B0049 IT Expenditure Report

Report Description:

The B0049 IT Expenditure Report lists the positions for Information technology (IT) job classes for each agency. The report lists each position's agency, FTE, budgeted salary and employer costs for OASDI, HI (Medicare), Retirement and Health Insurance.

Report Location:

OM: Position Budget

Report uses:

- This report is used annually to provide budgeted employee and employer costs for IT positions statewide. It can also be used for to determine costs for IT positions for budget funding and/or human resource planning purposes.

- This report can be used to identify positions in the IT job family (90000004 and 91000011) within the org unit specified.

- The report can be used to compare the employee's annual salaries with the budgeted salaries for the IT positions within the org unit specified.

How to run this report

This report has two mandatory prompts, five optional prompts and one exclusion prompt.
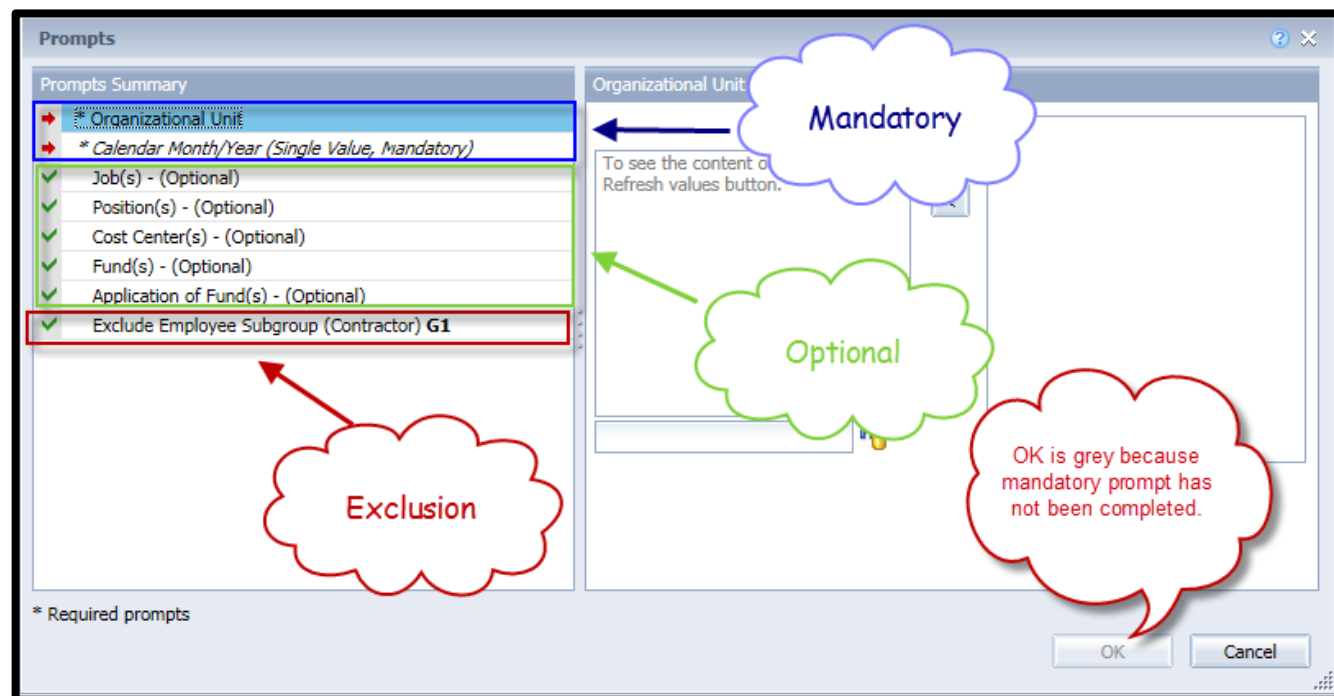
Mandatory Prompts

Mandatory prompts have a red arrow indicator (➜) followed by an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

➜ ***Organizational Unit:** To select data for this prompt:
- Make sure the "Organizational Unit" prompt is selected (1).
- Click the "Refresh Values" icon to see the list of Org Units (2).
- Navigate down to the desired Org Unit (3).
- Click the right arrow to add it to the selection box (4).
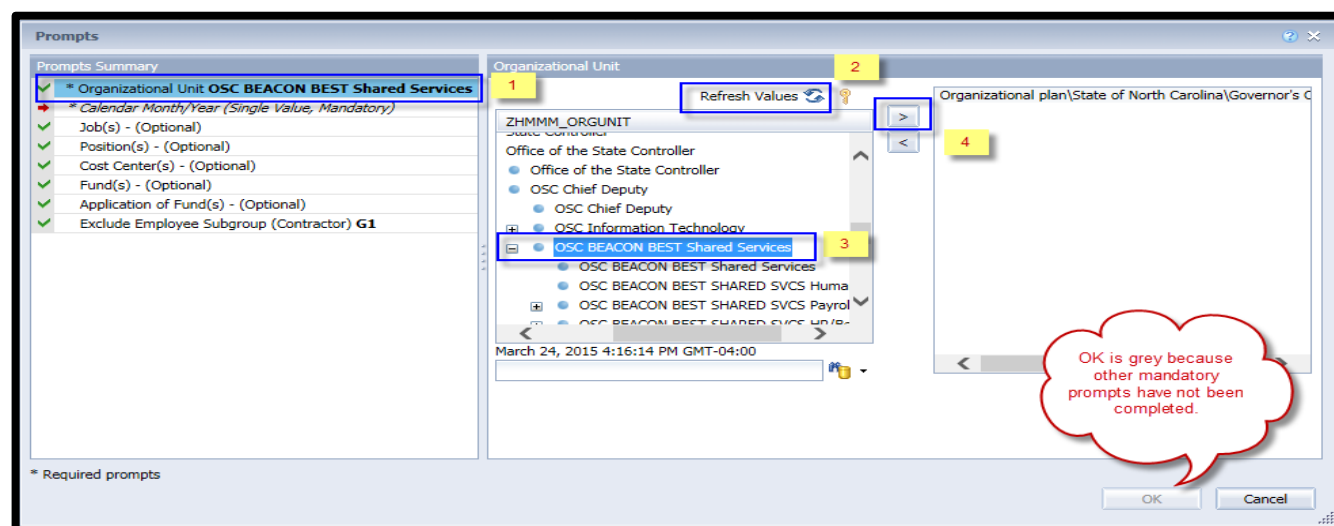
➔ ***Calendar Month/Year (Single Value, Mandatory):** To select data for this prompt,
- Make sure the Calendar Month(s)/Years prompt is selected (1).
- Select Calendar Month using one of the options below
  - Click "Refresh Values" to see the list of available Calendar Month/Year(s) (2).
  - Select the desired Calendar Month/Year (4).
    OR
  - In the search box, narrow down the date selection by using the wildcard *YYYY format and press the enter key (3).
  - Click the Calendar Month in your range (4).
    OR
  - Click the Key icon (5). Notice the Calendar Month values appear in YYYYMM format in brackets.
  - Enter Calendar Month in YYYYMM format (e.g. 201606) in the direct entry box (6).
- Click the right arrow to add the value to the selection box (7).
- If no other prompts are required, click the "OK" button to run the report.

📂 *Note: Although historical months may appear when you click on "Refresh Values", only data from June2015 and after is available for this report. If a month prior to June2015 is selected, you will receive the following message.*
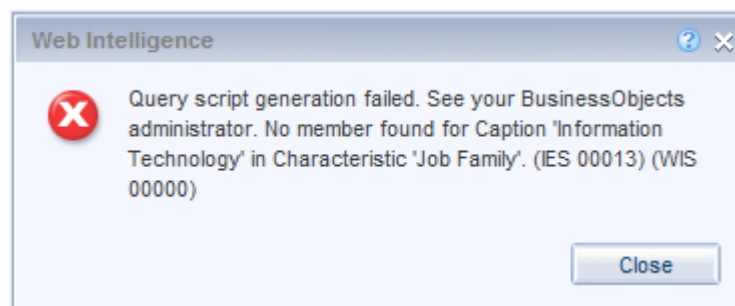
Optional Prompts:

Optional prompts are indicated with a green check mark (✓) but are not pre-filled or required. They are used to assist with limiting the amount of data that is retrieved into the body of the report. The optional prompts on this report are:

- ✓ **Job(s) – (Optional):** To select data for this prompt,
  - Make sure the "Job(s) – (Optional)" prompt is selected (1).
  - Enter the wildcard * in the search box (2).
  - Click the search icon (3).
  - If you need to see the Job key, click the key icon (4).
  - Select the Job that is required (5).
  - **OR,** if you know the Job key or Job Name, you can enter directly in (6).
  - Click the right arrow to add it to the selection box (7).

✓ **Position(s) – (Optional):** To select data for this prompt,
  - Make sure the "Position(s) – (Optional)" prompt is selected (1).
  - Enter a search text with an asterisk (*) in the search box to view the list of values for Position (2).
  - Click the search icon (3).
  - Click the key icon to see the key value for each position. (4).
  - Select the desired position (5).
  - **OR**, if you know the position number (key) or position name (description), you can enter directly in (6),
  - Click the right arrow to add the position to the selection box (7).

📂 *Note: Sometimes search on with wild char * in position field returns an error if the number of position search exceeds the system limit. In those situations, choose a smaller agency OrgUnit hierarchy or enter a known position or run the report with Mandatory prompts and return to prompt screen to choose one or more positions.*

✓ **Cost Center(s) – (Optional):** To select data for this prompt,
- Make sure the "Cost Center(s) – (Optional)" prompt is selected (1).
- Enter * wildcard in the search box (2).
- Click the search icon (3).
- Click the key icon to display the Cost Center with the name and key (4).
- Select the desired Cost Center (5).
- **OR,** if you know the Cost Center number (key), you can enter directly in (6).
- Click the right arrow to add the Cost Center to the selection box (7).

✓ **Fund(s) – (Optional):** To select data for this prompt,
  • Make sure the "Fund(s) – (Optional)" prompt is selected (1).
  • Enter * wildcard in the search box (2).
  • Click the search icon (3).
  • Click on the key icon to display the Fund with the name and key (4).
  • Select the desired Fund (5).
  • **OR,** if you know the Fund number (key), you can enter directly in (6).
  • Click the right arrow to add the Fund to the selection box (7).

✓ **Application of Fund(s) – (Optional):** To select data for this prompt,
  - Make sure the "Application of Fund(s) – (Optional)" prompt is selected (1).
  - Enter * wildcard in the search box (2).
  - Click the search icon (3).
  - Click the key icon to display the Application of Fund with the name and key (4).
  - Select the desired Application of Fund (5).
  - **OR** ,if you know the Application of Fund number (key), you can enter directly in (6).
  - Click the right arrow to add the Application of Fund to the selection box (7).

Exclusion Prompts:

Exclusion prompts are also indicated with a green check mark (✔) but are generally prefilled with a specific set of data values. They are provided as a way to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data values listed in the exclusion selection box will not be fetched into the report.

✔ **Exclude Employee Subgroup (Contractor, Temporary Solutions) G1, GC, GD, GE, GF**:
   To remove this exclusion,
   - Make sure the Exclude Employee Subgroup prompt is selected (1).
   - Select the subgroup you want to remove under the selected values box (2). In this example, G1 is selected to be removed.
   - Click the left arrow (3).

Initial Layout:

The report is generated with a list of positions for the org unit entered as of the selected calendar month/year.

➔ B0049 IT Expenditure Report tab - The report tab shows the columns available on the base report.

B0049: IT Expenditure Report as of JUN 2016

Position	Position Title	Business Area	2-character Agency Code	Banding Category	Budget Code
	Technology Support Specialist	1400	14	5	14160
	Technology Support Analyst	1400	14	5	14160
	Technology Support Technician	1400	14	5	14160
	Technical Support Analyst	1400	14	5	14160
	Business And Technology Applic Specl	1400	14	4	14160

Continued......

Execution Date: 6/14/16

Filled/ Vacant	FTE	Budgeted Salary	OASDI	HI	Retirement	Health Insurance
F	1.000	60,986	3,781	884	9,276	5,377
F	1.000	62,825	3,895	911	9,556	5,377
F	1.000	33,942	2,104	492	5,163	5,377
F	1.000	65,206	4,043	945	9,918	5,377
F	1.000	56,465	3,501	819	8,588	5,377
Total	5.000	279,424	17,324	4,052	42,500	26,887

➔ B0049 IT Expenditure Data tab - This report tab provides a report with no headers, and includes many of the same columns as the base report. It was created for internal purposes, but it can be used to view the report in columnar format.

Position	Position Title	2-character Agency Code	Banding Category	Budget Code
	Technology Support Specialist	14	5	14160
	Technology Support Analyst	14	5	14160
	Technology Support Technician	14	5	14160
	Technical Support Analyst	14	5	14160
	Business And Technology Applic Specl	14	4	14160

Continued:

Filled/Vacant	FTE	Budgeted Salary	OASDI	HI	Retirement	Health Insurance
F	1.000	60,986	3,781	884	9,276	5,377
F	1.000	62,825	3,895	911	9,556	5,377
F	1.000	33,942	2,104	492	5,163	5,377
F	1.000	65,206	4,043	945	9,918	5,377
F	1.000	56,465	3,501	819	8,588	5,377

Available Objects:

This is a list of the available objects that can be added to the report, once in Design mode:

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□ 🗎 B0049: IT Expenditure Report          ⊞ ▌ Pos ESG CAP
    ▌ Agency Description                   ⊞ ▌ Position
    ▌ Agency ID from BArea                    ▌ Position End Date
  ⊞ ▌ Application of Fund                     ▌ Position Start Date
    ▌ Banding Category                        ▌ Position Vacant Indi
  ⊞ ▌ Business area                       ⊞ ▌ Pos Pay Area
  ⊞ ▌ Cal Mth/Yr                          ⊞ ▌ Pos Pay Group
  ⊞ ▌ Controlling area                    ⊞ ▌ Pos Pay Level
  ⊞ ▌ Cost Center                         ⊞ ▌ Pos Pay Type
  ⊞ ▌ Cost Center Category                ⊞ ▌ Reference SAP Pos
  ⊞ ▌ Country                             ⊞ ▌ SAP GL Account
  ⊞ ▌ Employee                            ⊞ ▌ State
    ▌ Employee's Name                     ⊞ ▌ Statutory Exemption Type
  ⊞ ▌ Employee Group                      ⊞ ▌ Supervising Position
  ⊞ ▌ Employee Subgroup                   ⊞ ▌ Vacancy Status
  ⊞ ▌ FM area                                ▌ Valid From
  ⊞ ▌ Fund                                   ▌ Valid To
  ⊞ ▌ Funding Source                      ▥ Budget Amt per Emp
  ⊞ ▌ Fund Type                           ▥ Emp Salary per Fund
  ⊞ ▌ Job                                 ▥ FT FTE Positions
  ⊞ ▌ Job Branch                          ▥ Fund %
  ⊞ ▌ Job Country                         ▥ Health Insurance ER
  ⊞ ▌ Job ESG CAP                         ▥ HI ER Amount
  ⊞ ▌ Job Family                          ▥ Number of Positions
  ⊞ ▌ Job Pay Area                        ▥ OASDI ER Amount
  ⊞ ▌ Job Pay Group                       ▥ Position FTE
  ⊞ ▌ Job Pay Level                       ▥ Position FTE- IT Pos
  ⊞ ▌ Job Pay Type                        ▥ Position FTE- Non IT
  ⊞ ▌ NCAS Account                        ▥ PT FTE Positions
  ⊞ ▌ NCAS Financial Key                  ▥ Retirement ER Amount
  ⊞ ▌ Order
  ⊞ ▌ Org Unit                          □ 📂 Variables
    ▌ PMIS 15-Digit Positi                  ▌ Prompt Response Application of Fund
  ⊞ ▌ Pos City                             ▌ Prompt Response Cal Mth/Yr
  ⊞ ▌ Pos Country                          ▌ Prompt Response Cost Center
  ⊞ ▌ Pos County                           ▌ Prompt Response Exclude Employee Subgroup
                                           ▌ Prompt Response Fund
                                           ▌ Prompt Response Job
                                           ▌ Prompt Response Organizational Unit
                                           ▌ Prompt Response Position
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Special Report Considerations/Features:

This report includes only positions that are in the Information Technology job families (90000004 and 91000011). The hard filter inside the report is based on Job Family TEXT value 'Information Technology'.
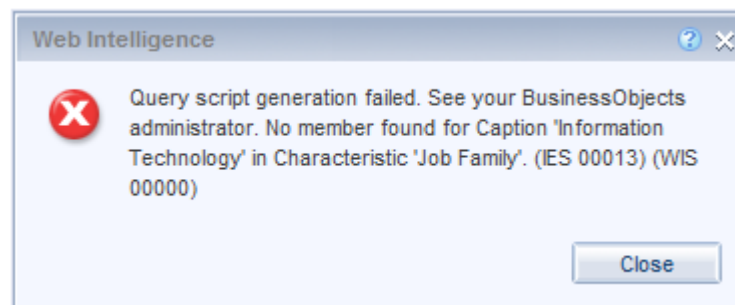
- FTE calculations for positions are based on the employee subgroups. The position is considered a full-time position if it belongs to one of the following employee subgroups:

FT N-FLSAOT Perm Dir	FT N-FLSAOT Prob	N/A EPA Gov's Staff	FT S-FLSA TL 115C
FT N-FLSAOT TL Dir	FT N-FLSAOT TL	N/A EPA Sal Gov&ABC	FT S-FLSATLProb 115C
FT N-FLSAOT Temp Dir	FT N-FLSAOT TL Prob	N/A EPA Pol-MkingGov	FT N-FLSAOT Perm SC
FT N-FLSAOT Perm JB1	FT N-FLSAOT Student	N/A EPA StatutoryPos	FT N-FLSAOT TL SC
FT N-FLSAOT TL JB1	FT N-FLSAOT Intermit	N/A EPA Pos Gov	FT N-FLSAOT Temp SC
FT N-FLSAOT Temp JB1	FT S-FLSAOT Perm	N/A EPA PM Conf Asst	FT N-FLSAOT Perm CJP
FT N-FLSAOT Perm JB2	FT S-FLSAOT Prob	N/A EPA PM Conf Sec	FT N-FLSAOT TL CJP
FT N-FLSAOT TL JB2	FT S-FLSAOT TL	N/A EPA Chief Deputy	FT N-FLSAOT Temp CJP
FT N-FLSAOT Temp JB2	FT S-FLSAOT TL Prob	N/A EPA StatGAAprAct	FT N-FLSAOTPerm ACJP
FT N-FLSAOT Perm JB3	FT S-FLSAOT Student	N/A EPA MiscStat Pos	FT N-FLSAOT TL ACJP
FT N-FLSAOT TL JB3	FT S-FLSAOT Intermit	N/A EPA ExManagerial	FT N-FLSAOTTemp ACJP
FT N-FLSAOT Temp JB3	FT S-FLSAOT Tme	Contractor	FT S-FLSAOTPerm ACJP
FT N-FLSAOT Perm DA	FT S-FLSAOT Fld Tme	Pick-up FireFighter	FT S-FLSAOT TL ACJP
FT N-FLSAOT TL DA	FT N-FLSA Perm 12C	National Guard	FT S-FLSAOTTemp ACJP
FT N-FLSAOT Temp DA	FT N-FLSA Prob 12C	Federal	FT N-FLSAOT Perm AD
FT N-FLSAOT Perm ADA	FT N-FLSA TL 12C	Temp FT N-FLSAOT	FT N-FLSAOT TL AD
FT N-FLSAOT TL ADA	FT N-FLSA TLProb 12C	Temp FT S-FLSAOT	FT N-FLSAOT Temp AD
FT N-FLSAOT Temp ADA	FT S-FLSA Perm 12C	Temp Sol FT N-FLSAOT	FT N-FLSAOT Perm JBS
FT N-FLSAOT Perm MAG	FT S-FLSA Prob 12C	Temp Sol FT S-FLSAOT	FT N-FLSAOT TL JBS
FT N-FLSAOT TL MAG	FT S-FLSA TL 12C	FT N-FLSA Perm 10C	FT N-FLSAOT Temp JBS
FT N-FLSAOT Temp MAG	FT S-FLSA TLProb 12C	FT N-FLSA Prob 10C	FT S-FLSAOT Perm JBS
FT S-FLSAOT Perm CR	FT N-FLSA Perm 11C	FT N-FLSA TL 10C	FT S-FLSAOT TL JBS
FT S-FLSAOT TL CR	FT N-FLSA Prob 11C	FT N-FLSA TLProb 10C	FT S-FLSAOT Temp JBS
FT S-FLSAOT Temp CR	FT N-FLSA TL 11C	FT S-FLSA Perm 10C	N/A EPA ConstitutOff
FT N-FLSAOT Perm CSC	FT N-FLSA TLProb 11C	FT S-FLSA Prob 10C	N/A EPA Sal Bd & Com
FT N-FLSAOT TL CSC	FT S-FLSA Perm 11C	FT S-FLSA TL 10C	N/A EPA Sal GA
FT N-FLSAOT Temp CSC	FT S-FLSA Prob 11C	FT S-FLSA TLProb 10C	N/A EPA Sal GARecGov
FT N-FLSAOT Perm	FT S-FLSA TL 11C	FT EPA	N/A EPA Lt Gov Staff
FT N-FLSAOT Prob	FT S-FLSA TLProb 11C	FT N-FLSA Perm 115C	N/A EPA Gov's Staff
FT N-FLSAOT TL	N/A EPA ConstitutOff	FT N-FLSA Prob 115C	N/A EPA Sal Gov&ABC
FT N-FLSAOT TL Prob	N/A EPA Sal Bd&Com	FT N-FLSA TL 115C	N/A EPA Pol-MkingGov
FT N-FLSAOT Student	N/A EPA Sal GA	FT N-FLSATLProb 115C	N/A EPA StatutoryPos
FT N-FLSAOT Intermit	N/A EPA SalGA RecGov	FT S-FLSA Perm 115C	N/A EPA Pos Gov
FT S-FLSAOT Perm	N/A EPA Lt Gov Staff	FT S-FLSA Prob 115C	N/A EPA PM Conf Asst
			N/A EPA PM Conf Sec
			N/A EPA Chief Deputy
			N/A EPA StatGAAprAct
			N/A EPA MiscStat Pos
			N/A EPA ExManagerial

- The position is considered part-time if it belongs to one of the following employee subgroups:

PT S-FLSAOT Perm MAG	PT S-FLSAOT Temp CR	PT EPA	PT S-FLSAOT Temp JBS
PT S-FLSAOT TL MAG	PT N-FLSAOT Perm CSC	PT N-FLSAOT Perm SC	PT N-FLSAOT Perm
PT S-FLSAOT Temp MAG	PT N-FLSAOT TL CSC	PT N-FLSAOT TL SC	PT N-FLSAOT Prob
PT N-FLSAOT Perm Dir	PT N-FLSAOT Temp CSC	PT N-FLSAOT Temp SC	PT N-FLSAOT TL
PT N-FLSAOT TL Dir	PT N-FLSA Perm 11C	PT N-FLSA Perm 12C	PT N-FLSAOT TL Prob
PT N-FLSAOT Temp Dir	PT N-FLSA Prob 11C	PT N-FLSA Prob 12C	PT N-FLSAOT Student
PT N-FLSAOT Perm JB1	PT N-FLSA TL 11C	PT N-FLSA TL 12C	PT N-FLSAOT Intermit
PT N-FLSAOT TL JB1	PT N-FLSA TLProb 11C	PT N-FLSA TLProb 12C	PT N-FLSA Perm 115C
PT N-FLSAOT Temp JB1	PT S-FLSA Perm 11C	PT S-FLSA Perm 12C	PT N-FLSA Prob 115C
PT N-FLSAOT Perm JB2	PT S-FLSA Prob 11C	PT S-FLSA Prob 12C	PT N-FLSA TL 115C
PT N-FLSAOT TL JB2	PT S-FLSA TL 11C	PT S-FLSA TL 12C	PT N-FLSATLProb 115C
PT N-FLSAOT Temp JB2	PT S-FLSA TLProb 11C	PT S-FLSA TLProb 12C	PT S-FLSA Perm 115C
PT N-FLSAOT Perm JB3	Volunteer	PT N-FLSAOT Perm CJP	PT S-FLSA Prob 115C
PT N-FLSAOT TL JB3	Board Member	PT N-FLSAOT TL CJP	PT S-FLSA TL 115C
PT N-FLSAOT Temp JB3	Temp PT N-FLSAOT	PT N-FLSAOT Temp CJP	PT S-FLSATLProb 115C
PT N-FLSAOT Perm DA	Temp PT S-FLSAOT	PT N-FLSAOTPerm ACJP	PT S-FLSAOT Perm
PT N-FLSAOT TL DA	Temp Sol PT N-FLSAOT	PT N-FLSAOT TL ACJP	PT S-FLSAOT Prob
PT N-FLSAOT Temp DA	Temp Sol PT S-FLSAOT	PT N-FLSAOTTemp ACJP	PT S-FLSAOT TL
PT N-FLSAOT Perm ADA	PT N-FLSA Perm 10C	PT S-FLSAOTPerm ACJP	PT S-FLSAOT TL Prob
PT N-FLSAOT TL ADA	PT N-FLSA Prob 10C	PT S-FLSAOT TL ACJP	PT S-FLSAOT Student
PT N-FLSAOT Temp ADA	PT N-FLSA TL 10C	PT S-FLSAOTTemp ACJP	PT S-FLSAOT Intermit
PT N-FLSAOT Perm MAG	PT N-FLSA TLProb 10C	PT N-FLSAOT Perm AD	PT S-FLSAOT Tme
PT N-FLSAOT TL MAG	PT S-FLSA Perm 10C	PT N-FLSAOT TL AD	PT S-FLSAOT Fld Tme
PT N-FLSAOT Temp MAG	PT S-FLSA Prob 10C	PT N-FLSAOT Temp AD	
PT S-FLSAOT Perm CR	PT S-FLSA TL 10C	PT N-FLSAOT Perm JBS	
PT S-FLSAOT TL CR	PT S-FLSA TLProb 10C	PT N-FLSAOT TL JBS	

- Vacant positions are identified by having no employee assigned to the position as of Calendar Month/Year. Calendar Month/Year for previous months is represented as the last day of the month (i.e. Jun 2015 equals Jun 30, 2015). If the current month/year was selected, then the actual date is current date minus one day.

- Historical data prior to June 2015 is not available on this report. If you attempt to run the report using a date prior to June 2015, the following message will appear.

Web Intelligence

Query script generation failed. See your BusinessObjects administrator. No member found for Caption 'Information Technology' in Characteristic 'Job Family'. (IES 00013) (WIS 00000)

Close

Change Log:

Effective Date 6/14/2016
- IT Job Family 91000011 is included in the report.   - Manual entry is allowed now in Calendar Month/Year, Cost Center, Fund and Application of Fund prompts.   - Report converted to new format.
Effective Date 1/26/2017
Data filtered for Calendar Month/Year greater than or equal to June2015.