

The background features abstract geometric shapes in shades of blue and red, primarily on the right side, with a white central area containing the text.

DBUG Escape Tips Employee Cost Reports

January 2019



POS20 Report Position Cost by Account

What is the Purpose?

- ▶ Allows Districts to view position costs for filled and vacant positions
 - ▶ This report is similar to the PayDtl02 Report
 - ▶ The difference is that the POS20 will display the Employee Cost Distribution by Account String and includes the Addition of Vacant Positions

Who should use this report?

- ▶ CBO's
- ▶ Finance Director's
- ▶ HR Director's
 - ▶ Allows the Budget Office or Site Users the ability to review the Cost of Positions whether they are currently filled or vacant

Running the Pos20: Position Cost by Account Report

[Go to HR/Payroll-Reports-Position Control](#)

The screenshot shows a web application interface for 'HR / Payroll - Reports - Position Control'. The browser address bar displays '034 - OMS'. The interface includes a navigation bar with 'List' and 'Request/Report' tabs, and a toolbar with 'Go', 'Go/Export', 'Clear', 'Prev', 'Next', 'Close', and 'Favorites' buttons. Below the toolbar, there are 'Request' and 'Report' tabs. The main content area is titled 'Request' and contains a form with the following sections:

- 1 - Report**
 - Report Number: Pos20
 - Description: Position Cost by Account
 - Report Sample: Pos20
 - Report Favorite ID:
- 2 - User Options**
 - Fiscal Year: 2019 {2018/2019}
 - Active Date:
 - Addons?: Yes - include addon earnings
 - Emp Id(s):
- 3 - Position Selection**
 - Location(s):
 - Job Cat(s): 1TCHTR {1TCHTR}
 - Job Class(s): TCHR CHTR {Teacher Charter School}
 - Barg Unit(s): 1T {Certificated}
 - Pos Type(s): 1 {Certificated}
 - PosId(s):
- 4 - Limit Position details to:**
 - Assignment Type(s):
 - Vacancies?: Yes - Include Vacancies
- 5 - Account Selection, limits positions**
 - Account Fiscal Year: 2019 {2018/2019}

Report Options

Section 2: User Options →

- ▶ **Fiscal Year**: Enter a Fiscal Year to limit the report to a particular Fiscal year
- ▶ **Active Date**: Enter a date for determining assignment characteristics. DEFAULTS to TODAY or 7/1 if a Fiscal year is specified
- ▶ **Addons**: Use the lookup to select which addons will be included in the report
- ▶ **Emp Id(s)**: Use the lookup or enter employee IDs manually, separated by a comma

| 2 - User Options | |
|------------------|------------------|
| Fiscal Year | 2019 {2018/2019} |
| Active Date | |
| Addons? | |
| Emp Id(s) | |

Addons?

Include addon earnings from Base Pay addons

Option ▲

- Include addon earnings from Base Pay addons
- Include addon earnings from Set Rate addons
- No - Do Not include addon earnings
- Yes - include addon earnings

Report Options

Section 3: Position Selection

- ▶ **Locations**: Select one or more locations to limit the report data to positions at specific locations/sites
- ▶ **Job Cat(s)/Class(s)**: Use the lookup to select one or more job cat(s)/class(s) to limit the report data
- ▶ **Barg Unit(s)**: Select one or more BU's to limit the report data
- ▶ **Pos Type(s)**: Select one or more position type(s) to limit the data
- ▶ **Pos ID(s)** - Enter one or more position IDs, separated by commas to limit the report data



| 3 - Position Selection | |
|------------------------|------------------------------------|
| Location(s) | |
| Job Cat(s) | 1CTCHTR {1CTCHTR} |
| Job Class(s) | TCHR CHTR {Teacher Charter School} |
| Barg Unit(s) | 1T {Certificated} |
| Pos Type(s) | 1 {Certificated} |
| PosId(s) | |

Report Options

Section 4: Limit Position Details to

- ▶ **Assignment Type(s)**: Select one or more assignment types to limit the report data to positions having at least one assignment matching the specified types
- ▶ **Vacancies?**: Use the lookup to include/exclude vacancies in the report data

☐ 4 - Limit Position details to:

Assignment Type(s)

Vacancies?

| Assignment Type(s) | |
|--------------------|-------------|
| Code | Description |
| EXTRA | |
| LOA | |
| LOAPAID | |
| PAID | |
| TIMECARD | |
| UNPAID | |

| Vacancies? | |
|-------------------------------|--|
| Yes - Include Vacancies | |
| Option | |
| No - Do NOT include Vacancies | |
| ONLY Vacancies | |
| Yes - Include Vacancies | |

Section 5: Account Selection, limits positions

- ▶ **Assignment Type(s)**: Select the fiscal year for the accounts (DEFAULTS to current FY)
- ▶ **Account Selection**: Enter one or more components

☐ 5 - Account Selection, limits positions

| | |
|---------------------|------------------|
| Account Fiscal Year | 2019 {2018/2019} |
| Fund | |
| Resource | |
| Year | |
| Goal | |
| Function | |
| Object | |
| School | |
| Management | |

Report Options

Section 6: Sort/Group Option →

- ▶ **Sort/Group 1-4:** Enter up to four components (e.g., Fund, Loc, Resource, Mngmt)
- ▶ **Page Break:** Choose the sort/group level at which you want to set a page break

| 6 - Account Sort/Group Options | |
|--------------------------------|---------------------------|
| Sort/Group 1 | |
| Sort/Group 2 | |
| Sort/Group 3 | |
| Sort/Group 4 | |
| Page Break | 0 {No forced page breaks} |

| Component |
|------------|
| Function |
| Fund |
| Goal |
| Management |
| Object |
| Resource |
| School |
| Year |

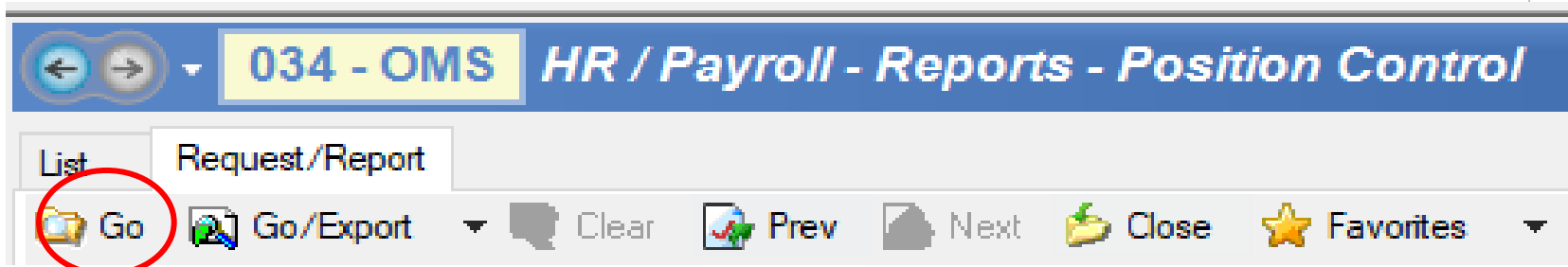
Sort/Option:

| Sort Option |
|--|
| <input checked="" type="radio"/> a) By Earnings Account, Employee Name |
| <input type="radio"/> b) By Employee Name, Earnings Account |
| <input type="radio"/> x) Go/Export - Excel Data |

(located in upper right corner of the screen)

Go to the Tool Bar and Select Go

This will generate the report based upon the search criteria



Pos20a

Position Cost by Account

| Active 07/01/2018 | | | | | | | | | | Fiscal Year 2018/19 | |
|---|--------|--------|------------------|--------------------|-------------------|------------------|-----------------|------------------|------------|---------------------|--|
| Name | ID | Acct % | FTE | Position/ Addon | Earnings | Retirement | Taxes | H & W | Other | Total | |
| Object 1100 - Teachers' Salar | | | | | | | | | | | |
| 09-0000-0-1110-1000-1100-222-0000, Teachers' Salar,Instruction,Regular Educati,Not Required | | | | | | | | | | | |
| Brown, Myrna R C | 001144 | 100.00 | 1.00000 | 255-11 | 47,982.00 | 7,811.50 | 1,194.70 | 7,570.53 | | 64,558.73 | |
| | | | | MASTER | 750.00 | 122.10 | 18.70 | | | 890.80 | |
| Employee Total | | | | | 48,732.00 | 7,933.60 | 1,213.40 | 7,570.53 | .00 | 65,449.53 | |
| Hughes, Deborah D | 000099 | 100.00 | 1.00000 | 11-11 | 75,047.00 | 12,217.70 | 1,868.70 | 6,876.00 | | 96,009.40 | |
| Quartiers, Kristin A | 000174 | 100.00 | 1.00000 | 8-11 | 37,165.72 | 6,050.59 | 918.90 | 4,776.00 | | 48,911.21 | |
| Tomas Farias, Rebecca L | 000590 | 100.00 | 1.00000 | 10-11 | 57,812.00 | 9,411.80 | 1,417.90 | 9,552.00 | | 78,193.70 | |
| Vacant | | 100.00 | 1.00000 | 8-0 | 32,265.80 | 5,252.87 | 483.98 | 3,980.00 | | 41,982.65 | |
| Account Totals | | | # of Employees 4 | | 251,022.52 | 40,866.56 | 5,902.88 | 32,754.53 | .00 | 330,546.49 | |
| | | | # of Vacancy 1 | | | | | | | | |
| Object 1130 - Teachers' Sals | | | | | | | | | | | |
| 09-0000-0-1110-1000-1130-222-SUPP, Teachers' Sals,Instruction,Regular Educati,Suppl/Con | | | | | | | | | | | |
| Hughes, Deborah D | 000099 | | | REGD | 407.86 | 66.40 | 10.15 | | | 484.41 | |
| Quartiers, Kristin A | 000174 | | | REGD | 417.59 | 67.98 | 10.39 | | | 495.96 | |
| Account Totals | | | # of Employees 2 | | 825.45 | 134.38 | 20.54 | .00 | .00 | 980.37 | |
| Org Total | | | | | 251,847.97 | 41,000.94 | 5,923.42 | 32,754.53 | .00 | 331,526.86 | |

just an
Example

PayDtl02 Report

Employee Cost Distribution by Account

PayDtl02a

Employee Cost Distribution by Account

| No Date Range Selected | | | | | | | | | | Fiscal Year 2018/19 |
|--|--------|-------------------|--------|-----------------------|--------------------|------------------|-----------------|------------------|------------|---------------------|
| Name | ID | Earnings | Acct % | FTE | Position/ Addon | Retirement | Taxes | H & W | Other | Total |
| Fund 01 - General Fund, Object 1130 - Teachers' Sals | | | | | | | | | | |
| 01-0000-0-1110-1000-1130-120-PD, Teachers' Sals,Instruction,Regular Educati,Prof Dev | | | | | | | | | | |
| Quartiers, Kristin A | 000174 | 130.00 | 100.00 | | CEADDLHR | 21.16 | 3.24 | | | 154.40 |
| 01-4035-0-1110-1000-1130-120-BTSA, Teachers' Sals,Instruction,Regular Educati,Beg Teacher Pro | | | | | | | | | | |
| Tomas Farias, Rebecca L | 000590 | 1,250.00 | 100.00 | | BTSA | 203.50 | 31.10 | | | 1,484.60 |
| Totals for Fund 01 - General Fund, Object 1130 - Teachers' Sals | | | | | | | | | | |
| | | 1,380.00 | | | | 224.66 | 34.34 | .00 | .00 | 1,639.00 |
| Totals for Fund 01 - General Fund | | | | | | | | | | |
| | | 1,380.00 | | | | 224.66 | 34.34 | .00 | .00 | 1,639.00 |
| Fund 09 - MW Charter, Object 1100 - Teachers' Salar | | | | | | | | | | |
| 09-0000-0-1110-1000-1100-222-0000, Teachers' Salar,Instruction,Regular Educati,Not Required | | | | | | | | | | |
| Brown, Myrna R C | 001144 | 47,982.00 | 100.00 | 1.00000 | 255-11 | 7,811.50 | 1,194.70 | 7,570.53 | | 64,558.73 |
| | | 750.00 | 100.00 | | MASTER | 122.10 | 18.70 | | | 890.80 |
| Employee Total | | 48,732.00 | | | | 7,933.60 | 1,213.40 | 7,570.53 | .00 | 65,449.53 |
| Hughes, Deborah D | 000099 | 75,047.00 | 100.00 | 1.00000 | 11-11 | 12,217.70 | 1,868.70 | 6,876.00 | | 96,009.40 |
| Quartiers, Kristin A | 000174 | 76,837.00 | 100.00 | 1.00000 | 8-11 | 12,509.10 | 1,900.20 | 9,552.00 | | 100,798.30 |
| Tomas Farias, Rebecca L | 000590 | 57,812.00 | 100.00 | 1.00000 | 10-11 | 9,411.80 | 1,417.90 | 9,552.00 | | 78,193.70 |
| Account Totals | | 258,428.00 | | # of Employees | 4 | 42,072.20 | 6,400.20 | 33,550.53 | .00 | 340,450.93 |

Pay09 Report

Labor Distribution Summary

Pay09a

Labor Distribution Summary

| No Date Range Selected | | | | | | | | | | | Fiscal Year 2018/19 | |
|---|--------------|-------------------|------------------|--------------|-----------------|------------------|---------------|-----------------|-------------------|------------------|---------------------|-------------------|
| Name | (ID) SSN4 | Earnings | STRS 3100 | PERS 3200 | SS/Medi 3300 | H/W 3400 | SUI 3500 | WC 3600 | Ret Bnfts 3700 | Pers Red 3800 | Othr Bens 3900 | Total |
| Fund 09 - MW Charter, Object 1100 - Teachers' Salar | | | | | | | | | | | | |
| 09-0000-0-1110-1000-1100-222-0000, Teachers' Salar,Instruction,Regular Educati,Not Required | | | | | | | | | | | | |
| Bowe, D. E | (000932)3897 | 30,101.00 | 4,900.50 | | 436.50 | | 15.10 | 298.00 | | | | 35,751.10 |
| Brown, Myr | (001144)3742 | 48,732.00 | 7,933.60 | | 706.60 | 7,570.53 | 24.40 | 482.40 | | | | 65,449.53 |
| Hughes, De | (000099)9878 | 75,047.00 | 12,217.70 | | 1,088.20 | 6,876.00 | 37.50 | 743.00 | | | | 96,009.40 |
| Quartiers, | (000174)1697 | 37,165.72 | 6,050.59 | | 532.58 | 4,776.00 | 18.37 | 367.95 | | | | 48,911.21 |
| Tomas Fari | (000590)5142 | 57,812.00 | 9,411.80 | | 817.40 | 9,552.00 | 28.20 | 572.30 | | | | 78,193.70 |
| Account Totals | | 248,857.72 | | .00 | | 28,774.53 | | 2,463.65 | | .00 | .00 | 324,314.94 |
| | | | 40,514.19 | | 3,581.28 | | 123.57 | | | | .00 | |
| Fund 09 - MW Charter, Object 1130 - Teachers' Sals | | | | | | | | | | | | |
| 09-0000-0-1110-1000-1130-222-0000, Teachers' Sals,Instruction,Regular Educati,Not Required | | | | | | | | | | | | |
| Hughes, De | (000099)9878 | 500.00 | 81.40 | | 7.29 | | .30 | 5.00 | | | | 593.99 |
| 09-0000-0-1110-1000-1130-222-SUPP, Teachers' Sals,Instruction,Regular Educati,Suppl/Con | | | | | | | | | | | | |
| Hughes, De | (000099)9878 | 407.86 | 66.40 | | 5.92 | | .20 | 4.03 | | | | 484.41 |
| Quartiers, | (000174)1697 | 417.59 | 67.98 | | 6.06 | | .20 | 4.13 | | | | 495.96 |
| Account Totals | | 825.45 | | .00 | | .00 | | 8.16 | | .00 | .00 | 980.37 |
| | | | 134.38 | | 11.98 | | .40 | | | | .00 | |
| 09-0000-0-1110-1000-1130-222-TECH, Teachers' Sals,Instruction,Regular Educati,Tech Plan | | | | | | | | | | | | |
| Tomas Fari | (000590)5142 | 1,500.00 | 244.20 | | 21.79 | | .80 | 14.81 | | | | 1,781.60 |
| Totals for Fund 09 - MW Charter, Object 1130 - Teachers' Sals | | | | | | | | | | | | |
| | | 2,825.45 | | .00 | | .00 | | 27.97 | | .00 | .00 | 3,355.96 |
| | | | 459.98 | | 41.06 | | 1.50 | | | | .00 | |
| Totals for Fund 09 - MW Charter | | | | | | | | | | | | |
| | | 251,683.17 | | .00 | | 28,774.53 | | 2,491.62 | | .00 | .00 | 327,670.90 |
| | | | 40,974.17 | | 3,622.34 | | 125.07 | | | | .00 | |