

Headcount Budgeting

Review and client stories

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April 19, 2017

Goals

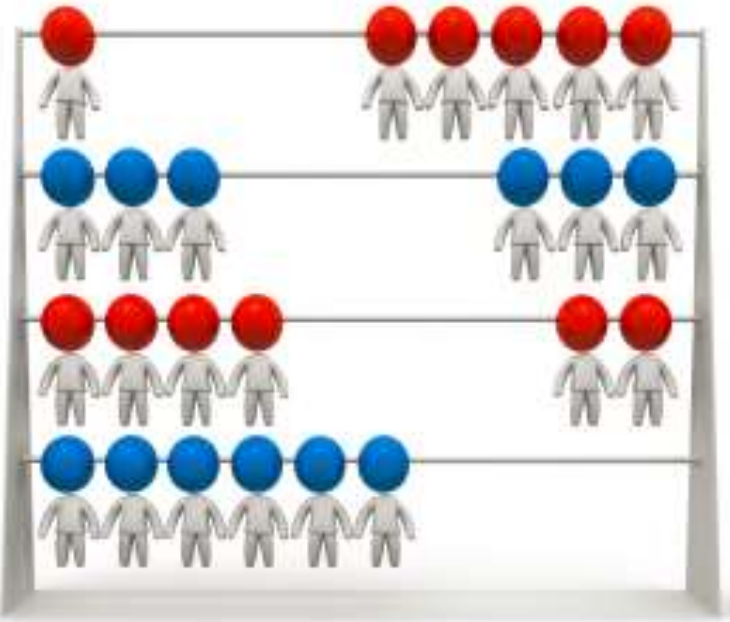
- Reacquaint yourself with the various headcount budgeting pages
- Reacquaint yourself with the configuration menu items that related to headcount
- Reacquaint yourself with the many different headcount budgeting features
- See how other organizations are using headcount and hear from them directly



- Review of headcount sections (budget holder perspective)
- Overview of headcount-related configuration menu items
- Recap of employee data elements
- Recap of major headcount features

Headcount sections

- Defined in “Stacks & Sections” in configuration
- Appear only in units with headcount



Headcount & Salaries	
✓	Headcount Review
✓	New Hires
✓	Salary Increases
✓	Hourly compensation
✓	Bonus
✓	Benefits
✓	Other Compensation
✓	Compensation Review
✓	Monthly Spreading

Review headcount sections

Headcount sections: Headcount review

- Budget holder enters dates for terminations and leave

Headcount review

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Please review your current headcount and answer the questions step by step. You can always come back later and change your answers.

Step 1

Review your current headcount below. Is the list complete and correct?

Yes Even if you are not sure all the details are correct, you may proceed with budgeting and come back here later to verify.
 No

Note: Please consider at this point ONLY your CURRENT headcount. We will ask about new hires later.

Step 2

Are any of your current headcount going to be leaving permanently, for any reason?

Yes Designate the departure date(s) below.
 No All terminations must be reviewed with Human Resources

Step 3

Are any of your current headcount going on parental leave?

Yes Please discuss with your Human Resource representative
 No

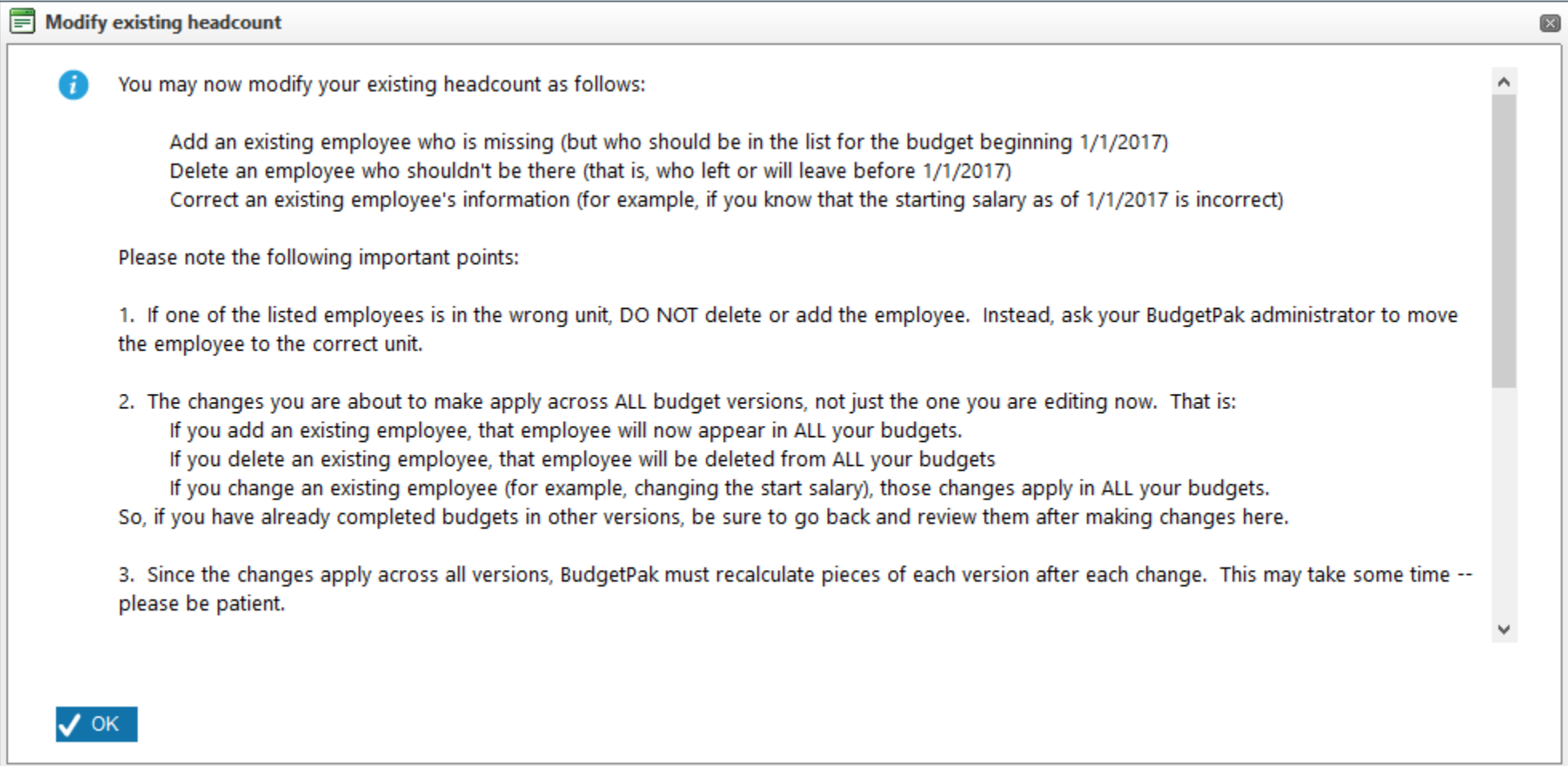
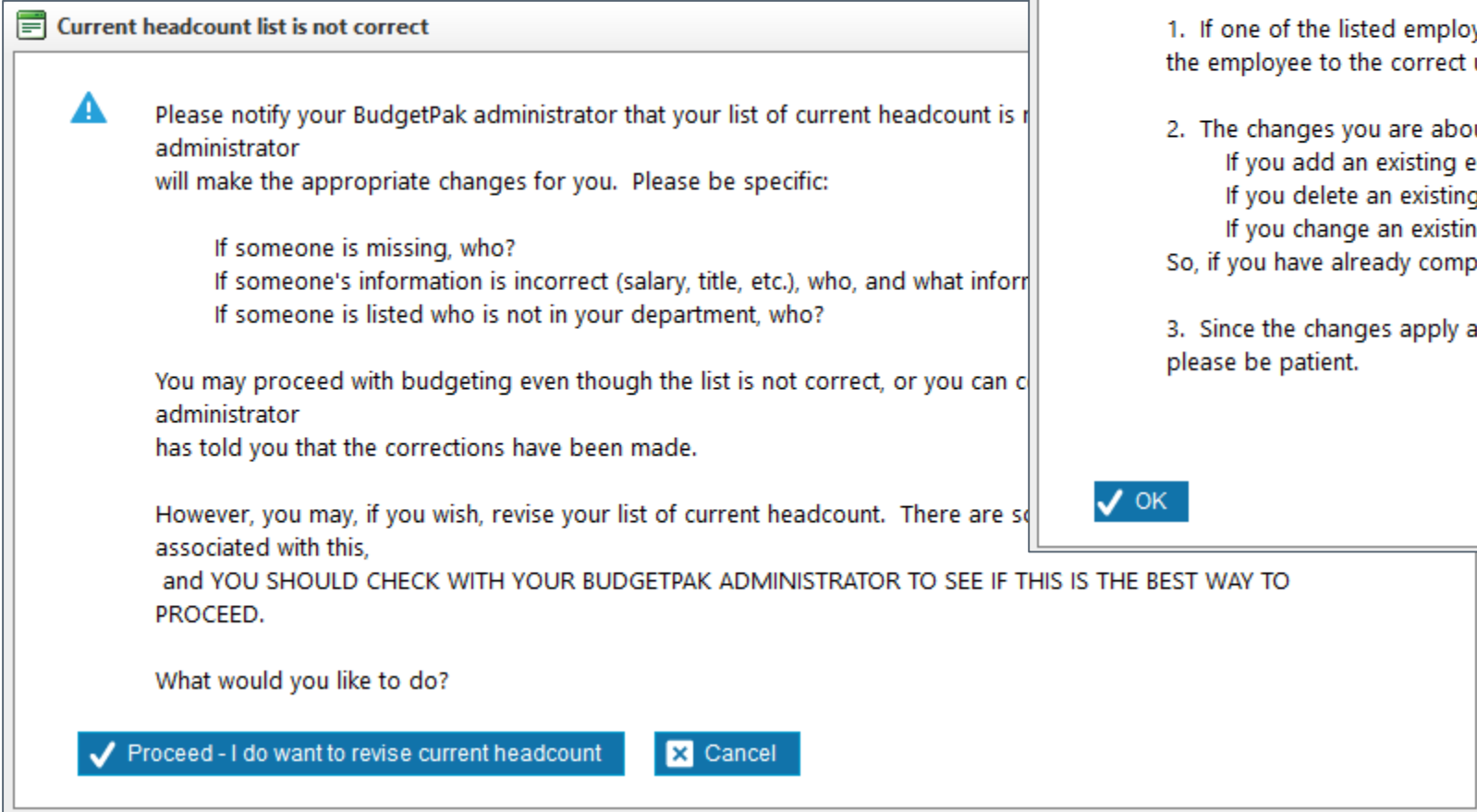
Current employees

Current employees as of 12/31/2016: Filter ▼ Recalc Show/hide columns...

Employee class	Employee ID	Name	Headco /FTE	Allocation	Hire date	Permanent departure	Hourly wage class	Current salary	Est. impact on budget	Employee notes
Executive	214410	Parson, Stanley	1.000	100 %	8/9/1990	6/30/2017		\$143,000	(\$72,479)	Retiring
Executive	133115	Scopes, Anna	1.000	100 %	5/7/1991			\$133,250		
Executive	187040	White, Steven	1.000	100 %	6/8/1994			\$128,500		
Executive	214377	Zank, Rita	1.000	100 %	1/1/2003			\$105,606		
Full Time	194922	Brown, Anna	1.000	100 %	1/1/2003			\$76,800		
Full Time	121063	Elfenson, Frank	1.000	100 %	5/7/1991			\$73,225		
Full Time	146474	First, Steven	1.000	100 %	4/9/2011			\$73,225		
Full Time	194891	Franklin, Betty	1.000	100 %	5/7/2003			\$81,333		
Full Time	110047	Green, Charles	1.000	100 %	4/7/2004			\$60,000		
Full Time	111164	Jackson, Frank	0.200	20 %	6/7/2004			\$3,600		
Full Time	146452	Libor, Phil	1.000	100 %	3/6/1991			\$58,500		
Full Time	331302	Mansfield, Stanley	1.000	100 %	4/7/1989			\$55,636		
			26.700					\$1,266,643	(\$72,479)	

Headcount sections: Headcount review – revise existing

- If configured: Budget holder can revise existing headcount
- Series of explanatory dialogs



Review headcount sections

Headcount sections: Headcount review – revise existing

- Budget holder can edit/delete/add new existing employee
- Updates the starting set – affects all versions tethered to that set

Headcount review ← Back Discard Close Save Next →

Please review your current headcount and answer the questions step by step. You can always come back later and change your answers.

Step 1

Review your current headcount below. Is the list complete and correct?

Yes Even if you are not sure all the details are correct, you may proceed with budgeting and come back here later to verify.

No **Note: Please consider at this point ONLY your CURRENT headcount. We will ask about new hires later.**

Modify headcount

When you are finished with modifications to your existing headcount, save your changes, then select 'Yes' in Step 1, and you may continue budgeting as usual.

[+ Add employee](#)

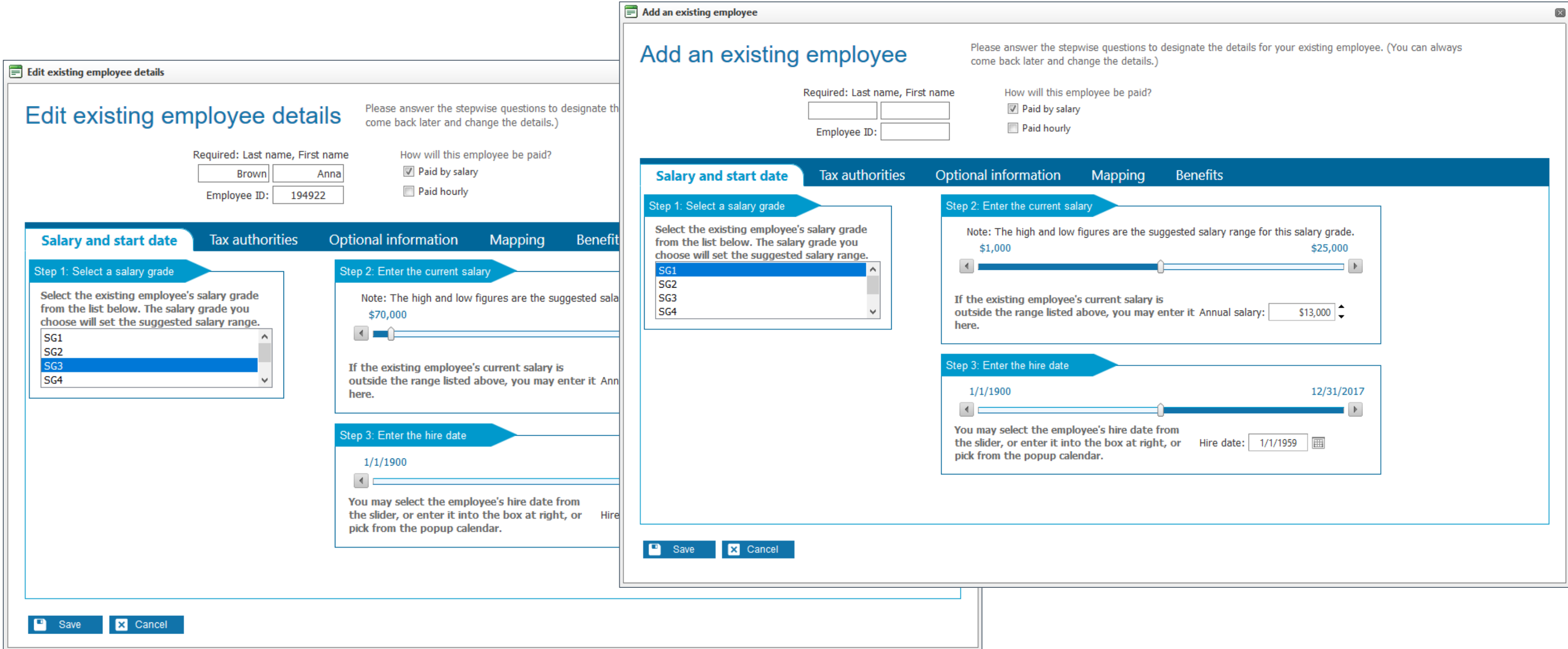
Current employees

Current employees as of 12/31/2016: Filter Recalc Show/hide columns...

Employee class	Employee ID	Name	Headco /FTE	Allocation	Hire date	Hourly wage class	Current salary	Edit headcount	Delete headcount
Executive	214410	Parson, Stanley	1.000	100 %	8/9/1990		\$143,000	Edit	Delete
Executive	133115	Scopes, Anna	1.000	100 %	5/7/1991		\$133,250	Edit	Delete
Executive	187040	White, Steven	1.000	100 %	6/8/1994		\$128,500	Edit	Delete
Executive	214377	Zank, Rita	1.000	100 %	1/1/2003		\$105,606	Edit	Delete
Full Time	194922	Brown, Anna	1.000	100 %	1/1/2003		\$76,800	Edit	Delete
Full Time	121063	Elfenson, Frank	1.000	100 %	5/7/1991		\$73,225	Edit	Delete
Full Time	146474	First, Steven	1.000	100 %	4/9/2011		\$73,225	Edit	Delete
Full Time	194891	Franklin, Betty	1.000	100 %	5/7/2003		\$81,333	Edit	Delete
Full Time	110047	Green, Charles	1.000	100 %	4/7/2004		\$60,000	Edit	Delete
Full Time	146452	Libor, Phil	1.000	100 %	3/6/1991		\$58,500	Edit	Delete
Full Time	331302	Mansfield, Stanley	1.000	100 %	4/7/1989		\$55,636	Edit	Delete
Full Time	205741	Rice, William	1.000	100 %	3/15/1998		\$84,500	Edit	Delete
Full Time	161074	Smith, Ann	1.000	100 %	4/4/1995		\$66,000	Edit	Delete
Full Time	194937	Tampa, Robert	1.000	100 %	4/6/1987		\$59,676	Edit	Delete

Headcount sections: Headcount review – revise existing dialogs

- Edit/add dialogs are very similar to new hire dialog



Headcount sections: New hires

- Budget holder can add/edit/delete new hires

New hires

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If you want to budget any new hires, add them here. When you're finished, click the button below to move on. You can always come back later and change your answers.

Step 1

Will you be hiring anyone?

Yes

No

Step 2

Click below to add a new hire. You may add as many as you need by returning here and clicking again.

[+ Add a new hire](#)

When you have finished adding new hires, click 'Next'.

Note: You will have an opportunity to designate raises and bonuses for new hires on a later page.

New hires

This list summarizes your new hire selections. To revise or delete any of these new hires, select the 'Edit' or 'Delete' button. [Show/hide columns...](#)

Employee class	Employee ID	Name	Allocation	Type	Hire date	Wage class	Current salary	Est. impact on budget	Employee notes	Edit new hire	Delete new hire
Full Time		New Hire,	100 %	Replacement	6/1/2017		\$110,000	\$96,493	Replacing Parsons - R...	Edit	Delete
							\$110,000	\$96,493			

Headcount sections: New hires – add/edit dialogs

- Some content determined by configuration: New hire policies, salary grades, benefits, etc.

Edit new hire details

Please answer the stepwise questions to designate the details for your prospective new hire. (You can always come back later and change the details.)

Impact on budget:

Est. impact of salary and start date:	\$64,493
Impact of new hire policies:	\$32,000
Total est. budget impact:	\$96,493

What type of new hire is this? Optional: If you already know hire's name, you may enter name, first name). Employee ID:

Salary and start date | New hire policies | Tax authorities | Optional information | Mapping

Step 1: Select a salary grade

Select the new hire's salary grade from the list below. The salary grade you choose will set the suggested salary range.

- SG1
- SG2
- SG3
- SG4

Step 2: Enter the starting salary

Note: The high and low figures are the suggested salary range.

\$70,000

If the new hire's salary is outside the range listed above, you may enter it here. Annual salary:

Step 3: Enter the starting date

1/1/2017

You may select the new hire's start date from the slider, or enter it into the box at right, or pick from the popup calendar. Start date:

Add a new hire

Please answer the stepwise questions to designate the details for your prospective new hire. (You can always come back later and change the details.)

Impact on budget:

Est. impact of salary and start date:	\$6,518
Impact of new hire policies:	\$13,250
Total est. budget impact:	\$19,768

What type of new hire is this? Optional: If you already know the new hire's name, you may enter it here (last name, first name). Employee ID:

How will this new hire be paid?
 Paid by salary
 Paid hourly

Salary and start date | New hire policies | Tax authorities | Optional information | Mapping | Benefits | Allocation

Step 1: Select a salary grade

Select the new hire's salary grade from the list below. The salary grade you choose will set the suggested salary range.

- SG1
- SG2
- SG3
- SG4

Step 2: Enter the starting salary

Note: The high and low figures are the suggested salary range for this salary grade.

\$1,000 \$25,000

If the new hire's salary is outside the range listed above, you may enter it here. Annual salary:

Step 3: Enter the starting date

1/1/2017 12/31/2017

You may select the new hire's start date from the slider, or enter it into the box at right, or pick from the popup calendar. Start date:

Review headcount sections

Headcount sections: Raises

- Budget holder enters date, amount/percent
- Defaults determined by configuration
- 2nd raise: Dollar amount only

Salary Increases

Please review and answer the questions step by step. You can always come back later and change your answers.

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🗑 Discard
✕ Close
💾 Save
➔ Next

Step 1

How would you like to budget salary increases?

By percent of salary

Allocate from a pool

Fixed amount per employee

Step 2

How would you like to handle percentage salary increases?

Give everyone the same salary increases

Give 'everyone except' the same salary increases

Give salary increases by individual

Standard salary increases:

4.00 %

Step 3

How would you like to set the salary increases date?

Note: HR-defined date is Sunday, April 02, 2017

Use HR-defined date for everyone

Use HR-defined date for 'everyone except'

Provide dates individually

Step 4

Designate salary increases for each current employee (snapshot as of 12/31/2016) and new hires:

↻ Recalc
Show/hide columns...
Actions...

Employee class	Employee ID	Name	Headco /FTE	Allocation	Hire date	Current salary	Std salary increases	Salary Increases %	Salary Increases \$	Salary Increases \$ (allocated)	New salary	Std date	Salary Increases date	Est. impact on budget	Employee not
Executive	214410	Parson, Stanley	1.000	100 %	8/9/1990	\$143,000	<input type="checkbox"/>	0 %	\$0	\$0	\$143,000	<input checked="" type="checkbox"/>	4/2/2017	\$0	Retiring
Executive	133115	Scopes, Anna	1.000	100 %	5/7/1991	\$133,250	<input checked="" type="checkbox"/>	4 %	\$5,330	\$5,330	\$138,580	<input checked="" type="checkbox"/>	4/2/2017	\$4,001	
Executive	187040	White, Steven	1.000	100 %	6/8/1994	\$128,500	<input type="checkbox"/>	7 %	\$8,995	\$8,995	\$137,495	<input checked="" type="checkbox"/>	4/2/2017	\$6,752	
Executive	214377	Zank, Rita	1.000	100 %	1/1/2003	\$105,606	<input checked="" type="checkbox"/>	4 %	\$4,224	\$4,224	\$109,830	<input checked="" type="checkbox"/>	4/2/2017	\$3,171	
Full Time	194922	Brown, Anna	1.000	100 %	1/1/2003	\$76,800	<input checked="" type="checkbox"/>	4 %	\$3,072	\$3,072	\$79,872	<input checked="" type="checkbox"/>	4/2/2017	\$2,306	
Full Time	121063	Elfenson, Frank	1.000	100 %	5/7/1991	\$73,225	<input checked="" type="checkbox"/>	4 %	\$2,929	\$2,929	\$76,154	<input checked="" type="checkbox"/>	4/2/2017	\$2,199	
Full Time	146474	First, Steven	1.000	100 %	4/9/2011	\$73,225	<input checked="" type="checkbox"/>	4 %	\$2,929	\$2,929	\$76,154	<input checked="" type="checkbox"/>	4/2/2017	\$2,199	
Full Time	194891	Franklin, Betty	1.000	100 %	5/7/2003	\$81,333	<input checked="" type="checkbox"/>	4 %	\$3,253	\$3,253	\$84,586	<input checked="" type="checkbox"/>	4/2/2017	\$2,442	
Full Time	110047	Green, Charles	1.000	100 %	4/7/2004	\$60,000	<input checked="" type="checkbox"/>	4 %	\$2,400	\$2,400	\$62,400	<input checked="" type="checkbox"/>	4/2/2017	\$1,802	
Full Time	111164	Jackson, Frank	0.200	20 %	6/7/2004	\$3,600	<input type="checkbox"/>	0 %	\$0		\$3,600	<input type="checkbox"/>			
			17.700			\$1,376,643			\$48,657	\$48,657	\$1,425,299			\$36,526	

Review headcount sections

Headcount sections: Bonus/other compensation

- Up to 4 such sections
- Budget holder enters date, amount
- Point-in-time
- Can be allocated to fiscal periods

Other Compensation

Please review and answer the questions step by step. You can always come back later and change your answers.

Step 1

How would you like to budget other compensation?

- By percent of salary
- Allocate from a pool
- Fixed amount per employee

Step 2

How would you like to handle percent compensation?

- Give everyone the same other compensation
- Give 'everyone except' the same other compensation
- Give other compensation by individual

Step 4

Designate other compensation for each current employee (snapshot as of 12/31/2016)

Employee class	Employee ID	Name	Headco /FTE	Allocation	Hire date	Cur
Executive	214410	Parson, Stanley	1.000	100 %	8/9/1990	
Executive	133115	Scopes, Anna	1.000	100 %	5/7/1991	
Executive	187040	White, Steven	1.000	100 %	6/8/1994	
Executive	214377	Zank, Rita	1.000	100 %	1/1/2003	
Full Time	194922	Brown, Anna	1.000	100 %	1/1/2003	
Full Time	121063	Elfenson, Frank	1.000	100 %	5/7/1991	
Full Time	146474	First, Steven	1.000	100 %	4/9/2011	
Full Time	194891	Franklin, Betty	1.000	100 %	5/7/2003	
Full Time	110047	Green, Charles	1.000	100 %	4/7/2004	
Full Time	111164	Jackson, Frank	0.200	20 %	6/7/2004	

Bonus

Please review and answer the questions step by step. You can always come back later and change your answers.

Step 1

How would you like to budget bonus?

- By percent of salary
- Allocate from a pool
- Fixed amount per employee

Step 2

How would you like to handle fixed amount bonus?

- Give everyone the same bonus
- Give 'everyone except' the same bonus
- Give bonus by individual

Step 3

How would you like to set the bonus date?

Note: HR-defined date is Saturday, April 01, 2017

- Use HR-defined date for everyone
- Use HR-defined date for 'everyone except'
- Provide dates individually

Step 4

Designate bonus for each current employee (snapshot as of 12/31/2016) and new hires:

Employee class	Employee ID	Name	Headco /FTE	Allocation	Hire date	Wage class	Current salary	Bonus %	Bonus \$	Bonus \$ (allocated)	Std date	Bonus date	Est. impact on budget	Employ
Full Time	111164	Jackson, Frank	0.200	20 %	6/7/2004		\$3,600	0 %	\$0	\$0				
Full Time	146452	Libor, Phil	1.000	100 %	3/6/1991		\$58,500	0 %	\$0	\$0	<input checked="" type="checkbox"/>	4/1/2017	\$0	
Full Time	331302	Mansfield, Stanley	1.000	100 %	4/7/1989		\$55,636	0 %	\$0	\$0	<input checked="" type="checkbox"/>	4/1/2017	\$0	
Full Time		New Hire,	1.000	100 %	6/1/2017		\$110,000	0 %	\$0	\$0	<input type="checkbox"/>	4/1/2017	\$0	Replaci
Full Time	205741	Rice, William	1.000	100 %	3/15/1998		\$84,500	0 %	\$0	\$0	<input checked="" type="checkbox"/>	4/1/2017	\$0	
Full Time	161074	Smith, Ann	1.000	100 %	4/4/1995		\$66,000	0 %	\$0	\$0	<input checked="" type="checkbox"/>	4/1/2017	\$0	
Full Time	194937	Tampa, Robert	1.000	100 %	4/6/1987		\$59,676	0 %	\$0	\$0	<input checked="" type="checkbox"/>	4/1/2017	\$0	
Full Time	122238	Westfield, Robert	1.000	100 %	5/7/2003		\$17,000	0 %	\$0	\$0	<input checked="" type="checkbox"/>	4/1/2017	\$0	
Full Time	122276	Whitestag, Rita	1.000	100 %	1/1/2003		\$26,500	7.55 %	\$2,000	\$2,000	<input checked="" type="checkbox"/>	4/1/2017	\$2,000	
Part Time	288254	Waters, Parry	0.500	100 %	2/23/1999		\$20,292	0 %	\$0	\$0	<input checked="" type="checkbox"/>	4/1/2017	\$0	
Hourly - Mon...	317063	Gilbert, Angela	1.000	100 %	3/6/1991	Electricians ...	N/A - 0	0 %	\$0	\$0	<input type="checkbox"/>	4/1/2017	\$0	
			27.700				\$1,376,643		\$3,500	\$3,500			\$3,500	

Headcount sections: Hourly compensation

- Budget holder enters hours x rate by pay period (not fiscal period)
- Configurable wage types
- Wage classes required
- Pay schedules required

Hourly compensation Here you can view and edit hourly compensation information.

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Hourly employees

Which pay schedule would you like to budget for? 2017 Monthly Recalc Show/hide columns... Actions...

Employee/wage class/wage type	Employee ID	Employee class	Hire date	Allocation percent	Wage class	Hours/rate actions	Pay period 1	Pay period 2	Pay period 3	Pay period 4	
							Subtotal:	\$139	\$28	\$28	\$28
+ Knudsen, Ethan (216555)	216555	Hourly - Monthly pay	5/6/2003	100 %	Plumbers Union - Local 690		Total hours:	183.00	172.00	172.00	172.00
							Total wages:	\$5,222	\$4,874	\$4,874	\$4,874
Regular						[Enter total hours for year] Hours:	169.00	165.00	165.00	165.00	
						Copy rates...	Rates:	\$27.85	\$27.85	\$27.85	\$27.85
							Subtotal:	\$4,707	\$4,595	\$4,595	\$4,595
Overtime						[Enter total hours for year] Hours:	9.00	6.00	6.00	6.00	
						Copy rates...	Rates:	\$41.78	\$41.78	\$41.78	\$41.78
							Subtotal:	\$376	\$251	\$251	\$251
Holiday						[Enter total hours for year] Hours:	5.00	1.00	1.00	1.00	
						Copy rates...	Rates:	\$27.85	\$27.85	\$27.85	\$27.85
							Subtotal:	\$139	\$28	\$28	\$28
+ Electricians Union - Local 363							Total hours:	587.00	518.00	518.00	518.00
							Total wages:	\$24,428	\$20,327	\$20,327	\$20,327

Headcount sections: Benefits review

- Reflects per-person benefits as configured
- Automatically calculated; no budget holder action required

Benefits
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This page lets you review the benefits for this unit's employees and the estimated budget impact for each benefit and employee. These estimates do not include such things as leave of absence.

Company ID	Title	First name	Last name	Employee class	Allocation percent	Life Insurance		LTD		Other Medical	
						Code	Value	Code	Value	Code	Value
194922	Manager	Anna	Brown	Full Time	100 %	Partial	\$3,000	Senior	\$23,040	Low	\$10,000
121063	Manager	Frank	Elfenson	Full Time	100 %	Full	\$6,000	Executive	\$43,935	High	\$35,000
146474	Manager	Steven	First	Full Time	100 %	Full	\$6,000	Executive	\$43,935	High	\$35,000
194891	Manager	Betty	Franklin	Full Time	100 %	Full	\$6,000	Senior	\$24,399.9	High	\$35,000
317063	Electrician	Angela	Gilbert	Hourly - Monthly pay	100 %		\$0		\$0		\$0
110047	Manager	Charles	Green	Full Time	100 %	Full	\$6,000	Senior	\$18,000	Low	\$10,000
326049	Plumber	Ernesto	Hindle	Hourly - Monthly pay	100 %		\$0		\$0		\$0
111164	Clerk	Frank	Jackson	Full Time	20 %		\$0		\$0		\$0
311209	Custodial	Brendan	Kitchens	Hourly - Semimonthly pay	100 %		\$0		\$0		\$0
216555	Plumber	Ethan	Knudsen	Hourly - Monthly pay	100 %		\$0		\$0		\$0
134148	Electrician	Rolf	Lennon	Hourly - Monthly pay	100 %		\$0		\$0		\$0
146452	Sr. Supervisor	Phil	Libor	Full Time	100 %	Full	\$6,000	Limited	\$2,925	High	\$35,000
							76,484		338,630		352,308

Headcount sections: Monthly spreading

- Summary by account & period of all events relating to headcount
- Not a headcount section per se

Monthly spreading

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The amounts you have entered so far for Headcount & Salaries are for the full fiscal year. Here you can estimate (or precisely specify) how they are incurred month-by-month. Note: You'll only be able to spread line items under your discretion. The month-to-month cost distribution of non-discretionary line items is determined by calculations or other external factors.

Note: None of the line items in this selection are discretionary. Spreading is not available.

Line items

Monthly spreading for Headcount & Salaries line items:

↻ Recalc Show/hide columns... Actions...

Line item	Type of automatic spreading	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Salaries - Exec	None	\$42,530	\$42,530	\$42,530	\$44,024	\$44,075	\$43,678	\$32,159	\$32,159	\$32,159	\$32,159	\$32,159	\$32,159	\$452,319
Salaries - Non Exec PT	None	\$1,691	\$1,691	\$1,691	\$1,691	\$1,691	\$1,691	\$1,691	\$1,691	\$1,691	\$1,691	\$1,691	\$1,691	\$20,292
Salaries - Non Exec FT	None	\$61,333	\$61,333	\$61,333	\$62,513	\$62,554	\$62,554	\$62,554	\$62,554	\$62,554	\$62,554	\$62,554	\$62,554	\$746,940
Executive Compensation	None	\$933	\$933	\$933	\$933	\$933	\$933	\$933	\$933	\$933	\$933	\$933	\$933	\$11,200
Bonus	None	\$0	\$0	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000
Standard Wages - Hourly	None	\$38,568	\$36,646	\$36,646	\$34,954	\$34,954	\$34,954	\$34,954	\$34,954	\$34,954	\$34,954	\$34,954	\$34,954	\$426,440
Overtime & Holiday Wages - Hourly	None	\$7,163	\$1,997	\$1,997	\$1,962	\$1,962	\$1,962	\$1,962	\$1,962	\$1,962	\$1,962	\$1,962	\$1,962	\$28,814
Commissions	None	\$36,256	\$36,762	\$37,414	\$40,147	\$39,427	\$39,722	\$47,302	\$47,581	\$45,961	\$51,069	\$51,648	\$50,989	\$524,277
Federal Payroll Tax	None	\$12,423	\$11,257	\$11,163	\$11,359	\$11,167	\$11,129	\$10,247	\$10,247	\$10,247	\$10,247	\$9,327	\$8,807	\$127,622
State Payroll Tax	None	\$5,013	\$4,779	\$4,389	\$3,524	\$2,334	\$1,422	\$485	\$404	\$404	\$404	\$404	\$404	\$23,965
Other Benefits	None	\$13,954,8	\$13,054,8	\$13,954,8	\$13,506,1	\$13,955,3	\$13,506,0	\$13,951,5	\$13,951,5	\$13,502,4	\$13,951,5	\$13,502,4	\$13,951,5	\$164,742,818
Recruiting Fees	None	\$0	\$0	\$0	\$0	\$0	\$22,000	\$0	\$0	\$0	\$0	\$0	\$0	\$22,000
Relocation	None	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Total		\$14,160	\$13,252	\$14,152	\$13,709	\$14,154	\$13,736	\$14,143	\$14,144	\$13,693	\$14,147	\$13,698	\$14,146	\$167,138,68
		8.47 %	7.93 %	8.47 %	8.2 %	8.47 %	8.22 %	8.46 %	8.46 %	8.19 %	8.46 %	8.2 %	8.46 %	100 %

Headcount reports

Headcount reports

HEADCOUNT REPORT															
Company:	ABC Organization	HEADCOUNT BY MONTH REPORT													
Version:	2017 Final Budget														
Unit Code	Unit Description	Company:	ABC Organization	HEADCOUNT DETAIL BY PERIOD REPORT											
10-200	Marketing	Version:	2017 Final Budget												
30-1001	Japan Sales	Unit Code	10-500	Unit Description	IT Development	HEADCOUNT ALLOCATION DETAIL REPORT									
10-1002	USA Sales	Company:	ABC Organization												
10-900	Accounting	Version:	2017 Final Budget												
10-100	Planning & IT	Unit:	10-200: Marketing												
		Employee	Brown, Anna	Employee ID	194922										
		Compen													
		Base compensation		Employee	Employee ID	FTE	Class	New hire	Salary	Allocation		Allocated expenses			
		Bonus		Appleson, Howard	111139	1.000	Executive		\$130,000	Target unit	Pct	Allocated salary	Direct	Employment taxes	
		Other Compensation		Berger, Howard	248939	1.000	Executive		\$112,750	10-900	60.0%	\$67,650	\$71,189	\$6,060	
		National								10-100	40.0%	\$45,100	\$47,459	\$4,040	
		National									100.0%	\$112,750	\$118,648	\$10,099	
		State employment tax		Bird, Henry	110014	1.000	Executive		\$115,016	10-900	25.0%	\$28,754	\$30,258	\$2,534	
		Total								10-900	75.0%	\$86,262	\$90,775	\$7,600	
											100.0%	\$115,016	\$121,033	\$10,134	
				Elfenson, Frank	121063	1.000	100.0%	Full Time		Manager					
		Compensation expense								Jan	Feb	March	April		
		Base compensation								\$6,219	\$5,617	\$6,219	\$6,193		
		Bonus								\$0	\$0	\$0	\$1,199		
		Other Compensation								\$0	\$0	\$0	\$732		
		National employment tax 1								\$37	\$5	\$0	\$0		
		National employment tax 2								\$90	\$81	\$90	\$118		
		National employment tax 3								\$386	\$348	\$386	\$504		
		State employment tax 1								\$205	\$185	\$205	\$268		
		Total								\$6,937	\$6,237	\$6,900	\$9,013		

Headcount-related configuration

- Many menu items affect headcount (directly or indirectly)

The screenshot displays two main configuration areas: Enterprise configuration and Company configuration. A 'Support desk' button is located in the top right corner.

Enterprise configuration

- The basics:** New fiscal year, Years, Quarters, Periods, User roles, Password policies.
- Your business:** Companies, Currencies, F/X sets, F/X rates, Reports & QB menu.
- Headcount-related items (highlighted):** National tax authorities, National empl. tax rates, State tax authorities, State empl. tax rates, Stacks & sections.
- Your budget process:** Define versions, Calculation defaults sets, Drivers defaults sets, Unit event defaults sets, Employee sets, ATB & spreading sets.
- Administration:** Validation, Locks, Check database consistency, Set up parsing, History.

Company configuration

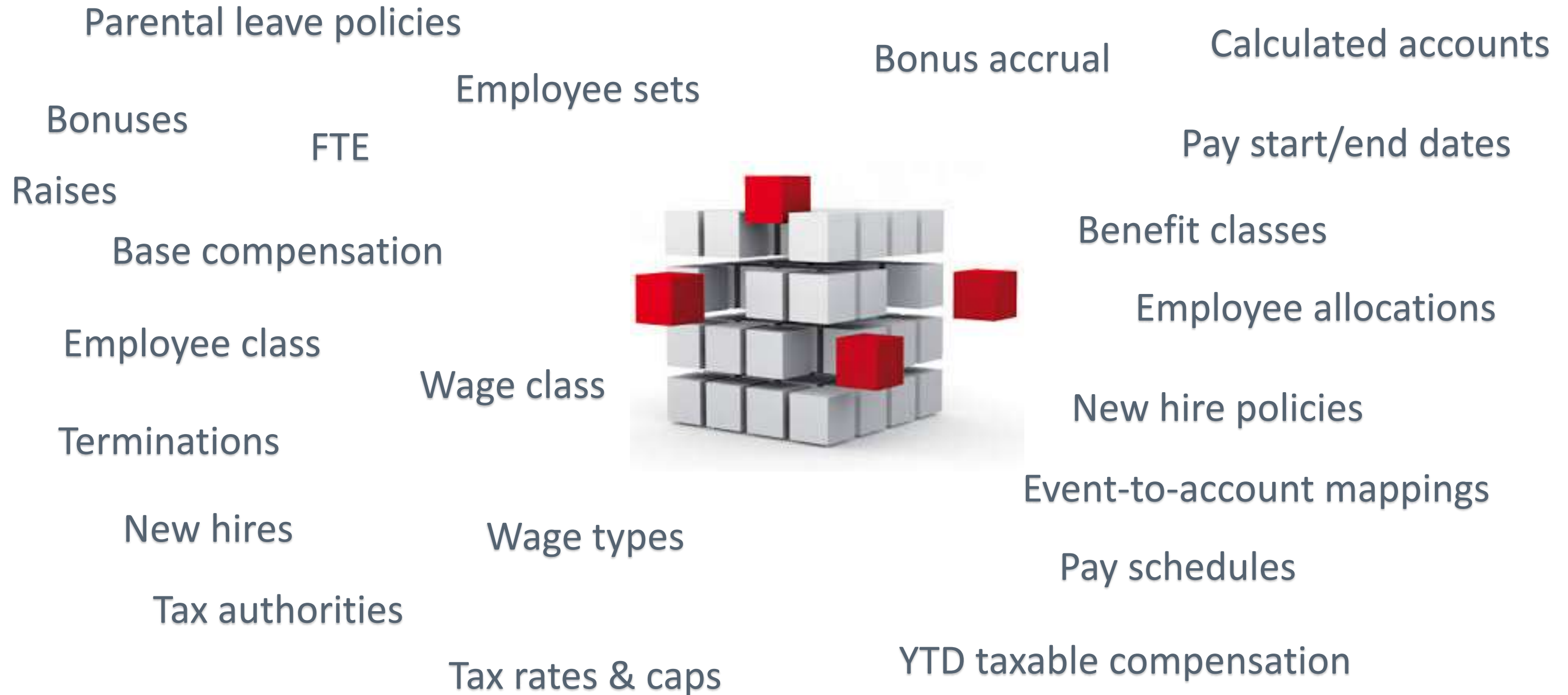
- The basics:** Users, Units, Cross units, Accounts, Subtotals, Salary grades, Employee classes.
- Mappings:** Map accounts to units, Map asset classes to units, Map accounts to subtotals, Map accounts to sections, Map events to accounts, Unit event defaults, ATB & spreading defaults.
- Definitions:** Define calculations, Define drivers, Define asset classes, Define new hire policies, Define pay schedules, Define benefit classes, Define shared ActionPaks, Define surveys, Define wage types, Define wage classes.
- Configuration:** Configure calculations, Configure drivers, Configure asset library, Config. new hire policies, Configure pay schedules, Configure benefits library, Configure benefit selections, Configure allocations, Configure specifics.
- Import/export data:** Configuration data, Edit prepop account data, Import prepop account data, Edit account data, Import account data, Export account data, Edit employee data, Edit hourly EE data, Import/export employee data, Notes and files, Import G/L transactions, Manage G/L txn storage, Export G/L transactions, Review import status.

Recap of employee data elements

- Demographics
- Home unit and allocation units
- FTE
- Current salary
- How paid
- Pay start/end dates
- Employee class
- Wage class
- Tax authorities & YTD taxable compensation
- Title
- Salary grade
- Configuration-defined fields
- Prior year compensation information
- Event-to- account mappings

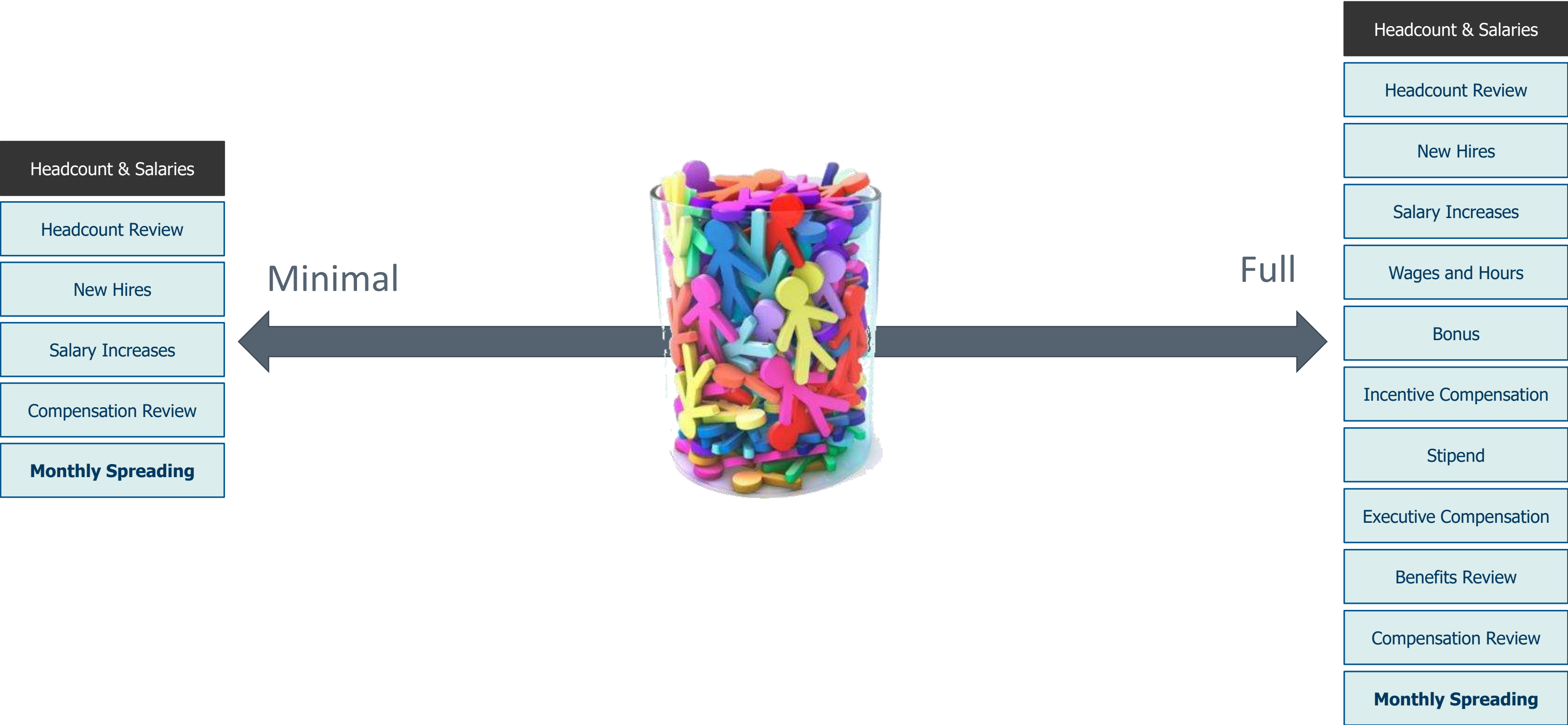


Recap of major headcount features



Mix and match

Headcount features: Can use as many or as few as needed





RECOVERY RESOURCES

Partners in health. Partners in hope.

Client story: Recovery Resources

Matt Natole

- Employee data uploaded from payroll
- Budget holders check for accuracy
- Salary increases on anniversary date
- Seasonal/temporary costs: Adjusted via Monthly Spreading
- Budget managers responsible for headcount, but confer with Finance & HR
- Results: Ownership, accuracy, and transparency
- Facilitates accurate labor allocations
- Not (yet) using benefit calculations

Discussion topics

- Any other interesting usages you 'd like to share?
- What other headcount features would you like to see in BudgetPak?
- How can the existing features serve you better?
- How else can we help?



Q&A

Thank you!