UR Budget Labor Plan File QRC (Job Code Budget Groups)

Purpose: This QRC outlines key features of the Job Code Labor plan file.

Labor Plan File

Columns defined:

- Totals By FAC/EarnCode = Salary Spend Category and Earnings Code
- JobCode = the employee's job code
- Prov File = Determines if the labor is input in a specific Provider file or directly into this Labor tab
- Home Co. = The employee's home HR department
- Staff / Faculty = Identifies the employee as either a staff or faculty
- Hrly/Sal = Identifies the employee as either an hourly or salary
- Assign % = percent of an employee's salary charged to the FAO
- BUD Std Hrs = Employees standard work hours per week
- FTE = Full Time Equivalent based on BUD Std Hrs / 40 hours
- 9 or 12 = determines if a faculty member is a contract or 9 month employee
- Start Mth = Start month based on fiscal year for new employees

- Stop Mth = Stop month based on fiscal year. This is the first month that an employee's salary will NOT be charged to this FAO
- Current Rate = employee's rate. Hourly rate for hourly employees, Annual rate for salary employees
- Rate Incr. Month = Month that the Wage and Salary Increase takes effect
- W&S Rate Incr. = Wage and Salary Increase percent
- FYxx Rate = New Hourly or Salary rate
- FYxx Sal Bgt. = Annualize budget amount
- Provider Incentives = For providers, and incentive compensation
- Benefit Level = Level that employee benefits is determined
- Benefit Rate = Benefit rate applied against new salary budget
- Benefit Total = Benefit amount total
- Comments = Input field for comments

FY18 FAO Labor

TR000101 - Emergency Department
CM050 - 050 Strong Memorial Hospital

	Prov File	Home Co	Staff Faculty	Hrly Sal	Assign. %	BUD Std Hrs	FTE	Fla	9 or 12	Start Mth	Stop Mth	Rate Current Rate	Rate Incr. Month	Rate W&S Rate Incr.	Rate FY18 Rate	FY18 Sal Bgt.	Provider Incentives	Benefit Level	Benefit Rate	Benefit Total
SC58000 - Registered Nurse																				
J2450 - Project Nurse																				
Alba Allen	Not Provider	CM050	Staff	S	100%	24.00	0.60		12	1		44,847.00	1	3.0%	46,192.41	46,192		2	34.5%	15,936
Belle Bourdeaux	Not Provider	CM050	Staff	S	100%	40.00	1.00		12	1		70,981.00	1	3.0%	73,110.43	73,110		2	34.5%	25,223
Cathleen Chang	Not Provider	CM091	Staff	S	50%	40.00	0.50		12	1		81,760.00	1	6.5%	87,074.40	43,537		2	34.5%	30,041
Claire Currington	Not Provider	CM050	Staff	S	100%	40.00	1.00		12	1		83,752.00	1	3.0%	86,264.56	86,265		2	34.5%	29,761
Heidi Hemingway	Not Provider	CM050	Staff	S	100%	20.00	0.50		12	1		38,646.00	1	3.0%	39,805.38	39,805		2	34.5%	13,733
Irene Ingalls	Not Provider	CM050	Staff	S	100%	32.00	0.80		12	1		64,734.00	1	3.0%	66,676.02	66,676		2	34.5%	23,003
Percy Pierre	Not Provider	CM050	Staff	H	100%	0.01	0.00		12	1		35.94	1	3.0%	37.02	19		3	9.7%	7,469
>> ADD NEW LINE (dbl click)																				
SUBTOTAL						196	4.40					54,965.13	Avg.	3.7%	57,022.89	355,605	0			
Curr Yr Budget FTE						5.40	CYB													
JC Adjustment						1.00	JC Adjust								33.20	69,045			31.0%	21,374

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Aligning to CYB (Authorized FTE)

1. Labor listed by Spend Category and then by Job Code based on the HRMS feed.
2. CYB represents the authorized FTE level for each Job Code.
3. JC Adjust is the addition or reduction of FTEs to match the CYB (authorized number).
4. Average rate for the actual employees in the Job Code.
5. Salary adjustment based on the Job Code average rate to match the FTE JC Adjustment.
6. Benefits adjust based on the salary adjustment.
7. Optional: Adjust individual employees by changing Assign % or Bud Std Hrs or add Vacancy (see next page).
8. Total / Avg line captures FTE and Budget totals after changes.

FY18 FAO Labor

TR000101 - Emergency Department
CM050 - 050 Strong Memorial Hospital

	Hrly Sal	Assign. %	BUD Std Hrs	FTE	Flag	9 or 12	Start Mth	Stop Mth	Rate Current Rate	Rate Incr. Month	Rate W&S Rate Incr.	Rate FY18 Rate	FY18 Sal Bgt.	Provider Incentives	Benefit Level	Benefit Rate	Benefit Total
...ILS BY FAC/ JOBCODE																	
SC57400 - Clerical																	
J0479 - Lead Patient Sevices Rep																	
Joanne Johnson	H	100%	40.00	1.00		12	1		18.96	1	3.0%	19.53	40,620		2	34.5%	14,014
Megan Murray	H	100%	40.00	1.00		12	1		17.84	1	3.0%	18.38	38,220		2	34.5%	13,186
Tara Tilson	H	100%	40.00	1.00		12	1		17.87	1	3.0%	18.41	38,285		2	34.5%	13,208
Val Vermillion	H	100%	40.00	1.00		12	1		17.84	1	3.0%	18.38	38,220		2	34.5%	13,186
>> ADD NEW LINE (dbl click)																	
SUBTOTAL			160	4.00					18.13	Avg >	3.0%	18.67	155,345	0			
Curr Yr Budget FTE			3.00		CYB												
JC Adjustment			**(1.00)**		**JC Adjust**							**18.67**	**(38,836)**			**34.5%**	**(13,399)**
Overtime									OT	28.01			0			0.0%	0
Hol Prem									Hol	18.67			0			0.0%	0
Shift Diff $1									Shift $1	1.00			0			0.0%	0
Shift Diff $.75									Shift $.75	0.75			0			0.0%	0
On Call									On Call	3.00			0			0.0%	0
Addt'l Earnings									Add'tl $				0			0.0%	0
TOTAL / AVG			160.00	3.00					18.13			18.67	116,509	0		34.5%	40,196

UR Budget

UNIVERSITY of ROCHESTER

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Salaries from Provider Model

1. Faculty and APP salaries planned in the provider files are pushed to the FAOs and appear in the FAC/Job Code section.

2. Prov File shows which provider file the dollars were planned in.

3. The Total/Avg line shows the total FTE, Salary and Benefit dollars for each of the job codes.

4. The faculty and APPs are not forced to align to the CYB (Authorized FTE) through the JC Adjustment. The Authorized FTEs for faculty/APPs will be reset for the beginning of the fiscal year.

FY18 FAO Labor

TR000101 - Emergency Department
CM050 - 050 Strong Memorial Hospital

	Prov File	Home Co	Staff Faculty	Hrly Sal	Assign. %	BUD Std Hrs	FTE	Flag	9 or 12	Start Mth	Stop Mth	Rate Current Rate	Rate Incr. Month	Rate W&S Rate Incr.	Rate FY18 Rate	FY18 Sal Bgt.	Prov Incen
SC57600 - Faculty Full Time Salaries																	
J0001 - Professor																	
Hannah Hancock	Emergency Assoc - A	CM040	Faculty	S	100%	40.00	1.00		12	1		600,000.00	1	2.0%	612,000.00	612,000	
ADD NEW LINE (dbl click)																	
SUBTOTAL						40	1.00					600,000.00	Avg >	2.0%	612,000.00	612,000	
Curr Yr Budget FTE							1.00	CYB									
JC Adjustment							0.00	JC Adjust							294.23	0	
Addt'l Earnings													Add'tl $			0	
TOTAL / AVG						40.00	1.00					600,000.00			612,000.00	612,000	

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UNIVERSITY of ROCHESTER

UR Budget Labor Plan File QRC (Job Code Budget Groups)

Totals by FAC/Earncode

Columns defined:

- The FTEs, salary and benefit budgets are accumulated from each Job Code level section and summed at the top by FAC

- The FTE column is the total budgeted FTEs at the FAC level

- The FY18 Sal Bgt. Is the total salary budget at the FAC level

- The Benefit total is the total of the Benefits calculated based on the salaries for each FAC level

FY18 FAO Labor

TR000101 - Emergency Department
CM050 - 050 Strong Memorial Hospital

	FTE	Flag	9 or 12	Start Mth	Stop Mth	Rate Current Rate	Rate Incr. Month	Rate W&S Rate Incr.	Rate FY18 Rate	FY18 Sal Bgt.	Provider Incentives	Benefit Level	Benefit Rate	Benefit Total
TOTALS BY FAC/EARNCODE						Averages			Averages					
SC57400 Clerical	33.6					16.49		3.00%	16.98	1,070,456	-			438,523
Regular	33.6					16.49		3.00%	16.98	1,070,456	-			438,523
SC57600 Faculty Full Time Salaries	1.0					600,000.00		2.00%	612,000.00	612,000	-			49,756
Regular	1.0					600,000.00		2.00%	612,000.00	612,000	-			49,756
SC57960 Nurse Management	6.0					20,822.00		3.03%	21,453.26	195,527	-			67,457
Regular	6.0					20,822.00		3.03%	21,453.26	195,527	-			67,457
SC58000 Registered Nurse	5.4					54,965.13		3.74%	57,022.89	424,650	-			166,541
Regular	5.4					54,965.13		3.74%	57,022.89	424,650	-			166,541
SC58100 PAS Regular Salaries	4.7					91,876.67		3.00%	94,632.97	373,892	-			150,758
Regular	4.7					91,876.67		3.00%	94,632.97	373,892	-			150,758
SC58300 Technical	1.0					13.22		3.00%	13.62	28,323	-			9,771
Regular	1.0					13.22		3.00%	13.62	28,323	-			9,771
SC58500 Union 1199	0.2					17.74		1.00%	17.92	7,435				21,493
Regular	0.2					17.74		1.00%	17.92	7,435				21,493

UR Budget

UNIVERSITY of ROCHESTER

Adding a Vacancy

1. For a job code with a CYB value but no employees populated from HRMS, you need to add a vacancy to make the Job Code adjustments work

2. Click on >> ADD NEW LINE (dbl click)

3. A pop up box will appear, select Insert New Position and click OK

Adding a Vacancy (continued)

4. At next pop up menu, select Vacant Position and click OK.
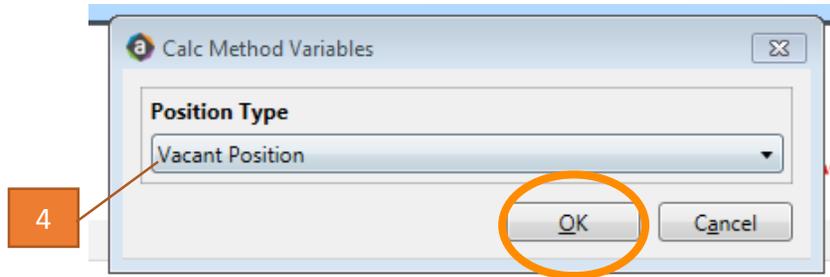
5. A Vacant Position will be added to the Job Code line at the budgeted vacancy rate.

6. The JC Adjust line will update for any additional FTEs.