MANAGEMENT AND BUDGET

Compensation Analysis Reporting Tool User Guide

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Introduction

The Compensation Analysis Reporting Dashboard is an OBIEE reporting tool created by MMB Budget Planning and Operations to assist agencies with budgeting for compensation costs. Part of the SWIFT Data Warehouse, the Compensation Analysis Reporting Tool dashboard has an array of reports that pull detailed data on an agency's employee compensation costs and funding from both SEMA4 and SWIFT. These reports can be used for analyzing an agency's current budget or projecting future compensation costs for biennial budget planning. MMB Budget Planning and Operations can be contacted for assistance with the tool by sending an email to <u>budget.finance.mmb@state.mn.us</u>

Access to SWIFT Data Warehouse

The dashboard is part of the SWIFT Data Warehouse. Users will need to have a login and password to the Administrative Portal for the SWIFT Data Warehouse. To secure access, complete the <u>Request for</u> <u>Access to SWIFT Statewide Systems</u> and submit to <u>sema4.security.mmb@state.mn.us</u>. Contact the SWIFT Helpdesk at 651-201-8100, option 2 or <u>swifthelpdesk.mmb@state.mn.us</u>, if you have questions.

Users will need access to HR and Payroll data related to the following subject areas: Labor Distribution (Roster Staffing) and Payroll Funding Salary FTE (Salary Projections and Position Funding). Please contact <u>sema4.security.mmb@state.mn.us</u>, if you need help identifying what access to select within the form.

Where to Find the Dashboard

- 1. Login to the Administrative Portal: <u>http://portal.swift.state.mn.us/</u>
- 2. Click on SWIFT Data Warehouse Access on the Enterprise Menu



3. Click on Warehouse Reporting



4. On the Warehouse Reporting Home page, click on the link under Other-Dashboards, called "Compensation Analysis Reporting Tool"



npensation Analysis Reporting Tool			Home Catalog	Favorites - Dashboards -	🤮 New 👻 🛛 🛅 Open 👻 🛛 Signed In J	s Miller,Jaclyn
shboard Menu Roster Staffing Current Year RS Current Export Roster Staf	Ing Projections RS Projections Export Salary Proje	ections by Appropriation Sal	ary Projections by Fin Dept	Chartfield Lookup		Ε.
	Compensation Ana	alysis Reporti	ng Tool			
	For instructions, click <u>Sample</u> For questions or assistance conta	e Link (insert additional text he act: Budget.Finance.MMB@stat				
	Report D	Descriptions:				
Roter Staffing Current Yoar This report displays roster staffing by employee for the current fiscal year. It gives the he funding % and budget source detail for that position number. Report gives Salary i here is summary total by Account. User is also able to export the table separately. Thi	nd Fringe amounts based on Expenditures, Obligations a					
5 Current Event his report provides roster staffing by employee and is set-up to be easily exported. It rojected Amounts. User can select an Agency, Fund, Appropriation, FinDeptID, Accou	gives the Appropriation, FinDept, Fund, employee name, it, and Bargaining Unit. This report is recommended for	e, position number, position de year-round use.	scription, bargaining unit, acco	unt and Salary and Fringe amou	nts based on Expenditures, Obligation	is and Total
oster Staffing Protections his report is a salary projection by employee for future fiscal years. It gives the emplo defond incremental increase to see projections based on any number they choose. I rectly to Position Funding with a display of the funding % and budget detail for that ju-	Iser can select a Budget Year, Agency, Fund, Appropriati	tion, FinDeptID, Account, Barg	aining Unit and Agency Increm			
2 Protections Export his report provides salary projection by employee for looking at future fiscal years an mounts. Agencies are also able to add an additional incremental increase to see proje be bennial Budget Preparation.						
alery Protections by Appropriation his report provides a summary of Salary Projections based on Appropriation. It pulls d saled on any number they choose. User can select a Budget Year, Agency, Appropriat reparation.	ata from the Salary Projection Report to give Salary and n, Bargaining Unit and Agency Incremental Increase Ar	f Fringe amounts based on An mount. This report doesn't pro	nual Projected Total Amounts. vide employee detail funding ir	Agencies are also able to add an formation. This report is recom	additional incremental increase to se mended to be used during the Biennia	e projections I Budget
alary Projections by Fin Dead Tris report provides a summary of Salary Projections based on FinDeptID. It pulls data a any number they choose. User can select an Agency, Appropriation, Budget Yoar, B						

Detailed Descriptions of the Dashboard Reports

Roster Staffing Current Year:

The **Roster Staffing Current Year** report contains Salary and Fringe amounts based on Expenditures, Obligations and Projected Amounts; along with Totals column, calculating the sum of salary and fringe. The system allows users to interact with the report by using filters to set parameters for controlling the final report output. Users can filter the report by Budget Year, Agency, Fund, Appropriation, FinDeptID, Account, and Bargaining Unit.

Parameter Selections:

Compensation Analysis	Home
Dashboard Menu Roster Staffing Current Year	RS Current Export Roster Staffing Projections RS Projections Export Salary Projections by Appropriation Salary Projections by Fin Dept
* Budget Year 2017 💌 * Agency G10 - Mn Manage	ment & Bud 💌 * Fund 1000 - General 💌 * Appropriation (All Column Values) 💌 * FinDept (All Column Values) 💌
* Budget Year 2017 💌 * Agency Gid - Min Manage	* Account (All Column Values) Barg. Unit (All Column Values)
	Apply Reset -
-	

The top half of the report displays detail by Position Number for the current fiscal year. Grouped by Fund, Appropriation, FinDeptID. It includes the Employee Name, Position Number, Position Description, Bargaining Unit, Account, and Account Description.

Roster Staffing Current Ye	ear														
Time run: 8/18/2016 11:07:49	AM														
Expenditures as of PPE:	07/26/16 Bud	get Year: 2017 Agency G	10	Mn Ma	anagement & Budge	et									
Appropriation: G10XXXX	Ace	counting Support	FinDept: 0	G10XXXXX	General	Ledger Supp	ort Fund: 1000	General							
Employee Name	Position Number	Position Description	Bargaining Unit	Account	Account Description	Position FTE	Expenditures Salary Amount	Expenditures Fringe Amount	Expenditures Total Amount		Obligations Fringe Amount	Obligations Total Amount	Annual Projected Salary Amount	Annual Projected Fringe Amount	Annual Projected Total Amount
Doe1, John	01111111	Management Analyst 1	214 - MAPE	41000	Full Time - Salary	1.00	\$2,875.68	\$896.61	\$3,772.29	\$39,789.22	\$12,069.12	\$51,858.34	\$42,664.90	\$12,965.73	\$55,630.63
Doe2, John	01122222	State Prog Admin Prin	214 - MAPE	41000	Full Time - Salary	1.00	\$3,752.64	\$1,007.79	\$4,760.43	\$52,271.93	\$13,633.50	\$65,905.43	\$56,024.57	\$14,641.29	\$70,665.86
VACANT	01133333	State Prog Admin Prin	N/A - NotAvi	41000	Full Time - Salary	1.00	\$0.00	\$0.00	\$0.00	\$27,237.60	\$2,083.72	\$29,321.32	\$27,237.60	\$2,083.72	\$29,321.32
Total							\$6,628.32	\$1,904.40	\$8,532.72	\$119,298.75	\$27,786.34	\$147,085.09	\$125,927.07	\$29,690.74	\$155,617.81

The position number serves as hyperlink that will take you directly to Position Funding and it displays the funding % and budget source detail for that position.

Position Fundin		mber nagement & Bu	dget												
Position Number	Employee Name	-	-	Position FTE Pct		Fund Effective Date	Appropriation ID	Appropriation Description	FinDept ID			Description		Fill Date	Seasonal/ Temporary End Date
01111111	Doe1,John	A - Approved	Management Analyst 1	1.00	100.00	08/24/15	G10XXXX	Accounting Support		General Ledger Support	1000	General	08/24/15		
Position Num is eq	ual to 01111111						1			1					

The bottom half displays summary total by Account. Users are also able to export the table separately. This report is recommended for year-round use.

	taffing Current Ye	ar: Summary by Account								
Expendit	ures as of PPE:	07/26/16 Budget Year: 2017 Age	ncy: G10 Mn Man	agement & Budget						
Account	Account	Expenditures Salary Amount	Expenditures Fringe	Expenditures Total Amount	Obligations Salary Amount	Obligations Fringe	Obligations	Annual Projected	Annual	Annual Projected
41000	Full Time - Salary	\$6,628.32	\$1,904.40	\$8,532.72	\$119,298.75	\$27,786.34	\$147,085.09	\$125,927.07	\$29,690.74	\$155,617.
		\$6,628.32	\$1,904.40	\$8,532.72	\$119,298.75	\$27,786.34	\$147,085.09	\$125,927.07	\$29,690.74	\$155,617.
	ures as of PPE:	07/26/16 Budget Year: 2017 Age		agement & Budget						
Expendit		07/26/16 Budget Year: 2017 Age	ncy: G10 Mn Man	agement & Budget General Ledger Support	Fund: 1000 General	I				
Total Expenditi Appropria Account		07/26/16 Budget Year: 2017 Age	ncy: G10 Mn Man FinDept: G10XXXXX (Obligations Fringe	Obligations	Annual Projected	Annual	Annual Projecte
Expendit Appropri	ation: G10XXXX	07/26/16 Budget Year: 2017 Age Accounting Support	ncy: G10 Mn Man FinDept: G10XXXXX (General Ledger Support		Obligations Fringe Amount	-	Annual Projected Salary Amount	Annual Projected Fringe Amount	Annual Projecte Total Amount
Expendit Appropri	ation: G10XXXX	07/26/16 Budget Year: 2017 Age Accounting Support	ncy: G10 Mn Man FinDept: G10XXXXX (Expenditures Fringe Amount	General Ledger Support	Obligations Salary Amount	Amount	Total Amount	Salary Amount	Projected Fringe Amount	

RS Current Export:

This report provides roster staffing by employee and is designed to be easily exported. It provides the Appropriation, FinDeptID, Fund, Employee Name, Position Number, Position Description, Bargaining Unit, Account and Salary and Fringe amounts based on Expenditures, Obligations and Total Projected Amounts. User can select an Agency, Fund, Appropriation, FinDeptID, Account, and Bargaining Unit. This report is recommended for year-round use.

Depasor	Budget.	Agency	Agency Name	Appropriation	Appropriation Name	FinDept 10	PinDept Name	Fund	Fund	Employee	Pestion	Position Description	Barganning	Account	ACCOUNTS	Pesition	Expenditores	Expenditures	E-penditures	Obligations	Comprises	Obligations	Annual	Arrual Projected	Annual Projected
PPE	Year	Code		10				Code	Name	Same	Number		Unit.		Description	PTL	Salary Amount	Fringe Amount	Total Amount	Salary Amount	fringe Amount		Projected Safery Amount	Fringe Amount	Tetal Amount
07/26/14	2017	610	Mn Management & Budget	6300000	Accounting Support	61000000	General Ledger Support	1000	General	Doe1, John	0111111	Management Analyst 1	254 - MAPE	41000	Full Time - Salary	1.00	\$2,875.68	\$896.61	\$3,772.29	\$39,749.22	\$12,069.12	\$\$1,858.34	\$42,664.90	\$12,965.71	\$55,630.63
07/26/28	2017	610	Mn Management & Budget.	6100000	Accounting Support	\$100000	General Ledger Support	1000	General	Doe2, John	01122222	State Prog Admin Print	214-MAPE	41000	Full Time - Salary	1.00	\$3,752.64	51,007.79	\$4,760.43	\$52,271.93	\$13,633.50	\$65,905.43	\$56,024.57	\$14,641.29	\$70,665.88
07/26/26	2017	\$10	Mn Management & Budget	0100000	Accounting Support	61000000	General Ledger Support	1000	General	VACANT	01133333	State Prog Admin Prin	N/A-NotAut	41000	Full Time - Salary	1.00	\$0.00	\$9.00	\$0.00	\$27,237.60	\$2,083.72	\$29,321.32	\$27,237.60	\$2,063.72	529,321,32
					A second of a second second second second							Frankright Barbara B													

Roster Staffing Projections:

This **Roster Staffing Projections** report is used to calculate employee Salary and Fringe projections for future fiscal years. The system allows users to interact with the report by using filters to set parameters for controlling the final report output. Users can filter the report by Budget Year, Agency, Fund, Appropriation, FinDeptID, Account, and Bargaining Unit and can add an additional incremental increase to see projections based on a percentage they choose.

Compensation Analysis	
Dashboard Menu Roster Staffing Current Year RS Current Export Roster Staffing Projections	RS Projections Export Salary Projections by Appropriation Salary Projections by Fin Dept Chartfield Lookup
* Budget Year 2018 💌 * Agency G10 - Mn Management & Bud 💌 * Fund 1000 - General	* Appropriation (All Column Values) * FinDept ID (All Column Values)
* Account (All Column Values) Barg, Unit (All Column Values)	MMB Increase % 0.00 Agency Increase % 1.00
	Apply Reset -

The top half of the report displays the Employee Name, Position Number, Position Description, Bargaining Unit, Account, and FTE; along with Salary and Fringe amounts based on Total Projected Amounts.

Roster Staffing Salary Project Time run: 8/18/2016 12:26:46 PM													
Projections as of PPE: Appropriation G10XXXX	7/26/2016 Budget Acc	: Year: 2018 Agency: G10 counting Support		In Manag OXXXXX	ement & Budget General	Ledger Su	oport Fund: 1000	General					
Employee Name	Position Number	Position Description	Bargaining Unit	Account	Account Description	Position	Annual Projected Salary	Annual Projected Fringe	Annual Projected	Number of Years	Agency Increase	Agency Total	Projected Total plus
						FTE			Total	Projected	% (per year)	Increase Amount	Agency Increase
Doe1, John	01111111	Management Analyst 1	214 - MAPE	41000	Full Time - Salary	1.00	\$43,881.84	\$13,809.42	\$57,691.26	1	1.00%	\$576.91	\$58,268.17
Doe2, John	01122222	State Prog Admin Prin	214 - MAPE	41000	Full Time - Salary	1.00	\$57,826.16	\$15,552.61	\$73,378.77	1	1.00%	\$733.79	\$74,112.56
Total							\$101,708.00	\$29,362.03	\$131,070.03			\$1,310.70	\$132,380.73

The position number serves as hyperlink that will take you directly to Position Funding with a display of the funding % and budget detail for that position number. This report is recommended to be used during the biennial budget preparation.

Position Funding by	Position Numb	er															
Agency: G10	Mn M	anagement & B	udget														
Position Number	Employee Name	Position Status	Position Description	Position	Fund%	Fund Effective	Appropriation	Appropriation	FinDept ID	FinDept Description	Fund Code	Fund	Position	Position End	Intend To	Seasonal/Temporary	Seasonal/Temporary
				FTE Pct		Date	ID	Description				Description	Effective Date	Date	Fill Date	Start Date	End Date
01111111	Doe1,John	A - Approved	Management Analyst 1	1.00	100.00	08/24/15	G10XXXX	Accounting Support	G10XXXXX	General Ledger Support	1000	General	08/24/15				
Position Num is equal t	o 01111111																

The bottom half displays the totals by Account for Agency followed by totals by Account for FinDeptID:

Roster St	affing Projections: Su	immary by Account						
Expendit	ures as of PPE:	7/26/2016 Budget Year: 2	018 Agency: G10 Total					
Account	Account Desc	Annual Projected Salary	Annual Projected Fringe	Annual Projected Total	#of Years Projected	Agency Increase % (per year)	Agency Total Increase Amount	Projected Total plus Agency Increase
41000	Full Time - Salary	\$101,708.00	\$29,362.03	\$131,070.03	1	1	\$1,310.70	\$132,380.73
Total		\$101,708.00	\$29,362.03	\$131,070.03			\$1,310.70	\$132,380.73
Appropri	ation: G10XXXX	Accounting Support	FinDept: G10XXXXX	gement & Budget General Ledger Sup				
Account	Account Desc	Annual Projected Salary	Annual Projected Fringe	Annual Projected Total	#of Years Projected	Agency Increase % (per year)	Agency Total Increase Amount	Projected Total plus Agency Increase
41000	Full Time - Salary	\$101,708.00	\$29,362.03	\$131,070.03	1	1	00% \$1,310.70	\$132,380.73
Total		\$101,708.00	\$29,362.03	\$131,070.03			\$1,310.70	\$132,380.7

RS Projections Export:

This report provides salary projection by employee for looking at future fiscal years and is designed to be easily exported. The system allows users to interact with the report by using filters to set parameters for controlling the final report output. Users can filter the report by Budget Year, Agency, Fund, Appropriation, FinDeptID, Account, and Bargaining Unit. This report is recommended to be used during the biennial budget preparation.



The report is populated with Employee Name, Position Number, Position Description, Bargaining Unit, Account, and FTE; along with Salary and Fringe amounts based on Total Projected Amounts. Users can add an additional incremental increase to see projections based on a percentage they choose.

rojections Budge	t Agency	Agency Name	Appropriation	Appropriation Name	FinDeptID	FinDept Name	Fund.	Fund	Employee	Position	Position Description	Bargaining .	Account	Account	Position	Annual Projected	Annual Projected	Annual Projected	Number of	Agency Increase %	Agency Total	Projected Total plus
as of PPE Year	Code		10				Code	Name	Nette	Number		Unit		Description	FTE	Salary	Fringe	Total	Tears Projected	(peryear)	Increase Amount	Agency Increase
7/26/2016 2018	610	Mn Menagement & Budget	610000X	Accounting Support	9100XXX	General Ledger Support	1000	General	Doe1, John	01111111	Management Analyst 1	214 - MAPE	41000	Full Time - Salary	1.00	543,881.84	\$13,809.42	\$57,691,26	1	1.00%	5576.91	\$58,268.17
/26/2016 2018	810	Mn Management & Budget	BIDKKKX	Accounting Support	0100000	General Ledger Support	1000	General	Ope2, John	61122222	State Prog Admin Prin	214 - MAPE	41000	Full Time - Salary	1.00	\$57,826.16	\$15,552.61	\$73,378.77	1	2.00%	\$783.79	\$74,112.50

Salary Projections by Appropriation:

This report provides a summary of Salary Projections based on Appropriation. It pulls data from the Salary Projection Report to provide Salary and Fringe amounts based on Annual Projected Total Amounts. Users can filter the report by Budget Year, Agency, Appropriation, and Bargaining Unit and can add an additional incremental increase to see projections based on a percentage they choose. This report doesn't provide employee detail funding information. It is recommended to be used during the biennial budget preparation.

* Budget Year 2018 💌 * Agency (610 - Mn Management & Bud 💌 * Appropriation (6100086 - Enterprise Learning 🗶 Barg. Unit (All Column Values) 💌 MMB Increase % 💿 0.00 Agency Increase % 1.00											
Apply.] Reset -											
~											
Salary Projection Appropriation Summary Projections as of PPE: 7/26/2016 Budget Year: 2018 Agency: G10 Mn Management & Budget											
Appropriation ID	Appropriation Description	Fund Code	Fund Description	Bargaining Unit	Annual Projected Salary	Annual Projected Fringe	Annual Projected Total	# of Years Projected	Agency Increase % (per year)	Agency Total Increase Amount	Projected Total plus Agency Increase
G100086	Enterprise Learning & Devlopme	5200	Management Analysis	206 - AFSCME	\$87,493.12	\$40,272.14	\$127,765.26	1	1.00%	\$1,277.65	\$129,042.91
				214 - MAPE	\$129,321.60	\$32,993.34	\$162,314.94	1	1.00%	\$1,623.15	\$163,938.09
				220 - Unrep	\$292,886.88	\$90,588.66	\$383,475.54	1	1.00%	\$3,834.76	\$387,310.30
G100086 Total					\$509,701.60	\$163,854.14	\$673,555.74			\$6,735.56	\$680,291.30
G100102	Statewide Executive Recruiter	2001	Other Misc Special Revenue	217 - Unrep	\$47,299.20	\$13,829.25	\$61,128.45	1	1.00%	\$611.28	\$61,739.73
				220 - Unrep	\$131,435.20	\$39,046.53	\$170,481.73	1	1.00%	\$1,704.82	\$172,186.55
				N/A - NotAvi	\$39,020.80	\$2,985.06	\$42,005.86	1	1.00%	\$420.06	\$42,425.92
G100102 Total					\$217,755.20	\$55,860.84	\$273,616.04			\$2,736.16	\$276,352.20
C+00+07	Return of Taxpayer Investment	1000	General	214 - MAPE	\$101,708.00	\$29,362.03	\$131,070.03	1	1.00%	\$1,310.70	\$132,380.73
G100105											
G100105 G100105 Tota/			General		\$101,708.00	\$29,362.03	\$131,070.03			\$1,310.70	\$132,380.73

Salary Projections by FinDeptID:

This report provides a summary of Salary Projections based on FinDeptID. It pulls data from the Salary Projection Report to give Salary and Fringe amounts based on Annual Projected Total Amounts. Users can filter the report by Budget Year, Agency, Appropriation, and FinDeptID and can add an additional incremental increase to see projections based on a percentage they choose. This report doesn't provide employee detail funding information. It is recommended to be used during the biennial budget preparation.

	alysis											Home	Catalog Favorites - Dashbo
shboard Menu	Roster Staffing Current Year	RS Ourrent I	Export Roster Staffing Proje	ctions	RC Projections Export	Calany Drojection	e by Appropriation	alary Projections by F	in Dent Chartfiel	ld Lookup			
incoard mend	Rober Stanling Content Tear	no comenci	Coport Roader Starring Proje	coons	no Projectoria Export	balary Projection	a by Appropriation	anary Projections by I	in Dept	in coortop			
					1 1 1	ALC I I		Barg, Unit (All Colu		1			
* Budget Year	2018 💌 * Agency G10 - Mn Ma	inagement & Bud	 Appropriation G100086 - 	Enterpris		All Column Va			mn Values) 🛛 🖻	2			
					MMB Increase 9	6 💿 0.00	Ager	ncy Increase % 1.00					
									Apply Reset -				
									Apply Reset +				
lam. Design	tion FinDept Summary												
lary projec	cion Findept Summary												
Projections as	s of PPE: 7/26/2016 Budget Year:	2018 Agency:	G10 Mn Management & Buo	iget									
	D Appropriation Description												
ppropriation II													
100086	Enterprise Learning & Devlopme			Fund Cod 5200	Management Analysis	206 - AFSCME	\$87,493.12	\$40,272.14	\$127,765.26	1	1.00%	\$1,277.65	\$129,04
3100086					Management Analysis	206 - AFSCME 214 - MAPE	\$87,493.12 \$129,321.60	\$40,272.14 \$32,993.34	\$127,765.26 \$162,314.94	1 1	1.00%	\$1,277.65 \$1,623.15	\$129,04
\$100086		G1037610	Training & Development		Management Analysis	206 - AFSCME	\$87,493.12 \$129,321.60 \$292,886.88	\$40,272.14 \$32,993.34 \$90,588.66	\$127,765.26 \$162,314.94 \$383,475.54	1 1	1.00%	\$1,277.65 \$1,623.15 \$3,834.76	\$ \$129,04 \$ \$163,93 \$ \$387,31
	Enterprise Learning & Devlopme		Training & Development		Management Analysis	206 - AFSCME 214 - MAPE	\$87,493.12 \$129,321.60 \$292,886.88 \$509,701.60	\$40,272.14 \$32,993.34 \$90,588.66 \$163,854.14	\$127,765.26 \$162,314.94 \$383,475.54 \$673,555.74	1 1 1	1.00%	\$1,277.65 \$1,623.15 \$3,834.76 \$6,735.56	\$129,04 \$163,93 \$387,31 \$680,29
:100086 Total	Enterprise Learning & Devlopme	G1037610 G1037610 Total	Training & Development	5200	Management Analysis	206 - AFSCME 214 - MAPE 220 - Unrep	\$87,493.12 \$129,321.60 \$292,886.88 \$509,701.60 \$509,701.60	\$40,272.14 \$32,993.34 \$90,588.66 \$163,854.14 \$163,854.14	\$127,765.26 \$162,314.94 \$383,475.54 \$673,555.74 \$673,555.74	1 1 1	1.00%	\$1,277.65 \$1,623.15 \$3,834.76 \$6,735.56 \$6,735.56	\$129.04 \$163.93 \$387.31 \$680,29 \$680,29
:100086 Total	Enterprise Learning & Devlopme	G1037610 G1037610 Total	Training & Development		Management Analysis Other Misc Special Revenue	206 - AFSCME 214 - MAPE 220 - Unrep 217 - Unrep	\$87,493.12 \$129,321.60 \$292,886.88 \$509,701.60 \$509,701.60 \$47,299.20	\$40,272.14 \$32,993.34 \$90,588.66 \$163,854.14 \$163,854.14 \$163,854.14	\$127,765.26 \$162,314.94 \$383,475.54 \$673,555.74 \$673,555.74 \$673,555.74		1.00%	\$1,277.65 \$1,623.15 \$3,834.76 \$6,735.56 \$6,735.56 \$61,735.56	\$129,04 \$163,93 \$163,93 \$187,33 \$680,29 \$680,29 \$680,29 \$680,29 \$680,29
5100086 Total	Enterprise Learning & Devlopme	G1037610 G1037610 Total	Training & Development	5200	Management Analysis Other Misc Special Revenue	206 - AFSCME 214 - MAPE 220 - Unrep 217 - Unrep 220 - Unrep	\$87,493.12 \$129,321.60 \$292.886.88 \$509,701.60 \$509,701.60 \$47,299.20 \$131,435.20	\$40,272.14 \$32,993.34 \$90,588.66 \$163,854.14 \$163,854.14 \$13,829.25 \$39,046.53	\$127.765.26 \$162,314.94 \$383,475.54 \$673,555.74 \$673,555.74 \$61,128.45 \$170,481.73		1.00% 1.00% 1.00% 1.00% 1.00%	\$1,277.65 \$1,623.15 \$3,834.76 \$6,735.56 \$611.28 \$1,704.82	\$129,04 \$163,93 \$163,93 \$680,29 \$680,29 \$680,29 \$1,772,18
:100086 Total	Enterprise Learning & Devlopme	G1037610 G1037610 Total G1037050	Training & Development Statewide Executive Recruiter	5200	Management Analysis Other Misc Special Revenue	206 - AFSCME 214 - MAPE 220 - Unrep 217 - Unrep	\$87,493.12 \$129,321.60 \$292,886.88 \$509,701.60 \$509,701.60 \$47,299.20 \$131,435.20 \$39,020.80	\$40,272.14 \$32,993.34 \$90,588.66 \$163,854.14 \$163,854.14 \$13,829.25 \$39,046.53 \$2,985.06	\$127,765.26 \$162,314.94 \$383,475.54 \$673,555.74 \$673,555.74 \$61,128.45 \$170,481.73 \$42,005.86		1.00%	\$1,277.65 \$1,623.15 \$3,834.76 \$6,735.56 \$6,735.56 \$611.28 \$1,704.82 \$1,704.82 \$420.06	\$129.04 \$163.93 \$387.31 \$680.29 \$680.29 \$61.73 \$72.18 \$42.42
7 <i>100086 Total</i> 1100102	Enterprise Learning & Devlopme	G1037610 G1037610 Total	Training & Development Statewide Executive Recruiter	5200	Management Analysis Other Misc Special Revenue	206 - AFSCME 214 - MAPE 220 - Unrep 217 - Unrep 220 - Unrep	\$87,493.12 \$129,321.60 \$292.886.88 \$509,701.60 \$47,299.20 \$131,435.20 \$39,020.80 \$217,755.20	\$40,272.14 \$32,993.34 \$90,588.66 \$163,854.14 \$13,829.25 \$39,046.53 \$2,985.06 \$55,660.84	\$127,765.26 \$162,314.94 \$383,475.54 \$673,555.74 \$61,128.45 \$170,481.73 \$42,005.86 \$273,616.04		1.00% 1.00% 1.00% 1.00% 1.00%	\$1.27.65 \$1.623.15 \$3.834.76 \$6,735.56 \$611.28 \$1.704.82 \$12,704.82 \$420.06 \$2,736.16	\$129,04 \$163,93 \$387,31 \$680,29 \$680,29 \$680,29 \$680,29 \$51,73 \$12,18 \$12,218 \$127,18 \$127,18 \$127,18 \$127,218
100086 Total 100102 100102 Total	Enterprise Learning & Devlopme	G1037610 G1037610 Total G1037050 G1037050 Total	Training & Development Statewide Executive Recruiter	2001	Management Analysis Other Misc Special Revenue	206 - AFSCME 214 - MAPE 220 - Unrep 217 - Unrep 220 - Unrep N/A - NotAvl	\$87,493.12 \$129,321.60 \$292,886.88 \$509,701.60 \$47,259.20 \$131,435.20 \$39,020.80 \$217,755.20	\$40,272.14 \$32,993.34 \$90,588.66 \$163,854.14 \$163,854.14 \$13,829.25 \$39,046.53 \$2,985.06 \$55,860.84 \$55,860.84	\$127,765,26 \$162,314,9 \$383,475,54 \$673,555,74 \$61,128,45 \$170,481,72 \$42,005,86 \$273,616,04 \$273,616,04		1.00% 1.00% 1.00% 1.00% 1.00%	\$1,277.65 \$1,623.15 \$3,834.74 \$6,735.56 \$6,735.56 \$6,735.56 \$6,735.56 \$1,128 \$1,1704.82 \$420.06 \$2,736.16 \$2,736.16 \$2,736.15	\$129.04 \$163.93 \$387.31 \$580.29 \$680.29 \$680.29 \$680.29 \$680.29 \$172.18 \$42.42 \$276.35 \$276.35
100086 Total 100102 100102 Total	Enterprise Learning & Devlopme	G1037610 G1037610 Total G1037050 G1037050 Total G1032500	Training & Development Statewide Executive Recruiter Return of Taxpayer Investment	2001	Management Analysis Other Misc Special Revenue	206 - AFSCME 214 - MAPE 220 - Unrep 217 - Unrep 220 - Unrep	\$87.493.12 \$129.321.60 \$292.886.88 \$509,701.60 \$47,299.20 \$131.435.20 \$39.020.80 \$217,755.20 \$101,708.00	\$40,272.14 \$32,993.34 \$90,588.66 \$163,854.14 \$13,629.25 \$39,046.53 \$2,985.06 \$55,860.84 \$55,860.84 \$55,860.84	\$127,765,26 \$162,314,9 \$383,475,54 \$673,555,74 \$673,555,74 \$61,128,45 \$170,481,73 \$42,005,86 \$273,616,04 \$273,616,04 \$131,070,03		1.00% 1.00% 1.00% 1.00% 1.00%	\$1,277,65 \$1,623,15 \$3,834,76 \$6,733,56 \$6,733,56 \$6,733,56 \$6,733,56 \$6,733,56 \$6,733,56 \$2,736,16 \$2,736,16 \$2,736,16 \$2,736,16	\$129.04 \$163.93 \$680.29 \$680.29 \$640.73 \$172.18 \$2276.35 \$2776.35 \$122.53 \$122.53 \$276.35
5100086 Tota/ 1100102 5100102 Tota/ 1100105	Enterprise Learning & Devlopme Statewide Executive Recruiter Return of Taxpayer Investment	G1037610 G1037610 Total G1037050 G1037050 Total	Training & Development Statewide Executive Recruiter Return of Taxpayer Investment	2001	Management Analysis Other Misc Special Revenue	206 - AFSCME 214 - MAPE 220 - Unrep 217 - Unrep 220 - Unrep N/A - NotAvl	\$87,493.12 \$129,321.60 \$292,886.88 \$509,701.60 \$47,259.20 \$131,435.20 \$39,020.80 \$217,755.20	\$40,272.14 \$32,993.34 \$90,888.66 \$163,854.14 \$163,854.14 \$13,829.25 \$39,046.53 \$2,985.06 \$55,860.84 \$55,860.84 \$55,860.84 \$29,362.03 \$29,362.03	\$127,765,26 \$162,314,9 \$383,475,54 \$673,555,74 \$673,555,74 \$61,128,45 \$170,481,73 \$42,005,86 \$273,616,04 \$273,616,04 \$131,070,03		1.00% 1.00% 1.00% 1.00% 1.00%	\$1,277.65 \$1,623.13 \$2,834.76 \$6,735.56 \$6,735.56 \$6,735.56 \$1,28 \$1,704.82 \$420.06 \$2,736.16 \$2,736.16 \$2,736.16 \$1,310.70 \$1,310.70	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
G100086 G100086 Tota/ G100102 G100102 Tota/ S100105 G100105 Tota/	Enterprise Learning & Devlopme Statewide Executive Recruiter Return of Taxpayer Investment	G1037610 G1037610 Total G1037050 G1037050 Total G1032500	Training & Development Statewide Executive Recruiter Return of Taxpayer Investment	2001	Management Analysis Other Misc Special Revenue	206 - AFSCME 214 - MAPE 220 - Unrep 217 - Unrep 220 - Unrep N/A - NotAvl	\$87.493.12 \$129.321.60 \$292.886.88 \$509,701.60 \$47,299.20 \$131.435.20 \$39.020.80 \$217,755.20 \$101,708.00	\$40,272.14 \$32,993.34 \$90,588.66 \$163,854.14 \$13,629.25 \$39,046.53 \$2,985.06 \$55,860.84 \$55,860.84 \$55,860.84	\$127,765,26 \$162,314,9 \$383,475,54 \$673,555,74 \$673,555,74 \$61,128,45 \$170,481,73 \$42,005,86 \$273,616,04 \$273,616,04 \$131,070,03		1.00% 1.00% 1.00% 1.00% 1.00%	\$1,277,65 \$1,623,15 \$3,834,76 \$6,733,56 \$6,733,56 \$6,733,56 \$6,733,56 \$6,733,56 \$6,733,56 \$2,736,16 \$2,736,16 \$2,736,16 \$2,736,16	\$163,931 \$387,311 \$680,291 \$580,291 \$561,731 \$12,172,183 \$24,423 \$275,532 \$276,532 \$122,381 \$122,381 \$132,380

Chartfield Lookup:

The chartfield lookup allows a user to find all IDs associated with a specific description. It helps a user find an ID if they only know the name so it can be used for entry on other reports in this dashboard. Users can select Budget Year, Agency Name, Approp Description, FinDeptID Description, Fund

Description, and Account Description.

	Analysi	5									
ashboard Mer	nu	Roster Staffing Current Year	RS Current E	port Roster Staffing Projecti	ons R	S Projections Export Salary	Projec	tions by Appropriation	Salary Pr	ojections by Fin Dept Cl	artfield Lookup
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Budget Year	r 2016	Agency Mn Manageme	ent & Budi Fund	Desc (All Column Values)	Appropria	tion Enterprise Learning & D 💌	FinDe	ept (All Column Values)	Acco	unt (All Column Values)	
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Chartfield I	Lookup	0									
Chartfield	Lookup	2									
				Appropriation Description	FinDent	FinDent Description	Fund	Fund Description	Account	Arrount Description	
		Agency Name	Appropriation							Account Description Full Time - Salary	
Budget Year 2016	Agency		G100053		G1036700	FinDept Description Employee Assistance Program Training & Development	5600	State Employees Insurance	Account 41000 41000	Account Description Full Time - Salary Full Time - Salary	
Budget Year	Agency G10	Agency Name Mn Management & Budget	G100053	Risk Management Unit	G1036700	Employee Assistance Program	5600	State Employees Insurance Management Analysis	41000	Full Time - Salary	III IIII IIII IIIIIIIIIIIIIIIIIIIIIIII
Budget Year 2016	Agency G10	Agency Name Mn Management & Budget	G100053	Risk Management Unit	G1036700	Employee Assistance Program	5600	State Employees Insurance Management Analysis	41000 41000	Full Time - Salary Full Time - Salary	IV IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
Budget Year 2016	Agency G10	Agency Name Mn Management & Budget	G100053	Risk Management Unit	G1036700	Employee Assistance Program	5600	State Employees Insurance Management Analysis	41000 41000 41030	Full Time - Salary Full Time - Salary Part-Time-Seasonal-Labor Se	77
Budget Year 2016	Agency G10	Agency Name Mn Management & Budget	G100053 G100086	Risk Management Unit	G1036700 G1037610	Employee Assistance Program	5600 5200	State Employees Insurance Management Analysis	41000 41000 41030 41050 41070	Full Time - Salary Full Time - Salary Part-Time-Seasonal-Labor Se Overtime and Premium Pay	
Budget Year 2016 2016	Agency G10 G10	Agency Name Mn Management & Budget Mn Management & Budget	G100053 G100086	Risk Management Unit Enterprise Learning & Devlopme	G1036700 G1037610	Employee Assistance Program Training & Development	5600 5200	State Employees Insurance Management Analysis Other Misc Special Revenue	41000 41000 41030 41050 41070	Full Time - Salary Full Time - Salary Part-Time-Seasonal-Labor Se Overtime and Premium Pay Other Employee Cost	
Budget Year 2016 2016	Agency G10 G10	Agency Name Mn Management & Budget Mn Management & Budget	G100053 G100086	Risk Management Unit Enterprise Learning & Devlopme	G1036700 G1037610	Employee Assistance Program Training & Development	5600 5200	State Employees Insurance Management Analysis Other Misc Special Revenue	41000 41000 41030 41050 41070 41000	Full Time - Salary Full Time - Salary Part-Time-Seasonal-Labor Se Overtime and Premium Pay Other Employee Cost Full Time - Salary	

Dashboard Reports Summary

Report Title	Data	Filter by	Recommended Use
Roster Staffing Current Year	Roster Staffing Data by Employee with link to Position Funding by Position Number	Agency, Appropriation, FinDeptID, Fund, Fiscal Year, Account, and Bargaining Unit, Link through Position Number to get Position Funding Percentage	Year-Round, Current year data
Roster Staffing Projections	Roster Staffing Data by Employee, link to Position Funding by Position Number	Agency, Appropriation, FinDeptID, Fund, Fiscal Year, Account, Bargaining Unit and agency incremental increase amount	Biennial Budget preparation
Salary Projections by Appropriation	Salary projection Table (no employee specific data)	Agency, Appropriation, Budget year, Bargaining Unit, FinDeptID ID, and agency incremental increase amount	Biennial Budget preparation
Salary Projections by FinDeptID	Salary projection Table	Agency, Appropriation, Budget Year, Fund, FinDeptID and account	Year-Round
Chartfield Lookup	Appropriation Table	Budget Year, Agency Name, Approp description, FinDeptID Description, fund description and account description	Year-Round, to help find names of specific IDs

How to Select Report Criteria

1. Select a Report. Each report will have a section for criteria at the top of the report's tab.

```
* Budget Year 2016 💌 * Agency 804 💌 * Approp 8041A11 💌 * FinDept 804311E0 💌 * Fund 2018 💌 * Account 41000 💌 Barg. Unit (All Column Values) 💌
```

2. In the criteria section, there will be a list of dropdowns where a user is able to select from a list to populate the field. Anything with a * is a required field. A user can select one or multiples within a select criteria field. Depending on which report is run, some reports, for example, are best if only using one selection verses using multiple.



3. Once all criteria have been selected, click on "Apply" to run the report data.



4. The information will be populated below the criteria selection boxes.

How to Export to Excel

After a report has been run, there is a list of options at the bottom of the report that will allow a user to Analyze, Edit, Refresh, Print and Export.

1. To Export, click on the Export link at the bottom of the report.



2. Click on Excel



3. Click on Excel 2007+



4. A bar will appear at the bottom of your screen to either Open or Save the excel file. Click Open.

1			
	Do you want to open or save RS Proj (SP Table).xlsx (13.6 KB) from warehouse.uat.swift.state.mn.us?	Open	Save 🔻 Cancel 🗙
			J

5. The report will now open as an Excel document. You can save to your desktop or local directory

How to Make a PDF

1. To make a PDF, click on the Print link at the bottom of the report.



2. Click on Printable PDF



3. A new internet window will open up with the report in a PDF format. A user can then click Save As or Print from the document that is displayed.



A Guide to Understanding Projection Report Incremental Cost Increases

To help agencies model projected compensation cost changes for biennial budget planning, some of the Compensation Projection Reports include an incremental compensation cost calculation option. When this option is selected, the report calculates the marginal projected increase—the amount of change—in total compensation costs (salary and fringe) based upon a fixed percentage increase factor determined by MMB for biennial budget planning, currently 0.0%. An agency may also enter its own

percentage change and generate separate incremental cost estimates which are displayed alongside MMB's planning estimates; the report also calculates the difference between the two cost projections.

Some reports display incremental increases in the selection criteria. A user is able to display the MMB incremental percentage increase (which is determined each budget cycle by MMB) or an Agency incremental percentage increase (number entered by the agency)

An agency doesn't need to enter an incremental increase, but they can use this feature to see what the salary projections would look like at a percentage they have determined.

After a percentage is entered, the report will display several columns that identify what the projections will be based on the percentage entered.

The reports will also display similar columns if the Incremental increases are included in the selection criteria. Currently the report is set to 0.00% for MMB Increase, the display below is what it would look like if the percentage was to be something other than 0.00% for MMB Increase.

Annual Projected_Salary	Annual Projected_Fringe	Annual Projected_Total	t_of_Yrs rojected	MMB_Incr %_ (per_yr)	MMB_Total Incr_Amt	Proj Total + MMB_Incr	Agency_Incr %_(per_yr)	Agency_Total Incr_Amt	Proj Total + Agency_Incr	Agency_Incr - MMB_Incr
\$64,607.40	\$23,043.14	\$87,650.54	1	1.80%	\$1,577.71	\$89,228.25	1.00%	\$876.51	\$88,527.05	-\$701.20
\$49,314.49	\$21,156.73	\$70,471.22	1	1.80%	\$1,268.48	\$71,739.70	1.00%	\$704.71	\$71,175.93	-\$563.77
\$40,624.84	\$12,274.48	\$52,899.32	1	1.80%	\$952.19	\$53,851.51	1.00%	\$528.99	\$53,428.31	-\$423.19
\$73,703.25	\$28,197.31	\$101,900.56	1	1.80%	\$1,834.21	\$103,734.77	1.00%	\$1,019.01	\$102,919.57	-\$815.20
\$53,869.80	\$26,646.25	\$80,516.05	1	1.80%	\$1,449.29	\$81,965.34	1.00%	\$805.16	\$81,321.21	-\$644.13
\$47,431.15	\$20,846.83	\$68,277.98	1	1.80%	\$1,229.00	\$69,506.98	1.00%	\$682.78	\$68,960.76	-\$546.22
\$81,836.01	\$29,187.49	\$111,023.50	1	1.80%	\$1,998.42	\$113,021.92	1.00%	\$1,110.24	\$112,133.74	-\$888.19
\$73,703.25	\$28,197.31	\$101,900.56	1	1.80%	\$1,834.21	\$103,734.77	1.00%	\$1,019.01	\$102,919.57	-\$815.20
\$57,518.92	\$25,989.97	\$83,508.89	1	1.80%	\$1,503.16	\$85,012.05	1.00%	\$835.09	\$84,343.98	-\$668.07
\$63,943.94	\$26,913.98	\$90,857.92	1	1.80%	\$1,635.44	\$92,493.36	1.00%	\$908.58	\$91,766.50	-\$726.86
\$73,703.25	\$28,118.16	\$101,821.41	1	1.80%	\$1,832.79	\$103,654.20	1.00%	\$1,018.21	\$102,839.62	-\$814.57
\$73,703.25	\$28,118.16	\$101,821.41	1	1.80%	\$1,832.79	\$103,654.20	1.00%	\$1,018.21	\$102,839.62	-\$814.57
\$22,812.44	\$12,789.53	\$35,601.97	1	1.80%	\$640.84	\$36,242.81	1.00%	\$356.02	\$35,957.99	-\$284.82
\$91,168.34	\$30,414.96	\$121,583.30	1	1.80%	\$2,188.50	\$123,771.80	1.00%	\$1,215.83	\$122,799.13	-\$972.67
\$54,134.13	\$14,399.22	\$68,533.35	1	1.80%	\$1,233.60	\$69,766.95	1.00%	\$685.33	\$69,218.68	-\$548.27
\$48,519.72	\$24,964.68	\$73,484.40	1	1.80%	\$1,322.72	\$74,807.12	1.00%	\$734.84	\$74,219.24	-\$587.88
\$67,012.41	\$27,238.21	\$94,250.62	1	1.80%	\$1,696.51	\$95,947.13	1.00%	\$942.51	\$95,193.13	-\$754.00
\$46,274.05	\$25,480.88	\$71,754.93	1	1.80%	\$1,291.59	\$73,046.52	1.00%	\$717.55	\$72,472.48	-\$574.04
\$45,885.88	\$25,513.05	\$71,398.93	1	1.80%	\$1,285.18	\$72,684.11	1.00%	\$713.99	\$72,112.92	-\$571.19
\$82,105.55	\$30,276.16	\$112,381.71	1	1.80%	\$2,022.87	\$114,404.58	1.00%	\$1,123.82	\$113,505.53	-\$899.05
\$41,691.10	\$3,189.42	\$44,880.52	1	1.80%	\$807.85	\$45,688.37	1.00%	\$448.81	\$45,329.33	-\$359.04
\$52,933.25	\$6,960.88	\$59,894.13	1	1.80%	\$1,078.09	\$60,972.22	1.00%	\$598.94	\$60,493.07	-\$479.15
\$1,306,496.42	\$499,916.80	\$1,806,413.22			\$32,515.44	\$1,838,928.66		\$18,064.13	\$1,824,477.35	-\$14,451.31

A user will see the columns in purple above (Annual Projected Salary, Annual Projected Fringe, and Annual Projected Total) which will be based on the other criteria selected.

The report will then show the MMB Rate in a separate column. The "MMB Total Incr Amt" Column will display the MMB Rate (in this case 1.8%) multiplied by the "Annual Projected Total". The "Proj Total + MMB Incr" Column will display the "Annual Projected Total" Column plus the "MMB Total Incr Amt".

The last 4 columns in the report will show the Agency Incremental percentage. If a user enters in the Agency Incr % field in the criteria, these columns will populate. The "Agency Incr % (per Yr)" Column

will display that rate selected in the criteria. The "Agency Total Incr Amt" column will display the Agency Rate (in this example 1.0%) multiplied by the "Annual Projected Total". The "Proj Total + Agency Incr" Column will display the "Annual Projected Total" Column plus the "Agency Total Incr Amt". The very last column will provide the difference between the "MMB Total Incr Amt" and the "Agency Total Incr Amt" so an agency can see how their percentage selection will compare to what MMB has said it the incremental rate to use.

Annual Projected_Total	#_of_Yrs Projected	MMB_Incr %_ (per_yr)	MMB_Total Incr_Amt	Proj Total + MMB_Incr
\$87,650.54	1	1.80%	\$1,577.71	\$89,228.25
\$70,471.22	1	1.80%	\$1,268.48	\$71,739.70
\$52,899.32	1	1.80%	\$952.19	\$53,851.51
\$101,900.56	1	1.80%	\$1,834.21	\$103,734.77
\$80,516.05	1	1.80%	\$1,449.29	\$81,965.34
\$68,277.98	1	1.80%	\$1,229.00	\$69,506.98
\$111,023.50	1	1.80%	\$1,998.42	\$113,021.92
\$101,900.56	1	1.80%	\$1,834.21	\$103,734.77
\$83,508.89	1	1.80%	\$1,503.16	\$85,012.05
\$90,857.92	1	1.80%	\$1,635.44	\$92,493.36
\$101,821.41	1	1.80%	\$1,832.79	\$103,654.20
\$101,821.41	1	1.80%	\$1,832.79	\$103,654.20
\$35,601.97	1	1.80%	\$640.84	\$36,242.81
\$121,583.30	1	1.80%	\$2,188.50	\$123,771.80
\$68,533.35	1	1.80%	\$1,233.60	\$69,766.95
\$73,484.40	1	1.80%	\$1,322.72	\$74,807.12
\$94,250.62	1	1.80%	\$1,696.51	\$95,947.13
\$71,754.93	1	1.80%	\$1,291.59	\$73,046.52
\$71,398.93	1	1.80%	\$1,285.18	\$72,684.11
\$112,381.71	1	1.80%	\$2,022.87	\$114,404.58
\$44,880.52	1	1.80%	\$807.85	\$45,688.37
\$59,894.13	1	1.80%	\$1,078.09	\$60,972.22
\$1,806,413.22			\$32,515.44	\$1,838,928.66