B0149-1 Summary Positions by Funding Source

Report Description:

The B0149-1 Summary Positions by Funding Source report shows a summary of positions, Full Time Equivalent (FTE) counts and employee and budgeted salary by application of fund, funding source, fund, application of funds, NCAS account and cost center.

Report Location:

OM: Position Budget Data

Report uses:

- This report can be used to view of cost of salaries and position and FTE counts allocated by funding source for specified organizational unit(s), so it can be used for budgetary funding planning for positions within organizational units.

- The report can be used to compare the sum of the employee's annual salaries with the budgeted salaries of the positions within the org unit(s) specified.
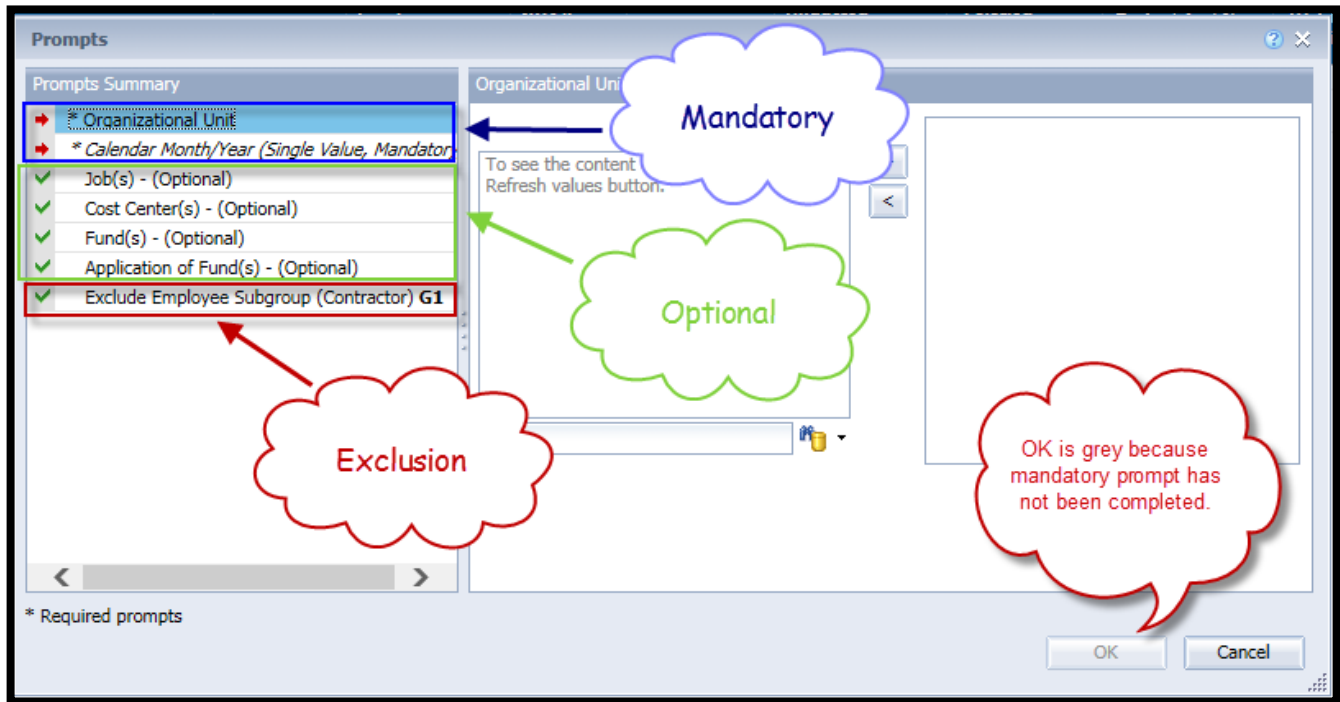
How to run this report

This report has two mandatory prompts, four optional prompts and one exclusion prompt.

Mandatory Prompts:

Mandatory prompts have a red asterisk indicator (*) 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" is selected (1).
- Click the "Refresh Values" icon to see the list of Org Units (2).
- Navigate down to select the desired OrgUnit (3).
- Click the right arrow to add it to the selection box (4).
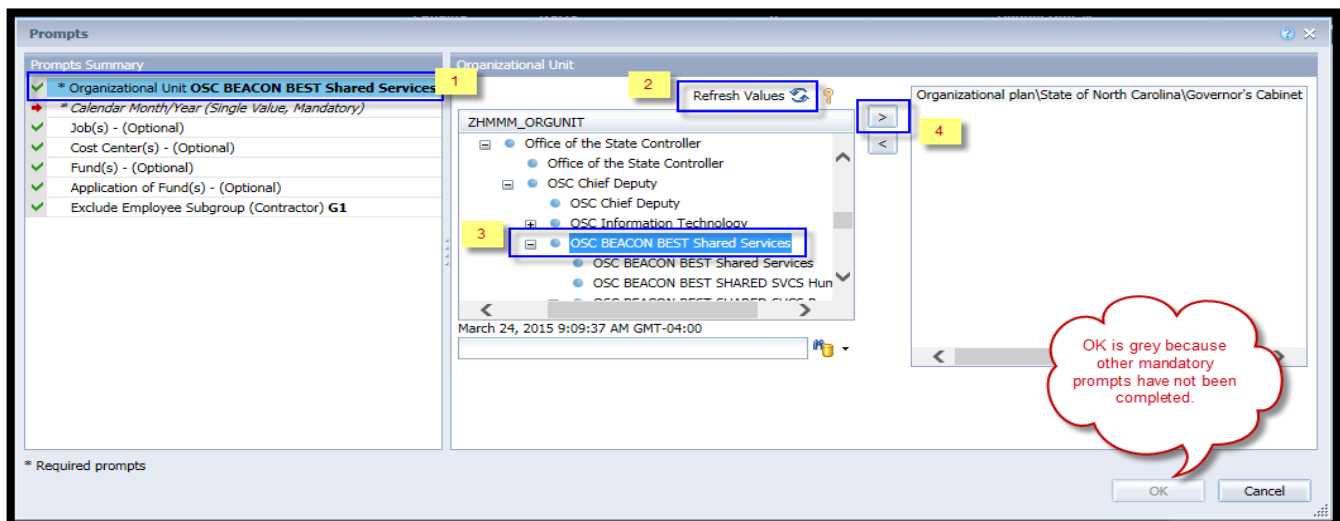
✓ *Calendar Month/year* – To select data for this prompt
  - Make sure the Calendar Month(s)/Years prompt is selected (1).
  - Click on "Refresh Values" (2),
  - Narrow down the date selection by clicking in the search box, enter the wildcard *YYYY format, and press the enter key (3).
  - Select the date in your range (4).
  - Click the right arrow button (5).
  - If no other prompts are required, click the "OK" button to run the report.

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).
  - Type the wildcard * in the search box (2).
  - Click the search icon (3).
  - Click the key symbol to view the job key (4).
  - Select the Job that is required (5),
  - OR, if you know the Job key or Job Name already, then you can enter directly in (6).
  - Click the right arrow to add to the selection screen (7).

✓ **Cost Center(s) – (Optional).** – To select data for this prompt
   - Make sure you have selected the "Cost Center(s) – (Optional)" (1).
   - Enter * wildcard in the search box (2).
   - Click the search icon (3).
   - Click the key symbol to display the Cost Center with the name and key (4).
   - Select the cost center entry (5).
   - Click the right arrow to add the cost center to the selection box (6).

✓ **Fund(s) – (Optional).** – To select data for this prompt,
   - Make sure you have selected the "Fund(s) – (Optional)." (1).
   - Enter * wildcard in the search box (2).
   - Click the search icon (3).
   - Click the key symbol to display the Fund with the name and key (4).
   - Select the Fund (5).
   - Click the right arrow to add the Fund to the selection box (6

✓ **Application of Fund(s) – (Optional)**. – To select data for this prompt
- Make sure to selected the "Application of Fund(s) – (Optional)" (1).
- Enter * wildcard in the search box (2).
- Click the search icon (3).
- Click the key symbol to display the Application of Fund with the name and key (4).
- Select the Application of Fund (5).
- Click the right arrow to add the Application of Fund to the selection box (6).

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 (Contractors) G1** – To remove this exclusion,
- Make sure the Exclude Employee Subgroup prompt is selected (1).
- Select G1 in the selection box (2).
- Click the left arrow (3).

Initial Layout:

The report is generated with a summary of position and FTE counts, along with employee salary and budgeted salary totals for each funding area within application of fund, funding source, NCAS Account and cost center. This is a sample row from the report, which shows the columns available on the base report:

B0149-1: Summary Positions by Funding Source as of MAR 2015

Applcn of Fund	Application of Fund	Fund	Funding Source	NCAS Account	Cost Center	Budgeted Amount	Salaried Amount
14160	OSC-GENERAL	141000001	Appropriated	531211	1424510000	871,184.00	730,368.00
14160	OSC-GENERAL	141000001	Appropriated	531211	1424560000	1,996,298.41	1,858,777.57
14160	OSC-GENERAL	141000005	Receipts	531212	1424560000	555,033.59	555,033.43
					Sum:	3,422,516.00	3,144,179.00

Report detail continued:

Execution Date: 3/24/15

Difference Budget Amt % Salary Amt	PT FTE Positions	FT FTE Positions	Total FTE Positions
140,816.00		14.000	14.000
137,520.84		42.522	42.522
0.16		11.478	11.478
278,337.00		68.000	68.000

Available Objects:

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

Special Report Considerations/Features:

- 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. Jan 2014 equals Jan 31, 2014). If the current month/year is selected then the actual date is current date minus one day.
- 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

- o 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	

- • **Employee Subgroup G1 - Contractors** are excluded from the report. To include Contractors in the report, select G1 in the selection box (2), click the left arrow (3) to remove G1 from the selected prompt

- Position Personnel area was added to this report on August 17, 2017, and began being populated at that time. If the report is run for a date prior to August 2017, then the position personnel area will not be populated, and will display as "#" or as "not assigned".

Change Log:

Effective Date	Change description
3/30/2015	Initial version, completed in pilot.
1/26/2017	Modified initial report to bring it up to BI and BOBJ standards.
8/17/2017	Added Position Personnel Area
1/25/2018	Updated document with Position personnel area information from 8/17/2017 change