

## ROSTER STAFFING/STAFFING REPORT BY EXPENSE BUDGET

### Purpose

To show actual cumulative salary/fringe costs through a designated pay period end date and anticipated salary/fringe costs for the remainder of the fiscal year. Data is organized by funding source and employee.

### Use

As a manager's tool for understanding and estimating salary/fringe costs for the fiscal year.

### Advice

- Manager must ensure that the information on the report (which is based on the position data in SEMA4) accurately reflects the actual staffing plan for the reported funding source. If the actual staffing plan differs from the position data in SEMA4, the projections on this report will not be accurate. In these cases, the manager should contact HR to request the appropriate position changes in SEMA4 in order to improve the cost projection information on the report.
- Pay particular attention to vacant positions that show projected future costs on the report to ensure that these positions will indeed be filled and that the projected future costs are accurate.
- For vacant positions that show project future costs even though there is no foreseeable intent to fill, contact HR to request that the Intend to Fill Date in SEMA4 be removed or extended as appropriate.

Report Column/Field	Description
EMPLOYEE NAME	Employee name
POS NBR	Unique number assigned to a position number in SEMA4
POS DESCR	The classification title assigned to a position
FND %	Reflects the default position funding percentage that is pointed to the account being reported
FTE	Full-Time Equivalent – Indicates the percent of full-time equivalency, which is the percentage of full-time that employees normally work on their jobs.
FND BEG DT	Indicates the date that the current position funding breakdown was originally established
POS END DATE	If the position is temporary, the position's end date will be reported here
EXPENDITURES	Actual expenditures by employee through the pay period end date listed at the top left corner of the report. Note that actual expenditures are broken down by salary (compensation amounts paid to the employee) and fringe benefits (Retirement, FICA and Insurance.) A total of salary and fringe expenditures by employee is also provided.
OBLIGATIONS	Payroll projections by employee for the remainder of the fiscal year (or through the end date for a temporary position)
TOTAL ANNUAL PROJECTED COST	Total projected payroll costs by employee for the fiscal year (equals EXPENDITURES plus OBLIGATIONS)
INTEND TO FILL DATE	If the position contains an Intend to Fill date in SEMA4, that date will appear here. An Intend to Fill date should be used to indicate the anticipated hire date for each position that is yet to be filled so cost projections will reflect this anticipated hire date.
SEASON BEGIN/END DATES	Expected start and end dates for seasonal positions. These dates are used only for cost projection purposes.