



## Case Study 26: How to use the FTE analysis tab in payroll planning

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A new tab has been added to the payroll planning application in order to provide a detailed breakdown of the FTE categories which appear as summary totals in the Income and Expenditure account.

This tab does not link with the I&E screen, the payroll update process must be executed in the Income and Expenditure planning application as well in order to refresh the numbers for reporting.

### Default presentation

The default presentation of the screen shows a list of employees and the associated FTEs spread across the four relevant account codes used to analyse headcount – see screen shot on page 2.

CA002 FTE Academic - University Funded

CA003 FTE Non Academic - University Funded

CA004 FTE Academic - Externally Funded

CA005 FTE Non Academic - Externally Funded

### Updating the headcount analysis

The analysis is refreshed to reflect changes by running the payroll ledger update process from the update tab. This can be run at any level of aggregation authorised to the user and needs “ownership”. Initially, to make sure users realise that there are two separate update processes, there are two buttons for the update, one to update the financial amounts to the Ledger Analysis summary and one to update this new FTE analysis tab. At the end of the year these two buttons will be combined and both the ledger analysis and the FTE analysis will run at the same time.

### Changing the appearance of the screen to re-analyse the headcount

The screen has a number of parameters that by default will appear in the context part of the screen, but which can be manipulated to enrich the analysis. N.b. some of the context selection will be out of sight at the righthand of the screen, click on the right facing chevrons to access the ones you can't see.

For example:-

- Use the “Staff Classification” to either show the spread across different staff categories, or isolate a particular staff classification
- Use “ledger analysis” to split the externally funded FTE's across the A1, A2, B ledgers
- Select “missing” in the staff classification

### Anomalies

A small number of technicians are in staff classifications beginning with “A”, which is otherwise used only for academics. The BFT logic treats all staff with staff classifications beginning with A as academic.

If the staff classification is missing from the employee record the BFT logic treats the employee and non academic. Selecting the staff classification “missing” will identify which employees come into this category.



Example of FTE analysis tab

Update the figures for the new tab on the payroll update screen

This is the new tab

Rows:	Columns:	Context:						
Employees Collapsed Alpha Sort by CC [Employee ID Split]	FTE Type [FTE Type]	Total of Staff Classification [Staff Classification]	Budget 17/18 [Version]	2017-18 [Financial Years]	TO [SoF]	TO [Future]	TO [Organisation]	7
S0		CA001	CA002	CA003	CA004	CA005		
Total of Employee ID Split		1,844.5	0.0	627.6	647.5	492.7	76.7	
Existing Employees		1,690.7	0.0	573.3	571.4	478.0	67.9	
GA 2018192		1.0	0.0	1.0	0.0	0.0	0.0	
2343261		1.0	0.0	1.0	0.0	0.0	0.0	
N AH 2348686		0.6	0.0	0.6	0.0	0.0	0.0	
2343268		1.0	0.0	1.0	0.0	0.0	0.0	
2346156		0.5	0.0	0.5	0.0	0.0	0.0	
KY S 2004874		1.0	0.0	1.0	0.0	0.0	0.0	
OUS B 2362493		1.0	0.0	0.0	0.0	1.0	0.0	
2359006		1.0	0.0	0.0	1.0	0.0	0.0	

Some parameters are off screen, click on the right hand facing chevrons to reveal

Click out to look at the detailed cost code combinations for an individual employee, or change the employee subset to change the presentation for all employees



To identify staff of allocated to a specific staff classification, select from the list (e.g. “missing” to find staff who do not have a staff classification)



https://tm1.uas.ox.ac.uk/ - Payroll Planning | Incomplete | 031 MPLS Division - Internet Explorer provided by University

new Employees Batch | ADD New Cost Coding Combination | VIRE Payroll.xlsx | iPayroll FTE | iPayroll Other Employee Details | Payroll

Rows: Employees Collapsed Alpha Sort by CC (Employee ID Split) | Columns: FTE Type [FTE Type] | Context: Total of Staff Classification [Staff Classification] | Budget 17/18 [Version] | 2017-18 [Financial Year]

	S0	CA001	CA002	CA003
Total of Employee ID Split	1,844.5	0.0	627.6	647.7
Existing Employees	1,690.7	0.0	573.3	571.1
GA 2018192	1.0	0.0	1.0	0.0
2343261	1.0	0.0	1.0	0.0
SAHMAN AH 2348686	0.6	0.0	0.6	0.0
KER A 2343268	1.0	0.0	1.0	0.0
VALEH F 2346156	0.5	0.0	0.5	0.0
KY S 2004874	1.0	0.0	1.0	0.0
MOUS B 2362493	1.0	0.0	0.0	0.0
2359006	1.0	0.0	0.0	1.0
K 2359902	1.0	0.0	0.0	0.0
A 2349881	0.5	0.0	0.0	0.0
A 1133091	1.0	0.0	0.0	1.0
J 1267879	1.0	0.0	0.0	1.0
WC 1295517	1.0	0.0	0.0	0.0
TA 2208118	1.0	0.0	1.0	0.0
N P 2360866	1.0	0.0	0.2	0.0
ON RM 1140354	1.0	0.0	1.0	0.0
N MF 2349623	1.0	0.0	0.0	0.0
SKI G 2205195	1.0	0.0	0.0	1.0
OTIS I 2212297	1.0	0.0	1.0	0.0
S 2206603	1.0	0.0	1.0	0.0
ALC 2365302	1.0	0.0	0.0	0.0
A 2003227	1.0	0.0	0.0	1.0
FAN 2352192	0.0	0.0	0.0	0.0
BI Z 2362556	1.0	0.0	0.0	0.0
F 2365022	1.0	0.0	0.0	0.0
F 2209130	1.0	0.0	1.0	0.0
SE S 2019018	1.0	0.0	1.0	0.0
2000267	1.0	0.0	0.0	1.0
RP 2005260	1.0	0.0	0.0	1.0
2000267	1.0	0.0	0.0	0.0

Find in Subset...

- DP
- DS
- FA
- FP
- HP
- IP
- IT
- LA
- LP
- MA
- MG
- MI
- MP
- RM
- SB
- SC
- SE
- SG
- SH
- SK
- SL
- SM
- SO
- SP
- SR
- SS
- TS
- Missing

Top



If "Analysis ledger" is pulled across from the Context boxes to be under the C of columns then the ledger analysis is added to the presentation

	Total						A1					A2					B							
	S0	CA001	CA002	CA003	CA004	CA005	S0	CA001	CA002	CA003	CA004	CA005	S0	CA001	CA002	CA003	CA004	CA005	S0	CA001	CA002	CA003	CA004	CA005
Total of Employee ID Split	1,844.5	0.0	627.6	647.5	492.7	76.7	1,314.6	0.0	627.6	647.5	30.6	8.9	39.2	0.0	0.0	0.0	14.9	24.3	490.7	0.0	0.0	0.0	447.2	43.5
Existing Employees	1,690.7	0.0	573.3	571.4	478.0	67.9	1,175.0	0.0	573.3	571.4	24.6	5.7	34.0	0.0	0.0	0.0	13.2	20.8	481.7	0.0	0.0	0.0	440.2	41.5
GA 2018192	1.0	0.0	1.0	0.0	0.0	0.0	1.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2343261	1.0	0.0	1.0	0.0	0.0	0.0	1.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
AHMAN AH 2348686	0.6	0.0	0.6	0.0	0.0	0.0	0.6	0.0	0.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
KER A 2343268	1.0	0.0	1.0	0.0	0.0	0.0	1.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LEH F 2346156	0.5	0.0	0.5	0.0	0.0	0.0	0.5	0.0	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Y S 2004874	1.0	0.0	1.0	0.0	0.0	0.0	1.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OUS B 2362493	1.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	1.0	0.0
2359006	1.0	0.0	0.0	1.0	0.0	0.0	1.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
K 2359902	1.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	1.0	0.0
2349881	0.5	0.0	0.0	0.5	0.0	0.0	0.5	0.0	0.0	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
A 1133091	1.0	0.0	0.0	1.0	0.0	0.0	1.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
J 1267879	1.0	0.0	0.0	1.0	0.0	0.0	1.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
MC 1295517	1.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0



The logic of how the FTEs are broken down into the different categories in the FTE analysis is tabulated below:-

Ledger (for info only)	Cost Centre	SOF	Staff Classification	Natural account
B Ledger	xx9998 & xx9999	N/A	"A*" & all others	CA004 FTE Academic - Externally funded CA005 FTE Non Academic - Externally funded
A2 Ledger	xx9982 & xx9986	N/A	"A*" & all others	CA004 FTE Academic - Externally funded CA005 FTE Non Academic - Externally funded
A1 Ledger	all others	A,B,C & A,B,C	"A*" & all others	CA004 FTE Academic - Externally funded CA005 FTE Non Academic - Externally funded
	all others	all others	"A*" & all others	CA002 FTE Academic - University funded CA003 FTE Non Academic - University funded