1. To identify Smart List entry names:
2. 1. Log into Planning as an administrator.
3. 2. Select Administration, then Manage, and then Smart Lists.
4. 3. Select the Smart List, click Edit, and then select Entries.
5. 4. Note the associated names.
About Load Files

Subtopics

- Required Data Load File Run Order
- About Creating Load Files and Verifying Loads

The first line in load file contains the header record columns that identifies the member properties and kinds of values to load. These are always budget item, data load cube name, Point-Of-View, and the kind of data to load. For example, this header record indicates that FTE data is being loaded:

<table>
<thead>
<tr>
<th>Budget Item, Data Load Cube Name, Point-of-View, Proposed FTE, FTE Start Date, FTE End Date</th>
</tr>
</thead>
</table>

The Point-of-View column contains information about the budget to which to load data (stage and version), and the artifacts to which you are loading data, or that are associated with the data you load (entity, position, employee and so on). Remove the placeholders provided (Entity1, Stage 1 and so on) to identify your budget and artifacts.

LINEITEM determines whether the kind of data that you want to load already exists. If it does not, a new record is loaded. If it does exist, it is updated with the new data you load. For information about using LINEITEM to run incremental loads, see Command Line Parameters in the Oracle Hyperion Planning Administrator’s Guide. The remaining portion of data load files contain the metadata records. These are comma-separated lists of the data or values to load, and which represent Smart List selections in applications.

This is a sample portion of a data load file:

```
<table>
<thead>
<tr>
<th>Customizable Point-of-View placeholders underlined</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;LINEITEM(&quot;FTE and Status Assignments&quot;), HCP, 'BegBalance, Local, Unspecified Element, Forecast, Stage 2, HR, No Year, Deborah Fergusson, Admin Asst&quot;, 1, 01-01-2011, 12-31-2012</td>
</tr>
</tbody>
</table>

```

You will replace the placeholders in the sample code (Budget, Stage 1, Entity1, Employee1 and so on) with the version and scenario of the budget to which you are loading data (Forecast Stage 2, for example). You will also specify the appropriate entity (Human Resources, for example), and the applicable employees or positions. For example, this code loads the following FTE assignment data for employee1 in Entity1:

```
<table>
<thead>
<tr>
<th>Budget Item, Data Load Cube Name, Point-of-View, Proposed FTE, FTE Start Date, FTE End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;LINEITEM(&quot;FTE and Status Assignments&quot;), HCP, 'BegBalance, Local, Unspecified Element, Forecast, Stage 2, HR, No Year, Deborah Fergusson, Admin Asst&quot;, 1, 01-01-2011, 12-31-2012</td>
</tr>
</tbody>
</table>

```

When run, this file loads the following to stage 2 of the forecast budget for Deborah Fergusson, an Administrative Assistant in Human Resources:
• A proposed FTE of 1
• The FTE start date as January 1, 2011
• The FTE end date as December 31, 2012

See “Loading Metadata and Data” on page 250.

**Required Data Load File Run Order**

To ensure that your source data loads correctly, load artifacts in this order:

• Smart Lists
• Salary grades and salary grade details
• Compensation elements such as benefits and additional earnings
• Employees, positions, and jobs
• FTE and employee assignments
• Allocation details

See “Loading Metadata and Data” on page 250.

**About Creating Load Files and Verifying Loads**

**Note:** Before loading salary grades, compensation elements, positions, and employees, load the required and optional Smart Lists.

➢ Perform these tasks to create and verify data load files:

1. See “Requirements and Important Notes” on page 245.

2. Create a file in a tool such as Microsoft Excel. **Note:** Although you can use a text editor, it is best to use a spreadsheet program (such as Microsoft Excel) to customize the sample code, because some text editors may not maintain the necessary line breaks.

3. Copy and paste the code provided for the data you want to load (see the appropriate topic in “Loading Metadata and Data” on page 250) into the file

4. Modify the code to specify the data that you want to load and the budget in which to load it, and save as a CSV file.

In addition to specifying the member values to load, and modify variable placeholders such as Position1, Employee1, and Entity1, you can also customize the sample code by removing:

• Placeholders for inapplicable data or data that you do not want to load without deleting the comma after the placeholder. For example, to load a start date of January 1, 2011 but to not load an end date, delete the end date but not the comma. For example, 01-01-2011,,, is correct; 01-01-2011, is not.
● Budget scenario and version used in the sample code with your actual budget scenario and version members
● Local if you are not using a multicurrency application
● Vacancy (for the Position budget detail, and the Employee budget detail)

5 Save the file in CSV format.

6 Perform a test run of the file, and then ensure that the correct metadata or data displays in the application. See “Testing Load Files” on page 268 and “Verifying Data Loads” on page 269.

7 After verifying files load data correctly, run them in your production environment. See “Running Load Files” on page 270.

**Loading Metadata and Data**

Subtopics

● Loading Smart Lists and Smart List Values
● Loading Salary Grade Details
● Loading Salary Grade Detail Lines
● Loading Compensation Elements
● Loading Element Detail Lines
● Loading Employee Information
● Loading Position Information
● Loading Employee-Position Associations
● Loading Position FTE Information
● Loading Employee FTE Information
● Loading Position Salary Grade Information
● Loading Employee Salary Grade Information
● Loading Position Compensation Information
● Loading Employee Compensation Information
● Loading Position Allocation Information
● Loading Employee Allocation Information
● Loading Job Information
● Loading Employee Job Assignments and Details

**Loading Smart Lists and Smart List Values**

Before loading Smart Lists and Smart List values, identify the associated member and entry names. To load Smart Lists, you specify their name in the *Smart List Name* column of the data load file. To load Smart List values, you enter the corresponding entry name in the *Entry Name* column in the data load file.

➢ To load Smart Lists and entries:

1 Note the associated member and entry names. See “Identifying Smart List and Entry Names” on page 247.
Create a file in a tool such as Microsoft Excel. **Note:** Although you can use a text editor, it is best to use a spreadsheet program to customize the sample code, because some text editors may not maintain the necessary line breaks.

Copy and paste this code into the file:

```
SmartList Name, Operation, Entry Name, Entry Label Grade_Steps, addEntry, Step Description1 Grade_Steps, addEntry, Step_2, Step Description2
```

For each Smart List to load, enter:

- The Smart List name (Salary_Type and Grade_Steps for example) in the **SmartList Name** column.
- The name and label of all the entries to load (Step_1, Step_2, and Step_3 in this case) in the **Entry Name** and **Entry Label** columns.
- Enter **addEntry** as the operation.

Repeat steps 1-4 to load all required Smart Lists, custom Smart Lists, and their entries.

Save the file in CSV format.

Perform a test run of the file, and then ensure that the Smart Lists loaded correctly in the application. See “Testing Load Files” on page 268.

After verify the data load, run the CSV file in the production environment. See “Running Load Files ” on page 270.

### Loading Salary Grade Details

To load Smart Lists for salary grade details:

1. Review the member and entry names for these Smart Lists:

<table>
<thead>
<tr>
<th>Smart List</th>
<th>Associated Member Names</th>
<th>Entry Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary_Type</td>
<td>Salary Grade Type Input</td>
<td>Grade_Step, Grade_Rate and so on</td>
</tr>
<tr>
<td>Salary_Basis</td>
<td>Grade Salary Basis Input</td>
<td>Annual, Monthly, and so on</td>
</tr>
<tr>
<td>Yes_No</td>
<td>Allow Value Change Input</td>
<td>Yes and No</td>
</tr>
<tr>
<td>HR_Budget_Set</td>
<td>Sample Budget Set</td>
<td></td>
</tr>
</tbody>
</table>

2. Ensure that members for salary grades (Grade 1, Grade 2, Grade 3 etc.) exist under Salary Grades in the Element dimension.

3. Create a file in a tool such as Microsoft Excel. **Note:** Although you can use a text editor, it is best to use a spreadsheet program to customize the sample code, because some text editors may not maintain the necessary line breaks.

Copy and paste this code into the file:

```
Budget Item, Data Load Cube Name, Point-of-View, Salary Grade Type Input, Grade Salary Basis Input, Allow Value Change Input, Element Start Date, Element End Date Unspecified
```
Replace Grade 1 with the name of the salary grade to load.

Example: You want to load a second monthly-based salary grade and an associated grade step on September 30, 2012 for use in the Forecast budget for 2013. You want to prevent Planners from changing the grade value at the position level. To load the salary grade, specify the following:

```
Budget Item, Data Load Cube Name, Point-of-View, Salary Grade Type Input, Grade Salary Basis Input, Allow Value Change Input, Element Start Date, Element End Date Unspecified Entity, Unspecified Element, No Year, Vacancy, Default Position”, Grade Step, Annual, Yes, 09-30-2012,
```

Save the file in CSV format.

Perform a test run of the CSV file. See “Testing Load Files” on page 268.

In the application, confirm that the salary grade information loaded correctly. See “Verifying Data Loads” on page 269.

After ensuring that the file loads data correctly, run it in production. See “Running Load Files ” on page 270.

Loading Salary Grade Detail Lines

To load salary grade details:

1. Review the member and entry names for these Smart Lists, and ensure that the salary steps or sequences to load are defined:

<table>
<thead>
<tr>
<th>Smart List</th>
<th>Associated Member Names</th>
<th>Entry Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade_Steps</td>
<td>Grade Step</td>
<td>Step1, Step2, and so on</td>
</tr>
<tr>
<td>Grade_Sequence</td>
<td>Grade Sequence (for rate-based grades)</td>
<td>Sequence1, Sequence2, and so on</td>
</tr>
</tbody>
</table>

2. Create a file in a tool such as Microsoft Excel. Note: Although you can use a text editor, it is best to use a spreadsheet program to customize the sample code, because some text editors may not maintain the necessary line breaks.

3. Copy and paste this code to the file:

```
Budget Item, Data Load Cube Name, Point-of-View, Salary Grade Type Input, Grade Salary Basis Input, Allow Value Change Input, Element Start Date, Element End Date Unspecified Entity, Unspecified Element, No Year, Vacancy, Default Position”, S_2, 3000, 01-01-2012, 12-31-2012
```

4. Replace `S_2` with the name of the grade step to load.

5. Specify the value of the grade in the Option Value column, and specify the dates during which the grade is effective.
Example: To load a fourth grade step (S4) with an option value of $65,000 to be effective on April 1, 2011, specify:

```xml
<LINEITEM("Element Changes"),HCP,"BegBalance,Local,Grade 4,Budget,Stage 1,Unspecified Entity,Unspecified Element,FY12,Default Position",S4,65000,04-01-2011,
```

6 Save the file in CSV format.
7 Perform a test run of the CSV file. See “Testing Load Files” on page 268.
8 In the application, ensure the correctly salary data displays. See “Verifying Data Loads” on page 269.
9 After confirming that the file loads data properly, run it in the production environment. See “Running Load Files ” on page 270.

Loading Compensation Elements

To load compensation elements:

1 Review the member and entry names associated with these Smart Lists:

<table>
<thead>
<tr>
<th>Table 41 Compensation Element Smart Lists</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Smart List</strong></td>
</tr>
<tr>
<td>Yes_No</td>
</tr>
<tr>
<td>Payment_Terms</td>
</tr>
<tr>
<td>Element_Type</td>
</tr>
<tr>
<td>Yes_No</td>
</tr>
<tr>
<td>Element_Type</td>
</tr>
<tr>
<td>Earning_Type</td>
</tr>
<tr>
<td>Frequency</td>
</tr>
<tr>
<td>Yes_No</td>
</tr>
<tr>
<td>Yes_No</td>
</tr>
<tr>
<td>HR_Budget_Set</td>
</tr>
</tbody>
</table>

2 Create a file in a tool such as Microsoft Excel. Note: Although you can use a text editor, it is best to use a spreadsheet program to customize the sample code, because some text editors may not maintain the necessary line breaks.

3 Copy and paste this code into the file:

```xml
Budget Item,Data Load Cube Name,Point-of-View,Options Based,Payment Terms Input,Value Type Input,Allow Value Change Input,Maximum Value Type,Maximum Value,Earning Type Input,Payment Frequency Input,Required Element Input,Taxable Component,Element Start Date,Element End Date,Follows Salary Allocation

Unspecified Budget Item,HCP,"BegBalance,Local,Benefit 1,Budget,Stage 1,Unspecified Entity,No Year,Vacancy,Default Position",
```
4 In the Point of View column, replace Benefit 1 with the compensation element to load (additional earning, employer-paid tax and so on), and replace Budget and Stage 1 with the scenario and version of the budget to which to load data.

5 Replace data to identify the value of the compensation element to load, how it is paid, when it is paid, and the dates during which it is effective.

Example: You want to load a nontaxable mental health care benefit valued at $900, that does not change, does not have options, and is paid as part of salary once a year on January 1. You want the benefit to follow the default salary allocations and take effect on July 1, 2012. To load the benefit, specify:

Budget Item,Data Load Cube Name,Point-of-View,Options Based,Payment Terms Input,Value Type Input,Allow Value Change Input,Maximum Value Type,Maximum Value,Earning Type Input,Payment Frequency Input,Required Element Input,Taxable Component,Element Start Date,Element End Date,Follows Salary Allocation Unspecified

Budget Item,HCP,"BegBalance,Local,No Year,Pharmacy,Budget,Stage 1,Unspecified Entity,Vacancy,Default Position",No,Annually,Amount,No,,,Gross_Pay,FirstPeriod,Yes,No,07-01-2012,,Yes

6 Save the file in CSV format.

7 Perform a test run of the CSV file. See “Testing Load Files” on page 268.

8 Open the application, and ensure that compensation elements and details load properly. See “Verifying Data Loads” on page 269.

9 After confirming that the file loads compensation data correctly, run it in the production environment. See “Running Load Files ” on page 270.

Loading Element Detail Lines

To load compensation element data:

1 Identify the member and entry names associated with compensation element Smart Lists. See “Frequently Used Public Sector Planning and Budgeting Smart Lists” on page 57.

2 Create a file in a tool such as Microsoft Excel. Note: Although you can use a text editor, it is best to use a spreadsheet program to customize the sample code, because some text editors may not maintain the necessary line breaks.

3 Copy and paste this code into the file:

Budget Item,Data Load Cube Name,Point-of-View,Options,Option Value,Option Start Date,Option End Date,Maximum Value <LINEITEM(“Element Changes”)>,HCP,"BegBalance,Local,No Year,Pharmacy,Budget,Stage 1,Unspecified Entity,Vacancy,Default Position",Self,2000,04-01-2011,,3000

4 In the Point-of-View column, replace budget and stage 1 with the name of the budget stage and version to which to load compensation details.

5 Specify the benefit that you are loading, and all benefit details such as option value, start date, and maximum value.
6 In the appropriate columns, specify data such as the options for the compensation element, its maximum value, and when the compensation element settings are effective.

**Example:** To specify that benefit 5 has value of $2,000, a maximum value of $3,000 that cannot be exceeded, applies to an employee's spouse and children, and is effective on April 1, 2011, specify:

```
```

7 Save the file in CSV format.

8 Perform a test run of the CSV file. See “Testing Load Files” on page 268.

9 In the application, ensure that the compensation elements loaded correctly. See “Testing Load Files” on page 268.

10 After confirming that the CSV file loads compensation data correctly, run the file in the production environment. See “Running Load Files” on page 270.

### Loading Employee Information

Does not apply to the Position budget detail

➢ To load employee data:

1 **Review the names associated with these Smart Lists:**

<table>
<thead>
<tr>
<th>Smart List</th>
<th>Associated Member Names</th>
<th>Entry Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full_Time_Status</td>
<td>FT/PT</td>
<td></td>
</tr>
<tr>
<td>Employee_Type</td>
<td>Employee Type</td>
<td>Contract, replacement, temporary, regular, and so on</td>
</tr>
<tr>
<td>Pay_Type</td>
<td>Pay Type</td>
<td></td>
</tr>
<tr>
<td>Union_Code</td>
<td>Union Code</td>
<td>union_1, union_2 and so on</td>
</tr>
<tr>
<td>Location_Code</td>
<td>Location Code</td>
<td>location_1, location_2 and so on</td>
</tr>
</tbody>
</table>

2 **Create a file in a tool such as Microsoft Excel.** Note: Although you can use a text editor, it is best to use a spreadsheet program to customize the sample code, because some text editors may not maintain the necessary line breaks.

3 **Copy and paste this code into the file:**

```
Budget Item,Data Load Cube Name,Point-of-View,Employee Number,Employee Name,Hire Date,FT/PT,Employee Type,Pay Type,Union Code,Location Code,Annual Salary Spread Unspecified Budget Item,HCP,"BegBalance,Local,""Wu, Jonathan"",Budget,Stage 1,Unspecified Entity,No Year,Unspecified Element,Default Position",E1234,Jonathan Wu,01-01-1990,FullTime,Temporary,Exempt,Union_1,Location_1,Average
```

4 **In the Point-of-View column, replace Employee1, Budget, and Stage 1 with the name of the employee to load, and the budget stage and version to which to load them.**
In the appropriate columns, specify employee data such as their job number, position name, salary type, hire data, and location.

**Example:** To load two full-time bimonthly salaried employees hired on February 1, 2013, and their details, specify:

Unspecified Budget Item, HCP, "BegBalance, Local, Employee 23, Budget, Stage 1, Unspecified Entity, No Year, Unspecified Element, Default Position", E23, "Cane Geoff", 02-01-2013, Regular, FullTime, Nonexempt, Salem.

Unspecified Budget Item, HCP, "BegBalance, Local, Employee 24, Budget, Stage 1, Unspecified Entity, No Year, Unspecified Element, Default Position", E24, "Bailey Sue", 02-01-2013, Regular, FullTime, Nonexempt, Philadelphia.

Save the file in CSV format.

Perform a test run of the CSV file. See “Testing Load Files” on page 268.

In the application, ensure that employees and their associated data loaded correctly. See “Verifying Data Loads” on page 269.

After confirming that the file loads data correctly, run it in the production environment. See “Running Load Files” on page 270.

## Loading Position Information

Does not apply to the Employee budget detail

- To load position data:

1. **Review the member and entry names associated with these Smart Lists:**

   **Table 43  Position Data Smart Lists**

<table>
<thead>
<tr>
<th>Smart List</th>
<th>Associated Member Names</th>
<th>Entry Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position_Type</td>
<td>Position Type</td>
<td>Contract, temporary, and so on</td>
</tr>
<tr>
<td>Job_Class</td>
<td>Job</td>
<td>job_1, job_2 and so on</td>
</tr>
<tr>
<td>Location_Code</td>
<td>Location Code</td>
<td>location_1, location_2 and so on</td>
</tr>
<tr>
<td>Union_Code</td>
<td>Union Code</td>
<td>union_1, union_2, and so on</td>
</tr>
<tr>
<td>Salary_Basis</td>
<td>Salary Basis</td>
<td>Monthly, weekly, and so on</td>
</tr>
</tbody>
</table>

2. Create a file in a tool such as Microsoft Excel. **Note:** Although you can use a text editor, it is best to use a spreadsheet program to customize the sample code, because some text editors may not maintain the necessary line breaks.

3. Copy and paste this code into the file:

   Budget Item, Data Load Cube Name, Point-of-View, Position Number, Position Name, Position Type, Job, Position Start Date, Position End Date, Adjustment Date, Default Weekly Hours, Union Code, Location Code, Annual Salary Spread
In the Point-of-View column, replace the placeholders such as \texttt{Entity1, Position1, and Budget} with the name of the position you are loading, the cost center or department with which it is associated, and the budget stage to which to load the position.

In the appropriate columns, specify position data such as their name, number, type, start date, and if compensation element values can be overridden.

\textbf{Example:} You want to load a vacant Facility Manager (Fac_Mngr) position that has the ID of P12. You want to associate the position with the Facility Coordinator (Facility_Cor) job. The position requires a 35 hours week. You want to load these items to the Yorkville Municipal Library (Yorkville_Lib), activate and start them on December 1, 2012, and enable cost enter managers to apply compensation changes to the position starting July 1, 2012. To load this data, specify:

\begin{verbatim}
Budget Item,Data Load Cube Name,Point-of-View,Position Number,Position Name,Position Type,Job,Position Start Date,Position End Date,Adjustment Date,Default Weekly Hours,Union Code,Location Code,Annual Salary Spread Unspecified Budget Item,HCP,"BegBalance,Local,Fac_Mngr,Budget,Stage 1,Yorkville_Lib,No Year,Unspecified Element,Vacancy",P12,"Facility Manager",Single_Incumbent,Facility_Cor,12-01-2012,,07-01-2012,35,,Yorkville,Average
\end{verbatim}

6 Save the file in CSV format.

7 Perform a test run of the CSV file to ensure that source positions load and display correctly. See “Testing Load Files” on page 268 and “Verifying Data Loads” on page 269.

8 After confirming that the file loads data correctly, run it in the production environment. See “Running Load Files” on page 270.

\section*{Loading Employee-Position Associations}

Appplies only to the Position and Employee budget detail

\begin{itemize}
\item To load position and employee assignment data:
\end{itemize}

1 \begin{itemize}
\item Review the entry and member names associated with employee and position-related Smart Lists, such as the following. See “Frequently Used Public Sector Planning and Budgeting Smart Lists” on page 57.
\end{itemize}

\begin{table}[h]
\centering
\begin{tabular}{|l|l|}
\hline
\textbf{Smart List} & \textbf{Associated Member Names} \\
\hline
Position_Type & Position Type \\
\hline
Job_Class & Job \\
\hline
Location_Code & Location Code \\
\hline
Union_Code & Union Code \\
\hline
Salary_Basis & Salary Basis \\
\hline
Full_Time_Status & FT/PT \\
\hline
\end{tabular}
\end{table}
Create a file in a tool such as Microsoft Excel. Note: Although you can use a text editor, it is best to use a spreadsheet program to customize the sample code, because some text editors may not maintain the necessary line breaks.

Copy and paste this code into the file:

```
Budget Item,Data Load Cube Name,Point-of-View,Position Number,Position Name,Position Type,Job,Position Start Date,Position End Date,Adjustment Date,Default Weekly Hours,Salary Basis,Union Code,Location Code,Annual Salary Spread,Employee Number,Employee Name,Hire Date,FT/PT,Employee Type,Pay Type
```

In the Point-of-View column, replace Entity1, Position1, Employee1, Budget, and Stage 1 with the name of the positions and employees whose assignments to load, the associated cost center or department, and the budget stage.

Specify assignment data such job name, job number, name of employee to assign to the job, and employee type and salary basis.

**Example:** You want to associate a new Data Entry and Processing (job 56) job to the Admissions Administration Position (P32), starting on June 1, 2012. You also want to load and assign the details of a permanent and full time employe hired on August 15, 2012. To load this data, specify:

```
Budget Item,Data Load Cube Name,Point-of-View,Position Number,Position Name,Position Type,Job,Position Start Date,Position End Date,Adjustment Date,Default Weekly Hours,Salary Basis,Union Code,Location Code,Annual Salary Spread,Employee Number,Employee Name,Hire Date,FT/PT,Employee Type,Pay Type
```

Save the file in CSV format.

Perform a test run of the CSV file to ensure that the correct employee-position assignments load and display correctly. See “Testing Load Files” on page 268 and “Verifying Data Loads” on page 269.

After confirming that data loads correctly, run the CSV file in the production environment. See “Running Load Files” on page 270.

### Loading Position FTE Information

To load position FTEs:

1. Identify the member and entry names associated with FTE-related Smart Lists. See “Frequently Used Public Sector Planning and Budgeting Smart Lists” on page 57.
Create a file in a tool such as Microsoft Excel. Note: Although you can use a text editor, it is best to use a spreadsheet program to customize the sample code, because some text editors may not maintain the necessary line breaks.

Copy this code into the file:

```
Budget Item,Data Load Cube Name,Point-of-View,Proposed FTE,FTE Start Date,FTE End Date <LINEITEM("FTE and Status Assignments")>,HCP,"BegBalance,Local,Unspecified Element,Budget,Stage 1,Unspecified Entity,No Year,Vacancy,Mrk_3",1,01-01-2011,12-31-2012
```

In the Point-of-View column replace Entity1, Position1, Budget, and Stage 1 with the name of the positions whose FTEs to load, and the budget stage and version to which to load the position FTEs.

Specify the proposed FTE, dates during which it is effective, and applicable position.

**Example:** You want to load a proposed FTE of 7 to the Senior Marketer position (Mrk_3). The FTE is effective July 1, 2011 and does not have an end date. To load the FTE, specify:

```
Budget Item,Data Load Cube Name,Point-of-View,Proposed FTE,FTE Start Date,FTE End Date <LINEITEM("FTE and Status Assignments")>,HCP,"BegBalance,Local,Unspecified Element,Budget,Stage 1,Unspecified Entity,No Year,Vacancy,Mrk_3",7,01-07-2011
```

Save the file in CSV format.

Perform a test run of the CSV file to confirm that the correct FTE data is loaded to the specified position. See “Verifying Data Loads” on page 269 and “Testing Load Files” on page 268.

After ensuring that the file loads data correctly, run it in the production environment. See “Running Load Files” on page 270.

### Loading Employee FTE Information

Does not apply to the Position budget detail

To load employee FTE:

1. Identify the member and entry names associated with FTE-related Smart Lists. See “Frequently Used Public Sector Planning and Budgeting Smart Lists” on page 57.

2. Create a file in a tool such as Microsoft Excel. Note: Although you can use a text editor, it is best to use a spreadsheet program to customize the sample code, because some text editors may not maintain the necessary line breaks.

3. Copy and paste this code into the file:

```
Budget Item,Data Load Cube Name,Point-of-View,Proposed FTE,FTE Start Date,FTE End Date <LINEITEM("FTE and Status Assignments")>,HCP,"BegBalance,Local,Unspecified Element,Budget,Stage 1,Entity1,No Year,Employee1,Position1",1,01-01-2010,12-31-2010
```

4. In the Point-of-View column, replace Entity1, Employee1, Position1, Budget, and Stage 1 with the name of the employees for whom you are loading FTEs, their positions, their cost center or department, and the budget stage and version.

**Note:** For the Employee budget detail, replace Position with Job Code.
In the second line of code, specify data such as the FTE, the position to apply it, and the dates during which to apply it.

**Example:** You want to load an FTE of 1, that is effective March 1, 2011 to March 2, 2012 for Derek MacKay holding the Survey Implementation position (survey_2) in the Office of Tourism (dept_tourism), specify:

Budget Item,Data Load Cube Name,Point-of-View,Proposed FTE,FTE Start Date,FTE End Date <LINEITEM("FTE and Status Assignments")>,HCP,"BegBalance,Local,Unspecified Element,Budget,Stage 1,dept_tourism,No Year,"MacKay, Derek",survey_2",1,03-01-2011,03-01-2012,

6. Save the file in CSV format.

7. Perform a test run of the CSV file to ensure that it loads employee FTE is correctly. See “Verifying Data Loads” on page 269 and “Testing Load Files” on page 268.

8. After confirming that the file loads data correctly, run it in the production environment. See “Running Load Files ” on page 270.

### Loading Position Salary Grade Information

Does not apply to the Employee budget detail

➤ To load salary grades to positions:

1. Identify the member and entry names associated with position and salary-related Smart Lists. See “Frequently Used Public Sector Planning and Budgeting Smart Lists” on page 57.

2. Create a file in a tool such as Microsoft Excel. **Note:** Although you can use a text editor, it is best to use a spreadsheet program to customize the sample code, because some text editors may not maintain the necessary line breaks.

3. Copy and paste this code into the file:

Budget Item,Data Load Cube Name,Point-of-View,Grade Step,Option Value,Override Option Value,Option Start Date,Option End Date,Grade Salary Basis Input,Allow Value Change Input,Salary Grade Type Input<LINEITEM("Element Changes")>,HCP,"BegBalance,Local,Grade 1,Budget,Stage 1,Entity1,No Year,Vacancy,Position1",Step1,2000,3000,01-01-2010,12-31-2010,Annual,Yes,Grade_Step

4. In the Point-of-View column, replace Position1, Budget, and Stage 1 with the positions to which to load salary grades, and the budget stage and version. You can also replace Entity1 with the cost center or department associated with the position.

**Note:** For the Employee budget detail, replace Position with Job Code.

5. Customize the second line of code to specify salary grade data such as the grade step to load, the grade step value, when to apply the grade step, and the position to which to apply the grade step.

**Example:** You want to load a third grade step (S3) to the 2013 forecast budget for the New York Public School System (ny_ss). The salary grade rate has a static option value of $59,000 a year, applies to all New York city high school teachers (educaton_hs_snr) with 25 years
seniority, is paid out once bimonthly, and is effective on August 28, 2013. To load the grade step, specify:

```
Budget Item, Data Load Cube Name, Point-of-View, Grade Step, Option Value, Override Option Value, Option Start Date, Option End Date, Grade Salary Basis Input, Allow Value Change Input, Salary Grade Type Input <LINEITEM("Element Changes")>, HCP, "BegBalance, Local, Grade 1, Budget, Stage 1, ny_ss, No Year, Vacancy, education_hs_snr", S3, 59000, , 09-28-2013, , Bi_Monthly, No, Grade_Step
```

6 Save the file in CSV format.

7 Perform a test run of the CSV file to ensure that it loads the correct salary information to positions. See “Verifying Data Loads” on page 269 and “Testing Load Files” on page 268.

8 After confirming that the file loads salary data correctly, run it in the production environment. See “Running Load Files” on page 270.

### Loading Employee Salary Grade Information

Does not apply to the Position budget detail

- To load salary grades to employees:

  1 Identify the member and entry names associated with employee and salary-related Smart Lists. See “Frequently Used Public Sector Planning and Budgeting Smart Lists” on page 57.

  2 Create a file in a tool such as Microsoft Excel. Note: Although you can use a text editor, it is best to use a spreadsheet program to customize the sample code, because some text editors may not maintain the necessary line breaks.

  3 Copy and paste this code into the file:

    ```
    Budget Item, Data Load Cube Name, Point-of-View, Grade Step, Option Value, Override Option Value, Option Start Date, Option End Date, Grade Salary Basis Input, Allow Value Change Input, Salary Grade Type Input <LINEITEM("Element Changes")>, HCP, "BegBalance, Local, Grade 1, Budget, Stage 1, Entity1, No Year, Employee1, Position1", Step1, 2000, 3000, 1-01-2010, 12-31-2010, Annual, Yes, Grade_Step
    <LINEITEM("Element Changes")>, HCP, "BegBalance, Local, Grade 1, Budget, Stage 1, Entity1, No Year, Employee1, Position1", Step1, 3000, 3500, 01-01-2011, 12-31-2011, Annual, Yes, Grade_Step
    ```

  4 In the Point-of-View column, make the required replacements. For example, replace **Grade 1** with the salary grade to load and **Employee1** with employee to whom to load the grade.

    **Note:** For the Employee budget type, replace Position with Job Code.

  5 Specify salary grade data such as the grade step to load, the grade step value, whether the salary grade can be modified at the employee level, and when to apply the salary grade.

    **Example:** You want to load a new grade value (value_3) to an existing salary grade (grade_36) to apply to the budgets for James Williams, the State Park Security Patrol Recreation Facilitator (prk_sec_pat) in the department of Tourism (tourism). The salary is $46,000 a year, paid monthly, and can be increased by $4,000 on July 1, 2014. You want to apply the grade on January 1, 2013. To do so, specify:
Save the file in CSV format.

Perform a test run of the CSV file. See “Testing Load Files” on page 268.

In the application, ensure that salaries loaded correctly to the employees specified.

After confirming that the data load file loads the correctly data, run it in the production environment. See “Running Load Files” on page 270.

---

Loading Position Compensation Information

Does not apply to the Employee budget detail

➢ To load compensation information to positions:

1. Identify the member and entry names associated with position and compensation-related Smart Lists. See “Frequently Used Public Sector Planning and Budgeting Smart Lists” on page 57.

2. Create a file in a tool such as Microsoft Excel. Note: Although you can use a text editor, it is best to use a spreadsheet program to customize the sample code, because some text editors may not maintain the necessary line breaks.

3. Copy and paste this code into the file:

   Budget Item, Data Load Cube Name, Point-of-View, Options, Option Value, Override Option Value, Option Start Date, Option End Date, Taxable Component, Allow Value Change Input, Payment Frequency Input, Payment Terms Input

4. Customize the data in the Point-of-View column. For example, replace Position1 with the position to which to load compensation data, and Entity1 with the cost center or department associated with the position. Replace Element 1 with the name of the compensation elements whose details you are loading to positions.

   Note: For the Employee budget detail, replace Position with Job Code.

5. Specify position and compensation data such as option value, adjusted value, and if the element is taxed.

   Example: Effective March 1, 2012, you want to add a static mental health option (option 4) for $1,100.00 that cannot increase, to an existing health care benefit (benefit_1) assigned to a Fire Fighter position (Fire_1) in the Baltimore Municipal Fire Department (FD_3). This position is held by Mark Daniels. The benefit option is paid out in full on the first day or the first period (January 1) of each year and not taxed. You want to add this option to the first stage of the forecast budget. To load this data, specify:

   <LINEITEM("Element Changes"), HCP, "BegBalance, Local, benefit_1, Forecast, Stage 1, FD_3, No Year, "Daniels, Mark"", Fire_1", Self, 1100, 03-01-2012, No, No, FirstPeriod, Annually
Save the file in CSV format.

Perform a test run of the file, and then ensure that it loaded compensation information to positions correctly in the application. See “Testing Load Files” on page 268 and “Verifying Data Loads” on page 269.

After verifying the data file, run it in the production environment. See “Running Load Files ” on page 270.

**Loading Employee Compensation Information**

Does not apply to the Position budget detail

To load compensation information to employees:

1. Identify the member and entry names associated with employee and compensation element-related Smart Lists. See “Frequently Used Public Sector Planning and Budgeting Smart Lists” on page 57.

2. Create a file in a tool such as Microsoft Excel. Note: Although you can use a text editor, it is best to use a spreadsheet program to customize the sample code, because some text editors may not maintain the necessary line breaks.

3. Copy and paste this code into the file:

```
Budget Item,Data Load Cube Name,Point-of-View,Options,Option Value,Override Option Value,Option Start Date,Option End Date,Taxable Component,Allow Value Change Input,Payment Frequency Input,Payment Terms Input <LINEITEM("Element Changes")),HCP,"BegBalance,Local,Pharmacy,Budget,Stage 1,FD_3,No Year,""Fisher, Claire"",Clerk_1",Spouse,2000,3000,01-01-2010,12-31-2010,Yes,Yes,FirstPeriod,Semi_Annual <LINEITEM("Element Changes")),HCP,"BegBalance,Local,Dental,Budget,Stage 1,FD_4,No Year,""Fisher, Claire"",Clerk_1",Spouse,1500,2000,01-01-2010,12-31-2010,Yes,Yes,FirstPeriod,Semi_Annual
```

4. Customize the data in the Point-of-View column, and the compensation data to load. For example, replace Pharmacy, Fisher, Claire, and Clerk_1 to represent the appropriate benefits, employee, and position.

5. Specify the compensation data and values to load such as option value, start date, and if the compensation is taxable.

6. Save the file in CSV format.


8. In the application, review compensation element tabs (benefits, for example) to ensure that data loaded correctly. See “Verifying Data Loads” on page 269.

9. Run it in the production environment. See “Running Load Files ” on page 270.
Loading Position Allocation Information

Does not apply to the Employee budget detail

Before loading, ensure entries for all account segments or chart fields used in allocations exist in the appropriate Smart Lists (Account_List, Entity_List, Fund_List, Program_List, and Project_List, for example).

To load allocations to positions:

1. Identify the member and entry names associated with position and allocation-related Smart Lists. See “Frequently Used Public Sector Planning and Budgeting Smart Lists” on page 57.

2. Create a file in a tool such as Microsoft Excel. Note: Although you can use a text editor, it is best to use a spreadsheet program to customize the sample code, because some text editors may not maintain the necessary line breaks.

3. Copy and paste this code into the file:

   Budget Item, Data Load Cube Name, Point-of-View, Account Segment, Entity Segment, Fund Segment, Program Segment, Project Segment, Percentage Allocation, Allocation Start Date, Allocation End Date

   <LINEITEM("Allocation Assignments"), HCP, "BegBalance, Local, Unspecified Element, Budget, Stage 1, y_arts, No Year, Vacancy, Instructor", A130, Bst_Pr_Rec, res10, class_8, Proj_10, 35, 06-01-2012, 10-15-2012 <LINEITEM("Allocation Assignments"), HCP, "BegBalance, Local, Unspecified Element, Budget, Stage 1, y_arts, No Year, Vacancy, Instructor", A130, Bst_Pr_Rec, srp001, class_8, Proj_10, 65, 06-01-2012, 10-15-2012

4. Customize the data in the Point-of-View column. For example, replace y_arts and Instructor with your specific entity and position.

   Note: For the Employee budget detail, replace Position with Job Code.

5. Replace all other sample data with your employee and allocation data.

6. Specify the different General Ledger account segments or chart fields used in the allocation, the percentage for each allocation, and when the allocations apply.

   Example: You want to load two allocations to finance the Instructor of a Summer/Fall painting program (pnt_4) at the Youth Arts office (y_arts) in a Boston recreation center. The allocations use the same Entity segment for the municipal Boston Parks and Recreation Department (Bst_Pr_Rec), Account segment (11001), and program segment (class_8). The first allocation is for 35% from the reserved fund (res10), begins on June 1, 2012, and ends October 15, 2012. The second allocation is for 65% from the surplus fund (srp001), begins June 1, 2012, and ends October 15, 2012.

   To load the allocations, modify the code as follows to identify the different General Ledger account segments, allocation percentages, and dates:

   <LINEITEM("Allocation Assignments"), HCP, "BegBalance, Local, Unspecified Element, Budget, Stage 1, y_arts, No Year, Vacancy, Instructor", A130, Bst_Pr_Rec, res10, class_8, Proj_10, 35, 06-01-2012, 10-15-2012 <LINEITEM("Allocation Assignments"), HCP, "BegBalance, Local, Unspecified Element, Budget, Stage 1, y_arts, No Year, Vacancy, Instructor", A130, Bst_Pr_Rec, srp001, class_8, Proj_10, 65, 06-01-2012, 10-15-2012

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Save the file in CSV file.

Perform a test run of the file. See “Testing Load Files” on page 268.

In the application, ensure that the allocations loaded correctly. See “Verifying Data Loads” on page 269.

After verifying the file, run it in production. See “Running Load Files” on page 270.

Loading Employee Allocation Information

Before loading, ensure entries for all account segments or chart fields for the employee allocations exist in the appropriate Smart Lists (Account_List, Entity_List, Fund_List, Program_List, and Project_List, for example).

➢ To load allocations to employees:

1. Identify the member and entry names associated with employee and allocation-related Smart Lists. See “Frequently Used Public Sector Planning and Budgeting Smart Lists” on page 57.

2. Create a file in a tool such as Microsoft Excel. Note: Although you can use a text editor, it is best to use a spreadsheet program to customize the sample code, because some text editors may not maintain the necessary line breaks.

3. Copy and paste this code into the file:

4. Customize the data in the Point-of-View column. For example, replace Employee1 with the employee to which to load allocations, and Entity1 with the HR organization with which the employee is associated.

Note: For the Employee budget detail, replace Position with Job Code.

5. In the appropriate columns, specify the different General Ledger account segments or chart fields used in the allocation, the percentage for each allocation, and when the allocations apply.

Example: The Boston Parks and Recreation Department (Bst_Pr_Rec) needs to load three allocations to budget for Marla Tate, who holds the single incumbent position of Coordinator and Director. Marla will oversee a swimming pool installation project at a downtown recreation center. The allocations have the same start and end dates, Entity segment (111), Account segment (011), and Facility Development program segment (fac_dev_1).
The first allocation is for 25% from the reserved fund (res_10) segment and the swim project (swm_01) segment, begins January 1, 2012, and ends June 1, 2012.

The second allocation is for 65% from the employee salary fund (e_1) and the development project (dev_12), begins January 1, 2012, and ends June 1, 2012.

The third allocation is for 10% from the employee salary fund (e_1) and the swim safety project (swm_saf_01), begins January 1, 2012, and ends June 1, 2012.

To load the allocations, modify the code as follows to identify the entity, Marla Tate and her position, and the different General Ledger account segments, allocation percentages, and dates:

```bash
LINEITEM("Allocation Assignments")>,HCP,"BegBalance,Local,Unspecified
Element,Budget,Stage 1,Unspecified
Bst_Pr_Rec,""Tate,
Marla",coordinator_and_director",A011,E111,res10,fac_dev_1,swm_01,25,01-01-2012,
06-01-2012 <LINEITEM("Allocation Assignments")>,HCP,"BegBalance,Local,Unspecified
Element,Budget,Stage 1,Unspecified
Bst_Pr_Rec,""Tate,
Marla",coordinator_and_director",A011,E111,res10,fac_dev_1,dev_12,65,01-01-2012,
06-01-2012 <LINEITEM("Allocation Assignments")>,HCP,"BegBalance,Local,Unspecified
Element,Budget,Stage 1,Unspecified
Bst_Pr_Rec,""Tate,
Marla",coordinator_and_director",A011,E111,res10,fac_dev_1,swm_saf_01,10,
01-01-2012,06-01-2012
```

6 Save the file in CSV format.

7 Perform a test run of the file. See “Testing Load Files” on page 268.

8 In the application, at the correct allocations loaded. See “Verifying Data Loads” on page 269.

9 After confirming that the file loads data correctly, run it in the production environment. See “Running Load Files ” on page 270.

### Loading Job Information

Applies only to the Employee budget detail

- To load jobs:

1 Identify the member and entry names associated with job-related Smart Lists. See “Frequently Used Public Sector Planning and Budgeting Smart Lists” on page 57.

2 Create a file in a tool such as Microsoft Excel. Note: Although you can use a text editor, it is best to use a spreadsheet program to customize the sample code, because some text editors may not maintain the necessary line breaks.

3 Copy and paste this code into the file:

```bash
Budget Item,Data Load Cube Name,Point-of-View,Job Code Level,Job Description,FTE
Capacity,Job Code Start Date,Job Code End Date,Salary Basis,Default Weekly
Hours,Headcount Unspecified Budget Item,HCP,"BegBalance,Local,Unspecified
Employee,Budget,Stage 1,Unspecified Entity,No Year,Unspecified
Element,JobCode1",job,"Facilities Coordinator",40,01-01-2012,,Annual,40,40
```

4 Customize the data in the Point-of-View column. For example, replace Unspecified Employee with the employee to which to assign a loaded job and JobCode1 with the number of the job to load.
Specify job data such as name, start date, FTE capacity, salary basis, and default weekly hours.

**Example:** You want to load two jobs: Facilities Coordinator with the job class J, and Facilities Director with job class M2. Both jobs start on January 1, 2012, have annually-based salaries, require a forty hour week, and a headcount of 40. To load these jobs, specify:

Unspecified Budget Item,HCP,"BegBalance,Local,Unspecified Employee,Budget,Stage 1,Unspecified Entity,No Year,Unspecified Element,JobCode1",J1,"Facilities Coordinator",40,01-01-2012,,Annual,40,40

Unspecified Budget Item,HCP,"BegBalance,Local,Unspecified Employee,Budget,Stage 1,Unspecified Entity,No Year,Unspecified Element,JobCode2",M2,"Facilities Director",40,01-01-2012,,Annual,40,40

**Save the file in CSV format.**

**Perform a test run of the CSV file.** See “Testing Load Files” on page 268.

**In the application, access the All Jobs tab of the Manage job details form, and ensure that the jobs and their details loaded correctly.** See “Verifying Data Loads” on page 269.

**After confirming that the file loads jobs correctly, run it in the production environment.** See “Running Load Files” on page 270.

Activate loaded jobs. See “Activating Jobs” on page 144.

---

**Loading Employee Job Assignments and Details**

Does not apply to the Position budget detail

To load jobs assignment details to employees:

1. Identify the member and entry names associated with employee and job-related Smart Lists. See “Frequently Used Public Sector Planning and Budgeting Smart Lists” on page 57.

2. Create a file in a tool such as Microsoft Excel. **Note:** Although you can use a text editor, it is best to use a spreadsheet program to customize the sample code, because some text editors may not maintain the necessary line breaks.

3. Copy and paste this code into the file:

   Budget Item,Data Load Cube Name,Point-of-View,Job Code Level,Job Description,Job Code Start Date,Job Code End Date,Adjustment Date,Default Weekly Hours,Union Code,Location Code,Salary Basis,Employee Number,Employee Name,Hire Date,FT/PT,Employee Type,Pay Type,Unspecified Budget Item,HCP,"BegBalance,Local,JobCode1,Budget,Stage 1,Entity1,No Year,Unspecified Element,Employee1",

4. Customize the data in the Point-of-View column. For example, replace Employee1 with the employee to whose job you are loading assignment details, and JobCode1 with the number of the job.

5. Specify job data such as name, type, start date, and location.

   **Example:** You want to load a Facilities Coordinator job that starts January 1, 2011 and assign Claire Fisher (employee ID E133) as a temporary, exempt, and part-time employee hired on January 1, 2011. The job is in Frankfurt Germany, has an annual based salary, and requires a 30 hour week. To load this job and assignment data, specify:
6 Save the file in CSV format.
7 Perform a test run of the file. See “Testing Load Files” on page 268.
8 In the application, ensure that the correct job assignments loaded. See “Verifying Data Loads” on page 269.
9 After confirming that the file loads data correctly, run it in production. See “Running Load Files” on page 270.

**Testing Load Files**

In a test environment, run load files, and then open the appropriate form in Public Sector Planning and Budgeting to ensure that the files load the correct metadata and data (see “Verifying Data Loads” on page 269.)

**Important:** Run the load files for metadata first, and then those for data. See “Required Data Load File Run Order” on page 249.

Test load files by running commands using this syntax

```
OutlineLoad /A:<application> /U:<user name>/I:<.csv file>/
```

- /A:— Application name
- /U:— User name of administrative user who can access Oracle Essbase and Planning.
- /M:— Properties for each dimension to load
- /N:— If the file parses without loading data
- /I:— CSV load file that contains the header record and metadata records
- /D:— Dimension to load
- /C:— Refresh the database
- /L:— Name of the log file to report load status. Default is stdout.log
- /X:— Name of the file to report exceptions during the load. Default is stderr
- /S:— Server hosting the application

Omit components as necessary. For example, if you do not want to refresh the database, remove /C/.

For all command parameters, see Chapter 5 of the *Oracle Hyperion Planning Administrator’s Guide*.

For example: `OutlineLoad /A:PO /U:jtadmin /I:<directory>\employee.csv/
D:Employee /L:c:/employee_load.log /N/S:localhost /M/X:c:/employee_load.exc`

- Loads data to the Position-Only (PO) application
- Logs on to the application using `jtadmin`
- Loads data to the application on the localhost server
- Loads the Employee data specified in `employee.csv`
- Writes errors to `employee_load.log`
- Parses to ensure that the file is correctly defined
- Writes exception details to `employee_load.exc`

## Verifying Data Loads

After performing test runs of the data load CSV files, log on to the Public Sector Planning and Budgeting application, and perform the appropriate steps below to ensure that the data loaded correctly.

<table>
<thead>
<tr>
<th>Data Loaded</th>
<th>Steps to Verify Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Grades</td>
<td>From <strong>My Task Lists</strong>, select <strong>Budget Administration</strong>, and then select <strong>Manage Salary Grades</strong>.</td>
</tr>
<tr>
<td>Salary grade details</td>
<td>From <strong>My Task Lists</strong>, select <strong>Budget Administration</strong>, and then select <strong>Manage Salary Grades</strong>.</td>
</tr>
<tr>
<td>Compensation elements and details</td>
<td>From <strong>My Task Lists</strong>, select <strong>Budget Administration</strong>, and then select <strong>Manage other compensation elements</strong>.</td>
</tr>
</tbody>
</table>
| Employee data                   | - From **My Task Lists**, select **Budget Administration**, and then select **Review employee and job data** or **Review position and employee data**.  
- From **My Task Lists**, select **Budget Preparation**, and then select **Maintain employees information**. |
| Position data                   | - From **My Task Lists**, select **Budget Administration**, and then select **Review position and employee data** or **Review position data**.  
- From **My Task Lists**, select **Budget Preparation**, and then select **Manage position and employee data** or **Manage position and employee data**, and then **Maintain position data**. |
| Employee-position assignments   | - From **My Task Lists**, select **Budget Preparation**, then select **Manage position and employee data**, and then select **Maintain employees by position**.  
- From **My Task Lists**, select **Budget Administration**, and then select **Review position and employee data**. |
| Position FTE                    | - Position budget detail—From **My Task Lists**, select **Budget Preparation**, select **Maintain position data**, right-click positions, select **Edit position details**, and then select **FTE**.  
- Position and employee budget detail—From **My Task Lists**, select **Budget Preparation**, select **Manage position and employee data**, select **Maintain position data**, right-click positions, select **Edit position details**, and then select **FTE**. |
| Employee FTE                    | - Employee budget detail—From **My Task Lists**, select **Budget Preparation**, select **Manage employee data**, select **Maintain employees by job**, right-click employees, select **Edit employees details**, and then select **FTE**  
- Position and employee budget detail—From **My Task Lists**, select **Budget Preparation**, select **Manage position and employee data**, select **Maintain employees by position**, right-click employees, select **Edit employees details**, and then select **FTE**. |
<table>
<thead>
<tr>
<th>Data Loaded</th>
<th>Steps to Verify Load</th>
</tr>
</thead>
</table>
| Position salary grades | - Position budget detail—From My Task Lists, select Budget Preparation, select Maintain position data, right-click positions, select Edit position details, and then select Salary Grades.  
- Position and employee budget detail—From My Task Lists, select Budget Preparation, select Manage position and employee data, select Maintain position data, right-click positions, select Edit position details, and then select Salary Grades. |
| Employee salary grades | - Employee budget detail—From My Task Lists, select Budget Preparation, select Manage employee data, select Maintain employees by job, right-click employees, select Edit employees details, and then select Salary Grades.  
- Position and employee budget detail—From My Task Lists, select Budget Preparation, select Manage position and employee data, select Maintain position data, right-click positions, select Edit position details, and then select Salary Grades. |
| Position compensation | - Position budget detail—From My Task Lists, select Budget Preparation, select Maintain position data, right-click positions, select Edit position details, and then select the compensation element tab (Tax Details, for example).  
- Employee and position budget detail—From My Task Lists, select Budget Preparation, select Manage position and employee data, select Maintain position data, right-click positions, select Edit position details, and then select the tab for the compensation (Benefits for example). |
| Employee compensation | - Employee budget detail—From My Task Lists, select Budget Preparation, select Manage employee data, select Maintain employees by job, right-click employees, select Edit employees details, and then select the compensation type tab (Additional Earnings, for example).  
- Position and employee budget detail—From My Task Lists, select Budget Preparation, select Manage position and employee data, select Maintain position data, right-click positions, select Edit employees details, and then select the compensation type tab (Benefits for example). |
| Position allocation | - Position budget detail—From My Task Lists, select Budget Preparation, select Maintain position data, right-click positions, select Edit position details, and then select Allocations.  
- Employee and position budget detail—From My Task Lists, select Budget Preparation, select Manage position and employee data, select Maintain position data, right-click positions, select Edit position details, and then select Allocations. |
| Employee allocation | - Employee budget detail—From My Task Lists, select Budget Preparation, select Manage employee data, select Maintain employees by job, right-click employees, select Edit employees details, and then select Allocations.  
- Position and employee budget detail—From My Task Lists, select Budget Preparation, select Manage position and employee data, select Maintain employees by job, right-click employees, select Edit employees details, and then select Allocations. |
| Jobs | From My Task Lists, select Budget Preparation, and then select Maintain job details. |
| Employee-job assignments | From My Task Lists, select Budget Administration, and then select Review employee and job data. You can also select Budget Preparation, select Manage employee data, and then select Maintain employees by job. |

### Running Load Files

After you ensure load files load the correct data, run the load files in the proper order (see “Required Data Load File Run Order” on page 249) in a production environment. Use this syntax to run data load files:
To run load files:

1. From a command prompt, enter:
   ```
   CD x:\oracle\middleware\user_projects\epmsystem1\Planning\planning1 or (EPM_ORACLE_INSTANCE)/Planning/planning1/OutlineLoad.cmd.
   ```

2. Run a command:
   - Windows:
     - To load dimensional metadata:
       ```
       OutlineLoad /A:PO /U:jtadmin /I:<directory>\employee.csv/
       D:Employee /L:c:/employee_load.log /N/S:localhost /M/X:c:/employee_load.exc
       ```
     - To load Smart List data:
       ```
       ```
       For example:
       ```
       C:\Oracle\Middleware\user_projects\epmsystem1\Planning\planning1>OutlineLoad /A:psbapp /U:admin /M /I:c:\psb_salgradedetails.csv /D:"Budget Item"
       ```

3. Review the LOG file to confirm that the file ran correctly.
4. Open the application to ensure that the correct metadata loaded.
5. Select Administration, then Manage Applications, and then Refresh Database to write the metadata to the Plan 1, 2, or 3, and the HCP plan type.

**Troubleshooting**

If after loading data such as salary steps or allocations do not display or work, perform these tasks:

- Log into Planning as an administrator.
- Select Administration, select Manage, and then select Dimensions.
- Select the Budget Item dimension, and click Edit.
- Locate the Unspecified Budget Item member, and re-order it so that it is first in the member hierarchy.
- Save.
- Refresh the database
- Load the same data again.
Business Rule and Smart List Associations

If you add or modified entries in the predefined Smart Lists, you must update the associated business rules. See the section for your budget detail:

- “Employee Budget Detail” on page 273
- “Position and Employee Budget Detail” on page 278
- “Position Budget Detail” on page 283

Employee Budget Detail

Table 46 Business Rules Associated With Predefined Smart Lists

<table>
<thead>
<tr>
<th>Predefined Smart List</th>
<th>Business Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval_Status</td>
<td>● Approve, EmployeeTransfer</td>
</tr>
<tr>
<td></td>
<td>● EmployeeTransferOut</td>
</tr>
<tr>
<td></td>
<td>● EmployeeTransferIn</td>
</tr>
<tr>
<td></td>
<td>● EvaluateCriteria</td>
</tr>
<tr>
<td></td>
<td>● GenerateMassEntriesByEmpProp</td>
</tr>
<tr>
<td></td>
<td>● GenerateMassEntriesByEntity</td>
</tr>
<tr>
<td></td>
<td>● GenerateMassEntriesBySalary</td>
</tr>
<tr>
<td></td>
<td>● TerminateEmp</td>
</tr>
<tr>
<td></td>
<td>● TerminateJob</td>
</tr>
<tr>
<td>Custom_Salary_Spreads</td>
<td>● CriteriaAnnualSalSpread</td>
</tr>
<tr>
<td></td>
<td>● EvaluateCriteria</td>
</tr>
<tr>
<td>Predefined Smart List</td>
<td>Business Rules</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------</td>
</tr>
</tbody>
</table>
| Earning_Type         | • AddAdditionalEarning  
|                      | • AllEmpDistElmCost   
|                      | • AssignEmployee      
|                      | • CriteriaCreateMissingNonSalElement  
|                      | • CriteriaOverWriteNonSalElement  
|                      | • DeleteNonSalElement  
|                      | • TerminateEmp        
|                      | • TerminateJob        
|                      | • EmpDistElmCost      
|                      | • EmployeeTransfer    
|                      | • EmployeeTransferIn  
|                      | • EmpToJobCode        |
| Element_Type         | • AddBenefitElement  
|                      | • AddAdditionalEarning  
|                      | • AllEmpDistElmCost   
|                      | • AddTaxElement       
|                      | • AssignEmployee      
|                      | • CriteriaCreateMissingNonSalElement  
|                      | • CriteriaOverWriteNonSalElement  
|                      | • DeleteNonSalElement  
|                      | • TerminateEmp        
|                      | • TerminateJob        
|                      | • EmpDistElmCost      
|                      | • EmployeeTransfer    
|                      | • EmployeeTransferIn  
|                      | • EmpToJobCode        |
| Employee_Status      | • ActivateJob        
|                      | • AddEmpFTE           
|                      | • ChangeEmpStatus     
|                      | • AssignEmployee      
|                      | • EmployeeTransfer    
|                      | • EmployeeTransferIn  
|                      | • EmployeeTransferOut 
|                      | • TerminateEmp        
|                      | • TerminateJob        
|                      | • EmpToJobCode        
|                      | • ExcludeJob          
|                      | • SpreadByPeriod_ExistingFTE  
<p>|                      | • SpreadByPeriod      |</p>
<table>
<thead>
<tr>
<th>Predefined Smart List</th>
<th>Business Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee_Type</strong></td>
<td>● AssignEmployee</td>
</tr>
<tr>
<td></td>
<td>● EvaluateCriteria</td>
</tr>
<tr>
<td></td>
<td>● ReconcileEmployee</td>
</tr>
<tr>
<td><strong>Frequency</strong></td>
<td>● AddAdditionalEarning</td>
</tr>
<tr>
<td></td>
<td>● AddDefaultNonSalElement</td>
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<tr>
<td></td>
<td>● AddBenefitElement</td>
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<tr>
<td></td>
<td>● AddTaxElement</td>
</tr>
<tr>
<td></td>
<td>● AllEmpDistElmCost</td>
</tr>
<tr>
<td></td>
<td>● EmployeeTransfer</td>
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<td></td>
<td>● EmployeeTransferIn</td>
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<td></td>
<td>● EmployeeTransferOut</td>
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<tr>
<td></td>
<td>● TerminateEmp</td>
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<tr>
<td></td>
<td>● TerminateJob</td>
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<tr>
<td></td>
<td>● EmpToJobCode</td>
</tr>
<tr>
<td></td>
<td>● AssignEmployee</td>
</tr>
<tr>
<td></td>
<td>● CriteriaCreateMissingNonSalElement</td>
</tr>
<tr>
<td></td>
<td>● CriteriaOverWriteNonSalElement</td>
</tr>
<tr>
<td></td>
<td>● EmpDistElmCost</td>
</tr>
<tr>
<td></td>
<td>● DeleteNonSalElement</td>
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<tr>
<td><strong>Full_Time_Status</strong></td>
<td>● AssignEmployee</td>
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<td>● EvaluateCriteria</td>
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<tr>
<td></td>
<td>● ReconcileEmployee</td>
</tr>
<tr>
<td><strong>Operation_Status</strong></td>
<td>● CriteriaAnnualSalSpread</td>
</tr>
<tr>
<td></td>
<td>● CriteriaCreateMissingDistributions</td>
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<tr>
<td></td>
<td>● CriteriaCreateMissingNonSalElement</td>
</tr>
<tr>
<td></td>
<td>● CriteriaCreateMissingSalElement</td>
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<tr>
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<td>● CriteriaOverWriteDistribution</td>
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<td>● CriteriaOverWriteNonSalElement</td>
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<tr>
<td></td>
<td>● EvaluateCriteria</td>
</tr>
<tr>
<td><strong>Pay_Type</strong></td>
<td>● AllEmpDistElmCost</td>
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<tr>
<td></td>
<td>● AssignEmployee</td>
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<tr>
<td></td>
<td>● EmpDistElmCost</td>
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<tr>
<td></td>
<td>● EvaluateCriteria</td>
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<tr>
<td></td>
<td>● ReconcileEmployee</td>
</tr>
<tr>
<td>Predefined Smart List</td>
<td>Business Rules</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Payment_Terms                    | ● AddAdditionalEarning  
|                                   | ● AddBenefitElement  
|                                   | ● AddDefaultNonSalElement  
|                                   | ● AddTaxElement  
|                                   | ● AllEmpDistElmCost  
|                                   | ● AssignEmployee  
|                                   | ● CriteriaCreateMissingNonSalElement  
|                                   | ● CriteriaOverWriteNonSalElement  
|                                   | ● DeleteNonSalElement  
|                                   | ● EmpDistElmCost  
|                                   | ● EmployeeTransfer  
|                                   | ● EmployeeTransferIn  
|                                   | ● EmpToJobCode  
|                                   | ● TerminateEmp  
|                                   | ● TerminateJob  |
| Position_Status                   | ● ActivateJob  
|                                   | ● AllEmpDistElmCost  
|                                   | ● AssignEmployee  
|                                   | ● ChangeEmpStatus  
|                                   | ● EmpDistElmCost  
|                                   | ● EmployeeTransfer  
|                                   | ● EmployeeTransferOut  
|                                   | ● EmployeeTransferIn  
|                                   | ● EmpToJobCode  
|                                   | ● EvaluateCriteria  
|                                   | ● ExcludeJob  
|                                   | ● GenerateMassEntriesByEmpProp  
|                                   | ● GenerateMassEntriesBySalary  
|                                   | ● SpreadByPeriod_ExistingFTE  
|                                   | ● SpreadByPeriod  
|                                   | ● TerminateEmp  
|                                   | ● TerminateJob  |
| Rule_Arithematic_Operators       | ● AddDefaultNonSalElement  
|                                   | ● AddDefaultRateBasedOption  
|                                   | ● AddDefaultStepBasedOption  
|                                   | ● AddDefaultValueBasedOption  
|                                   | ● AddMultipleNonSalElemOptions  
|                                   | ● AddMultipleSalElemOptions  
|                                   | ● MassSalaryAdjustments  
<p>|                                   | ● MassValueUpdate  |</p>
<table>
<thead>
<tr>
<th>Predefined Smart List</th>
<th>Business Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule_Date_Criteria</td>
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<td>• GenerateMassEntriesByEmpProp</td>
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<td>Rule_Comparison_Operators</td>
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<td>• GenerateMassEntriesByEmpProp</td>
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<td>Salary_Basis</td>
<td>• AddDefaultRateBasedOption</td>
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<td>• AddDefaultStepBasedOption</td>
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<td>• AddDefaultValueBasedOption</td>
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<td>• AddSalElement</td>
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<td></td>
<td>• AllEmpDistElmCost</td>
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<tr>
<td></td>
<td>• AssignEmployee</td>
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<td></td>
<td>• CriteriaCreateMissingSalElement</td>
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<tr>
<td></td>
<td>• CriteriaOverWriteSalElement</td>
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<tr>
<td></td>
<td>• DeleteSalElement</td>
</tr>
<tr>
<td></td>
<td>• EmpDistElmCost</td>
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<td>• EmployeeTransfer</td>
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<td>• EmployeeTransferIn</td>
</tr>
<tr>
<td></td>
<td>• EmpToJobCode</td>
</tr>
<tr>
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<td>• TerminateJob</td>
</tr>
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<td>• TerminateEmp</td>
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<tr>
<td>Salary_Type</td>
<td>• AddDefaultRateBasedOption</td>
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<td>• AddDefaultStepBasedOption</td>
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<td>• AddMultipleSalElemOptions</td>
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<td>• CriteriaOverWriteSalElement</td>
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<td>• DeleteSalElement</td>
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<td>• EmployeeTransfer</td>
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### Table 47  Business Rules Associated With Predefined Smart Lists

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| Frequency             | ● AddAdditionalEarning  
                       | ● AddBenefitElement  
                       | ● AddDefaultNonSalElement  
                       | ● AddDefaultNonSalElemOption_Job  
                       | ● AddNewPosition  
                       | ● AddTaxElement  
                       | ● CriteriaCreateMissingNonSalElement  
                       | ● CriteriaOverWriteNonSalElement  
                       | ● DeleteNonSalElement  
                       | ● EmpDistElmCost  
                       | ● EmpDistElmCost_All  
                       | ● EmployeeTransfer  
                       | ● TerminateEmp  
                       | ● TerminatePos  
                       | ● EmployeeTransferIn  
                       | ● EmpToPosition  
                       | ● FillPos  |
| Full_Time_Status      | ● EvaluateCriteria  
                       | ● FillPosition  
                       | ● ReconcileEmployee  |
| Operation_Status      | ● CriteriaAnnualSalSpread  
                       | ● CriteriaCreateMissingDistributions  
                       | ● CriteriaCreateMissingNonSalElement  
                       | ● CriteriaCreateMissingSalElement  
                       | ● CriteriaOverWriteDistribution  
                       | ● CriteriaOverWriteNonSalElement  
                       | ● CriteriaOverWriteSalElement  
                       | ● EvaluateCriteria  |
| Pay_Type              | ● EmpDistElmCost  
                       | ● EmpDistElmCost_All  
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                       | ● EvaluateCriteria  
                       | ● ReconcileEmployee  |
## Predefined Smart Lists

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<thead>
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| Payment Terms          | • AddAdditionalEarning  
                        | • AddBenefitElement  
                        | • AddDefaultNonSalElement  
                        | • AddDefaultNonSalElemOption_Job  
                        | • AddNewPosition  
                        | • AddTaxElement  
                        | • CriteriaCreateMissingNonSalElement  
                        | • CriteriaOverWriteNonSalElement  
                        | • DeleteDefaultNonSalElemOption_Job  
                        | • DeleteNonSalElemen  
                        | • EmpDistElmCost  
                        | • EmpDistElmCost_All  
                        | • EmployeeTransfer  
                        | • EmployeeTransferIn  
                        | • EmpToPosition  
                        | • FillPosition  
                        | • TerminateEmp  
                        | • TerminatePos |
| Position_Status        | • AddNewPosition  
                        | • ChangeEmpStatus  
                        | • CopyPosition  
                        | • EmpDistElmCost  
                        | • EmpDistElmCost_All  
                        | • EmployeeTransfer  
                        | • EmployeeTransferIn  
                        | • EmployeeTransferOut  
                        | • EmpToPosition  
                        | • ExcludePos  
                        | • FillPosition  
                        | • GenerateMassEntriesBySalary  
                        | • SpreadByPeriod_ExistingFTE  
                        | • SpreadByPeriod  
                        | • TerminateEmp  
<pre><code>                    | • TerminatePos |
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                        | ● EmployeeTransfer  
                        | ● EmployeeTransferIn  
                        | ● EmpToPosition  
                        | ● EvaluateCriteria  
                        | ● FillPosition  |
| **Rule_Arithematic_Operators** | ● AddDefaultNonSalElement  
                                    | ● AddDefaultRateBasedOption  
                                    | ● AddDefaultStepBasedOption  
                                    | ● AddDefaultValueBasedOption  
                                    | ● AddMultipleNonSalElemOptions  
                                    | ● AddMultipleSalElemOptions  
                                    | ● MassSalaryAdjustments  
                                    | ● MassValueUpdate  |
| **Rule_Date_Criteria** | ● EvaluateCriteria  
                        | ● GenerateMassEntriesByPosProp  |
| **Salary_Basis**       | ● AddDefaultRateBasedOption  
                        | ● AddDefaultRateBasedOption_Job  
                        | ● AddDefaultStepBasedOption  
                        | ● AddDefaultStepBasedOption_Job  
                        | ● AddDefaultValueBasedOption  
                        | ● AddDefaultValueBasedOption_Job  
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                        | ● DeleteSalElement  
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                        | ● EmpDistElmCost_All  
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## Position Budget Detail

**Table 48  Business Rules Associated With Predefined Smart Lists**

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<td>Predefined Smart Lists</td>
<td>Business Rules</td>
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                        | ● CriteriaOverWriteNonSalElement  
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                        | ● EmpDistElmCost_All,  
                        | ● PositionTransfer  
                        | ● PositionTransferIn  
                        | ● TerminatePos  |
| Employee_Status       | ● AddFTE  
                        | ● AddNewPosition  
                        | ● ChangeStatus  
                        | ● ExcludePos  
                        | ● PositionTransfer  
                        | ● PositionTransferIn  
                        | ● PositionTransferOut  
                        | ● SpreadByPeriod_ExistingFTE  
                        | ● SpreadByPeriod  
                        | ● TerminatePos  |
| Element_Type          | ● AddAdditionalEarning  
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                        | ● AddDefaultNonSalElement  
                        | ● AddDefaultNonSalElemOption_Job  
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                        | ● AddTaxElement  
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                        | ● CriteriaOverWriteNonSalElement  
                        | ● DeleteDefaultNonSalElemOption_Job  
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                        | ● PositionTransfer  
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Business Rule and Smart List Associations 285
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| Payment_Terms               | ● AddAdditionalEarning  
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                                ● AddDefaultNonSalElemOption_Job  
                                ● DeleteNonSalElement  
                                ● EmpDistElmCost  
                                ● EmpDistElmCost_All  
                                ● PositionTransfer  
                                ● PositionTransferIn  
                                ● PositionTransferOut  
                                ● TerminatePos |
| Position_Status              | ● AddNewPosition  
                                ● ChangeStatus  
                                ● CopyPosition  
                                ● EmpDistElmCost  
                                ● EmpDistElmCost_All  
                                ● ExcludePos  
                                ● GenerateMassEntriesByEntity  
                                ● GenerateMassEntriesByPosProp  
                                ● GenerateMassEntriesBySalary  
                                ● PositionTransfer  
                                ● PositionTransferIn  
                                ● PositionTransferOut  
                                ● SpreadByPeriod_ExistingFTE  
                                ● SpreadByPeriod  
                                ● TerminatePos |
| Position_Type                | ● AddNewPosition  
                                ● CopyPosition  
                                ● EvaluateCriteria |
| Rule_Arithematic_Operators  | ● AddDefaultNonSalElement  
                                ● AddDefaultRateBasedOption  
                                ● AddDefaultStepBasedOption  
                                ● AddDefaultValueBasedOption  
                                ● AddMultipleNonSalElemOptions  
                                ● AddMultipleSalElemOptions  
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| Rule_Date_Criteria           | ● EvaluateCriteria  
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## Predefined Smart Lists

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</table>

## Modifying Smart List Values

Edit `HspCustomMsg_<language>.template` to change the Smart List values displayed to users. For information, see Customizing the Planning Web Client in the Oracle Hyperion Planning Administrator's Guide.
additional earning  Compensation element for funds in addition to salary associated with employees, jobs, and positions. Hazard pay and overtime are additional earnings.

allocation  A system for storing compensation expenses using General Ledger segments, chart fields, or account code IDs (dimensions).

amount type  A specific detail ledger in a Commitment Control budget ledger group which tracks one of several delivered types. For example, for expenditures: Budget, Pre-encumbrance/Commitment, Encumbrance/Obligation, and Expense. For revenues, for example, Revenue Estimate (Budget), Recognized Revenue, and Collected Revenue.

Approval  Planning tool for approving compensation budgets that are submitted as planning units.

assignment  The link between an employee to a job, position, or FTE.

attribute  In some General Ledger systems, settings for individual benefits and employer paid taxes such as union code or the location of positions and employees.

bimonthly  Occurring every two months.

biweekly  Occurring every two weeks.

budget account  The combination of chartfields representing an individual budget in a Commitment Control ledger. Refers to a line item budget row which represents a unique combination of accounting segments and period for which an amount is associated. Budget journals are used in the public sector industry to provide supporting detail to budget activity recorded in the budget ledger.

budget book  PDF or HTML document that details the revenue and capital budgets approved for the proposed fiscal year, and that includes associated financial and operational information.

budget item  Dimension that handles effective-dating logic across compensation elements and General Ledger account allocations. For example, a project or program can fund a position, so expenses must be tracked for each.

budget journal  Record of a budget amount and all increases or decreases that are applied to a budget account.

budget request  Individual line item, position, or personnel budget, requesting funds, in a decision package.

budget sets  Item that is part of loading General Ledger and HRMS source data to Public Sector Planning and Budgeting applications, and uploading data back from Oracle Hyperion Public Sector Planning and Budgeting applications.

commitment control  Budgetary control feature in the PeopleSoft General Ledger product which supports the posting of budgets and tests transactions against budgetary balances according to user-defined rules.

commitment control actuals  For expenditure budget ledgers, Commitment Control Actuals represent the expense when it is recorded via a payables transaction. These transactions include payroll costs, employee expense reimbursements, vendor invoices, and procurement card payments. For revenue budget ledgers, the Commitment Control Actuals represents revenue recognized via a customer billing or revenue collected through a receivables payment.

compensation budget  Budget for position or employee expenses that includes salaries, benefits, additional earnings, and employer-paid taxes. These expenses in the compensation budget are linked and aggregated into the line item budget.
**decision package** Represents proposals for new services, programs, business objectives, or outcomes in results based management or outcome based budgeting. Decision packages contain budget requests that identify and justify the costs involved in implementing the decision package.

**default natural account** Portion of a General Ledger account number that identifies the financial activity in expense accounts. A natural accounts is typically only one of the segments or chart fields in a chart of account structure, and maps to the Account dimension.

**effective dating** Dating method that enables predating to add historical data, or postdating, before changes apply. Effective dating does not delete values; it adds new values with new effective dates.

**element** Dimension for storing the compensation components and grade structures on which compensation expenses are calculated. Each element represents a compensation type, such as salary, benefits, and employer-paid taxes.

**employee** Worker with a direct employment relationship with an employer. Employees typically are paid compensation and benefits through the employer’s payroll application.

**encumbrance** A firm obligation for future payment, generated by purchase orders, for example. Included in the total commitments.

**entity** Dimension that represents a cost center, department, or business unit.


**Full time equivalent (FTE)** Measures the workforce in relation to full-time employees. For example, an FTE of .5 means the position is for a half-time employee. If a position is to be filled with ten half-time employees, the FTE for that position is 5.


**General Ledger** An organization’s central accounting record, which summarizes all financial transactions by offsetting debit and credit accounts.

**grade scale** Range of possible salaries. See pay scale.

**grade sequence** Used to apply minimum, mid, and maximum values to rate-based salaries. See rate-based.

**grade step** An salary increment corresponding to a point on a grade scale or pay scale. Use grade steps enable to define salary increases for a salary grade.

**headcount** Represents the number of employees, regardless of their work full-time or part-time FTE. For example, the headcount for an employee who works part-time is 1. The headcount for ten part-time employees is 10.

**Human Resource Management System (HRMS)** A software application that combines human resource functions, typically including benefits administration, payroll, recruiting, and training.

**job** A generic employee assignment or role that is independent of a cost center or department. For example, Director can be a job in the Finance department and the Manufacturing department.

**line item budget** An organization’s complete budget, which includes all budgeted expenditures and employee expenses derived from the compensation budget.

**master planning unit hierarchy (PUH)** In Oracle Hyperion Planning, the entity-based hierarchy that contains the entity nodes (slices) that outline the sequence of the decision package and budget request review process. Decision packages, submitted as planning units, are promoted along this hierarchy to complete the review and approval process.

**option** Plan or implementation you can specify when defining salary grades, benefits, and other compensation elements. Options for dental or medical benefit could include Member and Spouse, or Member and Dependents. Options for salary grades could be grade steps and grade sequences that define possible salary ranges and pay increments.

**option-based** Setting indicating that different plans or implementations exist for salary grades, benefits, and other compensation elements. Options are applicable for Benefits, Additional earnings and Taxes. For salary, steps or rates defined for different dates.
parent-child budget  Hierarchical relationship between accounts in one budget ledger group to those in another budget ledger group. Since each is its own budget ledger group, customers would most likely prepare their budgets at the child budget level and use a feature in Commitment Control budget posting which allows child budget journals to also post to their respective parents in the Parent budget ledger group.

pay scale  Range of possible salaries.

period  Specifies the fiscal year for the scenario or business rule.

planning unit  A slice of data at the intersection of a scenario, a version, and an entity or part of an entity. A planning unit is the basic unit for preparing, annotating, reviewing, and approving decision package and budget request data.

Point-of-View (POV)  Area in the upper portion of Planning that enables you to select a context for your budget data and budgeting tasks by selecting members such as year, version, and scenario.

pooled position  A position—typically in the manufacturing or transportation industry—in which a group of people doing the same work and having the same reporting relationship are assigned to a single position.

position  A specific occurrence of a job in an entity (for example, POS1234, a Security Guard in the Treasury Office).

progression step  Next increment on a salary grade scale or pay scale.

rate-based salary grade  Salary having a flexible range of minimum, mid, and maximum values that you apply using grade sequences. Use rate-based salary grades for jobs or positions in which factors such as seniority and skill level determine which salary to apply. For example, the position of security officer may have an annual salary range of $45000 (sequence 1) at the entry level, $48000 (sequence 2) after five years of experience, and $50000 (sequence 3) after ten years of experience.

revision  Member of the Version dimension that enables you to modify individual budgets and then submit them for approval.

salary grade  Salary information associated with positions, jobs, and employees. Salary grades can be rate, value, or step-based.

scenario  Dimension enables collecting data for different time periods (for example, the current year’s Budget, Forecast1, Forecast2, and so on).

scenario hierarchy  Establishes the relationship and period aggregation of time within the budgets.

semimonthly  Occurring twice a month.

shared position planning  Supports multiple employees holding a single position (also called “job share”) and the ability to assign employees to several part-time positions (for example, an employee works 20 hours in one department and 20 hours in another department).

single incumbent position  A position that can be associated with only one employee.

step-based salary grade  Salary corresponding to a particular point on a pay scale or grade scale. Define step-based salary grades for positions or jobs whose salary can increase incrementally, such as those government departments, in which step 1 may be an annual salary of $76,000, and step 2 $80,000.

SUTA  State Unemployment Tax Act. State payroll taxes that fund unemployment insurance.

validation rule  Imposed limits on planning data that administrators define to ensure that values adhere to company policies. For example, the salary for a new position in the Operations department cannot be less than $40,000 or more than $100,000, or the total salary for the Maintenance department cannot exceed $1,000,000.

value-based salary grade  Salary having one, fixed value for a given period of time. For example, a job or position of municipal street repair crew member could have an annual, unchanging, salary value of $42,000 in FY10. You can adjust this salary value by 2% in FY11 to $42,420, by end dating the existing value for FY10.

version  Dimension for budget stages or outcomes given the scenario. For example, if Forecast is a scenario, Best Case and Worst Case can be versions.
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