



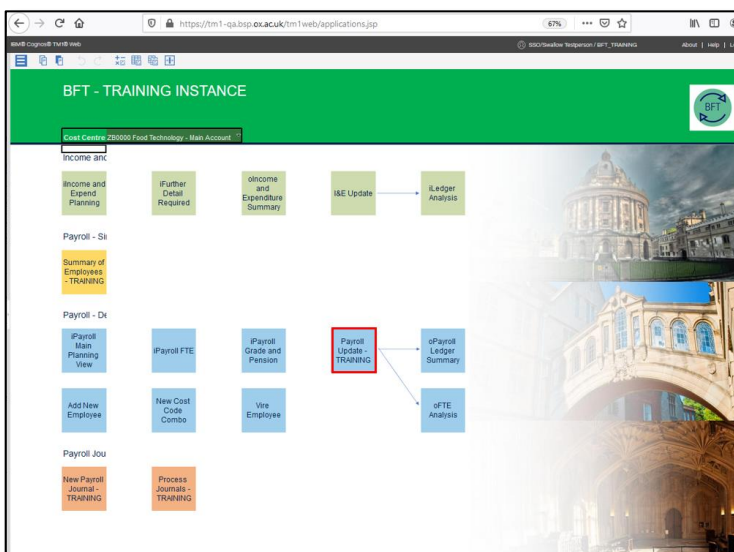
## 2.2 How to...Review BFT Payroll – Step 2: Review FTEs

### Contents:

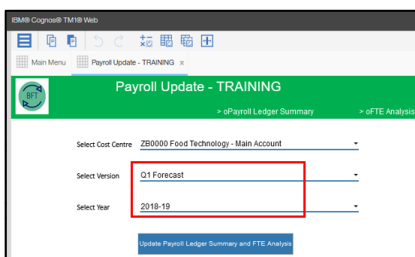
1. Run updates to FTE analysis
2. Open FTE Analysis and amend view
3. Review FTEs
4. Adjust FTEs where appropriate, in Payroll Single point of entry

### 1. Run updates to FTE analysis

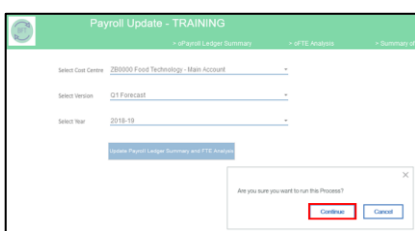
From the BFT Landing page, click on “Payroll update” icon



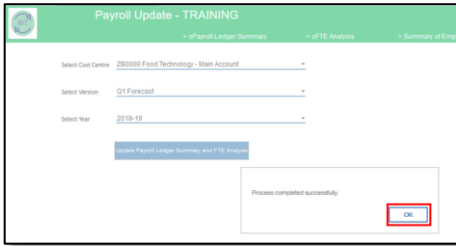
Complete Version and Year to be updated (currently Q1 of 2018/19 on BFT Training system!) and click the blue button to run process



Click “Continue” to confirm

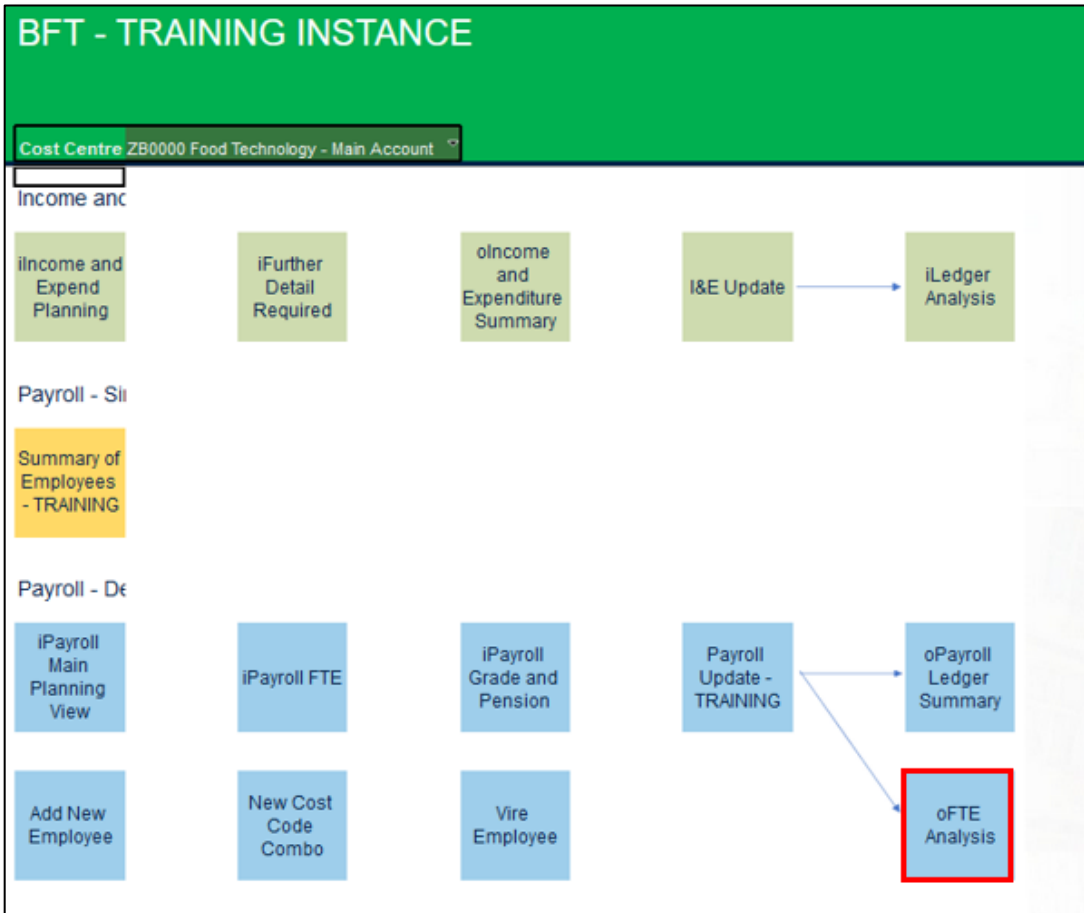


And click OK when process has run



## 2. Open FTE Analysis and amend view

From the BFT Landing page, click on "FTE Analysis" icon...

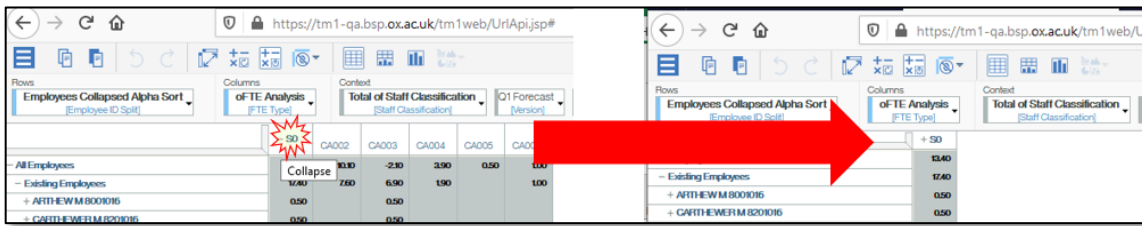


...to launch FTE analysis cuberview

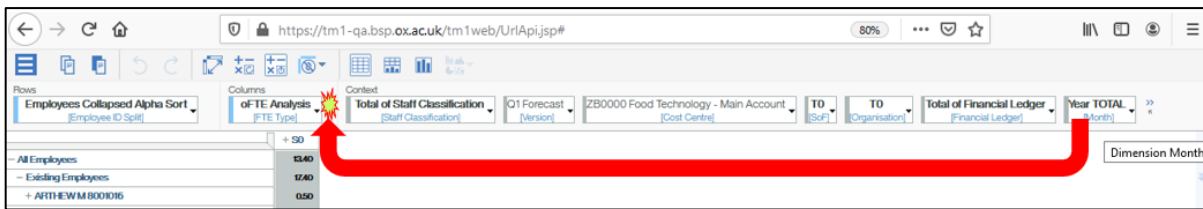
	--SD	CA002	CA003	CA004	CA005	CA006
-- All Employees	13.40	11.10	-2.30	3.90	0.50	1.00
- Existing Employees	17.40	7.60	6.90	1.90		1.00
+ ARTHUR M 8201016	0.50		0.50			
+ CARTHOWER M 8201016	0.50		0.50			
+ EEAQUAN M 8201017	0.50		0.50			
+ GAHAGAN E 8201025	0.50			0.50		
+ GAHAGAN E 8101025	1.00			1.00		
+ GLECHORNER B 8201014	0.50	0.50				
+ HADLANDER C 8201013	0.40		0.40			
+ HASWELLER J 8201028	1.00					1.00
+ HATHIDGEER S 8201012	0.80	0.40		0.40		
+ JIBBER P 8201011	1.00	1.00				
+ KEENER M 8201020	0.50	0.50				
+ LASNER J 8201001	1.00		1.00			
+ LIDGE N 8201009	1.00	1.00				

The default view shows FTEs by type...but we want to amend this to see FTEs by Employee, across the Forecast year. To do this:

Collapse the “-S0” symbol in the header row to reduce FTE types to totals for each Employee...



...then drag the Month dimension from the “Context” area to the “Columns” area, dropping “Month” just to the right-hand side of the FTE type, to give month by month details for each Employee



### 3. Review FTEs

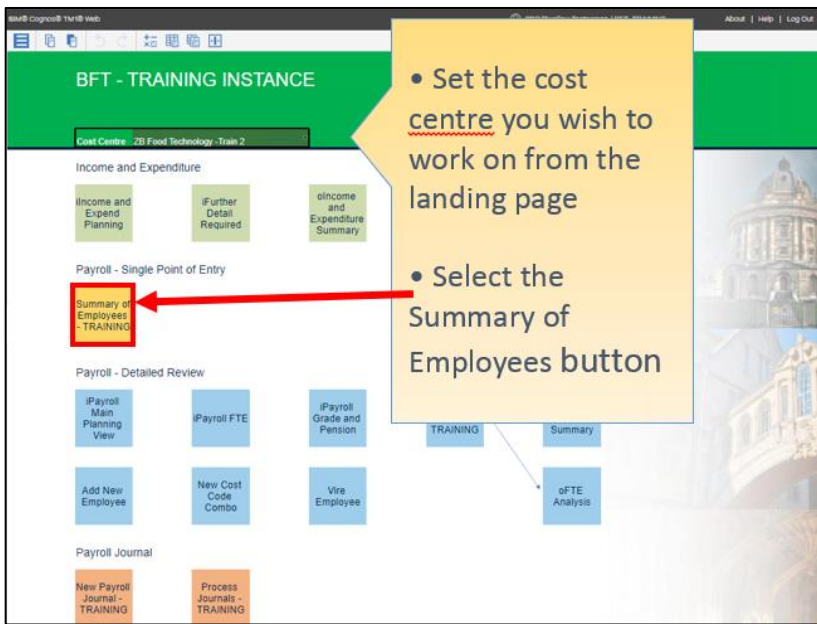
When reviewing FTEs, look in particular for negative figures, or FTEs greater than 1.0. It may be helpful to screenshot, export or otherwise note names where there appear to be anomalies/issues.

	- Year TOTAL	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
All Employees	13.40	14.30	14.30	14.30	19.50	22.70	25.30	28.50	29.20	14.40	15.20	12.60	13.40
- Existing Employees	17.40	14.30	14.30	14.30	15.50	15.70	15.80	17.00	17.70	11.40	19.20	15.60	17.40
+ ARTHUR M 8201016	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
+ CARTHEWERM 8201016	0.50	1.00	1.00	1.00	1.00	1.00	1.00	0.50	0.50	0.50	0.50	0.50	0.50
+ EEAQHMAN M 8201017	0.50	1.00	1.00	1.00	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
+ GAVAGAN E 8201025	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
+ GAVAGANA E 8101025	1.00				1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
+ GLECHORNER B 8201014	0.50	1.00	1.00	1.00	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
+ HADLANDER G 8201013	0.40	1.00	1.00	1.00	1.00	1.00	1.40	1.80	2.20	2.60	3.00		0.40
+ HASWELLER J 8201028	1.00	0.50	0.50	0.50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
+ HATHRIDGE S 8201012	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80
+ JIRAFER P 8201011	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
+ KEENER M 8201020	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
+ LASNER J 8201001	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
+ LIDGE N 8201009	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
+ LINMANER S 8201008	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
+ MULVEYER T 8201036	2.00	0.50	0.50	0.50	0.70	0.90	1.10	1.40	1.70	2.00	2.40	2.80	3.20
+ OLFERSAL L 8101005	0.50						0.50	0.50	0.50	0.50	0.50	0.50	0.50
+ OLFERSER L 8201005	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
+ SHILLINGSFORDER E 8201004	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
+ SILLTOER B 8201003	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
+ TAFMEYER G 8201002	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
- New Employees	-4.00				4.00	7.00	8.50	11.50	11.50	-4.00	-4.00	-4.00	-4.00
+ NewPerson qew8WEG; X000080	1.00						1.00	1.00	1.00	1.00	1.00	1.00	1.00
+ NewPerson asjgdL X000081	1.00						1.00	1.00	1.00	1.00	1.00	1.00	1.00
+ NewPerson Sally Ann X000085	0.50						0.50	0.50	0.50	0.50	0.50	0.50	0.50
+ NewPerson Jim X000101	0.50						0.50	0.50	0.50	0.50	0.50	0.50	0.50
+ NewPerson A new Person X000118	1.00						1.00	1.00	1.00	1.00	1.00	1.00	1.00
+ NewPerson Danindo Doubledan X000124	1.00						1.00	1.00	1.00	1.00	1.00	1.00	1.00
+ NewPerson Danindo2 Doubledan2 X000125	2.00						2.00	2.00	2.00	2.00	2.00	2.00	2.00

#### 4. Adjust FTEs where appropriate, in Payroll Single point of entry

To open payroll single point of entry:

A. Click on the yellow "Summary of Employees" button on the BFT Landing Page



B. Launch the Employee Record Card (ERC) from Summary of Employees

- In the Summary of Employees, place the cursor in the Job Title column, next to the Employee name
- Click the blue More Details button

**1. Cursor in Job Title column, next to Name (Don't use expanded view for this)**

**2. Click "More Detail" button to launch ERC**

**Hint**  
To be certain of accessing the full record card for an individual **ALWAYS** set the Cost Centre in the Summary of Employees at the highest level

Employee List	Job Title	Grade/Stage	Staff Classifi c.	Costing Dept	Cost Centre	Natural Account SoF	YTD Act	YTD Var
Existing Employees								
+ AGNUS S 8701031	Associate Professor of Agricultural Engineering		AC	ZG				
+ AHAGAN E 8901025								
+ ARTHEW M 8001016	Goods In Officer		SG	ZT				
+ BEACHMAN e 8701017								
	Senior Research Fellow in Flavour Enhancement		AP	ZS			13,428	13,428
	Personal Assistant / Farm Finance Officer		DS				8,946	8,946
	Ploughing Research Co-ordinator	08S.7	TS				7,506	7,506
	Goods In Officer		SG	ZT			6,967	6,967
	Senior Postdoctoral Researcher		AP	ZB			13,278	13,278

- In ERC, check which code(s) are affecting FTEs

The employee summary shows the FTE split and cost across different cost centres. Note the codes on the left hand side

Employee Summary		Aug	Sep	Oct	Nov	Dec	Jan
AGNUS S 8701031	FTE Plan	-	-	-	0.50	1.50	1.50
	Costs	-	-	195	2,790	8,399	8,198
8701031-ZG0010-50100-00000	FTE Plan	-	-	-	-	-	-
	Costs	-	-	-	-	-	-
8701031-ZG9999-50100-00000	FTE Plan	-	-	-	-	-	-
	Costs	-	-	-	-	-	-
8701031-Z90000-50100-00000	FTE Plan	-	-	-	-	-	-
	Costs	-	-	-	-	-	-
8701031-Z99971-50110-A0231	FTE Plan	-	-	-	-	-	-
	Costs	-	-	-	-	-	-
8701031-ZF0000-50110-00000	FTE Plan	-	-	-	-	-	-
	Costs	-	-	-	-	-	-
8701031-ZB9999-50120-A2003	FTE Plan	-	-	-	0.50	1.50	1.50
	Costs	-	-	-	2,790	8,399	8,198

- Choose code from the "Select split ID" dropdown box on ERC

Select Split ID

FTE	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Adj Salary												
Plan Salary												
Adj Additional Salary												
Plan Additional Salary												

8701031-ZJ9971-50100-B1061 FTE Plan

8701031-ZB9999-50100-00000

8701031-ZA0000-50100-00000

8701031-ZG0010-50100-00000

8701031-ZG9999-50100-00000

8701031-Z90000-50100-00000

Grade and Stage

Adj 8701031-Z99971-50110-A0231

Plan 8701031-ZF0000-50110-00000

Adj 8701031-ZF0000-50110-00000

Plan 8701031-ZB9999-50120-A2003

Pension

Adj 8701031-ZA9981-50100-00000

Plan 8701031-Z99982-50200-A2006

8701031-Z99982-50100-B1006

Select Split ID 8701031-ZB9999-50120-A2003

- Review the FTE and adjust as needed in the yellow "Adj" row. (Adjustments here are cumulative across future months...). NB make sure any adjustment is against the "live" choice of Salary/Additional Salary as appropriate.

Select Split ID 8701031-ZB9999-50120-A2003

FTE	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Adj Salary	0.00	0.00	0.00	0.50	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan Salary	0.00	0.00	0.00	0.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50
Adj Additional Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan Additional Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Hint**

- Beware **Salary** vs **Additional Salary**! FTE and Grade/Stage must both be on one or the other, or costs won't calculate!

...and finally, review again to make sure any adjustments have had the desired effect.

