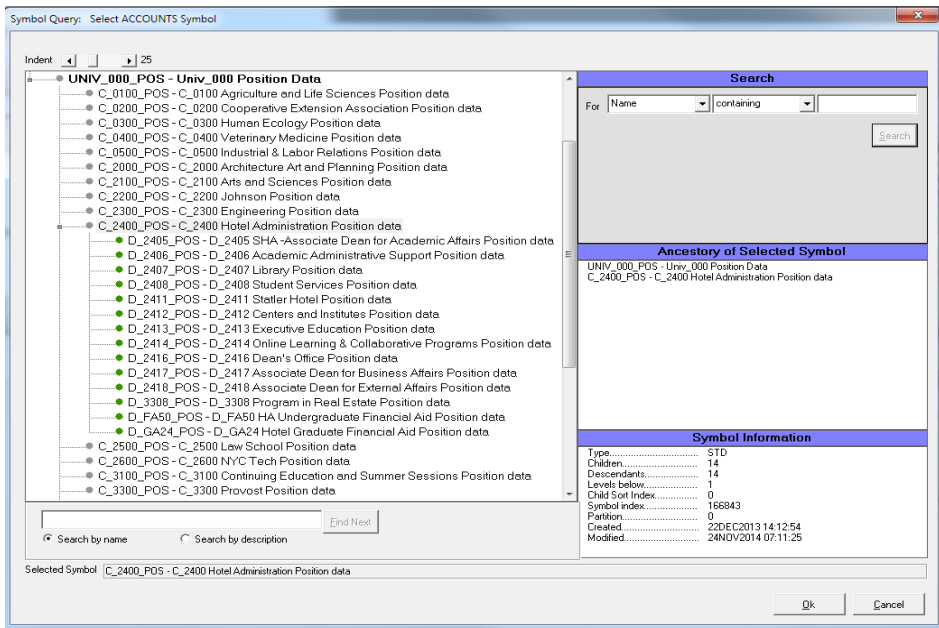


Longview Reporting Group

Position Reporting - *Revised as of 12/8/14*

November 24, 2014



DIMENSION: ACCOUNTS

1 For Position Reporting (*not Report Cost Allocations*), use the **UNIV_000_POS** hierarchy in the ACCOUNTS Dimension.

What does this mean for you?

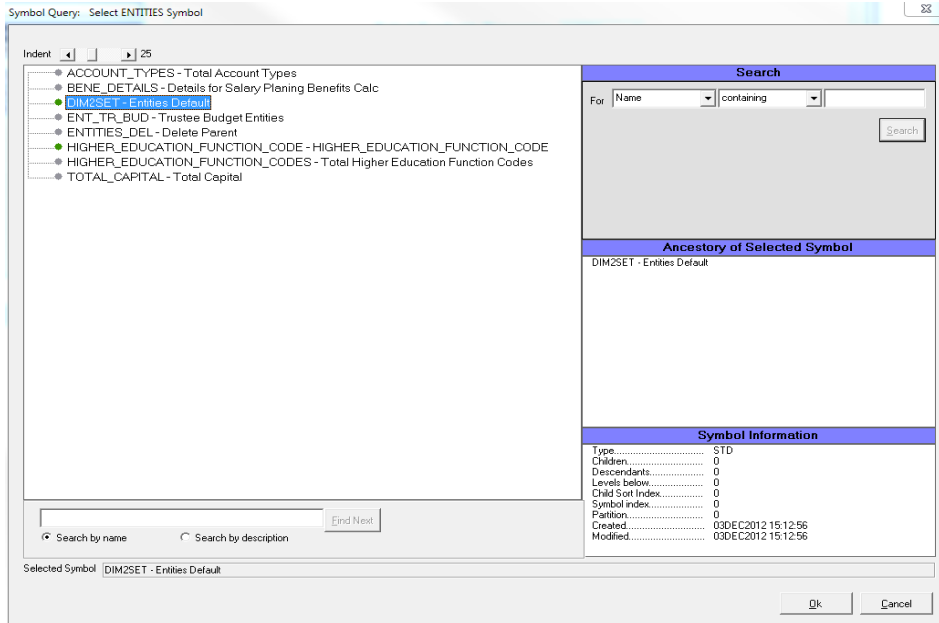
You should use any symbol that contains your KFS Org "C_XXXX_POS" or "D_XXXX_POS." The leaf level in this hierarchy are departments "D_XXXX_POS." At C Level, you will summary amounts for positions within your college but it is only when you drill down to the department where you will see an associated name.

For Example:

Tracy should expect to see a subtotal all of her positions at load time using C_2400_POS - Hotel Administration.

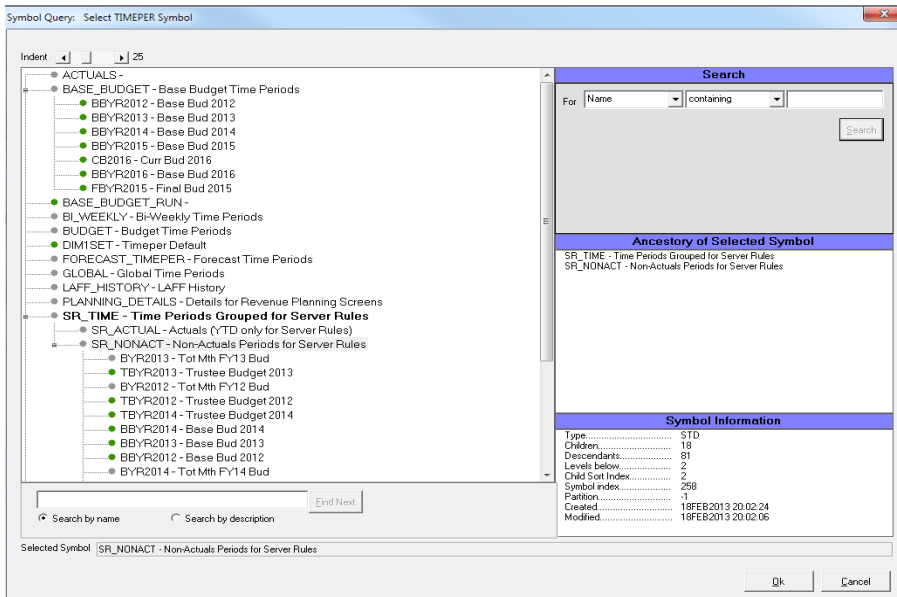
However in order to see the names and other salary details, she will need to drill down to leaf department within this hierarchy like D_2408_POS.

2 For Report Cost Allocations, use the **UNIV_000** hierarchy (the lowest or leaf levels) in the ACCOUNTS Dimension.



DIMENSION: ENTITIES

Users should select **DIM2SET** in the ENTITIES Dimension for Position & Incumbent and Report Cost Allocations.



DIMENSION: TIMEPER

There are limited time periods used for position reporting due to what is loaded and stored in Longview.

Longview reports on salaries from the budget perspective

This means the following:

- 1 No Actuals Time Period will give you Position and Incumbent information
- 2 A Base Budget (and corresponding dimensional intersections) will produce a data snapshot at that point in time
 - For example Base Budget 2015 (BBYR2015) will give you Position information at the Query time
 - * *During the last budget cycle, you were able to select BBYR2015 in order to receive salary detail information, however since we are in the new year and have not initialized the budget as yet, you will not be able to bring in details.*
- 3 BBYR2016 (Base Budget 2016) will work once the system is open up for the FY2016 Budget Planning cycle
- 4 To go back in time to see the last Position & Incumbent Salary details, you should use FBYR2015 (Final Budget). This information will be saved in this time period for several years.
- 5 Trustee Budget (TBYR) will also be saved

Symbol Query: Select OBJECTS Symbol

Indent: 25

- CAP_OBJECTS - Sources - Uses
- DIM3SET - Dimension 3 Default
- NONOPEROBJECTS_RUN -
- OBJECTS_DEL - Delete Parent
- Rev_Exp_Non - Revenue less Expense Plus Non Operating
 - REVENUE - Revenue
 - EXPENSE - Expense
 - CTRB - Contributions Receivable
 - SWAG - Salary & Wages
 - ACAD - Salaries Academic Professional
 - GRAD - Grad Support
 - NAEX - Salaries Exempt Staff
 - NOEX - Salaries Non-Exempt Staff
 - PROF - Salaries Professional
 - SADJ - Salaries Other
 - STDT - Temp Wages Student
 - STWS - Student, Federal Work Study, Off Campus
 - TEMP - Temp Wages Non-Student
 - SWOT - Salary & Wages - Other
 - SIP - Salary Improvement Pool
 - BENE - Benefits
 - CPTL - Capital
 - GEXP - General Expense
 - UTRT - Utilities, Rents & Taxes
 - IDCE - Indirect Cost Expense
 - PAID - Pool Financial Aid
 - SCHO - Student Aid Expense
 - LONS - Loan Fund Transaction
 - TROT - Transfers Out

swag Find Next

Search by name Search by description

Selected Symbol CAP_OBJECTS - Sources - Uses

Search

For Name containing

Ancestry of Selected Symbol

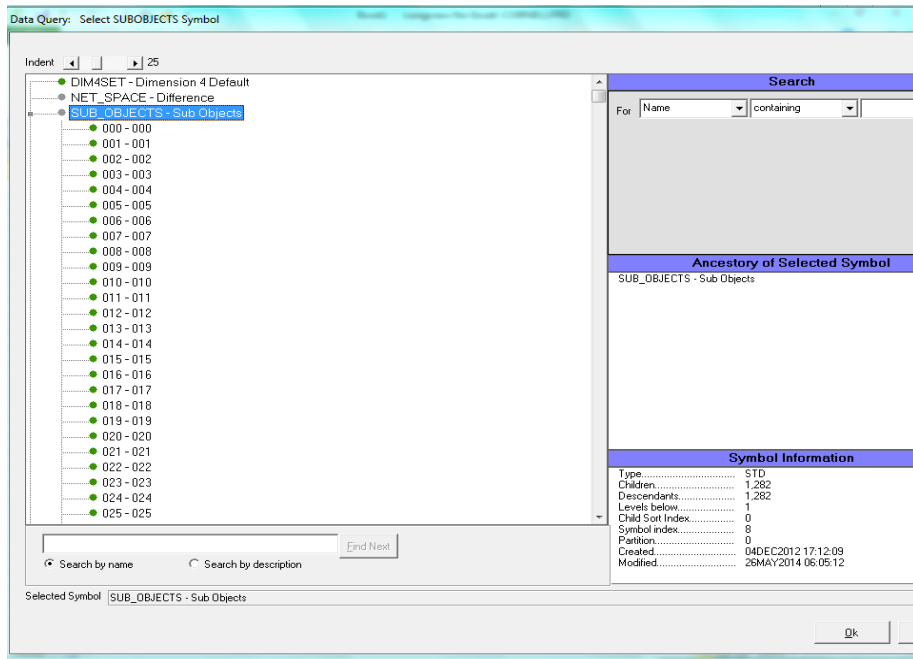
CAP_OBJECTS - Sources - Uses

Symbol Information

Type	STO
Children	2
Descendants	87
Levels below	5
Child Sort Index	2
Symbol Index	1067
Position	0
Created	25JUN2013 16:06:42
Modified	15SEP2014 08:09:10

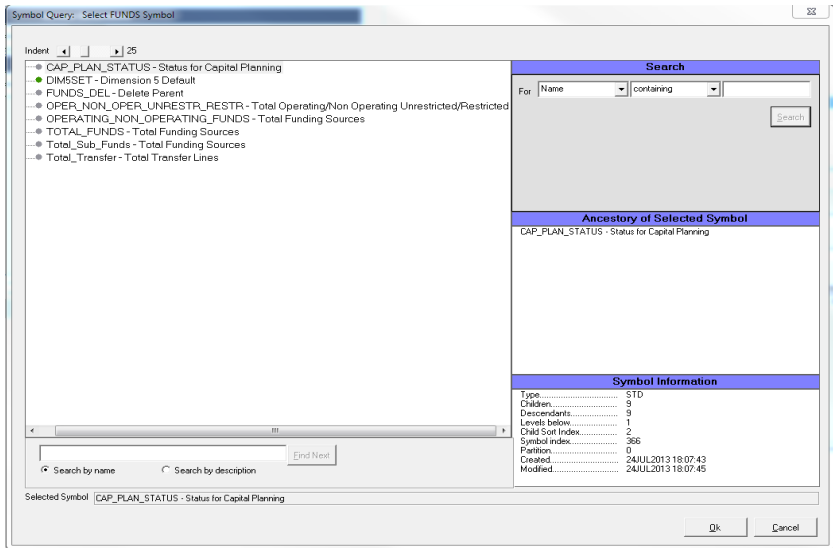
DIMENSION: OBJECTS

- 1 For Position Reporting (*not Report Cost Allocations*), use the default symbol **DIM3SET** in the OBJECTS Dimension.
- 2 For Report Cost Allocations, use the specific Object Code within the **SWAG** Consolidation.



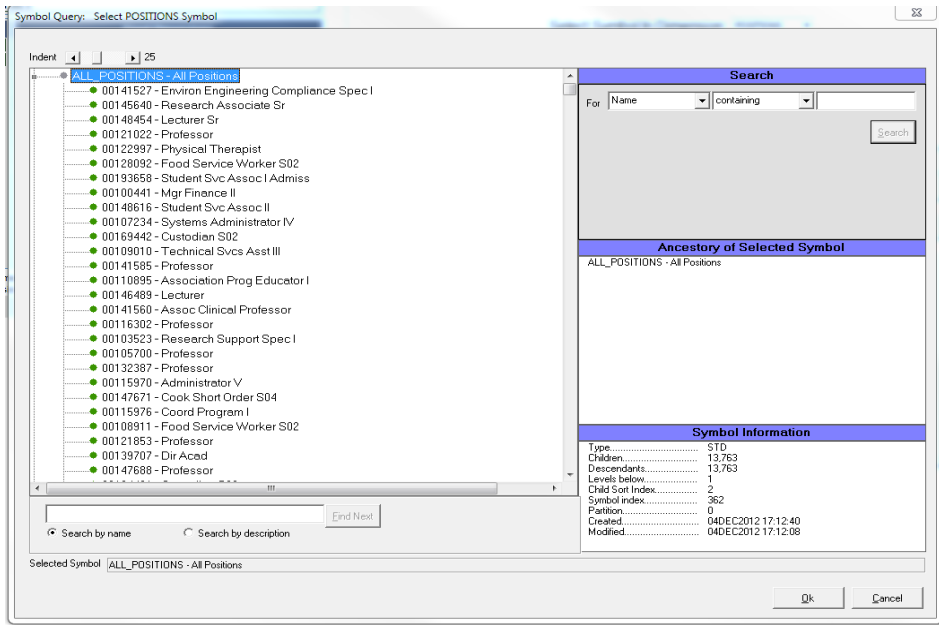
DIMENSION: SUBOBJECTS

- 1 For Position Reporting (*not Report Cost Allocations*), use the default symbol **DIM4SET** in the OBJECTS Dimension.
- 2 For Report Cost Allocations, use the specific Sub Object Code within the **SUB_OBJECTS** hierarchy.
 - If no sub objects were used to plan position detail information, it is recommended that Users select **SUB_OBJECTS_Default** to ensure that salary details are returned more quickly.



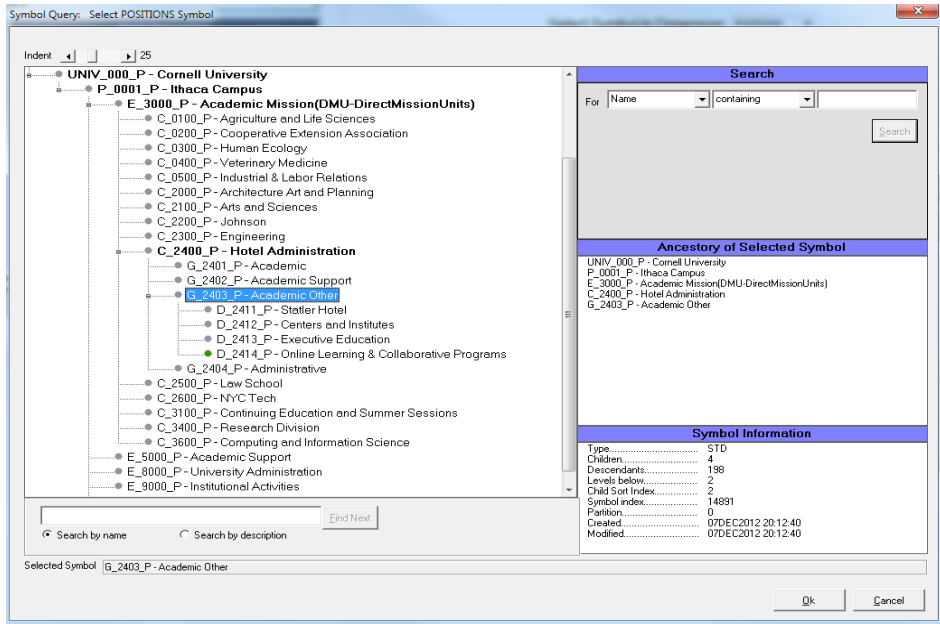
DIMENSION: FUNDS

Users should select **DIM5SET** in the FUNDS Dimension for both Position & Incumbent and Report Cost Allocations.

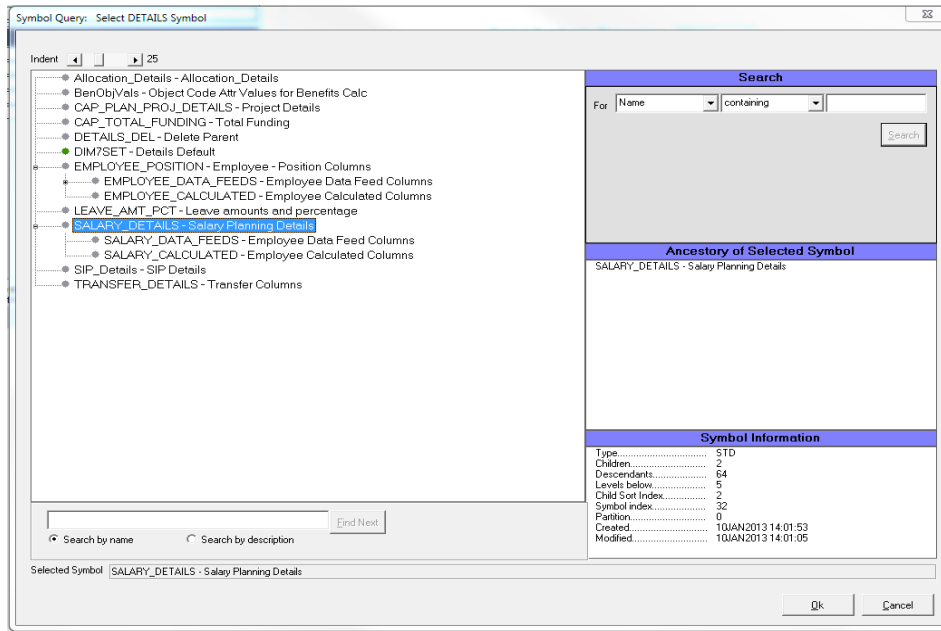


DIMENSION: POSITIONS

- 1 For Position Reporting (*not Report Cost Allocations*), use the one of the following two hierarchies in the POSITIONS Dimension (or its leaf symbols to retrieve salary details).
 - **UNIV_000_P** hierarchy or its leaf symbols in the POSITIONS Dimension
 - **ALL_POSITIONS** hierarchy or its leaf symbols in the POSITIONS Dimension



- 2 For Report Cost Allocations, use the **UNIV_000_P** hierarchy.

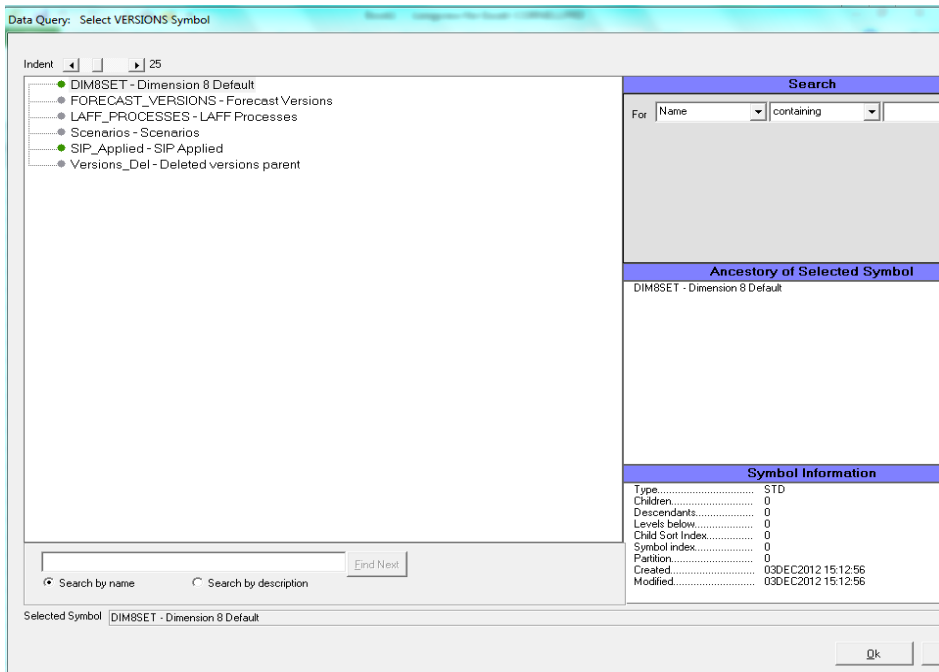


DIMENSION: DETAILS

Users should select symbols within the **SALARY_DETAILS** hierarchy in the DETAILS Dimension for Position & Incumbent and Report Cost Allocations.

Leave Reporting is only associated with Report Cost Allocations. Use the symbols within the **LEAVE_AMT_PCT** hierarchy to find Leave percentages and respective amounts.

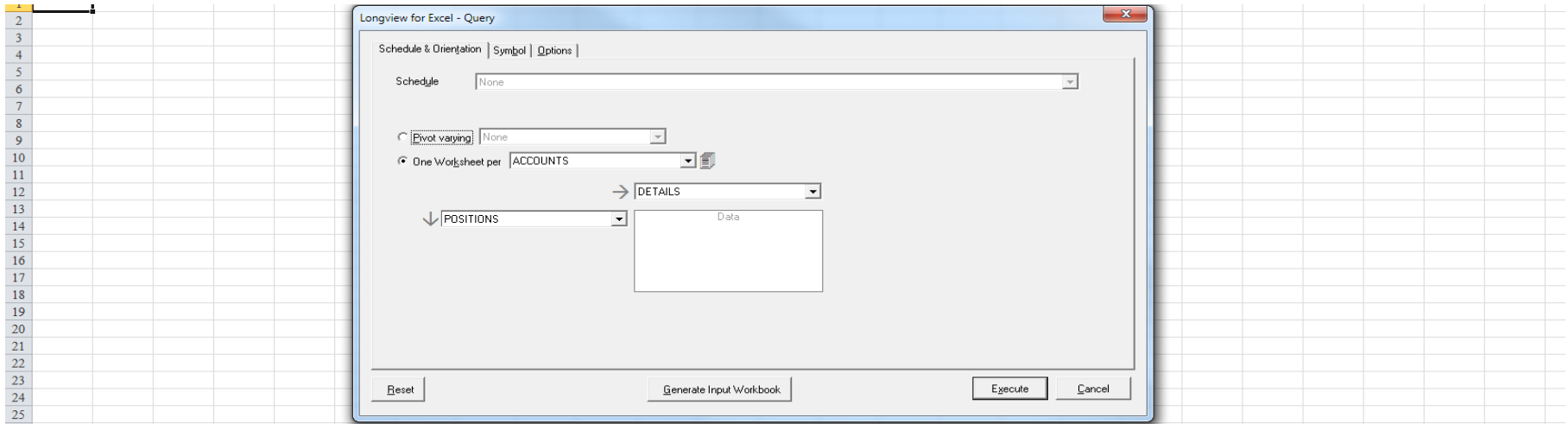
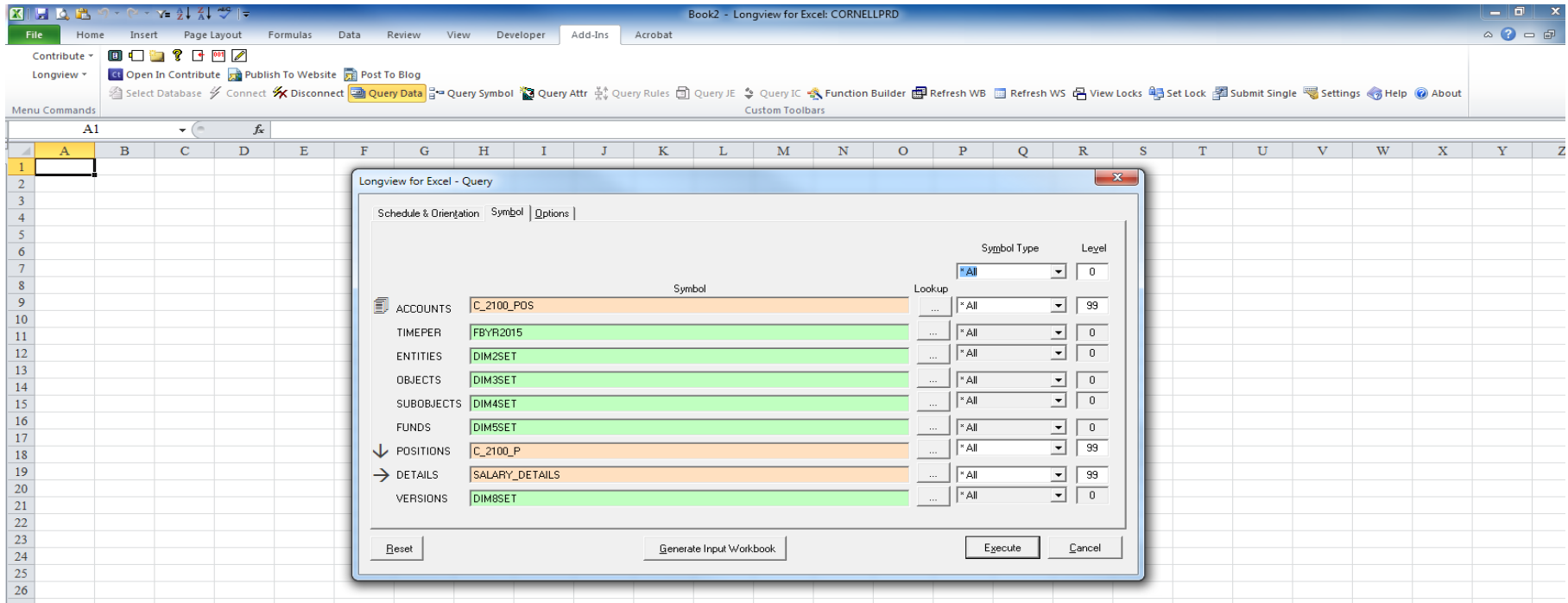
* **Note:** *In order to produce Leave results, ensure leaf levels for* **ACCOUNTS: UNIV_000; OBJECTS: SWAG; SUBOBJECTS: SUB_OBJECTS**



DIMENSION: VERSIONS

For Position & Incumbent reporting or Report Cost Allocations, use Default Symbol **DIM8SET** in the VERSIONS Dimension

Sample Intersection for Position & Incumbent



QTAG O(8,7,1,0)Q(UNIV_000_POS,FBYR2015,DIM2SET,DIM3SET,DIM4SET,DIM5SET,UNIV_000_P,SALARY_DETAILS,DIM8SET,)A(A1,True,False,True,0,1,False,0)S(-1,-1,0,0)T(0,0,0,0,0,0,0,0,0,0)L(99,0,0,0,0,0,99,99,0,0)K(0)

Position Information (Workday information)

	ACCOUNTS	TIMEPER	ENTITIES	OBJECTS	SUB OBJECTS	FUNDS	POSITIONS	DETAILS	VERSIONS
Exempt or Non Exempt								SALARY_JOB_FUNCTION	
								SALARY_JOB_FUNCTION_DESC	
								SALARY_POSITION_NUMBER	
Position Description								SALARY_POSITION_DESC	
Hourly/Salary								SALARY_PAY_RATE	
Employee ID								SALARY_ID	
Job Code								SALARY_JOB_CODE	
Employee Name								SALARY_NAME	
Job Description								SALARY_JOB_CODE_DESC	
Endowed/Contract								SALARY_COMPANY	
								SALARY_RECORD	
Working Months								SALARY_WORK_MONTHS	
Salary Type (Reg/ Fixed)								SALARY_TYPE	
Hire Date								SALARY_HIRE_DATE	
Standard Hours								SALARY_STANDARD_HOURS	
Job Hours								SALARY_JOB_STANDARD_HOURS	
Base Salary (after SIP)								SALARY_BASE_SALARY	
Part Time or Full Time								SALARY_FULL_PART_TIME	
Position FTE								SALARY_POSITION_FTE	
Job FTE								SALARY_JOB_FTE	
State Certified								SALARY_STATE_CERTIFIED	
WorkDay Org								SALARY_DEPT	
Sum								SALARY_CALCULATED	
Salary Change from intial load								SALARY_CHANGE_INDICATOR	
Plan FTE								SALARY_PLAN_FTE	
								SALARY_BENEFIT_RATE	
								SALARY_INCREASE_RATE	
Base Salary (before SIP)								SALARY_CALCULATED_SALARY	
Cost Alloc (after)???								SALARY_COST_ALLOC	
								SALARY_TOTAL_LEAVE	
								SALARY_SABBATIC_AMOUNT	
								AMT_SABS	
								AMT_SABO	
								AMT_LPRT	
								AMT_NEW	
								AMT_SABF	
								AMT_DEL	
								AMT_PRET	
								AMT_HIRE	
								AMT_ADMN	
								AMT_LWP	
								AMT_STLV	
								AMT_SABA	
								AMT_TERM	
								AMT_RET	
								AMT_OTH	
								AMT_LWOP	
								AMT_SABC	
								AMT_NONE	
								SALARY_OTHER_LEAVE	
								SALARY_SUBOBJECT_DESCRIPTION	
								SALARY_BUDGETED_SALARY	
								BASE_BUDGETED_SAL	
								SALARY_SIP_1	
								SALARY_DISTRIBUTION	
								SALARY_SABBATIC_CODE	
								SALARY_SABBATIC_DISTRIBUTION	
								SALARY_TOTAL_DISTRIBUTION	
								SALARY_COLLEGE_CORE	
								SALARY_NOTES	
								SALARY_BUDGET_COMMIT	
								Salary_Change	
								SALARY_IMPORT	
Committed Base Budgeted Salary (before)									

Symbol ending "**_POS**" ie. **UNIV_000_POS** or **C_2400_POS** or **D_2208_POS**
 Need to be at Leaf level in order to see salary details"

FBYR2015
TBYR2015
BBYR2016
 (after initial load)

DIM2SET

DIM3SET

DIM4SET

DIM5SET

Symbol ending "**_P**" ie. **UNIV_000_P** or **C_2400_P** or **D_2208_P**
 Need to be at Leaf level (positions residing in departments) in order to see salary details"
 Must also ensure that Positions align with hierarchy in ACCOUNTS Dimension
ALL_POSITIONS
 Need to be at Leaf level (positions) in order to see salary details"

DIM8SET

Report Cost Allocation Position Information (KFS Salary Details)

	ACCOUNTS	TIMEPER	ENTITIES	OBJECTS	SUB OBJECTS	FUNDS	POSITIONS	DETAILS	VERSIONS
Exempt or Non Exempt								SALARY_JOB_FUNCTION	
Position Description								SALARY_JOB_FUNCTION_DESC	
Hourly/Salary								SALARY_POSITION_NUMBER	
Employee ID								SALARY_POSITION_DESC	
Job Code								SALARY_PAY_RATE	
Employee Name								SALARY_ID	
Job Description								SALARY_JOB_CODE	
Endowed/Contract								SALARY_NAME	
Working Months								SALARY_JOB_CODE_DESC	
Salary Type (Reg/ Fixed)								SALARY_COMPANY	
Hire Date								SALARY_RECORD	
Standard Hours								SALARY_WORK_MONTHS	
Job Hours								SALARY_TYPE	
Base Salary (after SIP)								SALARY_HIRE_DATE	
Part Time or Full Time								SALARY_STANDARD_HOURS	
Position FTE								SALARY_JOB_STANDARD_HOURS	
Job FTE								SALARY_BASE_SALARY	
State Certified								SALARY_FULL_PART_TIME	
WorkDay Org								SALARY_POSITION_FTE	
Sum								SALARY_JOB_FTE	
Salary Change from intial load								SALARY_STATE_CERTIFIED	
Plan FTE								SALARY_DEPT	
Base Salary (before SIP)								SALARY_CALCULATED	
Cost Alloc (after)???								SALARY_CHANGE_INDICATOR	
								SALARY_PLAN_FTE	
								SALARY_BENEFIT_RATE	
								SALARY_INCREASE_RATE	
								SALARY_CALCULATED_SALARY	
								SALARY_COST_ALLOC	
								SALARY_TOTAL_LEAVE	
								SALARY_SABBATIC_AMOUNT	
								AMT_SABS	
								AMT_SABO	
								AMT_LPRT	
								AMT_NEW	
								AMT_SABF	
								AMT_DEL	
								AMT_PRET	
								AMT_HIRE	
								AMT_ADMN	
								AMT_LWP	
								AMT_STLV	
								AMT_SABA	
								AMT_TERM	
								AMT_RET	
								AMT_OTH	
								AMT_LWOP	
								AMT_SABC	
								AMT_NONE	
								SALARY_OTHER_LEAVE	
								SALARY_SUBOBJECT_DESCRIPTION	
								SALARY_BUDGETED_SALARY	
								BASE_BUDGETED_SAL	
								SALARY_SIP_1	
								SALARY_DISTRIBUTION	
								SALARY_SABBATIC_CODE	
								SALARY_SABBATIC_DISTRIBUTION	
								SALARY_TOTAL_DISTRIBUTION	
								SALARY_COLLEGE_CORE	
								SALARY_NOTES	
								SALARY_BUDGET_COMMIT	
								Salary_Change	
								SALARY_IMPORT	

Symbol ending
"_POS" ie.
UNIV_000_POS
or **C_2400_POS**
or **D_2208_POS**
***Need to be at Leaf
level in order to see
salary details***

FBYR2015
TBYR2015
BBYR2016
(after initial load)

DIM2SET

SWAG
***Need to be at
Leaf level (object
code level) in order
to see salary
details***

SUB_OBJECTS
***Need to be at Leaf level
(specific Sub Object code) in
order to see salary details***
***Recommendation to
use **SUB_OBJECTS_Default**
symbol if no sub objects were
used in your position cost
allocation planning***

DIM5SET

Symbol ending "**P**"
ie. **UNIV_000_P** or
C_2400_P or
D_2208_P
***Need to be at Leaf
level (positions residing
in departments) in order
to see salary details***
***Must also ensure
that Positions align with
hierarchy in ACCOUNTS
Dimension***
ALL_POSITIONS
***Need to be at Leaf
level (positions) in order
to see salary details***

DIM8SET

Formula: Base Salary + SIP
Formula: Base Salary
Formula: SIP

Committed Base Budgeted Salary (before)

Leave Planning Information

	ACCOUNTS	TIMEPER	ENTITIES	OBJECTS	SUB OBJECTS	FUNDS	POSITIONS	DETAILS	VERSIONS
ADMN (dollar amount)								LVAMT_ADMN	
DEL (dollar amount)								LVAMT_DEL	
HIRE (dollar amount)								LVAMT_HIRE	
LPRT (dollar amount)								LVAMT_LPRT	
LWOP (dollar amount)								LVAMT_LWOP	
LWP (dollar amount)								LVAMT_LWP	
NEW (dollar amount)								LVAMT_NEW	
NONE (dollar amount)								LVAMT_NONE	
OTH (dollar amount)								LVAMT_OTH	
PRET (dollar amount)								LVAMT_PRET	
RET (dollar amount)								LVAMT_RET	
STLV (dollar amount)								LVAMT_STLV	
TERM (dollar amount)								LVAMT_TERM	
\$ Leave (dollar amount)								LEAVE_AMT	
SABA (dollar amount)								LVAMT_SABA	
SABC (dollar amount)								LVAMT_SABC	
SABF (dollar amount)								LVAMT_SABF	
SABO (dollar amount)								LVAMT_SABO	
SABS (dollar amount)								LVAMT_SABS	
\$ Sabbatical								SABATICAL_AMT	
Total \$ Leave and Sabbatical								TOTAL_LEAVE_AMT	
ADMN (percentage amount)								LVPCT_ADMN	
DEL (percentage amount)								LVPCT_DEL	
HIRE (percentage amount)								LVPCT_HIRE	
LPRT (percentage amount)								LVPCT_LPRT	
LWOP (percentage amount)								LVPCT_LWOP	
LWP (percentage amount)								LVPCT_LWP	
NEW (percentage amount)								LVPCT_NEW	
NONE (percentage amount)								LVPCT_NONE	
OTH (percentage amount)								LVPCT_OTH	
PRET (percentage amount)								LVPCT_PRET	
RET (percentage amount)								LVPCT_RET	
STLV (percentage amount)								LVPCT_STLV	
TERM (percentage amount)								LVPCT_TERM	
% Leave (percentage amount)								LEAVE_PCT	
SABA (percentage amount)								LVPCT_SABA	
SABC (percentage amount)								LVPCT_SABC	
SABF (percentage amount)								LVPCT_SABF	
SABO (percentage amount)								LVPCT_SABO	
SABS (percentage amount)								LVPCT_SABS	
% Sabbatical (percentage amount)								SABATICAL_PCT	
Total % Leave and Sabbatical (percentage amount)								TOTAL_LEAVE_PCT	
Leave amounts and percentage								LEAVE_AMT_PCT	

Symbol ending
" _POS" ie.
UNIV_000_POS
or **C_2400_POS**
or **D_2208_POS**
***Need to be at Leaf
level in order to see
salary details***

FBYR2015
TBYR2015
BBYR2016
(after initial load)

DIM2SET

SWAG
***Need to be at
Leaf level (object
code level) in order
to see salary
details***

SUB_OBJECTS
***Need to be at Leaf level
(specific Sub Object code) in
order to see salary details***
*** Recommendation to
use **SUB_OBJECTS_Default**
symbol if no sub objects were
used in your position cost
allocation planning***

DIM5SET

Symbol ending " _P"
ie. **UNIV_000_P** or
C_2400_P or
D_2208_P
***Need to be at Leaf
level (positions residing
in departments) in order
to see salary details***
***Must also ensure
that Positions align with
hierarchy in ACCOUNTS
Dimension***
ALL_POSITIONS
***Need to be at Leaf
level (positions) in order
to see salary details***

DIM8SET