Oracle® Hyperion Public Sector Planning and Budgeting, Fusion Edition

User's Guide

RELEASE 11.1.2.1

ORACLE

ENTERPRISE PERFORMANCE MANAGEMENT SYSTEM

Public Sector Planning and Budgeting User's Guide, 11.1.2.1

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1 About Public Sector Planning and Budgeting

In This Chapter

NEW: Discontinued Support for Business Rules

Public Sector Planning and Budgeting no longer supports Oracle's Hyperion® Business Rules as a calculation engine and tool to define and customize business rules. When you create applications, you must select Hyperion Calculation Manager as the calculation engine. The Calculation Manager documentation is available for download from the Enterprise Performance Management System Documentation area of the OTN Web site (http://www.oracle.com/technology/documentation/epm.html). For faster access to the documentation, you can also use the Enterprise Performance Management Documentation Portal (http://www.oracle.com/us/solutions/ent-performance-bi/technical-information-147174.html) which also links to EPM Supported Platform Matrices, My Oracle Support, and other information resources. Deployment-related documentation is also available from the Oracle E-Delivery Web site (http://edelivery.oracle.com/EPD/WelcomePage/get_form).Individual product guides are available for download on the Oracle Technology Network Web site only.

About This Guide

This guide has three parts:

- Part I provides the information that administrators need to create and prepare Oracle Hyperion Public Sector Planning and Budgeting, Fusion Edition applications for compensation budget and line item budget integration.
- Part II 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.
- Part III, "Appendixes" provides supplemental information about loading HRMS data using the Outline Load Utility, updating existing applications after upgrading, and business rule associations with Smart Lists.

About Public Sector Planning and Budgeting

IMPORTANT: Public Sector Planning and Budgeting no longer supports Business Rules. You must use Calculation Manager to define, customize, and manage the business rules you use in Public Sector Planning and Budgeting applications.

Public Sector Planning and Budgeting, is an integrated budgeting and planning solution in the Oracle Hyperion 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. Use Public Sector Planning and Budgeting at the 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
- 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
- Distribute, consolidate, monitor, and manage budgets and revisions using Approvals
- Handle overrides with comprehensive audit trails to ensure accuracy
- Use Oracle Hyperion Smart View for Office, Fusion Edition, data forms
- Create detailed budget books and reports in Oracle Hyperion Financial Reporting, Fusion Edition, enabling you to publish budget details internally or externally, and use report queries

General Ledger and HRMS Integration

You can budget using data and metadata in your 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`

Budgeting Implementations and Approaches

Public Sector Planning and Budgeting supports these budgeting approaches:

- 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 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 and HRMS actuals from the previous budget year or version. See "Initial Product Implementation Tasks" on page 31.
2. Under the guidance of finance staff, planners prepare compensation budgets by performing these tasks:

- Prepare budgets 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.
- Create positions.
- Perform mass adjustments 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.

See Part II, "Creating Compensation Budgets".

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 12, "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

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.

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

How FTE works:

- 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.

Overtime

Overtime is calculated only for nonexempt and hourly employee. 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 93.

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 Budgetingare 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

- With the Position and Employee budget detail, compensation is identified and calculated using vacancies, FTE, and employee-position assignments.
- With 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.
- With the Employee budget detail, vacancy is calculated at the employee level and includes to be hired assignments.

Shared Positions

Several incumbents 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.

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

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.

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.

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.

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.

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.

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

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 5, "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 data 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 48.

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 data 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.

Task Lists

The Budget Administration task list provides the tasks, such as the following, which administrators perform to review, modify, and prepare loaded data for use in Public Sector Planning and Budgeting applications:

- 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

The Budget Preparation task list guides budget center managers or planning unit staff through the budgeting process. It provides links to budget-specific tasks such as the following, used to define and manage position, job, and employee compensation expenses:

- Create positions

- Define entity-specific allocation and compensation defaults for new positions
- Fill vacant positions
- Terminate positions
- Assign employees to positions
- Define General Ledger position allocations
- Modify employee details such as FTE and benefit options
- Transfer employees to other cost centers or departments
- Define employee General Ledger allocations or funding sources

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", Chapter 4, "Preparing Applications" and Chapter 5, "Configuring the Line Item Budget".

IMPORTANT: Business Rules is no longer supported. Use Calculation Manager to define, customize, and manage the business rules you use in Public Sector Planning and Budgeting applications.

Assumptions

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

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`

2 Getting Started

In This Chapter

For a high-level overview of the tasks and phases of the entire budgeting process, see "The Budget Process " on page 17.

Initial Product 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 release 11.1.2, update existing data and artifacts. See Appendix B, "Updating Public Sector Planning and Budgeting Applications From a Previous Release".
- Create Public Sector Planning and Budgeting applications using Calculation Manager as the calculation engine. See Chapter 3, "Creating Applications".
- If organization units in 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 45.
- 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 45.

- 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 48.

  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. **Note:** Business Rules is no longer supported. UseCalculation Manager to manage business rules.
- Specify application and system preferences. See Chapter 1 in the *Oracle Hyperion Planning Administrator's Guide*.
- 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 53 or Appendix A, "Loading Metadata and Data Using the Outline Load Utility".
- Define Budget Item as a data load dimension when verifying the data load settings. See "Data Load Settings" on page 44.
- 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 96 and "Reviewing Loaded Position, Job, and Employee Data" on page 97.
- 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 5, "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 56, and the *Oracle Hyperion Planning Administrator's Guide*.

  Note: Public Sector Planning and Budgeting no longer supports Business Rules. Consequently, modify business rules using Calculation Manager.

- 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 44.
- Define other compensation elements, such as benefit schedules and additional earnings. See "Managing Other Compensation Elements" on page 91.
- Specify salary, compensation, and allocation defaults. See Chapter 7, "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 99.

- Restrict access to sensitive financial and personnel data by applying access permissions to dimensions, members, data forms, task lists, and business rules. See "Securing Data Forms" on page 61, "Securing Task Lists" on page 61, and "Securing Business Rules" on page 62.
- Calculate and review the initial budget to ensure aggregations and calculations are correct. See "Calculating Budgets" on page 153 and "Reviewing Expenses" on page 154.
- Allocate the initial budget to General Ledger accounts. See "About Allocating Compensation Expenses to General Ledger Accounts" on page 156.

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 45 and "Securing Dimensions and Members" on page 60.
- 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 46.
- Assign new users access to artifacts such as scenarios. See "Securing Dimensions and Members" on page 60.
- 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 6, "Setting Up Compensation Budgets" and Chapter 7, "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 159.
- Recalculate the compensation budget to reflect the impact of modified data. See "Calculating Budgets" on page 153.
- Review the impact of updated budgets. See "Viewing the Budget Impact of Compensation Expenses" on page 151.
- After budget approval, upload data to the General Ledger using supported tools such as:
  - ERP Integrator
  - Oracle Data Integrator Knowledge Module for Essbase
- Revise approved budgets. See Chapter 11, "Revising Budgets".

Planner Tasks

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

- Set up and activate new positions and jobs. See "Creating Jobs" on page 119 and "Activating Jobs" on page 119.
- Specify job compensation details such as assigning salaries, employees, and additional earnings. See "Maintaining Job Compensation Details" on page 121.
- Associate employees with jobs. See "Specifying Employee Assignments" on page 126.
- Terminate or exclude jobs from budget calculations. See "Terminating Jobs and Excluding Jobs From Calculations " on page 127.
- Terminate employees or transfer them to other positions. See "Terminating Employees" on page 134 and "Transferring Employees" on page 135.
- Specify employee compensation such as FTEs and benefits. See "Maintaining Employee Compensation Details" on page 128.
- Modify employee status to budget for changes such as maternity or disability leave. See "Changing Employee Status" on page 133.
- Exclude or delete employee expenses from budgets. See "Deleting Employees from Budgets" on page 134.
- Assign existing or prospective employees to jobs or positions. See "About Filling Vacant Positions or Jobs " on page 148.
- Manage position compensation such as employer paid taxes and salary. See "Maintaining Position Compensation Details" on page 140.
- Identify and initiate position transfers. See "Reviewing Pending Transfers" on page 146.
- Set up and delete positions. See "Creating Positions" on page 139 and "Deleting Positions" on page 146.
- Calculate the compensation budget for their HR organizations, and allocate expenses to General Ledger accounts. See "Calculating and Allocating Compensation Expenses" on page 150.
- Review and approve compensation expenses. See "Reviewing Expenses" on page 154 and "Approving Positions, Jobs, and Employee FTE and Compensation " on page 160.
- Submit their HR organization budgets for overall approval. See "Submitting Budgets for Approval" on page 163.

Part I

Creating, Preparing, and Managing Public Sector Planning and Budgeting Applications

In Creating, Preparing, and Managing Public Sector Planning and Budgeting Applications:

3 Creating Applications

In This Chapter

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 38.
- Using the Enterprise Performance Management Architect application wizard. See "Creating Performance Management Architect Applications" on page 39. If you use Oracle Hyperion EPM Architect, Fusion Edition, application administration and rename the predefined dimensions Employee, Position, Element, and Budget Item, you cannot validate or deploy the application.

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.

Note: Public Sector Planning and Budgeting no longer supports Business Rules. When you create applications, you must select Calculation Manager as the calculation engine and use Calculation Manager to define and manage business rules.

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, Fusion Edition based on calculation, integration, budgeting, and reporting needs. See the *Hyperion Enterprise Performance Management System Installation and Configuration Guide*.

- In Oracle's Hyperion® Shared Services Console, provision Planning users and assign roles. See the *Oracle Hyperion Enterprise Performance Management System Security Administration Guide* and the *Oracle Hyperion Enterprise Performance Management System User and Role Security Guide*.
- Understand how fiscal year settings affect compensation budget calculations. See "Fiscal Year Impact on Calculations" on page 38 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:

1 On the **Select** tab, select:

- **Shared Services Project**—**Default Application Group** (project for which you defined security and provisioning)
- **Application Type**—**Public Sector Planning and Budgeting** to add the HCP, Human Capital Planning plan.
- **Calculation Module**—Select Calculation Manager.

  IMPORTANT: Public Sector Planning and Budgeting no longer supports the use of Business Rules for creating applications. You must use Calculation Manager.

2 On the **Calendar** tab, select:

- **Base Time Period —12 Months**
- **First Fiscal Year**—First year for which to use actual data. Oracle recommends that you make actuals from at least one prior budget available.
- **Fiscal Year First Month**—Month in the first fiscal year for which to have actuals available.
- **Fiscal Year Start Date**:
  - **Same Calendar Year**—If the fiscal year begins in the same year
  - **Previous Calendar Year**—If the fiscal year began in the previous year

  For more information about fiscal year settings, see "Setting Up The Calendar" in the *Oracle Hyperion Planning Administrator's Guide*.

3 On the **Plan Type** tab, select:

- **Plan Type**—**Plan Type 1**, **2**, or **3** to budget for operational expenses such as program equipment or expenditures, to later include in the line item budget.
- **Public Sector Planning and Budgeting Modules**—**HCP** to create a Planning application that includes the human capital expense budgeting features of Public Sector Planning and Budgeting.
- **Budget Detail**— See"Budget Detail Types" on page 19.

4 Click **Finish**.

5 If the application does not initialize, 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 38.

Applications are validated, deployed to Planning, and the HCP plan type configured with the predefined compensation expenses model.

4 Preparing Applications

In This Chapter

Requirements

Before loading General Ledger and HRMS source data, perform these tasks:

- 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. In many cases, HR and General Ledger entities are the same. In this case, enable the HCP plan type, and the other plan types, for the entity.

  For information about creating dimensions and members, see "Working With Dimensions" in the *Oracle Hyperion Planning Administration Guide*.
- 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 48.
- Create the Planning unit hierarchies and identify budget owners and reviewers who approve submitted budgets. See "About Submitting Budgets for Approval" on page 159 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 43.
- Specify the Essbase substitution variables later used to report on compensation and line budget data. See "Substitution Variables" on page 44.
- Ensure that data load settings, particularly those for Budget Item, are correct. See "Data Load Settings" on page 44.
- Load General Ledger and HRMS metadata, and then load data using one of these tools:
  - ERP Integrator. See "Using ERP Integrator" on page 53.
  - The Outline Load Utility. See "Using the Outline Load Utility for Classic Applications" on page 54.
  - Oracle Data Integrator Adapter for Planning
  - Oracle Hyperion Financial Data Quality Management Adapter for Planning, Fusion Edition
  - Oracle Hyperion Enterprise Performance Management System Lifecycle Management
- **Optional:** Configure artifacts such as business rules, data forms, task lists, and validation rules to suit your budgeting requirements. See "Customizing Provided Components" on page 56.
- **Optional:** Increase the default length for inputs in text and comment cells. See "Text Fields for Increased Text Entry" on page 58.
- Define access to task lists and data artifacts. See "Securing Applications" on page 59.
- 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 5, "Configuring the Line Item Budget".

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 10, "Reviewing and Approving Budgets".

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

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 examples) add children in Versions
- To create members for revisions that can later be used to modify approved budgets, add children in Revisions.

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 verify data load settings:

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

Table 1 Advanced Data load Settings for Budget Item

Data Load Dimension Parent Members	Driver Dimension Unique Identifier
Allocation Assignments	• Allocation Start Date • Percentage Allocation

Data Load Dimension Parent Members	Driver Dimension Unique Identifier
Element Changes	• Grade Step • Salary Grade Sequences • Option Start Date
FTE and Status Assignments	FTE Start Date

7 Click **Save.**

For more 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

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 23.
- 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.
  - 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 Genera 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 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, Fusion Edition 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

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".

Note: Public Sector Planning and Budgeting no longer supports Business Rules. Consequently, if necessary, modify business rules using Calculation Manager.

To define Smart Lists, see Chapter 12 in 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 2 Required Smart Lists

Smart List	Contains
Grade_Steps	Steps used to increment salary grades

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

See also "Frequently Used Public Sector Planning and Budgeting Smart Lists" on page 49.

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

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 3 Smart Lists for Salary Grade Data

Smart List	Associated Member Names	Entries
Salary_Type	Salary Grade Type Input	Grade_Step, Grade_Rate and so on
Salary_Basis	Grade Salary Basis Input	Annual, Monthly, and so on
Yes_No	Allow Value Change Input	Yes and No
HR_Budget_Set	Sample Budget Set	

Salary Grade Steps and Sequences

Table 4 Grade Step and Sequence Smart Lists

Smart List	Associated Member Names	Entries
Grade_Steps	Grade Step	Step1, Step2, and so on
Grade_Sequence	Grade Sequence (for rate-based grades)	Sequence1, Sequence2, and so on

Compensation Element Information

Table 5 Compensation Element Smart Lists

Smart List	Associated Member Names
Yes_No	Options Based
Payment_Terms	Payment Terms Input
Element_Type	Value Type Input
Yes_No	Allow Value Change Input
Element_Type	Maximum Value Type
Earning_Type	Earning Type Input
Frequency	Payment Frequency Input
Yes_No	Taxable Component
Yes_No	Follows Salary Allocation
HR_Budget_Set	Budget Set (Optional)

Employee Information

Table 6 Employee Data Smart Lists

Smart List	Associated Member Names
Full_Time_Status	FT/PT
Employee_Type	Employee Type
Pay_Type	Pay Type
Union_Code	Union Code
Location_Code	Location Code

Position Information

Does not apply to the Employee budget detail

Table 7 Position Data Smart Lists

Smart List	Associated Member Names
Position_Type	Position Type
Job_Class	Job
Location_Code	Location Code
Union_Code	Union Code
Salary_Basis	Salary Basis

Employee Position Associations

Table 8 Employee-Related Smart Lists

Smart List	Associated Member Names
Position_Type	Position Type
Job_Class	Job
Location_Code	Location Code
Union_Code	Union Code
Salary_Basis	Salary Basis
Full_Time_Status	FT/PT
Employee_Type	Employee Type

Smart List	Associated Member Names
Pay_Type	Pay Type

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

➤ To include new or modified Smart List entry values in the reporting application mappings used to generate reports:

1. Select **Administration**, then **Manage**, and then **Dimensions**.
2. From the first drop down list, select the dimension that corresponds to the updated Smart List.
3. When the page refreshes, select the parent member, and then click **Edit**.
4. From **Data Type**, select **SmartList**.
5. Click **Save**.
6. Select the parent member again, and then click **Edit**.
7. From **Smart Lists**, select the Smart List that contains new or modified entries, and then click **Save**
8. Select **Administration**, then **Manage**, and then **Smart Lists**.
9. Select the updated Smart List, and then click **Synchronize**.

Loading General Ledger and HRMS Metadata and Data

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

Table 9 Loading Tools

Tool	For Classic Applications	Performance Management Architect Applications	See
Outline Load Utility	x		Appendix A, "Loading Metadata and Data Using the Outline Load Utility"
ERP Integrator	x	x	"Using ERP Integrator" on page 53. **Note:** You cannot load benefits from HRMS with this tool. Use the Outline Load Utility to load benefits.
Lifecycle Management in which you define a migration to migrate global artifacts and relational data to your application.	x		*Lifecycle Management Users Guide*
Oracle Data Integrator Knowledge Module for Essbase	x		*The Hyperion Data Integration Management Adapter for Essbase User's Guide*
Oracle Data Integrator Adapter for Planning	x		*The Oracle Data Integrator Adapter for Planning online help*
Enterprise Performance Management flat files or interface tables		x	*The Oracle Hyperion Enterprise Performance Management Architect Administrator's online help*
Essbase flat files **Note:** You cannot load textual compensation HCP data, but only numeric line-item data using flat files.	x	x	*The Oracle Hyperion Enterprise Performance Management Architect Administrator's Guide*
Oracle Hyperion Financial Data Quality Management Adapter for Planning, Fusion Edition	x	x	*The Hyperion Financial Data Quality Management Administrator's Guide*

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 Hyperion Enterprise Performance Management System products.

Using ERP Integrator

Although you can load data using a variety of products and tools, perform the following basic steps to load data using ERP Integrator. See Chapters 2 and 3 in the *Oracle Hyperion Financial*

Data Quality Management ERP Integration Adapter for Oracle Applications Administrator's Guide for detailed instructions.

Note: 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.

1. Register your General Ledger and HRMS source systems.
2. Register the target application.
3. Create metadata rules to extract metadata from your source systems to the target application.
4. Run metadata rules to load metadata into the target application.
5. Define calendar mappings to map General Ledger periods to the appropriate Year and Period dimension members in the target application.
6. Create and run data rules.

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 A 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.

See the *Enterprise Performance Management Architect Administrator's Guide* for detailed instructions.

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 BSO database
- Operating expenses to the Plan 1, 2, or 3 BSO database

Table 10 Loading Metadata

Dimension	Members	Load Below This Member
Position	Existing positions	Total Existing Positions
Employee	Existing employees	Total Existing Employees
Job Code For the Employee budget detail	Load job codes	Total Job Code

Dimension	Members	Load Below This Member
Element	Salary Grades Additional Earnings Benefits Employer-paid taxes	Salary Grades Additional Earnings Benefits Employer-Paid Taxes
Budget Item	Assignment placeholders Element Changes placeholder Allocation Assignment placeholders	FTE and Status Assignments Element Changes Allocation Assignments
Entity	HR Entity	Total Entity
Account	Natural Account expenses General Ledger dimensions General Ledger dimension aliases	Personnel Expenses Segment Information Segment Description For information about how the data in these members is used, see "About Allocating Compensation Expenses to General Ledger Accounts" on page 156.

Customizing Provided Components

Subtopics

IMPORTANT: Business Rules is no longer supported. Use Calculation Manager to define, customize, and manage the business rules you use in Public Sector Planning and Budgeting applications.

Business Rules

In Public Sector Planning and Budgeting data 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:

- Performance Management Architect applications use Calculation Manager as the calculation module.
- Classic applications use Business Rules or Calculation Manager as the calculation module.

Note: Public Sector Planning and Budgeting no longer supports Business Rules as a tool for modifying business rules or as a calculation engine. Consequently, modify business rules using Calculation Manager.

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)

Create data forms and business rules to suit your organization's business logic and needs. See the Calculation Manager documentation.

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, entering data in specific data 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*.

Data Forms Using Formulas

Define formulas to perform specific calculations on data forms. For example, you can create a formula for a column to calculate the variance between the multiple budget versions. To customize data 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 "Data Forms and Formula Functions" in the *Oracle Hyperion Planning Administrator's Guide*.

Data Forms Using Validation Rules

To implement and enforce budget or business policies and processes, create validation rules and associate them with data 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 data form, include another rule that identifies variances below 0 in yellow. When viewing the data 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 data forms. If you add or modify business rules and data 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 Chapter 12 of the *Oracle Hyperion Planning Administrator's Guide*.

Note: Public Sector Planning and Budgeting no longer supports Business Rules. Consequently, modify business rules using Calculation Manager.

Text Fields for Increased Text Entry

By default, 255 is the maximum number of single-byte characters that you can enter for text values, and 1500 is the maximum for comments. To increase the 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*.

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 data 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 60.
- Data forms—Assign appropriate access to data forms based on their relevance to users. For example, assign planners access to all data forms in the Budget Preparation data form folder. If you grant access to the Human Capital Planning folder, planners can view all child folders and forms. See “Securing Data Forms” on page 61.
- 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 61.
- Business rules—Selectively assign access permissions to business rules at the HR entity level to enable position mass updates. Use Calculation Manager to assign access permissions to business rules in Planning. See “Securing Business Rules” on page 62.

  Note: Public Sector Planning and Budgeting no longer supports Business Rules. Consequently, modify business rules using Calculation Manager.
- 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

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.

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 Data Forms

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

5 Configuring the Line Item Budget

In This Chapter

Preparing to Link Compensation Budget and Line Item Budgets

Subtopics

Line item budgets are maintained in Plan 1, 2, or 3, because compensation budgets in the HCP plan type roll up to the corresponding Entity and Account member in Plan 1, 2, or 3. 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 64.
- 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 70.
- Multiple applications with different Chart of Accounts. See "Scenario 3: Applications With Different Chart of Accounts and General Ledger Segments or Chart Fields" on page 70.

After performing the required configuration tasks described in this section, see "Populating the Line Item Budget" on page 73.

Scenario 1: One-to-One Mapping Between Segments or Chart Fields and Public Sector Planning and Budgeting Dimensions

Subtopics

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.

> **Note:** Public Sector Planning and Budgeting no longer supports Business Rules. Consequently, modify business rules using Calculation Manager.

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 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

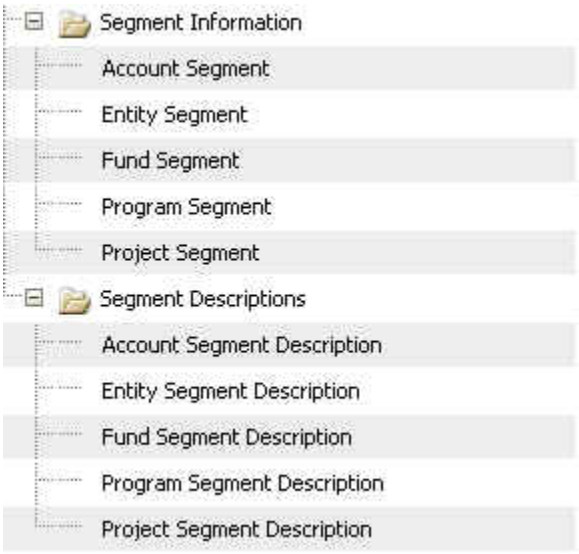
  These Smart Lists represent personnel expense default natural account members. Do not include summary level default natural account, expense, or statistical members.
- Entity_List and Entity_Alias_List

  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

HCP plan type allocation details are captured against Account members that are associated with the Smart Lists you create. Ensure that each dimension is a member under the Segment Information and Segment Description parents in the Account dimension. Segment Information members capture the member codes for each segment in your General Ledger structure; Segment Description members capture the descriptions for each segment in your General Ledger structure. Each member must be associated with a Smart List to hold the corresponding member codes and their descriptions.

Some predefined members exist in the Account dimension for General Ledger segments:



Modify the predefined Account members to reflect your actual segment structure.

➤ To rename, delete, or add to the predefined General Ledger segments:

1 **Select View, and then Advanced mode.**

2 **Select the Account dimension.**

- For Classic applications, see the *Oracle Hyperion Planning Administrator's Guide*.
- For Performance Management Architect applications, see the *Oracle Hyperion Enterprise Performance Management Architect Administrator's Guide*.

3 **Note the predefined segments under the Segment Information parent member.**

4 **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.

5 **Refresh the database.**

Step 5: Configuring Business Rules

Modify the following predefined business rules so that their allocation information reflects General Ledger segments or chart fields. If you modified predefined segment Account members, update the business rules that refer to the members. If you use Business Rules as the calculation module, copy the business rule in each application before making changes.

Caution! Because they reference General Ledger segments or chart fields be very careful when modifying business rules, and change only those sections pertaining to chart fields or segments.

Note: Public Sector Planning and Budgeting no longer supports Business Rules. Consequently, modify business rules using Calculation Manager.

- `AddDistribution`
- `AddNewPosition`
- `AddDefaultAccountSegment`
- `AllocDistCost`
- `AllocDistCost`
- `CriteriaCreateMissingDistributions`
- `CriteriaOverWriteDistribution`
- `CriteriaOverWriteNonSalElement`
- `CriteriaOverWriteSalElement`
- `DeleteDefaultAccountSegment`
- `DeleteDistribution`
- `EmployeeTransferOut`
- `EmployeeTransferIn`
- `EmployeeTransfer`
- `EmpToPosition`
- `FillPosition`
- `PositionTransferOut`
- `PositionTransferIn`
- `SyncSegWithSegDesc`
- `SyncSegWithSegs`
- `TerminatePos`
- `TerminateEmp`

Change only the sections that pertain to General Ledger chart fields or segments. Use the following for guidance:

- "Example 1: Replacing Segments" on page 68
- "Example 2: Delete Business Unit Segments" on page 68
- "Example 3: Adding Funding Source Segments" on page 69

Insert comments to identify the appropriate section:

- Starting comment: `/* Configurable Allocation Segments Section - Start */`
- Ending comment: `/* Configurable Allocation Segments Section - End*/`

Example 1: Replacing Segments

In this example, the Business Unit allocation segment is removed, and Funding Source added to `AddDefaultDistribution`. Make these changes by removing the italicized `Business Unit Segment` lines and adding the bolded `Funding Source Segment` lines.

```
  /* Configurable Allocation Segments Section - Start */
              "Object Segment" = [Acct_Dist];
              "Object Segment Description"=[Acct_Dist];
              "Business Unit Segment" = [BU_Dist];
              "Business Unit Segment Description"=[BU_Dist];
              "Funding Source Segment" = [FundSource_Dist];
              "Funding Source Segment Description"=[ FundSource _Dist];
              "Department Segment" = [Dept_Dist];
              "Department Segment Description"=[Dept_Dist];
              "Fund Segment" = [Fund_Dist];
              "Fund Segment Description" =  [Fund_Dist];
              "Program Segment" = [Obj_Dist];
              "Program Segment Description"  =  [Obj_Dist];
              "Project Segment" = [Proj_Dist];
              "Project Segment Description"  =  [Proj_Dist];
              "Percentage Distribution" = [Dist_Percentage];
               validAssign = 1;
/* Configurable Allocation Segments Section - End*/
```

Example 2: Delete Business Unit Segments

In this example, the bolded Business Unit segment is deleted in the allocation sections of `AddDistribution`. The example shows only one section; there are three others, identified with starting and ending comments.

```
/* Configurable Allocation Segments Section - Start */

            "Object Segment" = @MDSHIFT( "Object Segment", -1, LineItem,
@DESCENDANTS("Distribution Assignments"), -1, period, @LIST("BegBalance", "Jan"));
            "Object Segment Description" =  @MDSHIFT( "Object Segment Description", -1,
LineItem, @DESCENDANTS("Distribution Assignments"), -1, period, @LIST("BegBalance",
"Jan"));
          "Business Unit Segment" = @MDSHIFT( "Business Unit Segment", -1, LineItem,
@DESCENDANTS("Distribution Assignments"), -1, period, @LIST("BegBalance", "Jan"));
             "Business Unit Segment Description" =  @MDSHIFT( "Business Unit Segment
Description", -1, LineItem, @DESCENDANTS("Distribution Assignments"), -1, period,
@LIST("BegBalance", "Jan"));
           "Department Segment" = @MDSHIFT( "Department Segment", -1, LineItem,
@DESCENDANTS("Distribution Assignments"), -1, period, @LIST("BegBalance", "Jan"));
            "Department Segment Description" =  @MDSHIFT(  "Department Segment
Description", -1, LineItem, @DESCENDANTS("Distribution Assignments"), -1, period,
@LIST("BegBalance", "Jan"));
            "Fund Segment" = @MDSHIFT( "Fund Segment", -1, LineItem,
@DESCENDANTS("Distribution Assignments"), -1, period, @LIST("BegBalance", "Jan"));
            "Fund Segment Description" =  @MDSHIFT( "Fund Segment Description", -1,
LineItem, @DESCENDANTS("Distribution Assignments"), -1, period, @LIST("BegBalance",
"Jan"));
            "Program Segment" = @MDSHIFT( "Program Segment", -1, LineItem,
@DESCENDANTS("Distribution Assignments"), -1, period, @LIST("BegBalance", "Jan"));
           "Program Segment Description" = @MDSHIFT( "Program Segment Description", -1,
```

```
LineItem, @DESCENDANTS("Distribution Assignments"), -1, period, @LIST("BegBalance",
"Jan"));
            "Project Segment" = @MDSHIFT( "Project Segment", -1, LineItem,
@DESCENDANTS("Distribution Assignments"), -1, period, @LIST("BegBalance", "Jan"));
            "Project Segment Description" =  @MDSHIFT( "Project Segment Description",
-1, LineItem, @DESCENDANTS("Distribution Assignments"), -1, period, @LIST("BegBalance",
"Jan"));
           "Distribution Start Date" = @MDSHIFT( "Distribution Start Date", -1, "Budget
Item", @DESCENDANTS("Distribution Assignments"), -1, period, @LIST("BegBalance",
"Jan"));
            "Distribution End Date" = @MDSHIFT( "Distribution End Date", -1, "Budget
Item", @DESCENDANTS("Distribution Assignments"), -1, period, @LIST("BegBalance",
"Jan"));
           "Percentage Distribution" = @MDSHIFT( "Percentage Distribution", -1, "Budget
Item", @DESCENDANTS("Distribution Assignments"), -1, period, @LIST("BegBalance",
"Jan"));

/* Configurable Allocation Segments Section - End*/
```

To delete the Business Unit segment, delete these lines:

```
  "Business Unit Segment" = @MDSHIFT( "Business Unit Segment", -1, LineItem,
@DESCENDANTS("Distribution Assignments"), -1, period, @LIST("BegBalance", "Jan"));
            "Business Unit Segment Description" =  @MDSHIFT( "Business Unit Segment
Description", -1, LineItem, @DESCENDANTS("Distribution Assignments"), -1, period,
@LIST("BegBalance", "Jan"));
```

Example 3: Adding Funding Source Segments

In this example, the Funding Source allocation segment is added to `DeleteDistribution`:

```
"Funding Source Segment" = @Next("Funding Source Segment", 1, @IRSIBLINGS([DistElem]));

   "Funding Source Segment Description" =  @Next("Funding Source Segment Description",
1, @IRSIBLINGS([DistElem]));
```

This is `DeleteDistribution` after adding the bolded *Funding Source* segment:

```
/* Configurable Allocation Segments Section - Start*/
"Object Segment" = @Next("Object Segment", 1, @IRSIBLINGS([DistElem]));
   "Object Segment Description" =  @Next("Object Segment Description", 1,
@IRSIBLINGS([DistElem]));
   "Business Unit Segment" = @Next("Business Unit Segment", 1, @IRSIBLINGS([DistElem]));

   "Business Unit Segment Description" =  @Next("Business Unit Segment Description", 1,
@IRSIBLINGS([DistElem]));
   "Department Segment" = @Next("Department Segment", 1, @IRSIBLINGS([DistElem]));
   "Department Segment Description" =  @Next("Department Segment Description", 1,
@IRSIBLINGS([DistElem]));
   "Fund Segment" = @Next("Fund Segment", 1, @IRSIBLINGS([DistElem]));
   "Fund Segment Description" =  @Next("Fund Segment Description", 1,
@IRSIBLINGS([DistElem]));
   "Program Segment" = @Next("Program Segment", 1, @IRSIBLINGS([DistElem]));
   "Program Segment Description" =  @Next("Program Segment Description", 1,
@IRSIBLINGS([DistElem]));
   "Project Segment" = @Next("Project Segment", 1, @IRSIBLINGS([DistElem]));
```

```
   "Project Segment Description" =  @Next("Project Segment Description", 1,
@IRSIBLINGS([DistElem]));
    "Funding Source Segment" = @Next("Funding Source Segment", 1,
@IRSIBLINGS([DistElem]));
   "Funding Source Segment Description" =  @Next("Funding Source Segment Description",
1, @IRSIBLINGS([DistElem]));
   "Distribution Start Date" = @Next("Distribution Start Date", 1,
@IRSIBLINGS([DistElem]));

   "Distribution End Date" = @Next("Distribution End Date", 1,
@IRSIBLINGS([DistElem]));
   "Percentage Distribution" = @Next("Percentage Distribution", 1,
@IRSIBLINGS([DistElem]));

/* Configurable Allocation Segments Section - End*/
```

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 64
- "Step 2: Defining User Defined Dimensions and Members" on page 64
- "Step 3: Adding and Modifying Smart Lists" on page 65
- "Step 4: Adding Segment or Chart Field Members to the HCP Plan " on page 65

Scenario 3: Applications With Different Chart of Accounts and General Ledger Segments or Chart Fields

Note: Public Sector Planning and Budgeting no longer supports Business Rules. Consequently, modify business rules using Calculation Manager.

Business Rules users who have multiple applications that use different segments or chart fields must ensure that each application is associated with its own set of uniquely named business rules that reflect the General Ledger segments or chart fields.

Perform these steps:

- "Step 1: Defining Entity Dimensions and Members" on page 64
- "Step 2: Defining User Defined Dimensions and Members" on page 64
- "Step 4: Adding Segment or Chart Field Members to the HCP Plan " on page 65
- "Configuring Business Rules in Multiple Applications" on page 71

- If necessary, "Step 5: Configuring Business Rules" on page 66

If Business Rules is the calculation module, see:

- "About Associating Business Rules With Menu Items" on page 71
- "About Associating Business Rules With Menu Items" on page 71

Configuring Business Rules in Multiple Applications

Perform these tasks:

- Make a backup copy of the business rules in each application.
- Configure each set to reflect the different segments in each application (`App1` and `App2`, for example).
- In each application, prefix the business rule names with the application name. For example, in the first application rename `AddDistribution` as `App1_AddDistribution`. In the second application rename `AddDistribution` as `App2_AddDistribution`.

Tip: To simplify mapping configured business rules with their applications, prefix business rule names with the application name. For example: `App1_SyncSegDescWithSegs`.

Note: If you modify business rules, you must also update the affected data forms and menus.

About Associating Business Rules With Menu Items

If you use Business Rules and have applications that use different General Ledger segments, associate each application's business rules with menu items as described below:

Table 11 Menu Items Impacted by General Ledger Segments

Menu	Menu Item
Modify Default Segment	• Add Allocation • Delete Allocation
Manage Allocations	• Add Default Account • Delete Default Account
Mass Change Allocations	• Fill Missing Allocations • Replace Allocations
Modify Default Costing	• Add Default General Ledger Allocations • Delete Default General Ledger Allocations
Apply Defaults	• Overwrite Allocations • Fill Allocations
Calculate Compensation Cost	Allocate the Expense to General Ledger Accounts

Associating Business Rules With Menu Items

Assuming that you configured the business rules for each application and renamed them as recommended in "About Associating Business Rules With Menu Items" on page 71, perform these tasks to link rules to the appropriate menu items.

➤ To associate configured business rules with menu items:

1. Select **View** and then **Advanced Mode**.
2. Select **Administration**, then **Manage**, and then **Menus**.
3. Select a menus specified above (for example, **Modify Default Natural Account**), and then click **Edit**.
4. In **Edit Menu**, select **Add Default Natural Account**, and then click **Edit**.
5. From **Business Rule**, select a configured business rule for the application (for example, `App2_AddDefaultAccountSegment)` in the **Edit Menu Item** window.

   Repeat for the other business rules that are configured for the current application.
6. Click **Save** and then **Close**.
7. Repeat for each menu item.

Associating Business Rules With Data Forms

If you configure business rules to apply different allocation segments in multiple applications, associate the business rules in each application to these data forms:

- `Entity Default Salary Allocations (Segments)`
- `Entity Default Salary Allocations (Descriptions)`

➤ To associate configured business rules with affected data forms:

1. Select **View** and then **Advanced Mode**.
2. Select **Administration**, then **Manage**, and then **Data Forms**.
3. In **Data Form Folders**, expand **Forms**, **Human Capital Planning** and **Budget Preparation**, and then click **Manage Compensation Defaults**.
4. Select **Department Default salary allocation (Descriptions)**, and click **Edit**.
5. Select **Business Rules**.
6. From **Selected Business Rules**, use the left arrow icon to remove the`SyncSegWithSegDesc` business rule.
7. From **Business Rules**, select the configured business rule for the current application (for example, `App2_SyncSegWithSegDesc`), and use the right arrow icon to select it for the data form.
8. Click **Save**.
9. Click **Close**.
10. Repeat Steps 6 and 7, removing the predefined affected business rules and selecting the business rules that are configured for the current application.

11 Repeat Steps 4 through 10 for the **Department Default salary allocation (Segments)** data form.

12 Repeat this procedure for each application.

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 (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 In Planning, select **View**, and then **Advanced Mode**.

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:
  - **Dimension to Dimension**—Map shared dimensions such as scenario, period, and year.
  - **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 12 HCP Mapping

Mapping Type	Dimension/Smart List	Member	Reporting Application Dimension
Smart List to Dimension	Salary_Account_List	`Account Segment`	default natural Account
Dimension to Dimension	Period	*`level 0 members`* For example: `ILvl0Descendants(Period)`	Period Include the entire dimension in the reporting application.
Dimension to Dimension	Year	*`fiscal years`* For example: `FY09,FY10,FY11`	Year Include the entire dimension in the reporting application.
Dimension to Dimension	Version	*`version to include`* For example, `Final`	Version
Dimension to Dimension	Currency	`Local`	Currency
Smart List to Dimension	Entity_List	`Entity Segment`	General Ledger Dimension For example, `Cost_Center`
Dimension to Dimension	Scenario	scenario For example, `Budget`	Scenario Include the entire dimension in the reporting application.
Smart List to Dimension	Smart List corresponding to General Ledger dimension Create row mappings for custom Smart Lists such as: • Activity_List • Fund_List	General Ledger segment member Examples: • Activity Segment • Fund Segment	General Ledger dimension

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: `ILvl0Descendants(Allocation Assignments)`
- **Entity**—`ILvl0Descendants(Total Entity)`
- **Employee**—`ILvl0Descendants(Total Employees)`
- **Position**—`ILvl0Descendants(Total Positions)`
- **Element**—`ILvl0Descendants(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

You can push all compensation budget and line item budget data to an ASO reporting application for full reporting and querying.

Overview

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

- In Essbase, create an ASO reporting application. See the *Oracle Essbase Database Administrator's Guide*.
- 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 ASO application. See "Creating the HCP Dimension Mappings" on page 76.
- Ensure that you allocated expenses to General Ledger Accounts.
- Push the data. See "Pushing Data to Reporting Applications" on page 82.

Creating the HCP Dimension Mappings

➤ To create the mappings:

1 In Planning, select **View**, and then **Advanced Mode**.

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 BSO database 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 76.

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.

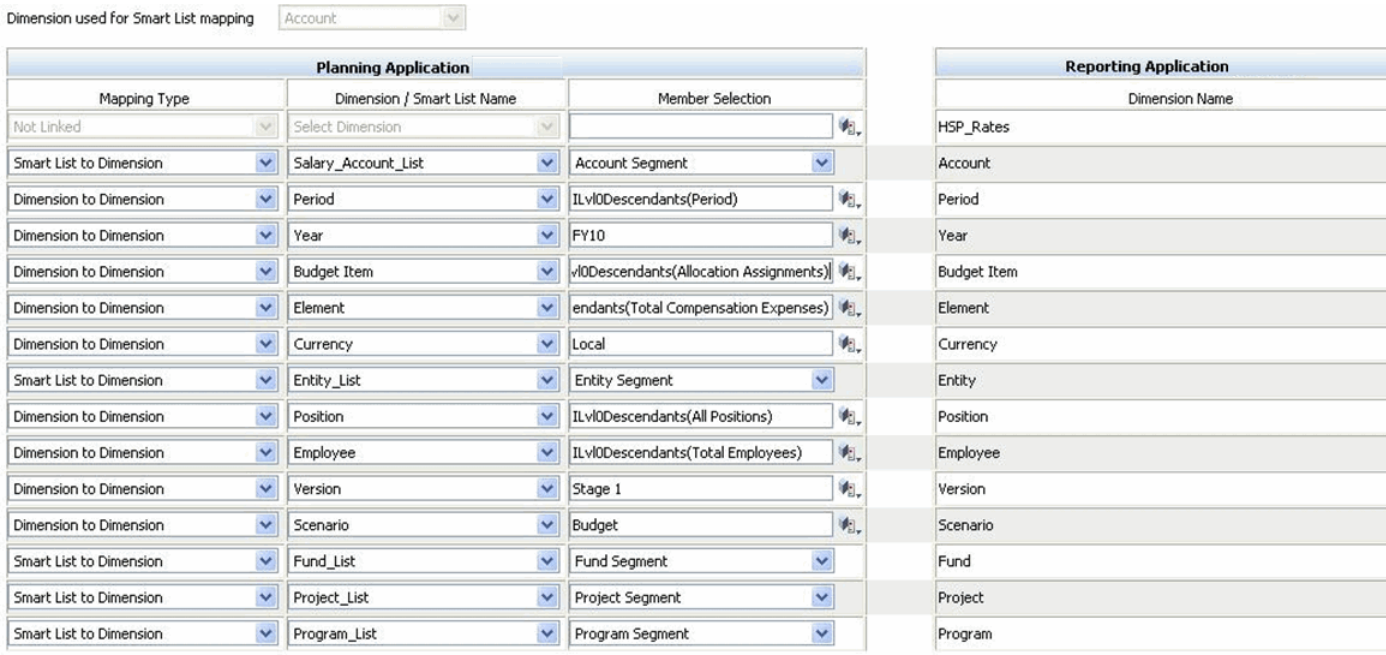
➤ To map the salary:

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:



2 Use these salary mapping:

Table 13 Salary Mapping

Mapping Type	Dimension/Smart List	Member Selection	Reporting Application Dimension
Smart List to Dimension	Salary_Account_List	`Account Segment`	natural Account
Dimension to Dimension	Period	*`level 0 members`* For example: `ILvl0Descendants(Period)`	Period Include the entire dimension in the reporting application.
Dimension to Dimension	Year	*`fiscal years`* For example: `FY09,FY10,FY11`	Year Include the entire dimension in the reporting application.
Dimension to Dimension	Version	*`version`* For example, `Final`	Version
Dimension to Dimension	Currency	`Local`	Currency
Smart List to Dimension	Entity_List	`Entity Segment`	General Ledger dimension For example, `Cost_ Center`

Mapping Type	Dimension/Smart List	Member Selection	Reporting Application Dimension
Dimension to Dimension	Scenario	*scenario* For example `Budget`	Scenario Include the entire dimension in the reporting application.
Smart List to Dimension	*Smart List corresponding to General Ledger dimension* Create a separate row mapping for each Smart List. Examples: ● Activity_List ● Fund_List ● Program_List ● Project_List	*General Ledger segment member* Examples: ● Activity Segment ● Fund Segment ● Program Segment ● Project Segment	General Ledger dimension
Dimension to Dimension	Employee	level 0 members. For example: `ILvl0Descendants(Employee)` **Note:** Applies only to the Employee budget detail	Employee Include the entire dimension
Dimension to Dimension	Position	level 0 members. For example: `ILvl0Descendants(All Positions)` **Note:** Applies only to the Position budget detail	Position Include the entire dimension
Dimension to Dimension	Budget Item	`Unspecified Budget Item`	Budget Item Include the entire dimension
Dimension to Dimension	Element	`ILvl0Descendants(Total Compensation Expenses)`	
Dimension to Dimension	Entity	level 0 members.For example: `ILvl0Descendants(Total Entity)`	General Ledger dimension For example, `Cost_ Center`

3 **Click Next.**

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

POV dimensions must have only one member selected.

Table 14 POV for Salary Mapping

Mapping Type	Dimension/Smart List	Member Selection	Reporting Application Dimension
Dimension to Dimension	Account	`Allocated Expense`	Account
Dimension to Dimension	Entity	level 0 members. For example: `ILvl0Descendants(Total Entity)`	General Ledger entity that represents a cost center or department

5 See "Mapping Headcount and FTE" on page 79.

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:

Planning Application			Reporting Application
Mapping Type	Dimension / Smart List Name	Member Selection	Dimension Name
Not Linked	Select Dimension		HSP_Rates
Dimension to Dimension	Account	ILvl0Descendants(Headcount),ILvl0Desc	Account
Dimension to Dimension	Period	ILvl0Descendants(Period)	Period
Dimension to Dimension	Year	FY10	Year
Dimension to Dimension	Budget Item	Unspecified Budget Item	Budget Item
Dimension to Dimension	Element	Unspecified Element	Element
Dimension to Dimension	Currency	Local	Currency
Dimension to Dimension	Entity	ILvl0Descendants(Total Entity)	Entity
Dimension to Dimension	Position	ILvl0Descendants(All Positions)	Position
Dimension to Dimension	Employee	ILvl0Descendants(Employee)	Employee
Dimension to Dimension	Version	Stage 1	Version
Dimension to Dimension	Scenario	Budget	Scenario
Not Linked	Select Dimension		Fund
Not Linked	Select Dimension		Project
Not Linked	Select Dimension		Program

2 Use these mappings:

Table 15 Headcount and FTE Mapping

Mapping Type	Dimension/ Smart List	Member Selection	Reporting Application Dimension
Dimension to Dimension	Account	level 0 members for Total FTE and Headcount For example: `ILvl0Descendants(Total FTE)ILvl0Descendants(Headcount)`	Account dimension

Mapping Type	Dimension/ Smart List	Member Selection	Reporting Application Dimension
Dimension to Dimension	Period	*level 0 members* For example: `ILvl0Descendants(Period)`	Period Include the entire dimension
Dimension to Dimension	Year	*fiscal years to include* For example: `FY09,FY10,FY11`	Year Include the entire dimension
Dimension to Dimension	Budget Item	`Unspecified Budget Item`	Budget Item. Include the entire dimension
Dimension to Dimension	Version	`version` For example: `Final`	Version
Dimension to Dimension	Currency	`Local`	Currency
Dimension to Dimension	Element	*level 0 members* For example: `ILvl0Descendants(Element)`	Unspecified Element Select only one member
Dimension to Dimension	Entity	level 0 members. For example: `ILvl0Descendants(Entity)`	General Ledger dimension For example, `ILvl0Descendants(Total Entity)`
Dimension to Dimension	Position	level 0 members. For example: `ILvl0Descendants(All Positions)` **Note:** Applies only to the Position budget detail	Position Include the entire dimension
Dimension to Dimension	Employee	level 0 members. For example: `ILvl0Descendants(Employee)` **Note:** Applies only to the Employee budget detail	Employee Include the entire dimension
Dimension to Dimension	Scenario	`scenario` Typically, the scenario member is `Budget`	Scenario Include the entire dimension
Not Linked		Examples: ● Activity Segment ● Fund Segment ● Program Segment ● Project Segment	General Ledger dimensions For example: ● Activity ● Fund ● Program ● Project

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 81.

Mapping Operational Dimensions on Plan Type 1, 2, or 3

➤ To define the mapping:

1 In Planning, select **View**, and then **Advanced Mode**.

2 Select **Administration**, and then **Map Reporting Applications**.

3 Click **New**.

4 Under **Details**, enter a name, such as Operation Expenses.

5 Under **Source Application**, for **Plan Type**, select **Plan 1**, **Plan 2**, or **Plan 3**.

6 Under **Reporting Application**, select the ASO reporting application.

7 Click **Next**.

8 Use this table to map the operational expense dimensions:

Table 16 Operational Dimension Mapping

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

Mapping Type	Dimension/Smart List	Member	Reporting Application Dimension
Dimension to Dimension	Currency	Currency, such as `Local`	Currency
Dimension to Dimension	*`User-defined`* General Ledger dimensions	`ILvl0Descendants`*`dimension`*For example: `ILvl0Descendants(Fund)`, `ILvl0Descendants(Program)`, `ILvl0Descendants(Project)`, `ILvl0Descendants(Activity)`	User-defined General Ledger dimensions

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 82.

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 **View**, and then **Advanced Mode**.

2 Select **Administration**, and then **Map Reporting Application**.

3 Under **Application Mapping Name**, select the three application mappings that you defined.

4 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.

6 Setting Up Compensation Budgets

In This Chapter

After loading General Ledger or HRMS data or before starting a budget cycle, perform these tasks:

- Review, modify, or create salary grades. See "Managing Salary Grades" on page 84.
- 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 53.
- Review, modify, or create other compensation elements such, as additional earnings and overtime, and compensation element options. See "Managing Other Compensation Elements" on page 91.
- 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 96.
- Review and modify position and employee data. See "Reviewing Loaded Position, Job, and Employee Data" on page 97.
- Globally or conditionally apply data missing in HRMS that you define to employees, positions, and jobs. See "When to Make Updates" on page 99 and "Performing Mass Updates" on page 99.
- 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 data 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

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 85.

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 17 Years as salary sequences

1	2	3
$12.01	$12.61	$13.21

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 18 Years as salary sequences

1	2	3	4
$17.74	$18.18	$18.64	$19.10

Defining Salary Grades

➤ To define salary grades:

1 See "Before You Begin " on page 84.

2 Select **View**, and then **Basic Mode**.

3 Expand **Budget Administration**, and then select **Manage salary grades**.

4 Select the budget Scenario and Version in the POV.

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

6 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

7 Save your work.

8 See:

- "Specifying Step-based Salary Grades " on page 86
- "Specifying Rate-based Grades" on page 87
- "Specifying Value-based Salary Grades" on page 88

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 85 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 85 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 $87,500	$85, 500	Values between $87,510 and $91,000	$89,000

- **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 89 and "Spreading Salary Expenses" on page 102.

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 89.

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 Select **View**, and then **Basic Mode**.

2 Select **Budget Administration**, and then **Manage salary grades**.

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

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

5 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.

6 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 90.

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 115.
- **Paydays in a month**—Expenses are spread across the number of paydays and holidays, which you or a planner define each month, are excluded. See "Defining Custom Numbers of Workdays and Paydays" on page 115.

- **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

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 91 and "Defining Overtime" on page 93.

Defining Other Compensation Elements

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

➤ To define compensation elements or attributes:

1 See "Before You Begin " on page 84.

2 Select **View**, and then **Basic Mode**.

3 Expand **Budget Administration**, and then select **Manage other compensation elements**.

4 In the POV, select Version and Scenario members.

5 From **Page**, select the kind of compensation element (medical insurance, for example) to define, and then click **Go**.

6 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 data 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.

7 To define a new compensation element, see "Adding Compensation Element Options " on page 93.

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

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

10 Click **Save**.

Adding Compensation Element Options

For an example of how to add overtime, see "Defining Overtime" on page 93.

➤ To specify compensation elements options:

1 Perform steps 1 to 6 in "Defining Other Compensation Elements" on page 91.

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 over time 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).

3. In **Select Operator**, select **Set** to initially define overtime. If you are modifying overtime, the operation that you select modifies the existing value.
4. Click **Add**.
5. Specify missing overtime information, such as an end date.
6. Repeat steps 1-3 to define all overtime options.
7. 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.
8. Click **Save**.

Modifying Compensation Elements and Options

Tip: To adjust options simultaneously, see "Updating Multiple Compensation Options " on page 96.

➤ To edit compensation elements or options:

1. Select **View**, and then **Basic Mode**.
2. Expand **Budget Administration**, and then select **Manage other compensation elements**.
3. In the POV, select the Version and Scenario members.
4. From **Page**, select the compensation element of the option, and then click **Go**.
5. 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 data form. See "Defining Other Compensation Elements" on page 91.
   - 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**.

6 To update numerous options at the same time, see "Updating Multiple Compensation Options " on page 96.

7 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.

8 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**.

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 Select **View**, and then select **Basic Mode**.

2 Expand **Budget Administration**, and then **Process loaded human resources data**.

3 Accept the defaults, and then click **Launch**.

4 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

5 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 97
- "Reviewing Job and Employee Data" on page 98
- "Reviewing Position-Only Data" on page 99

Reviewing Position and Employee Data

➤ To review loaded position and employee data:

1 Select **View**, and then **Basic Mode**.

2 Expand **Budget Administration**, and then select **Review position and employee data**.

3 Select the budget type (forecast, for example) and stage (forecast revision, for example), and then click **Go**.

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

5 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 Oracle Hyperion Financial Data Quality Management ERP Integration Adapter for Oracle Applications, 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 153.

  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. Select **View**, and then **Basic Mode**.
2. Expand **Budget Administration**, and then select **Review employee and job data**.
3. Select the budget scenario (base, for example), applicable job code, HR organization, and version.
4. Click **Go**.
5. 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 153.

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

Reviewing Position-Only Data

➤ To review loaded position data:

1 Select **View**, and then **Basic Mode**.

2 Expand **Budget Administration**, and then select **Review position data**.

3 From **Page**, select the HR organization (your cost center, for example), the budget scenario (base, for example), and the budget version.

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

5 To view the expense, by period, of positions, perform these tasks:

- Calculate the compensation budget. See "Calculating Budgets" on page 153.
- Right-click, and then select **View position expense by period**.

Performing Mass Updates

Subtopics

When to Make Updates

Perform mass updates on positions and employees in these situations throughout the budget cycle:

- After loading data from the HRMS source system to implement global assumptions (a new benefit option, for example)
- Before releasing the budget to planners or cost center managers
- When new or modified salary information and compensation details (apply a salary adjustments for multiple positions, for example) must be incorporated

Perform mass updates to adjust:

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

You can also perform mass updates to apply updated defaults or replace existing defaults.

How Mass Updates Work

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 101.

Making Mass Updates

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

1 Select **View**, and then **Basic Mode**.

2 Expand **Budget Administration**, and then select **Mass update position data** or **Mass update employee data**.

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

4 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.

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

6 Specify the criteria, such as pay type, approval status, union code, or position start date, to identify the positions, jobs, or employees to update.

7 Click **Find**.

8 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

9 See "Assigning or Overwriting Compensation Element and Allocation Defaults" on page 101.

10 To define how to spread position or employee expenses over the year, see "Spreading Salary Expenses" on page 102.

11 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 99 to identify the positions or employees to update.

2 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

3 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.

4 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

5 Click **Run**.

See "Sample Mass Update" on page 101.

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 Select **View**, and then **Basic Mode**.

2 Expand **Budget Administration**, and then select **Mass update position data**.

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

4 From **Page**, select your HR organization, and then click **Go**.

5 Right-click, select **Search**, and then select **Find Positions or Employees**.

6 Specify January 1, 2012 as the **Start Date** to filter and find the positions.

7 Click **Find**.

8 For each position, ensure that **Yes** is selected in the **Apply Defaults** column.

9 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 99 to identify the positions or employees to update.

2 Select **Populate Annual Salary Spread Property**.

3 Select your accounting period structure pattern. See "About Specifying Annual Salary Spreads" on page 89.

4 Click **Fill**, and then **Save**.

Part II

Creating Compensation Budgets

In Creating Compensation Budgets:

7 Defining Salary, Compensation, and Allocation Defaults

In This Chapter

Advantages of Using Defaults

Defining salary, compensation element, and allocation defaults enables you 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 data 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 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.

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

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

➤ To define defaults for new positions:

1. Select **View**, and then **Basic Mode**.
2. Expand **Budget Preparation**, and then select **Manage compensation defaults for each entity** or **Manage compensation defaults**.
3. From the POV, select the budget scenario and version.
4. 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.
5. 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.

6 **Click Go.**

7 **Perform any task:**

- Specify the following:
  - **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 89.
- Add or change salary grades, see "Specifying Salary Grade Defaults " on page 107.
- 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 106.**

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 85.
- 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 106.

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

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 for other compensation categories (Benefit Defaults, Additional Earnings Defaults, and Employer-paid Tax Defaults) 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 106.
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 111 and "Example 3" on page 112.
- "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 111.

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

Natural Account	Fund	Program	Department	Percentage	Amount
Nat Sal	Fund A	Program B	Depart-D	80	$80,000
Nat Sal	Fund B	Program B	Depart-D	20	$20,000

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 111 in which "Follows Salary Allocation" is "No".
- "Example 2" on page 111 in which "Follows Salary Allocation" is "Yes".
- "Example 3" on page 112 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 112 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** data 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 20 Research Scientist Compensation Allocations

Position	Natural Account	Fund	Program	Department	Allocation Percentage	Allocated Amount
Research Scientist	Nat Ben	Fund C	Program P	Depart-Y	100	$5,500

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** data form:

- Natural Account—Nat Ben
- Fund—C

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

Table 21 Research Scientist Benefits Allocations

Natural Account	Fund	Program	Department	Allocation Percentage	Allocated Amount
Nat Ben	Fund C	Program B	Depart-D	80	$4,400
Nat Ben	Fund C	Program B	Depart-D	20	$1,100

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** data form, and a department default is specified on the **Manage compensation default** data form. Assume that:

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

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

Table 22 Research Scientist Benefits Allocations

Natural Account	Fund	Program	Department	Allocation Percentage	Allocated Amount
Ben-D	Fund C	Program B	Depart-D	80	$4,400
Ben-D	Fund C	Program B	Depart-D	20	$1,100

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 23 Allocations Resulting from Effective Dating

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

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 110.

2 Perform steps 1 to 5 in "Maintaining Position Defaults by Entity" on page 106.

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:

a. Specify start and end dates.

b. Click **Add**.

c. Select the segments or chart fields to use.

d. Specify the allocation percentage.

6 Ensure that salary expenses do not overlap by right-clicking and selecting **View Overlapping Allocations**. If they do, see "Correcting Overlapping Allocations" on page 113.

7 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** data form, or the current data form, review the invalid allocations in red.

2 Perform a task:

- Right-click and select **Return to Previous Data Form**.
- Access the position or employee details data form:
  - Expand **Budget Preparation**, and 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**
  - From **Page**, select the HR organization, and then click **Go**.
  - Right-click a position or employee, and then select **Edit Position Details** or **Edit Employee Details**

3 Select **Allocations**.

4 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.

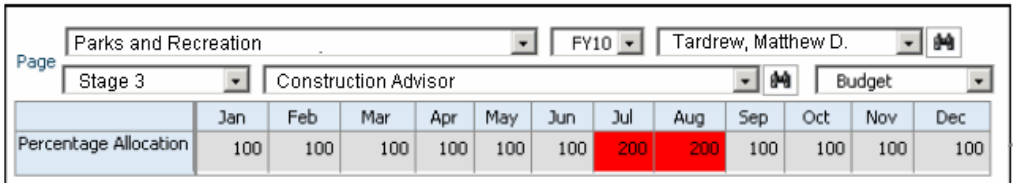
5 End date allocations that are worth 100%.

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.

	Account Seg	Activity Segı	Entity Segı	Fund Seg	Program Segı	Project Seg	Allocation Start Date	Allocation End Date	Percentage Allocation
1st Allocation	511100	00100	1030	00	100	1000000	1/1/08	9/1/10	100
2nd Allocation	511100	00100	1030	00	000	0000000	7/1/10		80
3rd Allocation	511100	01400	1030	00	000	0000000	7/1/10		20



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

➤ To mass adjust compensation and benefits:

1. Select **View** and then **Basic Mode**.
2. Expand **Budget Preparation**, and then select **Mass adjust compensation and benefits**.
3. From **Page**, select the HR organization.
4. Select the scenario and version, and then click **Go**.
5. To find the positions or employees to adjust, right-click the grid, select **Search**, and then perform these tasks:
   - Select **Find Positions or Employees**.
   - When prompted, select the criteria to locate the positions to update with modified compensation data. For example, to find dates on or before June 30, 2012, select **Less than or Equal to** in **Operation**, and **06/30/12** in **Enter Date**.
   - Click **Find**.
6. To omit employees or positions from the update, select **No** in **Apply Defaults**.
7. 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
8. To view position details, right-click, and then select **View Position Details**.
9. To identify the budgetary impact of your changes, select **Calculate compensation budgets**.

Defining Custom Numbers of Workdays and Paydays

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

1. Select **View** and then **Basic Mode**.
2. Expand **Budget Preparation**, and then select **Manage number of working days and pay days in a month**.

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

4 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**.

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

6 In **Working Days**, enter the number of workdays in each month.

8 Working with Human Capital Compensation Budgets

In This Chapter

Note:

- Administrators can perform all compensation budget set up tasks.
- Depending on the budget detail you use, you can create compensation budgets using employees, positions, or both.

Depending on the budget detail, human capital budgets include position expenses, employee expenses, or both.

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 6.
- 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**.
- Review the order in which to specify compensation details. See "Recommended Task Flow" on page 117.
- Review the compensation expense data that you can define or change:

Table 24 Compensation Expense Modifications

Expense	Modification Options or Information
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 93. 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

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
  - **Data Type**—Unspecified
- Refresh the database.

Activating Jobs

➤ To activate jobs:

1. Select **View** and then **Basic Mode**.
2. Expand **Budget Preparation** and then select **Maintain job details**.

3 Select **Active Jobs**.

4 Right-click jobs, and then select **Activate**.

5 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

6 Click **Activate**.

Viewing Job Details

➤ To view job details:

1 Select **View** and then **Basic Mode**.

2 Expand **Budget Preparation** and then select **Maintain job details**.

3 Select **All Jobs** to view information such as FTE capacity, start date, and salary basis for all loaded jobs.

4 Select **Active Jobs** to view all jobs that were activated.

5 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

➤ To maintain basic job information:

1 See "Before Specifying Job Compensation" on page 120.

2 Expand **Budget Preparation**, and then select **Maintain job details**.

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 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 150 and "Viewing the Budget Impact of Compensation Expenses" on page 151.

Viewing Job Status

➤ To view recent status changes to jobs:

1 Perform steps 1-5 in "Maintaining General Job Information" on page 121.

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 Expand **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 89.

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 128.

11 Save.

12 See "Calculating and Allocating Compensation Expenses" on page 150.

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 85.

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 121.

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 150 and "Viewing the Budget Impact of Compensation Expenses" on page 151.

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 121.

2 Under **Defaults Setup**, select **Additional Earnings**.

3 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 150 and "Viewing the Budget Impact of Compensation Expenses" on page 151.

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 121.

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 data 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**.

4 Save.

5 See "Calculating and Allocating Compensation Expenses" on page 150 and "Viewing the Budget Impact of Compensation Expenses" on page 151.

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 121.

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 150 and "Viewing the Budget Impact of Compensation Expenses" on page 151.

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 121.

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 113.

4 Save.

See "Calculating and Allocating Compensation Expenses" on page 150

Specifying Employee Assignments

➤ To specify employee job assignments:

1 Select **View** and then **Basic Mode.**

2 Expand **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, 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 93.

7 **After the data 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 89
- **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.

8 **Save.**

See "Calculating and Allocating Compensation Expenses" on page 150.

Terminating Jobs and Excluding Jobs From Calculations

Applies only to the Employee budget detail

➤ To terminate or exclude jobs:

1 Select **View** and then **Basic Mode**.

2 Expand **Budget Preparation** and then select **Maintain job details**.

3 Right-click jobs, and then select **Terminate job** or **Exclude job from budget**.

4 **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**.

5 Click **Terminate** or **Exclude**.

Jobs excluded from budgets have a status of Inactive or Not Budgeted.

Maintaining Employees

Subtopics

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 118. Identify the order in which to specify employee details described in "Recommended Task Flow" on page 117.

➤ To manage employee compensation:

1. Review the order in which to define compensation details. See "Recommended Task Flow" on page 117.
2. Select **View** and then **Basic Mode**.
3. Expand **Budget Preparation** and **Manage employee data**.
4. Select **Maintain employees by job**.
5. From **Page**, select the Human Resource organization, and then click **Go**.
6. 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 "About Specifying Annual Salary Spreads" on page 89.
   - **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.

7 **Right-click the employee for which to view or specify compensation, and then select Edit Employee Details.**

8 **See:**

- "Managing and Specifying General Data" on page 129
- "Managing and Specifying FTE " on page 129
- "Managing and Specifying Salary Grades" on page 130
- "Maintaining Job Allocations" on page 125
- "Managing and Specifying Status" on page 131
- "Managing and Specifying Benefits" on page 132
- "Managing and Specifying Tax Details" on page 133

Managing and Specifying General Data

Use the General tab of Employee Detail forms to enter or modify employee numbers, names, job codes, hire dates, salary basis, annual salary spread, and to recalculate the compensation budget.

➤ To manage general employee compensation data:

1 **Perform steps 1-7 in "Maintaining Employee Compensation Details" on page 128.**

2 **On the General tab, specify data such as:**

- **Status**—To exclude employee expenses from the budget, select **Not Budgeted** or **Inactive**.
- **Pay Type**—If the employee is paid by the hour, select **Non-exempt**.
- **FT/PT**—If the employee must work full time or part time to satisfy the position requirements.
- **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 89.

3 **Save, then see "Calculating and Allocating Compensation Expenses" on page 150.**

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 128.

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 fulltime 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 150.

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.

➤ To manage employee salary grades:

1 Perform steps 1-7 in "Maintaining Employee Compensation Details" on page 128.

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 85.

- 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 150 and"Viewing the Budget Impact of Compensation Expenses" on page 151.

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.

➤ To manage allocations:

1 Perform steps 1-7 in "Maintaining Employee Compensation Details" on page 128.

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 113.

3 Save.

See "Calculating and Allocating Compensation Expenses" on page 150.

Managing and Specifying Status

You can use the Status Changes tab on Employee Detail data forms to specify the dates associated with changes to an employee's work status, such as short term disability leave. You can also use this tab to identify the impact of the changes on the compensation budget.

To actually modify employee status, see "Changing Employee Status" on page 133.

Note: Before modifying status ensure if necessary, that the salary grade for the new status exists. For example, ensure that the salary for disability leave is defined. See "Defining Salary Grades" on page 85.

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 128.

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**.

3 Save, then see "Calculating and Allocating Compensation Expenses" on page 150 and"Viewing the Budget Impact of Compensation Expenses" on page 151.

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 128.

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 Dependants 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.

See "Calculating and Allocating Compensation Expenses" on page 150 and"Viewing the Budget Impact of Compensation Expenses" on page 151.

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 128.

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 150 and"Viewing the Budget Impact of Compensation Expenses" on page 151.

Changing Employee Status

You can plan and budget for employee status changes such as maternity or disability leave by modifying employees or employee details.

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

➤ To budget for status changes:

1 Select **View** and then **Basic Mode**.

2 Expand **Budget Preparation** and **Manage position and employee data** or **Manage employee data.**

3 Select **Maintain employees by job** or **Maintain employees by position**.

4 From **Page**, select the Human Resources organization, and then click **Go**.

5 Right-click employees, and then select **Change Status**.

6 Assign a status:

- **Disability**—The employee is absent because of medical factors, is considered inactive, and their expenses are excluded from budget calculations.
- **Maternity**— The employee is absent and receives maternity leave pay.
- **On Sabbatical**—The employee is not paid.
- **Leave of Absence**—The employee is not paid.
- **Terminated**—A manager or supervisor request that the employee leaves the company.
- **Inactive** or **Excluded**–Employee expenses are excluded by date, from budget calculations.

7 Specify the start and end dates between which the status applies.

8 Click **Change**.

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.

➤ To remove employees from budgets:

1 Select **View** and then **Basic Mode**.

2 Select **Budget Preparation**, and then **Maintain employee information**.

3 From **Page**, select the employee.

4 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 Select **View** and then **Basic Mode**.

2. Expand **Budget Preparation**, and then **Manage employee data** or **Manage position and employee data**.
3. Select **Maintain employee by job** or **Maintain employee by position**.
4. From **Page**, select the HR organization in which the employee works, and then click **Go**.
5. Right-click the employee, and then select **Terminate Employee**.
6. Specify the following:
   - **Termination type**:
     - **Departed**—The employee is leaving
     - **Terminated**—Human Resources initiated the termination
   - **Effective date**—When to terminate the employee
7. Click **Terminate**.
8. Terminate the position to exclude its vacant expenses from the budget.

Transferring Employees

Subtopics

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 137.
- If the transfer is unapproved, perform these steps:
  - Transfer the employee out of your entity. See "Transferring Employees Out of Entities" on page 136.
  - Have management accept the transfer. See "Reviewing and Accepting Pending Transfers" on page 149.

- Have the manager overseeing the target position or entity transfer the employee in. See "Transferring Employees Into Positions" on page 136.

  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. Select **View** and then **Basic Mode**.
2. Expand **Budget Preparation** and **Manage position and employee data**, and then select **Maintain employees by position**.
3. From **Page**, select the HR organization, and then click **Go**.
4. Right-click the employee, select **Transfer Employee**, and then **Transfer Out an Employee**.
5. Specify the effective date on which to transfer the employee out of the current position.
6. 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. Select **View** and then **Basic Mode**.
2. Expand **Budget Preparation**, and then **Manage position and employee data**.
3. Select **Review pending transfers**.
4. Right-click **Position Name**, and then select **Transfer In an Employee**.
5. 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
6. 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. Select **View** and then **Basic Mode**.
3. Expand **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**.
4. From **Page**, select the HR organization in which the employee works, and then click **Go**.
5. Right-click the employee, select **Transfer Employee**, and then select **Single Step Transfer**.
6. 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
7. Click **Transfer**.

Assigning Employees to Positions

Applies to the Position and Employee budget detail

➤ To assign employees to positions:

1. Select **View** and then **Basic Mode**.
2. Select **Budget Preparation**, then **Manage position and employee data**, and then **Maintain employees by position**.
3. From **Page**, select the HR organization, and then, click **Go**.
4. 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. Click **Assign**.

- **To Be Hired Employee**. An employee will be hired to fill the position. See "About Filling Vacant Positions or Jobs " on page 148.

To remove employees from positions, see "Deleting Employee Assignments" on page 138.

Assigning Employees to Jobs

Applies to the Employee budget detail

➤ To assign employees to jobs:

1 Select **View** and then **Basic Mode**.

2 Select **Budget Preparation**, then **Manage employee data**, and then **Maintain employees by job**.

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

4 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 148.

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 46 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 Select **View** and then **Basic Mode**.

2 Expand **Budget Preparation**, and 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**.

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

4 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

5 Click **Launch**.

Maintaining Positions

Subtopics

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 160.

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 106.

➤ To create positions:

1 Select **View** and then **Basic Mode**.

2 Expand **Budget Preparation**, select **Manage position and employee data**, and then **Maintain position data**.

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

4 From **Page**, select the HR organization with which the position is associated, and then click **Go**.

5 Right-click in Position Name, and select **Add Position**.

6 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
- **Position Start Date**—When the position begins
- **Annual Salary Spread**—See "About Modifying Salary Grades" on page 88.

7 Click **Add**.

8 To define and budget for all other position settings, see **"Maintaining Position Compensation Details" on page 140**.

Maintaining Position Compensation Details

Subtopics

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

Maintaining General Position Data

If you must override some compensation element default settings for individual positions, see "Requirements" on page 118.

Note: Before defining position compensation, review the order in which to specify compensation details and satisfy the requirements. See "Recommended Task Flow" on page 117 and "Requirements" on page 118.

➤ To maintain general data:

1 Select **View**, and then **Basic Mode**.

2 Expand **Manage position and employee data**, and then select **Maintain positions** or **Maintain position data**.

3 From **Page**, select the 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 Save.

7 See "Calculating and Allocating Compensation Expenses" on page 150.

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 140.

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 150.

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 140.
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 85.
4. Click **Add**.
5. On the data form, specify the remaining salary information, such as start and end dates.
6. See "Calculating and Allocating Compensation Expenses" on page 150 and "Viewing the Budget Impact of Compensation Expenses" on page 151.

Maintaining Allocations

➤ To maintain position allocations:

1. Perform steps 1-4 in"Maintaining General Position Data" on page 140.
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 113.

3 See "Calculating and Allocating Compensation Expenses" on page 150.

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 140.

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 150.

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 140.

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 150 and "Viewing the Budget Impact of Compensation Expenses" on page 151.

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 140.

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 150 and "Viewing the Budget Impact of Compensation Expenses" on page 151.

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 140.

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 88.

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 137.

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 150.

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 140.

2 Perform any task on the **Tax Details** tab:

- To budget for new employer-paid taxes, right-click, select **Add Employee-Paid Tax**, and then specify data such as:
  - **Element**—Tax element such as FUTA
  - **Option**—Type or recipient of the tax, such as survivor spouse and children
  - Payment frequency, payment terms, option value, and maximum value determined by the tax
  - **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 150 and "Viewing the Budget Impact of Compensation Expenses" on page 151.

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 Select **View** and then **Basic Mode**.

2 Perform the task for your budget detail:

- Expand **Budget Preparation**, select **Manage position and employee data**, and then select **Maintain position data**.
- Select **Maintain position data**.

3 From **Page**, select the cost center or department that contains the position, and then click **Go**.

4 Right-click the first column, and then select **Exclude Position from Budget**.

5 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 143.

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 Expand **Budget Preparation** and **Manage position and employee data**, and then select **Maintain position data**.

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 Select **View**, and then **Basic Mode**.

2 Expand **Budget Preparation**, and then select **Maintain position data**.

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

4 From **Page**, select the HR organization in which the position exists, and then click **Go**.

5 Right-click the position and then select **Single Step Position Transfer**.

6 Ensure that the correct position is selected, and then select the target cost center or department.

7 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 136.

Deleting Positions

You can only delete new and initialized positions.

➤ To delete positions:

1 Select **View** and then **Basic Mode**.

2 Perform the task for your budget detail:

- Expand **Manage position and employee data**, and then select **Maintain position data**.
- Select **Maintain position data**.

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

4 From **Page**, select the HR organization in which the position exists, and then click **Go**.

5 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.

6 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 Select **View**, and then **Basic Mode**.

2 Expand **Manage position and employee data**, and then select **Maintain position data**.

3 Select the Year, Scenario, or Version in the POV.

4 From **Page**, select the HR organization in which the position exists and then click **Go**.

5 Right-click the position, and then select **Terminate Position**.

6 Specify when to terminate the position.

Maintaining Employees by Job or Position

Subtopics

Viewing Employee Job Details

Applies only to the Employee budget detail

➤ To view job details:

1. Select **View** and then **Basic Mode**.
2. Expand **Budget Preparation**.
3. Expand **Manage employee data**, and then select **Maintain employees by job**.
4. 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 identify the budget impact of filling vacancies with new hires not in the HRMS or with existing employees.

➤ To fill vacant positions or jobs:

1. Select **View**, and then **Basic Mode**.

2 Expand **Budget Preparation**, and then select **Manage employee data** or **Manage position and employee data**.

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, 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 93.

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 Select **View**, and then **Basic Mode**.

2 Expand **Budget Preparation** and **Manage position and employee data** or **Manage employee data**.

3 Select **Review pending transfers**.

4 Right-click an employee and then select **Transfer In an Employee**.

5 Specify the following:

- Position to which to transfer the employee
- Associated cost center or department
- When to transfer the employee

6 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 data 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 data 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 151.

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. Select **View**, then **Basic**, and then select **Budget Preparation**.
2. Select the task for your budget detail:
   - **Maintain employees by job**
   - **Maintain position data**
   - **Maintain employees by position**
3. Right-click positions or employees, and then select **Edit position details** or **Edit employee details**.
4. Select the tab for the kind of compensation expense whose budget impact to identify.
5. 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**.

9 Calculating, Reviewing, and Allocating Compensation Expense Budgets

In This Chapter

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 121, "Maintaining Employee Compensation Details" on page 128, or "Maintaining Position Compensation Details" on page 140.
2. Select **View** and then **Basic Mode**.
3. Expand **Budget Preparation**, and then select **Calculate compensation budgets**.
4. Accept the default rule selected, and then click **Launch**.
5. 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.

6 Click **Launch**.

Review the budget calculated for positions and employees and make necessary changes. See "Reviewing Expenses" on page 154, "Reviewing Position and Job Budgets" on page 154, and "Reviewing Employee Budgets" on page 155. To allocate the entire calculated compensation budget for the entity, see "Allocating Compensation Expenses to General Ledger Accounts" on page 157.

Reviewing Expenses

Subtopics

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 Select **View** and then **Basic Mode**.

2 Expand **Budget Preparation**, and then select **Review entity compensation budgets**.

3 Select **Review position budgets** or **Review budgets for jobs**.

4 On the POV, select the Version, Year, and Scenario.

5 From **Page**, select the entity for the HR organization, and then click **Go**.

6 Confirm that the position or job expenses are correct.

7 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 data 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.

8 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 157.

Reviewing Employee Budgets

Does not apply to the Position budget detail

➤ To review employee budgets:

1 Select **View** and then **Basic Mode**.

2 Expand **Budget Preparation** and **Review entity compensation budgets**.

3 Select **Review employee budgets.**

4 On the POV, select the correct Version, Year, and Scenario

5 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.

6 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 data 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.

7 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**.

8 To allocate the entire entity compensation budget to General Ledger accounts, see "Allocating Compensation Expenses to General Ledger Accounts" on page 157.

Reviewing Compensation Element Budgets

➤ To review compensation element expenses:

1 Select **View** and then **Basic Mode**.

2 Expand **Budget Preparation** and **Review entity compensation budgets**.

3 Select **Review element budgets**.

4 On the POV, select the correct Version, Year, and Scenario.

5 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 data form.

6 If it is not already expanded, expand **Year Total** to list expenses by quarter. Expand **Quarter** to list expenses by month.

7 Confirm that the benefit, additional earning, tax, and salary expenses for each employee are correct.

Reviewing FTE Assignments

➤ To review FTE assignments:

1 Select **View** and then **Basic Mode**.

2 Expand **Budget Preparation** and **Review entity compensation budgets**.

3 Select **Review FTE assignments**.

4 On the POV, select the correct Version, Year, and Scenario.

5 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.

6 For the **Employee budget detail**, click the second tab to view:

- Proposed FTE
- Existing FTE
- Approved FTE
- Unapproved FTE

7 To change FTEs, see"Managing and Specifying FTE " on page 129 and "Maintaining Position FTE " on page 141.

8 To approve FTEs, see "Approving Period-Level FTEs " on page 162.

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 data 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 Select **View** and then **Basic Mode**.

2 Expand **Budget Preparation**, and then select **Allocate compensation to General Ledger accounts**.

3 Accept the default business rule, and then click **Launch**.

4 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

5 Click **Launch**.

6 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 73.

10 Reviewing and Approving Budgets

In This Chapter

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 data 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.

See "Starting the Review Process " in the *Oracle Hyperion Planning User's Guide* and "Submitting Budgets for Approval" on page 163.

Prerequisites

Managers and supervisors cannot submit budgets for overall approval in Planning until:

- All pending transfers are resolved. See "Reviewing Pending Transfers" on page 146.
- 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.

Approving Positions, Jobs, and Employee FTE and Compensation

Subtopics

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. Select **View** and then **Basic Mode**.
2. Expand **Budget Preparation** and then select **Review and approve positions**.
3. On the POV, select the correct Version, Time period, and Scenario
4. From **Page**, select the HR organization with which the position is associated, and then click **Go**.
5. To specify missing or invalid data displayed in red, select **Maintain position data**, right-click positions, and select **Edit Position Details**.
6. 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: Y*x*:Y*x*. For example FY09:FY11.
   - **Approval Status**—See "Approval Options" on page 160.
7. To recalculate compensation expenses, right-click, and then select **Calculate Compensation Expense**.
8. 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. Select **View** and then **Basic Mode**.
2. Expand **Budget Preparation**, and then select **Review and approve employee budget details**.
3. On the POV, select the correct Version, Time period, and Scenario.
4. From **Page**, select the HR entity, and then click **Go**.
5. Specify missing or invalid data displayed in red by selecting **Maintain employees by job**, right-clicking employees, and then selecting **Edit Employee Details**.
6. After specifying missing data, save, and then select **Review and approve employee budget details** page.
7. Right-click jobs, select **Approve**, and then specify:
   - **Job Code**
   - **Select Year**—Fiscal year in which to approve positions. To approve positions in multiple budget years, specify the year range as follows: Y*x*:Y*x*. For example FY10:FY12.
   - **Approval Status**—See "Approval Options" on page 160.
8. To recalculate compensation expenses, right-click, and then select **Calculate Compensation Expense**.

9 To allocate expenses to the General Ledger accounts, right-click, and then select **Allocate Compensation Budget to GL Accounts**.

Approving Employee Assignments to Positions

➤ To approve or reject employee assignments to positions:

1 Select **View** and then **Basic Mode**.

2 Expand **Budget Preparation**, and then select **Review and approve positions**.

3 On the POV, select the correct Version, Time period, and Scenario.

4 From **Page**, select the HR entity, and then click **Go**.

5 Right-click positions that have pending employee assignments, and then select **Employee Approvals**.

6 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**.

7 After specifying missing data, return to the Review and approve positions page.

8 Right-click positions, select **Employee Approval**, right-click positions again, and then select **Approve**.

9 Specify:

- **Select Year**—Fiscal year in which to approve positions. To approve positions in multiple budget years, specify the year range as follows: Y*x*:Y*x*. For example FY08:FY10.
- **Approval Status** — See "Approval Options" on page 160.

10 To recalculate compensation expenses, right-click and select **Calculate Compensation Expense**.

11 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 Select **View** and then **Basic Mode**.

2 Expand **Budget Preparation**, and then select one:

- **Review and approve positions**
- **Review and approve employee budget details**

3 On the POV, select the correct Version, Time period, and Scenario.

4 From **Page**, select the entity for the HR organization, and then click **Go**.

5 Right-click in the first column and select **Approve period-level FTE**.

6 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.

7 Right-click the **Approved FTE Input** row, and then select **Approve**.

8 Specify:

- Fiscal year in which to approve the FTE. To approve FTE in multiple budget years, specify the year range as follows: Y*x*:Y*x*. For example FY10:FY13.
- An approval status. See "Approval Options" on page 160.

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**.

Submitting Budgets for Approval

➤ To submit budgets for Approval:

1 Satisfy the requirements in "About Submitting Budgets for Approval" on page 159.

2 Select **View** and then **Advanced Mode**.

3 Select **Administration**, then **Approvals**, and then **Planning Unit Hierarchies**.

4 See Chapter 10 of the *Oracle Hyperion Planning User's Guide* to continue with the submission.

11 Revising Budgets

In This Chapter

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 tor 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 **View**, and then **Advanced Mode**.
4. Select **Administration**, then **Manage**, and then **Copy Data**.
5. In **Plan Type**, select **HCP**, and then click **Go**.
6. 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.

7 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

8 Indicate whether you want to also copy supporting details, attachments, and so on, and then click **Copy Data**.

9 In Public Sector Planning and Budgeting, expand **Budget Preparation**, and then select **Calculate compensation budget**.

10 Accept the default business rule, click **Launch**, and then specify:

- **Scenario**—**Baseline budget**
- **Version**—**Baseline revision**
- **Entity**—**Descendants(Total Entity)**

11 Click **Launch**.

Creating Revision Requests

➤ To create revision requests:

1 See "Requirements" on page 166.

2 Select **View** and then **Basic Mode**.

3 Expand **Budget Preparation**, and then select **Manage revision requests**.

4 In the POV, select the year.

5 From **Page**, select the HR entity, and then click **Go**. To enable revisions to child entities, select their parent entity.

6 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.

7 Click **Create**.

8 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

9 Click **Run**.

10 See "Specifying Revision Data" on page 168.

Specifying Revision Data

➤ To specify revision data:

1 On the **Manage revision requests** data 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 data 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 140 or "Maintaining Employee Compensation Details" on page 128.

- 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 84 and "Performing Mass Updates" on page 99.

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 169.

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. Select **Budget Preparation**, and then **Manage revision requests**.
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 10, "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.

12 Using Reports and Budget Books

In This Chapter

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.

For more information, see the *Oracle Hyperion Financial Reporting Workspace Administrator's Guide*, and the *Oracle Hyperion Financial Reporting Workspace User's Guide*.

Predefined Reports

You can access these predefined Financial Reporting reports in this Oracle Enterprise Performance Management Workspace, Fusion Edition folder:

application/Human Capital Planning

Report	Description	In the Position and Employee Budget Detail	In the Position Budget Detail	In the Employee Budget Detail
Vacant Position Expense	Displays all vacant positions, and their associated compensation expenses for a given year by period. Positions without compensation expenses are not displayed.	Yes	No	No
Employment Levels	Totals the current and proposed number of employees by entity, in tabular and pie chart format.	Yes	No	Yes
Vacant Positions	Displays all vacant positions, their numbers, and compensation details and expenses by year, quarter, and month. Positions without compensation expenses are not displayed.	Yes	Yes	No
Position Adjustments	Lists changes in position properties, employee assignments, assignment dates, FTE changes, salary details, taxes, benefits, and additional earnings.	Yes	Yes	No
FTE and Headcount by Position	Summarizes, by entity, the FTE, headcount (if available), and associated compensation expenses by year.	Yes	Yes	No
FTE and Headcount by Job	Summarizes, by entity, the FTE, headcount (if available), and associated compensation expenses by year.	No	No	Yes
New Position Costing Impact by Entity	Summarizes the new positions expenses by entity for the current and forecast year.	Yes	Yes	No
Position-Employee Associations	Summarizes all employee-position assignments, including the job, position, and available FTE.	Yes	No	No
Stage Variance for Positions	Summarizes, for all positions in an entity, the requested and final FTE and compensation expenses, including the amount and percent change between the stages.	Yes	Yes	No
Stage Variance for Jobs	For all employees in an entity, summarizes the requested and final FTE and compensation expenses, including the amount and percent change between the stages.	No	No	Yes

Report	Description	In the Position and Employee Budget Detail	In the Position Budget Detail	In the Employee Budget Detail
Position Costing	Summarizes, by entity, all compensation expenses by position for the current year	Yes	Yes	No
New Employee Impact	Summarizes new employee compensation expenses	No	No	Yes
Employee Expenses	Summarizes employee compensation expenses.	No	No	Yes
Employee Adjustments	Summarizes adjusted employee expenses.	No	No	Yes
Employee-Job Association	Summarizes the details of all employee-job associations by entity.	No	No	Yes

Using Budget Data in Financial Reporting

Administrators can map dimensions between Public Sector Planning and Budgeting and ASO reporting applications. This enables you report on budget data using 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 5, “Configuring the Line Item Budget.”

For information about Financial Reports, see the *Oracle Hyperion Financial Reporting Workspace Administrator's Guide* or the *Oracle Hyperion Financial Reporting Workspace User's Guide*.

Part III
Appendixes

In Appendixes:

A Loading Metadata and Data Using the Outline Load Utility

In This Appendix

Use the following procedures load metadata and data to classic Planning applications.

Requirements and Recommendations

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.
- 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 48.
- Ensure that the data load settings are correct. See "Data Load Settings" on page 44.
- 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 178.

- 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 179.

Important: Load metadata first; and then data. Run load files in the order specified in "Required Data Load File Run Order" on page 181.

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 25 Required Dimensionality and Sample Children

Dimension	Parent Member	Sample Child Members and Smart List Entries
Scenario		Forecast and Current. **Note:** Select **BegBalance**
Version		Stage 1Stage 2
Position	Total Existing Positions	• Mrk_4 • Admin_12 • Fac_Mngr • survey_2 • education_hs_snr • prk_sec_pa • Fire_1 • Instructor
Employee	Existing Employees	• Fergusson, Deborah • Day, John • Daniels, Mark • MacKay, Derek • Wu, Jonathan
Entity	Total Entity	• tourism • dept_tourism • Parks and Recreation • Department of Conservation • Yorkville_Lib

Dimension	Parent Member	Sample Child Members and Smart List Entries
Element	Compensation elements: ● Benefits ● Salary grades ● Employer-paid taxes ● Additional earnings	● Benefits: ❍ Benefit 5 ❍ benefit_1 ❍ Dental ● Salary Grades ❍ Grade 1 ❍ Grade 2 ● Employer-paid taxes: ❍ Medicare ❍ SUTA
Account	● Personnel Expenses ● General Ledger accounts	● Personnel Expenses ❍ A100 ❍ A120 ● General Ledger accounts ❍ 600 ❍ 601
Job	Total Job Class	● entry Faclty_Cor ● job_56

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.

➤ To identify Smart List entry names:

1 **Select View, then Administration, then Manage, and then Smart Lists.**

2 **Select the Smart List, click Edit, and then select Entries.**

3 **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:

```
Budget Item,Data Load Cube Name,Point-of-View,Proposed FTE,FTE Start Date,FTE End Date
```

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 Chapter 5 of 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:

Header columns

```
Budget Item,Data Load Cube Name,Point-of-View,Proposed FTE,FTE
Start Date,FTE End Date
```

Customizable Point-of-View placeholders underlined

```
<LINEITEM("FTE and Status Assignments")>,HCP,"BegBalance,
Local, Unspecified Element,Budget,Stage1,Entity1,
No Year,Employee1,Position1",1,01-01-2011,12-31-2012
```

Values and settings to load italicized

```
<LINEITEM("FTE and Status Assignments")>,HCP,"BegBalance,Local,Unspecified
Element,Forecast,Stage 2,HR,No Year,Deborah Ferguson,Admin_Asst",1,01-01-2011,12-31-2012
```

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:

```
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,Forecast,Stage 2,HR,No Year,Deborah Ferguson,Admin_Asst",1,01-01-2011,12-31-2012
```

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 182.

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 182.

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 Recommendations" on page 177.

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 182) 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 mutlicurrency 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 200 and "Verifying Data Loads" on page 201.

7 After verifying files load data correctly, run them in your production environment. See "Running Load Files " on page 203.

Loading Metadata and Data

Subtopics

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 179.

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:

```
SmartList Name, Operation, Entry Name, Entry Label
Grade_Steps,addEntry,Step_1,Step Description1
Grade_Steps,addEntry,Step_2,Step Description2
```

4 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.

5 Repeat steps 1-4 to load all required Smart Lists, custom Smart Lists, and their entries.

6 Save the file in CSV format.

7 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 200.

8 After verify the data load, run the CSV file in the production environment. See "Running Load Files " on page 203.

Loading Salary Grade Details

➤ To load Smart Lists for salary grade details:

1 Review the member and entry names for these Smart Lists:

Table 26 Smart Lists for Salary Grade Data

Smart List	Associated Member Names	Entry Names
Salary_Type	Salary Grade Type Input	Grade_Step, Grade_Rate and so on
Salary_Basis	Grade Salary Basis Input	Annual, Monthly, and so on
Yes_No	Allow Value Change Input	Yes and No
HR_Budget_Set	Sample Budget Set	

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.

4 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 Budget Item,HCP,"BegBalance,Local,Grade 1,Budget,Stage 1,Unspecified
Entity,No Year,Vacancy,Default Position",Grade_Step,Annual,Yes,01-01-2010,12-31-2010
```

5 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 Budget Item,HCP,"BegBalance,Local,Grade 1,Forecast,Stage 1,Unspecified
Entity,Unspecified Element,No Year,Vacancy,Default Position",Grade_Step,Annual,Yes,
09-30-2012,
```

6 Save the file in CSV format.

7 Perform a test run of the CSV file. See "Testing Load Files" on page 200.

8 In the application, confirm that the salary grade information loaded correctly. See "Verifying Data Loads" on page 201.

9 After ensuring that the file loads data correctly, run it in production. See "Running Load Files " on page 203.

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 27 Grade Step and Sequence Smart Lists

Smart List	Associated Member Names	Entry Names
Grade_Steps	Grade Step	Step1, Step2, and so on
Grade_Sequence	Grade Sequence (for rate-based grades)	Sequence1, Sequence2, and so on

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<LINEITEM("Element Changes")>,HCP,"BegBalance,Local,Grade 1,Budget,Stage
1,Unspecified Entity,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:

```
<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 200.**

8 **In the application, ensure the correctly salary data displays. See "Verifying Data Loads" on page 201.**

9 **After confirming that the file loads data properly, run it in the production environment. See "Running Load Files " on page 203.**

Loading Compensation Elements

➤ To load compensation elements:

1 **Review the member and entry names associated with these Smart Lists:**

Table 28 Compensation Element Smart Lists

Smart List	Associated Member Names
Yes_No	Options Based
Payment_Terms	Payment Terms Input
Element_Type	Value Type Input
Yes_No	Allow Value Change Input
Element_Type	Maximum Value Type
Earning_Type	Earning Type Input
Frequency	Payment Frequency Input
Yes_No	Taxable Component
Yes_No	Follows Salary Allocation
HR_Budget_Set	Budget Set (Optional)

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 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",
Yes,Semi_Annual,Amount,No,Percentage,Gross_Pay    FirstPeriod,Yes,01-01-2010,
01-01-2011,Yes
```

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,Pharmacy,Budget,Stage 1,Unspecified
Entity,No Year,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 200.

8 Open the application, and ensure that compensation elements and details load properly. See "Verifying Data Loads" on page 201.

9 After confirming that the file loads compensation data correctly, run it in the production environment. See "Running Load Files " on page 203.

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 49.

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 employees spouse and children, and is effective on April 1, 2011, specify:

```
<LINEITEM("Element Changes")>,HCP,"BegBalance,Local,Benefit 5,Budget,Stage1,
Unspecified Entity,Vacany,Default Position",Spouse and Children,2000,04-01-2011,,
3000
```

7 Save the file in CSV format.

8 Perform a test run of the CSV file. See "Testing Load Files" on page 200.

9 In the application, ensure that the compensation elements loaded correctly. See "Testing Load Files" on page 200.

10 After confirming that the CSV file loads compensation data correctly, run the file in the production environment. See "Running Load Files " on page 203.

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 29 Employee Data Smart Lists

Smart List	Associated Member Names	Entry Names
Full_Time_Status	FT/PT	
Employee_Type	Employee Type	Contract, temporary, regular, and so on
Pay_Type	Pay Type	
Union_Code	Union Code	union_1, union_2 and so on
Location_Code	Location Code	location_1, location_2 and so on

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.

5 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,,Philidelphia,
```

6 Save the file in CSV format.

7 Perform a test run of the CSV file. See "Testing Load Files" on page 200.

8 In the application, ensure that employees and their associated data loaded correctly. See "Verifying Data Loads" on page 201.

9 After confirming that the file loads data correctly, run it in the production environment. See "Running Load Files " on page 203.

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 30 Position Data Smart Lists

Smart List	Associated Member Names	Entry Names
Position_Type	Position Type	Contract, temporary, and so on
Job_Class	Job	job_1, job_2 and so on
Location_Code	Location Code	location_1, location_2 and so on
Union_Code	Union Code	union_1, union_2, and so on
Salary_Basis	Salary Basis	Monthly, weekly, and so on

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
```

4 In the Point-of-View column, replace the placeholders such as `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.

5 In the appropriate columns, specify position data such as their name, number, type, start date, and if compensation element values can be overridden.

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 (Faclty_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:

```
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,Faclty_Cor,12-01-2012,,07-01-2012,35,,Yorkville,Average
```

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 200 and "Verifying Data Loads" on page 201.

8 After confirming that the file loads data correctly, run it in the production environment. See "Running Load Files " on page 203.

Loading Employee-Position Associations

Applies only to the Position and Employee budget detail

➤ To load position and employee assignment data:

1 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 49.

Table 31 Employee Smart Lists

Smart List	Associated Member Names
Position_Type	Position Type
Job_Class	Job
Location_Code	Location Code
Union_Code	Union Code

Smart List	Associated Member Names
Salary_Basis	Salary Basis
Full_Time_Status	FT/PT
Employee_Type	Employee Type
Pay_Type	Pay Type

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,Salary Basis,Union Code,Location Code,Annual Salary Spread,Employee
Number,Employee Name,Hire Date,FT/PT,Employee Type,Pay Type
```

4 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.

5 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
Unspecified Budget Item,HCP,"BegBalance,Local,Admin_12,Budget,""Day, John"",Stage
1,Admission,No Year,Unspecified Element",P32,Budget Admissions
position,Single_Incumbent,Job_56,01-06-2012,,,30,,,Bangor_1,Average,167,John Day,
08-15-2012,FullTime,Regular,Nonexempt
```

6 Save the file in CSV format.

7 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 200 and "Verifying Data Loads" on page 201.

8 After confirming that data loads correctly, run the CSV file in the production environment. See "Running Load Files " on page 203.

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 49.

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 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
```

4 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.

5 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,
```

6 Save the file in CSV format.

7 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 201 and "Testing Load Files" on page 200.

8 After ensuring that the file loads data correctly, run it in the production environment. See "Running Load Files " on page 203.

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 49.

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`, `Positon1`, `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.

5 **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 201 and "Testing Load Files" on page 200.**

8 **After confirming that the file loads data correctly, run it in the production environment. See "Running Load Files " on page 203.**

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 49.**

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 201 and "Testing Load Files" on page 200.

8 After confirming that the file loads salary data correctly, run it in the production environment. See "Running Load Files " on page 203.

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 49.

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:

```
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 36,Budget,Stage
1,tourism,No Year,""James, William"",prk_sec_pa,",,46000,4000,
01-01-2013,,Monthly,Yes,Value
```

6 Save the file in CSV format.

7 Perform a test run of the CSV file See "Testing Load Files" on page 200.

8 In the application, ensure that salaries loaded correctly to the employees specified.

9 After confirming that the data load file loads the correctly data, run it in the production environment. See "Running Load Files " on page 203.

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 49.

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
```

6 Save the file in CSV format.

7 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 200 and "Verifying Data Loads" on page 201.

8 After verifying the data file, run it in the production environment. See "Running Load Files " on page 203.

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 49.

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.

7 Perform a test run of the CSV file. See "Testing Load Files" on page 200.

8 In the application, review compensation element tabs (benefits, for example) to ensure that data loaded correctly See "Verifying Data Loads" on page 201.

9 Run it in the production environment. See "Running Load Files " on page 203.

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 49****.**

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 allocations 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
```

7 Save the file in CSV file.

8 Perform a test run of the file. See "Testing Load Files" on page 200.

9 In the application, ensure that the allocations loaded correctly. See "Verifying Data Loads" on page 201.

10 After verifying the file, run it in production. See "Running Load Files " on page 203.

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 49.

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,Entity1,No
Year,Employee1,Position1",Account_1,Entity_1,Fund_1,Program_1,Project_1,100,
01-01-2010,12-31-2010
<LINEITEM("Allocation Assignments")>,HCP,"BegBalance,Local,Unspecified
Element,Budget,Stage 1,Entity1,No
Year,Employee1,Position1",Account_1,Entity_1,Fund_1,Program_1,Project_1,50,
01-01-2011,
```

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:

```
LINEITEM("Allocation Assignments")>,HCP,"BegBalance,Local,Unspecified
Element,Budget,Stage 1,No Year,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,No Year,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,No Year,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 200.

8 In the application, ensure that the correct allocations loaded. See "Verifying Data Loads" on page 201.

9 After confirming that the file loads data correctly, run it in the production environment. See "Running Load Files " on page 203.

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 49.

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,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 Cordinator",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.

5 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
Cordinator",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,"FacilitiesDirector",
40,01-01-2012,,Annual,40,40
```

6 Save the file in CSV format.

7 Perform a test run of the CSV file. See "Testing Load Files" on page 200.

8 In the application, access the **All Jobs** tab of the **Manage job details** data form, and ensure that the jobs and their details loaded correctly. See "Verifying Data Loads" on page 201.

9 After confirming that the file loads jobs correctly, run it in the production environment. See "Running Load Files " on page 203.

10 Activate loaded jobs. See "Activating Jobs" on page 119.

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 49.

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 TypeUnspecified 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:

```
Unspecified Budget Item,HCP,"BegBalance,Local,JobCode1,Budget,Stage 1,Entity1,No
Year,Unspecified Element,Employee1",

J1,Facilities Coordinator, 01-01-2011,,,30,,,Annual,E133,Fisher_Claire,
01-01-1999,FullTime,Regular,Exempt
```

6 Save the file in CSV format.

7 Perform a test run of the file. See "Testing Load Files" on page 200.

8 In the application, ensure that the correct job assignments loaded. See "Verifying Data Loads" on page 201.

9 After confirming that the file loads data correctly, run it in production. See "Running Load Files " on page 203.

Testing Load Files

In a test environment, run load files, and then open the appropriate data form in Public Sector Planning and Budgeting to ensure that the files load the correct metadata and data (see "Verifying Data Loads" on page 201.)

Important: Run the load files for metadata first, and then those for data. See "Required Data Load File Run Order" on page 181.

Test load files by running commands using this syntax

```
OutlineLoad /A:<application> /U:<user name>/I:<.csv file>/
D:<dimension> /L:<log file>/N [/S:<server>] [/M] /X:<exception file>
```

- /A:— Application name
- /U:— User name of administrative user who can access 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 32 Verifying Data Loads

Data Loaded	Steps to Verify Load
Salary Grades	Select **Budget Administration**, and then **Manage Salary Grades**.
Salary grade details	Select **Budget Administration**, and then **Manage Salary Grades**.
Compensation elements and details	Select **Budget Administration**, and then **Manage other compensation elements**.
Employee data	• Select **Budget Administration**, and then **Review employee and job data** or **Review position and employee data**. • Select **Budget Preparation**, and then **Maintain employees information**.
Position data	• Select **Budget Administration**, and then **Review position and employee data** or **Review position data**. • Select **Budget Preparation**, then **Manage position data** or **Manage position and employee data**, and then **Maintain position data**.
Employee-position assignments	• Select **Budget Preparation**, then **Manage position and employee data**, and then **Maintain employees by position**. • Select **Budget Administration**, and then **Review position and employee data** .

Data Loaded	Steps to Verify Load
Position FTE	• Position budget detail—Select **Budget Preparation**, then **Maintain position data**, then right-click positions, select **Edit position details**, and then select **FTE**. • Position and employee budget detail—Select **Budget Preparation**, then **Manage position and employee data**, then **Maintain position data** , right-click positions, select **Edit position details**, and then select **FTE**.
Employee FTE	• Employee budget detail—Select **Budget Preparation**, then **Manage employee data**, then **Maintain employees by job**, right-click employees, select **Edit employees details**, and then select **FTE** • Position and employee budget detail—Select **Budget Preparation**, then **Manage position and employee data**, then **Maintain employees by position**, right-click employees, select **Edit employees details**, and then select **FTE**.
Position salary grades	• Position budget detail—Select **Budget Preparation**, then **Maintain position data**, then right-click positions, select **Edit position details**, and then select **Salary Grades**. • Position and employee budget detail—Select **Budget Preparation**, then **Manage position and employee data**, then **Maintain position data** , right-click positions, select **Edit position details**, and then select **Salary Grades**.
Employee salary grades	• Employee budget detail—Select **Budget Preparation**, then **Manage employee data**, then **Maintain employees by job**, right-click employees, select **Edit employees details**, and then select **Salary Grades** • Position and employee budget detail—Select **Budget Preparation**, then **Manage position and employee data**, then **Maintain employees by position**, right-click employees, select **Edit employees details**, and then select **Salary Grades**.
Position compensation	• Position budget detail—Select **Budget Preparation**, then **Maintain position data**, then right-click positions, select **Edit position details**, and then select the compensation element tab (**Tax Details**, for example) • Employee and position budget detail—Select **Budget Preparation**, then **Manage position and employee data**, then **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—Select **Budget Preparation**, then **Manage employee data**, then **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—Select **Budget Preparation**, then **Manage position and employee data**, then **Maintain employees by position**, right-click employees, select **Edit employees details**, and then select the compensation type tab (**Benefits** for example)
Position allocation	• Position budget detail—Select **Budget Preparation**, then **Maintain position data**, then right-click positions, select **Edit position details**, and then select **Allocations** • Employee and position budget detail—Select **Budget Preparation**, then **Manage position and employee data**, then **Maintain position data**, right-click positions, select **Edit position details**, and then select **Allocations**.
Employee allocation	• Employee budget detail—Select **Budget Preparation**, then **Manage employee data**, then **Maintain employees by job**, right-click employees, select **Edit employees details**, and then select **Allocations** • Position and employee budget detail—Select **Budget Preparation**, then **Manage position and employee data**, then **Maintain employees by position**, right-click employees, select **Edit employees details**, and then select **Allocations**
Jobs	Select **Budget Preparation**, and then **Maintain job details**.
Employee-job assignments	Select **Budget Administration**, and then **Review employee and job data** You can also select **Budget Preparation**, then **Manage employee data** , and then **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 181) in a production environment. Use this syntax to run data load files:

```
OutlineLoad /A:<application> /U:<username> /I:<.csv file>/
D:<dimension> /L:<.log file> /N [/S:<server>] [/M] [/C]/X:<exception
file>
```

➤ 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: `/A:<application> /U:<user name> /I:<directory>/<.csv file> /DS:HSP_SMARTLISTS /L:/<directory>/<.LOG file> /N [/S:<server>] [/M] /X:/<directory>/<.EXC file>`

    For example, `C:\Oracle\Middleware\user_projects\epmsystem1\Planning\planning1>OutlineLoad /A:psbapp /U:admin /M /I:c:\psb_salgradedetails.csv /D:"Budget Item"`

- UNIX: `{EPM_ORACLE_INSTANCE}/Planning/planning1/OutlineLoad.sh /A:<appName> /U:<adminUser> /M /I:<filename.csv> /DS:HSP_SMARTLISTS /L:outlineload.log /X:outlineload.exc`

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.**

B

Updating Public Sector Planning and Budgeting Applications From a Previous Release

In This Appendix

This section describes how to update 11.1.2.0 Public Sector Planning and Budgeting applications, metadata, and data. Do not use the following procedures to update Planning applications.

Prerequisites

Warning: Review, understand, and satisfy the following requirements. If you do not meet the requirements, applications may malfunction, and you may experience service interruptions and data loss.

1. Before running the upgrade wizard during installation, perform these tasks:
   - Create a 11.1.2.0 test environment.
   - Make a backup copy of the current 11.1.2.0 application in your production environment. This copy will be the 11.1.2.0 test application.

     If you use Business Rules as the calculation engine, copy the application to another server that has a different, and dedicated, Business Rules repository. See the *Oracle Hyperion Enterprise Performance Management System Backup and Recovery Guide*.
   - Ensure that you can log on to Shared Services Console using an account enabling Oracle Hyperion Enterprise Performance Management System Lifecycle Management tasks.
   - Ensure that you can log on to EPM Workspace as a Financial Reporting administrator.

2. Upgrade Planning as described in Chapter 5 of the *Oracle Hyperion Enterprise Performance Management System Installation and Configuration Guide* and "Managing Upgrades" in the *Oracle Hyperion Planning Administrator's Guide*. If you use Business Rules as the calculation engine, see the *Oracle Hyperion Enterprise Performance Management System Installation and Configuration Guide* for specific instructions.
3. Update references to re-hosted data sources (relational databases and Oracle Essbase servers). See "Managing Upgrades" in the *Oracle Hyperion Planning Administrator's Guide*.
4. Create a 11.1.2.1 test application that is identical, as follows, to the 11.1.2.0 test application:
   - Uses the same budget detail. See "Budget Detail Types" on page 19.
   - Uses the same calculation engine
   - Uses the same currency options
   - Has the same calendar definition (application start year, and number of years, for example)

   Note: If you use Business Rules as the calculation engine, create the application on another server that has its own Business Rules repository. Do not create the application on a server hosting the production application.
5. Launch Planning11.1.2.1, open the 11.1.2.0 test application, and then click **Upgrade**.

About Updating Data and Artifacts

You perform these tasks to update data and artifacts from the 11.1.2.1 test environment and migrate them to the 11.1.2.0 test environment:

1. Review "Options and Considerations " on page 206.
2. Select the artifacts to migrate in Shared Services Console.
3. Define the migration.
4. Execute the migration.
5. Validate the migrated data.
6. Refresh the database.
7. Verify the migrated data, and then use the same procedure to migrate data from the 11.1.2.0 test environment to 11.1.2.0 production environment.

Options and Considerations

Update 11.1.2.0 Public Sector Planning and Budgeting metadata and data based on your situation:

Table 33 Update Options

Situation	Tasks
You do not want to use the new features	1. "Updating Applications That Use Calculation Manager" on page 208 or "Updating Applications That Use Business Rules" on page 209. 2. "Updating Dimensional Metadata" on page 209.
You want to use the new features and did not modify the 11.1.2.0 dimensionality or artifacts	1. "Updating Data Forms, Menus, Reports, and Task Lists" on page 207. 2. Depending on the calculation module, "Updating Applications That Use Calculation Manager" on page 208 or "Updating Applications That Use Business Rules" on page 209. 3. "Updating Dimensional Metadata" on page 209.
You want to use the new features and modified the 11.1.2.0 dimensionality and artifacts for custom implementation	1. If you did not change artifact names in the pre-build application, copy each artifact using the Save As option. This ensures that you have a copy of all artifacts. If you changed artifacts that you copied, the artifacts are not overwritten. 2. "Updating Data Forms, Menus, Reports, and Task Lists" on page 207. 3. Depending on your calculation module, "Updating Applications That Use Calculation Manager" on page 208 or "Updating Applications That Use Business Rules" on page 209. 4. "Updating Dimensional Metadata" on page 209. 5. Reinstate the artifacts that you copied in step 1 to restore your changes.

Updating Data Forms, Menus, Reports, and Task Lists

➤ To update data forms, menus, reports, and task lists:

1 **Satisfy the requirements. See "Prerequisites" on page 205.**

2 **Migrate composite forms, custom menus, task lists, data forms, data load settings, and user variables from the 11.1.2.1 test application to the 11.2.1.0 application:**

a. On the 11.1.2.1 test environment, log on to Oracle's Hyperion® Shared Services Console as an administrator.

b. Expand **Application Groups**, and select the new 11.1.2.1 application in the 11.1.2.1 test environment.

c. Expand **Configuration**, and then select **Data Load Settings** and **User Variables**.

d. Expand **Application**, expand **Global Artifacts**, and then select:

- Composite forms
- Custom menus
- Task lists

e. Expand **Plan Type**, expand **HCP**, and select **Data Forms**.

f. Click **Define Migration**.

g. Ensure that **Application Group** and **Source Application** reference the 11.1.2.1 application.

h. Click **Next**.

i. On **Destination**, select the 11.1.2.0 application, and then click **Next**.

j. Review the destination options and then click **Next**.

k. Click **Execute Migration**, and then click **Migration Status Report** to track the migration process.

3 **Export the reports from 11.1.2.1 test application:**

a. Log on to EPM Workspace as a Financial Reporting administrator.

b. Click **Explore**.

c. Navigate to the 11.1.2.1 test application.

d. Select **Human Capital Planning**.

e. Select **File**, and then **Export**.

f. Individually export all existing reports in DES format to a temporary directory on the file system.

4 **Import the reports in to the 11.1.2.0 application:**

a. Log on to EPM Workspace as a Oracle Hyperion Financial Reporting, Fusion Edition administrator.

b. From the list of folders, select the 11.1.2.0 application.

c. To preserve reports you changed, rename the reports.

d. Select **File**, then **Import**, and then **Financial Reporting Documents**.

e. Import reports from the DES files in the temporary directory; overwriting the existing reports.

f. After importing all reports, select the reports, select **Tools**, and then select **Change Database Connection** to map the reports to 11.1.2.0 test application data source.

Depending on the calculation engine, see "Updating Applications That Use Calculation Manager" on page 208 or "Updating Applications That Use Business Rules" on page 209.

Updating Applications That Use Calculation Manager

➤ To update applications that use Calculation Manager:

1 **Log on to Oracle Enterprise Performance Management Workspace, Fusion Edition.**

2 **Select Administer, and then Calculation Manager.**

3 **Expand Planning.**

4 **From Applications, identify the 11.1.2.0 application.**

5 **Make and maintain a copy of business rules that you may have modified, such as those used in General Ledger allocations.**

6 **Right-click the 11.1.2.0 application, and then select Load Predefined Rules.**

7 Right-click the 11.1.2.0 application again, and select **Deploy**.

8 Perform the tasks in "Updating Dimensional Metadata" on page 209.

Updating Applications That Use Business Rules

➤ To update applications that use Business Rules:

1 On the 11.1.2.0 test environment, log on to Oracle Essbase Administration Services.

2 Expand **Business Rules**, then **Repository View**, and then **Rules**.

3 Make a copy of any business rules that you modified, such as those used in General Ledger allocations.

4 On the 11.1.2.1 test environment, log on to Oracle's Hyperion® Shared Services as an administrator.

5 Expand **Application Groups**, and then select the 11.1.2.1 application as the source application.

6 Expand **Applications**, and then **Global Artifacts**.

7 Select **Business Rules**, and then click **Define Migration**.

8 Ensure that **Source Application Group** and **Source Application** reference the 11.1.2.1 test application.

9 Click **Next**.

10 On **Destination**, select **Export to File System**.

11 Review the destination options, and then click **Next**.

12 Click **Execute Migration**, and then click **Migration Status Report** to track the migration process.

13 Copy the rules from the 11.1.2.1 environment to the file system on the 11.1.2.0 environment:

   a. On the 11.1.2.0 test environment, log on to Oracle's Hyperion® Shared Services.

   b. Expand **File System**, select the folder that contains the copied rules, and ensure the folder is the **Source Application**.

   c. From **Target Application**, select the 11.1.2.0 test application.

   d. Click **Execute Migration** and track the migration process using the Migration Status report.

14 Reinstate your changes using he copies of the Business Rules you made.

15 Perform the steps in "Updating Dimensional Metadata" on page 209.

Updating Dimensional Metadata

Perform these tasks to update dimensional metadata in Performance Management Architect and Planning applications. For Oracle Hyperion EPM Architect, Fusion Edition applications, perform these steps using the Enterprise Performance Management Architect, and then deploy to Planning.

➤ To update dimensional metadata:

1 In the 11.1.2.1 test application, select **View**, and then **Advanced Mode**.

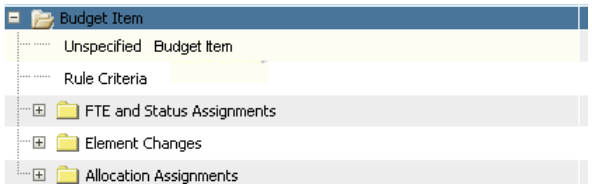
2 Select **Administer**, and then **Dimensions**.

3 If the 11.1.2 application is single currency, uses the Employee and Position budget detail, perform these tasks:

   a. Select the **Position** dimension, and then click **Edit**.

   b. If the consolidation of **Total New Positions** and its children is **Ignore**, change it to **Addition**.

4 Select the **Budget Item** dimension, click **Edit**, and verify that **Rule Criteria** is before **Element Changes**. If necessary, move members to ensure that Budget Item has this structure:



5 **For the Employee budget detail**: Select the **Posting Date** account, click **Edit**, and ensure it is enabled on the HCP plan type.

6 Select the **Account** dimension, and then click **Edit**.

7 Ensure that General Ledger natural account members that correspond to personnel expenses are **disabled** in the HCP plan type, but enabled in Plan Type 1, 2, or 3.

8 Ensure that the **Monthly spread factor formula** is the same as that in 11.1.2.1 test application:

   a. In the 11.1.2.1 test application, select **View**, and then **Advanced Mode**.

   b. Select **Administer**, and then **Dimensions**.

   c. Select the **Account** dimension, then **Human Capital Planning Budgeting Assumptions**, and then **Employee Properties**.

   d. Select **Monthly spread factor formula**, and then click **Edit**.

   e. Select **Member Formula** , and then select the entire formula code.

   f. Press **Ctrl + C**.

   g. In the 11.1.2.0 test application:

      - Perform steps 6 and 7 in this procedure.
      - Perform steps 8 a - d.

   h. In **Member Formula**, press **Ctrl + V** to paste the copied code, and save.

   i. Select **Administer**, then **Database**, and then **Refresh Database**.

9 Perform the steps in "Post Migration Tasks" on page 211.

Post Migration Tasks

After migrating data, perform these tasks:

1. Log on to the Public Sector Planning and Budgeting 11.1.2.0 test application to confirm that the migrated task lists, data forms, and custom menus display.
2. Select **Application**, and then **Refresh Database**.
3. Select **Update Custom Defined Functions**, and then click **Refresh**.
4. To accommodate any data changes:
   - Recalculate compensation budgets for **Total Entity**. See "Calculating Budgets" on page 153.
   - Allocate modified compensation expenses to General Ledger accounts. See "About Allocating Compensation Expenses to General Ledger Accounts" on page 156.
5. After validating the data in the 11.1.2.0 test application, repeat the procedures above to migrate metadata and data from the 11.1.2.0 application in the test environment to the application in production.

C Updating Business Rules After Changing Predefined Smart Lists

In This Appendix

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 213
- "Position and Employee Budget Detail" on page 218
- "Position Budget Detail" on page 223

Note: Public Sector Planning and Budgeting no longer supports Oracle's Hyperion® Business Rules Use Hyperion Calculation Manager to define, modify, and manage business rules.

Employee Budget Detail

Table 34 Business Rules Associated With Predefined Smart Lists

Predefined Smart List	Business Rules
Approval_Status	• Approve, EmployeeTransfer • EmployeeTransferOut • EmployeeTransferIn • EvaluateCriteria • GenerateMassEntriesByEmpProp • GenerateMassEntriesByEntity • GenerateMassEntriesBySalary • TerminateEmp • TerminateJob
Custom_Salary_Spreads	• CriteriaAnnualSalSpread • EvaluateCriteria

Predefined Smart List	Business Rules
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 • SpreadByPeriod

Predefined Smart List	Business Rules
Employee_Type	• AssignEmployee • EvaluateCriterial • ReconcileEmployee
Frequency	• AddAdditionalEarning • AddDefaultNonSalElement • AddBenefitElement • AddTaxElement • AllEmpDistElmCost • EmployeeTransfer • EmployeeTransferIn • EmployeeTransferOut • TerminateEmp • TerminateJob • EmpToJobCode • AssignEmployee • CriteriaCreateMissingNonSalElement • CriteriaOverWriteNonSalElement • EmpDistElmCost • DeleteNonSalElement
Full_Time_Status	• AssignEmployee • EvaluateCriteria • ReconcileEmployee
Operation_Status	• CriteriaAnnualSalSpread • CriteriaCreateMissingDistributions • CriteriaCreateMissingNonSalElement • CriteriaCreateMissingSalElement • CriteriaOverWriteDistribution • CriteriaOverWriteNonSalElement • CriteriaOverWriteSalElement • EvaluateCriteria
Pay_Type	• AllEmpDistElmCost • AssignEmployee • EmpDistElmCost • EvaluateCriteria • ReconcileEmployee

Predefined Smart List	Business Rules
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 • MassValueUpdate

Predefined Smart List	Business Rules
Rule_Date_Criteria	• EvaluateCriteria • GenerateMassEntriesByEmpProp
Rule_Comparision_Operators	• EvaluateCriteria • GenerateMassEntriesByEmpProp
Salary_Basis	• AddDefaultRateBasedOption • AddDefaultStepBasedOption, • AddDefaultValueBasedOption • AddSalElement • AllEmpDistElmCost] • AssignEmployee] • CriteriaCreateMissingSalElement • CriteriaOverWriteSalElement • DeleteSalElement • EmpDistElmCost • EmployeeTransfer • EmployeeTransferIn • EmpToJobCode • TerminateJob • TerminateEmp
Salary_Type	• AddDefaultRateBasedOption • AddDefaultStepBasedOption • AddDefaultValueBasedOption • AddMultipleSalElemOptions • AddSalElement • AssignEmployee • CriteriaCreateMissingSalElement • CriteriaOverWriteSalElement • DeleteSalElement • EmployeeTransfer • EmployeeTransferIn • EmpToJobCode • TerminateJob • TerminateEmp

Position and Employee Budget Detail

Table 35 Business Rules Associated With Predefined Smart Lists

Predefined Smart Lists	Business Rules
Approval_Status	• AddNewPosition • Approve • EmployeeTransfer • EmployeeTransferIn • EmployeeTransferOut • EvaluateCriteria • GenerateMassEntriesByEntity • GenerateMassEntriesByPosProp • GenerateMassEntriesBySalary • TerminatePos • TerminateEmp
Custom_Salary_Spreads	• AddNewPosition • CopyPosition • CriteriaAnnualSalSpread • EvaluateCriteria
Earning_Type	• AddAdditionalEarning • AddNewPosition • CriteriaCreateMissingNonSalElement • CriteriaOverWriteNonSalElement • DeleteNonSalElement • EmpDistElmCost • EmpDistElmCost_All • EmployeeTransfer • EmployeeTransferIn, • EmpToPosition • TerminatePos • TerminateEmp

Predefined Smart Lists	Business Rules
Element_Type	• AddNewPosition • Approve • EmployeeTransfer • EmployeeTransferIn • EmployeeTransferOut • EvaluateCriteria • GenerateMassEntriesByEntity • GenerateMassEntriesByPosProp • GenerateMassEntriesBySalary • TerminatePos • TerminateEmp
Employee_Type	• EvaluateCriteria • FillPosition • ReconcileEmployee
Employee_Status	• AddEmpFTE • AddNewPosition • ChangeEmpStatus • EmployeeTransfer • EmployeeTransferIn, • EmployeeTransferOut • EmpToPosition • ExcludePos • SpreadByPeriod_ExistingFTE • SpreadByPeriod • TerminateEmp • TerminatePos

Predefined Smart Lists	Business Rules
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 • FillPosition • EvaluateCriteria • ReconcileEmployee

Predefined Smart Lists	Business Rules
Payment_Terms	• AddAdditionalEarning • AddBenefitElement • AddDefaultNonSalElement • AddDefaultNonSalElemOption_Job • AddNewPosition • AddTaxElement • CriteriaCreateMissingNonSalElement • CriteriaOverWriteNonSalElement • DeleteDefaultNonSalElmOption_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 • TerminatePos

Predefined Smart Lists	Business Rules
Position_Type	• AddNewPosition • CopyPosition • 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 • AddNewPosition • AddSalElement • CopyPosition, • CriteriaCreateMissingSalElement • CriteriaOverWriteSalElement • DeleteSalElement • EmpDistElmCost • EmpDistElmCost_All • EmployeeTransfer • EmployeeTransferIn • EmpToPosition • FillPosition • TerminateEmp • TerminatePos

Predefined Smart Lists	Business Rules
Salary_Type	• AddDefaultRateBasedOption • AddDefaultRateBasedOption_Job • AddDefaultValueBasedOption • AddDefaultValueBasedOption_Job • AddMultipleSalElemOptions • AddDefaultStepBasedOption • AddDefaultStepBasedOption_Job • AddNewPosition • AddSalElement • CriteriaCreateMissingSalElement • CriteriaOverWriteSalElement • DeleteDefaultSalElmOption_Job • DeleteSalElement • EmployeeTransfer • EmployeeTransferIn • EmpToPosition • FillPosition • TerminateEmp • TerminatePos

Position Budget Detail

Table 36 Business Rules Associated With Predefined Smart Lists

Predefined Smart Lists	Business Rules
Approval_Status	• AddNewPosition • Approve • EvaluateCriteria • GenerateMassEntriesByEntity • GenerateMassEntriesByPosProp • GenerateMassEntriesBySalary • PositionTransfer • PositionTransferIn • PositionTransferOut • TerminatePos
Custom_Salary_Spreads	• AddNewPosition • CopyPosition • CriteriaAnnualSalSpread • EvaluateCriteria

Predefined Smart Lists	Business Rules
Earning_Type	• AddAdditionalEarning • AddNewPosition • CriteriaCreateMissingNonSalElement • CriteriaOverWriteNonSalElement] • DeleteNonSalElement • EmpDistElmCost • EmpDistElmCost_All, • PositionTransfer • PositionTransferIn • TerminatePos
Employee_Status	• AddFTE • AddNewPosition • ChangeStatus • ExcludePos • PositionTransfer • PositionTransferIn • PositionTransferOut • SpreadByPeriod_ExistingFTE • SpreadByPeriod • TerminatePos
Element_Type	• AddAdditionalEarning • AddBenefitElement • AddDefaultNonSalElement • AddDefaultNonSalElemOption_Job • AddNewPosition • AddTaxElement • CriteriaCreateMissingNonSalElement • CriteriaOverWriteNonSalElement • DeleteDefaultNonSalElmOption_Job • DeleteNonSalElement • EmpDistElmCost • EmpDistElmCost_All • PositionTransferIn • PositionTransfer • TerminatePos

Predefined Smart Lists	Business Rules
Employee_Status	• AddFTE • AddNewPositions • ChangeStatus • ExcludePos • PositionTransfer • PositionTransferIn • PositionTransferOut • SpreadByPeriod_ExistingFTE • SpreadByPeriod • TerminatePos
Frequency	• AddAdditionalEarning • AddBenefitElement • AddDefaultNonSalElement • AddDefaultNonSalElemOption_Job • EmpDistElmCost • EmpDistElmCost_All • PositionTransfer • PositionTransferIn • TerminatePos • AddTaxElement • CriteriaCreateMissingNonSalElement • CriteriaOverWriteNonSalElement • DeleteNonSalElement
Operation_Status	• CriteriaAnnualSalSpread • CriteriaCreateMissingDistributions • CriteriaCreateMissingNonSalElement • CriteriaCreateMissingSalElement • CriteriaOverWriteDistribution • CriteriaOverWriteNonSalElement • CriteriaOverWriteSalElement • EvaluateCriteria

Predefined Smart Lists	Business Rules
Payment_Terms	• AddAdditionalEarning • AddBenefitElement • AddDefaultNonSalElement • AddDefaultNonSalElemOption_Job • DeleteNonSalElement • EmpDistElmCost • EmpDistElmCost_All • PositionTransfer • PositionTransferIn • 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 • MassSalaryAdjustments • MassValueUpdate
Rule_Date_Criteria	• EvaluateCriteria • GenerateMassEntriesByPosProp

Predefined Smart Lists	Business Rules
Salary_Basis	• AddDefaultRateBasedOption • AddDefaultRateBasedOption_Job • AddDefaultStepBasedOption • AddDefaultStepBasedOption_Job • AddDefaultValueBasedOption • AddDefaultValueBasedOption_Job • AddNewPosition • AddSalElement • CopyPosition • CriteriaCreateMissingSalElement • CriteriaOverWriteSalElement • DeleteSalElement • EmpDistElmCost • EmpDistElmCost_All • PositionTransfer • PositionTransferIn • TerminatePos
Salary_Type	• AddDefaultRateBasedOption • AddDefaultRateBasedOption_Job • AddDefaultStepBasedOption • AddDefaultStepBasedOption_Job • AddDefaultValueBasedOption • AddDefaultValueBasedOption_Job • AddNewPosition • AddSalElement • CopyPosition • CriteriaCreateMissingSalElement • CriteriaOverWriteSalElement • DeleteDefaultSalElmOption_Job • DeleteSalElement • PositionTransfer • PositionTransferIn • TerminatePos

Modifying Smart List Values

Edit `HspCustomMsg_<language>.template` to change the Smart List values displayed to users. For information, see "Customizing Planning Web Client" in the *Oracle Hyperion Planning Administrator's Guide*.

Glossary

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).

Approval Oracle Hyperion Planning, Fusion Edition 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 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 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, Fusion Edition applications.

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.

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.

FICA Federal Insurance Contributions Act. Federal payroll taxes that fund Social Security and Medicare.

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.

FUTA Federal Unemployment Tax Act. Federal payroll taxes that fund unemployment compensation.

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.

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.

pay scale Range of possible salaries.

period Specifies the fiscal year for the scenario or business rule.

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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