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Part I
Getting Started

In Getting Started:

- About Public Sector Planning and Budgeting
- Understanding What Tasks to Perform, and When
How Public Sector Planning and Budgeting Will Help You

Oracle Hyperion Public Sector Planning and Budgeting, is an integrated budgeting and planning solution in the Oracle Enterprise Performance Management System suite that enables public sector and higher-education organizations to manage existing and projected budgets using current and previous General Ledger and Human Resource Management (HRMS) data. You can also load data from PeopleSoft Financials Commitment Control.

Public Sector Planning and Budgeting also enables you, at a departmental or Human Resource organization level to manage, modify, and update employee and job data, identify the compensation budget impact, and define General Ledger allocations. Use Public Sector Planning and Budgeting to:

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

Integration With Your Source System

Subtopics

• General Ledger and HRMS
• PeopleSoft Financials and Commitment Control

General Ledger and HRMS

Build your budget using data and metadata in supported systems by creating and running integration in Oracle Hyperion Financial Data Quality Management, Enterprise Edition or using other tools such as the Oracle Data Integrator or the Outline Load utility. Integrating with source systems lets you:

• 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 FDMEE to download and upload financial data, see the Oracle Hyperion Financial Data Quality Management ERP Integration Adapter for Oracle Applications Administrator’s Guide.

PeopleSoft Financials and Commitment Control

Integrate with PeopleSoft Financials (PSFT) and use Commitment Control budgets if you want to:

- Extract actuals, budgets, encumbrances, financial references, and supporting data such as the following from the PSFT Commitment Control tables for use in your application:
  - Business units
  - Chartfields
  - Calendars
  - Line item budgets
- Perform large scale changes to many or all budgets, and send revisions as journals back to ERP for posting while maintaining distinctions in your budgets between original proposals, adjustments, revisions, and adjusted budgets.
- Post delta revisions that you track in decision packages and budget requests without having to create new revision members in the Version dimension.
- Seed data back to PSFT Commitment Control

To transfer data between PSFT and Public Sector Planning and Budgeting budgets use:

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

Support for a Variety of Budgeting Approaches

You can create budgets in Public Sector Planning and Budgeting using any of these approaches:

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

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

- **Distributing or top-down budgeting**, in which expenses are disseminated from the highest level entity downward. In this budget implementation, initial budgets are prepared by the top level owners of the entity hierarchy, who pass the control to update and view budgets to lower level entity owners such as cost center or business unit managers. These lower level entity owners update compensation expenses, and then submit budgets back to the top level owners.
• **Target budgeting.** Although this approach prevents you from using Approvals, it enables you to identify, enforce, and track the budget allocated to all offices, bureaus, cost centers, and business units by defining target versions. For example, a Public Sector organization may receive $800,000 from the federal or country government. Using target budgeting, the organization allocates funds to different departments, preventing them from submitting budget requests that exceed their departmental limits.

---

**The Basics of the Budget Process**

Creating your budget will probably involve these steps performed by different people in your organization:

1. At the start of the budget cycle, **product implementors** satisfy the requirements, and load General Ledger, possibly from PeopleSoft Financials, and HRMS actuals from the previous budget year or version (baseline budget).

   **Note:** If you use decision packages to budget, and have approved and finalized decision packages from a previous year, copy this data to upcoming budget years instead of loading source data from external systems.

2. Under the guidance of finance staff, **planners**:
   - Create budgets, or decision packages and budget requests, for their cost centers to reflect position and employee changes such as filled vacant positions, and, changes to benefits. Decision packages and budget requests let planners submit related line item budget requests for approval.
   - Create positions and apply salary, compensation, and allocation defaults.
   - Calculate compensation expenses for their entity (cost center or department).
   - Assign employees to jobs or positions.
   - 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.

3. Planners then submit budgets to their financial and division heads for review using approvals.

4. After budgets are approved, **administrators**:
   - 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.

5. **Finance and budget staff** can then:
   - Consolidate compensation budget plans and publish budget reports, budget books, bills, and other statutory documents
   - Revise budgets
Plan Types

Plan types, often called “cubes” represent Oracle Essbase databases that Administrators create to contain dimensional data that they have mapped in map reporting applications. You will use these plan types:

- **Plan Type 1, 2, or 3**: For line item operating expenses such as lease, utility expenses, and other driver-based budgets such as capital plans. One of these plan types can later contain the line item budget.

- **Human Capital Planning (HCP)**: 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.

- **ASO1**: For non decision package-enabled applications

- **DP_ASO**: For decision package-enabled applications only, this plan type provides extensive support for reporting in Financial Reporting and Smart View. It provides these dimensions:
  - Decision Packages
  - Budget Requests
  - Currency
  - Period
  - Scenario and version (for decision package-enabled applications)
About Configuring the Decision Package Reporting Plan Type

To report on a wide variety of detailed decision package and budget request data, administrators must:

- Create a reporting application and map dimensions to link data in the BSO HCP, and Plan 1, 2, or 3 plan types to the DP_ASO plan type. Map dimensions as described in Chapter 5, "Configuring the Line Item Budget.", but note that the Request dimension in the BSO plan type is automatically mapped to the Decision Package and Budget Request dimensions in DP_ASO plan type.
- Add DP_ASO using the Map Reporting Application tab, to the decision package type upon which decision packages are based. This enables budget preparers to report on new or recently modified data.

Configuration Options

When creating applications, select the configuration option that should derive overall budget expenses. For example, to budget only for position-related expenses, select the Position option.

- **Position and Employee**— Budget employees by their assignments to positions, which drive compensation expense calculations. This lets you 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. 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 mandatory
  - Job is a property of the position dimension
  - Job is a member of the account dimension associated with a Smart List
- **Employee**—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 configuration option. With the employee configuration option, Job Code is a dimension, is populated during application creation, and drives personnel expense calculations.
- **Position**— Track and budget solely by positions. 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 configuration option lets you to generate budgets for overall FTE, but not for headcount. The position configuration enables you to load average or maximum compensation information across all employees.

Employees, Positions, and Jobs

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 configuration option or the Position and Employee configuration option. With the Employee configuration option, 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.

**How Positions and Jobs Differ**

To determine if you use jobs or positions, consider these questions that illustrate the role of employees or positions in your organization:

- Do you manage people or positions?
- Are the roles fixed or flexible?
- Can multiple employees assume the same role?

If roles exist after assigned employees leave, those roles are probably positions. If roles cease to exist or are reevaluated after assigned employees leave, those roles are probably jobs.

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

Subtopics

- FTE
- Short-Term Disability and Maternity Leave
- Sample Case: Maternity Leave
- FTE and Long Term Disability Leave
- Overtime
- Headcount
- Vacant Positions
- Shared Positions
- Pooled Positions
- Incumbent Positions
- Compensation Funding Across Departments
- Additional Earnings

**FTE**

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

To exclude the vacant portion of a position from calculations:

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

For the **Position and employee configuration option**: If employees are absent due to maternity or short-term disability, you can update their position FTE to create a replacement FTE that can be temporarily filled by another employee until the absent employee returns to work. See “Short-Term Disability and Maternity Leave” on page 30 and “Changing Employee Status” on page 158.

**Short-Term Disability and Maternity Leave**

**Applies only to the Position and Employee configuration option**

If an employee is on maternity leave or short-term disability leave, you can handle their absence using any of these options:

- Update the position’s FTE to generate a replacement FTE vacancy that you can temporarily fill by assigning another employee not associated already with the position. This other employee fills the vacant FTE until the absent employee's leave ends.
- Not update the position's FTE to have another employee already assigned to the position perform, being compensated accordingly, the work of the absent employee.
- Set the status as active to have their compensation calculated during a particular period of time
- Set the status as inactive to not calculate or pay their compensation during a particular time period
- Include or exclude the compensation expenses from budget calculations

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

**Sample Case: Maternity Leave**

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

- Employee on maternity leave: $82,000.00 (annual); $6,833.00 (monthly)
● Replacement employee working during the three months of the original employee’s maternity leave: $20,499.00

● Total annual compensation for the position: $82,000 + $20,499.00 = $102,499.00

**FTE and Long Term Disability Leave**

Employees absent from work due to long term disability leave:

● Cannot have their vacant FTE generated and filled by another employee

● Cannot be have their status defined as active

● Cannot have their compensation calculated or paid

**Overtime**

Overtime is calculated only for nonexempt and hourly employees. Overtime is budgeted separately from salary, and paid at a higher rate (typically, 1.5 times or two times the hourly rate). You can modify overtime calculation to scale it by the number of employees in a group, and by the overtime hours projected for each eligible employee. Create overtime as an additional earnings element. See “Defining Overtime” on page 105.

**Headcount**

Headcount is internally calculated in budgets created using the Position and Employee configuration option. Headcount is user-specified input for budgets created using the Position only configuration option. The following are the different kinds of headcount used in applications:

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

● Total headcount—The existing loaded headcount in addition to approved headcount.

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

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

● Unapproved headcount—Number of remaining unapproved employee assignments.
**Vacant Positions**

- For the Position and Employee option, compensation is identified and calculated using vacancies, FTE, and employee-position assignments.
- For the Position option, FTE is one of several factors used to determine compensation. Other factors such as start dates and salary changes are also used. Vacancies are excluded from calculations.
- For the Employee option, vacancy is calculated at the employee level and includes to-be-hired assignments.

For the position and employee option, you can generate position vacancies for employees on maternity or short-term disability leave. You can then temporarily assign other employees to the position until the absent employees return. See “Short-Term Disability and Maternity Leave” on page 30.

**Shared Positions**

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

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

**Pooled Positions**

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

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

**Incumbent Positions**

Incumbent positions can be held by only one employee.
Compensation Funding Across 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.

Additional Earnings

Modifying additional earnings can affect other calculations, such as those deriving effective dating and percent of gross pay. You must enter percentage values for additional earnings and benefits calculations as decimals. For example, to perform a Cost of Living Adjustment which is 4% per year, you must enter the 4% as the decimal value. This is calculated by dividing the period of time you are using (12 in this case for an annual calculation) and then multiplying by ten which is 0.3333%.

Decision Packages and Budget Requests

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

There are two kinds of budget requests:

- **Recurring** — Contain line items that are funded each budget period to support the current level of service, as opposed to one-time budgets that are created for special purposes.
- **Non-recurring** — Temporary or one-time budgets such as special programs that sponsor a particular event, or those used in an emergency to fund the additional resources required such as flood control.
The Fiscal Year

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.

**Important:** If your application fiscal year doesn’t start on January, and you have salary components, such as employer-paid taxes, that must max out during the calendar year, you must include the previous year in your application and in the compensation budget start year and end year variables.

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.

Provided Dimensions

Subtopics

- Important Considerations
- Scenario and Version
- Element
- Budget Item
- Entity
- Account
- Currency
- Dimensions in Decision Package-Enabled Applications
- Additional Dimensions

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

**Important Considerations**

Do not change the order of the provided dimensions and members delivered in the Human Capital Planning plan type. The order of the dimensions and members is optimized to deliver proper calculation results and the best performance, and should not be altered.
Note: If you must change the order of any of the provided dimensions or members, thoroughly analyze every business rule for impacts to calculation results and performance.

Scenario and Version

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

- **Scenario**—Contains the type of data you are working with, such as actual, forecast, or budget. To load and use actuals from PeopleSoft Financials Commitment Control, create a child member called **Actuals** in the Scenario dimension.

- **Version**—Contains the stages or iterations that you use, providing snapshots of data during each phase of the budget preparation process. Create members in the Version dimension to represent possible budget stages such as initial budget and final budget. Version also contains revision members used when budgets are updated. Administrators create members for budget revisions R(x) in the Revision parent member.

  Changing the names of the predefined Version dimension members under the Stage parent does not impact on the pre-built content in the application.

Element

The Element dimension contains your compensation components and salary grade structures. Each parent member represents a compensation type, such as a salary grade or employer-paid taxes. These are the predefined parent members:

- **Total Compensation Expenses**—Includes Salary Grades, Additional Earnings, Benefits, and Employer-paid Taxes. This member is empty because it will contain the members you create for your specific compensation components.

- **Salary Grades**—Stores all your salary grades. Create salary grades or load them from HRMS as child members.

- **Additional Earnings**—Create additional earnings members (shift differential and hazard pay, for example) or load them from HRMS. Generally, additional earnings are taxable components of salary, but cannot be classified as base salaries.

- **Benefits**—Tracks all benefits paid by the company to employees. Create benefits (medical insurance, short-term disability, for example) or load them from HRMS as child members. Generally, benefits are nontaxable. Create benefit elements such as "Fringe Benefits" to benefits using blended benefit rates that are percentages of salary.

- **Employer-paid Taxes**—Tracks taxes paid to state and federal governments or other authorities on behalf of employees. Create employer-paid taxes (SUTA, and FICA for example) as child members or load them from HRMS. You can add blended taxes to budget tax as an overall percentage of salary.

- **Defaults**—Includes salary grade, benefit, additional earning, and employer-paid tax defaults.
TIP: Use 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. Also, for faster aggregation speeds, try to organize Entity dimension members in hierarchies.

**Budget Item**

Enabled only for the HCP plan type, this dimensions contains FTE assignments and changes, status assignments and changes, compensation element changes, and allocation assignments. These are the predefined members:

- **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.
- **Percentage Allocation**—Parent member for the account percentage used to fund positions and employees. For example, a position’s funding could be comprised of 35% allocated from one GL account, and 65% from another account.
- **Flat Allocations**—Parent member for fixed dollar amounts, such as grants, used in position or employee allocations. For example, a position’s funding could be comprised of an annual federal grant of $75,000.
- **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.

TIP: 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**

Do not modify the order of the **Unspecified Entity** member in the Entity dimension. Doing so will cause calculation errors. See “Why You Shouldn’t Change the Dimensional Order” on page 54.
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. Configure 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.
- Specify descriptive aliases for entity members such as HR departments to enable planners to more easily recognize and select intuitively named entity members when working with decision packages. Then enable the corresponding preference by selecting **File**, then **Preferences**, then **Planning**, then **Application Preferences**, and then select **Yes** for **Show Planning Unity Hierarchy As Aliases**.

For multi-currency applications, select the currency using the **Base Currency** property. To define and modify a decision package, users must have write-access to the entity that owns the decision package.

**TIP:** For faster Essbase aggregation speed, create dimensional hierarchies to contain entity members. If none exist, try to create generic hierarchies.

**Account**

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

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

By default for decision package-enabled applications, and for all plan types, a request amount member is created in the Accounts dimension as a child of Request Accounts. Request amount stores the total budget impact that a particular budget request has on the decision package in which it exists. Request amount is also used in the roll up of the compensation expenses decision package type to aggregate and display budget request totals.

**IMPORTANT:** If you add, delete, or modify segment information in the Account dimension, you must redeploy all rules that reference the Account dimension.

**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*.

### Dimensions in Decision Package-Enabled Applications

In the DP_ASO plan type

These two locked dimensions are provided for reporting purposes in decision package-enabled applications:

- **Decision Package** — Contains members that correspond to the names of all decision packages
- **Budget Request** — Contains members that correspond to the names of all budget requests

Although you cannot modify these dimensions, you can create 1000 members in each dimensions to define the decision packages and budget requests you need. If you exceed this number, and need more members, you are prompted to refresh the data base. This generates an additional 1000 members in the decision package and budget request dimensions.

### Additional Dimensions

#### Subtopics

- **Employee**
- **Job Code**
- **Position**
- **HSP_Rates**

#### Employee

The Employee dimension contains employed workers in your organization. Employees are typically paid compensation and benefits through the employer’s payroll application. This dimension is created if you use the Employee configuration option or Position and Employee configuration options. 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.

**TIP:** For faster Essbase aggregation speed, create dimensional hierarchies to contain employee members. If none exist, try to create generic hierarchies. For example, in an Employee-Only budget you could create parent members in which a letter range (A-K, for example) is used to contain employee names.

### 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 configuration option, 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.

**TIP:** For faster Essbase aggregation speed, create dimensional hierarchies to contain positions. If none exist, try to create generic hierarchies.
**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.

**Predefined Accounts**

- **System Members**—Includes members used in 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**—Tracks data for which this dimension does not apply.
- **Human Capital Planning Accounts**—Includes the accounts that capture input in the predefined forms. The parent includes three categories: Assumption Input, HCP Budgeting Assumptions, and Position-Expense.
- **Revision Properties**—Includes accounts that capture input for budget revisions. Accounts include Revision Approval Status, Posting Date, and Revision Amount.
- **Segment Information**—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**—Includes members for Smart Lists corresponding to 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:

**For Administrators**

- 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.

**User Defined Dimensions**

You can create 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. **Important:** If you use custom dimensions you must update any business rule in which related data is referenced or used in calculations.

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:** Although you can use 20 dimensions, assign no more than 12 dimensions to each Plan Type for optimal performance.

**Smart Lists**

Smart lists are linked to the members used to manage positions, jobs, and employees. When you build budgets using forms, Smart Lists provide the values that you can select for specific fields. 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 capture the allocation information for a given period of time. For more information, see the Oracle Hyperion Planning Administrator’s Guide, Oracle Hyperion Planning User Guide, and “Set Up Smart Lists” on page 56.

**Task Lists**

Task lists guide you through the actions that you must take based on your role in the budgeting process. For example, Budget Preparation tasks help budget center managers or planning unit staff perform tasks such as creating positions, assigning employees to positions, and applying position compensation details.

The tasks that you can perform based on your account provisioning, display in **My task lists**. If you use decision packages, some tasks may display differently.

**Tasks Lists in Decision Package-Enabled Applications**

If you use decision packages and budget requests, you'll notice these differences in **My task lists**:

- In Budget Administration, there is not a task for Mass update position and employee.
- In Budget Preparation, there are no sub tasks for Manage Position and Employee Data. Selecting this task launches your decision packages and budget requests in which you perform position and employee data tasks such as fill to be hired vacancies, edit position details, and manage position-employee assignments.
In Budget Preparation, there are no tasks for:

- Mass adjust compensation and benefits
- Review and approve positions
- Manage revision requests

You don't initiate and perform tasks from **My task lists**, but in decision packages and their budget requests. For example, to modify employee compensation details, open the appropriate decision package, and edit the relevant budget request using the Maintain Employee Data form tab.

**Tip:** If the forms that you need to perform tasks aren’t in a budget request, have your administrator modify the decision package to be based on the **Compensation Expenses** decision package type.

### Annotations, Comments, and Attachments

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

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

### Requirements

Before planners can create budgets, product implementors and administrator must perform the tasks described in:

- Chapter 2, “Understanding What Tasks to Perform, and When”
- Part II, “For Administrators”

### Assumptions

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

### Accessibility

For menu and navigation keyboard alternatives, see the *Oracle Hyperion Planning Administrator’s Guide* on: http://www.oracle.com/technetwork
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Given your budgeting role and responsibilities, review the tasks that different individuals perform in the budgeting process:

- If you must set up and initialize Public Sector Planning and Budgeting in your organization, see “Initial Implementation Tasks” on page 43.
- If you or periodically maintain budgets, see “Administration and Maintenance Tasks” on page 45.
- If you are a department or business unit owner responsible for creating budgets, see “Planner Tasks” on page 46.

Initial Implementation Tasks

If you must set up and initialize Public Sector Planning and Budgeting in your organization, define and prepare applications as follows:

- Install and configure Public Sector Planning and Budgeting. See the Oracle Hyperion Enterprise Performance Management Installation and Configuration Guide and the Oracle Enterprise Performance Management System Deployment Options Guide.
- If upgrading from a previous release, perform the steps in the Planning Readme.
- Create applications using Calculation Manager as the calculation engine.
- Define, customize, and secure all artifacts such as dimensions and Smart Lists. See Chapter 3, “Creating and Preparing Applications”.
- To use PeopleSoft Commitment Control data to build decision packages and budget requests, define decision package types and decision packages before loading source data. See Chapter 10, “Working with Decision Packages and Budget Requests”.
- Prepare to load metadata and then data from supported source systems using tools.
- Perform the steps in “Configure the Compensation and Line Item Budget” on page 45.
Verify Your Artifacts

- If organization units in your HRMS or HR systems 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.

- Define the additional dimensions and members required for your budgets. For example, to budget by project, create a project dimension hierarchy for individual project data and expenses. See “Configuring Dimensions” on page 51.

- 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 “Set Up Smart Lists” on page 56.

  Important: Ensure that Smart Lists for allocation segments or chart fields contain entries for all leaf level members. Also make sure that Smart List labels have the same name as the corresponding dimension member or alias.

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

- To give planners the guidance and information required to finish the budget process, ensure that task lists contain the appropriate tasks. Make sure that you assign access as required to task lists.

- Specify application and system preferences.

See Chapter 3, “Creating and Preparing Applications” or the Oracle Hyperion Planning Administrator’s Guide.

Prepare to Load Data

To load and write-back data from PSFT Commitment Control, see Chapter 4, “Using PeopleSoft Financials Commitment Control”.

- Determine how to load General Ledger and HRMS source data (using the FDMEE or the Outline Load Utility, for example). See “Loading General Ledger and HRMS Metadata and Data” on page 65 or Appendix B, “Loading Metadata and Data Using the Outline Load Utility”.

  Note: To load data from PeopleSoft Financials, you must use FDMEE.

- Define Budget Item as a data load dimension when verifying the data load settings.

- If using FDMEE, 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 “About Processing Loaded HRMS Data” on page 108 and “Reviewing Loaded Position, Job, and Employee Data” on page 109.

**Configure the Compensation and Line Item Budget**

- 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 67, and the *Oracle Hyperion Planning Administrator’s Guide*.

- In Essbase, set the current values for substitution variables to represent the current year, forecast year, and previous year. These are used in reporting. See “Defining Substitution Variables” on page 55.

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

- Specify salary, compensation, and allocation defaults. See Chapter 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 112.

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

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

**Secure Your Data**

Restrict access to sensitive financial and personnel data by applying access permissions to dimensions, members, forms, task lists, and business rules. See “Securing Forms” on page 64, “Securing Task Lists” on page 64, and “Securing Business Rules” on page 64.

**Administration and Maintenance Tasks**

Administrators who are responsible for maintaining budgets may need to perform tasks such as:

- Create a version member for each budget stage and assign users version access for data entry. See “Version” on page 53 and “Securing Dimensions and Members” on page 62.
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.
- Assign new users access to artifacts such as scenarios. See “Securing Dimensions and Members” on page 62.
- Completely or partially refresh data from the General Ledger and HRMS source systems using FDMEE. 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 239.
- Recalculate the compensation budget to reflect the impact of modified data. See “Calculating Budgets” on page 183.
- After budget approval, upload data to the General Ledger or to PeopleSoft Financials using supported tools.
- Revise approved budgets. See Chapter 12, “Revising and Adjusting Budgets”.

**Planner Tasks**

Planners such as department manager and finance staff review and maintain data for their entities during the planning cycle by performing tasks such as:

- Define and activate new positions or job.
- Define basic compensation elements, such as benefits, salaries, additional earnings, and allocations.
  - **Optional:** Define entity-specific compensation defaults that new employees, jobs, or positions can inherit.
- Specify the compensation details and assignments, such as salary allocations, FTE, benefits, taxes, and additional earnings for employees, jobs, or positions.
- Assign employees to jobs or positions.
- Modify employee status to budget for changes such as maternity or disability leave.
- Create decision packages and associated line item budgets to request funding for positions and employees, and non-personnel related costs, for initiatives and projects.
- Calculate the compensation budget for their HR organizations, and allocate expenses to General Ledger accounts.
- Review and approve compensation expenses.
- Submit their HR organization budgets for overall approval.
In For Administrators:

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

In This Chapter

About Creating Applications .................................................. 49
Creating Applications Using Planning Application Administration ..................................... 49
Preparing Applications .................................................................... 50
Customizing Provided Components .............................................. 67

About Creating Applications

You can create applications as follows:

- Using Planning application administration. See “Creating Applications Using Planning Application Administration” on page 49.

- Using the Oracle Hyperion EPM Architect application wizard. If you use this option and Performance Management Architect to administer your application, do not rename the Employee, Position, Element, and Budget Item dimensions. If you do, you cannot validate or deploy the application.

Note: To use decision packages, you must create your application using Planning application administration and select Enable Decision Packages.

Creating Applications Using Planning Application Administration

Create an application using the Oracle Hyperion Planning Administrator's Guide, but apply these tab settings:

- **Application Type**—Public Sector Planning and Budgeting to add the HCP, Human Capital Planning plan.

- **Shared Services Project**—Default Application Group (project for which you defined security and provisioning)

- **Calculation Module**—Calculation Manager

- To create decision packages, select Enable Decision Packages. This generates the DP_ASP plan type that enables you to report on decision package data in Smart View and Financial Reporting.
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.

Same Calendar Year—If the fiscal year begins in the same year

Previous Calendar Year—If the fiscal year began in the previous year

Plan Type:
- To budget for operational (non personnel related) expenses in line item budgets, select Standard Plan Type 1, 2, or 3.
- If you are creating a decision package-enabled application, enter the name for the Essbase application for use with the DP_ASO plan type, and the corresponding map reporting application. DP_ASO lets you run reports against decision package data in Smart View and Financial Reporting.
- To budget for compensation expenses, select HCP, and then the budget configuration. See "Configuration Options" on page 28. If you use decision packages, this loads the Compensation Expenses decision package type that enables budget preparers to capture personnel costs based on delivered position budgeting forms you later select.

Preparing Applications

Subtopics
- Best Practices
- Configuring Dimensions
- Verifying Artifacts and Create Planning Units
- Defining Exchange Rates
- Defining Substitution Variables
- Specify Data Load Settings
- Set Up Smart Lists
- Securing Applications
- Loading General Ledger and HRMS Metadata and Data

Best Practices

Subtopics
- Configuring and Customizing Applications
- Loading Data
- Human Capital Budgeting

Configuring and Customizing Applications
- Do not change the order of dimensions or their members
Configure forms, menus and other artifacts to make the application more intuitive and easy to use

- Add Smart Lists to track additional data
- Rather than modifying existing rules, add new rules to perform special calculations
- Do not run the CalcAll rule on the HCP cube

**Loading Data**

Use Oracle Hyperion Financial Data Quality Management for Hyperion Enterprise for:

- EBS
- PeopleSoft GL
- PeopleSoft HCM
- PeopleSoft Commitment Control

Use the Oracle Database Integrator (ODI) for any source system.

**Human Capital Budgeting**

- If possible, limit the number of pay codes.
- For faster Essbase aggregation speed, create dimensional hierarchies to contain position, employee, entity, and element names. If none exist, try to create generic hierarchies. For example, in an Employee-Only budget you could create parent members in which a letter range (A-K, for example) is used to contain employee names:

  **Total Employee**
  
  - A - K
    - Atkins, James
    - Eddy, Laura
    - Hollinger, Nadine
    - Kurtz, Joseph
  - L - Z
    - Lane, Sebastian
    - Porter, Adele
    - Stanfield, Jessica
    - Wainright, Martin

**Configuring Dimensions**

After setting up these dimensions, ensure that you enable them for the correct plan type as described in “Enabling the Right Plan Type for Dimensions” on page 53:
Entity

If organization units in your HRMS or HR systems differ from those in the General Ledger, define two separate sets of members:

- Create one set of members to represent HR organizations (departments, for example) under Total Entity. Enable these members only on the HCP plan type, and load position, employee and compensation data to these members.
- Create another set to represent General Ledger organizations (funding sources and cost centers) used in allocations to fund HR organizations. Create these General Ledger members under Total Entity in the Entity dimension, and enable them only on Plan 1, 2, 3, or the appropriate data source. Load General Ledger data against these members.

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

If planners will define decision packages and budget requests, specify descriptive aliases for Entity members. This will enable users to choose to display aliases for entity members in decision packages. Enable the corresponding application preference by selecting **File**, then **Preferences**, then **Planning**, then **Application Preferences**, and then enable **Show Planning Unity Hierarchy As Aliases**

**Caution!** Oracle strongly advises against modifying the order of dimensions in your dimensional outline. Changing the order of dimensions will cause calculation errors. See “Why You Shouldn’t Change the Dimensional Order” on page 54.

Budget Item

Ensure that the Percentage Allocation and Flat Allocation parents in the Budget Item dimension contain members for any fixed amounts (such as grant funding) or account percentages to be used in allocations.

Account and Element

Create child members for custom dimensions used in the General Ledger (on Plan 1, 2, or 3) in the Segment member of the Account dimension. **Note:** Enable all Account dimension members, including those for Personnel Expense accounts, on Plan Type 1, 2, or 3 as the source plan type. If members have HCP as the source plan type, change it to Plan Type 1, 2, or 3. Create dimensions
and members in the Element dimension for salary, benefit, additional earning, and employer-
paid tax details and options.

**Scenario**

Set up scenarios such as Actual and Budget by specifying the start and end period and start and
end year, and by securing scenario members to determine the correct level of access for planners.
Indicate whether a scenario is included in the approval process. For example, exclude the Actual
scenario, but include the Budget scenario. For multicurrency applications, set up the exchange
rate table and enter exchange rates so that values can be converted and viewed in different
currencies. 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.

**Note:** To use decision packages and budget requests, define the master Planning Unit Hierarchy
(PUH) and assign it to the scenario for the new budget cycle. See “Configuring Planning
Unit Hierarchies” on page 200. To enable users to create and modify a decision package
and its budget requests, ensure that they are specified as the owner of the scenario, version,
and owning entity of the decision package. See Setting Up Access Permissions in the Oracle
Hyperion Planning Administrator’s Guide.

**Version**

To enable planners to enter data at each stage of the budget and revision processes, set up
versions, and secure version members to determine the correct level of access for planners. For
example, within the Version dimension, set up stages such as Agency Request and Governor so
that budgets can be prepared for each version.

To create members for revisions that can later be used to modify approved budgets, add children
in Revisions. **TIP:** To enable budget preparers to create additional revision members on the fly,
without having to refresh the database, enable the appropriate dimension member for dynamic
children. See “Enabling Preparers to Create Revision Members” on page 249.

**Note:** To use decision packages and budget requests, define the master Planning Unit Hierarchy
(PUH) and assign it to the version for the new budget cycle. See “Configuring Planning
Unit Hierarchies” on page 200. To enable users to create and modify a decision package
and its budget requests, ensure that they are specified as the owner of the scenario, version,
and owning entity of the decision package. See Setting Up Access Permissions in the Oracle
Hyperion Planning Administrator’s Guide.

**Enabling the Right Plan Type for Dimensions**

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

- Select a **Plan 1, 2, or 3** in **Valid for Plan Types** for dimensions and members that you use to
calculate nonsalary operating expenses such as equipment and training.
**Note:** If you maintain separate HR and General Ledger entities, to use General Ledger entities in HR entity allocations, enable members representing each entity only the Plan 1, 2, or 3 type, or the plan type used for the line item budget. If your HR and General Ledger entities are the same, enable their members both in the HCP plan, and in Plan 1, 2, or 3, or the plan type for the line item budget.

### Making Member Names Intuitive and Descriptive

To enable planners to find and select data more quickly, 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.

### Why You Shouldn't Change the Dimensional Order

Oracle strongly recommends that you do not modify the order of dimensions and dimension members delivered as part of Human Capital Planning during your implementation. The order of dimensions and members has been optimized to deliver proper calculation results with best calculation performance and should not be altered. If you must change the order of any of the delivered dimensions or dimension member, you must thoroughly analyze every business rule for possible adverse impact on calculation results and calculation performance.

### Updating Rules After Renaming or Creating Dimensions

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. Oracle recommends that instead of renaming dimensions and members, that you use aliases that more accurately and intuitively describe the dimensions and members. To do this, select Administration, then Manage, then Alias Tables, and then see the Oracle Hyperion Planning Administrator’s Guide.

If you rename any provided dimension or implement custom dimensions, perform these tasks to update your rules:

1. In Calculation Manager, right-click your application, and then select **Load Predefined Rules**.
2. Update the reports provided with Public Sector Planning and Budgeting so that they reference the custom or renamed dimensions and members.

### Verifying Artifacts and Create Planning Units

- Create the Planning unit hierarchies and identify budget owners and reviewers who approve submitted budgets. See “About Submitting Budgets for Approval” on page 239.
Ensure that all Planning artifacts, such as scenarios and versions that are required for budgeting, exist.

Specify the Essbase substitution variables later used to report on compensation and line budget data. See “Defining Substitution Variables” on page 55.

Ensure that the existing task lists include all 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 the Oracle Hyperion Planning Administrator’s Guide.

Define access to task lists and data artifacts. See “Securing Applications” on page 61.

Optional: Configure artifacts such as business rules, forms, task lists, and validation rules to suit your budgeting requirements. See “Customizing Provided Components” on page 67.

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

### Defining Exchange Rates

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

### Defining 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 the Oracle Hyperion Planning Administrator’s Guide.

### Specify 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 and that DIRECT_DATA_LOAD property is TRUE.
To configure data load settings:

1. Select Administration, and then Data Load Administration.
2. From Data Load Dimension, select Budget Item.
3. From Driver Dimension, select Account.
4. Adjacent to Driver Dimension, click the icon to select:
   - Descendants (Human Capital Planning Accounts)
   - Descendants (Segment Descriptions)
   - Descendants (Segment Information)
5. Click Add Row three times.
6. In Advanced Settings, click the member selector, and then select the following:
   - Allocation Assignment—Allocation start date, percentage allocation, descendants(segment info)
   - Element Changes—Grade step, salary grade sequence, option start date
   - FTE and Status Assignments—FTE start date

For more information see the Planning Administrator's Guide.

Set Up Smart Lists

Subtopics
- Defining Smart Lists
- Required Smart Lists
- Additional Smart Lists
- Common Smart Lists
- Verifying Smart Lists Before Loading Data
- Associating Smart Lists With Dimensions
- Including New or Modified Smart List Entries in Essbase Reports

Defining Smart Lists

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

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

Before changing or adding Smart List entries, or the dimension members with which they are associated, identify the business rules that are affected. See Appendix C, “Updating Business Rules After Changing Predefined Smart Lists”.
To define Smart Lists, see Chapter 12 of the *Oracle Hyperion Planning Administrator's Guide*.

**Required Smart Lists**

You must populate the following Smart Lists. **Important:** For Smart Lists used in GL allocations, each Smart List much match the member or alias name of the corresponding dimension. For example, `Salary_Account_List` must have the same name as the corresponding `Account` dimension member or alias.

- **Grade_Steps**—Steps that increment salary grades
- **Grade_Sequence**—Sequences for the progression between salary grades
- **Job_Class**—Job codes
- **Benefit_Options**—The medical plans (Dependants, for example) for health benefits
- **Salary_Account_List**—Compensation element members of GL account entries used in allocations
- **Entity_List**—Members for GL and/or department, business unit, or cost centers
- **Revision_Transactions**—Members for changes made to an approved budget
- **Smart Lists to implement custom dimensions (fund or project, for example) used in GL account chart fields or segments**

**Additional Smart Lists**

You can also load these Smart Lists or those that 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
Common Smart Lists

Subtopics

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

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

Salary Grade Details

Table 1  Smart Lists for Salary Grade Data

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

Salary Grade Steps and Sequences

Table 2  Grade Step and Sequence Smart Lists

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

Compensation Element Information

Table 3  Compensation Element Smart Lists

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

**Employee Information**

**Table 4  Employee Data Smart Lists**

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

**Position Information**

Does not apply to the Employee configuration option

**Table 5  Position Data Smart Lists**

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

Table 6  Employee-Related Smart Lists

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

Verifying Smart Lists Before Loading Data

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

Table 7  Pre-Seeded Smart Lists

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

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.

If you modify these items, update the associated business rules as follows:

- 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 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.

Securing Applications

Subtopics

- Securing Dimensions and Members
- Securing Forms
- Securing Task Lists
- Securing Business Rules

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 Security and Administration Guide.

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

- **Dimensions and Members**—Grant access so that planners can view and change information only for their own employees and positions. Do so by providing access to the Entity dimension and Element members. Do not restrict access to descendants of New Positions and New Employees. See “Securing Dimensions and Members” on page 62.

- **Forms**—Assign appropriate access to forms based on their relevance to users. For example, assign planners access to all forms in the Budget Preparation form folder. If you grant access to the Human Capital Planning folder, planners can view all child folders and forms. See “Securing Forms” on page 64.

- **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 64.

- **Business rules**—Selectively assign access permissions to business rules at the HR entity level to enable position mass updates. Because you must use Calculation Manager as the calculation module, assign access permissions to business rules in Planning. See “Securing Business Rules” on page 64.

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

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

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

### Securing Dimensions and Members

#### Subtopics

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

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

**Entity**

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

**Account and Element**

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

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

**Position and Employee**

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

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

**Scenario and Version**

- Grant users access to scenarios, such as providing access to actual budget data but restricting access to forecast data.
- Grant users access to the Stages parent version and its children. For example, assign view access to a final version of the budget, but restrict access to previous working versions. Permissions for versions are independent of scenarios, so view access to the final version prevents write access to the final version data for all scenarios.
- Grant all users access to the Revisions parent version and its children.
**Note:** To enable users to modify a decision packages, ensure they have write-access to the scenario and version assigned to the decision package. They must also have write-access to the entity that owns the decision package. See *Setting Up Access Permissions* in the Oracle Hyperion Planning Administrator’s Guide.

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

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

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

**Securing Task Lists**
Provide access to the predefined and custom task lists, based on their relevance to users.
- Grant administrators access to all task lists.
- Grant entity, cost center, or department managers access to the Budget Preparation task list.
- Grant planners access only to the Budget Preparation task list. To prevent these users from approving or rejecting sensitive budget data, remove access to the Review and Approve Positions or Review and Approve Employee Budget Details tasks.

**Securing Business Rules**
- Grant administrators access to all business rules.
- Unless necessary, do not grant planners access to these common business rules:
  - AddDefaultNonSalElement
  - AddDefaultRateBasedOption
  - AddDefaultStepBasedOption
  - AddDefaultValueBasedOption
  - CriteriaAnnualSalSpread
  - CriteriaCreateMissingDistributions
  - CriteriaCreateMissingNonSalElement
  - CriteriaCreateMissingSalElement
Grant planners access to all remaining business rules, unless there is reason to limit access.

**Loading General Ledger and HRMS Metadata and Data**

**Subtopics**

- Using FDMEE
- Using the Outline Load Utility
- Using Enterprise Performance Management Architect
- Requirements and Guidelines

**Using FDMEE**

Perform the following steps to load data using FDMEE. For details, see the *Oracle Hyperion Financial Data Quality Management ERP Integration Adapter for Oracle Applications Administrator’s Guide*.

When mapping members to the default natural account segment Smart List in FDMEE, 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 and the target application. To use PSFT Commitment Control, select **Enable Commitment Control**.

2. For PSFT Commitment Control, define an import format that specifies how to map PeopleSoft chart fields to dimensions in Public Sector Planning and Budgeting applications.

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

4. Create metadata load rules to extract metadata from your source systems to the target application. For PSFT Commitment Control, define metadata load rule to load PeopleSoft trees to chart fields. Select tree \ chart field with most depth.

5. Run metadata rules to load metadata into your target application.

6. For PSFT Commitment Control, launch Planning, select **Manage**, select **Dimensions**, select **Account**, and ensure that the PeopleSoft accounting entities and chart fields loaded to the correct dimensions.

7. Define calendar mappings to map General Ledger periods to the appropriate Year and Period dimension members in the target application.

8. For PSFT Commitment Control, define global, application, and source mappings that specify how period keys in the PeopleSoft calendar and time periods correspond to periods (quarters, years etc.) in your application.
9. Create and run data rules. For PSFT Commitment Control: Select, for the accounting entity, the ledger group and ledger whose data to load and map to your dimensions.

10. Define an import format that contains write back mappings that identify the budget data to write to the PSFT accounting entity chart fields.

11. Define a write back rule.

12. Define write back filters that identify the portions of budget data to load to PSFT.

13. Run the write back rule.

**Using the Outline Load Utility**

The outline load utility only works with applications created using Planning application administrator. Use the Outline Load Utility to load General Ledger and HRMS metadata for:

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

See Appendix B.

**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.

**Requirements and Guidelines**

Regardless of the product or utility you use to load source data, you must:

- Load compensation budget expenses to the HCP BSO cube
- Load operating expenses to the Plan 1, 2, or 3 BSO cube

Load dimensional data as follows:

- **Position dimension**—Load data below Total Existing Positions
- **Employee dimension**—Load data below Total Existing Employees
- **Job Code**—Load data below Total Job Code
- **Element dimension**—Load data below the corresponding member (benefits, or salary grades, for example)
- **Budget Item dimension**—Load data below FTE and Status Assignments, Element Changes (for compensation) , or Allocation Assignments (for GL allocations)
- **Entity dimension**—Load data below Total Entity
- **Account dimension**—Load natural account expenses below Personnel Expenses. Load GL dimensions below Segment Information. Load GL dimension alias below Segment Description

For information about using the data in these members, see “About Allocating Compensation Expenses to General Ledger Accounts” on page 186.

**Customizing Provided Components**

**Subtopics**

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

**Business Rules**

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

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

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

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

### Task Lists

Modify the predefined task lists or tasks to provide planners with additional information and guidance that will help them complete budgets, or create custom tasks such as reviewing instructions, performing validations when exporting data from or writing data back to PSFT, entering data in specific forms, and running business rules. When adding tasks, you can:

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

See *Managing Task Lists* in the *Oracle Hyperion Planning Administrator’s Guide*.

### Forms That Use Formulas

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

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

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

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

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

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

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

Menus

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

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

Integrate with PSFT Commitment Control budgets to:

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

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

- Transfer data between PSFT and Public Sector Planning and Budgeting budgets using:
  - Control rules—Consist of rules for budget definitions and combinations of segments or chartfield values; both of which are used to validate line item budgets.
  - Line item budgets that have final approval and are posted back to budget ledgers in the PPST system

The validations performed before budgets are posted back to PeopleSoft are specified in budget definitions. See “Budget Definitions” on page 72.
Budget Definitions

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

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

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

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

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

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

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

Parent and Child Budgets

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

- Prepare the parent budget first

- Select the Generate Parent Budgets option in the FDMEE write back rule to automatically post child budgets to parents.
Periods and Calendars

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

Validations

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

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

This following is validated:

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

Important Notes:

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

Subtopics
- Assumptions
- Requirements and Guidelines

Assumptions
To integrate with PeopleSoft Commitment Control, Oracle assumes that you:
- Are using PeopleSoft 9.1; the only supported version.
- Use FDMEE and the delivered mappings to define integration mappings between PeopleSoft and Public Sector Planning and Budgeting.

This chapter identifies the basic tasks you perform in PeopleSoft to prepare for integration. It does not provide specific procedures. For details about PeopleSoft Commitment Control, see:
- PeopleSoft Enterprise Application Fundamentals 9.1
- PeopleSoft Enterprise General Ledger 9.1
- PeopleSoft Enterprise Global Options and Reports 9.1

Requirements and Guidelines

Subtopics
- PeopleSoft Requirements
- Planning Requirements
- FDMEE Requirements

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

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

1. Ensure your Commitment Control budget ledger group has a valid budget definition. Budget definitions are created by effective date and the control rules, key configurations and calendars may be changed in new effective date versions.
2. Ensure that the budget definition reflects any changes in rules for the period for which you are preparing budgets.
3. To populate entry event codes on the Public Sector Planning and Budgeting budgets that are written back to PeopleSoft, enter the default entry event code in the **Control ChartField** of the budget definition. This enables you to assign a default entry event code by Control ChartField value or range of values.

4. Ensure that all desired rules for budget definitions and valid combinations for the budget year are defined in the source ERP system using an effective date that will be valid for the year for which budgets are being prepared.

5. Ensure that dimension members in Public Sector Planning and Budgeting also exist in the PeopleSoft and are, if necessary, incorporated into the combination rules and budget rules.

6. Before exporting budgets back to a PeopleSoft child budget ledger, ensure that changes in the rules are synchronized with parent budget ledgers.

7. Ensure that the appropriate users are authorized in the PeopleSoft database so that they can drill down to budget exception pages.

8. Use the **Excluded Account Types** tab to note chart field members that you exclude from budget accounts. You must exclude these from trees used in the integration.

**Planning Requirements**

1. To create decision packages using PSFT data, create the required decision package types and decision packages before loading source data using FDMEE. See Chapter 10, “Working with Decision Packages and Budget Requests”.

2. If you track budget revisions as budget requests, decide if you want to reuse existing revision members in the Version dimension. Doing so frees you from having to create new members for revisions in Planning, and enables you to track revision submissions by unique transaction ID. To reuse members, perform these tasks and then see “Tracking Revisions in PeopleSoft Commitment Control” on page 248.
   - Select **Administration**, then **Application**, and then **Properties**.
   - Create a property called **ALWAYS_GET_UNIQUE_XACT_ID**, and set it to “True”.

3. To load encumbrances and expenses, map the relevant detail ledger to a scenario and category in the FDME mapping.

4. To prorate summary level amounts to a detailed level such as months, create allocation business rules.

5. Define tasks that end users will use to validate budgets before submitting them for promotion and approval.

**FDMEE Requirements**

- To extract budgets posted at a parent level to Planning, map the parent level dimension member to a child level dimension member in Planning. This ensures that you won't lose parent level budgets in Public Sector Planning and Budgeting since parent level dimension member are used for roll ups or aggregation.
Under **Import Format, Data Load Mappings**, map **RulesetCF** to the appropriate entity in Planning.

If you use Commitment Control budget periods, map the budgets periods in the PeopleSoft source to the periods in Public Sector Planning and Budgeting applications.

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

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

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

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

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

To use PSFT data with decision packages and budget requests:

- Select a default decision package and budget request when configuring FDME to extract budgets from PeopleSoft.
- Ensure that the **PSFT Dept** chartfield that contains the ruleset is mapped to the Entity dimension in Planning.
- Ensure that the forms used to build budget requests contain the dimensions and members loaded from PeopleSoft.

## Performing Validations and Writing Back Data

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

1. In Planning, select **Tools**, and then **Manage Approvals**.
2. Select the scenario and version, and then click ➡️.
3. Select each planning unit associated with the budget set, click ➡️ or select **Action** and then **Budget Check** to launch commitment control validations.
4. Select **Action** and then **Validate**
5. Monitor the budget check and validate processes using the job console, and resolve any errors that may occur using the link provided.

6. In FDMEE, run the write back rule to post data back to PSFT Commitment Control.

**Defining the Integration**

**Subtopics**

- Register the Source System and Your Application
- Define an Import Format, the Location, and Run Data Load Rules
- Specify Mappings in Planning
- Specify the Writing-Back

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

**Register the Source System and Your Application**

1. Register the PeopleSoft Financials source system, and select **Enable Commitment Control**.
2. Register the Public Sector Planning and Budgeting application as the target application:
   - **Application type**—Planning
   - **Data load method**—Classic or **Application Administration**

**Define an Import Format, the Location, and Run Data Load Rules**

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

- Define an import format that specifies how to map PeopleSoft chart fields to dimensions in Public Sector Planning and Budgeting applications. Select the source system, the PeopleSoft accounting entity (business unit) and the registered target Public Sector Planning and Budgeting application.
- Define a location that identifies the PeopleSoft accounting entity (business unit) from which to load data.
- For the location, define metadata load rule and mapping to load PeopleSoft trees to chart fields to dimensions. Select the tree or chart field with most depth. For example, for the **Account** dimension select Base Hierarchy, **CONTROL_BD_ACCTS** as the tree, and specify **Ignore** for **How to Process Source Orphan Members**
- Run metadata rules to load source PeopleSoft metadata into the Public Sector Planning and Budgeting application.

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

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

**Specify Mappings in Planning**

- Select Manage, select Dimensions, select Account, and ensure that the PeopleSoft accounting entities and chart fields loaded to the correct dimensions.

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

- Define global and source period mappings that specify how period keys and the prior period keys in the PeopleSoft calendar correspond to periods (months, quarters etc.) in the Public Sector Planning and Budgeting budget application. This mapping must specify the range of time for which you want to load data. On Source Mapping, map the Commitment Control calendar and budget periods to period keys.

- Define category mappings that specify Actuals and Budget as Category entries. Map these to Actuals and Budget in Target Category.

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

**Specify the Writing-Back**

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

- Define write back mapping for each dimension. For dimensions that cannot be explicitly mapped, select a Blank value. **Important:** If you use budget requests to contain and track delta revisions and want to reuse revision members in the Version member, ensure that the write back mapping uses the same budget request member.

- Define a write back data load that specifies filter condition for all dimensions used in Public Sector Planning and Budgeting. Also, select the Budget Scenario, Ledger Group, and Ledger in Target Options.

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

- Execute the write back rule.
Configuring the Line Item Budget

In This Chapter

About Linking Compensation Budget and Line Item Budgets ......................................... 79
Populating the Line Item Budget ......................................................................................... 83

About Linking Compensation Budget and Line Item Budgets

Subtopics

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

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

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

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

- One-to-one mapping between General Ledger segments or chart fields and dimensions. See “Scenario 1: One-to-One Mapping Between Segments or Chart Fields and Dimensions” on page 80.
- Two or more combined General Ledger segments or chart fields represent one dimension. See “Scenario 2: Combining General Ledger Segments or Chart Fields in a Dimension” on page 82.

After performing the required configuration tasks described in this section, see “Populating the Line Item Budget” on page 83.
Scenario 1: One-to-One Mapping Between Segments or Chart Fields and Dimensions

Subtopics
- Define Entity Dimensions and Members
- Define User Defined Dimensions and Members
- Add or Modify Smart Lists
- Add Segment or Chart Field Members to the HCP Plan

Perform these steps:

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

2. Add corresponding Smart Lists.
3. Add segment members to the HCP Plan.
4. If necessary, configure business rules.

Define Entity Dimensions and Members
- Create all HR entity members, such as departments and business units under the Total Entity parent member.
- Create General Ledger entity members under a separate parent.

Define 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.
Add or Modify Smart Lists

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

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

These predefined Smart Lists are provided. Change or delete them to match your line item budget dimensions:

- 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

Add Segment or Chart Field Members to the HCP Plan

Perform the tasks in these sections to ensure that HCP allocation details are captured in Account members and associated Smart Lists that you create:

- “Create Account Members” on page 81
- “Modify Existing Account Members” on page 82

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

Create Account Members

To create members:

1. Select Administration, then Manage, then Dimensions, and then Account.
2. Under Segment Information, create a member to reflect your GL segments or chartfields codes, and specify these properties:
   - Alias Table—Default
   - Account Type—Saved Assumption
- **Time Balance**—Flow
- **Data Storage**—Never Share
- **Plan Type**—Plan Type 1, 2, or 3, and HCP
- **Source Plan Type**—HCP
- **Smart List**—Smart List
- **Data Type**—Smart List

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

**Modify Existing Account Members**

1. Modify the predefined Account dimension members to reflect your actual segment structure. To rename or remove any predefined segments or chart fields, see the appropriate product documentation:
   - For Planning applications, see the *Oracle Hyperion Planning Administrator’s Guide*.
   - For Oracle Hyperion EPM Architect applications, see the *Oracle Hyperion Enterprise Performance Management Architect Administrator’s Guide*.
2. Note the predefined segments under the **Segment Information** parent member.
3. To rename placeholder members, enter new Aliases for the member.
4. To add placeholder member, add child member, and then specify member properties.
5. Refresh the database.

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

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

See also:

- “Define Entity Dimensions and Members” on page 80
- “Define User Defined Dimensions and Members” on page 80
- “Add or Modify Smart Lists” on page 81

**Note:** The Smart List created to represent this combined dimension must contain concatenated members in Name or Alias.

- “Add Segment or Chart Field Members to the HCP Plan ” on page 81
Populating the Line Item Budget

Administrators perform these tasks to populate the line item budget:

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

Linking HCP Compensation Data to Plan 1, 2, or 3

**Note:** The following mapping assumes that you use the Position and Employee configuration option. Use a similar approach for the other configuration options.

➢ To link compensation budget data to line item budgets:

1. Select Administration, and then Map Reporting Applications.
2. Click New.
3. Under Details, enter a name and description, such as HCP Linked To Operating Expenses.
4. 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
5. Expand Reporting Application, and select the server that hosts Plan Type 1, 2, or 3.
6. Click Next.
7. 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 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.
8. To help you with your mapping, see “Sample HCP Mappings” on page 84
Sample HCP Mappings

Use this table to map HCP dimensions. Create rows to map Smart Lists for custom dimensions such as Project_List or Program_List.

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.

Table 8  HCP Mapping

<table>
<thead>
<tr>
<th>Mapping Type</th>
<th>Dimension/Smart List</th>
<th>Member</th>
<th>Reporting Application Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart List to Dimension</td>
<td>Salary_Account_List</td>
<td>Account Segment</td>
<td>default natural Account</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Period</td>
<td>level 0 members</td>
<td>Period</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example: ILvl0Descendants(Period)</td>
<td>Include the entire dimension in the reporting application.</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Year</td>
<td>fiscal years</td>
<td>Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example: FY09, FY10, FY11</td>
<td>Include the entire dimension in the reporting application.</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Request</td>
<td>level 0 members</td>
<td>Request</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example: ILvl0DescendantsBudgetRequest()</td>
<td>Include the entire dimension in the reporting application.</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Version</td>
<td>version to include</td>
<td>Version</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example, Final</td>
<td></td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Currency</td>
<td>Local</td>
<td>Currency</td>
</tr>
<tr>
<td>Smart List to Dimension</td>
<td>Entity_List</td>
<td>Entity Segment</td>
<td>General Ledger Dimension</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example, Cost_Center</td>
<td></td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Scenario</td>
<td>scenario</td>
<td>Scenario</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example, Budget</td>
<td>Include the entire dimension in the reporting application.</td>
</tr>
<tr>
<td>Smart List to Dimension</td>
<td>Smart List corresponding to General Ledger dimension</td>
<td>General Ledger segment member</td>
<td>General Ledger dimension</td>
</tr>
<tr>
<td>Create row mappings for custom Smart Lists such as: Activity_List, Fund_List</td>
<td>Examples: Activity Segment, Fund Segment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After configuring your mapping, click Next and see “Map the POV” on page 85.
Map the POV

1. Map these source dimensions:
   - **Account**—Allocated Expense
   - **Budget Item**—level 0 members For example: ILvl0Descendants(Allocation Assignments)
   - **Entity**—ILvl0Descendants(Total Entity)
   - **Employee**—ILvl0Descendants(Employees)
   - **Position**—ILvl0Descendants(Total Positions)
   - **Element**—ILvl0Descendants(Total Compensation Expenses)

2. Save, then select **Administration**, and then **Map Reporting Applications**.

3. 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

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

For fast calculations, full reporting, and querying, perform these tasks to push all compensation budget, line item, and decision package data to an ASO reporting application:

- To query and report on all decision package and budget request data, enable the provided DP Reporting ASO cube, create a reporting application, and map dimensions.
- To query and report on compensation and line item data:
  - Create an ASO cube in Essbase. See the Oracle Essbase Database Administrator’s Guide.
  - Create a reporting application in Planning that contains dimensions that correspond to each HCP and operating expense dimensions used in your 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 FDMEE.

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 86.
- Ensure that you allocated expenses to General Ledger Accounts.
- Push the data. See “Pushing Data to Reporting Applications” on page 92.

**Creating the HCP Dimension Mappings**

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

**Mapping Salary Dimensions**

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

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

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

  For example:
### Table 9 Salary Mapping

<table>
<thead>
<tr>
<th>Mapping Type</th>
<th>Dimension/Smart List</th>
<th>Member Selection</th>
<th>Reporting Application Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart List to Dimension</td>
<td>Salary_Account_List</td>
<td>Account Segment</td>
<td>natural Account</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Request</td>
<td>level 0 members</td>
<td>Request</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Period</td>
<td>level 0 members</td>
<td>Period</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example: ILv10DescendantsBudgetRequest)</td>
<td></td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Year</td>
<td>fiscal years</td>
<td>Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example: FY09,FY10,FY11</td>
<td></td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Version</td>
<td>version</td>
<td>Version</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example, Final</td>
<td></td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Currency</td>
<td>Local</td>
<td>Currency</td>
</tr>
<tr>
<td>Smart List to Dimension</td>
<td>Entity_List</td>
<td>Entity Segment</td>
<td>General Ledger dimension</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example, Cost_Center</td>
<td></td>
</tr>
<tr>
<td><strong>Mapping Type</strong></td>
<td><strong>Dimension/Smart List</strong></td>
<td><strong>Member Selection</strong></td>
<td><strong>Reporting Application Dimension</strong></td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------</td>
<td>----------------------</td>
<td>-------------------------------------</td>
</tr>
</tbody>
</table>
| 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 | General Ledger segment member  
Examples:  
- Activity Segment  
- Fund Segment  
- Program Segment  
- Project Segment | General Ledger dimension |
| Dimension to Dimension | Employee | *ILv0Descendants(Total Employees)* | Employee  
Include the entire dimension |
| Dimension to Dimension | Position | *ILv0Descendants(All Positions)*  
**Note:** Applies only to the Position configuration option | Position  
Include the entire dimension |
| Dimension to Dimension | Budget Item | *ILv0Descendants(Allocation Assignments)* | Budget Item  
Include the entire dimension |
| Dimension to Dimension | Element | *ILv0Descendants(Total Compensation Expenses)* |  |

3 **Click Next.**

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

POV dimensions must have only one member selected.

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

5 See **“Mapping Headcount and FTE” on page 89.**
Mapping Headcount and FTE

To map headcount and FTE:

1. Map the Headcount and FTE dimensions or Smart Lists on the left to the corresponding dimensions to the right in the ASO application. Remember that Smart List map to dimensions based on alias. For example:

<table>
<thead>
<tr>
<th>Mapping Type</th>
<th>Dimension / Smart List</th>
<th>Member Selection</th>
<th>Reporting Application Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimension to Dimension</td>
<td>Account</td>
<td>ILvl0Descendants(Headcount), ILvl0Descendants(Total FTE)</td>
<td>Account</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Period</td>
<td>FY10</td>
<td>Period</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Budget Item</td>
<td>Unspecified Budget Item</td>
<td>Budget Item</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Element</td>
<td>Unspecified Element</td>
<td>Element</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Currency</td>
<td>Local</td>
<td>Currency</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Entity</td>
<td>ILvl0Descendants(Total Entity)</td>
<td>Entity</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Position</td>
<td>ILvl0Descendants(All Positions)</td>
<td>Position</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Employee</td>
<td>ILvl0Descendants(Employee)</td>
<td>Employee</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Version</td>
<td>Stage 1</td>
<td>Version</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Scenario</td>
<td>Budget</td>
<td>Scenario</td>
</tr>
</tbody>
</table>

2. Use these mappings:

Table 10  Headcount and FTE Mapping

<table>
<thead>
<tr>
<th>Mapping Type</th>
<th>Dimension / Smart List</th>
<th>Member Selection</th>
<th>Reporting Application Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimension to Dimension</td>
<td>Account</td>
<td>level 0 members for Total FTE and Headcount For example: ILvl0Descendants(Total FTE), ILvl0Descendants(Headcount)</td>
<td>Account dimension</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Request</td>
<td>Level 0 members For example: ILvl0DescendantsBudgetRequest</td>
<td>Request. Include the entire dimension in the reporting application.</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Period</td>
<td>Level 0 members For example: ILvl0Descendants(Period)</td>
<td>Period Include the entire dimension</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Year</td>
<td>Fiscal years to include For example: FY09, FY10, FY11</td>
<td>Year Include the entire dimension</td>
</tr>
<tr>
<td>Mapping Type</td>
<td>Dimension/Smart List</td>
<td>Member Selection</td>
<td>Reporting Application Dimension</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------</td>
<td>-----------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Budget Item</td>
<td>Unspecified Budget Item</td>
<td>Budget Item. Include the entire dimension</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Version</td>
<td>version</td>
<td>Version</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Currency</td>
<td>Local</td>
<td>Currency</td>
</tr>
</tbody>
</table>
| Dimension to Dimension | Element | Unspecified 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 configuration option | Position 
Include the entire dimension |
| Dimension to Dimension | Employee | level 0 members. For example: ILvl0Descendants(Employee) 
**Note:** Applies only to the Employee configuration option | Employee 
Include the entire dimension |
| Dimension to Dimension | Scenario | scenario | 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 91.
Mapping Operational Dimensions on Plan Type 1, 2, or 3

To define the mapping:

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

<table>
<thead>
<tr>
<th>Mapping Type</th>
<th>Dimension/Smart List</th>
<th>Member</th>
<th>Reporting Application Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimension to Dimension</td>
<td>Account</td>
<td>Members identifying operational expense and revenues data. For example: ILvl10Descendants(Revenues), ILvl10Descendants(Operational Expenses), Descendents(Depriciation Expense), 520000</td>
<td>Account</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Period</td>
<td>Periods into which to load data. For example: ILvl10Descendants(Period)</td>
<td>Period</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Year</td>
<td>fiscal years For example: FY09, FY10, FY11</td>
<td>Year</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Entity</td>
<td>Dimension members for which to load data. For example: 1030, 1031, ILvl10Descendants(2000)</td>
<td>General Ledger Entity dimension that represents Cost Centers or Departments. For example: ILvl10Descendants(Total GL Entity)</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Version</td>
<td>Version to include. For example: Final</td>
<td>Version</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Scenario</td>
<td>Scenario, such as: Forecast</td>
<td>Scenario</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Currency</td>
<td>Currency, such as Local</td>
<td>Currency</td>
</tr>
<tr>
<td>Mapping Type</td>
<td>Dimension/Smart List</td>
<td>Member</td>
<td>Reporting Application Dimension</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------</td>
<td>---------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>User-defined General Ledger dimensions</td>
<td>ILvl0DescendantsDimension (For example: ILvl0Descendants(Fund), ILvl0Descendants(Program), ILvl0Descendants(Project), ILvl0Descendants(Activity))</td>
<td>User-defined General Ledger dimensions</td>
</tr>
</tbody>
</table>

8 Click Next and map these reporting application POV dimensions:

- **Budget Item**—ILvl0Descendants or Unspecified Budget Item
- **Element**—Unspecified Element
- **Employee**—Unspecified Employee
- **Position**—Unspecified Position

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

**Pushing Data to Reporting Applications**

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

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

➤ To push data:

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

Perform these setup tasks after loading data from the source or before starting a budget cycle:

- Review, modify, or create salary grades. See “Managing Salary Grades” on page 95.
- If you use FDMEE 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 65.
- Review, modify, or create other compensation elements such, as additional earnings and overtime, and compensation element options. See “Managing Other Compensation Elements” on page 102.
- Process the effective-dated data loaded from HRMS to calculate the activation status and FTE for each period in Public Sector Planning and Budgeting. See “About Processing Loaded HRMS Data” on page 108.
- Tip: To later be able to calculate compensation for specific years in the period of time covered by the application, modify the appropriate substitution variables and use the Update FTE and Status task. See “Updating FTE and Status after Defining the Compensation Calculation Period” on page 115.
- Review and modify position and employee data. See “Reviewing Loaded Position, Job, and Employee Data” on page 109.
- Globally or conditionally apply data that is missing in HRMS which is required for you to set up employees, positions, and jobs. See “Performing Mass Updates” on page 112.
- 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 Creating Compensation Budgets**

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

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

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

- To budget using recurring budget requests in a decision package-enabled application, review how using recurring budget requests affects some aspects of compensation budgeting. See “How Budget Request Type Impacts Compensation Budgeting” on page 198.

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

Subtopics

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

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

About Salary Grades

You can create three kinds of salary grades:

- **Rate-based** — A salary value in a range of minimum to maximum values is applied based on factors such as certification or seniority. For example, you could pay IT programmers between $74,000 and $78,000 depending on certification and seniority. An entry level programmer with little experience receives a lower salary ($75,000) than a programmer with over ten years of experience who would receive a higher value ($84,000).

- **Step-based** — 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** — Only one salary value is available, such as a contractor’s hourly rate or the hourly pay of library clerks.

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

**Tip:** If you apply salary grade defaults or salary grades to positions or employees, all sequences, steps, and ranges for salary element changes are also associated with the position or employee, irrespective of year. This enables you to associate the complete, historic, record of a salary grade with positions and employees; not just the first element change. See “Applying Compensation and Salary Allocation Defaults” on page 177.

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:

- Year 1—$12.01
- Year 2—$12.61
- Year 3—$13.21

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

- Year 1—$17.74
- Year 2—$18.18
- Year 3—$18.64

### Defining Salary Grades

To define salary grades:

1. See "Before Creating Compensation Budgets" on page 94.
2. From My task lists, select Budget Administration.
3. Select Manage salary grades.
4. Select the budget Scenario and Version in the POV.
5. From the drop down list, select the salary grade, and then click.
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. See:
   - “Specifying Step-based Salary Grades” on page 97
   - “Specifying Rate-Based Grades” on page 97
   - “Specifying Value-based Salary Grades” on page 98
Specifying Step-based Salary Grades

Use step-based salary grades for positions or employees whose salary corresponds to a point on the grade-scale or pay-scale. Salary steps entitle these positions and employees to salary increases by moving from one step to another.

To specify grade steps:
1. Ensure that the salary grade is defined.
2. From the drop down list, select the salary grade, and then click.
3. From Salary Grade Type Input, select Grade Step, and then click Save.
4. See “Defining Salary Grades” on page 96 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.

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 the drop down list, select the salary grade, and then click.
3. From Salary Grade Type Input, select Grade Rate, and then click Save.
4. See “Defining Salary Grades” on page 96 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.
- **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 the drop down list, select the salary grade and then click ➔.

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

4. Right-click 1st Element Change, select *Add Salary Option*, and then select *Modify Values*.

5. Specify information such as:

   - **Effective Start Date**—When the salary value is effective
   - **Select Operator**—Set to initially define the value
     
     If you are editing the value, enter the calculation to perform. For example, to apply a 2% change, select *Percent Change*.
   - **Enter Value**—Amount to budget
     
     If you are editing the salary value, enter the value in the operation to perform. For example, to apply a 2% change, enter 2.

6. Click *Add*, and then *Save*.

**About Modifying Salary Grades**

Administrators can change salary grade values by modifying:

- Step values
- Minimum, mid, and maximum values (for rate-based grades)
- **Effective dates**
- **Payment periods**
- **Salary basis spread patterns.** See “About Specifying Annual Salary Spreads” on page 100 and “Spreading Salary Expenses” on page 114.

**Note:** Only administrators can modify salary values. For example, regular planners cannot modify the minimum, mid, and maximum values of rate-based salary grades. If the values for the salary grade rates, steps, or sequences that you use to budget need to be changed, contact an administrator.

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

### Synchronizing Salary Properties

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

To synchronize salary grade properties:

1. **From** My task lists, select **Budget Administration**.
2. **Select** Manage salary grades.
3. From the drop down list, select the salary grade, and then click ➔
4. **As needed, modify** any master salary grade data in Grade Details.

   For information about the data you can change, see “Defining Salary Grades” on page 96 and the topics for creating step-based, value-based, and rate-based grades.
5. **Save.**
6. Under **Grade Details**, right-click, and then select Synchronize Compensation Properties.
7. Specify the entity, such as an HR department in which to update the data for positions and employees to whom the salary grade is assigned.
8. **Recalculate** the compensation budget. See “Calculating and Allocating Compensation Expenses” on page 180 and “Viewing the Budget Impact of Compensation Expenses” on page 181.

### Simultaneously Adjusting Grade Steps or Sequences

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

To adjust steps or sequences:

1. From My task lists, select Budget Administration, and then select Manage salary grades.
2. From the drop down list, select the salary grade, and then click.
3. Under Grade Details, right-click, and then select Adjust Multiple Grade Steps or Sequences.
4. 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.
5. 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 expenses across periods differently as described in “Salary Spread Options” on page 101. You can apply these different spread patterns to positions, affecting positions and employees, or only to employees if you do not use positions.

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.

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

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
Salary Spread Options

- **All and No Salary Spread**—For internal use only
- **Average**—Spread expenses equally spread across periods for an average distribution.
- **Workdays in a month**—Spread expenses 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 141.
- **Paydays in a month**—Spread expenses across the number of payday in each month. See “Defining Custom Numbers of Workdays and Paydays” on page 141.
- **Summer pay**—Spread expenses from mid-May to mid-September for summer positions such as adjunct professorships and lifeguarding.
- **Nine months**—Spread expenses 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.

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**—Spread expenses 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.
- **Custom**—Spread expenses using period-level FTE that you specify at the entity, position, or employee level.

Using a 52-Week Fiscal Year

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

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

Subtopics

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

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

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

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

See “Defining Other Compensation Elements” on page 102 and “Defining Overtime” on page 105.

Note: To budget using recurring budget requests in a decision package-enabled application, review how using recurring budget requests affects some aspects of compensation budgeting. See “How Budget Request Type Impacts Compensation Budgeting” on page 198.

Defining Other Compensation Elements

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

To define compensation elements or attributes:

1. From My task lists, select Budget Administration, and then select Manage other compensation elements.
2. In the POV, select Version and Scenario members.
3. From the drop down list, select the kind of compensation element (a medical insurance benefit, for example) to define, and then click ➤.
4. Under Element Definition, apply the settings in “Element Definition Settings” on page 103.
5. To define a new compensation element, see “Adding Compensation Element Options” on page 104.
6. To remove element options, right-click, and then select Delete Option.
To specify the General Ledger accounts, segments, or chartfields from which funds are allocated, click Allocations, and then select the chart fields or segments.

**Element Definition Settings**

Use these settings to define compensation elements:

- **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. **NOTE:** If you select a frequency less than monthly, the payment frequency input option that you select will be ignored.

- **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**—If planners and cost center managers can update the element at the employee or position level.

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

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

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

- **Earnings Type Input**—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. **NOTE:** The payment frequency option that you select is ignored if Payment Terms Input is less than monthly. If Payment Type is monthly, the expense is reflected per month. If Payment Type is semimonthly, the expense is reflected twice per month, regardless of Payment Frequency. To use a payment frequency, select a payment term of greater than monthly.

- **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.

- **Allocate to Base Elements**—If defining a benefit or tax that is a percent of gross earnings, select this option to roll the calculated amount of the benefit or tax into the amounts for the allocation, instead of assigning them to separate allocations. See “Allocating Benefit or Tax Amounts to Salary, Additional Earnings, or Benefit Ratios” on page 127.

**Adding Compensation Element Options**

To specify compensation elements options:

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

Subtopics

- Step 1
- Step 2
- Step 3

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.

Step 1

To specify overtime:

1. Perform steps 1 to 6 in “Defining Other Compensation Elements” on page 102.
2. In Element Details, select Options, right-click, and then select Add Option.
3. Under Element Definition, specify the following:
   - Options Based—If 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—If 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.

4. See “Step 2 ” on page 106.
Step 2

To specify overtime:

1. Under **Element Definition**, specify the following:
   - **Earnings Type Input**—If overtime is included in employee gross pay.
   - **Payment Frequency Input**—If an employee is eligible for payment annually, semi-annually, quarterly, monthly, and so on. **NOTE:** The payment frequency option that you select is ignored if **Payment Terms Input** is less than monthly. If Payment Type is monthly the expense is reflected per month. If Payment Type is semimonthly the expense is reflected twice per month, regardless of Payment Frequency.
   - **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 and varies by time or other factors, by selecting **Options**, and then **Add Option in Element Details**:
   - **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, Christmas overtime 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. See “**Step 3**” on page 106.

Step 3

To specify overtime:

1. In **Select Operator**, select **Set** to initially define overtime. If you are modifying overtime, the operation that you select modifies the existing value.

2. **Click Add**.

3. Specify missing overtime information, such as an end date.

4. 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.
Modifying Compensation Elements and Options

To edit compensation elements or options:

1. From My task lists, select Budget Administration, and then select Manage other compensation elements.
2. In the POV, select the Version and Scenario members.
3. From the drop down list, select the compensation element of the option, and then click ➔
4. Perform any task:
   - Modify compensation element or option definitions such as payment terms in put, maximum value, start date, and payment frequency at the top of the form. See “Defining Other Compensation Elements” on page 102.
   - Remove options
   - Modify option details (changing values or payment frequencies, for example):
     - Select the option, and then click ➔
     - 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.
5. To update numerous options simultaneously, see “Updating Multiple Compensation Options” on page 107.
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.

Updating Multiple Compensation Options

To adjust multiple options simultaneously:

1. From the drop down list, select the compensation element, and then click ➔
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.
About Synchronizing Compensation Element Properties

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

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

Synchronizing Compensation Element Properties

To synchronize compensation properties:

1. From My task lists, select Budget Administration, and then select Manage other compensation elements.
2. From the drop down list, select the employee's current HR entity to which they were transferred, and then click.
3. Modify any master compensation data such as Value Type Input (how the compensation is distributed and paid out), and individual option values and dates.
   See steps 6 and 7 in “Managing Other Compensation Elements” on page 102.
4. Save.
5. Under Element Definition, right-click, and then select Synchronize Element Properties.
6. Specify the entity, such as a department, in which to update the data for positions and employees to whom the compensation element is assigned.
7. Recalculate the compensation budget. See “Calculating and Allocating Compensation Expenses” on page 180 and “Viewing the Budget Impact of Compensation Expenses” on page 181.

About Processing Loaded HRMS Data

You can review 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

Perform the Process loaded human resources data tasks to ensure that the position or employee is active between these dates, and that the respective Planning period's status is updated accordingly.
Note: For the Employee configuration option, performing this procedure activates job codes to which employees are assigned. If the job codes are not associated with employees, activate the jobs later.

Processing Loaded HRMS Data

To process loaded human resource data:

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

Reviewing Loaded Position, Job, and Employee Data

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

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

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

- “Reviewing Position and Employee Data” on page 109
- “Reviewing Job and Employee Data” on page 110
- “Reviewing Position-Only Data” on page 111

Reviewing Position and Employee Data

To review loaded position and employee data:

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

Select the HR organization, and then click.

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 FDMEE, 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:
  - Calculate the compensation budget. See “Calculating Budgets” on page 183.
  - 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, click, and then:
  - In the drop down list, right-click the employee.
  - Select **View employee details**.

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**Reviewing Job and Employee Data**

To review loaded job and employee data:

1. From **My task lists**, select **Budget Administration**, and then select **Review employee and job data**.
2. Select the budget scenario (base, for example), applicable job code, HR organization, and version.
3. Click.
4. Perform a task:
   - To display employees and compensation data by job, select **Jobs Assigned to Employees**, right-click the employee in the drop down list, and then click.
   - 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 the drop down list, and then click.
To review employee details and compensation, right-click, and then select **View employee details**.

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

### Reviewing Position-Only Data

➢ To review loaded position data:

1. From **My task lists**, select **Budget Administration**, and then select **Review position data**.
2. From **Page**, select the HR organization (your cost center, for example), the budget scenario (base, for example), and the budget version.
3. To view details such as allocations and taxes, right-click, and then select **View position details**.
4. To view the expense, by period, of positions, perform these tasks:
   a. Calculate the compensation budget. See “Calculating Budgets” on page 183.
   b. Right-click, and then select **View position expense by period**.

### About Updating Entity-Specific Positions and Employees

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

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

You can perform updates in three ways:

- Using mass updates. See “Performing Mass Updates” on page 112.
- Applying entity-level defaults to positions or employees. See “Applying Compensation and Salary Allocation Defaults” on page 177.
- Synchronizing salary, position, employee, and other compensation master data.
To budget using recurring budget requests in a decision package-enabled application, review how using recurring budget requests may affect updates and increments. See “How Budget Request Type Impacts Compensation Budgeting” on page 198.

**Performing Mass Updates**

Perform mass updates to adjust:

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

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

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

See “Sample Mass Update” on page 114.

*Note:* If you use decision packages and budget requests, you cannot make mass updates to perform tasks such as spread salary expenses or overwrite compensation or allocation defaults using the My tasks List pane. Instead, see “Performing Tasks Not Displayed in My Tasks List” on page 236.

**Making Mass Updates**

1. To make mass updates to position, job, and employee data:
   - From My tasks List, select Budget Administration, and then select Mass update position data or Mass update employee data.

   *Note:* If you use decision packages and budget requests these tasks are not available. See “Performing Tasks Not Displayed in My Tasks List” on page 236.

2. Select the correct budget scenario, stage, and year.
3 From the drop down list, select the HR organization, and then click.

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

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

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

6 Click Find.

7 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

8 See “Assigning or Overwriting Compensation Element and Allocation Defaults” on page 113.

9 To define how to spread position or employee expenses over the year, see “Spreading Salary Expenses” on page 114.

### 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 112 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**—Each of existing salary assignments or selected non salary assignments are cleared, and Assignment rows for the new default data are added to position and employee details. 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 as follows:
     - **For salary:** If no salary assignment are made, the defaults of the selected element are added. If salary assignments exist, new records are not added, and the existing records are not modified
     - **For other compensation:** If assignments for the selected elements do not exist, the defaults are added. If assignments exist, no new records are added, and existing
records are not modified if salary or compensation assignments do not exist, new assignment rows are not added to employee and position details.

4 Depending on what 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 End Date**—Date after which to withhold the new or modified compensation element

5 Click **Run**.

**Sample Mass Update**

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

➢ To apply the overtime default:

1 Perform steps 1 to 8 in “Performing Mass Updates” on page 112 to identify the positions or employees to update.

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

3 From the drop down list, select your HR organization, and then click ➡.

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

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

6 Click **Find**.

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

8 Right-click, select **Other Compensation Defaults**, and then select **Fill**.

**Spreading Salary Expenses**

➢ To perform spreads:

1 Perform steps 1 to 8 in “Performing Mass Updates” on page 112 to identify the positions or employees to update.

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

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

4 Select your accounting period structure pattern. See “About Specifying Annual Salary Spreads” on page 100.
Updating FTE and Status after Defining the Compensation Calculation Period

When they create applications, administrators define the number of years applications span, which is typically 3-5 years. If you do not want to calculate the compensation for all of these years, and want to perform calculations for a shorter period of time, specify values for the following substitution variables that enable you to identify the years on which to start and end compensation calculations:

- **Compensation_Budget_Start_Year**
- **Compensation_Budget_End_Year**

For example, to calculate the compensation budget only for 2013, 2014, and 2015, set **Compensation_Budget_Start_Year** as 2013, and **Compensation_Budget_End_Year** as 2015. You can then update position and employee FTE and status to reflect the new budget period of time. After updating the FTE and status data, calculate the compensation budget and allocate compensation data. For more information see the *Oracle Hyperion Planning Administrator’s Guide*.

Updating FTE and Status Data

- To update FTE and status data:
  1. Select **Administration**, then **Manage**, and then **Variables**.
  2. Select **Substitution Variables**.
  3. Select the variable that manages the budget start year, such as **Compensation_Budget_Start_Year**.
  4. Click .
  5. In **Value**, enter the year in which to start compensation budget calculations.
  6. Select **Substitution Variables**, and then select **Compensation_Budget_End_Year**.
  7. Click .
  8. In **Value**, enter the last year for which compensation budget will be calculated.

For example, to calculate compensation budgets for 2014 to 2016, specify 2014 as **Compensation_Budget_Start_Year**, and 2016 as **Compensation_Budget_End_Year**.

  9. Refresh the database.
  10. Select **Budget Administration**, and then select **Reset FTE and Status Calculations**.
  11. Ensure that the plan type is **HCP**, and that the **ResetFTEandStatus** rule is selected, .
  12. Click **Launch**.
Select or enter values for the scenario, version, and entity, and then click **Launch**.

Calculate the compensation budget and perform allocations. See “**Calculating and Allocating Compensation Expenses**” on page **180**.
P a r t  I I I

Creating Compensation Budgets,
Decision Packages, and Budget Requests

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

- Defining Salary, Compensation, and Allocation Defaults
- Working with Human Capital Compensation Budgets
- Calculating, Reviewing, and Allocating Compensation Expense Budgets
- Working with Decision Packages and Budget Requests
- Reviewing and Approving Budgets
- Revising and Adjusting Budgets
How Defaults are Helpful

Use defaults to:

- Automatically apply salary, compensation element options, and salary allocations to new positions or jobs. Existing or new employees not yet assigned to these positions or jobs inherit the defaults when assigned. See “Defining and Applying Entity-Specific Position Defaults” on page 120.

If you use the Position configuration option or the Position and Employee configuration option, specify defaults at the entity level. This lets you apply default salary grades and compensation for positions and associated employees in an HR organization (cost center, department etc.)

If you use the Employee configuration option, 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 apply 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.
Defining and Applying Entity-Specific Position Defaults

Applies to the Position, and the Position and Employee HCP configurations

To define defaults for new positions:

1. In My task list, select Budget Preparation, and then select Manage compensation defaults for each entity or Manage compensation defaults.

2. From the POV, select the budget scenario and version.

3. From Page, select the HR organization.

The Details area displays any existing position defaults such as associated jobs, position start and end dates, and salary basis.

4. In Position Type:
   - Select the type that, if not overwritten when you define positions, new positions inherit. For example, selecting Shared means that all new positions added to the cost center are automatically shared positions unless you specify otherwise.
   - Make no selection to enable users to specify a position type when they create positions.

5. Click and perform any task:
   - Specify the following if not at the default, than at the position level:
     - **Start Date**—When positions start
     - **Adjustment Date**—When changes to compensation elements that are assigned to positions are applied (annual bonuses or a new health benefit option, for example)
     - **Salary Basis**—How often employees assigned to positions are paid (weekly or bi-monthly, for example)
     - **Default Weekly Hours**—Number of hours per week
     - **Annual Salary Spread**—How salary expenses for positions are spread across the accounting periods in your organization. See “About Specifying Annual Salary Spreads” on page 100.

   - Add or change salary grades, see “Specifying Salary Grade Defaults ” on page 120.

   - Remove salary grade defaults by right-clicking, and then selecting Delete.

Specifying Salary Grade Defaults

To define salary grade defaults:

1. Perform steps 1 to 5 in “Defining and Applying Entity-Specific Position Defaults” on page 120.

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 96.
Modify salary grade defaults.
Remove salary grade defaults by right-clicking, and then selecting **Delete**.

Maintaining Compensation Elements Defaults

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 “Defining and Applying Entity-Specific Position Defaults” on page 120.
3. Select Other Compensation.
4. Define 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**.

See also “Adding Elements” on page 121 and “Deleting Elements ” on page 122

Adding Elements

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)

**Deleting Elements**

Select the compensation element, right-click, select **Delete Other Compensation**.

**Maintaining Natural Account Defaults**

**Subtopics**

- About Default Natural Accounts
- Specifying Natural Account Defaults

**About Default Natural Accounts**

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

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

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

To define allocations at the individual compensation element level, you use the Allocations tab.
Specifying Natural Account Defaults

Applies to the Position and Employee configuration option

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 “Defining and Applying Entity-Specific Position Defaults” on page 120.
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 then 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.

Maintaining Salary Allocation Defaults

Subtopics

- About Salary Allocations
- Overwriting the Default GL Accounts to Which Salary Expenses are Allocated
- Correcting Overlapping Allocations

About Salary Allocations

Human capital salary and compensation expenses are charged against General Ledger accounts based on specified allocations stored in account segments, budget combinations, or chart fields. You can allocate funds by percentage or a specific flat amount.

Unlike percent allocations which are calculated, a flat allocation is a specific amount, often a grant, that is reserved to fund a portion of employee or position expenses and is not modified in the event of expense increases.

For example, assume an employee's monthly salary is $2,400.00. The salary allocation defined to support this salary could be a flat allocation of $1,200.00 from GL account combination ABC 01000. This means that only $1,200.00 can be taken from ABC 01000. A remaining $1,200.00 of the salary must be accounted for. A second percent allocation is defined for 100% for combination ABC 01100, a different account combination. This 100% refers to the remaining salary expense of $1,200.00, minus the flat allocation. If the salary increases to $2,800.00 per
month, the flat allocation remains static at $1200.00 charged against ABC 01000. The percent allocation provides the difference and becomes $1,600.00.

Use the Manage other compensation defaults, Salary Allocations Details tab to specify the General Ledger account segments or chart fields from which positions in your cost center are funded by allocations.

**About the Follows Salary Allocation Option**

Use the Follows Salary Allocation to allocate 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 when defining element details on the Allocation tab.

- **No**—Do not use the allocations defined for salary expenses, and manually specify segments or chart fields when defining element properties on the Allocations tab.

- **Allocate to Base Elements**—If defining allocations for a benefit that uses percentage of overall earnings, or for a tax that uses percentage of taxable earnings, select this option to add the calculated amount of the benefit or tax to the amounts for the allocation, rather than assigning them to separate allocations. Allocated tax and benefit amounts are shown in the Allocated Benefits and Allocated Taxes accounts. See “Allocating Benefit or Tax Amounts to Salary, Additional Earnings, or Benefit Ratios” on page 127.

**Caution!** If you use flat-amount allocations, do not use this option.

**Sample Allocations**

**Subtopics**

- Example 1
- Example 2
- Example 3
- Example 4
- Example 5
- Allocating Benefit or Tax Amounts to Salary, Additional Earnings, or Benefit Ratios
- Allocating Additional Earning Pay to Non-Salary Allocation Accounts

**Example 1**

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 12  Compensation Allocations**

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

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

**Example 2**

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

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

Using these settings, benefit expenses are allocated as follows:

**Table 13  Research Scientist Compensation Allocations**

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

**Example 3**

If **Follows Salary Allocation** is **Yes**, then 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**, then you must specify each chart field or segment allocation, even if they match the salary allocations.

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

- Natural Account—Nat Ben
Fund—C

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

**Table 14  Research Scientist Benefits Allocations**

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

**Example 4**

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

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

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

**Table 15  Research Scientist Benefits Allocations**

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

**Example 5**

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 16  Allocations Resulting from Effective Dating**

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

Use the Allocate to Base Elements option when defining allocations for benefits or taxes that are a percent of gross earnings, to roll the calculated amount of the benefits or taxes into the amounts for the allocation, as opposed to assigning them to individual allocations. This is helpful when:

- Benefits are a percentage of gross earnings, are defined as salary + additional earnings, and the additional earnings have allocations that use different GL segments or chartfields (the Follows Salary Allocation Setting is No). The enables you to allocate benefits in the ratio of salary and additional earnings.
- Taxes are a percentage of taxable compensation, defined as salary + eligible additional earnings + eligible benefits, and the additional earnings and benefits use allocations and different GL segments or chartfields. To allocate the taxes to salary, additional earnings and benefits, use this option.

Allocating Additional Earning Pay to Non-Salary Allocation Accounts

Allocations for additional earnings, taxes, and benefits can differ from salary allocations, in which the additional pay type can have a fixed allocation for one or more account segments or chartfields. If you define additional earnings, taxes, and benefit allocations with Follows Salary Allocation as Yes, and not all allocation segments or chartfields are populated, unspecified segments or chartfields are populated using the salary allocations defined. You can define a default allocation for additional earnings pay. This default is initially used when additional earnings pay is assigned.

Example

An additional earning for a position is configured with Follow Salary Allocation as Yes. The position's monthly salary is $1,000, and the position receives an assignment for a taxable Incentive Pay for the flat amount of $100 per month. Because the additional earning pay is taxable, the employer-paid tax is calculated using salary + additional pay ($165 in this case). The salary + employer tax is allocated to Entity Fire, Fund General, Program Suppression, Account Salaries at 92.1% which is $1,165. The uniform allowance additional pay is allocated to Entity Fire, Fund State S-R Fund, Program Suppression, Account UnifAllow at 7.9% translates to $100. Account and Fund are derived from the allocation defaults for Uniform Allowance, and the remaining allocation segments or chartfields are derived using the salary allocation defaults.

<table>
<thead>
<tr>
<th>Compensation Type</th>
<th>Entity</th>
<th>Fund</th>
<th>Program</th>
<th>Account</th>
<th>Allocation %</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>Fire 4300</td>
<td>General</td>
<td>Suppression</td>
<td>Salaries</td>
<td>92.1%</td>
<td>$1,165.00</td>
</tr>
<tr>
<td>Unif</td>
<td>Fire 4300</td>
<td>State S-R Fund</td>
<td>Suppression</td>
<td>UnifAllow</td>
<td>7.9%</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

The allocation for the Uniform Allowance additional pay uses the Entity and Program defaults from the salary allocation but the Fund and Natural Account uses the settings defined in the additional earning allocation defaults.

If, for the same position and compensation setup Follow Salary Allocation is No, you must specify all allocation segments or chartfields at the individual additional earning element level. These are then applied as defaults to new positions.
**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%.

**Overwriting the Default GL Accounts to Which Salary Expenses are Allocated**

1. Review how benefit, salary, and General Ledger allocations work. See “About Salary Allocations” on page 123.
2. Perform steps 1 to 5 in “Defining and Applying Entity-Specific Position Defaults” on page 120.
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 then perform these tasks:
   a. Specify a start and end date that define when to use the allocation.
   b. From each drop-down list, select the segments or chart fields to use.
   c. In Allocation Type, click 📊, select Budget Item, and then specify the kind of allocation to use:
      - Select Flat Allocation Assignments to allocate a specific amount, click ➔, click OK, and then enter the amount in Enter Allocated Flat Amount.
      - Select Percentage Allocation Assignments to allocate a certain percentage, click ➔, click OK, and then enter the percent in Enter Allocation Percentage.
6. Ensure that salary expenses do not overlap by right-clicking and selecting Allocation Percentage Per Period. If they do, see “Correcting Overlapping Allocations” on page 129.
**Note:** You cannot modify allocation percentages on the current form to resolve overlaps. To change allocation percentages, access the position or employee details form as described in “Correcting Overlapping Allocations” on page 129.

## Correcting Overlapping Allocations

To resolve overlapping allocations:

1. On the Review Overlapping Allocations form, or the current form, review the invalid allocations in red.
2. Perform a task:
   - Right-click and select **Return to Previous Form**.
   - Access the position or employee details form, and then make the selection for the configuration option:
     - Manage position and employee data, and then **Maintain position data**
     - Manage employee data, and then **Maintain employees by job**
     - **Maintain position data**
3. From the drop-down list select an entity, and then click ➡.
4. Right-click a position or employee, and then select **Edit Position Details** or **Edit Employee Details**.
5. **Select Allocations**.
6. Modify start dates, end dates, and the percentages allocated, to ensure that allocations using the same General Ledgers segments or chart fields during the same period do not exceed 100.

## Mass Adjusting Compensation Expenses

Applies to the Position and Employee configuration option

You can make large-scale updates across a group of positions, employees, or (for the Employee configuration option) 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 $2,000.00.

**Tip:** To define and budget for salary and compensation increments see “Performing Compensation Increments” on page 132, “Performing Salary Grade Step Increments” on page 134, and “Performing Salary Grade Increments” on page 135.

**Note:** If you use decision packages, you cannot perform mass adjustments.
Making Mass Adjustments

1. From My task list, select Budget Preparation, and then select Mass adjust compensation and benefits.

2. From the drop-down list, select the HR organization.

3. Select the scenario and version, and then click.

4. Right-click the grid, select Search, and then select Find Positions or Employees to locate jobs, employees, and positions using criteria such as:
   - Hire dates
   - Annual salary spread

5. Click Find. To omit employees, jobs, or positions from the update, select No in Apply Defaults and save.

6. To update salaries or other compensation, right-click a position or employee, and then select Salary Increment, Compensation Increment, or Increment to Next Step.

7. Specify the following:
   - 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, select View Position Details, and then the kind of details to access, such as benefits.

9. To identify the budgetary impact of your changes, select Calculate compensation budgets.
Using Increments

Subtopics

- About Increments
- Sample Increment for an Employee
- Important Notes
- Performing Compensation Increments
- About Salary Increments
- Performing Salary Grade Step Increments
- Performing Salary Grade Increments
- Sample Increments

About Increments

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

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

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

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

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

Sample Increment for an Employee

Assume these increment settings for an employee hired on January 1 2009:

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

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

Important Notes
If you use decision packages and budget requests, you cannot perform increments as described in the following topics. Instead, see “Performing Tasks Not Displayed in My Tasks List” on page 236.
If you use recurring budget requests, see “How Budget Request Type Impacts Compensation Budgeting” on page 198.

Performing Compensation Increments

Subtopics
- Step 1
- Step 2

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

Step 1

To apply compensation increments:
1. Familiarize yourself with the concept of increment cycles. See “About Increments” on page 131.
2. From My task lists, select Budget Preparation, and then select Mass adjust compensation and benefits.
3. Select the appropriate entity, such as a department, and click .
4 Right-click, then select Search, and then select Find Positions or Employees or Find Jobs or Employees.

5 Identify the positions, employees, or jobs to which to apply increments by selecting an option in Apply Defaults:
   - Yes — Apply the increments.
   - No — Do not apply the increments.

6 Save and see “Step 2 on page 133.”

### Step 2

Right-click, select Compensation Increment, and specify:

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

Use salary increments to project and budget for increases in salary. You can: perform salary increments as follows: One (Step Increment) is to project the increases in the Position/Employee's Grade Steps. The other one (Auto Increment) is to project for raises for the steps that are already assigned to position/employee.

- Increment to the next salary step to budget for increases in the next salary step for a position or employee
- Increment the salary (for rate, value, or step-based salary grades) to budget for increases in the same salary step, value, or rate already assigned to a position or employee

Performing Salary Grade Step Increments

Subtopics

- Step 1
- Step 2

Applies to all HCP configurations that use salary steps

Step 1

➢ To apply increments for step-based salary grades:

1. Review how increment cycles work. See “About Increments” on page 131.

2. From My task lists, select Budget Preparation, and then select Mass adjust compensation and benefits.

3. Select the appropriate entity or department, and then click ➤.

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

5. Identify the jobs, positions, or employees to which to apply the step increment, and then click Find.

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

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

7. Save and see “Step 2” on page 134.

Step 2

➢ To apply increments for step-based salary grades:

1. Right-click, and select Increment to Next Step.
2. Specify when and how often to apply the increment to progress to the next step:

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

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

- **Business Rule End Date** — When to stop increments.

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

- **Increment Frequency** — How often to apply increments.

- **Start from First Increment Cycle**:
  - **Yes** — Start increments from first cycle (determined by the number of cycles that exist between the increment cycle start date and the business rule start date) and stop them on the business rule end date. For example, if the business rule start date is January 1, 2015, period is yearly, frequency is 1, and you select Yes, the increment runs from January 1, 2015 onward.
  - **No** — Apply increments on completion of the first cycle and stop them on the business rule end date. For example, if the business rule start date is January 1, 2015, the period is yearly, the frequency is 1, and you select this option, the increment applies either at the completion of the first cycle or from second increment cycle onwards; starting on January 1, 2016.

### Performing Salary Grade Increments

**Subtopics**

- **Step 1**
- **Step 2**

To see how an increment works if more than one element is associated with the same rate-based salary grade, see “Sample Increments” on page 137.

**Note:** Performing increments on step-based salary using this procedure changes the same step by making increments to the element changes. For example, if step 1 is $45,000, and you increment it by $500 every year, the 2nd element change at step 1 is $45,500, the 3rd element change is $46,00, and so on. To define increments that associate employees, positions, or jobs with the next step in a salary grade see “Performing Salary Grade Step Increments” on page 134.
Step 1

To define salary increments:

1. Review how increment cycles work. See “About Increments” on page 131.
2. From My task lists, select Budget Preparation, and then select Mass adjust compensation and benefits.
3. Select the appropriate entity or department, and then click .
4. Right-click, select Search, and then select Find Positions or Employees or Find Jobs or Employees.
5. Identify the jobs, positions, or employees for which to apply the salary increment, and then click Find.
6. Identify the positions, employees, or jobs for which to apply increments by selecting an option in Apply Defaults:
   - Yes — Apply the increments.
   - No — Do not apply the increments.
7. Save and see “Step 2” on page 136.

Step 2

To define salary increments:

1. Right-click, and then select Salary Increment.
2. Specify when and how often to apply the increment to progress to the next step:
   - Increment Cycle Start Date — The effective start date. Increment cycles are determined starting from this date, which could be position adjustment date, to the business rule start date, and calculates the compensation for the first cycle. However, the rule that applies increments operates between the business rule start and end dates.
   - Business Rule Start Date — When to begin increments. If position or employee salary assignments start on a later date, increments start from the position or employee salary assignment start date.
   - Business Rule End Date — When to stop increments.
   - Period — Time frame in which to assign increments (quarterly, for example).
   - Increment Frequency — How often to apply increments. For example, to increment every second quarter, enter 2.
   - Select Operator — How to calculate increments. For example, to apply a 2 percent increase, select Percent Change. Or, to increase the salary by a dollar amount, select Add.
   - Increment Value — Amount for increments. For example, to increase a salary by 324.00 dollars, enter 324.
   - Start from First Increment Cycle:
Yes—Start increments from first cycle (determined by the number of cycles that exist between the increment start date and the business rule start date) and stop them on the business rule end date. For example, if the business rule start date is January 1, 2013, period is yearly, frequency is 1, and you select Yes, the increment runs from January 1, 2013 onward.

No—Apply increments on completion of the first cycle and stop them on the business rule end date. For example, if the business rule start date is January 1, 2013, the period is yearly, the frequency is 1, and you select this option, the increment applies either at the completion of first cycle or from second increment cycle onward; starting on January 1, 2014.

Sample Increments

Multiple Elements Associated With the Same Rate-Based Salary Grade

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

<table>
<thead>
<tr>
<th>Table 17</th>
<th>Salary Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Element</td>
<td>Grade</td>
</tr>
<tr>
<td>Change</td>
<td>Sequence</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Table 18</th>
<th>Position 1 Vacancy Salary Grade Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Salary Grade Type</td>
</tr>
<tr>
<td>1st element change</td>
<td>Grade Rate</td>
</tr>
<tr>
<td>Element Change</td>
<td>Salary Grade Type</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>2nd element change</td>
<td>Grade Rate</td>
</tr>
<tr>
<td>3rd element change</td>
<td>Grade Rate</td>
</tr>
</tbody>
</table>

Assume that you define the increment with these options:
- Increment Cycle Start Date—Position Start Date
- Business Rule Start Date—1/1/08
- Business Rule End Date—None
- Period—Quarterly
- Increment Frequency—1 (Days)
- Start From First Increment Cycle—Yes
- Operator—Add
- Increment Value—20

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

### Table 19  Salary Grade Assignments After Increment

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

**Multiple ElementsAssociated With the Same Salary Grade Step**

Assume these positions and employees:

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

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

<table>
<thead>
<tr>
<th>Element Change</th>
<th>Grade Step</th>
<th>Option Value</th>
<th>Option Start Date</th>
<th>Option End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>40</td>
<td>1/1/05</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>50</td>
<td>1/1/05</td>
<td>12/31/08</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>60</td>
<td>1/1/09</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>60</td>
<td>1/1/05</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>3</td>
<td>70</td>
<td>1/1/05</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>4</td>
<td>80</td>
<td>1/1/05</td>
<td></td>
</tr>
</tbody>
</table>
You apply the salary to the Position 2 Vacancy, so that the following is on the position's Salary Grade tab:

**Table 22  Position 2 Vacancy: Salary Grades**

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

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

**Table 23  To Be Hired Employee: Salary Grades**

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

Assume that you define the increment with these options:

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

Because the period is quarterly, an existing step is ended. The quarter now starts from the option start date, and a new step is applied at the beginning of the new quarter.
Table 24  Position 2 Vacancy After Increment

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

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

Table 25  Position 2 To Be Hired After Increment

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

Defining Custom Numbers of Workdays and Paydays

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

1. From My task lists, select Budget Preparation, and then select Manage number of working days and pay days in a month.
2. In the POV, select the Scenario, Version, and Year.
3. Select the HR organization, and then click ➔.
Tip: To set the total number of work and paydays as a default that is applied to all new positions, select Unspecified Entity.

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

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

Oracle recommends that you define or assign position and employee compensation details in the following 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.

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

- 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.

About Using Recurring Budgets

If you create compensation budgets using decision packages that contain recurring budget requests for ongoing line items, see “How Budget Request Type Impacts Compensation Budgeting” on page 198.
Maintaining Jobs

Subtopics

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

Applies only to the Employee configuration option

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

Select Job—Job to activate

Click Activate.

Viewing Job Details

➢ To view job details:

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

Before Specifying Job Compensation

Before defining job details, ensure that:

➢ An Administrator created salary grades to assign to employees in various jobs.

➢ An Administrator created the other compensation element (benefit, additional earning and so on.) that you may want to assign.

➢ You know the version and year of the budget with which you are working.

Maintaining Job Compensation Details

Subtopics

➢ Maintaining General Job Information

➢ Viewing Job Status

➢ Viewing Employees Assigned to Jobs and Employee Details

➢ Maintaining Job Salary Grades

➢ Maintaining Additional Earnings for Jobs

➢ Maintaining Job Benefits

➢ Maintaining Job Tax Details

➢ Maintaining Job Allocations

Maintaining General Job Information

➢ To maintain basic job information:

1. See “Before Specifying Job Compensation” on page 146.
2 From My task lists, select Budget Preparation, and then select Maintain job details.

3 Select Active Jobs.

4 Select the HR organization, and then click 

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:
   - **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

**Viewing Job Status**

- To view recent status changes to jobs:
  1 Perform steps 1-5 in “Maintaining General Job Information” on page 146.
  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 HCP configurations

- To view data for employees assigned to jobs:
  1 From My task lists, select Budget Preparation, and then select Maintain job details.
  2 Select Active Jobs.
  3 Select the HR organization, and then click 
  4 Right-click jobs and then select Edit job details.
5 Under Job Details, select Employee.

6 To modify basic employee settings, specify data such as:
   - **Adjustment Date**—When changes to compensation elements are effective and applied to employees. For example, if employees assigned to a job get a raise on January 1, but the budget year starts in July, specify the date that determines when the increased employee salaries are paid.
   - **Salary Basis**—How often salary is paid. For example, the salary basis for a contractor could be Hourly.
   - **Annual Salary Spread**—How salary is distributed across periods. See “About Specifying Annual Salary Spreads” on page 100.

7 To view proposed, existing, approved, and unapproved FTE, expand the Total FTE header.

8 To view benefit, additional earning, basic salary, and total tax expenses for each employee, expand the Total Compensation header.

9 To view more employee data, right-click, and then select View Employee Details.

10 To modify employee data, right-click, and then select Edit Employee Details.
   
   See “Maintaining Employee Compensation Details” on page 153.

### Maintaining Job Salary Grades

Applies only to the Employee configuration option

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 96.

**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 146.

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
Maintaining Additional Earnings for Jobs

Applies only to the Employee configuration option

To maintain additional earnings:

1. Perform steps 1-5 in “Maintaining General Job Information” on page 146.
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.

Maintaining Job Benefits

Applies only to the Employee configuration option

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 146.
2. Under Defaults Setup, select Benefits.
3. Perform a task:
   - To add benefits, right-click, select Add Benefit, and then specify the following before clicking Add:
     - Select Benefit Element—Expand Benefits to select the member for the benefit
     - Select Option—The plan or option associated with the benefit, such as Survivor Spouse for health benefits
     - Enter Effective Start Date—When to add and activate the benefit
   - To modify benefits, enter or select new values on the form such as:
To delete benefits, right-click, select **Delete Benefit**, ensure that you are removing the correct benefit, and then click **Delete**.

### Maintaining Job Tax Details

Modify tax details to identify the budget impact of new, changed, or obsolete employer-paid taxes used in your country, and calculate the compensation budget. 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.

Applies only to the Employee configuration option

1. To maintain employer-paid tax details:
   1. Perform steps 1-5 in “Maintaining General Job Information” on page 146.
   2. Under **Defaults Setup**, select **Tax Details**, and then perform any task:
      1. To add taxes, right-click, select **Add Employer-paid tax**, and then specify the following before clicking **Add**:
         1. **Select Employee**—Employee to whose job to add the tax
         2. **Select Tax Element**—Element for the member representing the tax
         3. **Select Option**—The tax plan or option
         4. **Enter Effective Start Date**—When to apply the tax
      2. 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**.

### Maintaining Job Allocations

Use the Job Allocations tab to manage job allocations to General Ledger chart fields or segments, and to identify overlapping allocations. You can allocate funds to support jobs by percentage or a specific flat amount.

Applies only to the Employee configuration option

1. To maintain job allocations:
   1. Perform steps 1-5 in “Maintaining General Job Information” on page 146.
   2. Under **Defaults Setup**, select **Allocations**.
   3. To add allocations, right-click, select **Add Allocation Information**, and then perform these tasks:
a. Specify a start and end date that define when to use the allocation.
b. From each drop down list, select the segments or chart fields to use.
c. In Allocation Type, click , select Budget Item, and then specify the kind of allocation to use:
   - Select Flat Allocation Assignments to allocate a specific amount, click , click OK, and then enter the amount in Enter Allocated Flat Amount.
   - Select Percentage Allocation Assignments to allocate a certain percentage, click , click OK, and then enter the percent in Enter Allocation Percentage.

4 To remove allocations, right-click, and then select Delete Allocation Information.
5 Important: Ensure that multiple allocations do not overlap by right-clicking, and then selecting Allocation Percentage Per Period. See “Correcting Overlapping Allocations” on page 129

Specifying Employee Assignments

➢ To specify employee job assignments:
  1 From My task lists, select Budget Preparation, and then select Maintain job details.
  2 Select the HR organization, and then click .
  3 Right-click the job, select Edit Job Details, and then select General.
  4 Right-click Job Code Level, and perform a task:
     - To assign a current employee, select Assign Existing Employee, and see “Assigning an Existing Employee” on page 152:
     - To assign a new hire, select Assign To-Be-Hired Employee and see “Assigning a New Hire” on page 151:
  5 Specify the remaining settings such as:
     - Annual Salary Spread—How the salary expenses are distributed based on your organization’s accounting period. See “About Specifying Annual Salary Spreads” on page 100
     - Adjustment Date—When changes such as salary increases are effective. For example, if a budget year starts January 1, and the salaries of employees assigned to a specific job increase on April 1, specify when to apply the salary increase as the adjustment date.
     - Salary Basis—How often the employee is paid, such as hourly or weekly.

Assigning a New Hire

To assign a new hire, select Assign To-Be-Hired Employee, and then specify the following:
   - Select Employee Type—If the employee is a regular, replacement, contract, or temporary employee
- **Select Pay Type—Non-exempt** if the employee is paid hourly
- **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 105.

**Assigning an Existing Employee**

To assign a current employee, select Assign Existing Employee, and then specify the following:

- **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.
- **Enter Effective Date**—When the assignment occurs

**Terminating Jobs and Excluding Jobs From Calculations**

 Applies only to the Employee configuration option

In decision package-enabled applications, you cannot terminate jobs in non recurring budget requests, but only in recurring budget requests. See “How Budget Request Type Impacts Compensation Budgeting” on page 198.

- To terminate or exclude jobs:
  1. From My task lists, select Budget Preparation, and then select Maintain job details.
  2. Right-click jobs, and then select Terminate job or Exclude job from budget.
  3. Perform a task:
     - Specify when to terminate or exclude the job from calculations in Enter Effective Date or Enter Effective Start Date.
     - Specify when to include the job again in budget calculations in Enter Effective End Date.
  4. Click Terminate or Exclude.

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

Subtopics

- Maintaining Employee Compensation Details
- Changing Employee Status
- About Synchronizing Employee Properties
- Synchronizing Employee Properties
- Deleting Employees from Budgets
- Terminating Employees
- Transferring Employees
- Assigning Employees to Positions
- Assigning Employees to Jobs
- Deleting Employee Assignments

Applies only to the Employee configuration option

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 configuration option

If you must override some compensation element default settings for individual employees, see “Requirements” on page 144. Identify the order in which to specify employee details described in “Recommended Task Flow” on page 143.

To manage employee compensation:

1. Review the order in which to define compensation details. See “Recommended Task Flow” on page 143.

2. From My task lists, select Budget Preparation, and then select Manage employee data or Manage position and employee data.

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

4. Select the Human Resource organization, and then click .

5. You can specify basic information such as the following, for individual employees in the entity:

   - **Pay Type**—If the employee is temporary or not on the payroll, select Non-exempt.
   - **Salary Basis**—How often the employee is paid, such as weekly or bimonthly.
   - **Annual Salary Spread**—How the employee's salary expenses are distributed across the periods defined for your corporate accounting period. See “About Specifying Annual Salary Spreads” on page 100.
   - **Default Weekly Hours**—Number of hours per week that the employee must work
Right-click the employee for which to view or specify compensation, and then select **Edit Employee Details**.

**Managing and Specifying General Employee Data**

Perform the following procedure to:

- Enter or modify employee numbers, names, job codes, hire dates, salary basis, annual salary spread, and to recalculate the compensation budget.
- Apply entity specific defaults (defined on the Manage compensation defaults form) that you applied to positions to employees assigned to those positions.

To manage general employee compensation data:

1. Perform steps 1-7 in **“Maintaining Employee Compensation Details” on page 153**.
2. On the **General** tab, specify data such as:
   - **Pay Type**—If the employee is paid by the hour, select **Non-exempt**.
   - **Salary Basis**—How often the employee is paid, such as weekly or bimonthly.
   - **Annual Salary Spread**—How the employee’s salary expenses are distributed across the periods defined for your corporate accounting period. See **“About Specifying Annual Salary Spreads” on page 100**.
3. To apply entity level defaults such as salary grades, additional earnings, or salary allocations, perform these tasks:
   a. Ensure that the salary allocations and compensation element defaults are correct by selecting **Manage Compensation Defaults**. See **“Defining and Applying Entity-Specific Position Defaults” on page 120**
   b. Right-click on a column head, and select:
      - **Apply Default Compensation Elements**—Apply predefined compensation defaults, such as employer paid taxes and salary grades.
      - **Apply Default Allocations**—Apply the General Ledger segments (Account, Entity, Program etc.) defined as the Salary Allocation defaults. To review these default allocation settings, see **“Specifying Salary Grade Defaults” on page 120**
   c. Select one for **Clear Before Load**:
      - **Yes**—Remove any existing compensation details or allocations, and apply the defaults.
      - **No**—Overwrite any existing compensation details or allocations with the defaults.

**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 153.

2. Select FTE, and enter a value of 1 or greater in Proposed FTE if the employee is full time. Enter a value of less than 1 if the employee is part time.

3. Enter the dates during which the FTE applies in FTE Start Date and FTE End Date.

4. Perform any task to specify FTE data:
   - To add or change employee FTE assignments:
     a. Right-click a column and then select Update FTE.
     b. Indicate if the employee works full time or part time between a range of dates.
        
        For example, if a full time employee must reduce hours and work part time between March 1 and June 15, specify the following:
        
        - **Enter FTE** — Value typically, (although not necessarily) between 0-1 that indicates if the employee is full time or part time. Normally, an FTE of one indicates full time assignment. Note that employee can have a full time FTE, but an FTE of 0.5 if they are assigned to 2 positions.
        
        - **Enter Effective Start Date** — March 1, 2011
        
        - **Enter Effective End Date** — June 15, 2011
   
   - 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.

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 153.

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 96.
   - If permitted, modify the start date, end date, and override option values for existing salary assignments.
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 153.
2. Select Allocations.
3. To add allocations, right-click, select Add Allocation Information, and then perform these tasks:
   a. Specify a start and end date that define when to use the allocation.
   b. From each drop down list, select the segments or chart fields to use.
   c. In Allocation Type, click , select Budget Item, and then specify the kind of allocation to use:
      - Select Flat Allocation Assignments to allocate a specific amount, click , click OK, and then enter the amount in Enter Allocated Flat Amount.
      - Select Percentage Allocation Assignments to allocate a certain percentage, click , click OK, and then enter the percent in Enter Allocation Percentage.

   Important: Ensure that allocations do not overlap, causing the total allocation percentage to exceed 100%, by right-clicking, and then selecting Allocation Percentage Per Period. See “Correcting Overlapping Allocations” on page 129.
4. To remove allocations, right-click, and then select Delete Allocation Information.

About Changing Status

Use the Status Changes tab on Employee Detail forms to specify the dates associated with changes to employees work status, such as short-term disability, long term disability, and maternity leave. You can also use this tab to:

- Identify the impact of the employee status changes on the compensation budget
- Specify if, and for how long, employees absent due to maternity, short-term disability or long term disability are active or inactive.

To actually modify employee status, see “Changing Employee Status” on page 158.
Managing and Specifying Additional Earnings

Modify additional earnings to budget for new employee earnings, to delete existing earnings, and to allocate the expenses to be budgeted for additional earnings to General Ledger accounts.

To view or specify additional earnings:

1. Perform steps 1-7 in “Maintaining Employee Compensation Details” on page 153.
2. Perform any task on the Additional Earnings tab:
   - To budget for new additional earnings, right-click, select Add Additional Earnings, and then specify the following:
     - **Additional earning element**—The member corresponding to the additional earnings such as annual bonus or hazard pay.
     - **Option**—Select Set to initially define the additional earnings. You can later change this to perform calculations.
     - **Effective start date**—When the additional earnings are applied.
   - To remove additional earnings, right-click assignments, and then select Delete Additional Earning.

Managing and Specifying Benefits

Modify benefits to calculate the budget for new, modified, or deleted employee benefits, and allocate the compensation budget to General Ledger accounts for inclusion in the line item budget.

To manage benefits:

1. Perform steps 1-7 in “Maintaining Employee Compensation Details” on page 153.
2. Perform any task on the Benefits tab:
   - To identify and budget for new benefits, such as a dental plan, right-click, select Add Benefit, and then specify the following:
     - **Select Benefit Element**—Expand Benefits to select the member for the benefit.
     - **Select Option**—The plan or option associated with the benefit, such as Survivor and Dependents for health benefits.
     - **Enter Effective Start Date**—When to add and activate the benefit.
   - To remove benefits, right-click the assignment, and then select Delete Benefit.
3. Save.

Managing and Specifying Tax Details

Modify tax details to identify the budget impact of new, modified, or obsolete employer-paid taxes in your country or region, and calculate the compensation budget. Although these
American taxes are used in examples, you define employer paid tax elements as required for your budgeting needs:

- Federal Insurance Compensation Act (FICA)
- State Unemployment Tax Act (SUTA)
- Federal Unemployment Tax Act (FUTA)

To manage tax details:
1. Perform steps 1-7 in “Maintaining Employee Compensation Details” on page 153.
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:
     - 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.

Changing Employee Status

Subtopics
- Step 1
- Step 2

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

Applies to the Position and Employee configuration option

Step 1

To budget for status changes:
1. From My task lists, select Budget Preparation, and then select Manage position and employee data or Manage employee data.
2. Select Maintain employees by job or Maintain employees by position.
3. Select the Human Resources organization, and then click ➔.
4. Right-click employees, and then select Change Status twice.
5 Assign a status:

- **Long Term Disability**—The employee is taking an extended absence from work, is considered inactive, is not fully compensated, and their expenses are excluded from budget calculations. You cannot generate an FTE vacancy.

- **Short-Term Disability**—The employee is temporarily absent, during a period you specify, due to medical factors, but is active, fully compensated, and their expenses included in budget calculations.

- **Maternity**—The employee is away on maternity leave, is active, is paid, receives maternity leave-specific compensation, and their expenses included in budget calculations.

- **On Sabbatical**—The employee is inactive, not paid, and their compensation is not included in budget calculations.

- **Leave of Absence**—The employee is inactive, not paid, and their compensation is not included in budget calculations.

- **Terminated**—A manager or supervisor request that the employee leaves the company.

- **Inactive** or **Excluded or Inactive**—Employee expenses are excluded by date, from budget calculations.

6 Go to “Step 2 ” on page 159

**Step 2**

➤ To budget for status changes:

1 **Specify the start and end dates between which the status applies.**

2 **For the Position and Employee configuration option:** Select a **Create Vacancy** option:

   - **Yes**—Update the FTE to generate a vacancy that accounts for the employee’s absence, and using which another employee can be temporarily assigned until the absent employee returns to work.

   - **No**—Do not update the FTE and do not budget for the vacant part of the position to be temporary filled by another employee.

3 **Click Change and then Save the employee details.**

4 **If you changed employee status to Maternity or Short-Term Disability, and created a replacement FTE:**

   - Review the FTE details for the position to which the absent employee is assigned. See “Maintaining Position FTE ” on page 170.

   - Review the absent employee’s status details reflect the time during which they are away on maternity or short-term disability leave.

   - If necessary, assign another employee to fill the position vacancy. See “Assigning Employees to Positions” on page 166.
**About Synchronizing Employee Properties**

Synchronize employee properties to update employee master data (pay type, for example) that you modify to:

- The same employee if they are associated with another position in another entity or department
- Another individual employee
- All related forms, such as employee details

For example, Janice Copeland, a full-time administrative assistant, may work part time for the municipal department of Parks and Recreation and part time for the Office of Community Outreach. If you adjust her annual salary spread and employee number, synchronize her employee properties to apply these changes in records in Parks and Recreation and the Office of Community Outreach.

**Synchronizing Employee Properties**

To synchronize employee properties:

1. From My task lists, select Budget Preparation, and then select Maintain Employee Information.
2. Select the employee from the drop down list, and then click
3. If necessary, modify any master data such as:
   - **Pay Type**—If employees are temporary or are not on the payroll, select Non-exempt. If they are full time, regular, or are on the payroll, select Exempt
   - **Annual Salary Spread**—How employee salary expenses are distributed across the periods defined for your corporate accounting period. For example:
     - **Average**—Expenses are equally spread across periods resulting in an average distribution.
     - **Paydays in a month**—Expenses are spread across the number of paydays that you or a planner define for each month.
   - **Adjustment Date**—When employee compensation, such as additional earnings and benefits, can be modified.
4. Right-click Page, select Synchronize Employee Properties, and specify one:
   - **Entity**—To update employees in another department, expand Total Entity to select that department. To apply the change in all entities or departments, select Total Entity.
   - **Employee**:
     - To update all employees, select Total Employees.
     - To update an existing employee, expand Total Employees, then Existing Employees, and then select the employee.
To update groups of certain kinds of employees, such as To Be Hired, expand **Total Employees**, and then select the group.

### Deleting Employees from Budgets

**Applies to the Employee, and the Position and Employee HCP configurations**

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. From **My task lists**, select **Budget Preparation**, and then select **Maintain employee information**.
  2. From **Page**, select the employee.
  3. Right-click the employee in **Page**, and then an option:
     - **Delete employee for a specific version**—Remove the employee from a budget version that you specify.
     - **Delete employee across all versions**—Remove the employee from all budget versions.

### Terminating Employees

**Applies to the Employee, and the Position and Employee HCP configurations**

**Note:** In decision package-enabled applications, you cannot terminate employees in non-recurring budget requests. Terminate employees in recurring budget requests.

When an employee is terminated, the assigned FTE at the employee level moves to the job or position level.

- To terminate employees:
  1. From **My task lists**, select **Budget Preparation**, and then select **Manage employee data** or **Manage position and employee data**.
  2. Select **Maintain employee by job** or **Maintain employee by position**.
  3. Select the HR organization in which the employee works, and then click ➔.
  4. Right-click the employee, and then select **Terminate Employee**.
  5. Specify the following:
     - **Termination type**:
       - **Departed**—The employee is leaving
       - **Terminated**—Human Resources initiated the termination
     - **Effective date**—When to terminate the employee
Transferring Employees

Subtopics
- About Transfers
- Transferring Employees Out of Entities
- Transferring Employees Into Positions
- Performing Single-Step Employee Transfers
- Reversing Transfers

About Transfers
You can move employees between entities, such as HR organizations, and then later assign them to new or existing positions or jobs. 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. Unless you perform a single step transfer, the associated employee compensation budget expenses are stored in the common 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 both the source and target entities involved, see “Performing Single-Step Employee Transfers” on page 164.
- If the transfer is unapproved, perform these steps:
  - Transfer the employee out of your entity. See “Transferring Employees Out of Entities” on page 163.
  - Have management accept the transfer. See “Reviewing and Accepting Pending Transfers” on page 179.
  - Have the manager overseeing the target position or entity transfer the employee in. See “Transferring Employees Into Positions” on page 164.

If, after performing transfers, compensation expenses are not what you desire, you can perform reverse transfers to restore positions and employees back to their original source entities. See “About Reverse Transfers” on page 163.

Important Tips and Notes
- Employees must be transferred into the target entity within the next business day.
- If you use Approvals to submit budgets along a promotional approval path, have an administrator define Generic Entity as a planning unit.
- In decision package-enabled applications, you cannot perform transfers in non recurring budget requests. Perform transfers in recurring budget requests. See “How Budget Request Type Impacts Compensation Budgeting” on page 198.
About Reverse Transfers

You can reverse employee and position transfers if you made them by mistake, or if they do not result in the desired compensation expense. Although you should confirm that they have been restored, all original position and employee details such as FTE, status, salary, and benefits are reinstated after you reverse a transfer.

Important Notes:

- You can only reverse the transfer for a position or employee that was just transferred to the generic, global entity.
- The person who made the original transfer cannot reverse it. The manager who is currently responsible for a transferred employee is the only one who can reverse their transfer back to their original entity or department.
- You can only reverse transfers for positions and employees whose has not been updated in the target department or entity.

You can reverse transfers using the context menus on these forms:

- Maintain positions
- Maintain employees by position
- Review Pending Transfer
- Maintain Position Data

About Transfers Between Budget Requests

You can transfer out positions or employees in one budget request into another budget request. This is helpful if your organization's entities function as separate units, and is an alternative to sharing decision package and budget requests between entities in order to perform transfers. You can reverse these transfers too. See “Transferring Positions and Employees Across Budget Requests” on page 219.

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.

1. From My task lists, select Budget Preparation, select Manage position and employee data, and then select Maintain employees by position.

2. Select the HR organization, and then click ➔.

3. Right-click the employee, select Transfer Employee, and then Transfer Out an Employee.

4. Specify the effective date on which to transfer the employee out of the current position.

5. Click Transfer.
Tip: To undo a transfer, see “About Reverse Transfers” on page 163

Transferring Employees Into Positions

Managers and supervisors accept employees that are awaiting transfer into their target positions by transferring them in.

Note: In decision package-enabled applications, you cannot perform transfers in non recurring budget requests. Perform transfers in recurring budget requests.

➢ To transfer employees into positions:

1. From My task lists, select Budget Preparation, and then select Manage position and employee data.

2. Select Review pending transfers.

   Note: If you use decision packages and budget requests these task links do not display. See “Performing Tasks Not Displayed in My Tasks List” on page 236.

3. Right-click Position Name, and then select Transfer In an Employee.

4. Specify values such as:
   - Employee to transfer
   - Job or position to which to transfer the employee
   - Date on which the transfer is effective

5. Click Transfer In.

Performing Single-Step Employee Transfers

Perform a single-step transfer to transfer existing employees from one department to another, and to identify the budget impact. Oracle recommends that an Administrator who can access both the source and target entities perform single-step transfers. To perform a transfer in a decision package, see “Transferring Positions and Employees Across Budget Requests” on page 219.

➢ To perform a single-step transfer:

1. Ensure that you can access the source and target entities.

2. From My task lists, select Budget Preparation, and then perform the task for the configuration option you use:
   - Expand Manage employee data, and then select Maintain employees.
   - Expand Manage position and employee data, and then select Maintain employees by position.

3. Select the HR organization in which the employee works, and then click ➔.

4. Right-click the employee, select Transfer Employee, and then select Single Step Transfer.
5 Specify the following:
   - **Select Source Position**—Employee’s current position
   - **Select Source Entity**—Department or cost center in which the employee is currently associated
   - **Select Target Position**—Position to which to transfer the employee
   - **Select Target Entity**—Cost center or department into which the employee transfers
   - **Enter Effective Date**—When the employee is transferred

6 Click Transfer.

### Reversing Transfers

Reverse a transfer to move an employee who was transferred to another HR entity, back to their original entity. Only the current manager of the employee can reverse the transfer; not the person who performed the original transfer.

Does not apply to the Position only configuration option

➤ To reverse a transfer:

1 From My task lists, select **Budget Preparation**, and then make the selection for your configuration option:
   - **Manage employee data**, and then **Maintain employees**
   - **Manage position and employee data**, and then **Maintain employees by position**

2 For a decision package-enabled application:
   - Access the decision package that contains the budget request to recalculate after reversing the transfer. On the **Decision Package Manage** tab, specify the scenario, version, and year of the decision package, and click **Go**.

   - Select the decision package, and then click .
   - On **Budget Requests**, select the budget request, and then select **Data Collection Forms** .
   - Select the form used to manage employee assignments such as **Manage request positions** or **Manage request position-employee assignments**.

3 Select the employee’s current HR entity, and then click .

4 Right-click employees, and then select the task for your configuration option:
   - **Transfer Employee**, and then **Reverse Transfer**
   - **Transfer Position**, and then **Reverse Transfer**

5 When prompted, ensure that:
   - **Source Entity** is the employee’s current entity out of which to transfer them.
   - **Source Position** is the employee’s current position.
Assigning Employees to Positions

Applies to the Position and Employee configuration option

To assign employees to positions:
1. From My task lists, select Budget Preparation, select Manage position and employee data, and then select Maintain employees by position.
2. Select the HR organization, and then click ➡.
3. Right-click employees, select Assign Employee, and then select:
   - Existing Employee: Assign a current employee by performing these steps:
     a. Select the employee to fill the position.
     b. Enter the effective date when they are assigned to the position.
     c. Enter the FTE.
     d. Select Is Replacement if the employee is temporarily filling the replacement FTE for a position generated by another employee being away on maternity or short-term disability leave.
   - To Be Hired Employee: An employee will be hired to fill the position or temporarily fill a vacancy. See “About Filling Vacant Positions or Jobs” on page 178.

Note: To replace a To-Be-Hired employee currently assigned to a position with an existing employee, both employees must have the same employee type, hire date, and FTE.

Assigning Employees to Jobs

Applies to the Employee configuration option

To assign employees to jobs:
1. From My task lists, select Budget Preparation, select Manage employee data, and then select Maintain employees by job.
2. Select the HR organization, and then click ➡.
3. Right-click employees, select Assign Employee, and then:
   - Existing Employee: Assign a current employee by performing these steps:
     a. Select the employee.
b. Enter the effective date when they are assigned to the job.

c. Enter the FTE.

- **To Be Hired Employee.** An employee will be hired for the job. See “About Filling Vacant Positions or Jobs” on page 178.

**Note:** To replace a To-Be-Hired employee currently assigned to a job with an existing employee, both employees must have the same employee type, hire date, and FTE.

### Deleting Employee Assignments

When an employee no longer holds a position or job, remove the assignment, and identify the budget impact. For example, if an employee performs two jobs but has completed work on one, delete the assignment.

To delete employee assignments:

1. From **My task lists**, select **Budget Preparation**, and then perform the task for your configuration option:
   - 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**.

2. Select the HR organization, and then click ➤.

3. Right-click employees, select **Delete Employee Assignment**, and then click **Launch**.

### Maintaining Positions

**Subtopics**

- Creating Positions
- About Synchronizing Position Properties
- Synchronizing Position Properties
- Maintaining Position Compensation Details
- Excluding Positions from Budget Calculations
- Copying Position Data
- Performing Single Step Transfers
- Reviewing Pending Transfers
- Deleting Positions
- About Terminating Positions
- Terminating Positions

### Applies to the Position, and the Position and Employee HCP configurations

Positions that you create, and their associated expenses, must be reviewed and approved. See “Approving Positions, Jobs, and Employee FTE and Compensation” on page 240.
Creating Positions

**Note:** Position settings that you do not specify are populated by position defaults, if defined.

To create positions:

1. From **My task lists**, select **Budget Preparation**, select **Manage position and employee data**, and then select **Maintain position data**.
2. In the **POV**, select the **Scenario**, **Year**, and **Version**.
3. Select the HR organization with which the position is associated, and then click ➡️.
4. Right-click in **Position Name**, and select **Add Position**.
5. When prompted, define the position by specifying information such as:
   - **Entity**—Department with which the position is associated
   - **Position Type**:
     - **Pooled**—Multiple headcount and FTE
     - **Shared**—Multiple headcount with a specifically defined FTE limit
     - **Single Incumbent**—Single FTE and headcount to support one employee
   - **FTE**—Normally 1 if the position is full-time or less than 1 if it is part-time
   - **Position Start Date**—When the position begins
   - **Annual Salary Spread**—See “About Modifying Salary Grades” on page 98.
6. Click **Add**.
7. To define and budget for all other position settings, see “Maintaining Position Compensation Details” on page 169.

About Synchronizing Position Properties

Applies only to the Position and Employee HCP Configuration

Synchronize position properties to apply changes to this master position data to any employee who is, or will be, assigned to a position:

- Name
- Number
- Type
- Start Date
- End Date
- Job
Synchronizing Position Properties

To synchronize position properties:

1. From My task lists, select Budget Preparation, select Manage position and employee data, and then select Maintain position data.

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

3. Select the HR organization with which the position, and the employees assigned to the position, are associated, and then click.

4. Modify basic position data, such as the following, and save:
   - **Salary Basis**—How often assigned employees are paid, such as weekly or bimonthly.
   - **Adjustment Date**—When changes such as salary increases become effective. For example, if a budget year starts January 1, and the salaries of employees assigned to a specific position increase on June 1, the adjustment date is the day on which to apply the salary increase.

5. Right-click the position, and then select Synchronize Position Properties.

Maintaining Position Compensation Details

Subtopics

- Maintaining General Position Data
- Maintaining Position FTE
- Maintaining Position Salary Grades
- Maintaining Allocations
- About Excluding Position Expenses From Budget Calculations
- Maintaining Position Status
- Maintaining Additional Earnings
- Maintaining Benefits
- Maintaining Assigned Employees
- Maintaining Tax Details

Applies to the Position, and the Position and Employee HCP configurations

Maintaining General Position Data

Before defining position compensation, review the order in which to specify compensation details and satisfy the requirements. See “Recommended Task Flow” on page 143 and “Requirements” on page 144.

To maintain general data:

1. Ensure that the entity defaults are correct. See Chapter 7, “Defining Salary, Compensation, and Allocation Defaults”
2 From My task lists, select Budget Preparation, select Manage position and employee data, and then select Maintain positions or Maintain position data.

3 Select the desired entity, such as an HR organization, and then click .

4 Right-click a position, and then select Edit Position Details.

5 On the General tab, specify basic position data such as:
   - In Position Start Date, double-click to specify when the position is active.
   - In Position End Date, double-click to specify when the position ends.

6 To apply the defaults defined for an entity (as specified on the Manage compensation defaults form) to the position, such as salary grades, benefits, or allocations, perform these tasks:
   a. Right-click on a column head, and select:
      - **Apply Default Compensation Elements**—Apply predefined compensation defaults, such as employer paid taxes, salary grades, and additional earnings.
        If multiple changes to salary grades and steps exist, data is applied according to position start date.
      - **Apply Default Allocations**—Apply the General Ledger segments (Account, Entity, Program etc.) defined as the Salary Allocation defaults to the position. To review these default allocation settings, see “Specifying Salary Grade Defaults ” on page 120
   b. Select one for Clear Before Load:
      - **Yes**—Remove any existing compensation details or allocations, and apply the defaults.
      - **No**—Overwrite any existing compensation details or allocations with the defaults.

7 If you applied entity-specific compensation element or allocation defaults, perform these tasks:
   - If employees are assigned to the position, see “Managing and Specifying General Employee Data” on page 154.
   - Review the data on the appropriate tab. For example, if you applied a salary grade defaults and benefit defaults review the information on the Salary Grades and Benefits tabs.

8 See “Calculating and Allocating Compensation Expenses” on page 180.

**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 169.
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.

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**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 169.
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 96.
4. Click **Add**.
5. On the form, specify the remaining salary information, such as start and end dates.
6. See “Calculating and Allocating Compensation Expenses” on page 180 and “Viewing the Budget Impact of Compensation Expenses” on page 181.

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**Maintaining Allocations**

To maintain position allocations:

1. Review how allocations are used. See “About Salary Allocations” on page 123.
2 Perform steps 1-4 in “Maintaining General Position Data” on page 169.

3 Select Allocations.

4 To add allocations, right-click, select Add Allocation Information, and then perform these tasks:
   a. Specify a start and end date that define when to use the allocation.
   b. From each drop down list, select the segments or chart fields to use.
   c. In Allocation Type, click , select Budget Item, and then specify the kind of allocation to use:
      - Select Flat Allocation Assignments to allocate a specific amount, click , click OK, and then enter the amount in Enter Allocated Flat Amount.
      - Select Percentage Allocation Assignments to allocate a certain percentage, click , click OK, and then enter the percent in Enter Allocation Percentage.

   Important: Ensure that multiple allocations do not overlap, causing the total allocation percentage to exceed 100%, by right-clicking and then selecting Allocation Percentage Per Period.

   See “Correcting Overlapping Allocations” on page 129.

5 To remove allocations, right-click, and then select Delete Allocation.

**About Excluding Position Expenses From Budget Calculations**

To exclude a vacant or filled position and all associated expenses, select Exclude position on the “Manage All Positions” form. To exclude a vacant position from calculations, but include all employees assigned to the position then try “Change status”, set the status as “Inactive”, start date as current budget cycle Effective start date and Effective end date as current budget cycle last date.

**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 169.

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. To exclude a vacant position from calculations, but include all employees assigned to the position, select this option, specify the current budget cycle Effective Date as the Start Date, and then specify the last date in the budget cycle as the End date.
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 169.
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. To manage the allocations for the additional earning, right-click on an additional earning, select **Allocation Details**, and create, edit, or remove allocations as described in “Maintaining Allocations” on page 171.
5. See “Calculating and Allocating Compensation Expenses” on page 180 and “Viewing the Budget Impact of Compensation Expenses” on page 181.

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 169.
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**.

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 169.
2. In the **Employee** tab, change such data as:
   - **Salary Basis**—How often assigned employees are paid, such as monthly
   - **Annual Salary Spread**—See “About Modifying Salary Grades” on page 98.
To assign an employee to another position, right-click, select **Modify**, and then select a **Transfer** option.

To associate an employee who was transferred out of a position so that they could fill a position, select **Transfer Employee In**.

To assign an employee to a position, right-click, and then select **Assign Employee**. See “Assigning Employees to Positions” on page 166.

To remove an employee from the position, right-click, and then select **Delete Employee Assignment**.

**Maintaining Tax Details**

To manage tax details:

1. Perform steps 1-4 in “Maintaining General Position Data” on page 169.
2. Perform any task on the **Tax Details** tab:
   - To budget for new employer-paid taxes, right-click, select **Add Employer-Paid Tax**, and then specify data such as:
     - **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**.

**Excluding Positions from Budget Calculations**

Applies to the Position, and to the Position and Employee HCP configurations

You may need to temporarily exclude positions from budget calculations to perform “what-if” analysis based on their inclusion and exclusion. Positions that you exclude become inactive until you change their status.

To exclude positions from budget calculations:

1. From **My task lists**, select **Budget Preparation**, and then perform the task for your configuration option:
   - Select **Manage position and employee data**, and then select **Maintain position data**.
   - Select **Maintain position data**.

**Note**: If you use decision packages and budget requests these task links do not display. See “Performing Tasks Not Displayed in My Tasks List” on page 236.
Select the cost center or department that contains the position, and then click .

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

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 172.

Copy the cost center or department that contains the position, and then click .

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

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 172.

**Copying Position Data**

When budgeting for departments that have similar positions, create positions more quickly by copying common elements such as FTE, salary grades, and benefits from an existing position.

To create a position by copying existing position data:

1. From My task lists, select Budget Preparation, select Manage position and employee data, and then select Maintain position data.

2. Select the cost center or department, and then click .

3. Right-click the position, and then select Copy Position Data.

4. When prompted, select Yes for the elements to copy, such as allocations and assignments.

**Performing Single Step Transfers**

Perform a single step transfer to transfer a position and its associated expenses from one department to another in a single step. Because you must have access to the source and target entities, Oracle recommends that an Administrator performs the transfer.

To perform a single step position transfer:

1. From My task lists, select Budget Preparation, and then select Maintain position data. If this task does not display, see “Performing Tasks Not Displayed in My Tasks List” on page 236.

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

3. Select the HR organization in which the position exists, and then click .

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

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

6. 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 164.
Deleting Positions

You can only delete new and initialized positions.

➢ To delete positions:

1 From My task lists, select Budget Preparation, and then perform the task for your configuration option:
   - Select Manage position and employee data, and then select Maintain position data.
   - Select Maintain position data.
2 In the POV, select the Year, Scenario, and Version.
3 Select the HR organization in which the position exists, and then click .
4 Right-click the position, and then select one:
   - Delete position for a specific version—Delete the position from a particular budget.
   - Delete position across all versions—Delete the position in all budgets.
5 Specify when to delete the position.

About Terminating Positions

Although you typically terminate positions so that the budget does not reflect default vacancy expenses, you can also terminate new and unapproved positions, or positions filled in the future by to be hired employees. Terminated positions remain in the dimensional structure and the HRMS. Position expenses accrued prior to termination are included in the budget.

Before terminating positions, determine if there are assigned employees. If there are, perform any task:
- Reassign them to another position
- Remove their assignment to the current position
- Terminate them

Terminating Positions

Note: In decision package-enabled applications, you cannot terminate positions in non recurring budget requests, but only in recurring budget requests.

➢ To terminate positions:

1 From My task lists, select Budget Preparation, select Manage position and employee data, and then select Maintain position data.
2 Select the Year, Scenario, or Version in the POV.
3 Select the HR organization in which the position exists and then click .
4 Right-click the position, and then select Terminate Position.
Specify when to terminate the position.

Applying Compensation and Salary Allocation Defaults

To assign department or entity-specific compensation defaults (such as salary grades and benefits) and default allocations to positions or employees:

1. Review the existing defaults to ensure they are correct and are those that you want to apply. See Chapter 7, “Defining Salary, Compensation, and Allocation Defaults”

2. From My task lists, select Budget Preparation.

3. Make the selections for your configuration option:
   - Manage employee data, and then Maintain employees by position
   - Manage positions, and then Maintain positions

4. From Page, select the entity or department.

5. Right-click a position or an employee, select Edit Position or Edit Employee, and then select General.

6. Right-click on a column head, and select:
   - Apply Default Allocations—Apply the General Ledger segments (Account, Entity, Program etc.) defined as the Salary Allocation defaults to the position. To review these default allocation settings, see “Specifying Salary Grade Defaults ” on page 120
   - Apply Default Compensation Elements—Apply predefined compensation defaults, such as employer paid taxes and additional earnings

7. Select one for Clear Before Load:
   - Yes—Remove any existing compensation details or allocations, and apply the defaults.
   - No—Overwrite any existing compensation details or allocations with the defaults.
Maintaining Employees by Job or Position

Subtopics

- Viewing Employee Job Details
- About Filling Vacant Positions or Jobs
- Filling Vacant Positions or Jobs
- Reviewing and Accepting Pending Transfers

Viewing Employee Job Details

Applies only to the Employee configuration option

➢ To view job details:

1. From My task lists, select Budget Preparation.
   If you use decision packages, these task links do not display. See “Performing Tasks Not Displayed in My Tasks List” on page 236.

2. Expand Manage employee data, and then select Maintain employees by job.

3. Right-click a job, select View Job Details, and then select the kind of data to view, such as Salary Grades or Taxes.

About Filling Vacant Positions or Jobs

You can fill vacancies with new hires or existing employees. Although assigning employees to vacant positions or jobs creates new employee records, information about previously held assignments is retained.

Note:

- Although planners do not typically add employees, you may need to create a budget for jobs or positions that are not filled.
- Vacant job and position expenses are not applied to those in HRMS. However, compensation expenses are always associated with employee that you may assign.

Filling Vacant Positions or Jobs

Applies to the Employee configuration option, and the Position and Employee configuration option

Perform these tasks to fill vacancies with new hires not in the HRMS or with existing employees, and identify the budget impact.
To fill vacant positions or jobs:

1. If the vacancies impacted a position's FTE, ensure the FTE has been submitted for approval, and approved. See Chapter 11, “Reviewing and Approving Budgets”.

2. From My task lists, select Budget Preparation, and then select Manage position and employee data.

3. Select Fill to-be-hired vacancies.

4. Select the cost center or department, and then click .

5. Right-click the vacancy, and 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, perform these steps:
     - Select Single Step Employee Transfer or Transfer In an Employee.
     - Specify the employee, confirm the position for the transfer, confirm the associated 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:
     - 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 105.
     - Is Replacement—Yes if the employee is filling a temporary vacancy generated by a previously assigned employee away on short-term disability or maternity leave.

Note: To replace a To-Be-Hired employee currently assigned to a position with an existing employee, both employees must have the same employee type, hire date, and FTE.

Reviewing and Accepting Pending Transfers

Applies to the Employee, and the Position and Employee HCP configurations

Use this budget preparation task to view and approve requested transfers. Employees with pending transfers, must first be transferred out of their entity or department.

To review and approve pending transfers:

1. From My task lists, select Budget Preparation, and then select Manage position and employee data or Manage employee data.
Select Review pending transfers.

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

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

Click Transfer In.

Calculating and Allocating Compensation Expenses

After calculating a position's compensation expense, use the Total Position tab in the Expense portion of the position details form to view the total aggregated values: 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 expenses, and allocate them to GL accounts:

1 Access the position or the employee details form.
2 Select the tab for the kind of compensation to calculate (Benefit, Additional Earnings, and so on) and allocate.
3 In Expense, perform any task:
   - Calculate period-level expenses for compensation in terms of basic salary, gross earnings, and taxable compensation by performing these tasks:
     - For the Position configuration option or the Position and Employee configuration option, 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 181.

Viewing the Budget Impact of Compensation Expenses

To view the budget impact of compensation expenses:

1. From My task lists, select Budget Preparation, and then select the task for your configuration option:
   - Maintain employees by job
   - Maintain position data
   - Maintain employees by position

2. Right-click positions or employees, and then select Edit position details or Edit employee details.

3. Select the tab for the kind of compensation expense whose budget impact to identify.

4. Right-click in the salary grade, benefit, tax, or additional earning in the first column, and then select View Budget Impact of <expense>.

For example, to view, by period, the budget impact of all benefits assigned to a position, select Benefits, right-click each benefit, and then select View Budget Impact of Benefits.
Calculating, Reviewing, and Allocating Compensation Expense Budgets

In This Chapter

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About Allocating Compensation Expenses to General Ledger Accounts ..................... 186
Allocating Compensation Expenses to General Ledger Accounts ............................ 187

Calculating Budgets

Use this procedure to calculate all employee and position expenses, by HR organization, that reflect expenses and calculations for compensation elements such as benefits, FTE assignments, allocations, and vacancy expenses.

Note:

- Effective dating applies to all compensation types. For example, if a salary change is effective June 5, 2012, other expenses are automatically calculated using this date.
- If benefit expenses are based on a percentage of total pay (bonuses and commissions for example), benefits increase if the salary changes.

To calculate the compensation budget:

1. Ensure that FTE, salary grade, and allocation details are defined for the positions or employees whose expenses you want to calculate. This data must exist in order to calculate the budget. See “Maintaining Job Compensation Details” on page 146, “Maintaining Employee Compensation Details” on page 153, or “Maintaining Position Compensation Details” on page 169.

2. From My task lists, select Budget Preparation, and then select Calculate compensation budgets.

3. Accept the default rule selected, and then click Launch.

4. Specify the following to identify the budget to calculate:
   - **Scenario**—Type of budget such as baseline or forecast
   - **Version**—Budget stage (for example, worst case if the scenario is forecast)
   - **Entity**—Depending on your access permissions, select the HR organization (department, bureau, or cost center, for example) for which to calculate budget expenses. Selecting a parent level entity member calculates the budget for all children. Select Total Entity to calculate expenses for your entire organization.
Note: To recalculate the budget to reflect a version revision made on an approved budget, select the revision member.

5 Click Launch.

Review the budget calculated for positions and employees and make necessary changes. See “Reviewing Expenses” on page 184, “Reviewing Position and Job Budgets” on page 184, and “Reviewing Employee Budgets” on page 185. To allocate the entire calculated compensation budget for the entity, see “Allocating Compensation Expenses to General Ledger Accounts” on page 187.

Reviewing Expenses

Subtopics

- Reviewing Position and Job Budgets
- Reviewing Employee Budgets
- Reviewing Compensation Element Budgets
- Reviewing FTE Assignments

Reviewing Position and Job Budgets

After compensation budgets are entered and expenses calculated, you can review position, job, employee, and compensation element expenses by year, quarter, and month. You can also review FTE assignments.

To review position or job compensation expenses:

1 From My task lists, select Budget Preparation, and then select Review entity compensation budgets.

2 Select Review position budgets or Review budgets for jobs.

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

4 Select the entity for the HR organization, and then click Calculate.

5 Confirm that the position or job expenses are correct.

6 To calculate the compensation budget for the position or job, right-click, select Calculate Compensation Expenses, select the position or job, and then click Calculate.

The annual, quarterly, and monthly expense of the position or job is displayed.

Note: If you perform changes such as adding new positions to which you assign employees, and do not calculate expenses, these changes are not displayed on the Review Budget form. Calculate compensation expenses to ensure that all changes are included and updated. In this case, this would include expenses for the new positions, and possible vacancy reductions due to employee assignments.
To allocate position or job expenses to General Ledger accounts, right-click, select Allocate Compensation Budget to GL Accounts, and then see “Allocating Compensation Expenses to General Ledger Accounts” on page 187.

### Reviewing Employee Budgets

Does not apply to the Position configuration option

To review employee budgets:

1. From My task lists, select Budget Preparation, and then select Review entity compensation budgets.

2. Select Review employee budgets.

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

4. Select the entity for the HR organization, and then click .

The annual compensation expense for each existing, new, and to be hired employee is displayed. The annual total compensation expense for all employees is also displayed.

5. If it is not already expanded, expand Year Total to list employee expenses by quarter. Expand the Quarter headers to list expenses by month.

**Note:** If you perform changes such as adding new positions to which you assign employees, and do not calculate expenses, these changes are not displayed on the Review Budget form. Calculate compensation expenses to ensure that all changes are included and updated. In this case, this would include expenses for the new positions, and possible vacancy reductions due to employee assignments.

6. To calculate the compensation expenses associated with individual or types (existing and to be hired, for example) of employees, right-click, and then select Calculate Compensation Expense.

7. To allocate the entire entity compensation budget to General Ledger accounts, see “Allocating Compensation Expenses to General Ledger Accounts” on page 187.

### Reviewing Compensation Element Budgets

To review compensation element expenses:

1. From My task lists, select Budget Preparation, and then select Review entity compensation budgets.

2. Select Review element budgets.

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

4. Select the entity for the HR organization, and then click .
Compensation expenses are displayed by employee and their assigned job or position. The total of each compensation element is displayed for Total Employees at the bottom of the form.

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

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

## Reviewing FTE Assignments

➢ To review FTE assignments:

1 From My task lists, select Budget Preparation, and then select Review entity compensation budgets.

2 Select Review FTE assignments.

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

4 Select the entity for the HR organization, and then click ➤.

The FTE capacity, proposed FTE, and assigned FTE is displayed for each job or position.

5 For the Employee configuration option, click the second tab to view:

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

**Note:** To view updated values for Unapproved FTE and Unapproved Headcount, select Approve in step 7 of “Approving Period-Level FTEs.”

6 To change FTEs, see “Managing and Specifying FTE ” on page 154 and “Maintaining Position FTE ” on page 170.

7 To approve FTEs, see “Approving Period-Level FTEs ” on page 242.

## About Allocating Compensation Expenses to General Ledger Accounts

After changing employee, position, jobs, FTE, and other compensation data, and recalculating the compensation budget, allocate compensation expenses to General Ledger account segments or chart fields:

- For all, or individual, entities. Allocating to Total Entity enables you to take one action to allocate all expenses in your cost center instead of taking multiple actions to allocate for potentially hundreds of positions and employees.

- For all, or individual, jobs or positions in an entity
For all, or individual, employees in an entity

For example, to allocate only for new positions in a department, select the following on the Allocate Expenses to GL Accounts form:

- Select Entity—Department
- Select Positions—Total New Positions

To allocate for all existing employees in your entire organization, select:

- Select Entity—Total Entity
- Select Employees—Total Employees

**Note:** The entity you can select for which to allocate expenses, depends on your access permissions.

### Allocating Compensation Expenses to General Ledger Accounts

1. From **My task lists**, select **Budget Preparation**, and then select **Allocate compensation to General Ledger accounts**.

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

3. Select members based on the allocations to make. For example, to allocate for all employees holding the job or position of Fire Chief in the New Haven municipal fire department, select:
   - **Scenario**—Type of budget, such as baseline or forecast from which to make allocations
   - **Version**—Budget stage, such as worst case or best case from which to make allocations
   - **Select Entity**—New Haven Fire
   - **Select Employee**—Total Existing Employees
   - **Select Position** or **Select Job Code**—Fire Chief

4. Click **Launch**.

5. Push compensation expenses on the HCP plan to Plan 1, 2, or 3 to update the line item budget. See “**Populating the Line Item Budget**” on page 83.
How Decision Packages Are Useful

Decision packages enable department heads or financial support staff to submit incremental requests for compensation and capital asset funding, rather than submitting an entire budget with amounts that include the new funding amount. As such, decision packages collectively present requests for funding along with narrative justification and supporting information that may be submitted through the review and approval process.
Decision packages contain budget requests that include the detailed budget amounts necessary to implement a decision package. Budget requests could include funding for:

- Position and employee compensation expenses
- Personnel costs
- Operation costs

Decision Packages are generally, but not always, prepared by entity (department, office, bureau, branch etc.) level budget management personnel.

**Sample Decision Package 1**

Example 1

John, manager of Fire Prevention and Suppression, could define a decision package called New Fire Station that contains detailed line item budgets for all expenses anticipated to build the new fire station in budget requests such as:

- Construction of fire house
- Equipment and vehicles
- Staffing and associated compensation expenses such as salaries and benefits

John's decision package will be promoted for review and approval according to the master Planning Unit Hierarchy (PUH) defined by an administrator and will also be reviewed by any reviewer specified during decision package creation.

Example 2

**Sample Decision Package 2**

The line item for a department's personnel budget consists of $250,000 for two full-time positions. A manager must request another full-time position, which will require an additional $125,000. Ordinarily, the manager would submit a personnel budget amount for $375,000 with an explanation (I require $375,000 for personnel salaries which includes an additional $125,000 for a new position) for the amount which is an increase from his baseline budget. Decision packages and budget requests enable the manager to submit a request for the $125,000, and the approver to see the baseline and the additional funds being requested:

- Baseline decision package: $250,000.00
- Decision package to create a position: $125,000.00

The line items in budget requests may consist of the same accounting segments and periods but different amounts.
Kinds of Decision Packages and Budget Requests

Subtopics

- Baseline Decision Packages
- Shared Decision Packages
- Recurring Budget Requests

Baseline Decision Packages

The baseline budget represents your status quo requirements; the funding required to maintain your current level of service delivered. New decision packages enable you to compare the inclusion of different proposals to your baseline. Creating a Baseline decision package enables you to perform these actions:

- Analyze the impact of new budget requests to your overall budget. For example, you create a baseline package to illustrate how your current budgetary commitment is affected by proposed budget requests such as performing salary raises, or creating and filling new positions. You can load existing annual budget data from one of the following sources:
  - Supported source systems using FDMEE
  - Other Public Sector Planning and Budgeting budgets
- Build budget requests using data in not just the owning entity, but in all entities, such as bureaus and departments.

Important: Only administrators should create decision packages for baseline budgets because such budgets involve data loading and mapping in FDMEE. Oracle recommends that only administrators, not typical preparers, create baseline budget decision packages. For information about the mappings that load previous budget values and actuals, see “Loading General Ledger and HRMS Metadata and Data” on page 65.

Shared Decision Packages

Because a decision package represents a proposal that may be for a new service, program, or a strategic outcome, the full cost for all resources necessary to meet the objective may span multiple entities or departments. In this case, the decision package must be shared with the other participating entities. Preparers in each entity are responsible for entering line item expenses in budget request. Shared entities prepare their budget requests concurrently, then promote them for review and promotion. For example, a decision package to extend a municipal emergency response system could necessitate budgets from both the fire department and the police department; in which preparers in both departments would enter expense values.

Note:

- Any end user with write access to the current owning entity defined in the decision package may edit it.
The decision package owner is automatically the first reviewer. Preparers in shared entities can create their budget requests, and then promote their entity’s budget request(s) to the decision package owner for review.

Any user with read or write access to the current owning entity or shared entity can view the decision package, its budget requests, and budget amounts, but cannot modify content.

The decision package owner may select only entities to which they have read or write access in order to share the decision package. Although the promotional path is determined by the Planning Unit Hierarchy before a decision package is defined, the person creating a decision package can select a specific reviewer to review it who may or may not be in the master PUH.

Users in shared entities can view decision package justification criteria, and public notes and attachments, but cannot modify justification criteria or change decision package properties.

For a decision package to be considered approved, each shared entity must complete and promote their budget requests.

Recurring Budget Requests

Although the meaning of recurring budgets varies slightly between industries, recurring budgets are budget request line items that are funded each budget period to support the current level of service, as opposed to one-time budgets that are typically created for special purposes. Examples of recurring budgets:

- The approved budget to maintain current permanent positions each year.
- Fixed asset depreciation
- Other ongoing operation costs

Use the recurring budget option when you create a baseline decision package for a budget request to:

- Specify line items or budgets that will be prepared every year, and that you will copy to the scenario and version for upcoming years. For example, if five positions captured and approved in the current baseline budget for FY13 will be funded for the next three years, you can apply the position costs to the budget scenario and versions used to prepare the budgets for FY14, FY15, and FY16.

- When creating reports, filter recurring as opposed to one-time budget requests

Who Builds and Approves Decision Packages?

These people are involved in the decision package process:

- Administrators (Admins) — Perform all initial setup tasks in “Requirements” on page 199.
- Budget Preparers (Preparers) — Can be:
  - Entity managers who define the decision packages and associated budget requests necessary for their entities
Planners who own or have write-access to an entity

Higher-level managers who create a decision package for their entity level budget preparers

Individual entity level budget preparers who can create their own decision packages and budget requests

To enter data in budget requests or modify decision packages preparers must have write access to the owning entity or a level in the owning entity, and be associated with the Planning Unit Hierarchy for the decision package. They must also have write access to the scenario and version for the decision package. To enable others to review and enter budget request data, preparers can:

- Share decision packages with another entity, to enable users in that entity to review, specify, and promote decision packages.
- Specify individuals as reviewers

Preparers in shared entities must promote their data to the owner for review who then promotes all slices up the PUH.

- Budget Reviewers and Approvers — Higher-level budget officers or managers responsible for the evaluation of decision packages and budget requests, and who provide final approval to allocate funds required to implement decision packages. Approvers are any individuals in the hierarchy of people who must assess and approve decision packages and the associated budget requests.

## Accessing Decision Packages

Decision packages are associated with a scenario, version, an owning entity (planning unit), and possibly one or more shared entities (planning units). Access to decision packages and their budget requests is based on rules that work in conjunction with the master Planning Unit Hierarchy (PUH) defined for the scenario and version:

- Users who currently own the planning unit consisting of the scenario, version, and owning entity of a decision package can edit its attributes, such as budget amounts.
- Users with read access to scenario and version and either the owning entity or a shared entity can view attributes and budget amounts.
- Administrators can edit decision packages and their budget requests.
- Only users who are the current owner of a decision package can delete it.

**Note:** The owning entity assigned to a decision package owns the decision package, not the person who creates it.

For information about assigning access, see the *Oracle Hyperion Planning Administrator’s Guide*. 
How Decision Packages are Reviewed and Approved

Subtopics

- Shared Decision Package Approvals
- Sample Approvals

Decision packages are submitted for review and approval as entity-specific planning units. Users promote decision packages by promoting their entity on the Approval Status tab of the decision package summary. The person who creates (owns) a decision package is always the first reviewer for any shared entities. If you specify a reviewer for a decision package this person reviews and approves the decision package directly before the last (highest) entity approver. The last (highest) entity approver is the only user able to modify a decision package after the decision package reviewer signs off.

For information about defining a master PUH and promoting units for review and approval, see the Oracle Hyperion Planning Administrator’s Guide.

Shared Decision Package Approvals

If a decision package is shared, each sharing entity owner must promote their entity or planning unit portion of the decision package. The owning entity and all the shared entity planning units must be promoted and approved before the decision package can be considered for final approval and signoff. Decision package owners, established in the master Planning Unit Hierarchy (PUH), usually approve decision packages and their budget requests, with these exceptions:

- Shared decision packages are first reviewed by the owner after shared entities have promoted their budget request for the decision package to the owner of the package. Decision packages promoted by their owner then go to the next approver or reviewer in the master PUH. The only exception is when the creator is already present in the promotion path as defined by the master PUH.

- Decision packages for which one or more decision package reviewers has been specified are routed to the reviewers after all entity approvals except the final entity approval. This ensures that no other changes will be made to decision packages amounts after the decision package reviewers have approved and promoted the package except by the final entity approver.

- Decision packages that contain rejected budget requests cannot be approved. In this case, the rejected budget request(s) must be modified by their preparers and resubmitted for review along the promotional path, or removed from the decision package.

When all planning units that comprise a decision package are approved and pass along the master PUH, the decision package is considered signed-off and funds can be allocated to implement it.

Sample Approvals

This sample master Planning Unit Hierarchy (PUH) determines the promotional path for decision package approval in the situations listed below. If Barry prepares a decision package for his entity E3510 and promotes it, the next approver is William, followed by the top approver for
all entities, Frank. In this case, the decision package is first reviewed by William. If he approves it, and submits it for promotion for further review and approval, it is routed to Frank who can provide final signoff.

Table 26: Sample Master PUH

<table>
<thead>
<tr>
<th>Entity Hierarchy</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Entities</td>
<td>Frank</td>
</tr>
<tr>
<td>3100</td>
<td></td>
</tr>
<tr>
<td>3400</td>
<td>William</td>
</tr>
<tr>
<td>3410</td>
<td>Carol</td>
</tr>
<tr>
<td>3420</td>
<td>George</td>
</tr>
<tr>
<td>3430</td>
<td>Carol</td>
</tr>
<tr>
<td>3440</td>
<td>George</td>
</tr>
<tr>
<td>3500</td>
<td>William</td>
</tr>
<tr>
<td>3510</td>
<td>Barry</td>
</tr>
<tr>
<td>3520</td>
<td>Catherine</td>
</tr>
</tbody>
</table>

- If Barry creates an unshared decision package for entity 3510 and does not specify a reviewer, it follows this promotional path for review and approval:
  Barry (current owner), then William, and then Frank
- If Barry creates an unshared decision packages for entity 3510 and specifies George as a reviewer, this is the promotional path:
  Barry (current owner), then William, then George, and then Frank
- If Barry creates a decision package for entity 3510, specifies George as the reviewer, and then shares the decision package with Carol's entity (3410), this is the promotional path:
  Barry (current owner), then William, then George, and then Frank
  If Carol approves and promotes the decision package, this is the promotional path:
  Carol (current owner), then Barry, then William, then George, and then Frank
  The decision package goes to Barry because he is the owner. When Barry promotes it, the decision package goes to William. When William promotes it, the decision package goes to George and so on up the entity hierarchy.
- If Barry creates a decision package for entity 3510 and shares it with Carol (entity 3410), this is the promotional path:
  Barry (current owner), then William, and then Frank
  This is the promotional path for Carol because Barry is the owner:
  Carol (current owner), then Barry, then William, and then Frank
The decision package cannot be promoted to William for final signoff until Carol promotes it to Barry, who must promote the decision package in entities 3510 and 3410 slice to route the decision package to William.

**About Using the DP_ASO Plan Type**

Use the DP_ASO plan type to create detailed reports of decision package and budget request data in tools that use Essbase, such as Smart View. Members are set up in DP_ASO for all decision packages and budget requests that you create. These members are created in the Decision Package and Budget Request dimensions. To use the DP_ASO plan for reporting, administrators must:

- Configure a map reporting application to link all the BSO plan types in your application to the DP_ASO plan type. The Request dimension in a BSO plan type is automatically mapped to the Budget Request and Decision Packages dimensions in the DP_ASO plan type. Consequently, the Request dimension isn’t available for mapping.
- Associate the map reporting application with a decision package type. This enables preparers to push data from decision packages, and have it be available for reporting.

**About Decision Package Types**

Subtopics
- Provided Decision Package Types
- About Custom Decision Package Types
- How Budget Request Type Impacts Compensation Budgeting

Decision package types, created by administrators, are templates that specify the data and behavior that define the kind of decision packages and budget requests that preparers can create. For example, decision package types determine:

- How line item amounts are aggregated in aggregate storage or BSO databases and reporting applications. This enables you to use the data in Planning, Essbase and in Financial Reporting tools.
- How users can aggregate and report on the totals of different kinds of expenses, such as types of compensation (FTE and salary, for example) or non-compensation related expenses. See “About Rollup Groups” on page 231.
- The provided forms, or custom forms used to create budget requests
- The questions and additional information budget preparers must answer and provide to justify budget requests
- Additional attributes, to capture custom data, that preparers can, or must, specify
- The kind of data upon which you can report. Administrators can define rollup groups that enable you to calculate and report on the totals of different kinds of compensation and non-compensation data
Decision package types also logically group and organize decision packages and budget entry. They navigate preparers into the correct budget entry forms and prompt budget preparers to provide detailed justification for the decision package. For example, a decision package type may be created to provide access to forms for entering operating budgets and position budgets, but not capital budgets. Sample decision package types could be Research and Development, Operational Expense Budgets, Capital Budgeting, and Workforce Budgeting.

Administrators can create custom decision package types, or configure one of the “Provided Decision Package Types” on page 197.

**Provided Decision Package Types**

Administrators can create decision package types using the preseeded types:

- **All Decision Packages** — Enables budget preparers to:
  - View all available decision packages and the budget requests regardless of the decision package type with which they were built.
  - Create decision packages and budget requests that encompass a variety of budget data across different data sources.

- **Compensation Expenses** — Enables budget preparers to capture personnel costs based on delivered position budgeting forms you select.

  **TIP:** To enable budget preparers to perform all employee, position, or employee and position budgeting tasks in budget requests, use this decision package type.

**About Custom Decision Package Types**

Create your own decision package types to enable budget preparers to meet particular business and budgeting requirements, such as capturing these kinds of costs:

- **Personnel**—To define decision packages that only include compensation based budget requests such as salary and wages, and benefits
- **Capital Projects**—To define decision packages dedicated to Capital Project budgets
- **A mix of all budget types** such as personnel, line item, and capital.
How Budget Request Type Impacts Compensation Budgeting

Subtopics

- **End Dates**
- **Searches**
- **Transfers and Terminations**

**End Dates**

- When created in non recurring budget requests, newly added position or employees are automatically end-dated to the budget year end date. If you change the budget request type to recurring, position or employee end dates are not automatically updated or removed and must be modified manually.

- All new position, employee, and compensation assignments in non recurring budget requests are considered active and end-dated to the end date defined for the application. For example, all benefits options, salaries, and FTE inherit the application’s end date, or that in the POV, unless you change them. Conversely, the new compensation assignments in recurring budgets are not automatically end-dated.

- If a non recurring budget is changed to recurring, the end date previously set for new positions when the budget request was created must be removed manually.

- If you add positions or perform employee assignments in non recurring budget requests, you cannot modify the positions or employee assignments in recurring budget requests. However, if you add positions and perform assignments in recurring budget requests, you can modify them in non recurring budget requests.

- If you perform mass updates and increments in non recurring budget requests, the end date of the updates and increments is the end date of the budget request.

- If in automatic increments the increment end date is after that of the budget request, or the increment end date is unspecified (#missing), the budget request end date is used.

**Searches**

- Regardless of the budget request type in which they were added, positions or employees with the end date are not listed if they were added in recurring budget requests.

- Searching for positions or employees creating in recurring budget requests returns those creating in previous budget requests.

- Searching for employees or positions in non-recurring budget requests returns those created in previous recurring and non-recurring requests.

**Transfers and Terminations**

- If created in recurring budget requests, positions later used in non-recurring budget requests cannot be transferred or terminated.
Positions created in non-recurring budget requests cannot be transferred to or terminated in recurring budget requests.

Positions created in non-recurring requests can be transferred to or terminated in another non-recurring budget if both budget requests have the same end date.

Getting Started

Subtopics
- Requirements
- Creating Attributes
- Starting the Decision Packages Process

Requirements

Subtopics
- Identifying the Data to Capture and Budgeting Tasks to be Performed
- Performing Basic Setup Tasks
- Source System Integration Tasks
- Configuring Planning Unit Hierarchies
- Mapping Salary and POV Dimensions
- Preparing for Data Aggregation and Rollup
- Preparing Forms and Enabling Custom Forms
- Understanding and Configuring the BIUpdate Rule
- Preparing for Recurring Budgets

Before creating decision packages and budget requests, work with your administrator to perform these tasks in this topic.

Identifying the Data to Capture and Budgeting Tasks to be Performed

Before you can create decision packages and budget requests, perform these tasks:

- Identify the budget data to capture in decision packages, and the forms required to capture this data. Have your administrator associate these forms with the decision package type.
- To transfer positions and employees in and out of budget requests, have an administrator associate the Manage Pending Transfer forms with your decision package type, and the forms for your budget detail:
  - Manage request positions
  - Manage all positions
  - Manage position employee assignments
  - Manage request position-employee assignments
- Decide if you want to capture and filter decision package and budget request data using custom criteria. If so, have your administrator define and assign attributes.

- Decide if you want to report on the totals of particular kinds of expenses (compensation-related or otherwise). If you want to later generate reports containing the totals of specific types of expenses, have your administrator define rollup groups in the decision package types they create.

**Performing Basic Setup Tasks**

- Ensure that your application was created with these settings:
  - **Application Type** is **Public Sector Planning and Budgeting**
  - **Enable Decision Packages** is selected.

- Ensure that **Total Request** in the **Request** dimension contains a child member for each budget request. After budget request members are created, assign them to budget requests flagged as **No BR Exists** using this toolbar button 🗨.

- Specify descriptive and intuitive aliases for Entity dimension members. This allows planners to display more recognizable and useful member for decision packages. Select **File**, then **Preferences**, then **Planning**, then **Application Preferences**, and then select **Yes** for **Show Planning Unity Hierarchy As Aliases**.

**Source System Integration Tasks**

If you integrate with a supported external source system, such as PeopleSoft, select a decision package type (typically the baseline decision package type), when specifying the mapping in FDMEE used to import budgets.

**Configuring Planning Unit Hierarchies**

Administrator must:

- Define the master, entity-specific, planning unit hierarchies (PUH) that specify the promotional path decision packages and their budget requests will take to be reviewed and approved by the appropriate people.

- Assign the master PUH to the scenario and version for the decision package. Any secondary dimension members you specify in the PUH are not used with decision packages.

- Specify descriptive aliases for Entity dimension members to enable planners to more readily recognize HR entity members when performing tasks such as sharing, and submitting decision packages.

- Configure user access to decision packages and their associated budget requests as follows:
  - **For read only access** (enabling review and approval): Grant users access to the planning unit’s scenario, version, owning entity, and possibly a shared entity for the appropriate scenario and version.
- **For write access** (enabling preparation): Ensure that users has write access to the scenario, version, and owning entity (entity slice or node) of a decision package.

**Important:**

- If you change the entity dimension, PUH or ownership that determine the ownership and approval hierarchy of a decision package that you copy, the approval hierarchies for the decision packages to which you copy data inherit the changes.
- If the master PUH does not define the necessary review and approval hierarchy for decision packages and their budget requests, modify the master PUH in Planning and then synchronize it.

**Mapping Salary and POV Dimensions**

See “Pushing Compensation And Operational Expense Data to Reporting Applications” on page 85 for information about defining the mappings for use in map reporting applications. These mappings determine how data is pushed from the entire cube, such as a scheduled process, to reflect changes made by budget preparers.

**Important Notes:**

- To use HCP and other financial data reflected in one decision package:
  - Select the forms that reference data in different cubes when you define the decision package type.
  - When specifying the mappings that connect HCP data to your financial cube, note the following:
    - You will have to have allocations on your positions that tie to the dimensions you have in your financial cube
    - Mapping from smartlists to dimensions is done based on aliases, so they have to match
  - You can have multiple rollups on a DP so your total could come from a couple of different rollups from multiple cubes
- When selecting the mappings to be executed, only choose the required mappings, to avoid impacting performance.
- Although you can define mappings for the scenario, version, entity, and request dimensions, these are replaced by the current context of decision packages when preparers click Push Data to perform calculations.
Preparing for Data Aggregation and Rollup

Subtopics

- Administration Services Tasks
- Planning Tasks

Because human capital compensation data is stored in the HCP BSO cube, and operational data is stored in other BSO cubes (Plan 1, 2 or 3), perform the tasks in the following section to map data. Although you can use a BSO cube, Oracle recommends that you define, or update an existing ASO cube to increase calculation speed and for extensive dimensionality. Data including attachments and supporting details from all BSO cubes can be pushed to an ASO cube.

To create detailed and robust reports using tools that support Essbase such as Smart View and Financial Reporting, create a map reporting application for the DP_ASO cube.

Administration Services Tasks

To prepare for data aggregation:

1. Create an ASO cube and a corresponding reporting application.
2. In the cube outline, create dimensions in the reporting application that correspond to each HCP and operating expense dimension.
   
   Specify only the required members from the HCP cube and the Plan 1, 2, or 3 cube to define common dimensionality. This means you must set up account, entity, scenario, version, period, year, request, fund, project, program, position, employee, element, and budget item.
3. Load members that map to the Public Sector Planning and Budgeting members on which to report or aggregate into the reporting application dimensions.
   
   Note: Because you need not map currency, Hsp_Rates, Scenario, Version, Entity, and Request, these dimensions do not display when you define queries. These dimension members are substituted from the current decision package context.
4. Perform the steps in “Planning Tasks” on page 202.

Important:

- The data for decision package creator, as well as shared entities are queried while calculating the decision package total.
- Ensure that the names and members of these dimensions in the rollup exactly match the dimensions and members in the map reporting application.

Planning Tasks

1. Select Administration, then select Map Reporting Applications, and then click New.
2. Enter a name for the reporting application, and select HCP from Plan Type.
3. Select the Essbase server that hosts the BSO database for the Public Sector Planning and Budgeting application, and then select the ASO reporting application.

4. Click **Next** or select **Map Dimensions**, and see “Mapping Salary and POV Dimensions” on page 201.

### Preparing Forms and Enabling Custom Forms

An administrator must perform the following steps to ensure that you can build decision packages and budget requests using custom forms. Use the predefined Context Request variable when defining forms.

- **To use custom forms:**
  1. **Add members for all budget requests in the Total Requests parent member in the Request dimension.**
  2. **Perform these tasks to ensure that the Request dimension is supported on the forms you want to use:**
     - Select **Administration**, then **Manage**, and then **User Variables**.
     - Click **Add**, select the **Request** dimension, specify a user variable name, and select the user variable defined for the Request dimension.
     - When defining the forms, add **context scenario**, **context version**, and **context request** to the columns in the **Point Of View** area on the **Layout** tab of the form builder.

Although recommended, you need not add these dimensions to the point of view. However, pick user variable for the dimensions you use so that the appropriate data from the current context will be displayed when budget requests are built. While choosing them on rows or columns, ensure that user variables are picked up in one of the segments.

**Note:** If you integrate with PSFT, ensure that the forms that will be used to build budget requests contain the dimensions and members loaded from PeopleSoft. See the Oracle Hyperion Planning Administrator’s Guide.

### Understanding and Configuring the BIUpdate Rule

**Subtopics**

- Updates to the Budget Impact Member
- Updates to the Request End Date Member
- Understanding the Request Amount Member

In decision package applications; the predefined BIUpdate (plantype) is deployed to all plan types. This rule launches when planners create, modify, or save decision packages. The rule updates Essbase if a decision package’s budget requests are included in its total expense.

By default, a Budget Impact member and a Request End Date member are created. The BIUpdate rule updates data for both these members, and they are tagged with HSP_NOLINK UDA, so that all plan types store the values. Do not remove this UDA. For information about how the
rule updates the Budget Impact and Request End Date members, see “Updates to the Budget Impact Member” on page 204 and “Updates to the Request End Date Member” on page 205.

Administrators must:

- Ensure that the appropriate planners have launch access to the BIUpdate rule.
- For a custom plan type, update the BIUpdate rule in Oracle Hyperion Calculation Manager to use placeholder members for any custom dimensions before creating or modifying any budget requests. Otherwise the rule will run for all members of custom dimensions and will populate the Budget Impact for Gen 1 member combinations. For example, to update the fund and project dimensions and populate the Budget Impact and Request End Date members, you would change this:

  \[
  \text{FIX("Period", "Year", "Entity",\{Scenario\}, \{Version\})}
  \]

  To this:

  \[
  \text{FIX("BegBalance", "No Year", "Unspecified Entity", "General Fund", "Unspecified Project",\{Scenario\}, \{Version\})}
  \]

  See the Oracle Hyperion Calculation Manager Designer’s Guide.

Updates to the Budget Impact Member

The BIUpdate rule sets a value of 1 for included budget requests, and 0 for excluded budget requests. If a decision package is included, the Budget Impact value depends on the Budget Impact selection of the Budget Requests. If a decision package is excluded, all associated budget requests are also excluded, regardless of their individual Budget Impact setting, and the BIUpdate rule sets a value of 0 for these budget requests. In the predefined HCP configuration options, this value is set as follows:

<table>
<thead>
<tr>
<th>Table 27</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dimension</strong></td>
<td><strong>Value</strong></td>
</tr>
</tbody>
</table>
| Account | Budget Impact  
| | Request End Date  |
| Period | BegBalance  |
| Year | No Year  |
| Budget Item | Unspecified Budget Item  |
| Element | Unspecified Element  |
| Entity | Unspecified Entity  |
| Position | Default Position or Unspecified Position  |
| Employee (if used) | Unspecified Employee  |
| Job Code (if used) | Default Job Code  |
Updates to the Request End Date Member

The BIUpdate rule sets a value for the Request End Date member based on budget request type. If a budget request is recurring, the request end date is #Missing. If a budget request is non-recurring, the Request End Date is populated with last date of the year in which the budget request was created or modified. For example, if a budget request was created in FY12, and the year starts on January 1, and ends on December 31, the request end date member is populated with 31-Dec-2012.

Understanding the Request Amount Member

By default for decision package-enabled applications, and for all plan types, a request amount member is created in the Accounts dimension as a child of Request Accounts. Request amount stores the total budget impact that a particular budget request has on the decision package in which it exists. Request amount is also used in the rollup of the compensation expenses decision package type to aggregate and display budget request totals.

Preparing for Recurring Budgets

- Ensure that scenario and version dimension members are defined for the budget development in the upcoming budget year to which you will carry over recurring budget request line items. Make sure that all scenario and version members have the appropriate start and end years so that they encompass the span of your budgeting periods.
- Define the required PUH by performing one of these tasks:
  - Create a new PUH so that you can copy the current, recurring, budget to next year’s budget to which the scenario and versions are assigned.
  - If the same entities (departments, bureaus, offices etc.) in your existing budget will also prepare next year’s budget, copy your existing PUH and assign the appropriate scenario and version.
- Ensure that the PUHs associated with the decision package that contains recurring budget requests have write-access to the scenario and version members.

Creating Attributes

- To define attributes:
  1. Select Administration, then Manage, then Decision Packages, and then Decision Package Attributes.
  2. Select Action and then Create Attribute, or click .
  3. Specify the following:
     - Name—A descriptive name that indicates the kind of data preparers will specify
     - Attribute Type—How preparers will specify attribute values (in date format, for example):
List of Values—A Smart List value

Boolean—In Yes / No format

Number—To limit the range of numbers that preparers can specify, enter the lowest acceptable number in Lower and the highest possible number in Upper. For example, if preparers can only specify values between 5000 and 75000, enter 5000 in Lower and 75000 in Upper.

Date—Use the calendars in Lower and Upper to define a range of acceptable dates that preparers can specify dates. For example, if you’re creating an attribute called Budget Request Initiated to record when a budget request was created, and the budget request will be submitted between July 1 and November 30 of 2015, specify July 1 2015 in Lower and November 30 2015 in Upper.

Level—If the attribute should be applied to a budget request, decision package, or both.

Constraints—Specify a lower and upper boundary that determines the dates or numbers budget preparers can enter for the attribute, or a constraint that defines the format in which data is entered. For example, to enforce a date attribute, select two dates to form a range of acceptable dates, such as the start date and end date of the budget year.

Select Global to make the attribute available for use with all decision packages, regardless of decision package type.

To ensure that preparers enter or select values for the attribute, select Yes in Mandatory.

Select View, then Manage Columns, and move attributes to Visible Columns.

Starting the Decision Packages Process

Administrators can start the budget development process using any of these approaches:

Flag decision packages that contain ongoing line items in their budget requests, such as the continuing funding of positions, and copy them over to future budgeting periods.

Create a baseline decision package and budget request that is populated with budgets from an external source. This represents the baseline budgets for the new period for which budgets are being created. The baseline budget may be created from a prior or current year budget or from actuals, either of which is extracted from a source system.

Create a custom decision package type and associated decision packages.

Budget preparers then:

Review the current service level budget request to identify any required changes.

Begin budget preparation for the new period, and create a decision package for any new funding requests.

Review the total cost of budget request and their impact on the decision package, and make any required changes.

Submit decision packages for promotion and approval.
If a decision package or budget request is rejected, perform these steps:

- Read the reviewer or approvers instructions and comments that are attached to the decision package.
- Make the required changes. For example, if the decision package will not be approved regardless of changes to its budget requests, and you are instructed to remove it, navigate to the decision package, and set it to Exclude. The amounts of the decision package are then excluded from the total budget amounts displayed.
- If necessary, resubmit modified decision packages for review and approval along the defined promotional path.

Creating Decision Package Types

To view decision package and budget request total amounts in an international currency, define exchange rate tables and run the currency converter. See the Oracle Hyperion Planning Administrator’s Guide

To create decision package types:

1. Although using an ASO cube is optional, Oracle recommends that you create one, and the required reporting applications, to enable quick rollup aggregation calculations.

   Note: If you defined rollup members for a BSO cube, create menu items for the appropriate forms. This enables data to aggregate to the rollup members you specified when you defined the decision package type rollup.

2. Select Administration, then Manage, then Decision Packages, and then Decision Package Types.

3. Click , and enter a meaningful and descriptive name.

4. Click Save in the Decision Package Types toolbar.

5. In the top grid, select the decision package type, and then select Data Collection Forms.

6. Perform the steps in these sections:
   - “Defining Mappings” on page 208
   - “About Rollup Members” on page 208
   - “Defining Justification Criteria” on page 209
   - “Assigning Attributes” on page 210

Tip: To quickly direct budget preparers to decision packages that are based on a particular decision package type, define a task list task to the decision package type.
Defining Mappings

Use the Reporting Applications Mappings tab to choose the ASO or BSO plan type to which budget preparers can push this data for aggregation:

- Individual budget requests
- Decision packages and all associated budget requests

To reports on decision package and budget request data in products that use Essbase, such as Oracle Smart View for Office, add the DP_ASO plan type, specify the corresponding reporting application, and then define specify rollup members.

➤ To specify mappings:

1. Ensure that you created an ASO (recommended) or a BSO cube, and the required reporting applications. See “Preparing for Data Aggregation and Rollup” on page 202.
2. Select the reporting application that you created.
3. Select Rollup Members and see “About Rollup Members” on page 208.

About Rollup Members

Use the Rollup Members tab to specify the dimension members in the HCP, and Plan 1, 2, or 3 plan types that are the aggregate totals in the common ASO or BSO cube. Because the dimensions in each plan type differ, map to the common cube to calculate and display aggregate costs. For example, if the decision package type and associated budget requests will include just operational expenses you could select:

Plan 1, 2, or 3 (Operational Expenses)

- Account (Total Expenses)
- Fund (TotalFunds)
- Period (YearTotal)
- Project (TotalProject)

Predefined HCP Rollup

This rollup, predefined for the HCP cube, is provided by default for the Compensation Expenses decision package type:

- Account (Request Amount)
- Budget Item (Unspecified Budget Item)
- Position (All Positions)
- Employees (Total Employees)
- Period (YearTotal)
- Element (Total Compensation Expenses)
Defining Rollup Members

To specify the rollup:

1. **On Rollup Members**, click the link that is displayed to select the reporting application, and then click OK.

2. **In Rollup Description**, summarize the kind and combination of data that you are using in the rollup.

3. For each dimension, select the parent member to aggregate. Select the level and combination of data to rollup and display in decision package and budget request totals based on the forms used. For example, a rollup from the HCP plan could define how dimensions such as Account, Budget Item, and Employee are mapped to higher level members such as Total Expenses and Total Employees.

4. **For BSO**: Create business rules and menu options actions on the forms preparers will use to build decision packages and budget requests to enable preparers to aggregate data to the rollup members that you select on this tab. See the Oracle Hyperion Planning Administrator's Guide.

Note: When you upgrade, or move an application to another environments, such as from a source development environment to a target production environment, ensure that your rollup definitions use the correct application and server names in each environment. If the rollup definitions don’t contain the correct target-specific information, your total decision package amount will be incorrect.

Defining Justification Criteria

Use the Justification Questionnaire tab to define the kind of explanations and additional information that users must submit with decision packages and budget requests, such as:

- Categories used to group related questions about decision packages and associated budget requests such as expected outcomes and detailed cost information.

- Questions or additional information users must provide, such as *Will new legislation be required as a result of this decision package and its budget requests?*

When decision packages are approved, these explanations and answers may be mapped to budget books when the budget is published.

To define required justification criteria:

1. **On Justification Questionnaire**, click Create Justification Question.
2 In **Question Category**, identify the kind of information the question will prompt users to provide, such as Funding Implications and Expected Outcome.

3 Enter and format the question.

4 From **Question Level**, specify when to display the questions and requests. For example, to display them when users create budget requests, select **Budget Request**.

5 To ensure that decision packages cannot be saved unless the questions you specify are answered, select **Mandatory**.

6 Select **Decision Package Attributes**, and then see “Assigning Attributes” on page 210.

### Assigning Attributes

You cannot apply global attributes to decision package types.

➢ To assign attributes:

1. On **Decision Package Type Attributes**, click ![+] or select **View**, and then **Create Decision Package Attribute**.

2. From **Attribute Name**, select the attribute.

3. From **Level**, indicate if you want to use the attributes on decision packages, their budget requests or both.

4. From **Mandatory**, select **Yes** to specify that preparers must specify the attribute values.

5. Repeat these steps to assign all required attributes.

### Deleting and Removing Attributes

You can only delete attributes if they have not been assigned to decision package types, decision packages, or budget requests. You cannot delete assigned attributes. However, you can remove attributes from individual decision package types, decision packages, or budget requests.

To remove assigned attributes:

1. Select **Administration**, then **Manage**, then **Decision Packages**, and then **Decision Package Attributes**.

2. Select the attribute, and then click ![x], or select **Action** and then **Delete Decision Package Attribute**.

To delete unused attributes:

1. Select **Administration**, then **Manage**, then **Decision Packages**, and then **Decision Package Attributes**.
2. Select the attribute, and then click \[\times\], or select Action and then Delete Decision Package Attribute.

Creating Task Lists for Decision Package Types

To quickly direct budget preparers to certain decision packages, or to ensure that preparers complete decision package-related tasks in a specific order, administrators can define task list tasks for decision package types.

To create decision package task lists:

1. Select Manage, and then select Task Lists.

2. Click \[\+] in the Task Lists pane to the left to create a high-level task list folder to contain tasks.

3. Specify a name for the task list folder.

4. Select the task list folder in Task Lists, on the page to the right select Action, and then select Create Task List.

5. On the same page, select the task list, select Action, and then select Edit Task List.

6. Select Action, and then select Add Child.

7. Define the task as described in the Oracle Hyperion Planning Administrator’s Guide but specify this information in Task List Details:
   - **Type** — Decision Package Type
   - **Decision Package Type** — The decision package type upon which the decision packages and budget requests are based to which you want to direct users.
   - **Scenario** — The scenario of the decision package to which to direct users.
   - **Version** — The version of the decision package to which to direct users.
   - **Year** — The year for the decision package to which to direct users.

Creating Decision Packages and Budget Requests

Subtopics

- Before You Begin
- Creating Decision Packages
- Creating Baseline Decision Packages
- Creating Budget Requests
- Using Notes and Attachments

Before You Begin

Before defining decision packages, ensure that:
An administrator defined the attributes you’ll use to capture budget data, and associated the required forms with the decision package type upon which your decision packages are based.

If an administrator defined descriptive aliases for entity members, select Alias or Alias: Member Name.

Members for the budget requests are in the Request dimension.

The entity who owns the decision package is part of a planning unit hierarchy associated with the budget version and scenario.

The people who will review the decision package have access to this owning entity.

Read-access permissions are applied to any other entity with which the decision package will be shared.

See “Requirements” on page 199.

Creating Decision Packages

Subtopics

- Step 1
- Step 2

Step 1

To create decision packages:

1. Expand Decision Package Types and select the decision package type in which to create the decision packages.

2. Select Manage, and specify the budget context, such as:
   - Scenario—Time period (for example, the current year’s budget, Forecast1 etc.) for which to create the decision package and its budget requests.
   - Version—The budget stage or outcome in which to create the budget request. For example, if the scenario is Forecast, Best Case could be a version.
   - Year—The year for which to show budget amounts.

3. Select Action, then Create Decision Package, or click .

4. Specify this information on Properties:
   - Name—Descriptive title that easily identifies the decision package type and the budget requests that it will later contain.
   - Description—Summary of the decision package, and the kind and purpose of the decision packages that are based upon it.
   - Rank—Priority of the decision package as compared to other decision packages. Enables you to rank the importance of decision packages.
- **Include**—Add the total expense of the associated budget request to the total expense of the decision package.

- **Exclude**—Do not add the total expense of the associated budget request to the total expense of the decision package.

- **Scenario** and **Version**—Oracle recommends that you select the same scenario and version specified for the decision package type. This ensures the same context is passed. However, to define a decision package and accompanying budget requests for another budget purpose or period of time, select the appropriate members.

- **Owner Entity**—The single entity (department, office, or bureau, for example) to have write access to the decision package, and the ability to modify its properties, and view all associated budget requests. To modify the decision package and its budget requests, the entity must be part of the PUH associated with the scenario, version, and owning entity slice of the planning unit.

- **Decision Package Reviewer**—Anyone, in order for the decision packaged to be signed-off, who must review and evaluate the decision package and its budget requests.

5 Go to “Step 2” on page 213.

### Step 2

➢ To create decision packages:

1. Select **Justification**, and answer the questions posed.

2. Select **Attributes**, and enter or select all attributes, such as additional dates and funding sources, required to fully define the decision package.

3. Select **Summary**, confirm that the decision package is properly defined, and then click **Finish**.

4. Optional: Provide supplementary or narrative information about the decision package, by selecting it on the grid, and selecting **Notes and Attachments** to attach notes, links, and documents.

5. Perform any task:
   - Define budget requests; the line item budgets required to implement the decision package. See “Creating Budget Requests” on page 214.
   - View the promotional path for the decision package by selecting the decision package on the **Manage** tab, selecting **Approval Status**, and then clicking . If the promotional path is incorrect, have your administrator edit the master PUH, and then synchronize it.
   - Share the decision package to allow preparers in another entity (department, e.g.) to create or modify budget requests in the decision package. See “Sharing Decision Packages” on page 229.
   - Prevent preparers who could previously define budget requests in the decision package, because they belong to the shared entity, by unsharing the decision package. See “Unsharing Decision Packages” on page 229.
Submit the decision package for approval or to preparers for budget request data entry.

**Creating Baseline Decision Packages**

Only administrators should define baseline decision packages. To create baseline decision packages, perform the procedure in “Creating Decision Packages” on page 212, but, for step 4, select **Action**, and then select **Create Baseline Decision Package**, or click . This is the decision package that should be selected in FDMEE when budget data is extracted from an external source system.

**Creating Budget Requests**

Subtopics

- **Step 1**
- **Step 2**

Before defining budget requests make sure that you know if they are for ongoing, recurring, expenses that must be funded every year, or for one-time expenses.

**Step 1**

➢ To create budget requests:

1. Ensure that an administrator created a member in the **Total Requests** parent of the **Request** dimension for each budget request you will define. If not enough members exist you receive a message that there are insufficient members in Essbase for budget requests, and you will be unable to enter budget request data.

2. Expand **Decision Package Types**, and then, on **Manage**, select the decision package in which to create budget requests.

3. Perform any task:
   - Select **Actions**, then **Add/Edit Budget Requests**.
   - Click , then on **Budget Requests**.
   - On **Budget Requests**, click .

4. Specify these properties:
   - **Name**—Descriptive title that identifies the request.
   - **Description**—Summary of the request.
   - **Rank**—Priority or importance of the budget request as compared to other budget requests.
Include—Add the total expense of the budget request to that of its decision package.

Exclude—Omit the total expense of the budget request from that of its decision package.

Budget Impact—Select one:

Owner Entity—The entity whose owner (office, department, program etc.) that can view, modify, promote, and approve the budget request.

Budget Type—Select one:

- If the budget request contains line items for expenses that will be funded on an ongoing basis in upcoming years, select **Recurring**. You will later copy these budget requests to the scenario, version, and years defined for future budget periods. See “About Copying Decision Packages and Budget Requests” on page 223.
- If the budget request is to fund a single event or program that will occur only once or twice, select **Non-Recurring**.

5 See “Step 2 ” on page 215

Step 2

➢ To create budget requests:

1 If an administrator defined attributes for additional budget data to capture in budget requests, select **Attributes**, and enter or select values for the attributes that are displayed.

2 Select **Justification** and use the text editors to:

   - Answer the mandatory questions and provide the required supplemental information about the budget request.
   - Insert links to relevant internet or intranet web sites.

3 On **Summary** review the request.

4 Click **Finish** and perform any task:

   - Build the budget request by entering data. See “Using Budget Requests” on page 218.
   - Provide additional information about the budget request, by selecting it, and using the lowest **Notes** and **Attachments** tabs.
   - Calculate total expenses and make data available by selecting **Action**, then **Push Data**. This:
     - Performs rollup aggregation calculations so you can view total expenses.
     - Executes the mappings defined for the associated decision package type. The members for scenario, version, budget request, and the entity dimensions are substituted based on the current context. Also, data is made available to users associated with the creator entity and shared entities.
   - Place the budget request in another decision package by selecting **Action**, then **Move Budget Request**, and then selecting the decision package type.
Use notes and attachments to provide additional information about decision packages and budget requests. To restrict access, you can mark notes and attachments as private.

**Defining Notes**

Public notes can be modified by anyone. However, private notes can be modified only by the person who created them.

1. To create or modify notes:
   1. Perform a task:
      1. To define notes for a decision package, select the decision package, select **Notes and Attachments**, and then select **Notes**.
      2. To define notes for a budget request, select the decision package, select the budget request, select **Action**, select **Add/Edit Budget Request**, and then select **Notes**.
   2. Click to create a note or to modify a public note or one that you created.
   3. Enter or edit the note content.
   4. To prevent others from reading or modifying the note, select **Mark as Private**.

**Deleting Notes**

Public notes can be deleted by the owner of the planning unit with which the decision package is associated.

Private notes can be deleted by the person who created them.

1. To delete notes:
   1. Perform a task:
      1. To delete decision package notes, select the decision package, select **Notes and Attachments**, and then select **Notes**.
      2. To delete budget request notes, select the decision package, select the budget request, select **Action**, select **Add/Edit Budget Request**, and then select **Notes**.
   2. Select the note and click .
Attaching Files

To create or modify attachments:

1. Perform a task:
   - To use decision package attachments, select the decision package, select **Notes and Attachments**, and then select **Attachments**.
   - To use budget request attachments, select the decision package, select the budget request, select **Action**, select **Add/Edit Budget Request**, select **Notes and Attachments**, and then select **Attachments**.

2. Click ![create attachment](image) to create an attachment or ![modify attachment](image) to modify an existing public attachment or one that you created.

3. Browse to a file or specify a URL.

4. To prevent others from viewing or modifying the attachment, select **Mark as Private**.

Deleting Attachments

To delete attachments:

1. Perform a task:
   - To delete decision package attachments, select the decision package, select **Notes and Attachments**, and then select **Attachments**.
   - To delete budget request attachments, select the decision package, select the budget request, select **Action**, select **Add/Edit Budget Request**, select **Notes and Attachments**, and then select **Attachments**.

2. Select the attachment to remove, and then click ![delete attachment](image).

Deleting Attributes

Only Administrators can delete attributes that are not currently assigned to decision packages or budget requests.

To delete attributes:

1. Select Administration, then Manage, then Decision Packages, and then Decision Package Attributes.

2. Select the attribute, and then click ![delete attribute](image).
Using Budget Requests

Subtopics

- Considerations
- Entering Expenses
- Transferring Positions and Employees Across Budget Requests
- Performing Transfers
- Reversing Transfers

Considerations

The tasks that you perform to build budget requests by entering expenses depend on:

- If the budget request is recurring or non recurring. See “How Budget Request Type Impacts Compensation Budgeting” on page 198.

- The decision package and the forms an administrator associated with the decision package type. For example, if you are a department manager specifying the costs for adding new employees and positions that are required to fund a proposed project you could be using the Maintain Positions, Edit Position Details, Maintain Employees, and Edit Employee Details forms. For information about using the forms involved in defining and specifying employee and position compensation expenses, see Chapter 8, “Working with Human Capital Compensation Budgets.”

Note: If you receive a message when you are working in a budget request that there are insufficient members in Essbase:

- Have an administrator create a member for the budget request. See “Requirements” on page 199

- Access the budget request page, select the No BR Exists budget request , click , and assign the member to the budget request.

Entering Expenses

Ensure that an administrator created a member for the budget request. If you receive an error about insufficient members, see “Considerations” on page 218.

To enter budget request expenses:

1. Expand Decision Package Types.

2. Select the scenario and version, and then click .

3. On Manage, select the decision package that contains the budget request for which to enter data.

4. Click to display the budget request master and detail grids.

5. Select the budget request in which to enter data.
6 Ensure that you select the entity that represents your department, office, or bureau.

7 Select Data Collection Form.

8 Select the appropriate budget entry form tab in the lower grid, and perform the tasks required to build the budget request and enter costs. If the required forms are unavailable, have your administrator modify the decision package type.

9 In the Planning toolbar click Save.

As required, click to perform aggregation calculations to view updated totals or Refresh to reflect your work.

10 If necessary, promote the budget request.

Transferring Positions and Employees Across Budget Requests

You can transfer positions or employees out of budget request and into another. This is helpful if your organization’s entities function as separate units, and is an alternative to sharing decision package and budget requests between entities in order to perform transfers. Based on your budget configuration option, you will use these data collection forms in budget requests to perform transfers:

- Employee Transfer Status
- Position Transfer Status
- Two Step Transfer Status
- Manage Request Positions
- Manage Employees

The budget requests involved in a transfer must have the same include or exclude setting. If they do, the transfer is valid and 0 displays on the Transfer Status tab. If the budget requests have different include or exclude settings, the transfer isn’t valid.

Requirements:

- You must be associated with the budget request’s entity, which must also must be shared with your entity.

For example, Assume a budget request (BR1) is created for an entity (ENT1). Planners with access to BR1 can transfer out position or employees in ENT1 to the Generic Entity. These positions or employees are displayed on Manage Pending Transfers. If another planner reviewing Manage Pending Transfer wants to transfer in a position or employee, they can do so. If the planner does not have access to BR1, they can transfer the positions or employees into any of their budget requests.

- Have an administrator associate these forms with the decision package type used to create your decision packages:
  - Employee Transfer Status or Position Transfer Status
Performing Transfers

➢ To transfer positions or employees:

1. Satisfy the requirements. See “Requirements” on page 199.
2. Ensure that the source and target budget requests have the same Include or Exclude setting.
3. Select Decision Package Types, and then use the Scenario, Version, and Year filters to access the decision package from which to transfer out the position or employee.
4. Select the decision package in the upper grid, and then select the budget request in the lower grid.
5. Click , and then select Data Collection Forms.
6. Select Manage Request Transfers, Manage all Positions, or Manage all Employees, right-click the position or employee to transfer and perform any option:
   - To transfer directly to another budget request, select Single Step Transfer, select the target position, target entity, when the transfer will be effective, and then click Transfer.
   - To transfer to the generic entity so another user can transfer the position or employee into another budget request, select Transfer Out a Position, specify the date on which the transfer will be performed, and then click Transfer Out. Select the Two Step Transfer Status form tab to confirm that the transfer was performed or is pending.

For detailed transfer instructions, see the topics in “About Transfers” on page 162.

Reversing Transfers

You can only reverse transfers from the budget request into which positions or employees were transferred. If you transferred a position or employee to the Generic Entity and the position or employee wasn’t transferred into another budget request, you can reverse the transfer from any budget request.

➢ To reverse transfers:

1. Select Decision Package Types, and then use the Scenario, Version, and Year filters to access the decision package from which to transfer out the position or employee.
2. Select the decision package in the upper grid, and then select the budget request in the lower grid.
3. Click , and then select Data Collection Forms.
4. Select an appropriate form for your budget configuration such as Manage Request Transfers, Manage all Positions, or Manage all Employees,
Right-click the position or employee to transfer and select **Reverse Transfer**

For more information, see “About Reverse Transfers” on page 163 and “Reversing Transfers” on page 165.

**Saving Decision Packages and Budget Requests**

Decision packages and budget requests are automatically saved when you click Finish after defining basic properties. However, you must click ✽ or use the Action drop down list to save if you modify high level decision package or budget request data, such as the Include/Exclude setting on the upper grid. To save budget request data that you enter using forms, click the uppermost Save icon in the browser toolbar.

**About Modifying Decision Packages and Budget Requests**

To edit decision package attributes and basic properties, you must either be the creator or part of the owning entity. To modify budget request data and values you must have write-access to the owning entity or, if used, the sharing entity.

To modify decision packages, select a decision package and perform a task:

- Modify basic decision package properties by selecting **Action**, then **Edit Decision Package**, or clicking ✽.

- Modify or enter data for budget requests in the decision package by clicking ✽, or selecting **Action**, then **Add\Edit Budget Request**.

**Note:** If you make changes to the entity dimension, PUH or ownership that determine the ownership and approval hierarchy of a decision package that you copy, the approval hierarchies for the decision packages to which you copy data inherit the changes.

**Modifying Budget Request Basic Properties**

For information about editing or entering budget request expenses or performing budgeting tasks, see “Modifying Budget Request Details and Expenses” on page 222.

To modify budget request properties:

1. Expand **Decision Package Types**, and then select the decision package in the upper grid that contains the budget request to modify.
2 On Budget Requests, select the budget request, and then click .

3 Modify properties. For information about these properties, see “Creating Budget Requests” on page 214.

Modifying Budget Request Details and Expenses

Edit budget requests details to performing tasks such as:

- Changing the expenses or values entered on the forms that constitute the budget request
- Performing personnel-related tasks such as adding positions, filling vacant positions, or modifying employee details using the forms constituting the budget request. The tasks you perform depend on the purpose the budget request and the forms an administrator associated with the decision package type upon which the budget request’s decision package is based.
- Share budget requests with other entities
- Push budget request data to the ASO cube to perform rollup calculations
- Associate the budget request with another decision package

➢ To modify budget request details:

1 If you don't own the decision package that contains the budget request, ensure that you have read access to the decision package. Have an administrator confirm that you have write access to the budget request’s owning entity.

2 Expand Decision Package Types, and then select the decision package, in the upper grid, that contains the budget request to modify.

3 Click or select Action, and then select Add\Edit Budget Requests.

4 Select the budget request in the upper grid and make your changes.

Copying Decision Package Types

To more quickly define decision package types, you can copy and customize existing decision package types. To copy decision packages, budget requests and supporting information between different scenarios and versions, see “About Copying Decision Packages and Budget Requests” on page 223.

➢ To copy decision package types:

1 Select Administration, then Manage, then select Decision Packages, and then Decision Package Types.
2 Select the decision package type to copy, and then click Save As, or select Action, and then Save As.

3 Specify a name for the decision package type, and then click OK.

4 Click Save in the Decision Package Types toolbar.

5 Customize the copied decision package type as necessary.

### About Copying Decision Packages and Budget Requests

**Subtopics**

- Requirements
- Recommendations and Notes
- Which Copy Tasks Can Administrators Perform?
- Which Copy Tasks Can Planners Perform?
- How Different Owner Entities Affect Copy Operations
- How Modifying Dimensions, Attributes, and Planning Unit Hierarchies Affects Copied Decision Packages
- Understanding the Add and Synchronize Copy Operations
- Simultaneous Copying

You can copy recurring budget requests, one-time budget requests, or both.

### Requirements

- **Planners:** Ensure that your user account is provisioned with the Copy Decision Package role in Oracle Hyperion Shared Services.

- **Administrators:** Perform these tasks:
  - Create the target scenario and version
  - Assign the appropriate planners write access to the target scenario and version
  - Assign the appropriate planning units to the target scenario and version combination.
  - Either create a baseline decision package on the target, or copy the baseline budget from the previous budget scenario and version to the target. To copy the baseline budget, perform the steps in “Copying Decision Packages and Budget Requests” on page 226, but select Replace or Add to ensure that justification criteria and attributes are copied.

### Recommendations and Notes

- Copy only source budget data that is finalized and approved.

- Because exchange rates tables may differ between the source scenario and the target scenario, re-run the currency conversion calculations to translate data using the rates defined for the target scenario.
Because not all decision packages and budget requests may be copied, run aggregation rules again after copying, to aggregate data to Total Entity.

If a decision package that you copied to a target scenario and version is renamed in the source scenario and version, and the Copy Option is Add, the renamed decision package or budget request is copied to the target.

For optimal performance, Oracle recommends that no more than 500 users are provisioned with the Copy Decision Package role.

Which Copy Tasks Can Administrators Perform?

Administrators can:

- Copy employee defaults
- Copy defaults for unspecified entities and unspecified budget requests
- Copy decision packages to unspecified target entities or entities to which they do not have write access
- Replace existing data in a decision package with copied data from another decision package
- Merge and integrate copied data to a single decision package in the target

The only task Administrators cannot perform is to copy decision packages to a target decision package that contains finalized, approved data.

Which Copy Tasks Can Planners Perform?

Planners can view and copy any decision package to which they have write access on the owner or sharing entity. Depending on if data already exists in the target scenario and version combination, Planners can copy as follows:

- If the selected decision packages and budget requests to be copied do not exist on the target, Planners can copy if they have write access to the target scenario, version and entity member combination.
- If the target scenario and version already contain data: Planners can copy if:
  - They have write access to the target scenario, version, and entity combination
  - They are the current owner of the target decision package entity

Planners are unable to copy decision packages and will receive errors unless an administrator has performed the setup tasks described in “Requirements” on page 223.

How Different Owner Entities Affect Copy Operations

If the owning entities of a decision package are different on the source and target:

- New budget requests are not added to the target decision package.
• Decision package or budget request information like justification and attribute values are not synchronized.

If budget request owner entities differ on the source and target, then budget request data is not synchronized.

**How Modifying Dimensions, Attributes, and Planning Unit Hierarchies Affects Copied Decision Packages**

• If a decision package that you copied is renamed in the source scenario/version, and Copy Option is Add, the renamed decision package or budget request is copied to the target.

• If you change Entity members or the Planning Unit Hierarchies assigned to the scenario / version of the decision package to which you copied data, the approval hierarchies for the decision packages to which you copy data inherit the changes:

• If changes other than renaming are made to the attributes of a copied decision package or its budget requests, subsequent changes are not reflected in the target unless the Copy Option is **Add** or **Add with Synchronize**.

• Changes made to a source scenario/version or target scenario/version may result in scenarios and versions that cannot be used together for variance analysis.

**Understanding the Add and Synchronize Copy Operations**

**Subtopics**

• **Add**

• **Synchronize**

**Add**

Perform an Add operation to place source decision packages and their budget requests in existing decision packages in the target scenario and version. If an “add” is initiated by a user in a decision package’s shared entity, then:

• Budget requests are added to the target decision package, and the shared entity’s list of decision packages reflects the budget request’s owner entity

• The shared entity’s list of decision packages is updated to reflect the budget request’s owner entity

**Synchronize**

Perform a Synchronize operation if the same decision package exists on the target scenario and version, and you want to update it with new or modified source decision package data. Synchronization updates the shared entities list for a target decision package or budget request.
fashion. It also adds any entities that exist on the source but not the target. Synchronization never removes entities that only exist on the target.

<table>
<thead>
<tr>
<th>Situation</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>“synchronize” is initiated by current owner of the owning entity</td>
<td>Decision packages and budget requests are synchronized</td>
</tr>
<tr>
<td>“synchronize” is initiated by user in the source decision package’s shared entity</td>
<td>Synchronization is performed if the shared entity is already the owner or shared entity for the target decision package.</td>
</tr>
<tr>
<td>“synchronize” is initiated by a user who isn’t the current owner of a budget requests owner entity</td>
<td>Only the budget request detail data that the user owns in the budget request is copied.</td>
</tr>
</tbody>
</table>

**Simultaneous Copying**

An error is returned if others concurrently copy the same decision package to the same target scenario and version. Errors, warnings, and details are logged in the Job Console entry.

**Copying Decision Packages and Budget Requests**

**Subtopics**
- Identifying Decision Packages
- Specifying Copy Options
- Copying Data to Multiple Years

**Identifying Decision Packages**

To copy data to multiple budget years, see “Copying Data to Multiple Years” on page 228.

1. To copy decision packages and budget requests:
2. Select Tools, and then Copy Decision Packages.
3. On Decision Packages, select the decision package that contains the data to copy by specifying the source scenario and version and clicking Go.
4. In To Scenario and To Version, select the target scenario and version members to which to copy decision package data.
5. Filter the decision packages displayed by criteria such as approval status or rank. To filter by custom attributes:
   - Click Advanced Search.
   - From Decision Package Type, select the decision package type upon which the decision package is based.
For each attribute in **Decision Package Filters** enter or select values.

5 See “Specifying Copy Options” on page 227

**Specifying Copy Options**

Only administrators can merge decision package data or replace one set of data with another. Review how the copy operations work. See “Understanding the Add and Synchronize Copy Operations” on page 225.

To copy decision packages and budget requests:

1 From **Copy Option**, specify how to update the target with the decision package you are copying from the source:
   - **Replace**—Overwrite existing decision packages in the target scenario and version.
   - **Add**—Add the decision packages and constituent budget requests to existing decision packages in the target scenario and version.
   - If the same decision package exists on the target scenario and version, and you want to update it with new data and changes in the source, select **Synchronize**.

   **For Administrators copying the baseline budget:** Select **Replace** and **Add** to copy justification criteria and attributes.

   **For Planners:** To choose whether or not to copy more recent attributes and justification criteria, select **Add** and **Synchronize**.

2 From **Merge to one Decision Packages**, select **Yes** to copy all budget requests in selected decision packages to a single target decision package that you specify. Select **No** to copy only the selected decision packages to the target scenario and version.

   **Note:** If you select Yes, ensure that the sharing defined for the owning entity in the target decision package grants the appropriate users and entities the access required to enter and modify data.

3 From **Budget Type**, indicate if the decision packages that you are copying contain recurring or non-recurring budgets. To copy all budget requests, select **Both**.

4 Specify if you want to copy attributes, and supporting information, such as attachments and justification criteria.

5 Click **Copy Data**.

6 Open the **Job Console** to view any warnings or errors.

7 **For human capital budgeting:** Select **Budget Preparation**, and then select **Calculate compensation budgets** to process and view updated data.
Copying Data to Multiple Years

To copy decision packages and budget requests to multiple years:

1. Select Tools, and then Copy Decision Packages.

2. On Decision Packages, select the decision package that contains the data to copy by specifying the source scenario and version and clicking Go.

3. In To Scenario and To Version, select the target scenario and version members to which to copy decision package data.

4. Select the decision packages to copy.

5. Select Period Mapping. By default, Years is populated with the years defined for the target decision package's scenario and version.

6. For each Target Year, select a corresponding Source Year.

   The budget amounts in the target year are replaced by those from the source year.

7. Select Enabled for each year to which to copy data.

8. See “Specifying Copy Options” on page 227.

Managing Decision Package Types, Decision Packages, and Budget Requests

After an administrator creates the required decision package types, preparers can perform these tasks, using the icons or the Action list on the Manage tab:

- Create decision packages
- Create a decision package for a baseline budget
- Modify basic decision package properties
- Define or modify budget requests in a selection decision package
- Modify budget request properties such as owner and rank
- To enter data, use to assign a member an administrator creates to a budget request that does not have one (is a No BR Exists budget request).
- Enable users in other entities to create budget requests in a selected, shared, decision package
- Publish amounts to an ASO cube for rollup calculations or for reporting.
- Transfer budget requests to another decision package
Sharing Decision Packages

Share decision packages to enable preparers in another shared entity (department or office) to create or modify budget requests in decision packages.

To share decision packages:

1. Expand **Decision Package Types**, and then select the decision package type upon which the decision package is based.
2. On **Manage**, select the decision package.
3. Select **Action**, and then select **Share Decision Package**, or click .
4. On the left, select the entities with which to share the decision package, add them to the frame on the right, and then click **OK**. If an administrator defined descriptive aliases for entity members, and enabled the appropriate preference, select  and then select **Alias** or **Alias: Member Name**. See “Configuring Planning Unit Hierarchies” on page 200.

Unsharing Decision Packages

You can unshare a decision package that you own to prevent budget preparers in shared entities from continuing to work on budget requests. This is done by removing the shared entity from the decision package.

To unshare decision packages:

1. Ensure that preparers or owners in the shared entity moved or deleted their budget requests.
2. Expand **Decision Package Types**, and then, on **Manage**, select the decision package you want to unshare.
3. Select **Action**, and then **Share Decision Package**, or click .
4. Clear the check boxes for the selected shared entities, and then click **OK**.

About Filtering and Reporting on Data

Use attributes to capture additional, custom decision package and budget request information that you can later use to filter decision packages. Use rollup group to report on the totals of different kinds of expenses, such as types of compensation (FTE and salary, for example) or non-compensation related expenses (facility or equipment rentals for example).
**About Attributes**

Attributes are tags or labels that can be used to categorize decision packages and budget requests. Defined by Administrators, attributes can be assigned to decision packages, budget requests, or both, and enable budget preparers to:

- Capture additional information that is specific to their budgeting needs and implementations, such as:
  - Related program (programs impacted by the decision package)
  - Related performance objectives (objectives improved by the funds budgeted in a decision package)
  - Performance Measure — Smart List attribute that could be used to organize budgets if the Program dimension is used at a more detailed child level
  - Fund Group — Could be used to organize decision packages and business requests for reporting by fund group. For example, you may be required to select State Grants as a fund group in their budget request. Or you may have values for General Operating Funds, Federal Grants, Enterprise Funds, Capital Outlay.
  - Related area or location
  - Additional budget dates, such as proposed start date, or proposed implementation date
  - Funding source

- Group and filter decision packages and budget requests on dashboards and in reports based on attribute criteria.

**Attribute Types**

You can use two kinds of attributes:

- Non global attributes—Applied to decision package types and used so that preparers populate decision packages created on that type with specific attribute.
- Global attributes—Not specific to a decision package type. Can be used with any decision package.

If you do not use decision package types, you can use 15 attributes for decision packages; and 15 for budget requests.

You can define attributes as mandatory or optional. If mandatory, preparers cannot save decision packages and budget requests without specifying attribute values. The attribute type determines the format of the attribute data required.

**Attribute Types**

- Boolean - Yes or no
- Smart List - Any Smart List of Smart List value
- Number - One number or a number in a range of values. Use constraints to specify the lower and upper limit for value ranges.
About Rollup Groups

In addition to reporting on total expenses, you can also report on the totals of different expense types such as:

- The total FTE a budget request represents
- Compensation (additional earnings, for example) vs non-compensation costs (equipment rental costs) while still reporting on the overall amount being requested.
- Total Funds Requested—All requested amounts delivered in a decision package or budget request.
- Operational Costs—All non-personnel related costs being requested such as maintenance and supplies

To enable this kind of reporting, an Administrator, when creating decision package types, must define rollup groups for each type of total expenses for which you want to report. Rollup groups are created by selecting one or more sets of plan-type specific dimension members (rollup members). For example, you could use one rollup group to report on total capital outlay, a second to report on operating costs, and a third to report on aggregate totals across all accounts in selected decision packages and budget requests.

You can modify a decision package type's rollup groups and members to display amounts differently even if decision packages and budget requests were already created using the decision package type. Changes to rollup groups are immediately reflected.

Guidelines and Considerations

Before an Administrator create rollup groups, decide what totals you want to display and report on. This might mean modifying your Account dimension, and other dimension hierarchies to support revision members to display the breakdown of total amounts. Also consider:

- If amounts are in the same cube but you want to display them separately
- If the amounts are in different cubes and need to be displayed separately
- If some amounts must be added to others for the correct total display
- You must define individual rollup groups to display totals for currency amounts and unit counts. For example, to display the total for compensation cost and FTE, you must create a rollup group for compensation and another for FTE.

Limitations:

- Administrators can only define 5 rollup groups for a decision package type
- At least 1 rollup group must be specified as the primary group
- You cannot change currency type once its members have been used in a rollup group. To modify currency type, delete the rollup members in use
Defining Separate Rollups for a Decision Package Type Using two Plan Types

You want to display and report on compensation (in an HCP cube) and capital outlay costs (in an Operation Budget) in addition to the overall total for a decision package or budget request. However, you want to display compensation and capital outlay expenses as separate totals. You have extended your dimension hierarchies to support multiple rollup levels in the dimension hierarchy. You have at least 1 Plan1 cube and an HCP cube.

To create the rollups you want, perform these tasks:

1. Select Administration, then Manage, and then Decision Package Type.
2. Selects a Decision Package Type (Operating Budget) and select Rollup Member.
3. Create a rollup group called “Totals Requested”, and specify Plan 1 as the cube. All dimensions in the cube are populated.
4. Click the member selector for the Account dimension and select the members for the total expense rollup.
5. On Rollup Member, create a rollup group called Total Capital, and specify Plan 1 as the cube.
6. Click on the member selector for the Account dimension and select the member Capital Request Expenses as the rollup member. Do this to select a members to use in the rollup.
7. Create a third rollup group called Total Compensation, and select the HCP cube.
8. Click the member selector to identify the members to use in the third rollup.

Performing Queries

Perform case-sensitive queries in the following to display, by column, only rows that contain a particular value, letter, or series of letters. This enables you to filter column contents by data such as name, owning entity, and amount. For example, to display only decision packages that are owned by an entity whose name starts with H, enter H* in the field above the Owner Entity column.

➢ To perform a query:

1. Access the decision package.

2. On the desired grid or tab, click .

3. In the field above any column, enter a number, letter, or series of letters. If you enter letters, enter an asterix (*) after your entry. For example, to display only budget requests with names starting with HUM, enter HUM*.

4. Press ENTER.
Detaching Data

Clicking Detach enables you to view and use most budget request and decision package data, such as budget request grid data, and notes in a separate window. This enables you to focus exclusively on decision package or budget request data.

Moving Budget Requests Between Decision Packages

Important: To move budget requests to another decision package the target decision package must use the same decision package type, and have the same assigned scenario, version, owning entity, and (if used) shared entity.

To move budget requests:
1. Expand Decision Package Types, and then select the decision package on Manage.
2. Click or select Action, and then select Add/Edit Budget Request.
3. In the upper grid, select the budget request to move.
4. Select Action, and then select Move Budget Request or click .
5. Select the decision package to which to move the budget request, and click OK.

Deleting Decision Packages and Budget Requests

The current owner of a decision package can delete it after:

- All data and values in the budget requests it contains are deleted, or set to zero (0) so that the total compensation expense is zero. For a shared decision package, budget preparers in the shared entity must also delete or zero-out all values in their budget requests.
- The budget requests that it contains are deleted by their owners or moved to another decision package.

Note: Deleting decision packages removes them from the promotional path.

To delete decision packages and budget requests:
1. Expand Decision Package Types, and then select the decision package on Manage.
2. Perform a task:
   - To delete individual budget requests within the decision package, select the budget requests in the lower grid, and then click .
   - To delete the entire decision package, click or select Action, and then select Delete Decision Package.
Migrating Decision Package Types

If you use Oracle Hyperion Enterprise Performance Management System Lifecycle Management to migrate decision packages types from one server to another, administrators must ensure that:

- The same databases (cubes) used in the source application also exist, with same names, in the target application
- Users have access to the target application
- In the target environment, users have access to the applications referenced in the report application mappings used in the source application

About Submitting Decision Packages for Approval and Viewing Promotional Paths

When viewing details for a planning unit used to submit and promote a decision package on the Manage Approvals screen, you can view history and annotations using the tabs provided. The History tab enables you to:

- View the status of each planning unit associated with a decision package, its owner, and the last action taken. The Promotional Path button was also moved to the History tab and a Refresh button was added
- Access and refresh the promotional path using the corresponding buttons

The Annotations tab enables you to view the title, author, date, and text for existing annotations and to add new annotations.

Submitting Decision Packages for Review and Approval

Promote decision packages to pass them, as planning units, to the next reviewer or entity planning unit in the promotional path. The promotional path is defined by administrators as described in the Oracle Hyperion Planning Administrator’s Guide. The owner of a decision package is always the first reviewer.

Note: The only exception to this behavior is if the owner is already in the promotional path defined by the master PUH.

To submit decision packages for review:

1. Select the decision package.
2. Select Approval Status.
3. Select the following:
   - Your entity (planning unit) row
● Any shared entities (planning unit rows) if you are the current owner of the decision package

● To promote a shared decision package, select rows for all the entities (planning units)

**Note:** If you integrate with PeopleSoft Financials Commitment Control, click ![on selected planning unit rows to perform a funds check to ensure that the budget requests totals validate against your PeopleSoft commitment control rules.

4 Click **Change Status**.

5 From **Select Action**, select **Promote**, and then click **Refresh**.

### Approving and Rejecting Decision Packages

- To approve or reject decision packages:

  1. **Select the decision package, select **Action**, and then select **Add/Edit Budget Requests**.**
  2. **On the Budget Request page, click the tab for each form in a budget request, and review the entered line item expenses and data.**
  3. **Perform a task:**
     - If decision package and its budget requests do not require modification, perform these tasks:
       1. Select **Approval Status**, select the entity (planning unit) row, and then select **Change Status**.
       2. If you are the last person in the promotional path, select **Signoff** from **Action**.
       3. If you are a reviewer at any other point in the promotional path, select **Approve**.
       4. Start the approval process for the planning unit hierarchy as described in the *Oracle Hyperion Planning Administrator’s Guide*.
     - If decision packages or any of their budget requests must be modified and resubmitted, perform these tasks:
       1. Select **Approval Status**, select the entity (planning unit) row, and then select **Change Status**.
       2. From **Action**, select **Reject**. This delivers the decision package to the previous reviewer.
       3. Use notes or attachments to indicate why you are rejecting a decision package.

### About Migrating Decision Packages Between Environments Using Lifecycle Management

When you upgrade, or move an application to another environments, such as from a source development environment to a target production environment, ensure that your rollup
definitions use the correct application and server names in each environment. If the rollup definitions don’t contain the correct target-specific information, your total decision package amount will be incorrect.

Performing Tasks Not Displayed in My Tasks List

To perform tasks not displayed in My tasks list:

1. Ensure the decision package is based on the Compensation Expenses decision package type. If it is not, have your administrator modify the decision package to be based on this decision package type.

2. Expand Decision Package Types, and then select the appropriate decision package type.

3. On Manage, select the decision package that contains the budget requests in which to perform the required task, and then click , or select Action, and then select Add \ Edit Budget Requests.

4. In the upper grid, select the budget request.

5. Click the tab for the task to perform and the corresponding form. If the form is unavailable:
   - Click the navigation button, to the right or left of the first or last form tab, and select the form to display. For example:
     
     Manage Position-Employee Assignments
     
     Employee Expense by Period
     Mass Update of Element Values for Positions and Employees
     Position Expenses for each Period
     Manage Pending Transfers
     Manage Position Approvals

- Have an administrator modify the decision package so that it is based on the Compensation Expenses decision package type.

6. Return to the previous or appropriate help topic for information about performing the budgeting task.

About Graphing and Analyzing Data

Use the Analysis tab on the main decision package grid to depict the entity-wide distribution of funds for a given decision package. Click on a decision package to display basic information about the decision package in the lower grid, such as the total value of the budget requests that they contain, their owning entity, and rank. On the Analysis tab you can also:

- Generate comparative pie charts to graph and evaluate budgets with positive amounts as opposed to budgets with negative amounts. This enables you, for example, to graph increases and reductions in operational expenses.

- Depict the total percentage of all lower-level entity decision packages within a parent entity. This enables you to view the budget impact of decision packages created by distinct offices, bureaus or portions of a larger entity.
Note: For 10 or more decision packages, the graph portion of the tenth decision package contains the remaining decision packages. For example, if you have 15 decision packages, drill down on the tenth decision package to access the remaining five.

On the grid you can:
- Drill down on decision packages to view their budget requests.
- Drill down on budget requests to view budget request properties and data collection forms.

Accessing Graphs

To graph and analyze decision packages:

1. Select Decision Package Types, and then select the appropriate decision package type.
2. Select the scenario, version, and year for the budget containing the decision packages that you want to graph, and then click Go.
3. Select Analysis.
4. From Chart Option, perform a task:
   - Select Pie to graph percentages
   - Select Bar to graph expense values
5. Perform any task:
   - On a graph, click slices to drill down on budget requests to access its data collection forms.
   - Filter the decision packages to graph by changing data such as:
     - Scenario and version
     - Year, using the slider bar to represent the annual value of a decision package for each year in a range of years that you select. Select a year or range of users using the slider bar, and then click Go. If the slider bar does not display, select Back to year view. The annual values of the decision package are displayed. For example, to graph or chart the value of a baseline decision package for FY10, FY11, FY12, and FY13, place the first slider bar arrow at 2010, the second at 2013, and then click Go.
     - Attribute values by clicking Advanced Search and selecting the attributes to use as filter criteria
   - On the grid you can drill down on decision packages or budget request to view their data in a pie chart.
About Approving Compensation

Compensation budget approval is based on positions or position-employee assignments, and the budget is calculated based on approved FTEs and compensation expenses. You need approve only Employee FTE assignments; not individual employees, because approving an employee's FTE automatically approves the employee. Similarly, rejecting an FTE rejects an employee's assignment to a position. Before submitting budgets to the approval hierarchy for overall approval, perform these tasks:

- Calculate budgets to aggregate positions, vacancy, and employee expenses
- Confirm and approve compensation expenses such as:
  - FTEs for employees or positions
  - Compensation elements such as additional earnings and benefits

Note: To prevent users from approving and submitting budgets, revoke access to the Approval form and task list.

About Submitting Budgets for Approval

Supervisors or managers can submit all or individual HR entity budgets as Planning units for approval. Budgets in Planning units are reviewed and validated based the defined user hierarchy. When Planning units are submitted, data is validated and becomes read-only for users all except the next owner or reviewer in the approval hierarchy.

Requirements

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

- All pending transfers are resolved. See “Reviewing Pending Transfers” on page 175.
- All positions, jobs, employees, and associated FTE assignments and compensation details are calculated and approved in Public Sector Planning and Budgeting.
- An administrator defines Planning units for budgets by specifying the scenario, version, and entity. For example, to submit the budget for the Department of State Police to the state Governor, create a planning unit that specifies:
  - Version—Governor
  - Entity—Department of State Police
  - Scenario—Budget

  Note: To include transfers, Generic Entity must be defined in Planning units.
- An administrator specifies the Planning unit owners and reviewers in the budget promotional and approval hierarchy.

Approving Positions, Jobs, and Employee FTE and Compensation

Subtopics

- Approval Options
- Approving Positions
- Approving Jobs
- Approving Employee Assignments to Positions
- Approving Period-Level FTEs

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
Approving Positions

To approve or reject positions:
1. From My task lists, select Budget Preparation, and then select Review and approve positions.

   Note: If you are using decision packages and budget requests, these task links do not display. See “Performing Tasks Not Displayed in My Tasks List” on page 236.

   2. On the POV, select the correct Version, Time period, and Scenario.
   3. Select the HR organization with which the position is associated, and then click .
   4. To specify missing or invalid data displayed in red, select Maintain position data, right-click positions, and select Edit Position Details.
   5. Right-click positions, select Approve, and then specify:
      - Select Year—Fiscal year in which to approve positions. To approve positions in multiple budget years, specify the year range as follows: Yx:Yx. For example FY09:FY11.
      - Approval Status—See “Approval Options” on page 240.

Approving Jobs

To approve or reject jobs:
1. From My task lists, select Budget Preparation, and then select Review and approve employee budget details.

   Note: If you are using decision packages and budget requests, these task links do not display. See “Performing Tasks Not Displayed in My Tasks List” on page 236.

   2. On the POV, select the correct Version, Time period, and Scenario.
   3. Select the HR entity, and then click .
   4. Specify missing or invalid data displayed in red by selecting Maintain employees by job, right-clicking employees, and then selecting Edit Employee Details.
   5. After specifying missing data, save, and then select Review and approve employee budget details page.
   6. Right-click jobs, select Approve, and then specify:
      - Job Code
      - Select Year—Fiscal year in which to approve positions. To approve positions in multiple budget years, specify the year range as follows: Yx:Yx. For example FY10:FY12.
      - Approval Status—See “Approval Options” on page 240.
Approving Employee Assignments to Positions

To approve or reject employee assignments to positions:

1. From My task lists, select Budget Preparation, and then select Review and approve positions.

   Note: If these task links do not display, see “Tasks Lists in Decision Package-Enabled Applications” on page 41.

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

3. Select the HR entity, and then click

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

5. To specify missing or invalid data that is displayed in red, select Maintain employees by position, right-click the employee, and then select Edit Employee Details.

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

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

8. Specify:
   - Select Year — Fiscal year in which to approve positions. To approve positions in multiple budget years, specify the year range as follows: Yx:Yx. For example FY08:FY10.
   - Approval Status — See “Approval Options” on page 240.

Approving Period-Level FTEs

To approve period-level FTEs:

1. From My task lists, select Budget Preparation, and then select one:
   - Review and approve positions
   - Review and approve employee budget details

   Note: If these task links do not display, see “Performing Tasks Not Displayed in My Tasks List” on page 236.

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

3. Select the entity for the HR organization, and then click

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

5. Enter FTE values in the Approved FTE Input row for each time period, and then save. Note that employee can have a full time FTE, but an FTE of 0.5 if they are assigned to 2 positions or jobs.

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

7. Specify:
   - Fiscal year in which to approve the FTE. To approve FTE in multiple budget years, specify the year range as follows: FYx:FYx. For example FY10:FY13.
An approval status. See “Approval Options” on page 240.

Submitting Budgets for Approval

To submit budgets for Approval:

1. Satisfy the requirements in “About Submitting Budgets for Approval” on page 239.
2. Select Administration, then Approvals, and then Planning Unit Hierarchies.
3. See the Oracle Hyperion Planning User’s Guide to continue with the submission.
About Revisions

After budgets for the current year are closed, adopted, and posted, 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 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:

- Updating salaries and benefits based on negotiated employee contracts
- Making modifications to reflect increases in spending budgets due to additional revenues
- Changes to salaries and benefits based on negotiated employment contracts
- Emergency funding
- Making updates to accommodate mid-year changes in legislative mandates

**Tip for PeopleSoft Commitment Control users:** If you track revisions as budget requests, you can re-use existing revision members to post data as deltas to your source. Each transaction is identified by an incremental ID. See “Tracking Revisions in PeopleSoft Commitment Control” on page 248.

**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.
Performing Revisions in Decision Package-Enabled Applications

Subtopics

- Task Overview
- Making Revisions in Non HCP-Based Applications
- Tracking Revisions in PeopleSoft Commitment Control
- Before Performing Revisions
- Preparing Revisions
- Creating and Populating a Budget Request for Revisions
- Performing Revisions in Non HCP-Based Applications
- Adjusting Revisions

In decision package-enabled applications, revisions are captured as delta changes and associated with a decision package and budget request. If you write back revision data to PeopleSoft, and want to reuse revision members instead of creating new ones, see “Tracking Revisions in PeopleSoft Commitment Control” on page 248.

You can revise decision package budgets as follows:

- Make adjustments to one, many, or all adopted budgets in decision package-enabled applications
- Prevent budgets from being adjusted below zero
- Capture and export delta changes and adjustment to your external source system for posting using FDME
- View budget balances before making an adjustment
- View balances after adjustments
- Generate adjustment amounts by:
  - Increasing or decreasing values by percent or monetary amounts
  - Prorating increases or decreases based on the original amount or balance of the original budget
- Reverse adjustments that were posted to the source system

Task Overview

- An Administrator performs these initial tasks:
  - Meets the requirements, and create a member for each revision in the Version dimension. See “Before Performing Revisions” on page 249.
  - **PeopleSoft CC Users**: If you track revisions as budget requests and want users to be able to reuse existing revision members, see “Tracking Revisions in PeopleSoft Commitment Control” on page 248.
Views the current budget activity and available balance, and consolidates all decision packages in the baseline revision member using the Update Baseline Revision With Compensation Data compensation data task.

Creates a revision, and then copies the appropriate decision package and budget request data to the baseline revision request.

For each decision package type used, creates a right-click menu option that preparers use to modify and adjust data.

In each decision package type, creates a budget request to contain revised data. See “Creating and Populating a Budget Request for Revisions” on page 253

In each decision package type, launches the Manage Compensation details by Entity form to load and modify position, salary, employee, and job data.

Budget preparers then perform these tasks:

- In the budget request created for each revision, modify compensation data and recalculate compensation expenses.
- Submit the revised budget request for promotion and approval

### Making Revisions in Non HCP - Based Applications

If you created a decision package-enabled application that does not use the HCP cube, the following occurs:

- The Budget preparation and the Manage Revision Requests tasks are loaded
- The Manage Revision Requests form is loaded
- The Populate Revision Data, Edit Revision, and Create Revision menus are loaded
- The following are loaded to the Account dimension:
  - Revisions properties and descendants
  - Request account and descendants
- Unspecified Entity is loaded
- In the Version dimension, the parent of Revisions is enabled for dynamic children.

You can extend the revision functionality provided using the following:

- Basic accounts that are used for revisions
- The “Manage revisions request” form that enables you to:
  - Create revisions.
  - Launch decision packages from revisions.
  - Create and update the CreateRevisionRequest rule to include custom dimensions and members that you create in revisions.
Tracking Revisions in PeopleSoft Commitment Control

Users can write-back revisions to the same application and scenario/version combination without having to create new revision members each time data is posted to PeopleSoft. Instead of defining new members each time a revision is submitted, existing version members are used. An ID is assigned to each transaction identifying the application, implementing an incremental transaction ID as follows: <application>_<transaction>

For example, these transaction IDs are generated in an application called A1 if the same user makes two posts: A1_<X1>, A1_<X2>

If another user performs, for the first time, a post transaction to the same application, scenario, and version, this transaction ID is generated: A1_<X3>. If a third user performs a post A1_<X4> is generated.

To submit revisions:

1. Meet the requirements. See “Before Performing Revisions” on page 249.
2. Using FDME, submit the revision posting for the scenario and version.
3. Create a decision package to track all your revisions, and then create a budget request for each individual revision. Each budget request’s member, in the Budget Request dimension, is what you will specify in the write-back rule.
4. Ensure that the write-back rule is a POST type, and uses the appropriate budget request members containing the revision data to post to PeopleSoft.
5. In Planning, select Administration, then Application, then Properties, and then Application Properties.
6. Click ++, define this property ALWAYS_GET_UNIQUE_XACT_ID and set it to “True”
7. Consolidate the data, and populate the decision package and budget requests. See “Populating Revisions With Decision Package Data” on page 253 and “Creating and Populating a Budget Request for Revisions” on page 253.
8. In Oracle Hyperion Financial Data Quality Management for Hyperion Enterprise, create a rule called Check so that planners initiate a Budget Check before using approvals to promote the planning units for each decision package.

See also “Performing Revisions in Non HCP- Based Applications” on page 254.
Before Performing Revisions

Subtopics

- Configuring Planning Units and Substitution Variables
- Enabling Preparers to Create Revision Members
- Creating Right-Click Menus for Customized Revisions
- Enabling Preparers to Assign or Modify Decision Package Types

Configuring Planning Units and Substitution Variables

Administrators must associate the appropriate PUH with the scenario member identified in the currScenario substitution variable. They must also associate the appropriate PUH with the Baseline Revision member in the Version dimension. These members are used when you copy decision package data during the revision process.

To ensure that the Currscenario and CurrentStage substitution variables are correctly defined, perform these tasks:

- Select Administration, then Manage, then Variables, and then Substitution Variables.
- Select CurrScenario, click , and ensure that the substitution variable references the correct revision member.
- Select CurrentStage, click , and ensure that the substitution variable is set to baseline revision.

Enabling Preparers to Create Revision Members

1. Select Administration, then Manage, and then Manage Dimensions.
2. From Dimension, select Version.
3. Expand Version and then select Revisions.
4. Click .
5. Define the member as follows on the Member Properties tab:
   - Select Enable for Dynamic Children. This allows users to create children by entering member names in the runtime prompt for any associated business rules configured to use a dynamic parent member.
   - In Number of Possible Dynamic Children, enter the number of additional revision members users can create.
   - In Access Granted to Member Creator, select one:
     - Inherit—You receive the access given to the closest member in hierarchy.
     - Read—You can view but cannot modify members.
     - Write—You can modify members.
On Dimensions, select the member, click , and then grant the appropriate users access.

6. In Oracle Essbase Administration Services, refresh the cube(s) for the plan type.

Creating Right-Click Menus for Customized Revisions

To set up the menus users will use to perform revisions:

1. Select Administration, then Manage, and then Menus.

2. Select Revisions Menu, and then click .

3. Define these menu as described in the Oracle Hyperion Planning Administrator's Guide, but make the noted selections:

   - **Revisions**:
     - Type — Decision Package
     - Scenario — Scenario of the decision package type
     - Version — Version of the decision package type

   - **Manage Decision Packages**
     - From, Type, select Decision Package.
     - Select a decision package type.

   - **Copy Decision Package**
     - From/To Scenario — currScenario substitution variable
     - From Version — CurrentStage substitution variable
     - To Version — The current revision you are using. This revision member automatically displays when you copy data.

Enabling Preparers to Assign or Modify Decision Package Types

1. Select Administration, then Manage, and then Menu.

2. Select Edit Revision Menu, and then click Edit.

3. Select Edit Compensation Decision Package.

4. To replace a default menu item, perform these tasks:

   - Click Edit.

   - From Decision Package Type, select the appropriate decision package type.

   - Click Save.
Preparing Revisions

Subtopics

- Creating Forms
- Consolidating Data and Creating Revisions if the HCP Cube is Disabled
- Consolidating Data and Creating Revisions if the HCP Cube is Enabled
- Populating Revisions With Decision Package Data

Creating Forms

Before submitting revisions for approval, administrators can optionally enable budget preparers to evaluate and modify revisions by defining forms that provide this information and functionality:

- Original budget amount
- Current balance—The original adopted budget amount in addition to previous adjustments minus actuals and encumbrances
- Adjustment %—Percent by which the budget was adjusted
- Adjustment amount—Monetary value by which the budget was adjusted and which is applied to the budget account. Budget preparers can modify this amount.
- Adjusted balance—The value of the original budget in addition to all modifications, less actuals and encumbrances

Consolidating Data and Creating Revisions if the HCP Cube is Disabled

Administrators must perform this procedure to amalgamate all decision package and budget request data and add it to the baseline revision member.

To consolidate data and create revisions:

1. Select Budget Preparation, then Manage Revision Requests, and then Manage Revisions.
2. In the POV, select the year and entity in which to make the revision, and then click .
3. On Manage Revisions, right click and then select Create Revision.
4. Specify the following:
   - The entity (department or cost center) and version in which to make the revision
   - Name—Enter a descriptive and intuitive name for the revision. This name is permanently assigned to the revision member.
   - 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**—Enter a reason for the revision

• **Commitment**—Source data was loaded into Planning from a commitment control system that tracks encumbrances, such as purchase requests

• **Regular**—Source data was not loaded from a commitment control system

• **Permanent Option**—Select one:
  - **Yes**—Include revisions in the current and future budgets.
  - **No**—Include revisions only in the current budget.

### Consolidating Data and Creating Revisions if the HCP Cube is Enabled

Administrators must perform this procedure to amalgamate all decision package and budget request data and add it to the baseline revision member.

To consolidate decision package data for revisions:

1. Select **Budget Preparation**, then **Manage Revision Requests**, and then **Update Baseline Revisions With Compensation Data**.

2. Select the decision package’s owning entity, select the appropriate scenario and version, and then click **Launch**.

3. Select **Budget Preparation**, then **Manage Revision Requests**, and then **Manage Revisions**.

4. In the **POV**, select the year and entity in which to make the revision, and then click .

5. On **Manage Revisions**, right click and then select **Create Revision**.

6. Specify the following:

   • The entity and version in which to make the revision

   • A descriptive and intuitive name for the revision. This name is permanently assigned to the revision member.

   • A **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**—Enter a reason for the revision.

   • **Human resource budget**—The HR budget referenced

   • A **Revision Source**:
     - **Commitment**—Source data was loaded into Planning from a commitment control system that tracks encumbrances, such as purchase requests
     - **Regular**—Source data was not loaded from a commitment control system.
- Permanent Option—Select Yes to include revisions in the current and future budgets. Select No to include revisions only in the current budget.

7 See “Populating Revisions With Decision Package Data” on page 253.

Populating Revisions With Decision Package Data

To populate revisions:
1 Select Budget Preparation, then Manage Revision Requests, and then Manage Revisions.
2 Right-click the revision, and select Populate With Decision Package.
3 Filter the decision packages that are displayed to locate those with which to populate the revision.
4 Select Copy Options, and, depending on if you are an administrator or a planner, specify how to populate the revision with the decision package data:
   - Replace—Overwrite existing decision package data in the revision. This option is only enabled for administrators.
   - Add—Add the decision package data.
5 Click Copy Data.
6 Create a budget request to contain the revisions that budget preparers will make. See “Creating and Populating a Budget Request for Revisions” on page 253.

Creating and Populating a Budget Request for Revisions

To setup the budget request in which revisions will be made:
1 Expand Decision Package Types, select the appropriate scenario and version, and then click .
2 On Manage, select the decision package in which to create the budget request in which revisions will be made.
3 Select Action, and then Add\Edit Budget Request.
4 Define the budget request. See “Creating Budget Requests” on page 214, being sure to indicate, using the Description field, that the budget request is being used in a revision.
5 Select the budget request that you created, and then select Data Collection Forms.
6 Select Manage Compensation Details by Entity.
7 Right-click the revision, select Populate Revision, and then one:
   - By Position Properties—Add positions or employees based on properties that you specify
   - By Entity—Add positions or employees associated with a particular entity
   - By Salary Grades—Add positions or employees that have a certain salary grade
   - By Individual Selection—Add one position or employee
8 Specify revision data and perform all adjustments. See “Specifying Revision Data” on page 258.
Performing Revisions in Non HCP- Based Applications

1. Select Administration, then Manage, and then Menu.
2. Select Edit Revision Menu, and then click Edit.
3. To add a menu item, perform these tasks:
   - Click Create Siblings.
   - Enter an intuitive and description name and label that indicates the purpose of the menu item.
   - From Type, select Decision Package.
   - From Decision Package Type, select the appropriate decision package.

Adjusting Revisions

To change revisions:

1. Select Budget Preparation, then Manage Revision Requests, and then Manage Revisions.
2. Right-click the revision, and then use the menu that an Administrator created to perform your budget changes. This will display the data collection forms used to define the compensation or operational line items in the decision package revision.
3. Use individual data collection forms to add, modify, or delete compensation (changing a salary rate, performing employee transfers, for example). See Part III, “Creating Compensation Budgets, Decision Packages, and Budget Requests”.
4. Right-click the revision, and then select Recalculate Revision.
5. Submit the decision package that contains the revised budget for promotion or approval.
Performing Revisions in Regular Applications

Subtopics
- Constraining Revisions
- Requirements
- Creating Revision Requests
- Specifying Revision Data
- Recalculating Expenses and Submitting Revision Requests for Approval
- About Modifying Revisions

Constraining Revisions

Applies only to non-decision package enabled applications

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

Applies only to non-decision package enabled applications

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)

Perform the tasks in the next sections.

Step 1

1. Before creating revisions:
   1. Ensure that members for the revision exist in the Version dimension.
   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
3 Select Administration, then Manage, and then Copy Data.

4 In Plan Type, select HCP, and then click Go.

5 In Static Dimensions, specify:
   - Account—IDescendants(Account)
   - Element—IDescendants(Element)
   - Period—Descendants of period, including BegBalance
   - Year—NoYear
   - Budget Item—IDescendants(Budget Item)
   - Entity—Descendants(Entity)
   - Employee—Descendants(Employee)
   - Position—Descendants(Position)

6 See “Step 2”.

**Step 2**

➤ Before creating revisions:

1 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

2 Select the additional data to copy, and then click Copy Data.

3 In Public Sector Planning and Budgeting, expand My tasks list, select Budget Preparation, and then select Calculate compensation budgets.

4 Accept the default business rule, click Launch, and then specify:
   - Scenario—Baseline budget
   - Version—Baseline revision
   - Entity—Descendants(Total Entity)

5 Click Launch.
Creating Revision Requests

Subtopics

- Step 1
- Step 2

Applies only to non-decision package enabled applications

Step 1

To create revision requests:

1. See “Requirements” on page 255.
2. From My task list, select Budget Preparation, and then select Manage revision requests.

   Note: If these task links do not display, see “Performing Tasks Not Displayed in My Tasks List” on page 236.
3. In the POV, select the year.
4. Select the HR entity, and then click . To enable revisions to child entities, select their parent entity.
5. Right-click, select Create Revision, and then specify the following:
   - The entity and scenario in which to make the revision
   - 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
   - Commitment — Source data was loaded into Planning from a commitment control system that tracks encumbrances, such as purchase requests
   - Regular — Source data was not loaded from a commitment control system
   - Permanent Option — Yes to include revisions in the current and future budgets. No to include revisions only in the current budget.
6. Click Create and see “step 2”.

Step 2

To create revision requests:

1. Right-click the revision, select Populate Revision, and then make a selection:
Specifying Revision Data

Applies only to non-decision package applications

To specify revision data:
1. On the Manage revision requests form, right-click the revision, and then select Edit Compensation Revision.
2. Modify position, employee, job, salary, and compensation data. For example:
   - To modify position, job, or employee data, right-click the employee, position, or job on the Manage Revision Requests form, and then select the appropriate menu option.
     For example, to use a revision request to adjust the salary for a Publication Manager position, right-click the position, select Edit position details, select Salary Grades, and enter the override option value.
   - 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.
   - To modify non-salary compensation elements such as benefits, select Budget Administration, then Manage Other Compensation, and change compensation details.
4. See “Recalculating Expenses and Submitting Revision Requests for Approval” on page 258.

Recalculating Expenses and Submitting Revision Requests for Approval

Applies only to non-decision package enabled applications

To calculate revisions:
1. From My task lists, select Budget Preparation, and then Manage revision requests.
Note: If these task links do not display, see “Performing Tasks Not Displayed in My Tasks List” on page 236.

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.

About Modifying Revisions

Applies only to non-decision package enabled applications

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
Part IV

Analyzing Compensation Data

In Analyzing Compensation Data:

- Using Compensation Dashboards
- Using Reports and Budget Books
Analyzing Compensation Breakdown

Use this dashboard to perform these tasks:

- Graph the individual expense value of all compensation types such as taxes, basic salary, earnings, and benefits by year in a bar chart
- Graph the percent claimed by each compensation type such as benefits and basic salary, in a pie chart
- View the monthly, quarterly, and year total expense values for each compensation type

To use the compensation breakdown dashboard:

1. From My Task Lists, select Budget Analysis, and then select Compensation Breakdown Analysis.
2. On the POV, select the scenario, stage, and year.
3. From Entity, select the entity whose compensation you want to graph and evaluate, and click ➔.

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<th>Table 29 Compensation Breakdown Graph</th>
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<td><strong>Graph</strong></td>
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<td>Compensation Expenses Yearly Trend</td>
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<tr>
<td>Compensation Expense Breakup</td>
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<tr>
<td>Compensation Expenses by Entity</td>
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</tbody>
</table>
Analyzing Budget Variance

Use the dashboard to compare different types of compensation expenses such as salary, and additional earnings between different budget stages and versions.

To use the dashboard:

1. From My Task Lists, select Budget Analysis, and then select Variance Analysis.
2. In the POV, select the appropriate budget scenario and year.
3. Select the entity, and then click.
4. Perform any task:
   - Use the Compensation - Stage Variance graph compare compensation expense values by budget versions or stages.
   - Use the Compensation - Scenario Variance graph compare compensation expense values by different types of budgets such as projected or baseline.
   - Use the FTE and Headcount - Stage Variance graph to depict the total amount of headcount or FTE in a particular budget stage, or version.
   - Use the FTE and Headcount - Scenario Variance graph to compare headcount and FTE values by different kinds of budgets such as actual, current, or forecast. Perform these tasks:

Analyzing FTE and Headcount

Use this dashboard to graph the amount of available headcount and FTE that can be assigned to new positions, and to depict the amount of currently assigned FTE.

To use the dashboard:

1. From My Task Lists, select Budget Analysis, and then FTE and Headcount Analysis.
2. In the POV, select the appropriate budget scenario, stage, and year.
3. Select the entity, and click.

Table 30   FTE and Headcount Graphs

<table>
<thead>
<tr>
<th>Graph</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Vacancy</td>
<td>Displays, by all positions in an entity, the amount of used and available FTE. For example, if you have 10 positions, each with an FTE of 1, and 2 of these positions are vacant, assigned FTE is 8, and available FTE is 2.</td>
</tr>
<tr>
<td>Headcount Trend Analysis</td>
<td>Multiplies employee headcount by their assigned job or position FTE over a period of time that you specify; enabling you to quickly view and assess staffing information. For example, if you have 10 positions, each with an FTE of 2 from January to May, and you add two positions, each with an FTE of 2 in June, this graph displays a value of 20 for January-May, and 24 from June - December.</td>
</tr>
</tbody>
</table>
### Analyzing Proposed Compensation

To use the dashboard:

1. From My Task Lists, select Budget Analysis, and then Proposed Compensation Analysis.
2. In the POV, select the appropriate budget scenario, stage, and year.
3. Select the entity, and then click ➤.

<table>
<thead>
<tr>
<th>Table 31</th>
<th>Proposed Compensation Graphs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Graph</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>Total Compensation Savings</td>
<td>Displays the amount of available salary in dollars.</td>
</tr>
<tr>
<td>Filled vs Vacant Compensation</td>
<td>Displays the percentage of compensation already being used, and available compensation that can be assigned.</td>
</tr>
<tr>
<td>Existing vs Proposed Positions</td>
<td>Displays the percent of the compensation expense type that you select (additional earnings, and benefits, for example) that is available to be assigned to new positions.</td>
</tr>
<tr>
<td>Existing vs Proposed Employees</td>
<td>Displays the percent of the compensation expense type that you select (taxes, and salary, for example) that is available to be assigned to new employees.</td>
</tr>
</tbody>
</table>
Using Reports and Budget Books

In This Chapter

Provided Reports ................................................................. 267
About Using Custom Templates .............................................. 270
Working With Custom Templates .............................................. 271
Creating Decision Package Reports ....................................... 272
Specifying Report Settings ..................................................... 273
About Customizing Reports in BI Publisher ............................... 273
Using Financial Reporting ...................................................... 275

Provided Reports

Subtopics

- Decision Package and Budget Request Reports
- Compensation Expense Reports
- Creating Compensation Reports

Decision Package and Budget Request Reports

You can generate the following kinds of reports in PDF, HTML, or Microsoft Word document format to evaluate a variety of decision package data, in some cases spanning multiple years. Administrators can download the provided reports, customize them, and then upload them as templates associated with reports. This enables you to generate more personalized reports. See “About Using Custom Templates” on page 270.

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision Package Listing</td>
<td>Displays basic information about all available decision packages and the budget requests in a decision package. From Report Type, select Detail to display more information about the decision package and budget requests. To use data from up to three years, add the years to Selected Years.</td>
</tr>
<tr>
<td>Decision Package Cost by Entity</td>
<td>Displays the total expenses of all decision packages and their budget requests in an entity To use data from up to three years, add the years to Selected Years.</td>
</tr>
</tbody>
</table>
## Compensation Expense Reports

You can access these predefined Financial Reporting reports:

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

You can build reports by selecting the forms that you use in your application to manage and calculate human capital compensation expenses. The configuration option upon which your application is based determines what forms are available.

For detailed information about creating and using reports to analyze application artifacts such as forms and task lists, see the *Oracle Hyperion Planning Administrator’s Guide*.

- To access provided reports:
  1. **Select Tools, and then Reports.**
  2. From the pane to the left select the kind of data or forms to use, and add them to the report using the arrow buttons.
  3. To display column and row members on the report, select **Include Member Selection List**.
  4. To add associated rules to the report, select **Include Business Rules**.
  5. **Click Create Report**.

### About Using Custom Templates

Administrators can create custom templates in two ways:

- Downloading and modifying provided templates in Microsoft Word
- Downloading and modifying provided templates in BI Publisher

Administrators then upload the templates and associate them with any of the provided reports, enabling you to report on data using the custom layout defined in the template. Common customizations include:

- Adding corporate logos
- Changing titles or using different fonts
- Applying shading
- Modifying the page size
- Changing the number of columns used

---

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>In the Position and Employee Budget Detail</th>
<th>In the Position Budget Detail</th>
<th>In the Employee Budget Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Adjustments</td>
<td>Summarizes adjusted employee expenses.</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Employee-Job Association</td>
<td>Summarizes the details of all employee-job associations by entity.</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Administrators can also view each report’s XML source to familiarize themselves with the data provided and layout used.

## Working With Custom Templates

### Subtopics

- Customizing Reports to Create Templates
- Managing Template - Report Associations
- Editing Templates

### Customizing Reports to Create Templates

To create custom templates:

1. Select **Tools**, then **Reports**, and then **Decision Packages**.
2. On **Data**, use the POV and the other filters to select the decision packages on which to report.
3. Select **Options** and then **Manage Reports**.
   
   **Optional:** To familiarize yourself with a report's XML code, choose the report in **Select Report**, click **Generate XML**, and then download and open the file.

4. Click 🔔, or select **Actions** and then select **Manage Templates**.
5. Select the report to use as the basis for your own template, then click 🔔, or select **Actions**, and then **Download Template**.
6. Save the RTF file, then open it in Microsoft Word or BI Publisher to make your changes, and save it in RTF format.
7. On **Manage Templates**, click 🔔, or select **Actions**, then **Add Template**, and then enter a name and description for the template that you created.
8. Browse to the template RTF file that you customized, click **OK**, and then click **Done**.
9. Upload the template and attach it to a provided report as described in “Managing Template - Report Associations” on page 271.

### Managing Template - Report Associations

After you download a provided report and modify it to form a template, you must associate it with a report. This enables users to use the format and styles in the template when they create a type of report.

1. Select **Tools**, then **Reports**, and then **Decision Packages**.
2. On **Data**, use the POV and the other filters to choose the decision packages on which to report.
3. Select **Options**, and then **Manage Reports**.

4. Click or select **Actions** and then **Manage Templates**.

5. Click , or select **Actions**, and then **Associate Template**.

6. In the empty row, use **Report Name** to select the report to which to attach your template, and then select the template name.

7. Click **Save**, and then **Done**.

To disassociate a template from a report:

1. On **Manage Reports**, select the row for the report from which you want to remove a template.

2. Click , or select **Actions**, and then **Delete Association**.

### Editing Templates

- To modify templates:
  1. Open the template RTF file that you downloaded, make your changes, and save in RTF format.
  2. Select **Tools**, then **Reports**, and then **Decision Packages**.
  3. Select **Options**, then click **Manage Reports**, and then click .
  4. Select the template’s row, and then click or select **Action** and then **Edit Template**.
  5. Enter a different name, and browse to select the modified template RTF file. To use another template, browse to the RTF file and then click **Update**.

### Creating Decision Package Reports

Use the predefined reports provided to evaluate a variety of decision package data, such as variance of totals based on budget scenario and version or entity cost for multiple years. If you use attributes to gather additional data, use attributes as filters to locate the decision packages and budget requests on which to report.

**TIP:** To create templates that define report formats and styles that you prefer and that better meet your reporting needs, administrators can download the provided reports, modify them, and upload them as RTF template files. See “About Using Custom Templates” on page 270.

- To generate decision packages reports:
  1. Select **Tools**, then **Reports**, and then **Decision Packages**.
  2. On **Data**, select the scenario and version and then click .
  3. Identify the decision packages by specifying filter criteria such as:
- **Rank**—Report only on decision packages with a specific priority level
- **Budget Impact**—Select **Include** to report only on decision packages whose total cost includes that of their budget requests. Select **Exclude** to report only on decision packages whose total expense does not include that of associated budget requests.
- **Approval Status**—Report only decision packages that were approved, haven’t yet been approved, or select **Both** to report on decision packages regardless of their approval status.
- Click **Advanced Search** to list decision packages by decision package type and custom attributes.

4 Select the decision packages for the report.
5 Click Next or Options, and see “Specifying Report Settings” on page 273.

### Specifying Report Settings

To generate decision packages reports:

1 In **Select Report**, choose the kind of report to create. For report descriptions, see “Decision Package and Budget Request Reports” on page 267.

2 To create the report using a custom template, select the template **Report Type**. For information about creating templates and associating them with reports, see “About Using Custom Templates” on page 270.

3 Based on the report, specify this information in **Report Parameters**:
   - Currency (for multiple currency applications)
   - Years (three maximum)
   - **For budget scenario and version variance**: Select the scenario or version whose decision packages totals upon which to report and compare

4 To group report data by up to three attributes, place selected attributes in **Selected Attributes**, and then arrange them in the order in which to use them to organize data in reports.

5 To omit decision packages that do not have a total expense value, select **Yes** from **Suppress Zero Amounts**.

6 Select the report output format.

7 Click **Create Report**.

### About Customizing Reports in BI Publisher

You can modify the provided templates in BI Publisher and then upload them and associate them with reports. To customize templates, install and configure Microsoft Office Word 2000 or later, and then Oracle Business Intelligence Publisher Desktop. You will then use Microsoft Word BI Publisher menus to craft and create custom templates, save them as an RTF file, and upload them in Public Sector Planning and Budgeting.
<table>
<thead>
<tr>
<th>Report Type</th>
<th>Sample File Name</th>
<th>Template File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision Package Listing - Summary</td>
<td>PlanningDPListingSample.xml</td>
<td>PlanningDPListingTmplt.rtf</td>
</tr>
<tr>
<td>Decision Package Listing - Detail</td>
<td>PlanningDPListingSample.xml</td>
<td>PlanningDPDetailTmplt.rtf</td>
</tr>
<tr>
<td>Decision Package Cost By Entity</td>
<td>PlanningDPListingSample.xml</td>
<td>PlanningDPBreakUPByEntityTmplt.rtf</td>
</tr>
<tr>
<td>Decision Package By Entity - Summary</td>
<td>PlanningDPEntityListingSample.xml</td>
<td>PlanningDPByEntityTmplt.rtf</td>
</tr>
<tr>
<td>Decision Package By Entity – Detail</td>
<td>PlanningDPEntityListingSample.xml</td>
<td>PlanningDPByEntityDetailTmplt.rtf</td>
</tr>
<tr>
<td>Scenario Variance</td>
<td>PlanningDPSenarioVariance.xml</td>
<td>PlanningDPSenarioVariance.rtf</td>
</tr>
<tr>
<td>Version Variance</td>
<td>PlanningDPVersionVariance.xml</td>
<td>PlanningDPVersionVariance.rtf</td>
</tr>
</tbody>
</table>

**Note:** This topic provides only general customization examples. For details, see the Microsoft Word and Oracle Business Intelligence Publisher online help.

## Installing the BI Publisher Desktop

➢ To install the desktop:

1. Download the most recent version of BI Publisher Desktop from this location: http://www.oracle.com/technology/software/products/publishing/index.html.
2. Save the zip file locally, and extract it using the Use Folder Names option.
3. Close all Microsoft Office applications, and navigate to the directory where you extracted the zip file.
4. Double-click the application’s setup.exe file.
5. Follow the instructions in the installation wizard to perform a basic installation, and accept the installation defaults.

## Customizing Reports in BI Publisher

➢ To customize reports:

1. Download the provided report that you want to customize and use as a template as described in “Customizing Reports to Create Templates ” on page 271.
2. In Microsoft Word, open the .RTF template file for the report to customize. For example, for Decision Package Listing - Summary report, open PlanningDPListingTmplt.rtf.
3. From the Oracle BI Publisher menu, select Data, then Load Sample XML Data.
4. Open the sample file for the report. For example, to customize the Decision Package Listing - Summary report, open DecisionPackageListingSample.xml. If Microsoft Word does not display the BI Publisher menu, use the Template Builder by selecting View, then Toolbars, and then Template Builder. See the Oracle Business Intelligence Publisher User’s Guide.
5 Use Microsoft Word menus to customize the template. For example, you can insert graphics and update fonts. For information, see the Microsoft Word online help or documentation.

6 Optional: To update fields in the report, use the BI Publisher menus to add fields from the sample file. For example, select Oracle BI Publisher, then Insert, then Field, click a field in the Field dialog box, and then drag the field into the template. For more information, see the BI Publisher online help.

7 When you finish customizing, select Oracle BI Publisher, then Preview Template, and select a format for previewing your changes.

8 Save the template locally using an intuitive name in .RTF format.

9 Upload the file and associate it with reports as described in “Managing Template - Report Associations” on page 271

Using Financial Reporting

Subtopics

- Creating Budget Books
- Using Budget Data in Financial Reporting Reports

Creating Budget Books

Create budget books to present in your own structure, style, and sequence, 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.

Use budget books to:

- Insert and arrange Financial Reporting reports that provide a variety of:
  - Decision package data. For example, you can insert a URL that displays a list of decision package costs by entity.
  - 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.
Using Budget Data in Financial Reporting Reports

Administrators can map dimensions between Public Sector Planning and Budgeting and ASO reporting applications. This enables you report on budget data using Oracle Hyperion Financial Reporting. For example, administrators can aggregate and analyze dimensions and Smart Lists to:

- List all employees funded from Project 2221010 (Office of Infrastructure Development)
- Identify the 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
- Headcount and FTE by position
- Submission status
- Budget revision summaries
- Descriptions
- Notes in text boxes
- Justification criteria
- Member descriptions in row or column headers

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 documentation.
Part V
Appendixes

In Appendixes:

- Frequently Asked Questions
- Loading Metadata and Data Using the Outline Load Utility
- Updating Business Rules After Changing Predefined Smart Lists
This topic provides answers to commonly asked questions about using Public Sector Planning and Budgeting.

**Data Loading**

For the Position and Employee configuration option: After loading data, I see categories of FTE for positions, but also for headcount. Why do both exist, and must I load all positions, or just vacant positions, with an FTE of 1?

In this configuration, FTE and headcount for both positions and employees is loaded, even for single occupancy positions with active employee assignments. This is because position properties like FTE are applied to employees when they are assigned to positions, and these employees could have additional benefits. Also, if employees are terminated or transferred, position-level properties (salary, benefits, etc.) are applied to other employees who are assigned to the position.

Why do details for existing positions that I manually create under the Total Existing Positions parent member not display?

Although you can define positions by adding members under Total Existing Positions, their details are unavailable until you load the following from your HRMS source system using Oracle Hyperion Financial Data Quality Management, Enterprise Edition or the Outline Load Utility:

- Position vacancy properties, such as:
  - FTE and Status details
  - Salary details
  - Benefit details
  - Allocation details
- Associated employee details, such as:
  - Employee FTE and Status details
  - Salary details
  - Benefit details
  - Allocation details

**Employees, Jobs, and Positions**

If I terminate an existing employee and replace the role (position or job) with a Contractor employee type, will this increase the existing headcount?

Yes.

To budget for an unknown, currently non existant, employee being terminated in the future, can I assign a generic employee to a job or position?

Yes, but only by using the Position and Employee configuration option.

**How can I distinguish between jobs and positions, if I use Oracle HR?**

Although Oracle HR has jobs and positions, you are not required to use positions. Assignments in Oracle HR are employee assignments to jobs or positions. To determine if you use jobs or positions, consider these questions that examine the role of employees or positions in your organization:

- Do you manage people or positions?
- Are the roles fixed or flexible?
- Can multiple employees assume the same role?

If roles continue to exist after assigned employees leave, those roles are probably positions. If roles cease to exist or are reevaluated after assigned employees leave, those roles are probably jobs.

For the Position-Only configuration option: I have 5 jobs to which I assigned employees after activating them. The salary grades, other compensation elements and allocation information are defined for each employee. How do I increase the salary mid year for one of the jobs so the increase is against each assigned employee?

Perform a mass update or a mass adjust as described in “Performing Mass Updates” on page 112 or “Mass Adjusting Compensation Expenses” on page 129. For information about defining custom business rules to perform specific tasks, refer to the *Oracle Hyperion Planning Administrator’s Guide* or the *Oracle Hyperion Planning User Guide*. 
Allocations

How can I identify missing position or employee allocations?

Create a form with:

- Position Start Date/Hire Date
- Unspecified Budget Item in one Column Segment
- Allocation Start Date and 1st Allocation & 2nd Allocation for Unspecified Element for employees and position.

How can I determine if allocations total to 100%?

This information is automatically validated when you allocate to the General Ledger. The Allocation Percentage per Period/Review Overlapping Allocations form will contain problems with allocations.

Why do allocations, and other assignments not work correctly after I load data using the Outline Load Utility?

A defect causes the Outline Load Utility to reorder the Unspecified Budget Item member in the Budget Item dimension. To resolve this issue, move the Unspecified Budget Item member so that it is the first member in the Budget Item dimension, refresh the database, and then reload data using the Outline Load Utility.

Transfers

Can I reverse a pending transfer for a position that I transferred out, and return the position to it's originating entity?

You can reverse the transfer for a position or employee that was just transferred to the generic, global entity.

Can I reverse the transfer of an employee or position if changes have been made to the employee or position details?

No. You can only reverse transfers for positions and employees whose has not been updated in the target department or entity.

Is there an audit report that captures transfers and reverse transfers?

No.
After I use Lifecycle Management to move a decision package application to another environment, why is my budget request total incorrect?

When you upgrade, or move an application to another environments, such as from a source development environment to a target production environment, ensure that your rollup definitions use the correct application and server names in each environment. If the rollup definitions don’t contain the correct target-specific information, your total decision package amount will be incorrect.

Can I modify dimension and member ordering in my dimensional outline to improve calculation speed and data retrieval performance?

Oracle recommends that the order of dimensions and dimension members delivered as part of Human Capital Planning is not changed during implementation. The order of dimensions and members has been optimized to deliver proper calculation results with best calculation performance and should not be altered. If you must change the order of any of the delivered dimensions or dimension member, you must thoroughly analyze every business rule for possible adverse impact on calculation results and calculation performance.

I use Internet Explorer, and Planning menus do not display correctly or let me navigate menu options; how can I resolve this?

To resolve menu display and behavior problems, perform these steps:

1. Select **Tools**, and then **Internet Options**.
2. In **Security Setting**, select **Custom Level**, and then **Miscellaneous**.
3. Select **Allow script-initiated windows without size or position constraint**.
4. Restart the browser.
Loading Metadata and Data
Using the Outline Load Utility

In This Appendix

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Requirements and Important Notes

Note: For information about using the Outline Load Utility with this release of Public Sector Planning and Budgeting, see the Oracle Hyperion Planning 11.2.3.000 Readme. This appendix has not been updated to reflect changes made in release 11.1.2.3.000.

Oracle strongly recommends that you create and test load files using a text editor or spreadsheet tool, and copy of your current application in a development or test environment. After confirming that the load files load data correctly, run them in your production environment. If you use Microsoft Excel to create CSV load files, the date format differs from the required format of MM-DD-YYYY.

Before using the Outline Load Utility, perform these tasks:

- Ensure that you maintain the line breaks in the sample data record provided that you modify to define load files. Although you can use a text editor, Oracle recommends that you use a spreadsheet program to customize the sample data record, because some text editors may remove the necessary line breaks.
- If member names start with zeros (0), change any numeric columns to text.
- Back up the application and application databases. See the Oracle Hyperion Enterprise Performance Management System Backup and Recovery Guide.
- Set DIRECT_DATA_LOAD and DATA_LOAD_FILE_PATH as described in Chapter 5 of the Oracle Hyperion Planning Administrator’s Guide.
- Identify the Smart Lists that you must load. See “Required Smart Lists” on page 57.
- Ensure that the data load settings are correct. See “Specify Data Load Settings” on page 55.
- If you modify dimensions, refresh the database.
• Ensure that you defined child members for the required dimension parent members. See “Reviewing the Dimensional Structure” on page 284.

• Identify the member names and entry names associated with Smart Lists. You specify these names in data load files. See “Identifying the Smart Lists to Load, and Their Entry Names” on page 285.

**Important:** Load metadata first; and then load data. Run load files in the order specified in “Required Data Load File Run Order” on page 287.

---

**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>
<thead>
<tr>
<th>Table 32 Required Dimensionality and Sample Children</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dimension</strong></td>
</tr>
<tr>
<td>Scenario</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Version</td>
</tr>
<tr>
<td>Position</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Employee</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
### Identifying the Smart Lists to Load, and Their Entry Names

Before loading Smart Lists and Smart List values, make a list of the Smart Lists used in the target applications. You must also note their associated member names and entry names.

1. To identify the Smart List to load and their entry names:
   1. Log into Planning as an administrator.
   2. Select Administration, then Manage, and then Smart Lists.
   3. Select the Smart List, click Edit, and then select Entries.
   4. Note the associated names.

To load Smart Lists, you will enter their names in the `SmartListName` column of the data load file. To load Smart List values, enter the corresponding entry names in the `Entry Name` column of the data load file.
Although it depends on your application, you should probably load these commonly used Smart Lists:

- Fund
- Program
- Project
- Entity
- Benefit Options
- Union code
- Job class
- Salary accounts
- Grade sequences or steps
- Location codes

## 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 portion \ column contains information about the budget to which to load data (stage and version), and the artifacts to which you are loading data, or that are associated with the data you load (entity, position, employee and so on). Remove the placeholders provided (Entity1, Stage 1 and so on) to identify your budget and artifacts.

LINEITEM determines whether the kind of data that you want to load already exists. If it does not, a new record is loaded. If it does exist, it is updated with the new data you load. For information about using LINEITEM to run incremental loads, see *Command Line Parameters* in the *Oracle Hyperion Planning Administrator’s Guide*. The remaining portion of data load files contain the metadata records. These are comma-separated lists of the data or values to load, and which represent Smart List selections in applications. For example:

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

You will replace the placeholders in the sample data record (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 Fergusson, 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 289.

### 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 289.

### About Creating Load Files and Verifying Loads

**Note:** Before loading salary grades, compensation elements, positions, and employees, load the
required and optional Smart Lists.

1. Perform these tasks to create and verify data load files:

   1. See “Requirements and Important Notes” on page 283.
   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 data record, 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 289) into the file
Modify the code to specify the data that you want to load and the budget, or decision package, 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 data record 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 data record with your actual budget scenario and version members
- Local if you are not using a multicurrency application
- Vacancy (for the Position, and the Employee configuration options)

Save the file in CSV format.

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 311 and “Verifying Data Loads” on page 312.

After verifying files load data correctly, run them in your production environment. See “Running Load Files” on page 314.
Loading Metadata and Data

Subtopics

- About Loading Data into Decision Package-Enabled Applications
- Loading Smart Lists and Smart List Values
- Loading Salary Grade Details
- Loading Salary Grade Detail Lines
- Loading Compensation Elements
- Loading Compensation Element Detail Lines
- Loading Employee Information
- Loading Position Information
- Loading Employee-Position Associations
- Loading Position FTE Information
- Loading Employee FTE Information
- Loading Position Salary Grade Information
- Loading Employee Salary Grade Information
- Loading Position Compensation Information
- Loading Employee Compensation Information
- Loading Position Allocation Information
- Loading Employee Allocation Information
- Loading Job Information
- Loading Employee Job Assignments and Details

About Loading Data into Decision Package-Enabled Applications

Before loading metadata and data, ensure that the application was created using the decision package-enabled option. Use the sample data records provided in the following sections to load data into decision package enabled applications. Data specific to decision package-enabled applications loads to Change Service Level or Unspecified Budget Requests. You do not need to replace these two code elements.

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 the Smart Lists to Load, and Their Entry Names” on page 285.
Create a file in a spreadsheet tool. Although you can use a text editor, it is best to use a spreadsheet program to customize the sample data record.

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
```

For each Smart List to load, enter:

- The Smart List name (Salary_Type and Grade_Steps for example) in the SmartList Name column.
- The name and label of all the entries to load (Step_1, Step_2, and Step_3 in this case) in the Entry Name and Entry Label columns.
- Enter addEntry as the operation.

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

Save the file in CSV format.

Perform a test run of the file, and then ensure that the Smart Lists loaded correctly in the application. See “Testing Load Files” on page 311.

After verify the data load, run the CSV file in the production environment. See “Running Load Files” on page 314.

## Loading Salary Grade Details

To load Smart Lists for salary grade details:

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

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

2. Ensure that members for salary grades (Grade 1, Grade 2, Grade 3 etc.) exist under Salary Grades in the Element dimension.

3. Create a file in a text editor or spreadsheet tool.

4. Copy and paste the code for your application type (decision package-enabled or regular) into the file:

   - Non decision package-enabled application:
     
     `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`
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, you would specify the following code given your application type:

Non decision package-enabled application:

```
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,
```

Decision Package-Enabled Application:

```
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 311.

8 In the application, confirm that the salary grade information loaded correctly. See "Verifying Data Loads” on page 312.

9 After ensuring that the file loads data correctly, run it in production. See “Running Load Files ” on page 314.

Loading Salary Grade Detail Lines

To load salary grade details:

1 Review the member and entry names for these Smart Lists, and ensure that the salary steps or sequences to load are defined:

<table>
<thead>
<tr>
<th>Smart List</th>
<th>Associated Member Names</th>
<th>Entry Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade_Steps</td>
<td>Grade Step</td>
<td>Step1, Step2, and so on</td>
</tr>
<tr>
<td>Grade_Sequence</td>
<td>Grade Sequence (for rate-based grades)</td>
<td>Sequence1, Sequence2, and so on</td>
</tr>
</tbody>
</table>
Create a file in a text editor or spreadsheet tool.

Copy and paste the code for your application type (decision package-enabled or regular) into the file:

- **Non decision package-enabled application:**
  
  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”)>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

- **Decision package-enabled application:**
  
  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”)>Changes”,HCP,”BegBalance,Local,Grade 1,Budget,Stage 1,Unspecified Entity,No Year,Vacancy,Default Position,Unspecified Budget Request”,S_2,3000,01-01-2012, 12-31-2012

Replace S_2 with the name of the grade step to load.

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, you would specify the code below for your application type:

- **Non decision package-enabled application:**
  
  <LINEITEM(“Element Changes”>>Changes”,HCP,”BegBalance,Local,Grade 4,Budget,Stage 1,Unspecified Entity,Unspecified Element,FY12,Default Position”,S4,65000,04-01-2011,

- **Decision Package-Enabled Application:**
  
  <LINEITEM(“ElementChanges”),HCP,”BegBalance,Local,Grade 4,Budget,Stage 1,Unspecified Entity,Unspecified Element,FY12,Default Position,Unspecified Budget Request”,S4,65000,04-01-2011,

Save the file in CSV format.

Perform a test run of the CSV file. See “Testing Load Files” on page 311.

In the application, ensure the correctly salary data displays. See “Verifying Data Loads” on page 312.

After confirming that the file loads data properly, run it in the production environment. See “Running Load Files ” on page 314.

## Loading Compensation Elements

To load compensation elements:

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

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

2. Create a file in a text editor or spreadsheet tool.

3. Copy and paste the code for your application type (decision package-enabled or regular) into the file:

   - **Non decision package-enabled application:**
     
     ```
     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,Paid_Frequency_Input,Required_Element_Start_Date,E
     lement_End_Date,Follows_Salary_Allocation
     
     Unspecified_Budget_Item,HCP,"BegBalance,Local,Benefit_1,Budget,Stage_1,Unspeci
     fied_Entity,No_Year,Vacancy,Default_Position",Yes,Semi_Annual,Amount,No,Perce
     ntage,Gross_Pay,First_Period,Yes,01-01-2010,01-01-2011,Yes
     ```

   - **Decision package-enabled application:**
     
     ```
     Unspecified_Budget_Item,HCP,"BegBalance,Local,Benefit_1,Budget,Stage_1,Unspeci
     fied_Entity,No_Year,Vacancy,Default_Position_Unspecified_Budget_Request",Loading
    _Metadata_and_Data_253,Yes,Semi_Annual,Amount,No,Percentage,Gross_Pay,First_Perio
     d,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, you would specify the code below for your application type:

   - **Non decision package-enabled application:**
     
     ```
     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,Paid_Frequency_Input,Required_Element_Start_Date,E
     lement_End_Date,Follows_Salary_Allocation
     ```
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

**Decision package-enabled application:**

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, Unspecified Budget Request", 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 files. See “Testing Load Files” on page 311.
8 Open the application, and ensure that compensation elements and details load properly. See “Verifying Data Loads” on page 312.
9 After confirming that the file loads compensation data correctly, run it in the production environment. See “Running Load Files” on page 314.

**Loading Compensation Element Detail Lines**

To load compensation element data:

1 Identify the member and entry names associated with compensation element Smart Lists. See “Common Smart Lists” on page 58.
2 Create a file in a text editor or spreadsheet tool.
3 Copy and paste the code for your application type into the file:
   - **Non decision package-enabled application:**
     
     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
   
   - **Decision package-enabled application:**
     
     Budget Item, Data Load Cube Name, Point-of-View, Options, Option Value, Option Start Date, Option End Date, Maximum Value <LINEITEM("ElementChanges")>, HCP, "BegBalance, Local, No Year, Pharmacy, Budget, Stage 1, Unspecified Entity, Vacancy, Default Position, Unspecified Budget Request", Self, 2000, 04-01-2011, , 3000

4 In the Point-of-View column, replace 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.
In the appropriate columns, replace all sample data record to reference your actual data, and specify data such as the options for the compensation element, its maximum value, and when the compensation element settings are effective.

**Example:** To specify that benefit 5 has value of $2,000, a maximum value of $3,000 that cannot be exceeded, applies to an employee's spouse and children, and is effective on April 1, 2011, you would specify the code below based on your application type:

**Non decision package-enabled application:**

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

**Decision package-enabled application example:**

```
<LINELIST("ElementChanges"),HCP,"BegBalance,Local,Benefit 5,Budget,Stage1,
Unspecified Entity,Vacany,Default Position,Unspecified Budget request",Spouse and
Children,2000,04-01-2011,,3000
```

7 Save the file in CSV format.

8 Perform a test run of the CSV files. See “Testing Load Files” on page 311.

9 In the application, ensure that the compensation elements loaded correctly. See “Testing Load Files” on page 311.

10 After confirming that the CSV file loads compensation data correctly, run the file in the production environment. See “Running Load Files” on page 314.

### Loading Employee Information

Does not apply to the Position configuration option

► To load employee data:

1 Review the names associated with these Smart Lists:

<table>
<thead>
<tr>
<th>Smart List</th>
<th>Associated Member Names</th>
<th>Entry Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full_Time_Status</td>
<td>FT/PT</td>
<td></td>
</tr>
<tr>
<td>Employee_Type</td>
<td>Employee Type</td>
<td>Contract, replacement, temporary, regular, and so on</td>
</tr>
<tr>
<td>Pay_Type</td>
<td>Pay Type</td>
<td></td>
</tr>
<tr>
<td>Union_Code</td>
<td>Union Code</td>
<td>union_1, union_2 and so on</td>
</tr>
<tr>
<td>Location_Code</td>
<td>Location Code</td>
<td>location_1, location_2 and so on</td>
</tr>
</tbody>
</table>

2 Create a file in a text editor or spreadsheet tool.

3 Copy the code for your application type into the file:

   - **Non decision package-enabled application:**

   ```
   ```
Unspecified 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, replace all other samples to reference your actual data, and 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, you would specify the code for your application type:

Non decision package-enabled application:

Unspecified Budget Item, HCP, "BegBalance, Local, Employee 23, Budget, Stage 1, Unspecified Entity, No Year, Unspecified Element, Default Position", E23, "Cane_Geoff", 02-01-2013, Regular, FullTime, Nonexempt, , Salem,

Unspecified Budget Item, HCP, "BegBalance, Local, Employee 24, Budget, Stage 1, Unspecified Entity, No Year, Unspecified Element, Default Position", E24, "Bailey_Sue", 02-01-2013, Regular, FullTime, Nonexempt, , Philadelphia,

Decision package-enabled application:

Unspecified Budget Item, HCP, "BegBalance, Local, Employee 23, Budget, Stage 1, Unspecified Entity, No Year, Unspecified Element, Default Position, Unspecified Budget Request", 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, Unspecified Budget Request", E24, "Bailey_Sue", 02-01-2013, Regular, FullTime, Nonexempt, , Philadelphia

6. Save the file in CSV format.


8. In the application, ensure that employees and their associated data loaded correctly. See “Verifying Data Loads” on page 312.

9. After confirming that the file loads data correctly, run it in the production environment. See “Running Load Files ” on page 314.
Loading Position Information

Does not apply to the Employee configuration option

➢ To load position data:

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

<table>
<thead>
<tr>
<th>Smart List</th>
<th>Associated Member Names</th>
<th>Entry Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position_Type</td>
<td>Position Type</td>
<td>Contract, temporary, and so on</td>
</tr>
<tr>
<td>Job_Class</td>
<td>Job</td>
<td>job_1, job_2 and so on</td>
</tr>
<tr>
<td>Location_Code</td>
<td>Location Code</td>
<td>location_1, location_2 and so on</td>
</tr>
<tr>
<td>Union_Code</td>
<td>Union Code</td>
<td>union_1, union_2, and so on</td>
</tr>
<tr>
<td>Salary_Basis</td>
<td>Salary Basis</td>
<td>Monthly, weekly, and so on</td>
</tr>
</tbody>
</table>

2  Perform the steps for your application type:

   ● **Non decision package-enabled application:**
     a. Create a file in a text editor or spreadsheet tool.
     b. Copy 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

   ● **Decision package-enabled application:**
     a. Create two files in a text editor or spreadsheet tool.
     b. Copy this code into the first file:
     c. Copy this code into the second file:

3  In the Point-of-View column(s), replace the placeholders such as `Entity1` and `Position1` 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.

4  In the appropriate columns, specify position data such as their name, number, type, start date, and if compensation element values can be overridden. Replace all other sample data record to reference your actual data.

5  Save the files in CSV format.

6  Perform a test run of the CSV file to ensure that source positions load and display correctly. See “Testing Load Files” on page 311 and “Verifying Data Loads” on page 312.

7  After confirming that the files load data correctly, run them in the production environment. See “Running Load Files” on page 314.
Loading Employee-Position Associations

Applies only to the Position and Employee configuration option

➢ 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 “Common Smart Lists” on page 58.

Table 38  Employee Smart Lists

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

2. Perform the steps for your application type:

- **Non decision package-enabled application:**
  a. Create a file in a text editor or spreadsheet tool.
  b. 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

- **Decision package-enabled application:**
  a. Create two files in a text editor or spreadsheet tool.
  b. Copy and paste this code into the first 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,Unspecified Budget Item,HCP,"BegBalance,Local,Admin_12,Budget,""Day,John",Stage 1,Admission,No Year,Unspecified Element,Unspecified Budget Request",P32,Budget Admissions position,Single_Incumbent,Job_56,01-06-2012,,08-15-2012,FullTime,Regular,Nonexempt
  c. Copy and paste this code into the second 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,Unspecified Budget Item,HCP,"BegBalance,Local,Admin_12,Budget,""Day,John",Stage 1,Admission,No Year,Unspecified Element,Unspecified Budget Request",P32,Budget Admissions position,Single_Incumbent,Job_56,01-06-2012,,08-15-2012,FullTime,Regular,Nonexempt
To load position FTEs:

1 Identify the member and entry names associated with FTE-related Smart Lists. See “Common Smart Lists” on page 58.

2 Create a file in a text editor or spreadsheet tool.

3 Copy the code for your application type into the file:

- **Non decision package-enabled application:**
  
  | Budget Item,Data Load Cube Name,Point-of-View,Proposed FTE,FTE Start Date,FTE End Date | HCP,"BegBalance,Local,Unspecified Element,Budget,Stage 1,Unspecified Entity,No Year,Vacancy,Mrk_3"," | 1,01-01-2011,12-31-2012 |

- **Decision packaged-enabled application:**

  | Budget Item,Data Load Cube Name,Point-of-View,Proposed FTE,FTE Start Date,FTE End Date | HCP,"BegBalance,Local,Unspecified Element,Budget,Stage 1,Unspecified Entity,No Year,Vacancy,Change Service Level,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 Replace all other sample data record to reference your actual data, and specify the proposed FTE, dates during which it is effective, and applicable position.

Loading Position FTE Information

3 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.

4 Replace all other examples (names of employees, locations etc.) to reference your actual data, and specify assignment data such job name, job number, name of employee to assign to the job, and employee type and salary basis.

5 Save the file(s) in CSV format.

6 Perform a test run of the CSV files to ensure that the correct employee-position assignments load and display correctly. See “Testing Load Files” on page 311 and “Verifying Data Loads” on page 312.

7 After confirming that data loads correctly, run the files in the production environment. See “Running Load Files” on page 314.
**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, you would specify the appropriate code below:

- **Non decision package-enabled application:**

  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,

- **Decision package-enabled application:**

  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, Change Service Level, 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 312 and “Testing Load Files” on page 311.

8. After ensuring that the file loads data correctly, run it in the production environment. See “Running Load Files” on page 314.

### Loading Employee FTE Information

Does not apply to the Position configuration option

To load employee FTE:

1. Identify the member and entry names associated with FTE-related Smart Lists. See “Common Smart Lists” on page 58.

2. Create a file in a text editor or spreadsheet tool.

3. Copy and paste the code for your application type into the file:

   - **Non decision package-enabled application:**

     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

   - **Decision package-enabled application:**

     Budget Item, Data Load Cube Name, Point-of-View, Proposed FTE, FTE Start Date, FTE End Date <LINEITEM("ElementChanges")>, HCP, "BegBalance, Local, Unspecified Element, Budget, Stage 1, Unspecified Entity, No Year, Vacancy, Change Service Level, Mrk_3", 1, 01-01-2011, 12-31-2012

4. In the Point-of-View column, replace Entity1, Employee1, Position1, Budget, and Stage 1 with the name of the employees for whom you are loading FTEs, their positions, their cost center or department, and the budget stage and version.

**Note:** For the Employee configuration option, replace Position with Job Code.
In the second line of code, specify data such as the FTE, the position to apply it, and the dates during which to apply it.

**Example:** 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), you would specify the appropriate code below:

**Non decision package-enabled application example:**

```plaintext
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,
```

**Decision package-enabled application example:**

```plaintext
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,Change Service
Level,Mrk_3",7,01-07-2011,
```

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 312 and “Testing Load Files” on page 311.

8. After confirming that the file loads data correctly, run it in the production environment. See “Running Load Files” on page 314.

---

**Loading Position Salary Grade Information**

Does not apply to the Employee configuration option

To load salary grades to positions:

1. Identify the member and entry names associated with position and salary-related Smart Lists. See “Common Smart Lists” on page 58.

2. Create a file in a text editor or spreadsheet tool.

3. Copy and paste the code for your application type into the file:

   - **Non decision package-enabled application:**

     ```plaintext
     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_St
     ep
     ```

   - **Decision package-enabled application:**

     ```plaintext
     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
     ```
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 configuration option, replace Position with Job Code.

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 (education_hs_snr) with 25 years seniority, is paid out once bimonthly, and is effective on August 28, 2013. To load the grade step, specify the following based on your application type:

Non decision package-enabled application:

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,, Bio Monthly, No, Grade Step

Decision package-enabled:

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, Change Service Level", Step1, 2000, 3000, 01-01-2010, 12-31-2010, Annual, Yes, Grade Step

Save the file in CSV format.

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 312 and “Testing Load Files” on page 311.

After confirming that the file loads salary data correctly, run it in the production environment. See “Running Load Files” on page 314.

Loading Employee Salary Grade Information

Does not apply to the Position configuration option

To load salary grades to employees:

1. Identify the member and entry names associated with employee and salary-related Smart Lists. See “Common Smart Lists” on page 58.
2. Create a file in a text editor or spreadsheet tool.
3. Copy and paste the code for your application type into the file:
Non decision package-enabled application:

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, 01-01-2010, 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

Decision package-enabled application:

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, 01-01-2010, 12-31-2010, Annual, Yes, Grade Step <LINEITEM(“Element Changes”), HCP, “BegBalance, Local, Grade 1, Budget, Stage 1, Entity1, No Year, Employee1, Position1”, Change Service Level>, 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 configuration option, 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:** Assume 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, you would specify the appropriate code below:

Non decision package-enabled application:

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_pat, ”, 46000, 4000, 01-01-2013, , Monthly, Yes, Value

Decision-packed enabled application:

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, Change Service Level, tourism, No Year, “*James, William”*, prk_sec_pat, “, 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 311.

8 In the application, ensure that salaries loaded correctly to the employees specified.
After confirming that the data load file loads the correctly data, run it in the production environment. See “Running Load Files” on page 314.

Loading Position Compensation Information

Does not apply to the Employee configuration option

To load compensation information to positions:

1. Identify the member and entry names associated with position and compensation-related Smart Lists. See “Common Smart Lists” on page 58.

2. Create a file in a text editor or spreadsheet tool.

3. Copy the code for your application type into the file:
   - Non decision package-enabled application:
     
     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
   
   - Decision package-enabled application:
     
     <LINEITEM("ElementChanges"), HCP, "BegBalance, Local, benefit_1, Forecast, Stage 1, Change Service Level, FD_3, No Year, "Danile, Mark", Fire_1", Self, 1100, , 03-01-2012, , No, No, FirstPeriod, Annually

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 Element1 with the name of the compensation elements whose details you are loading to positions.

   Note: For the Employee configuration option, replace Position with Job Code.

5. Specify position and compensation data such as option value, adjusted value, and if the element is taxed.

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 311 and “Verifying Data Loads” on page 312.

8. After verifying the data file, run it in the production environment. See “Running Load Files” on page 314.
Loading Employee Compensation Information

Does not apply to the Position configuration option

To load compensation information to employees:

1. Identify the member and entry names associated with employee and compensation element-related Smart Lists. See “Common Smart Lists” on page 58.

2. Create a file in a text editor or spreadsheet tool.

3. Copy and paste the code for your application type into the file:

   - **Non decision package-enabled application:**
     
     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

   - **Decision package-enabled application:**
     
     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, Change Service Level, 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, Change Service Level, FD_4, No Year, ""Fisher, Claire", Clerk_1", Spouse, 1500, 2000, 01-01-2010, 12-31-2010, Yes, Yes, FirstPeriod, Semi_Annual

4. Customize the data in the Point-of-View column, and the compensation data to load. For example, replace Pharmacy, Fisher, Claire, and Clerk_1 to represent the appropriate benefits, employee, and position.

5. Specify the compensation data and values to load such as option value, start date, and if the compensation is taxable.

6. Save the file in CSV format.


8. In the application, review compensation element tabs (benefits, for example) to ensure that data loaded correctly See “Verifying Data Loads” on page 312.

9. Run it in the production environment. See “Running Load Files ” on page 314.
Loading Position Allocation Information

Does not apply to the Employee configuration option

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 “Common Smart Lists” on page 58.

2. Create a file in a text editor or spreadsheet tool.

3. Copy the code for your application type into the file:

   - **Non decision package-enabled application:**

     ```
     <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
     ```

   - **Decision package-enabled application:**

     ```
     <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,Change Service Level,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 configuration option, 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:

- **Non decision package-enabled application:**

  ```
  <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
  ```

- **Decision package-enabled application:**

  ```
  <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,Change Service Level",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 311.

9 In the application, ensure that the allocations loaded correctly. See “Verifying Data Loads” on page 312.

10 After verifying the file, run it in production. See “Running Load Files” on page 314.

### 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 “Common Smart Lists” on page 58.

  2 Create a file in a text editor or spreadsheet tool.

  3 Copy the code for your application type into the file:

     - **Non decision package-enabled application:**

     ```
     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
     ```
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 configuration option, 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 for your application type to identify the entity, Marla Tate and her position, and the different General Ledger account segments, allocation percentages, and dates:

**Non decision package-enabled application:**

```
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,
```
Save the file in CSV format.

Perform a test run of the file. See “Testing Load Files” on page 311.

In the application, at the correct allocations loaded. See “Verifying Data Loads” on page 312.

After confirming that the file loads data correctly, run it in the production environment. See “Running Load Files” on page 314.

Loading Job Information

Applies only to the Employee configuration option

To load jobs:

1. Identify the member and entry names associated with job-related Smart Lists. See “Common Smart Lists” on page 58.

2. Create a file in a text editor or spreadsheet tool.

3. Copy and paste the code for your application type into the file:

   - **Non decision package-enabled application:**
     
     Budget Item, Data Load Cube Name, Point-of-View, Job Code Level, Job Description, FTE Capacity, Job Code Start Date, Job Code End Date, Salary Basis, Default Weekly Hours, Headcount Unspecified Budget Item, HCP, "BegBalance, Local, Unspecified Employee, Budget, Stage 1, Unspecified Entity, No Year, Unspecified Element, JobCode1", job, "Facilities Coordinator", 40, 01-01-2012, , Annual, 40, 40

   - **Decision package-enabled application:**
     
     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, Change Service Level, JobCode1", job, "Facilities Coordinator", 40, 01-01-2012, , Annual, 40, 40

4. Customize the data in the Point-of-View column. For example, replace Unspecified Employee with the employee to which to assign a loaded job and JobCode1 with the number of the job to load.

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, you would specify the code below for your application type:

- **Non decision package-enabled application:**
  
  Unspecified Budget Item,HCP,"BegBalance,Local,Unspecified Employee,Budget,Stage 1,Unspecified Entity,No Year,Unspecified Element,JobCode1",J1,"Facilities Coordinator",40,01-01-2012,,Annual,40,40
  
  Unspecified Budget Item,HCP,"BegBalance,Local,Unspecified Employee,Budget,Stage 1,Unspecified Entity,No Year,Unspecified Element,JobCode2",M2,"Facilities Director",40,01-01-2012,,Annual,40,40

- **Decision package-enabled application:**
  
  Unspecified Budget Item,HCP,"BegBalance,Local,Unspecified Employee,Budget,Stage 1,Unspecified Entity,No Year,Unspecified Element,JobCode1,Unspecified Budget Request",J1,"Facilities Coordinator",40,01-01-2012,,Annual,40,40
  
  Unspecified Budget Item,HCP,"BegBalance,Local,Unspecified Employee,Budget,Stage 1,Unspecified Entity,No Year,Unspecified Element,JobCode2,Unspecified Budget Request",M2,"Facilities Director",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 311.

8 In the application, access the All Jobs tab of the Manage job details form, and ensure that the jobs and their details loaded correctly. See “Verifying Data Loads” on page 312.

9 After confirming that the file loads jobs correctly, run it in the production environment. See “Running Load Files ” on page 314.

10 Activate loaded jobs. See “Activating Jobs” on page 145.

### Loading Employee Job Assignments and Details

Does not apply to the Position configuration option

- To load jobs assignment details to employees:

  1 Identify the member and entry names associated with employee and job-related Smart Lists. See “Common Smart Lists” on page 58.

  2 Create a file in a text editor or spreadsheet tool.

  3 Copy the code for your application type into the file:

    - **Non decision package-enabled application:**
      
      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",

    - **Decision package-enabled application:**
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.

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, you would specify the code for your application type:

- **Non decision package-enabled application:**
  
  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

- **Decision package-enabled application:**
  
  Unspecified Budget Item,HCP,\"BegBalance,Local,JobCode1,Budget,Stage 1,Entity1,No Year,Unspecified Element,Employee1,Change Service Level\",J1,Facilities Coordinator, 01-01-2011,,, 30,,,Annual,E133,Fisher_Claire,01-01-1999,FullTime,Regular,Exempt

Save the file in CSV format.

Perform a test run of the file. See “Testing Load Files” on page 311.

In the application, ensure that the correct job assignments loaded. See “Verifying Data Loads” on page 312.

After confirming that the file loads data correctly, run it in production. See “Running Load Files ” on page 314.

**Testing Load Files**

In a test environment, run load files, and then open the appropriate form in Oracle Hyperion Public Sector Planning and Budgeting to ensure that the files load the correct metadata and data (see “Verifying Data Loads” on page 312.)

**Important:** Run the load files for metadata first, and then those for data. See “Required Data Load File Run Order” on page 287.

Test load files by running commands using this syntax

```
```

- **/A:**— Application name
For all command parameters, see Chapter 5 of the Oracle Hyperion Planning Administrator's Guide.

For example: OutlineLoad /A:PO /U:jtadmin /I:<directory>\employee.csv/ D:Employee /L:c:/employee_load.log /N/S=localhost /M/X:c:/employee_load.exc:

- Loads data to the Position-Only (PO) application
- Logs on to the application using jtadmin
- Loads data to the application on the localhost server
- Loads the Employee data specified in employee.csv
- Writes errors to employee_load.log
- Parses to ensure that the file is correctly defined
- Writes exception details to employee_load.exc

### Verifying Data Loads

After performing test runs of the data load CSV files, log on to the Public Sector Planning and Budgeting application, and perform the appropriate steps below to ensure that the data loaded correctly.

<table>
<thead>
<tr>
<th>Data Loaded</th>
<th>Steps to Verify Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Grades</td>
<td>From My task lists, select Budget Administration, and then select Manage Salary Grades.</td>
</tr>
<tr>
<td>Salary grade</td>
<td>From My task lists, select Budget Administration, and then select Manage Salary Grades.</td>
</tr>
<tr>
<td>details</td>
<td></td>
</tr>
<tr>
<td>Data Loaded</td>
<td>Steps to Verify Load</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Compensation elements and</td>
<td>From My task lists, select <strong>Budget Administration</strong>, and then select <strong>Manage other compensation elements</strong>.</td>
</tr>
<tr>
<td>details</td>
<td></td>
</tr>
</tbody>
</table>
| Employee data                | ● From My task lists, select **Budget Administration**, and then select **Review employee and job data** or **Review position and employee data**.  
|                              | ● From My task lists, select **Budget Preparation**, and then select **Maintain employees information**. |
| Position data                | ● From My task lists, select **Budget Administration**, and then select **Review position and employee data** or **Review position data**.  
|                              | ● From My task lists, select **Budget Preparation**, and then select **Manage position and employee data** or **Manage position and employee data**, and then **Maintain position data**. |
| Employee-position assignments| ● From My task lists, select **Budget Preparation**, then select **Manage position and employee data**, and then select **Maintain employees by position**.  
|                              | ● From My task lists, select **Budget Administration**, and then select **Review position and employee data**. |
| Position FTE                 | ● Position configuration option—From My task lists, select **Budget Preparation**, select **Maintain position data**, right-click positions, select **Edit position details**, and then select **FTE**.  
|                              | ● Position and employee configuration option—From My task lists, select **Budget Preparation**, select **Manage position and employee data**, select **Maintain position data**, right-click positions, select **Edit position details**, and then select **FTE**. |
| Employee FTE                 | ● Employee configuration option—From My task lists, select **Budget Preparation**, select **Manage employee data**, select **Maintain employees by job**, right-click employees, select **Edit employees details**, and then select **FTE**.  
|                              | ● Position and employee configuration option—From My task lists, select **Budget Preparation**, select **Manage position and employee data**, select **Maintain employees by position**, right-click employees, select **Edit employees details**, and then select **FTE**. |
| Position salary grades       | ● Position configuration option—From My task lists, select **Budget Preparation**, select **Maintain position data**, right-click positions, select **Edit position details**, and then select **Salary Grades**.  
|                              | ● Position and employee configuration option—From My task lists, select **Budget Preparation**, select **Manage position and employee data**, select **Maintain position data**, right-click positions, select **Edit position details**, and then select **Salary Grades**. |
| Employee salary grades       | ● Employee configuration option—From My task lists, select **Budget Preparation**, select **Manage employee data**, select **Maintain employees by job**, right-click employees, select **Edit employees details**, and then select **Salary Grades**.  
|                              | ● Position and employee configuration option—From My task lists, select **Budget Preparation**, select **Manage position and employee data**, select **Maintain employees by position**, right-click employees, select **Edit employees details**, and then select **Salary Grades**. |
| Position compensation       | ● Position configuration option—From My task lists, select **Budget Preparation**, select **Maintain position data**, right-click positions, select **Edit position details**, and then select the compensation element tab (Tax Details, for example)  
|                              | ● Employee and position configuration option—From My task lists, select **Budget Preparation**, select **Manage position and employee data**, select **Maintain position data**, right-click positions, select **Edit position details**, and then select the tab for the compensation (Benefits for example). |
### Data Loaded

<table>
<thead>
<tr>
<th>Steps to Verify Load</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee compensation</strong></td>
</tr>
<tr>
<td>- Employee configuration option—From My task lists, select Budget Preparation, select Manage employee data, select Maintain employees by job, right-click employees, select Edit employees details, and then select the compensation type tab (Additional Earnings, for example)</td>
</tr>
<tr>
<td>- Position and employee configuration option—From My task lists, select Budget Preparation, select Manage position and employee data, select Maintain employees by position, right-click employees, select Edit employees details, and then select the compensation type tab (Benefits for example)</td>
</tr>
<tr>
<td><strong>Position allocation</strong></td>
</tr>
<tr>
<td>- Position configuration option—From My task lists, select Budget Preparation, select Maintain position data, right-click positions, select Edit position details, and then select Allocations</td>
</tr>
<tr>
<td>- Employee and position configuration option—From My task lists, select Budget Preparation, select Manage position and employee data, select Maintain position data, right-click positions, select Edit position details, and then select Allocations</td>
</tr>
<tr>
<td><strong>Employee allocation</strong></td>
</tr>
<tr>
<td>- Employee configuration option—From My task lists, select Budget Preparation, select Manage employee data, select Maintain employees by job, right-click employees, select Edit employees details, and then select Allocations</td>
</tr>
<tr>
<td>- Position and employee configuration option—From My task lists, select Budget Preparation, select Manage position and employee data, select Maintain employees by position, right-click employees, select Edit employees details, and then select Allocations</td>
</tr>
<tr>
<td><strong>Jobs</strong></td>
</tr>
<tr>
<td>- From My task lists, select Budget Preparation, and then select Maintain job details.</td>
</tr>
<tr>
<td><strong>Employee-job assignments</strong></td>
</tr>
<tr>
<td>- From My task lists, select Budget Administration, and then select Review employee and job data. You can also select Budget Preparation, select Manage employee data, and then select Maintain employees by job</td>
</tr>
</tbody>
</table>

### Running Load Files

After you ensure load files load the correct data, review the order in which to run the files described in “Required Data Load File Run Order” on page 287). Then run the files in a production environment using this syntax:


#### To run load files:

1. **From a command prompt, enter**
   ```cmd
   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:
       ```cmd
       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>/
```

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.

## Troubleshooting

If after loading data such as salary steps or allocations do not display or work, perform these tasks:

- Log into Planning as an administrator.
- Select Administration, select Manage, and then select Dimensions.
- Select the Budget Item dimension, and click Edit.
- Locate the Unspecified Budget Item member, and re-order it so that it is first in the member hierarchy.
- Save.
- Refresh the database
- Load the same data again.
In This Appendix

Business Rule and Smart List Associations ........................................................... 317
Modifying Smart List Values ............................................................................ 331

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 configuration option:

- “Employee Budget Detail” on page 317
- “Position and Employee Budget Detail” on page 322
- “Position Budget Detail” on page 327

Employee Budget Detail

Table 40  Business Rules Associated With Predefined Smart Lists

<table>
<thead>
<tr>
<th>Predefined Smart List</th>
<th>Business Rules</th>
</tr>
</thead>
</table>
| Approval_Status       | ● Approve, EmployeeTransfer  
                       | ● EmployeeTransferOut  
                       | ● EmployeeTransferIn  
                       | ● EvaluateCriteria  
                       | ● GenerateMassEntriesByEmpProp  
                       | ● GenerateMassEntriesByEntity  
                       | ● GenerateMassEntriesBySalary  
                       | ● TerminateEmp  
                       | ● TerminateJob |
| Custom_Salary_Spreads | ● CriteriaAnnualSalSpread  
<pre><code>                   | ● EvaluateCriteria |
</code></pre>
<table>
<thead>
<tr>
<th>Predefined Smart List</th>
<th>Business Rules</th>
</tr>
</thead>
</table>
| **Earning_Type**     | ● AddAdditionalEarning  
                       | ● AllEmpDistElmCost  
                       | ● AssignEmployee  
                       | ● CriteriaCreateMissingNonSalElement  
                       | ● CriteriaOverWriteNonSalElement  
                       | ● DeleteNonSalElement  
                       | ● TerminateEmp  
                       | ● TerminateJob  
                       | ● EmpDistElmCost  
                       | ● EmployeeTransfer  
                       | ● EmployeeTransferIn  
                       | ● EmpToJobCode |
| **Element_Type**     | ● AddBenefitElement  
                       | ● AddAdditionalEarning  
                       | ● AllEmpDistElmCost  
                       | ● AddTaxElement  
                       | ● AssignEmployee  
                       | ● CriteriaCreateMissingNonSalElement  
                       | ● CriteriaOverWriteNonSalElement  
                       | ● DeleteNonSalElement  
                       | ● TerminateEmp  
                       | ● TerminateJob  
                       | ● EmpDistElmCost  
                       | ● EmployeeTransfer  
                       | ● EmployeeTransferIn  
                       | ● EmpToJobCode |
| **Employee_Status**  | ● ActivateJob  
                       | ● AddEmpFTE  
                       | ● ChangeEmpStatus  
                       | ● AssignEmployee  
                       | ● EmployeeTransfer  
                       | ● EmployeeTransferIn  
                       | ● EmployeeTransferOut  
                       | ● TerminateEmp  
                       | ● TerminateJob  
                       | ● EmpToJobCode  
                       | ● ExcludeJob  
                       | ● SpreadByPeriod_ExistingFTE  
                       | ● SpreadByPeriod |

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<table>
<thead>
<tr>
<th>Predefined Smart List</th>
<th>Business Rules</th>
</tr>
</thead>
</table>
| Employee_Type         | • AssignEmployee  
                       | • EvaluateCriteria  
                       | • 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  
<pre><code>                   | • ReconcileEmployee |
</code></pre>
<table>
<thead>
<tr>
<th>Predefined Smart List</th>
<th>Business Rules</th>
</tr>
</thead>
</table>
| Payment_Terms        | ● AddAdditionalEarning  
|                      | ● AddBenefitElement  
|                      | ● AddDefaultNonSalElement  
|                      | ● AddTaxElement  
|                      | ● AllEmpDistElemCost  
|                      | ● AssignEmployee  
|                      | ● CriteriaCreateMissingNonSalElement  
|                      | ● CriteriaOverWriteNonSalElement  
|                      | ● DeleteNonSalElement  
|                      | ● EmpDistElemCost  
|                      | ● EmployeeTransfer  
|                      | ● EmployeeTransferIn  
|                      | ● EmpToJobCode  
|                      | ● TerminateEmp  
|                      | ● TerminateJob  
| Position_Status       | ● ActivateJob  
|                      | ● AllEmpDistElemCost  
|                      | ● AssignEmployee  
|                      | ● ChangeEmpStatus  
|                      | ● EmpDistElemCost  
|                      | ● EmployeeTransfer  
|                      | ● EmployeeTransferOut  
|                      | ● EmployeeTransferIn  
|                      | ● EmpToJobCode  
|                      | ● EvaluateCriteria  
|                      | ● ExcludeJob  
|                      | ● GenerateMassEntriesByEmpProp  
|                      | ● GenerateMassEntriesBySalary  
|                      | ● SpreadByPeriod_ExistingFTE  
|                      | ● SpreadByPeriod  
|                      | ● TerminateEmp  
|                      | ● TerminateJob  
| Rule_Arithematic Operators | ● AddDefaultNonSalElement  
|                          | ● AddDefaultRateBasedOption  
|                          | ● AddDefaultStepBasedOption  
|                          | ● AddDefaultValueBasedOption  
|                          | ● AddMultipleNonSalElemOptions  
|                          | ● AddMultipleSalElemOptions  
|                          | ● MassSalaryAdjustments  
|                          | ● MassValueUpdate  

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<table>
<thead>
<tr>
<th>Predefined Smart List</th>
<th>Business Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule_Date_Criteria</td>
<td>● EvaluateCriteria</td>
</tr>
<tr>
<td></td>
<td>● GenerateMassEntriesByEmpProp</td>
</tr>
<tr>
<td>Rule_Comparision_Operators</td>
<td>● EvaluateCriteria</td>
</tr>
<tr>
<td></td>
<td>● GenerateMassEntriesByEmpProp</td>
</tr>
<tr>
<td>Salary_Basis</td>
<td>● AddDefaultRateBasedOption</td>
</tr>
<tr>
<td></td>
<td>● AddDefaultStepBasedOption</td>
</tr>
<tr>
<td></td>
<td>● AddDefaultValueBasedOption</td>
</tr>
<tr>
<td></td>
<td>● AddSalElement</td>
</tr>
<tr>
<td></td>
<td>● AllEmpDistElmCost</td>
</tr>
<tr>
<td></td>
<td>● AssignEmployee</td>
</tr>
<tr>
<td></td>
<td>● CriteriaCreateMissingSalElement</td>
</tr>
<tr>
<td></td>
<td>● CriteriaOverWriteSalElement</td>
</tr>
<tr>
<td></td>
<td>● DeleteSalElement</td>
</tr>
<tr>
<td></td>
<td>● EmpDistElmCost</td>
</tr>
<tr>
<td></td>
<td>● EmployeeTransfer</td>
</tr>
<tr>
<td></td>
<td>● EmployeeTransferIn</td>
</tr>
<tr>
<td></td>
<td>● EmpToJobCode</td>
</tr>
<tr>
<td></td>
<td>● TerminateJob</td>
</tr>
<tr>
<td></td>
<td>● TerminateEmp</td>
</tr>
<tr>
<td>Salary_Type</td>
<td>● AddDefaultRateBasedOption</td>
</tr>
<tr>
<td></td>
<td>● AddDefaultStepBasedOption</td>
</tr>
<tr>
<td></td>
<td>● AddDefaultValueBasedOption</td>
</tr>
<tr>
<td></td>
<td>● AddMultipleSalElemOptions</td>
</tr>
<tr>
<td></td>
<td>● AddSalElement</td>
</tr>
<tr>
<td></td>
<td>● AssignEmployee</td>
</tr>
<tr>
<td></td>
<td>● CriteriaCreateMissingSalElement</td>
</tr>
<tr>
<td></td>
<td>● CriteriaOverWriteSalElement</td>
</tr>
<tr>
<td></td>
<td>● DeleteSalElement</td>
</tr>
<tr>
<td></td>
<td>● EmployeeTransfer</td>
</tr>
<tr>
<td></td>
<td>● EmployeeTransferIn</td>
</tr>
<tr>
<td></td>
<td>● EmpToJobCode</td>
</tr>
<tr>
<td></td>
<td>● TerminateJob</td>
</tr>
<tr>
<td></td>
<td>● TerminateEmp</td>
</tr>
</tbody>
</table>
## Position and Employee Budget Detail

### Table 41  Business Rules Associated With Predefined Smart Lists

<table>
<thead>
<tr>
<th>Predefined Smart Lists</th>
<th>Business Rules</th>
</tr>
</thead>
</table>
| 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        
<pre><code>                    | ● TerminateEmp        |
</code></pre>
<table>
<thead>
<tr>
<th>Predetermined Smart Lists</th>
<th>Business Rules</th>
</tr>
</thead>
</table>
| 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  |
<table>
<thead>
<tr>
<th>Predefined Smart Lists</th>
<th>Business Rules</th>
</tr>
</thead>
</table>
| 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  
<pre><code>                    | • ReconcileEmployee |
</code></pre>
<table>
<thead>
<tr>
<th>Predefined Smart Lists</th>
<th>Business Rules</th>
</tr>
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</table>
| **Payment_Terms**         | • AddAdditionalEarning  
                          | • AddBenefitElement  
                          | • AddDefaultNonSalElement  
                          | • AddDefaultNonSalElemOption_Job  
                          | • AddNewPosition  
                          | • AddTaxElement  
                          | • CriteriaCreateMissingNonSalElement  
                          | • CriteriaOverWriteNonSalElement  
                          | • DeleteDefaultNonSalElemOption_Job  
                          | • DeleteNonSalElement  
                          | • EmpDistElmCost  
                          | • EmpDistElmCost_All  
                          | • EmployeeTransfer  
                          | • EmployeeTransferIn  
                          | • EmpToPosition  
                          | • FillPosition  
                          | • TerminateEmp  
                          | • TerminatePos  |
| **Position_Status**       | • AddNewPosition  
                          | • ChangeEmpStatus  
                          | • CopyPosition  
                          | • EmpDistElmCost  
                          | • EmpDistElmCost_All  
                          | • EmployeeTransfer  
                          | • EmployeeTransferIn,  
                          | • EmployeeTransferOut  
                          | • EmpToPosition  
                          | • ExcludePos  
                          | • FillPosition  
                          | • GenerateMassEntriesBySalary  
                          | • SpreadByPeriod_ExistingFTE  
                          | • SpreadByPeriod  
                          | • TerminateEmp  
<pre><code>                      | • TerminatePos  |
</code></pre>
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<tr>
<td><strong>Position_Type</strong></td>
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<td>● CopyPosition</td>
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<td>● EmployeeTransfer</td>
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<td>● EmpToPosition</td>
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<td>● EvaluateCriteria</td>
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<td>● FillPosition</td>
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<tr>
<td><strong>Rule_Arithematic_Operators</strong></td>
<td>● AddDefaultNonSalElement</td>
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<td></td>
<td>● AddDefaultRateBasedOption</td>
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<td>● AddDefaultValueBasedOption</td>
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<td>● AddMultipleNonSalElemOptions</td>
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<td>● AddMultipleSalElemOptions</td>
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<td></td>
<td>● MassSalaryAdjustments</td>
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<td>● MassValueUpdate</td>
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<td>● GenerateMassEntriesByPosProp</td>
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<td><strong>Salary_Basis</strong></td>
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<td>● AddDefaultRateBasedOption_Job</td>
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<td>● AddNewPosition</td>
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<td>● AddSalElement</td>
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<td>● CopyPosition,</td>
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<td>● CriteriaCreateMissingSalElement</td>
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<td></td>
<td>● CriteriaOverWriteSalElement</td>
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<td>● DeleteSalElement</td>
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<td>● EmpDistElmCost</td>
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<td></td>
<td>● EmpDistElmCost_All</td>
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<td>● EmployeeTransfer</td>
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<td>● EmployeeTransferIn</td>
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<td>● EmpToPosition</td>
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<td>● FillPosition</td>
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<td>● TerminateEmp</td>
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<td>● TerminatePos</td>
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<tr>
<td>Predefined Smart Lists</td>
<td>Business Rules</td>
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</table>
| Salary_Type            | • AddDefaultRateBasedOption  
                        | • AddDefaultRateBasedOption_Job  
                        | • AddDefaultValueBasedOption  
                        | • AddDefaultValueBasedOption_Job  
                        | • AddMultipleSalELEMOptions  
                        | • AddDefaultStepBasedOption  
                        | • AddDefaultStepBasedOption_Job  
                        | • AddNewPosition  
                        | • AddSalElement  
                        | • CriteriaCreateMissingSalElement  
                        | • CriteriaOverWriteSalElement  
                        | • DeleteDefaultSalELEMOption_Job  
                        | • DeleteSalElement  
                        | • EmployeeTransfer  
                        | • EmployeeTransferIn  
                        | • EmpToPosition  
                        | • FillPosition  
                        | • TerminateEmp  
                        | • TerminatePos |

**Position Budget Detail**

**Table 42  Business Rules Associated With Predefined Smart Lists**

<table>
<thead>
<tr>
<th>Predefined Smart Lists</th>
<th>Business Rules</th>
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</table>
| Approval_Status        | • AddNewPosition  
                        | • Approve  
                        | • EvaluateCriteria  
                        | • GenerateMassEntriesByEntity  
                        | • GenerateMassEntriesByPosProp  
                        | • GenerateMassEntriesBySalary  
                        | • PositionTransfer  
                        | • PositionTransferIn  
                        | • PositionTransferOut  
                        | • TerminatePos |

| Custom_Salary_Spreads  | • AddNewPosition  
                        | • CopyPosition  
                        | • CriteriaAnnualSalSpread  
<pre><code>                    | • EvaluateCriteria |
</code></pre>
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<thead>
<tr>
<th>Predefined Smart Lists</th>
<th>Business Rules</th>
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</table>
| Earning_Type          | ● AddAdditionalEarning  
                         ● AddNewPosition  
                         ● CriteriaCreateMissingNonSalElement  
                         ● CriteriaOverWriteNonSalElement  
                         ● DeleteNonSalElement  
                         ● EmpDistElmCost  
                         ● EmpDistElmCost_All  
                         ● PositionTransfer  
                         ● PositionTransferIn  
                         ● PositionTransferIn  
                         ● PositionTransferOut  
                         ● SpreadByPeriod_ExistingFTE  
                         ● SpreadByPeriod  
                         ● TerminatePos |
| Employee_Status       | ● AddFTE  
                         ● AddNewPosition  
                         ● ChangeStatus  
                         ● ExcludePos  
                         ● PositionTransfer  
                         ● PositionTransferIn  
                         ● PositionTransferIn  
                         ● PositionTransferOut  
                         ● SpreadByPeriod_ExistingFTE  
                         ● SpreadByPeriod  
                         ● TerminatePos |
| Element_Type          | ● AddAdditionalEarning  
                         ● AddBenefitElement  
                         ● AddDefaultNonSalElement  
                         ● AddDefaultNonSalElemOption_Job  
                         ● AddNewPosition  
                         ● AddTaxElement  
                         ● CriteriaCreateMissingNonSalElement  
                         ● CriteriaOverWriteNonSalElement  
                         ● DeleteDefaultNonSalElemOption_Job  
                         ● DeleteNonSalElement  
                         ● EmpDistElmCost  
                         ● EmpDistElmCost_All  
                         ● PositionTransferIn  
                         ● PositionTransfer  
                         ● TerminatePos |
<table>
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<th>Predefined Smart Lists</th>
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<td>• ChangeStatus</td>
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<td>• PositionTransferOut</td>
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<td>• SpreadByPeriod_ExistingFTE</td>
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<td>• TerminatePos</td>
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<td>• AddDefaultNonSalElemOption_Job</td>
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<td>• EmpDistElmCost_All</td>
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<td>• PositionTransfer</td>
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<td>• AddTaxElement</td>
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<td>• CriteriaCreateMissingNonSalElement</td>
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<td>• DeleteNonSalElement</td>
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<td>Operation_Status</td>
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<tr>
<td>Predefined Smart Lists</td>
<td>Business Rules</td>
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<tr>
<td>------------------------</td>
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</tr>
</tbody>
</table>
| Payment_Terms         | ● AddAdditionalEarning  
                       | ● AddBenefitElement  
                       | ● AddDefaultNonSalElement  
                       | ● AddDefaultNonSalElemOption_Job  
                       | ● DeleteNonSalElement  
                       | ● EmpDistElmCost  
                       | ● EmpDistElmCost_All  
                       | ● PositionTransfer  
                       | ● PositionTransferIn  
                       | ● PositionTransferOut  
                       | ● TerminatePos |
| Position_Status        | ● AddNewPosition  
                       | ● ChangeStatus  
                       | ● CopyPosition  
                       | ● EmpDistElmCost  
                       | ● EmpDistElmCost_All  
                       | ● ExcludePos,  
                       | ● GenerateMassEntriesByEntity  
                       | ● GenerateMassEntriesByPosProp  
                       | ● GenerateMassEntriesBySalary  
                       | ● PositionTransfer  
                       | ● PositionTransferIn  
                       | ● PositionTransferOut  
                       | ● SpreadByPeriod_ExistingFTE  
                       | ● SpreadByPeriod  
                       | ● TerminatePos |
| Position_Type          | ● AddNewPosition  
                       | ● CopyPosition  
                       | ● EvaluateCriteria  |
| Rule_Arithematic_Operators | ● AddDefaultNonSalElement  
                           | ● AddDefaultRateBasedOption  
                           | ● AddDefaultStepBasedOption  
                           | ● AddDefaultValueBasedOption  
                           | ● AddMultipleNonSalElemOptions  
                           | ● AddMultipleSalElemOptions  
                           | ● MassSalaryAdjustments  
                           | ● MassValueUpdate |
| Rule_Date_Criteria     | ● EvaluateCriteria  
<pre><code>                   | ● GenerateMassEntriesByPosProp |
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</table>
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|                        | • 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 the Planning Web Client* in the *Oracle Hyperion Planning Administrator's Guide*. 