Salary Planner Reports

To access the reports designed for Salary Planner, click on the link “Budget Prep” as shown below. This link is found in the Budget Channel of the A&F Work Tools tab of Raiderlink.

From the Budget Prep Menu, Select the link titled “Budget Prep Reports”.

Cognos will open to the Budget folder within Cognos, click on the link to the folder titled “Budget Prep”.

A window will open with a list of available reports. The reports that have RPT_SPLAN_ are the ones which will be used during Salary Planner activities. The “SPLAN” is the identifier that ties these reports to Salary Planner.

**RPT_SPLAN_001 – Salary Planner Totals by Division and Campus**

This report is used for review, showing by Division and Campus, the FTE and Proposed Salary Budget for the Fund / Org requested.

**The Parameter Page**

1. Select Extract/Scenario
   - T11SAL is for Texas Tech University
   - S11SAL is for Texas Tech University System
2. Enter Fund – this is an optional prompt
3. Enter Org – this is an optional prompt

The report shows for the ORGN displayed in the upper right the FTE and Proposed salary budget for the Fund.
RPT_SPLAN_002 – Salary Planner Totals by FOAP

This report is a key report during the budgeting process. This report shows Salary Planner totals by a FOP for budget accounts codes 6A1, 6A2, and 6A4. This report may be used to verify salary totals in Budget Development.

The Parameter Page

4. Select Extract/Scenario
   - T11SAL is for Texas Tech University
   - S11SAL is for Texas Tech University System

5. Enter Fund – this is an optional prompt

6. Enter Org – this is an optional prompt
   - Most users will enter a fund / org combination

7. Click Next at the bottom right of parameter page, then select PDF or Excel Format (if this is not done, the summary row may not display with the total amount to be moved to Budget Development).

The tree prompt functions best for a higher level overview of the process, however it is available for use if desired.

Click Finish once desired parameters are entered.

The report will display as below. The FUND, ORGN and Program Codes are displayed in the Section Header of the report. The report displays the Budgeted ACCT Code, the FTE budgeted to that account and the Budget Proposed. The amounts displayed in the Budget_Proposed column must correspond to the amounts budgeted in Budget Development.
RPT_SPLAN_002 – Salary Planner Totals by FOAP:

*The FTE is the sum total of all positions funded on this FOAP.

RPT_SPLAN_003 – Fringe Benefits Estimate

The purpose of this report is to provide an estimate of the fringes which need to be budgeted on local FOPs. The report output is a list of employees. It is suggested that the report be run with a Fund and Orgn combination.

The Parameter Page:

- Report Option – Select either Detailed Version or Summary Version
- Extract Scenario
  - T11SAL is for Texas Tech University
  - S11SAL is for Texas Tech University System
- Fund – Optional (it is suggested to run with a Fund /Orgn combination)
- Vacant – Select either Show Vacants or Exclude Vacants
- ORGN – Optional (it is suggested to run with a Fund /Orgn combination)
- Click Next at the bottom right of parameter page to choose PDF or Excel Format (if this is not done, the summary may not display with the total dollar amount highlighted to be moved to Budget Development).
Choose from the selections below:

Report Option
- Detailed Version
- Summary Version

Extract/Scenario
- T115AL - T115AL

FUND (optional)

Vacant
- Show Vacants
- Include Vacants

OR
Select ORGN from Hierarchy Below (optional)
*Note by not selecting an ORGN, all available ORGNs will be displayed

1. E - 55 - Texas Tech University System Admin
2. E - 37 - Texas Tech University

Click the [NEXT] button to select PDF or Excel Format

Choose from the selections below:

Report Output
- PDF

Cancel    Finish
The report displays by FOP, the Employee Name, Position and Title followed by the totals of the various fringes expected to be expended for the employee/position. The final column is a total of fringes for that employee/position. Example below is Detailed Version, Show Vacants.

* Totals from this report must be entered into the corresponding 6B4 budget pool of your FOP(s).

---

**Fringe Benefits Estimate**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Position Type</th>
<th>HTH</th>
<th>LSUP</th>
<th>MEDH</th>
<th>OASI</th>
<th>ORPG</th>
<th>ORP</th>
<th>TES</th>
<th>WCI</th>
<th>RIF</th>
<th>Total Fringe</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unit Coordinator</td>
<td>5</td>
<td>$706</td>
<td>$73</td>
<td>$84</td>
<td>$330</td>
<td>$0</td>
<td>$0</td>
<td>$285</td>
<td>$29</td>
<td>$102</td>
<td>$1,738</td>
</tr>
<tr>
<td>2</td>
<td>Unit Coordinator</td>
<td>5</td>
<td>$5,428</td>
<td>$580</td>
<td>$389</td>
<td>$1,378</td>
<td>$0</td>
<td>$0</td>
<td>$1,526</td>
<td>$100</td>
<td>$469</td>
<td>$69,480</td>
</tr>
<tr>
<td>3</td>
<td>Admin Business Assistant</td>
<td>5</td>
<td>$3,357</td>
<td>$357</td>
<td>$356</td>
<td>$1,524</td>
<td>$0</td>
<td>$0</td>
<td>$1,633</td>
<td>$323</td>
<td>$480</td>
<td>$7,732</td>
</tr>
<tr>
<td>4</td>
<td>Sr. Business Assistant</td>
<td>5</td>
<td>$1535</td>
<td>$357</td>
<td>$356</td>
<td>$1,524</td>
<td>$0</td>
<td>$0</td>
<td>$1,633</td>
<td>$323</td>
<td>$480</td>
<td>$7,732</td>
</tr>
<tr>
<td>5</td>
<td>Temporary Worker</td>
<td>5</td>
<td>$7,353</td>
<td>$50</td>
<td>$258</td>
<td>$4,077</td>
<td>$0</td>
<td>$0</td>
<td>$1,526</td>
<td>$100</td>
<td>$469</td>
<td>$69,480</td>
</tr>
<tr>
<td>6</td>
<td>Sr. Business Assistant</td>
<td>5</td>
<td>$7,353</td>
<td>$50</td>
<td>$258</td>
<td>$4,077</td>
<td>$0</td>
<td>$0</td>
<td>$1,526</td>
<td>$100</td>
<td>$469</td>
<td>$69,480</td>
</tr>
</tbody>
</table>

Totals by FOP: $136,984 | $9,312 | $4,393 | $7,638 | $0 | $0 | $4,903 | $435 | $1,305 | $41,786

---

Report output of RPT_SPLAN_003 – Fringe Benefits Estimate – Summary Version, Show Vacants – information regarding Employee and Position are not included in this output:

---

**Fringe Benefits Estimate**

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORGN</th>
<th>PROG</th>
<th>Total Fringe</th>
</tr>
</thead>
<tbody>
<tr>
<td>11A006</td>
<td>1115AL</td>
<td>100 - Instruction Expense</td>
<td>$41,786</td>
</tr>
</tbody>
</table>

---

**RPT_SPLAN_004 – Longevity Estimate**

This report provides an estimate of the dollar amount of longevity that will be charged to a FOP, based upon the current employees assigned to the FOP.

The Parameter Page:

1. Select Extract/Scenario
2. Enter Fund – this is an optional prompt
3. Enter Org – this is an optional prompt
Most users will enter a fund / org combination

This report displays the amount of Longevity that needs to be budgeted to a FOP. This amount is displayed by Position, and then totaled by FOP. The Total by FOP is the amount that needs to be entered in Budget Development for budget pool 6A5. Longevity is budgeted for both State and Local accounts.
RPT_SPLAN_005 – Salary Increase

This report displays salary increases by a position organization.

Parameter Page:

1. Select Extract/Scenario
2. Enter Org – this is an optional prompt

* No merit or pay plan policy has been approved for FY11; therefore, no salary increases should be entered in Salary Planner.

During the Budget Development process, the salaries should be rounded up to the nearest dollar.

The summary total displayed at the bottom of the report will equal the total of all on RPT_SPLAN_001.
RPT_SPLAN_010 – Salary Increase by FOAP

This report displays Salary Increases by FOAP.

Parameter Page:

- Choose Extract/Scenario – T11SAL
- Select Separation by PClass or No Separation by PClass
- Enter Org

Final column displays the FY salary for each employee assigned to the FOAP.

On the following page are two report outputs. The first output displays the Separation by PClass while the second output displays without PClass Separation.

* No merit or pay plan policy has been approved for FY11; therefore, no salary increases should be entered in Salary Planner.
## Salary Increase by FOAP for FY11

### Staff

#### P1124 - Admin Business Assistant

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Position</th>
<th>Suffix</th>
<th>Percent</th>
<th>FY10 Salary</th>
<th>Current FY Increase</th>
<th>Equity</th>
<th>Merit</th>
<th>Pay/Plan Adj</th>
<th>Total Increase</th>
<th>FY11 Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td>$24,385.12</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$24,385.12</td>
</tr>
<tr>
<td>00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$24,385.12</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$24,385.12</td>
</tr>
</tbody>
</table>

#### S1122 - Sr Business Assistant

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Position</th>
<th>Suffix</th>
<th>Percent</th>
<th>FY10 Salary</th>
<th>Current FY Increase</th>
<th>Equity</th>
<th>Merit</th>
<th>Pay/Plan Adj</th>
<th>Total Increase</th>
<th>FY11 Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td></td>
<td></td>
<td></td>
<td>65%</td>
<td>$21,199.99</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$21,199.99</td>
</tr>
<tr>
<td>00</td>
<td></td>
<td></td>
<td></td>
<td>35%</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

#### S0613 - Unit Coordinator

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Position</th>
<th>Suffix</th>
<th>Percent</th>
<th>FY10 Salary</th>
<th>Current FY Increase</th>
<th>Equity</th>
<th>Merit</th>
<th>Pay/Plan Adj</th>
<th>Total Increase</th>
<th>FY11 Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td></td>
<td></td>
<td></td>
<td>7%</td>
<td>$22,372.67</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$22,372.67</td>
</tr>
<tr>
<td>00</td>
<td></td>
<td></td>
<td></td>
<td>93%</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

### Students

#### OR877 - Research Asst - Grad Student

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Position</th>
<th>Suffix</th>
<th>Percent</th>
<th>FY10 Salary</th>
<th>Current FY Increase</th>
<th>Equity</th>
<th>Merit</th>
<th>Pay/Plan Adj</th>
<th>Total Increase</th>
<th>FY11 Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td>$16,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$16,000.00</td>
</tr>
</tbody>
</table>

### Total

- **Staff Totals**: $74,415.78
- **Students Totals**: $89,415.78
- **ORGN - 100 Totals**: $163,831.56
RPT_SPLAN_020 – Position List by Orgn

This report provides a list of the positions that belong to the identified Org. Within this report, indication of whether the position is pooled or single is provided as well as the TechID, Last Name and First Name of the employee(s) assigned to the identified position.

Parameter Page: Select Extract/Scenario T11SAL

Enter ORGN

Report reflects Orgn code and Title followed by Position Number and Title. Position Class and indicator of Pooled/Single are identified. The Tech ID is followed by the Employee Last and First Names.
RPT_SLPAN_021 – Search by Position Number

This report is used to find out which organization a position belongs to.

Parameter Page:

- Select Extract/Scenario – T11SAL for TTU, S11SAL for TTUS
- Enter Position Number

The report provides the following information for the position: Orgn Code and Name, Position Title, Position Class, Single/Pooled Indicator, TechID, Employee Last and First Name.

RPT_SPLAN_022 – Position Roster by FOAP (W/Pooled Job Details)

Position totals are displayed by Budget Pool on the Position Roster. This report lists all assigned positions, including pooled positions, and the proposed budgeted salary assigned to the FOAP for that position. It also displays the FTE for that position. This report also displays the individual employee salaries of incumbents to a pooled position. It is suggested that this report be run by your Fund/Org combination.

- Select Extract/Scenario: T11SAL, S11SAL
- Enter Fund – this is an optional prompt
- Enter Org – this is an optional prompt
- The tree prompt is available for use, but best used for a high level overview
The section header of the report identifies the FOP in the section header; the individual Budget pools (accounts) fall below this header. Shown below, are two budget pools that are reflected in the RPT_SPLAN_002 viewed previously. Note that the FTE for the budget pool is equal to the FTE for the same pool on the RPT_SPLAN_002 Report. Also, the budgeted amount will be the same on both reports.

The output provided includes:

- POSN – this is the position number and description
- Position Type – Shows if position is single or pooled
- ID – University ID of the employee
- Name – Employee Name
- Position FTE – Total FTE for this position
- Position Salary – Total Salary for the Position
- PCT on FOAP – Percentage of salary budgeted to the identified FOAP
- FTE on FOP – Percentage of FTE this position is budgeted to identified FOAP – Position x% by FOAP
Proposed on FOP – Salary for Position x % by FOAP – This is what you will work off of

Position Roster by FOAP (w/Pooled Job Details)

RPT_SPLAN_023 – Position Roster by FOAP

Position totals are displayed by Budget Pool on the Position Roster. This report lists all assigned positions and the proposed budgeted salary assigned to the FOAP for that position. It also displays the FTE for that position. This report does not show individual employee salaries for pooled positions, only the position’s salary itself. It is suggested that this report be run by the your Fund/Org combination.

- Select Extract/Scenario: T11SAL, S11SAL
- Enter Fund – this is an optional prompt
- Enter Org – this is an optional prompt
- The tree prompt is available for use, but best used for a high level overview
The section header of the report identifies the FOP in the section header; the individual Budget pools (accounts) fall below this header. Shown below, are two budget pools that are reflected in the RPT_SPLAN_002 viewed previously. Note that the FTE for the budget pool is equal to the FTE for the same pool on the RPT_SPLAN_002 Report. Also, the budgeted amount will be the same on both reports.

The output provided includes:

- POSN – this is the position number and description
- Position Type – Shows if position is single or pooled
- ID – University ID of the employee
- Name – Employee Name
- Position FTE – Total FTE for this position
- Position Salary – Total Salary for the Position
- PCT on FOAP – Percentage of salary budgeted to the identified FOAP
- FTE on FOP – Percentage of FTE this position is budgeted to identified FOAP – Position x% by FOAP
- Proposed on FOP – Salary for Position x % by FOAP – This is what you will work off of salary planner

### Position Roster by FOAP

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORGN</th>
<th>PROG</th>
</tr>
</thead>
<tbody>
<tr>
<td>11A006 - Departmental Operating Expense</td>
<td>ORGN -</td>
<td>FUND - 11A006</td>
</tr>
</tbody>
</table>

#### 6A2 - SW Staff Salaries Budget Pool

**P1124 - Admin Business Assistant** (Equals FTE for Acct Code 6A2 in RPT_SPLAN_002 Report)

<table>
<thead>
<tr>
<th>POSN</th>
<th>Position Type</th>
<th>ID</th>
<th>Name</th>
<th>Position FTE</th>
<th>Position Salary</th>
<th>PCT on FOAP</th>
<th>FTE on FOP</th>
<th>Proposed on FOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Admin Business Assistant</td>
<td>SINGLE</td>
<td>0.750</td>
<td>$24,584.04</td>
<td>100.00%</td>
<td>0.750</td>
<td>$24,584.04</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**S0613 - Unit Coordinator** (Equals the Amount in Budget Proposed column for corresponding Budget Pool in RPT_SPLAN_002 Report)

<table>
<thead>
<tr>
<th>POSN</th>
<th>Position Type</th>
<th>ID</th>
<th>Name</th>
<th>Position FTE</th>
<th>Position Salary</th>
<th>PCT on FOAP</th>
<th>FTE on FOP</th>
<th>Proposed on FOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Unit Coordinator</td>
<td>SINGLE</td>
<td>1.000</td>
<td>$39,922.00</td>
<td>14.23%</td>
<td>0.140</td>
<td>$5,620.78</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Unit Coordinator</td>
<td>SINGLE</td>
<td>1.000</td>
<td>$39,922.00</td>
<td>14.23%</td>
<td>0.140</td>
<td>$5,620.78</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 5A13 - Sr Business Assistant

<table>
<thead>
<tr>
<th>POSN</th>
<th>Position Type</th>
<th>ID</th>
<th>Name</th>
<th>Position FTE</th>
<th>Position Salary</th>
<th>PCT on FOAP</th>
<th>FTE on FOP</th>
<th>Proposed on FOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Assistant</td>
<td>SINGLE</td>
<td>0.970</td>
<td>$5,00</td>
<td>100.00%</td>
<td>0.970</td>
<td>$5,00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Assistant</td>
<td>SINGLE</td>
<td>1.000</td>
<td>$37,818.01</td>
<td>47.45%</td>
<td>0.474</td>
<td>$18,220.12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Assistant</td>
<td>SINGLE</td>
<td>1.000</td>
<td>$37,818.01</td>
<td>47.45%</td>
<td>0.474</td>
<td>$18,220.12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 6A4 - SW Other Salaries Budget Pool

**P3917 - Temporary Worker** (Equals FTE for Acct Code 6A4 in RPT_SPLAN_002 Report)

<table>
<thead>
<tr>
<th>POSN</th>
<th>Position Type</th>
<th>ID</th>
<th>Name</th>
<th>Position FTE</th>
<th>Position Salary</th>
<th>PCT on FOAP</th>
<th>FTE on FOP</th>
<th>Proposed on FOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Temporary Worker</td>
<td>0.490</td>
<td>$16,396.00</td>
<td>100.00%</td>
<td>0.490</td>
<td>$16,396.00</td>
<td>100.00%</td>
<td>0.490</td>
<td>$16,396.00</td>
</tr>
</tbody>
</table>