

Headcount & Salary Planning

Uses, options, recommendations

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Goals

- Discover the different pieces of data that make up an employee (and why they might be useful)
- Understand the basics of employee sets (and some nuances)
- Understand the relationship between employee events, output calculations, and headcount-based accounts
- Discover the many different features and configuration options for employees



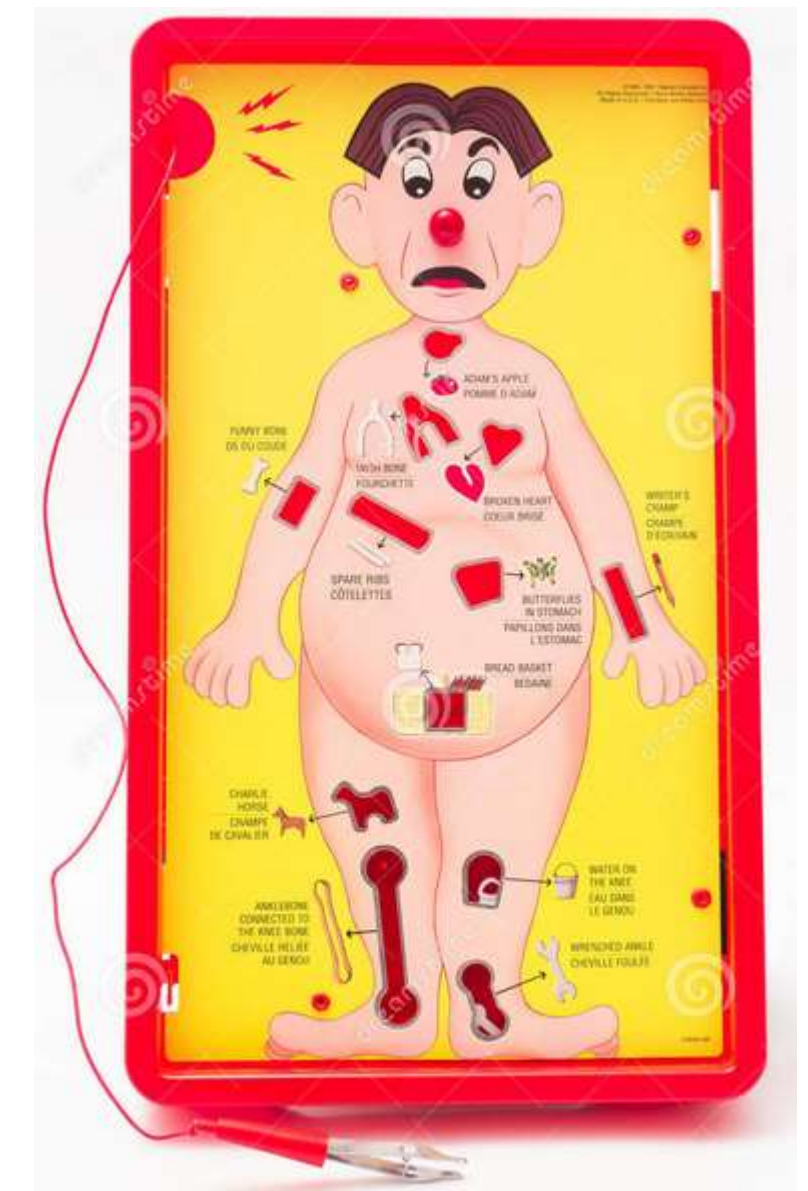


- Elements of an employee
- Employee sets
- Headcount sections
- Bonus accrual
- Events, calculations, and accounts
- Benefit classes
- New hire policies
- Pay schedules
- Pay start/end date
- Employee allocations
- Headcount calculated accounts
- Headcount configuration
- When you hit "Save"

Dissecting an employee in BudgetPak

Autopsy reveals the following vital organs:

- 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



Elements of an employee

Demographics: Name, employee ID, hire date

- Required

ReferenceEmployee SetCode	EmployeeID	LastName	FirstName	HireDate	UnitCode	Is Allocated	IsFull Time	FTE	CurrentSalary	Salaried	Hourly	PayStartDate	PayEndDate
EE2017	122264	Chu	Matthew	03/06/1991	10-500		X	1	\$ 81,352.98	X			
EE2017	196859	Bates	Ann	01/01/2003	10-100		X	1	\$ 18,180.00	X			
EE2017	154561	McCartney	Betty	02/23/1999	10-100		X	1	\$ 59,085.00	X		9/1/2016	5/31/2017
EE2017	235862	Whitestag	Ann	03/15/1998	10-100		X	1	\$ 59,675.85	X			
EE2017	121062	Tattenger	Charles	08/09/1990	10-100		X	1	\$ 55,085.40	X			
EE2017	111139	Appleson	Howard	06/15/2001	10-900	X	X	1	\$ 130,000.00	X			
EE2017	248939	Berger	Howard	04/06/1987	10-900	X	X	1	\$ 112,750.00	X			
EE2017	317063	Gilbert	Angela	03/06/1991	10-200		X	1	\$ -		X		
EE2017	326049	Hindle	Ernesto	06/15/2001	10-200		X	1	\$ -		X		
EE2017	364465	Scheider	Maryann	02/23/1999	10-200		X	1	\$ -		X		
EE2017	326556	Montena	Reagan	03/15/1998	10-200		X	1	\$ -		X		

Elements of an employee

Home unit & allocation units: Unit code, IsAllocated

- Home unit is required
- Separate import for allocation schedule

This is a separate import step, with its own template.

LastName	FirstName	Allocation Percent	IsHome Unit	UnitCode	Unit Description
Appelson	Howard	20%		40-600	Intramurals & Club Sports
Appelson	Howard	20%		10-200	Marketing
Appelson	Howard	60%	X	10-900	Finance & Controller

ReferenceEmployee SetCode	EmployeeID	LastName	FirstName	HireDate	UnitCode	Is Allocated	IsFull Time	FTE	CurrentSalary	Salaried	Hourly	PayStartDate	PayEndDate
EE2017	122264	Chu	Matthew	03/06/1991	10-500		X	1	\$ 81,352.98	X			
EE2017	196859	Bates	Ann	01/01/2003	10-100		X	1	\$ 18,180.00	X			
EE2017	154561	McCartney	Betty	02/23/1999	10-100		X	1	\$ 59,085.00	X		9/1/2016	5/31/2017
EE2017	235862	Whitestag	Ann	03/15/1998	10-100		X	1	\$ 59,675.85	X			
EE2017	121062	Tattenger	Charles	08/09/1990	10-100		X	1	\$ 55,085.40	X			
EE2017	111139	Appelson	Howard	06/15/2001	10-900	X	X	1	\$ 130,000.00	X			
EE2017	248939	Berger	Howard	04/06/1987	10-900	X	X	1	\$ 112,750.00	X			
EE2017	317063	Gilbert	Angela	03/06/1991	10-200		X	1	\$ -		X		
EE2017	326049	Hindle	Ernesto	06/15/2001	10-200		X	1	\$ -		X		
EE2017	364465	Scheider	Maryann	02/23/1999	10-200		X	1	\$ -		X		
EE2017	326556	Montena	Reagan	03/15/1998	10-200		X	1	\$ -		X		

Elements of an employee

FTE

- IsFullTime, FTE
- Optional

ReferenceEmployee SetCode	EmployeeID	LastName	FirstName	HireDate	UnitCode	Is Allocated	IsFull Time	FTE	CurrentSalary	Salaried	Hourly	PayStartDate	PayEndDate
EE2017	122264	Chu	Matthew	03/06/1991	10-500		X	1	\$ 81,352.98	X			
EE2017	196859	Bates	Ann	01/01/2003	10-100		X	1	\$ 18,180.00	X			
EE2017	154561	McCartney	Betty	02/23/1999	10-100		X	1	\$ 59,085.00	X		9/1/2016	5/31/2017
EE2017	235862	Whitestag	Ann	03/15/1998	10-100		X	1	\$ 59,675.85	X			
EE2017	121062	Tattenger	Charles	08/09/1990	10-100		X	1	\$ 55,085.40	X			
EE2017	111139	Appleson	Howard	06/15/2001	10-900	X	X	1	\$ 130,000.00	X			
EE2017	248939	Berger	Howard	04/06/1987	10-900	X	X	1	\$ 112,750.00	X			
EE2017	317063	Gilbert	Angela	03/06/1991	10-200		X	1	\$ -		X		
EE2017	326049	Hindle	Ernesto	06/15/2001	10-200		X	1	\$ -		X		
EE2017	364465	Scheider	Maryann	02/23/1999	10-200		X	1	\$ -		X		
EE2017	326556	Montena	Reagan	03/15/1998	10-200		X	1	\$ -		X		

Elements of an employee

Current salary

- As of start of fiscal year
- Ignored for hourly employees
- Designate actual annual payout for < 1 FTE's
- Required

ReferenceEmployee SetCode	EmployeeID	LastName	FirstName	HireDate	UnitCode	Is Allocated	IsFull Time	FTE	CurrentSalary	Salaried	Hourly	PayStartDate	PayEndDate
EE2017	122264	Chu	Matthew	03/06/1991	10-500		X	1	\$ 81,352.98	X			
EE2017	196859	Bates	Ann	01/01/2003	10-100		X	1	\$ 18,180.00	X			
EE2017	154561	McCartney	Betty	02/23/1999	10-100		X	1	\$ 59,085.00	X		9/1/2016	5/31/2017
EE2017	235862	Whitestag	Ann	03/15/1998	10-100		X	1	\$ 59,675.85	X			
EE2017	121062	Tattenger	Charles	08/09/1990	10-100		X	1	\$ 55,085.40	X			
EE2017	111139	Appleson	Howard	06/15/2001	10-900	X	X	1	\$ 130,000.00	X			
EE2017	248939	Berger	Howard	04/06/1987	10-900	X	X	1	\$ 112,750.00	X			
EE2017	317063	Gilbert	Angela	03/06/1991	10-200		X	1	\$ -		X		
EE2017	326049	Hindle	Ernesto	06/15/2001	10-200		X	1	\$ -		X		
EE2017	364465	Scheider	Maryann	02/23/1999	10-200		X	1	\$ -		X		
EE2017	326556	Montena	Reagan	03/15/1998	10-200		X	1	\$ -		X		

Elements of an employee

How paid?

- Salaried, hourly (or both)
- Optional

Pay start/end date

- Optional
- Used only for nonstandard cases
- Do not use for new hires
- Do not set to start/end payroll dates

ReferenceEmployee SetCode	EmployeeID	LastName	FirstName	HireDate	UnitCode	Is Allocated	IsFull Time	FTE	CurrentSalary	Salaried	Hourly	PayStartDate	PayEndDate
EE2017	122264	Chu	Matthew	03/06/1991	10-500		X	1	\$ 81,352.98	X			
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EE2017	235862	Whitestag	Ann	03/15/1998	10-100		X	1	\$ 59,675.85	X			
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EE2017	364465	Scheider	Maryann	02/23/1999	10-200		X	1	\$ -		X		
EE2017	326556	Montena	Reagan	03/15/1998	10-200		X	1	\$ -		X		

Employee class

- Optional – but if turned on, must be used
- Used to “drive” calculations (and possibly benefits)
- Used to set default raises & raise dates
- Used with pay schedules

EmployeeClass	WageClass	FederalTax Authority	StateTax Authority	YTDTaxableComp	Title	Salary Grade	Position #	Position Description	Position Opened	LastRaise	LastRaise Date	LastBonus	LastBonus Date
Full Time		USA	CT	\$	- Administrative Assistar	SG3				\$ 2,847	04/01/2016		04/05/2016
Full Time		USA	CT	\$	- Supervisor- Position #1	SG1				\$ 636	04/01/2016		04/05/2016
Full Time		USA	CT	\$	- Coach- Position #1230	SG2				\$ 2,068	04/01/2016		04/05/2016
Full Time		USA	CT	\$	- Admin- Position #1233	SG2				\$ 2,089	04/01/2016		04/05/2016
Full Time		USA	CT	\$	- Admin-Position #12343	SG2				\$ 1,928	04/01/2016		04/05/2016
Faculty		USA	CT	\$	- Professor- Position #12	SG4				\$ 4,348	04/01/2016	\$ 6,212	04/05/2016
Faculty		USA	CT	\$	- Professor- Position #12	SG4				\$ 3,946	04/01/2016	\$ 5,638	04/05/2016
Hourly - Monthly pay	EL363	USA	CT	\$	- Electrician	None	U00748	Union	6/1/2015		01/01/1950		01/01/1950
Hourly - Monthly pay	PL690	USA	CT	\$	- Plumber	None	U00748	Union	6/1/2015		01/01/1950		01/01/1950
Hourly - Semimonthly pay	Cust	USA	CT	\$	- Custodial	None	U00418	Union	5/1/2014		01/01/1950		01/01/1950
Hourly - Semimonthly pay	Cust	USA	CT	\$	- Custodial	None	U00418	Union	5/1/2014		01/01/1950		01/01/1950

Elements of an employee

Wage class

- Used to group hourly employees for budgeting purposes
- Required for hourly employees

EmployeeClass	WageClass	FederalTax Authority	StateTax Authority	YTDTaxableComp	Title	Salary Grade	Position #	Position Description	Position Opened	LastRaise	LastRaise Date	LastBonus	LastBonus Date
Full Time		USA	CT	\$	- Administrative Assistar	SG3				\$ 2,847	04/01/2016		04/05/2016
Full Time		USA	CT	\$	- Supervisor- Position #1	SG1				\$ 636	04/01/2016		04/05/2016
Full Time		USA	CT	\$	- Coach- Position #1230	SG2				\$ 2,068	04/01/2016		04/05/2016
Full Time		USA	CT	\$	- Admin- Position #1233	SG2				\$ 2,089	04/01/2016		04/05/2016
Full Time		USA	CT	\$	- Admin-Position #12343	SG2				\$ 1,928	04/01/2016		04/05/2016
Faculty		USA	CT	\$	- Professor- Position #12	SG4				\$ 4,348	04/01/2016	\$ 6,212	04/05/2016
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Hourly - Semimonthly pay	Cust	USA	CT	\$	- Custodial	None	U00418	Union	5/1/2014		01/01/1950		01/01/1950
Hourly - Semimonthly pay	Cust	USA	CT	\$	- Custodial	None	U00418	Union	5/1/2014		01/01/1950		01/01/1950

Tax authorities & YTD taxable compensation

- Needed only if using BudgetPak's built-in employment tax calculations
- Tax authorities are required

EmployeeClass	WageClass	FederalTax Authority	StateTax Authority	YTDTaxableComp	Title	Salary Grade	Position #	Position Description	Position Opened	LastRaise	LastRaise Date	LastBonus	LastBonus Date
Full Time		USA	CT	\$	-Administrative Assistar	SG3				\$ 2,847	04/01/2016		04/05/2016
Full Time		USA	CT	\$	-Supervisor- Position #1	SG1				\$ 636	04/01/2016		04/05/2016
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Hourly - Semimonthly pay	Cust	USA	CT	\$	-Custodial	None	U00418	Union	5/1/2014		01/01/1950		01/01/1950
Hourly - Semimonthly pay	Cust	USA	CT	\$	-Custodial	None	U00418	Union	5/1/2014		01/01/1950		01/01/1950

Title, salary grade, and configuration-defined fields

- Convey useful information to budget holder
- 3 fields definable by you (“Birthday”, “Position #”)
- Optional

EmployeeClass	WageClass	FederalTax Authority	StateTax Authority	YTDTaxableComp	Title	Salary Grade	Position #	Position Description	Position Opened	LastRaise	LastRaise Date	LastBonus	LastBonus Date
Full Time		USA	CT	\$	Administrative Assista	SG3				\$ 2,847	04/01/2016		04/05/2016
Full Time		USA	CT	\$	Supervisor- Position #1	SG1				\$ 636	04/01/2016		04/05/2016
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Full Time		USA	CT	\$	Admin- Position #1233	SG2				\$ 2,089	04/01/2016		04/05/2016
Full Time		USA	CT	\$	Admin-Position #12343	SG2				\$ 1,928	04/01/2016		04/05/2016
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Hourly - Semimonthly pay	Cust	USA	CT	\$	Custodial	None	U00418	Union	5/1/2014		01/01/1950		01/01/1950
Hourly - Semimonthly pay	Cust	USA	CT	\$	Custodial	None	U00418	Union	5/1/2014		01/01/1950		01/01/1950

Prior year compensation event information – salaried

- For **salaried** employees: Last raise & bonus are possibly useful info for budget holder
- Optional

EmployeeClass	WageClass	FederalTax Authority	StateTax Authority	YTDTaxableComp	Title	Salary Grade	Position #	Position Description	Position Opened	LastRaise	LastRaise Date	LastBonus	LastBonus Date
Full Time		USA	CT	\$	- Administrative Assistar	SG3				\$ 2,847	04/01/2016		04/05/2016
Full Time		USA	CT	\$	- Supervisor- Position #1	SG1				\$ 636	04/01/2016		04/05/2016
Full Time		USA	CT	\$	- Coach- Position #1230	SG2				\$ 2,068	04/01/2016		04/05/2016
Full Time		USA	CT	\$	- Admin- Position #1233	SG2				\$ 2,089	04/01/2016		04/05/2016
Full Time		USA	CT	\$	- Admin-Position #12343	SG2				\$ 1,928	04/01/2016		04/05/2016
Faculty		USA	CT	\$	- Professor- Position #12	SG4				\$ 4,348	04/01/2016	\$ 6,212	04/05/2016
Faculty		USA	CT	\$	- Professor- Position #12	SG4				\$ 3,946	04/01/2016	\$ 5,638	04/05/2016
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Hourly - Monthly pay	PL690	USA	CT	\$	- Plumber	None	U00748	Union	6/1/2015		01/01/1950		01/01/1950
Hourly - Semimonthly pay	Cust	USA	CT	\$	- Custodial	None	U00418	Union	5/1/2014		01/01/1950		01/01/1950
Hourly - Semimonthly pay	Cust	USA	CT	\$	- Custodial	None	U00418	Union	5/1/2014		01/01/1950		01/01/1950

Prior year compensation event information – hourly

- For **hourly** employees: Starting rate & estimated annual hours – essential information for budget holder!
- Need to supply by wage type (more on this later)
- Designate target account by wage type
- Required for hourly employees

This is a separate import step, with its own template.

ReferenceEmployee SetCode	EmployeeID	LastName	FirstName	UnitCode	WageType Code	WageType Description	Account Number	AccountDescription	Starting Wage	EstimatedAnnual Hours
EE2017	134148	Lennon	Rolf	10-200	R	Regular	1004	Standard Wages - Hourly	\$ 38.50	2000
EE2017	134148	Lennon	Rolf	10-200	O	Overtime	1005	Overtime & Holiday Wages - Hourly	\$ 57.75	80
EE2017	134148	Lennon	Rolf	10-200	H	Holiday	1005	Overtime & Holiday Wages - Hourly	\$ 77.00	10
EE2017	147917	Vazquez	Traci	10-200	R	Regular	1004	Standard Wages - Hourly	\$ 38.50	2000
EE2017	147917	Vazquez	Traci	10-200	O	Overtime	1005	Overtime & Holiday Wages - Hourly	\$ 57.75	85
EE2017	147917	Vazquez	Traci	10-200	H	Holiday	1005	Overtime & Holiday Wages - Hourly	\$ 77.00	10

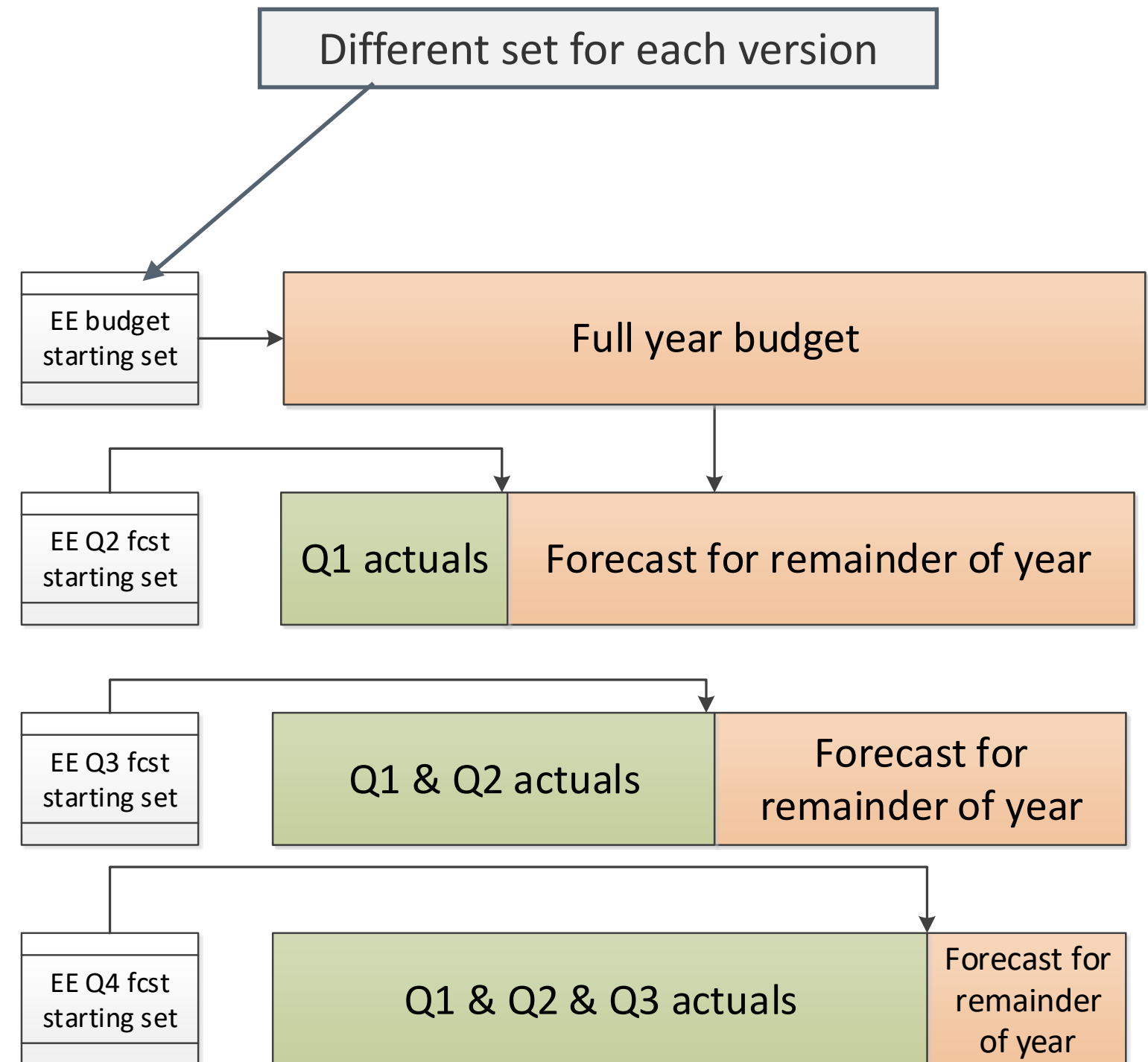
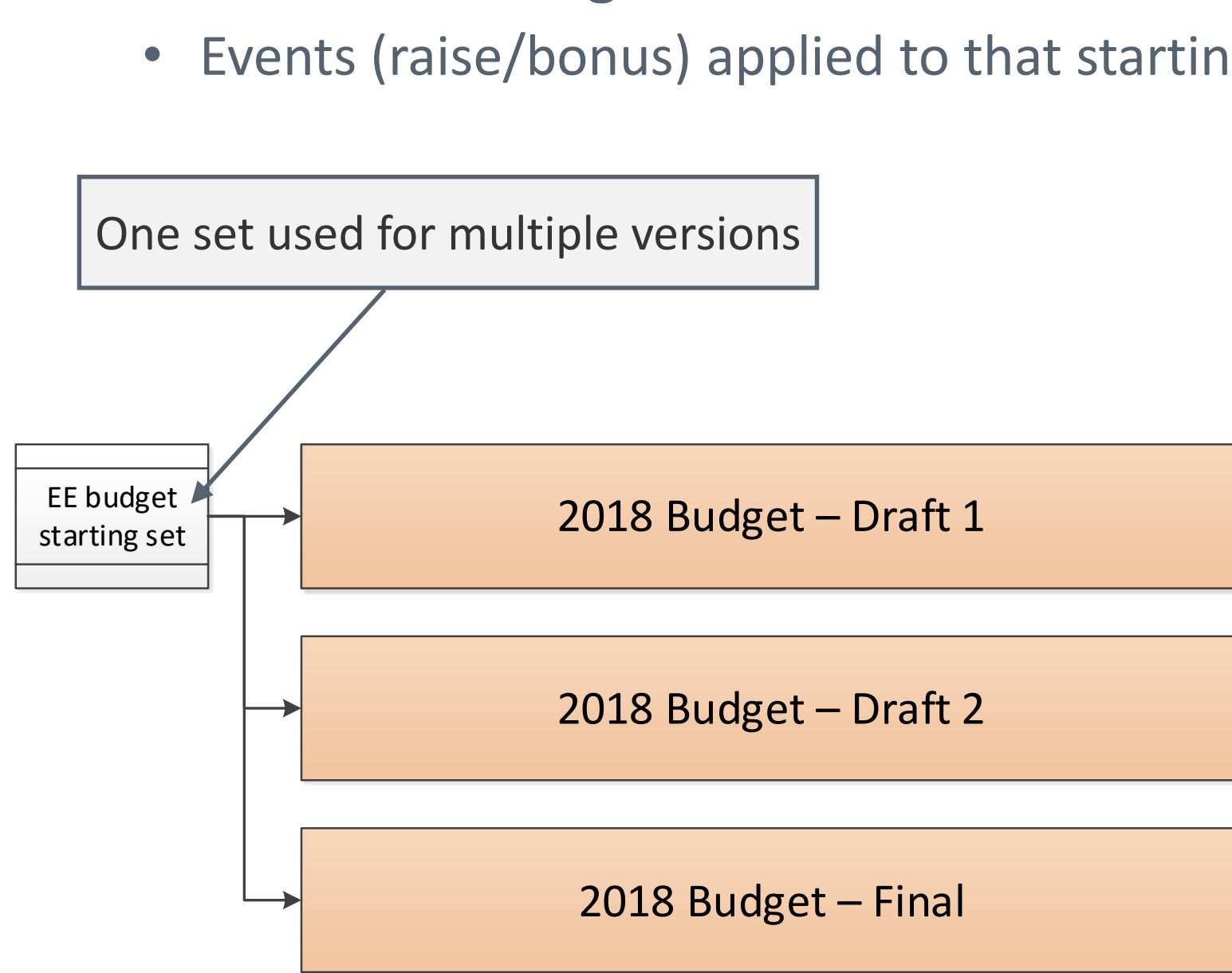
Event-to-account mappings

- Designates which account is used to hold which “piece” of employment expenses
- (More about this later...)
- Required

BaseComp	Bonus1	Bonus2	Bonus3	Bonus4	NatTax1	NatTax2	NatTax3	StateTax1
1002	1100		1003		1400	1400	1400	1500
1002	1100		1003		1400	1400	1400	1500
1002	1100		1003		1400	1400	1400	1500
1002	1100		1003		1400	1400	1400	1500
1002	1100		1003		1400	1400	1400	1500
1000	1100		1003		1400	1400	1400	1500
1000	1100		1003		1400	1400	1400	1500
1004					1400	1400	1400	1500
1004					1400	1400	1400	1500
1004					1400	1400	1400	1500
1004					1400	1400	1400	1500

Employee set: Friend or enemy?

- Basis for each budget and detailed forecast version
 - Events (raise/bonus) applied to that starting set



Filling a starting set – Option 1: Import “from scratch” (thanks HR!)

1

Import/export employees

Import/export employees for a designated company and employee set.

Step 1: Make your import selections | Step 2: Preview the import

Import employees selections:

Select the company and fiscal year:

Import employees into company: Stamford University: Stamford University

Import employees for employee set: EE2017: Er

Export starting set to Excel

Export starting set to CSV

Select which employees are to be imported:

Import all employees in the file

Import only employees in the file that match this unit:

Unit: 10-200: Marketing

Select import options:

Delete any employees NOT listed in the import file.
Be sure you understand what this means, and consider exporting the current set of employees first, so you have a backup.

Designate the as-of date:

Designate when this employee 'snapshot' was taken.
This will be displayed to your budgetholders for informational purposes.

12/31/2016

Import configuration data

Step 1: Make your import selections | Step 2: Preview the import

Configuration data import selections:

Import into which company? Stamford University: Stamford University

Import what? (Select an import option)

- Asset classes
- Asset class/Unit mapping
- Asset library entries
- Benefit classes
- Benefits library
- Benefit selections
- Benefit/account mapping
- Calculation constants
- Company accounts
- Company account changes
- Drivers
- Drivers defaults (annual)
- Drivers defaults (monthly)
- Employee allocations
- Employee classes
- Employee hourly data by wage type

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

4

2

3

Filling a starting set – Option 2:

Populate “net set” from a completed version

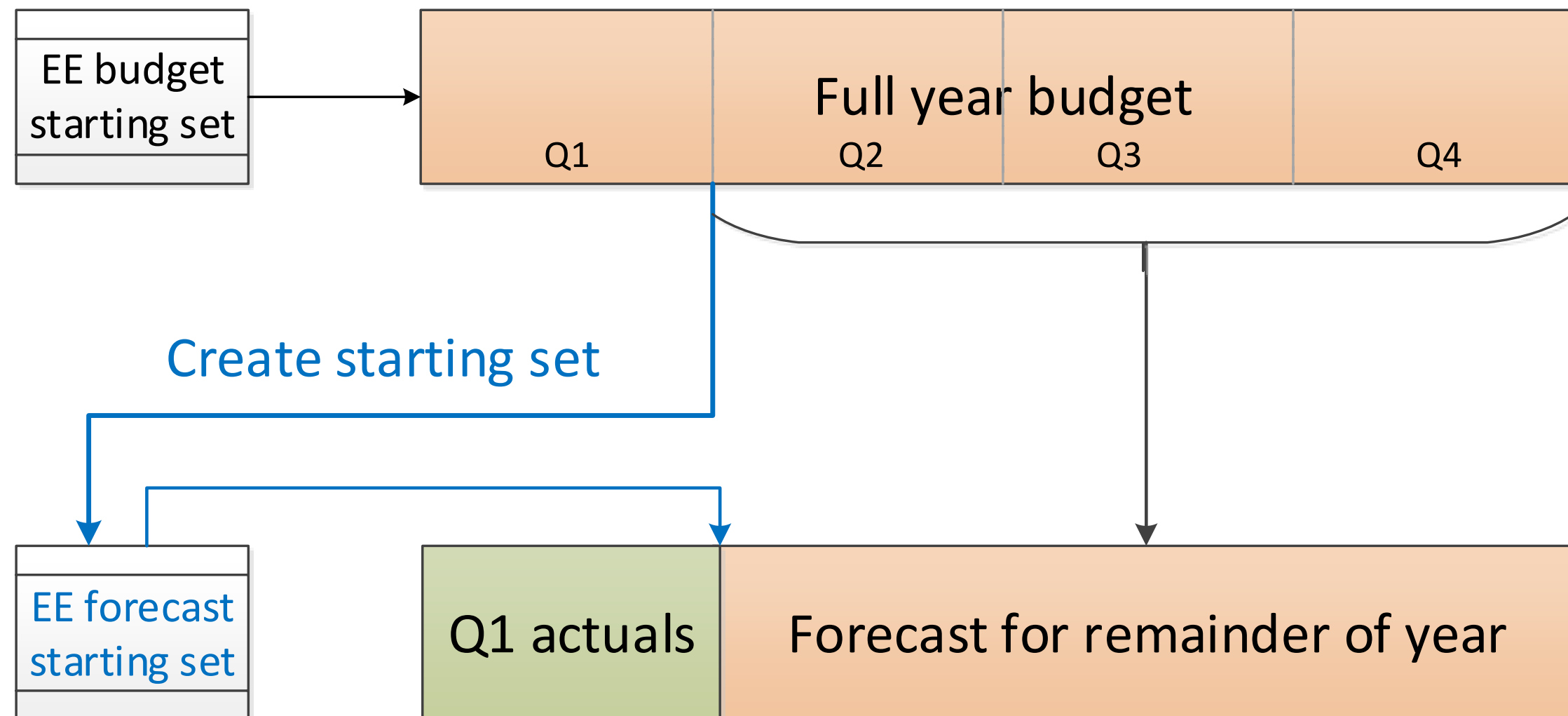
(Did you know that?)

Configure starting sets of employees

Configure sets of starting employees to be used by different versions. You may have multiple sets per year to represent different scenarios, or a single set.

Creating a new starting set from a prior version

Edit	Employee set code	Employee set description	Fiscal year	As-of date	
⋮	EE2017	Employee set for 2017	2017	12/31/2016	Delete
⋮	EE2016	Employee Set for 2016	2016	12/31/2015	Delete
⋮	EE2017-DF	Employee set for 2017 Detailed Forecast	2017	9/30/2016	Delete



What is the deal with the “as of” date?

Import/export employees

Import/export employees for a designated company and employee set.

Step 1: Make your import selections Step 2: Preview the

Import employees selections:

Select the company and fiscal year:

Import employees into company: Stamford University: Sta

Import employees for employee set: EE2017: Er

Export starting set to Excel

Export starting set to CSV

Designate the as-of date:

Designate when this employee 'snapshot' was taken. This will be displayed to your budgetholders for informational purposes.

12/31/2016

Headcount review

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.

Current employees

Current employees as of 12/31/2016: Filter

Employee class	Employee ID	Name	Headco /FTE	Title	Position #	Position Description	Position
Faculty	214410	Parson, Stanley	1.000	Professor	F02452	Faculty	8/1/2015
Faculty	106732	Position, Open	1.000		F02452	Faculty	8/1/2015
Faculty	133115	Scopes, Anna	1.000	Sr. Professor	F02452	Faculty	8/1/2015
Faculty	187040	White, Steven	1.000	Professor	F02452	Faculty	8/1/2015

Delete any employees NOT listed in the import file. Be sure you understand what this means, and consider exporting the current set of employees first, so you have a backup.

Do you really want to allow budget holders to change the starting set?

- Pro: You're not in the loop
- Con: You're not in the loop

Headcount review ← Back Discard

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 to be correct?

Yes Even if you are not sure, you may proceed with budgeting to verify.

No Note: Please consider your current headcount. We will ask you to verify.

Current employees

Current employees as of 12/31/2012

Employee class	Employee ID	Name
Faculty	214410	Parson,
Faculty	106732	Position
Faculty	133115	Scopes,
Faculty	187040	White,

Current headcount list is not correct

⚠ Please notify your BudgetPak administrator that your list of current headcount is not correct, and the administrator will make the appropriate changes for you. Please be specific:

- If someone is missing, who?
- If someone's information is incorrect (salary, title, etc.), who, and what information?
- If someone is listed who is not in your department, who?

You may proceed with budgeting even though the list is not correct, or you can come back here when your administrator has told you that the corrections have been made.

However, you may, if you wish, revise your list of current headcount. There are some restrictions associated with this, and YOU SHOULD CHECK WITH YOUR BUDGETPAK ADMINISTRATOR TO SEE IF THIS IS THE BEST WAY TO PROCEED.

What would you like to do?

Proceed - I do want to revise current headcount Cancel

Headcount sections in the budget navigation map

- Let's demystify

Configure stacks and sections

Actions Expand Move

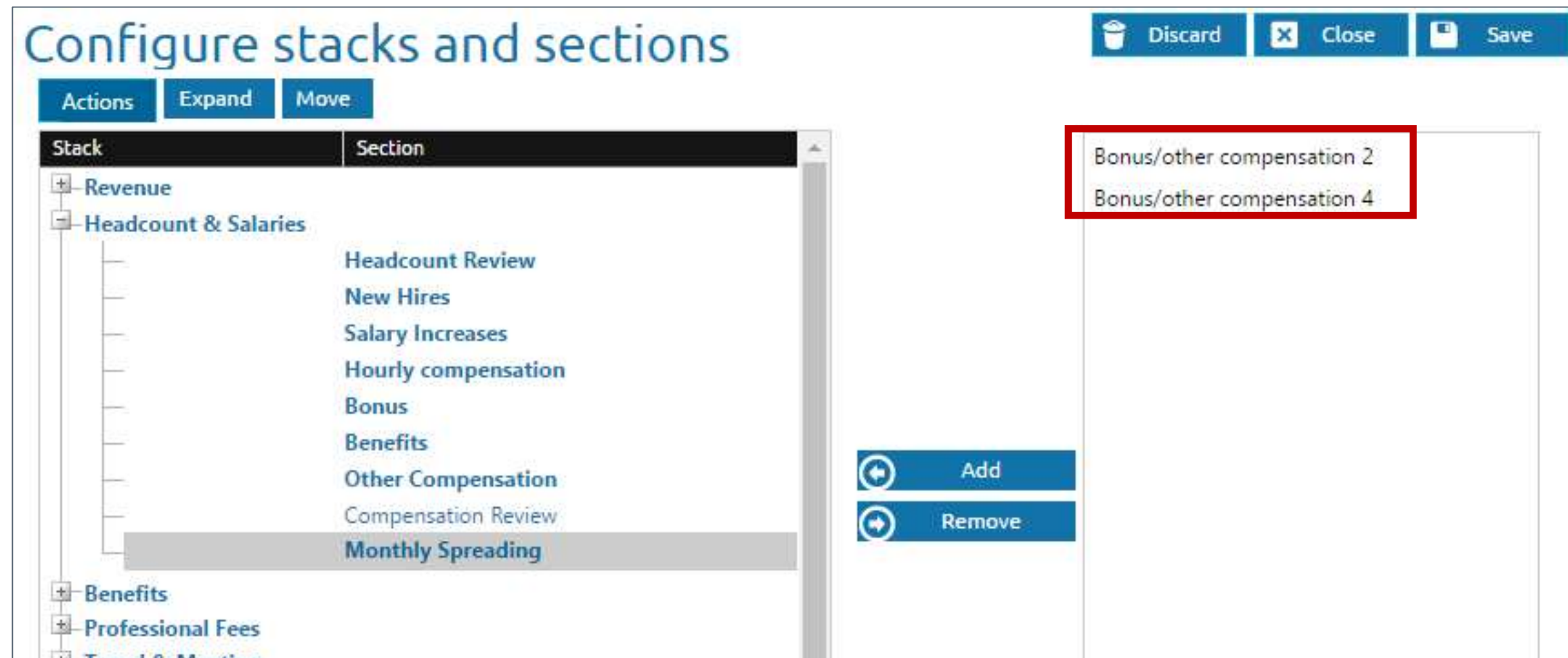
Stack	Section
+ Revenue	
- Headcount & Salaries	Headcount Review
	New Hires
	Salary Increases
	Hourly compensation
	Bonus
	Benefits
	Other Compensation
	Compensation Review
	Monthly Spreading
+ Benefits	
+ Professional Fees	
+ Travel & Meeting	

Your budget: 📍 You are here ✅ Reviewed

Revenue	Headcount & Salaries
Across the Board	Headcount Review
Sales Revenue	New Hires
Membership Fees	Salary Increases
Merchandise Revenue	Hourly compensation
Consulting Revenue	Bonus
Monthly Spreading	Benefits
	Other Compensation
	Compensation Review
	Monthly Spreading

Headcount sections: Did you know...

- You can have up to 4 bonus/other compensation sections
- You can accrue the amounts budgeted here
- You can rename via Actions menu
- You can configure 2 sections with defaults by employee class (more later)
- Sections are automatically filtered by BudgetPak



Bonus/other compensation accrual: Budget meets reality

- 3 options for each section:
 1. Incur at a point-in-time (the event date) – default behavior
 2. Accrue from the event date forward
 3. Accrue evenly across fiscal year

Configure budgeting specifics

Company: Stamford University ▼

Est. budget impact
Leave policy
Employee Options
Expense treatment
Review Headcount notes
Other
Transacti

Use custom names for events?
 By default, Bonus and Other Compensation events are incurred upon the event date. However, you may choose to apply an accrual schedule. Note that employment tax calculations follow the accrual schedule, if chosen.

Note: There are four possible Bonus/Other Compensation sections that can be placed in the walkthrough. Only the sections that are actually in the walkthrough at this time are listed here.

The 'Other Compensation' expense is incurred on the event date

The 'Other Compensation' expense is accrued evenly among all fiscal periods

The 'Other Compensation' expense is accrued evenly starting with the event date

The 'Stipends' expense is incurred on the event date

The 'Stipends' expense is accrued evenly among all fiscal periods

The 'Stipends' expense is accrued evenly starting with the event date

Let's talk employee events, output calculations, and headcount-based accounts. Ready?

- Caution: “Event” sometimes used in BudgetPak as a shorthand for “event calculation output”
- An *event* is an action tied to an employee: Raise, new hire, termination, bonus.
- An *event calculation output* is a figure that results from computing one or more headcount-related events.
- Did you know: Each “output” is listed on the Headcount Detail by Period report

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

That's where these "headcount-based" accounts come in...

- Commonly flagged as Restricted

Headcount account mappings for Matthew Chu

BaseComp	Bonus1	Bonus2	Bonus3	Bonus4	NatTax1	NatTax2	NatTax3	StateTax1
1002	1100		1003		1400	1400	1400	1500
1002	1100		1003		1400	1400	1400	1500
1002	1100		1003		1400	1400	1400	1500
1002	1100		1003		1400	1400	1400	1500
1002	1100		1003		1400	1400	1400	1500
1000	1100		1003		1400	1400	1400	1500
					1400	1400	1400	1500
					1400	1400	1400	1500
					1400	1400	1400	1500
					1400	1400	1400	1500
					1400	1400	1400	1500
					1400	1400	1400	1500

Configure accounts

Edit	Account number	Description	Account source	Account class	Enterprise account	Restricted?	Must have user comment?	Instructions
	10003	Merchandise Revenue	user	Income	3000: Revenue	<input type="checkbox"/>	<input type="checkbox"/>	Please use
	10002	Undergraduate Tuition Revenue	calculation	Income	3000: Revenue	<input type="checkbox"/>	<input type="checkbox"/>	Please edit
	10004	Graduate Tuition Revenue	calculation	Income	3000: Revenue	<input type="checkbox"/>	<input type="checkbox"/>	Please edit
	1000	Salaries - Faculty	headcount-based	Expense	1111: Salaries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	1001	Salaries - PT	headcount-based	Expense	1111: Salaries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	1002	Salaries - FT	headcount-based	Expense	1111: Salaries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	1003	Stipends	headcount-based	Expense	1111: Salaries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	1100	Bonus	headcount-based	Expense	1112: Bonus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	1004	Standard Wages - Hourly	headcount-based	Expense	1111: Salaries	<input type="checkbox"/>	<input type="checkbox"/>	
	1005	Overtime & Holiday Wages - H	headcount-based	Expense	1111: Salaries	<input type="checkbox"/>	<input type="checkbox"/>	
	1006	Commissions	headcount-based	Expense	1112: Bonus	<input type="checkbox"/>	<input type="checkbox"/>	This account

Upon Save: Outputs are computed and placed into fiscal periods of target headcount-based accounts.

Headcount account mappings for Matthew Chu

BaseComp	Bonus1	Bonus2	Bonus3	Bonus4	NatTax1	NatTax2	NatTax3	StateTax1
1002	1100		1003		1400	1400	1400	1500
1002	1100		1003		1400	1400	1400	1500
1002	1100		1003		1400	1400	1400	1500
1002	1100		1003		1400	1400	1400	1500
1002	1100		1003		1400	1400	1400	1500
1000	1100		1003		1400	1400	1400	1500
1000	1100		1003		1400	1400	1400	1500
1004					1400	1400	1400	1500
1004					1400	1400	1400	1500
1004					1400	1400	1400	1500
1004					1400	1400	1400	1500

Compensation expense	Jan	Feb	March	April	
Base compensation	\$6,219	\$5,617	\$6,219	\$6,193	Account 1002
Bonus	\$0	\$0	\$0	\$1,199	
Other Compensation	\$0	\$0	\$0	\$732	
National employment tax 1	\$37	\$5	\$0	\$0	Account 1400
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	

Did you know: There are more outputs than you might think

- Base comp, bonus/other comp, employment taxes....yeah yeah yeah
- But what about:
 - **Hourly compensation** expense: 1 for each wage type
 - **New hire** expense: 3 pre-defined outputs
 - **Benefit classes**: 1 output for each configured benefit class (stay tuned)
- Each can be “targeted” to a separate account, per person



Pity the poor budget holder creating a new hire....

- Do they really know what “mappings” mean...?
- But at least they can copy from an existing employee “just like” this one

Add a new hire Please answer the stepwise questions and always come back later and change

Step 7: Mapping

Copy mappings from an existing employee?

Base compensation	<input type="text" value="1000: Salaries - Faculty"/>
Other Compensation	<input type="text" value="1100: Bonus"/>
Stipends	<input type="text" value="1003: Stipends"/>
Nat'l tax 1	<input type="text" value="1400: Federal Payroll Tax"/>
Nat'l tax 2	<input type="text" value="1400: Federal Payroll Tax"/>
Nat'l tax 3	<input type="text" value="1400: Federal Payroll Tax"/>
State tax 1	<input type="text" value="1500: State Payroll Tax"/>
Signing Bonus	<input type="text" value="1000: Salaries - Faculty"/>
Recruiting Fee	<input type="text" value="4400: Recruiting Fees"/>
Relocation	<input type="text" value="4401: Relocation"/>

Benefit classes: For the little bit of OCD in us all...

- What are benefit classes, and why would I want to use them?
- Sometimes a general calculation will serve:
 - Life insurance expenses is on average \$2500 per head => Use calculated accounts
 - or-
 - Life insurance expense is \$2500 for some employees, \$3000 for others => Use employee classes
- But when nothing but per-person precision will do => Use benefit classes

Benefits

Company ID	Title	First name	Last name	Life Insurance		LTD		Other Medical	
				Code	Value	Code	Value	Code	Value
194922	Admissions Director	Anna	Brown	Partial	\$3,000	Senior	\$23,040	Low	\$10,000
121063	Grants Director	Frank	Elfenson	Full	\$6,000	Executive	\$43,935	High	\$35,000
146474	Admissions Manager	Steven	First	Full	\$6,000	Executive	\$43,935	High	\$35,000
194891	Supervisor	Betty	Franklin	Full	\$6,000	Senior	\$24,399.9	High	\$35,000

Benefit classes: Some work to set up, but then easy to use

- Up to 12 benefit classes may be defined (for use across company)
- Different selections for each fiscal year
- Selections imported along with other employee data:

John Doe: Life insurance -> Partial

- For new hires, another “burden” on budget holder:

Add a new hire Please answer the stepwise questions. You can always come back later and change your selections.

Step 8: Benefits

For each type of benefit available, select which applies to this new hire, and select the account that will be used for the benefit. You can copy the selections as they have been set up for another employee.

	Benefit	Target account for benefit
Life Insurance	Full: Full - \$500,000 ▼	1600: Other Benefits ▼
LTD	Executive: Executive ▼	1600: Other Benefits ▼
Other Medical	High: High ▼	1600: Other Benefits ▼

Copy benefits from an existing employee? (Select employee) ▼ **Copy**

Unsung hero: New hire policies

- Presented to budget holder on new hire policy page
- Typically things like recruiting fee, signing bonus, relocation

Add a new hire Please answer the stepwise questions to designate the details for your p
always come back later and change the details.)

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

Step 4: Review new hire policies

The following are the standard corporate policies for new hires. You may modify these expenses if necessary. If an expense does NOT apply to this particular new hire, check the appropriate box.

Page 1 of 2 Page 2 of 2

Recruiting Fee	25.00 %	<input type="checkbox"/> Does not apply
Relocation	\$10,000	<input type="checkbox"/> Does not apply
Signing Bonus	\$0	<input checked="" type="checkbox"/> Does not apply

Must be approved by HR

Set up as many as you want!

Instructions!

Budget holder control!

Different calculations!

Pay schedules: Be careful what you ask for....

- What are they, and why would I want to use them?
- Pay schedules allow budget computations to mimic actual calendar payroll schedule
- Use to get extremely accurate budget vs. actual comparison

Define pay schedules

Schedule:

This schedule is 'even pay per period'

Work start date	Work end date	Payment date	
7/1/2017	7/15/2017	7/15/2017	Delete
7/16/2017	7/31/2017	7/31/2017	Delete
8/1/2017	8/15/2017	8/15/2017	Delete
8/16/2017	8/31/2017	8/31/2017	Delete
9/1/2017	9/15/2017	9/15/2017	Delete
9/16/2017	9/30/2017	9/30/2017	Delete
10/1/2017	10/15/2017	10/15/2017	Delete
10/16/2017	10/31/2017	10/31/2017	Delete
11/1/2017	11/15/2017	11/15/2017	Delete
11/16/2017	11/30/2017	11/30/2017	Delete
12/1/2017	12/15/2017	12/15/2017	Delete
12/16/2017	12/31/2017	12/31/2017	Delete
1/1/2018	1/15/2018	1/15/2018	Delete
1/16/2018	1/31/2018	1/31/2018	Delete
2/1/2018	2/15/2018	2/15/2018	Delete
2/16/2018	2/28/2018	2/28/2018	Delete

Required for hourly employee budgeting

Configure pay schedules

	Schedule
Faculty	M17: Monthly
Full Time	M17: Monthly
Part Time	M17: Monthly
Hourly - Monthly pay	M17: Monthly
Hourly - Semimonthly pay	SM17: Semimonthly

Pay start/end date:

- We will be changing the name!
- Use only if salary is paid out during nonstandard time frame

LastName	FirstName	CurrentSalary	PayStartDate	PayEndDate
Chu	Matthew	\$ 81,352.98		
Bates	Ann	\$ 18,180.00		
McCartney	Betty	\$ 59,085.00	9/1/2016	5/31/2017
Whitestag	Ann	\$ 59,675.85		
Tattenger	Charles	\$ 55,085.40		

- Do not use for new hire (unless it's true!)
 - hire date is all that's necessary

Please always

Add a new hire

Step 6: Optional Information

This is a full-time employee

If not, enter the full-time equivalent (FTE):

Title:

Pay start date:

Pay end date:

Employee class:

Position #:

Position Description:

Employee allocations: It's nice to be wanted

- All events budgeted in home unit by the budget holder for that unit

1

LastName	FirstName	Allocation Percent	IsHome Unit	UnitCode	Unit Description
Berger	Howard	40%		10-100	President's Office
Berger	Howard	60%	X	10-900	Finance & Controller

2

Name	Headco /FTE	Allocation	Current salary	Std salary increases	Salary Increases %	Salary Increases \$	Salary Increases \$ (allocated)	New salary
Berger, Howard	← 0.600	← 60 %	← \$67,650	<input checked="" type="checkbox"/>	5 %	← \$5,638	← \$3,383	← \$71,033
Bird, Henry	← 0.750	← 75 %	← \$86,262	<input checked="" type="checkbox"/>	5 %	← \$5,751	← \$4,313	← \$90,575
Summer, James	1.000	100 %	\$105,606	<input checked="" type="checkbox"/>	5 %	\$5,280	\$5,280	\$110,886

3

Name	Allocation	Current salary	Salary Increases %	Salary Increases \$	Salary Increases \$ (allocated)
Baker, David	100 %	\$134,583	5 %	\$6,729	\$6,729
Berger, Howard	↘ 40 %	\$45,100	5 %	\$2,255	\$2,255
Bird, Henry	↘ 25 %	\$28,754	5 %	\$1,438	\$1,438
Castle, Robert	↘ 30 %	\$63,024	5 %	\$3,151	\$3,151

Calculated accounts based on headcount: Finally, something simple?

- Not the same thing has headcount-based accounts
- Available calculations:
 - \$ per head
 - \$ per head by employee class
 - % of total compensation*
 - % of total compensation* by employee class
 - \$ driver per head
- “Customize” by unit

Define account calculations

Edit	Move up level	Move down level	Level	Account #	Account description
			2	1150	Commissions
			1	10002	Undergraduate Tuition F
			1	10004	Graduate Tuition Reven
			1	1200	403b
			1	1300	Medical Benefits - FT
			1	1301	Medical Benefits - PT
			1	1302	Dental

\$[A] Per Head

[A]*[account X] + [B]*[account Y]
 \$[A] Per Head
 [A]*[account X]
 [A]*[account X] + [B]
 [A]*[account X] + ... + [H]*[account 8]
 [A]% of total compensation
 \$[A]*[Qty Driver]
 [A]% of [\$ Driver]
 \$[A] Per Head by employee class
 [A]% of total compensation by employee class
 [Qty Driver]*[account X]
 [\$ Driver] Per Head
 [\$ Driver] * [Qty drivers]
 Allocation
 [A]%*[subtotal X]

*Total compensation = Salary + raises + bonus + other comp + hourly wages

Decisions, decisions: Miscellaneous headcount configuration “switches”

1. Estimated budget impact

- Sometimes misunderstood
- Meant as an FYI; not intended as (performance-killing) exact calculation
- Exact calculation done upon Save

Configure budgeting specifics

- Est. budget impact
- Leave policy
- Employee Options
- Expense treatment
- Review Headcount

Include employment taxes in the displayed estimated budget impact?

Designate estimated employment taxes as a percent of taxable compensation:

Include employee benefits in the estimated budget impact?

Designate estimated employment benefits load, as a percent of taxable compensation:

2. Leave of absence and parental leave policy

- Parental leave applies to salary only

Configure budgeting specifics

Est. budget impact | **Leave policy** | Employee Options | Expense treatment | Review Headcount notes | Other

Allow budgeting of leave of absence? *Note: Daily compensation is suspended during the leave of absence period. However, employees may receive raises and bonuses during the leave of absence period.*

Allow budgeting of parental leave?

Designate the tiers at which salary is reduced for parental leave (x days at y% of salary, etc):

Tier 1: Employee on parental leave gets of salary for days (0 for 'thereafter')

Tier 2: Employee on parental leave gets of salary for days (0 for 'thereafter')

Tier 3: Employee on parental leave gets thereafter

Note: Daily compensation is suspended by the percent designated during the parental leave period. However, employees may receive raises and bonuses during the parental leave period.

3. Various employee options

- Use explicit YTD taxable compensation:
Improves accuracy of tax calculations
If not enabled, BudgetPak will impute YTD tax based on January 1

Configure budgeting specifics

Est. budget impact Leave policy **Employee Options** Expense treatment Review Headcount notes Other Transaction detail

How should employee pay be distributed?

This company uses explicit YTD taxable compensation

This company uses Salary Grades

This company uses Titles

This company uses Employee Classes

- This company budgets 'Salary Increases' by Employee Class
- This company budgets 'Other Compensation' by Employee Class

Use 'load on demand' for unit event default configuration?

Disable headcount editing capabilities in the headcount review section

First optional column name:

Second optional column name:

Third optional column name:

Warning: If you change any of these Employee Class settings, any existing corresponding unit defaults will be deleted automatically. For example, if you are currently budgeting bonuses by Employee Class and you change that to NOT budget by Employee Class, all the per-Employee Class settings for the bonus will be deleted automatically.

3. Various employee options

- This company uses: Salary grades/titles/employee classes
Additional options if using employee classes

Configure budgeting specifics

Est. budget impact Leave policy **Employee Options** Expense treatment Review Headcount notes Other Transaction detail

How should employee pay be distributed?

- This company uses explicit YTD taxable compensation
- This company uses Salary Grades
- This company uses Titles
- This company uses Employee Classes
 - This company budgets 'Salary Increases' by Employee Class
 - This company budgets 'Other Compensation' by Employee Class

Use 'load on demand' for unit event default configuration?

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3. Various employee options

- Load on demand:

Turn on if instructed by X Lerant support

Does no harm if turned on by accident

Configure budgeting specifics

Est. budget impact Leave policy **Employee Options** Expense treatment Review Headcount notes Other Transaction detail

How should employee pay be distributed?

- This company uses explicit YTD taxable compensation
- This company uses Salary Grades
- This company uses Titles
- This company uses Employee Classes
 - This company budgets 'Salary Increases' by Employee Class
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Use 'load on demand' for unit event default configuration?

Disable headcount editing capabilities in the headcount review section

First optional column name:

Second optional column name:

Third optional column name:

3. Various employee options

- Disabled starting set editing by budget holders:

Your call

All-or-nothing; can't grant to specific budget holders

Configure budgeting specifics

Est. budget impact Leave policy **Employee Options** Expense treatment Review Headcount notes Other Transaction detail

How should employee pay be distributed?

- This company uses explicit YTD taxable compensation
- This company uses Salary Grades
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 - This company budgets 'Salary Increases' by Employee Class
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Use 'load on demand' for unit event default configuration?

Disable headcount editing capabilities in the headcount review section

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3. Various employee options

- Optional extra employee information columns:

Displayed on screens and reports

Not otherwise used by BudgetPak

Configure budgeting specifics

Est. budget impact Leave policy **Employee Options** Expense treatment Review Headcount notes Other Transaction detail

How should employee pay be distributed?

- This company uses explicit YTD taxable compensation
- This company uses Salary Grades
- This company uses Titles
- This company uses Employee Classes
 - This company budgets 'Salary Increases' by Employee Class
 - This company budgets 'Other Compensation' by Employee Class

Use 'load on demand' for unit event default configuration?

Disable headcount editing capabilities in the headcount review section

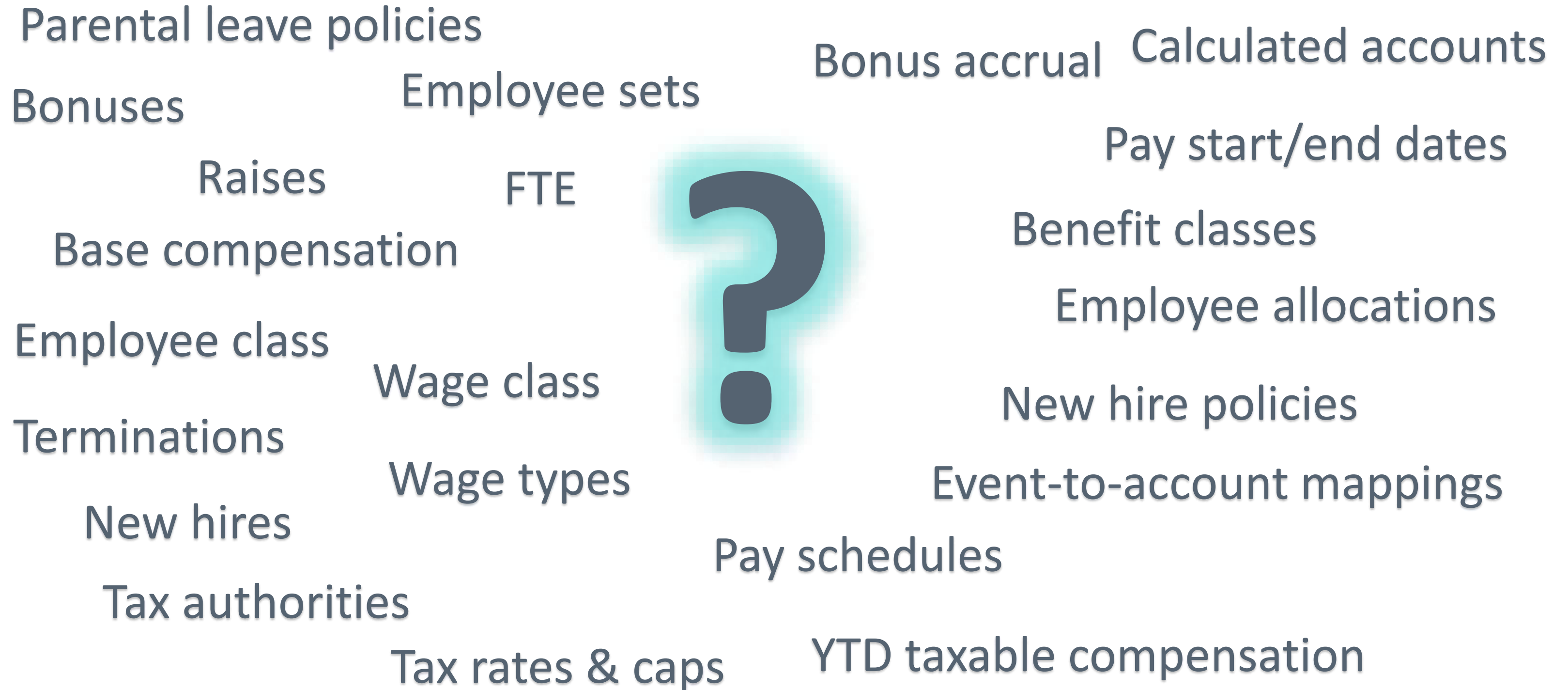
First optional column name:

Second optional column name:

Third optional column name:

Warning: If you change any of these Employee Class settings, any existing corresponding unit defaults will be deleted automatically. For example, if you are currently budgeting bonuses by Employee Class and you change that to NOT budget by Employee Class, all the per-Employee Class settings for the bonus will be deleted automatically.

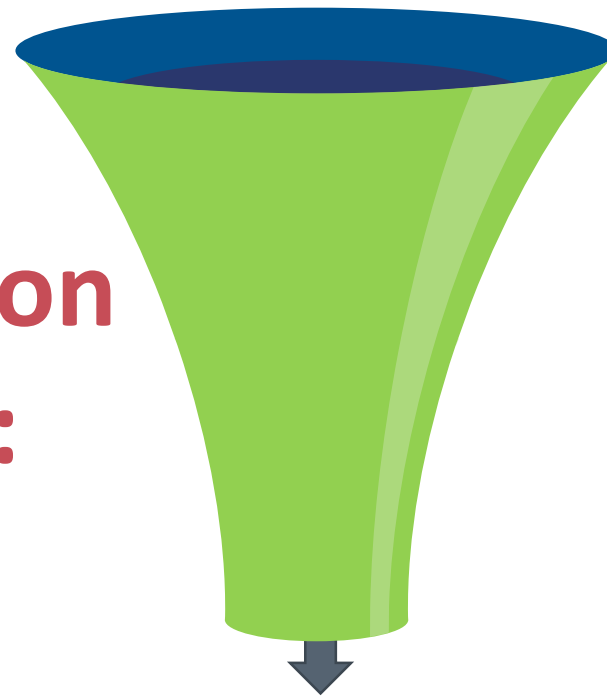
Tying it all together: What happens when you click "Save"?"



When you click "Save"

Base compensation
 Tax rates & caps
 FTE
 Employee class
 Parental leave policies
 Bonuses
 Terminations
 Raises
 Employee sets
 Tax authorities
 New hires
 Benefit classes
 Calculated accounts
 Employee allocations
 Wage class
 Wage types
 Bonus accrual
 Pay start/end dates
 Pay schedules
 Event-to-account mappings
 New hire policies
 YTD taxable compensation

The BudgetPak calculation engine kicks into gear:



Line item	Type of automatic spreading	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Salaries - Exec	None	\$43,345	\$39,151	\$43,345	\$42,823	\$44,281	\$42,461	\$32,136	\$32,136	\$31,099	\$32,136	\$31,099	\$32,136
Salaries - Non Exec PT	None	\$1,723	\$1,557	\$1,723	\$1,716	\$1,775	\$1,718	\$1,775	\$1,775	\$1,718	\$1,775	\$1,718	\$1,775
Salaries - Non Exec FT	None	\$62,509	\$56,460	\$62,509	\$62,247	\$64,384	\$62,308	\$64,384	\$64,384	\$62,308	\$64,384	\$62,308	\$64,384
Executive Compensation	None	\$0	\$0	\$0	\$11,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bonus	None	\$0	\$0	\$0	\$18,334	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Payroll Tax	None	\$8,757	\$7,512	\$8,239	\$10,431	\$8,430	\$8,123	\$7,496	\$7,496	\$7,254	\$7,496	\$6,345	\$6,076
State Payroll Tax	None	\$3,540	\$3,197	\$3,217	\$2,879	\$1,416	\$708	\$202	\$184	\$178	\$184	\$178	\$184
Other Benefits	None	\$67,117	\$60,622	\$67,117	\$65,750	\$67,970	\$65,654	\$64,136	\$64,136	\$62,067	\$64,136	\$62,067	\$64,136
Recruiting Fees	None	\$0	\$0	\$0	\$0	\$0	\$22,000	\$0	\$0	\$0	\$0	\$0	\$0
Relocation	None	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0

But what, exactly, does it do? Let's calculate:

1. The employee event “outputs” for each calendar day are computed, factoring in:
 - The timing of raises, rate increases, hire date, departure, bonus (and accrual thereof)
 - Parental leave, leave of absence, etc.
 - Pay start/end dates
 - ...and of course Leap Day
2. Employment tax “outputs” are computed by calendar day, factoring in:
 - Which outputs are taxable and which are not
 - YTD actual compensation, if provided (if not, it's imputed)
 - Configured employment tax rates and caps, as calendar year boundaries are crossed
 - Resets of YTD compensation on January 1
3. Outputs are summed and placed into fiscal days by pay schedule, factoring in:
 - The payment date in the pay schedule
 - If pay schedules are not configured, the fiscal year periods are used as the effective pay schedule



But wait, there's more...

Not done yet:

4. Fiscal days are summed into fiscal periods
5. The fiscal period sums are placed into the target accounts, by output
6. Employee allocations are performed: The target accounts are "pushed out" to other units
7. Calculated accounts involving headcount are computed (e.g., % of total comp)

The result:

Line item	Type of automatic spreading	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Salaries - Exec	None	\$43,345	\$39,151	\$43,345	\$42,823	\$44,281	\$42,461	\$32,136	\$32,136	\$31,099	\$32,136	\$31,099	\$32,136
Salaries - Non Exec PT	None	\$1,723	\$1,557	\$1,723	\$1,716	\$1,775	\$1,718	\$1,775	\$1,775	\$1,718	\$1,775	\$1,718	\$1,775
Salaries - Non Exec FT	None	\$62,509	\$56,460	\$62,509	\$62,247	\$64,384	\$62,308	\$64,384	\$64,384	\$62,308	\$64,384	\$62,308	\$64,384
Executive Compensation	None	\$0	\$0	\$0	\$11,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bonus	None	\$0	\$0	\$0	\$18,334	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Payroll Tax	None	\$8,757	\$7,512	\$8,239	\$10,431	\$8,430	\$8,123	\$7,496	\$7,496	\$7,254	\$7,496	\$6,345	\$6,076
State Payroll Tax	None	\$3,540	\$3,197	\$3,217	\$2,879	\$1,416	\$708	\$202	\$184	\$178	\$184	\$178	\$184
Other Benefits	None	\$67,117	\$60,622	\$67,117	\$65,750	\$67,970	\$65,654	\$64,136	\$64,136	\$62,067	\$64,136	\$62,067	\$64,136
Recruiting Fees	None	\$0	\$0	\$0	\$0	\$0	\$22,000	\$0	\$0	\$0	\$0	\$0	\$0
Relocation	None	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0

Q&A

Thank you!