

## Case Study: How to enter a balancing adjustment for research pay (cost & FTE)

We are not asking departments to produce detailed pay forecasts for staff paid on research grants (B ledger).

The purpose of this case study is therefore to explain how departments can add a balancing adjustment on account XX9999 to ensure that projected research FTE and pay costs are broadly in line with current expectations.

### Step 1

- Take ownership of account XX9999

### Step 2: Work out FTE difference

- Check 'FTE Plan' figure. This is the planned FTE count at 31<sup>st</sup> July 2018 generated automatically by the BFT. In the example below, planned FTE is 47.1.

Job Title	Grade and Stage	Salary	Staff Classification	End Date	Costing Dept	Cost Centre	Natural Account	SOP	Project	Activity	Task	Pension Scheme	College	FTE Plan	Last Month Actual Cost	Profile	Year TOTAL
Total of Employee ID Split														47.1	300,505	2,699,227	

Refer back to Q2 forecast spreadsheet to find out expected FTE level for research at 31<sup>st</sup> July 2017. In the example below, FTE is 64.8.

		2016/17 YTD Bud	2016/17 YTD Act	2016/17 YTD Var	2015/16 FY Act	2016/17 FY Bud	2016/17 FY F'cast (Q1)	2016/17 FY F'cast (Q2)
<b>Staff Numbers (FTE)</b>								
FTE Academic: University Funds	Staff FTE	--	--	--	--	--	--	
FTE Non-Academic: University Funds	Staff FTE	--	--	--	--	--	--	
FTE Academic: External Funds	Staff FTE	57.5	39.8	(17.7)	39.3	57.5	57.5	39.8
FTE Non-Academic: External Funds	Staff FTE	9.7	25.0	15.3	21.4	9.7	9.7	25.0
<b>Total All FTEs</b>		<b>67.2</b>	<b>64.9</b>	<b>(2.4)</b>	<b>60.7</b>	<b>67.2</b>	<b>67.2</b>	<b>64.8</b>

... **H79999** Commentary Departmental - Part A Departmental - Part A1 Departmental - Part A2 Research

Work out the difference in FTE: 64.8 – 47.1 = 17.7

### Step 3: Create dummy 'Research Adjustment' employee to amend research FTE

- Create a new employee on cost centre XX9999 named 'Research Adjustment –(your dept code)'.
  - Select grade B23.9999
  - Amount £: 1
  - FTE: enter FTE difference worked out in Step 2
  - Natural Account: 50110 Research Staff
  - Staff classification: AP – Research Staff
  - Pension Scheme: None
  - Project/task: enter the information of a known project to ensure that the FTE adjustment is classified as 'externally-funded'

- Click on 'Add New Employee' button. A 'new employee' with the correct number of FTEs should now be visible in the main payroll planning view.

Please select leaf level Cost Centre

Cost Centre: H79999 Research Project costs

Year	Start Period	Version	Name	Job Title	Person or Provision	Element	Grade and Stage	Amount £	FTE	Natural Account	SOF	Staff Classification	Pension Scheme	College Affiliation	Project	Task	Activity
2017-18	Aug	Budget 17/18	Research Adjustment (H7)	Adjustment	Person	SALARY	B23.9999		1	50110 Research Staff	00000 Default	AP - Research	None	None	H780000	H7001	00

Steps to add New Employee:

- Enter new employee details within the yellow cells. Press Enter on Keyboard after data entry
- Click on the button below to create a new employee record
- You will have to open and then close the "New Employee" to refresh the list to view the new employee

Add New Employee

#### Step 4: Work out research pay gap

- Check 'Year TOTAL' and work out the average monthly cost projected for 2017-18 by the BFT. Compare this figure with the 'Last Month Actual Cost'. Work out the difference for the month. In the example below:  $(300,505 - (2,699,227/12)) = 75,569$


Employee ID Split	Pay Element	Month Payroll	Payroll Cost	Budget NY	Financial Year	Cost Centre	FTE Plan	Last Month Actual Cost	Year TOTAL
Total of Employee ID Split	Total of Pay Element				2017-18	H79999 Research Project costs	47.1	300,505	2,699,227

#### Step 5: Create dummy 'Research Pay Adjustment' provision

- Create a new provision on cost centre XX9999 named 'Research Pay Adjustment –(your dept code)'.
  - Select 'Provision'
  - Element: 'Provision Recurrent'
  - Amount £: enter monthly research pay gap value worked out in Step 4 (75,569 in this example)
  - FTE: 0
  - Natural Account: 50110 Research Staff
  - Staff classification: AP – Research Staff
  - Pension Scheme: None
- Click on 'Add New Employee' button. A 'new provision' with the correct monthly amount should now be visible in the main payroll planning view.

https://fm3-ga.bsp.edu.au/fm3web/Contributor.jsp

Payroll Man Planning View | ADO New Employee.xlsx | New Cost Coding Combination.xlsx | VISE Payroll.xlsx | Payroll PTE | Payroll Other Employee Details | Payroll Updates.xlsx | Payroll Ledger Summary



Please select leaf level Cost Centre

Cost Centre: H79999 Research Project costs

Year	Start Period	Version	Name	Job Title	Person or Provision	Element	Grade and Stage	Amount f	FTE	Natural Account	SDF	Staff Classification	Pension Scheme	College Affiliation	Project	Task	Activity
2017-18	Aug	Budget 17/18	Research Pay Adjustment - H7	Adjustment	Provision	Provision Recurrent	N/A	75,569		50110 0 Research Staff	00000 Default	AP - Research	None	None			00

Not Mandatory

==== Press ENTER on any change =====> <==== Press ENTER after each selection in these fields <====>

**Steps to add New Employee:**

1. Enter new employee details within the yellow cells. Press Enter on Keyboard after data entry
2. Click on the button below to create a new employee record  
Please Press <Enter> on Keyboard to check any validations before clicking the button below.
3. You will have to open and then close the "New Employee" to refresh the list to view the new employee

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