Compensation Analysis Reporting Tool User Guide
EPM Data Warehouse

Contents

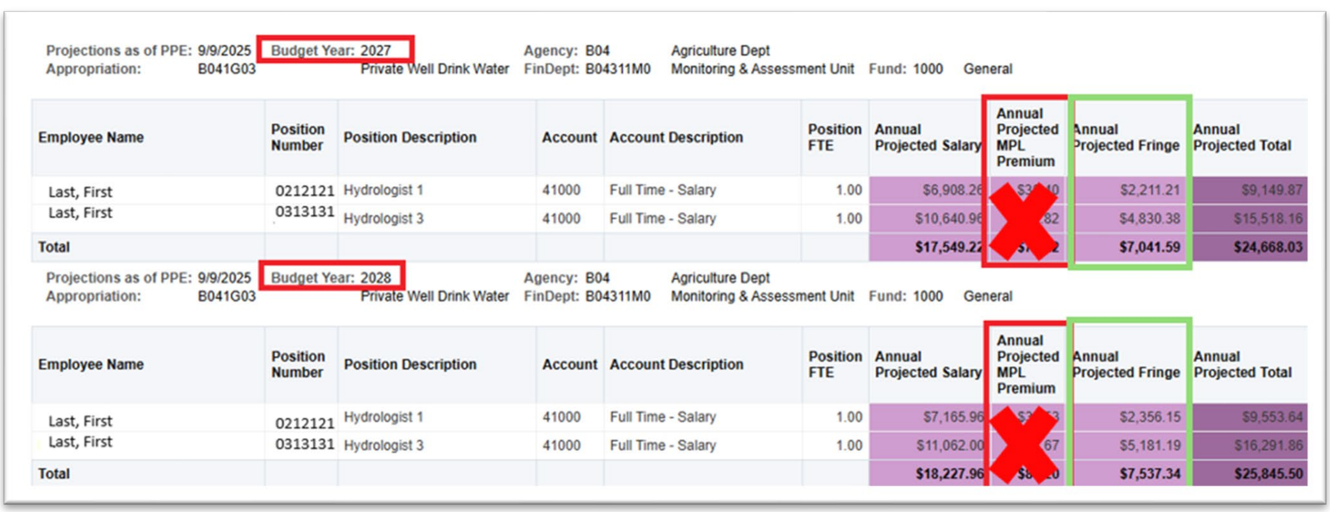
Introduction

The Compensation Analysis Reporting Dashboard is an EPM Data Warehouse reporting tool created by MMB Budget Planning and Operations to assist agencies with budgeting for compensation costs. As part of the EPM Data Warehouse, the Compensation Analysis Reporting Tool dashboard has an array of reports that use detailed cost projections data for the available budget years for agency employee compensation costs and funding from both SEMA4 and SWIFT. These reports can be used for analyzing an agency's current compensation costs 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 budget.finance.mmb@state.mn.us.

Salary and Benefits Cost Projections Data

The data contained in the Compensation Analysis Reporting Tool Dashboard is derived from the SEMA4 salary and benefits cost projections. A payroll bulletin typically provided in August each year provides information about what is included in the cost projections data for the current year and the next two years. Cost projections data is updated each pay period and is available following the payroll posting. More detailed information about cost projections is available at the Cost Projection Overview webpage.

The employer share of Minnesota Paid Leave premiums was previously included in a dedicated column on CART reports titled "Annual Projected MPL Premium". That column has been removed from CART, and Minnesota Paid Leave projections are now included in the "Fringe" columns as indicated in the green boxes below. More information on Minnesota Paid Leave can be found in HR/LR Policy #1450 Minnesota Paid Leave (MPL) and at https://paidleave.mn.gov/.



Projections as of PPE: 9/9/2025 Budget Year: 2027 Agency: B04 Agriculture Dept
Appropriation: B041G03 Private Well Drink Water FinDept: B04311M0 Monitoring & Assessment Unit Fund: 1000 General

Employee Name	Position Number	Position Description	Account	Account Description	Position FTE	Annual Projected Salary	Annual Projected MPL Premium	Annual Projected Fringe	Annual Projected Total
Last, First	0212121	Hydrologist 1	41000	Full Time - Salary	1.00	$6,908.26	[illegible]	$2,211.21	$9,149.87
Last, First	0313131	Hydrologist 3	41000	Full Time - Salary	1.00	$10,640.96	[illegible]	$4,830.38	$15,518.16
Total						$17,549.22	[illegible]	$7,041.59	$24,668.03

Projections as of PPE: 9/9/2025 Budget Year: 2028 Agency: B04 Agriculture Dept
Appropriation: B041G03 Private Well Drink Water FinDept: B04311M0 Monitoring & Assessment Unit Fund: 1000 General

Employee Name	Position Number	Position Description	Account	Account Description	Position FTE	Annual Projected Salary	Annual Projected MPL Premium	Annual Projected Fringe	Annual Projected Total
Last, First	0212121	Hydrologist 1	41000	Full Time - Salary	1.00	$7,165.96	[illegible]	$2,356.15	$9,553.64
Last, First	0313131	Hydrologist 3	41000	Full Time - Salary	1.00	$11,062.00	[illegible]	$5,181.19	$16,291.86
Total						$18,227.96	[illegible]	$7,537.34	$25,845.50

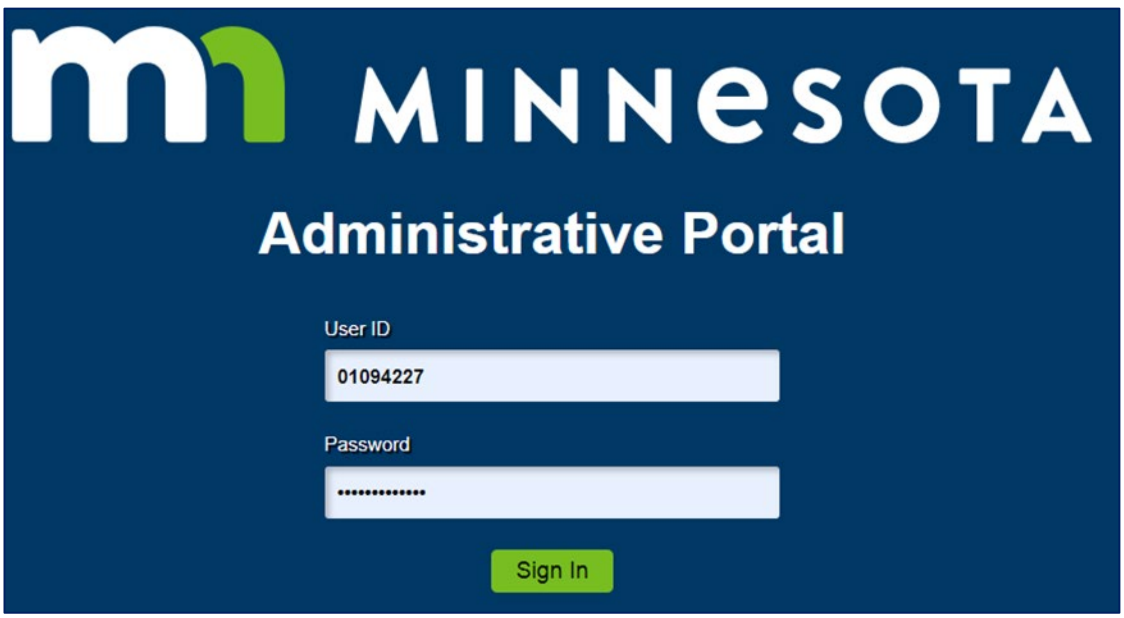
Access to EPM Data Warehouse

The dashboard is part of the EPM Data Warehouse. Users will need to have a User ID and password to the Administrative Portal and for the EPM Data Warehouse. To secure access, complete the Request for Access to SWIFT Statewide Systems and submit to sema4.security.mmb@state.mn.us. Contact the SWIFT Helpdesk at 651-201-8100, option 2 or swifthelpdesk.mmb@state.mn.us, 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 sema4.security.mmb@state.mn.us, if you need help identifying what access to select within the form.

Where to Find the Dashboard

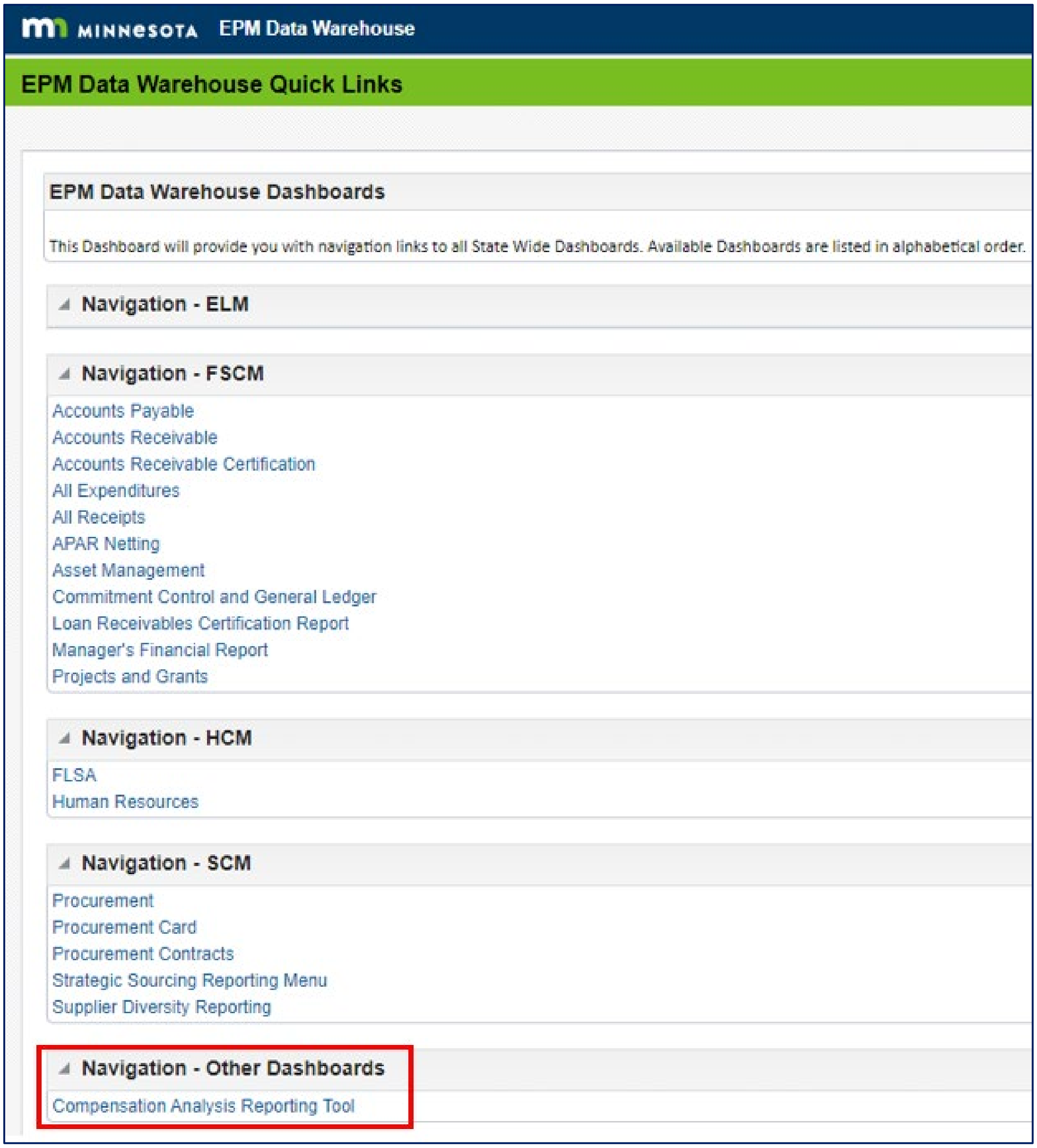
1. Navigate to the State of Minnesota Administrative Portal: https://mn.gov/adminportal

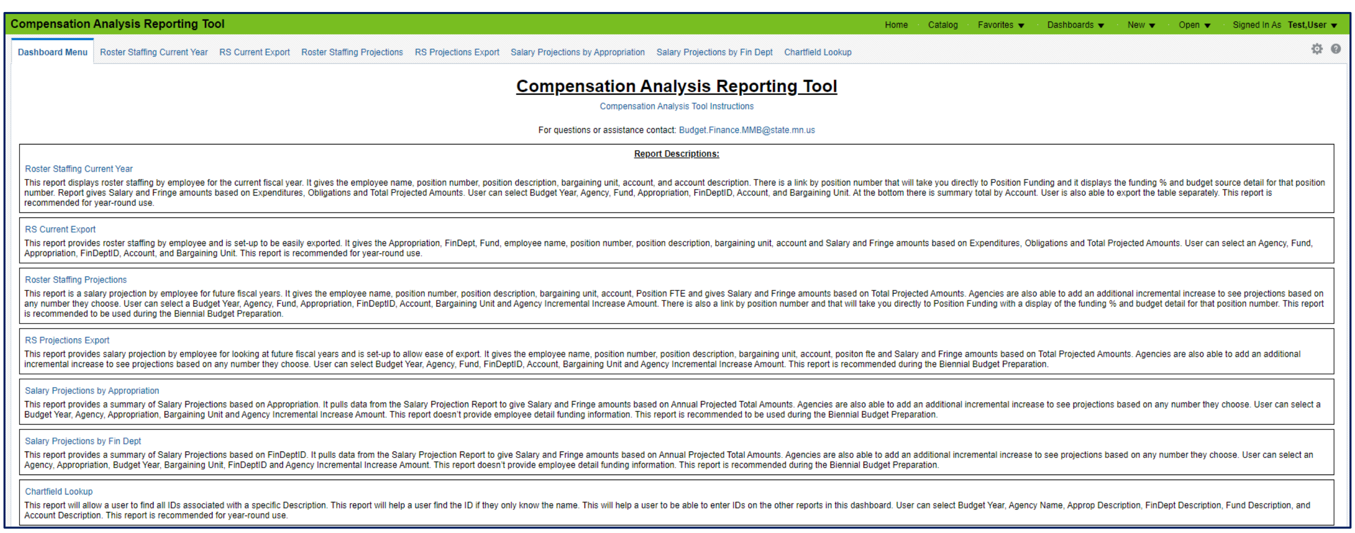


2. Enter your state ID (employee number) and password. Select Sign In.
3. On the home page, select the Data Warehouse tile (Your menu may show more or fewer items than in the picture below, depending on your user profile.)

4. On the Data Warehouse page, select Warehouse Reporting tile. Click on Warehouse Reporting

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


MINNESOTA EPM Data Warehouse
EPM Data Warehouse Quick Links
EPM Data Warehouse Dashboards
This Dashboard will provide you with navigation links to all State Wide Dashboards. Available Dashboards are listed in alphabetical order.
Navigation - ELM
Navigation - FSCM
Accounts Payable
Accounts Receivable
Accounts Receivable Certification
All Expenditures
All Receipts
APAR Netting
Asset Management
Commitment Control and General Ledger
Loan Receivables Certification Report
Manager's Financial Report
Projects and Grants
Navigation - HCM
FLSA
Human Resources
Navigation - SCM
Procurement
Procurement Card
Procurement Contracts
Strategic Sourcing Reporting Menu
Supplier Diversity Reporting
Navigation - Other Dashboards
Compensation Analysis Reporting Tool

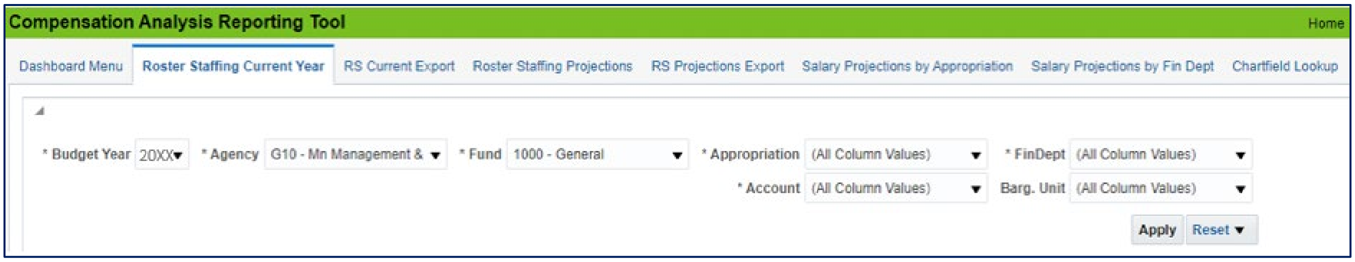

Compensation Analysis Reporting Tool
Home
Catalog
Favorites
Dashboards
New
Open
Signed In As Test,User
Dashboard Menu
Roster Staffing Current Year
RS Current Export
Roster Staffing Projections
RS Projections Export
Salary Projections by Appropriation
Salary Projections by Fin Dept
Chartfield Lookup
Compensation Analysis Reporting Tool
Compensation Analysis Tool Instructions
For questions or assistance contact: Budget.Finance.MMB@state.mn.us
Report Descriptions:
Roster Staffing Current Year
This report displays roster staffing by employee for the current fiscal year. It gives the employee name, position number, position description, bargaining unit, account, and account description. There is a link by position number that will take you directly to Position Funding and it displays the funding % and budget source detail for that position number. Report gives Salary and Fringe amounts based on Expenditures, Obligations and Total Projected Amounts. User can select Budget Year, Agency, Fund, Appropriation, FinDeptID, Account, and Bargaining Unit. At the bottom there is summary total by Account. User is also able to export the table separately. This report is recommended for year-round use.
RS Current Export
This report provides roster staffing by employee and is set-up to be easily exported. It gives the Appropriation, FinDept, 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.
Roster Staffing Projections
This report is a salary projection by employee for future fiscal years. It gives the employee name, position number, position description, bargaining unit, account, Position FTE and gives Salary and Fringe amounts based on Total Projected Amounts. Agencies are also able to add an additional incremental increase to see projections based on any number they choose. User can select a Budget Year, Agency, Fund, Appropriation, FinDeptID, Account, Bargaining Unit and Agency Incremental Increase Amount. There is also a link by position number and 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.
RS Projections Export
This report provides salary projection by employee for looking at future fiscal years and is set-up to allow ease of export. It gives the employee name, position number, position description, bargaining unit, account, positon fte and Salary and Fringe amounts based on Total Projected Amounts. Agencies are also able to add an additional incremental increase to see projections based on any number they choose. User can select Budget Year, Agency, Fund, FinDeptID, Account, Bargaining Unit and Agency Incremental Increase Amount. This report is recommended during the Biennial Budget Preparation.
Salary Projections by Appropriation
This report provides a summary of Salary Projections based on Appropriation. It pulls data from the Salary Projection Report to give Salary and Fringe amounts based on Annual Projected Total Amounts. Agencies are also able to add an additional incremental increase to see projections based on any number they choose. User can select a Budget Year, Agency, Appropriation, Bargaining Unit and Agency Incremental Increase Amount. This report doesn't provide employee detail funding information. This report is recommended to be used during the Biennial Budget Preparation.
Salary Projections by Fin Dept
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. Agencies are also able to add an additional incremental increase to see projections based on any number they choose. User can select an Agency, Appropriation, Budget Year, Bargaining Unit, FinDeptID and Agency Incremental Increase Amount. This report doesn't provide employee detail funding information. This report is recommended during the Biennial Budget Preparation.
Chartfield Lookup
This report will allow a user to find all IDs associated with a specific Description. This report will help a user find the ID if they only know the name. This will help a user to be able to enter IDs on the other reports in this dashboard. User can select Budget Year, Agency Name, Approp Description, FinDept Description, Fund Description, and Account Description. This report is recommended for year-round use.

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:



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 Year
Time run: 8/18/2016 11:07:49 AM
Expenditures as of PPE: 07/26/16 Budget Year: 2017 Agency G10 Mn Management & Budget
Appropriation: G10XXXX Acccounting Support FinDept: G10XXXXX General Ledger Support 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 Salary 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 - NotAvl	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 Funding by Position Number
Agency: G Mn Management & Budget

Position Number	Employee Name	Position Status	Position Description	Position FTE Pct	Fund%	Fund Effective Date	Appropriation ID	Appropriation Description	FinDept ID	FinDept Description	Fund Code	Fund Description	Position Effective Date	Position End Date	Intend To Fill Date	Seasonal/ Temporary Start Date	Seasonal/ Temporary 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 to **01111111**

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.

Roster Staffing Current Year: Summary by Account

Expenditures as of PPE: 07/26/16 Budget Year: 2017 Agency: G10 Mn Management & 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	$155,617.81
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

Expenditures as of PPE: 07/26/16 Budget Year: 2017 Agency: G10 Mn Management & Budget
Appropriation: G10XXXX Accounting Support FinDept: G10XXXXX General Ledger Support Fund: 1000 General

Account	Account Description	Expenditures Salary Amount	Expenditures Fringe Amount	Expenditures Total Amount	Obligations Salary Amount	Obligations Fringe Amount	Obligations Total Amount	Annual Projected Salary Amount	Annual Projected Fringe Amount	Annual Projected Total Amount
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	$155,617.81
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

RS Current Export:

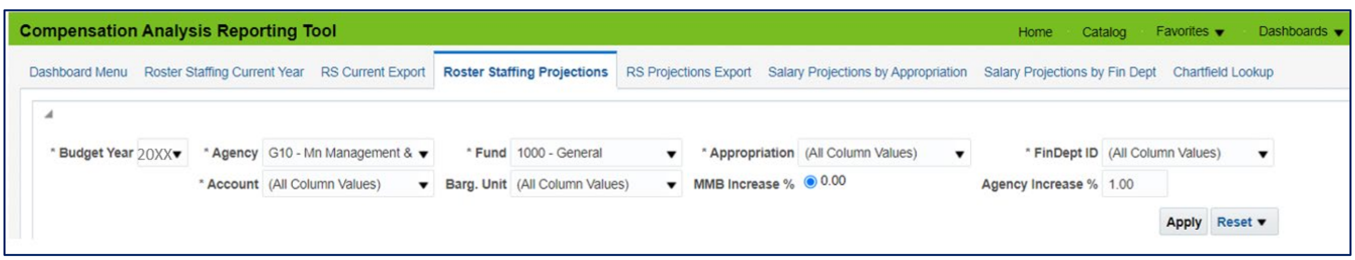
This report provides roster staffing by employee and is designed to be easily exported. It provides the Appropriation, FinDeptID, Fund, Employee Name, Position Number, Position Description, Bargaining Unit, Account and Salary and Fringe amounts based on Expenditures, Obligations and Total Projected Amounts.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

Exp as of PPE	Budget Year	Agency Code	Agency Name	Appropriation ID	Appropriation Name	FinDept ID	FinDept Name	Fund Code	Fund Name	Employee Name	Position Number	Position Description	Bargaining Unit	Account	Account Description	Position FTE	Expenditures Salary Amount	Expenditures Fringe Amount	Expenditures Total Amount	Obligations Salary Amount	Obligations Fringe Amount	Obligations Total Amount	Annual Projected Salary Amount	Annual Projected Fringe Amount	Annual Projected Total Amount
07/26/16	2017	G10	Mn Management & Budget	G10XXXX	Accounting Support	G10XXXXX	General Ledger Support	1000	General	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
07/26/16	2017	G10	Mn Management & Budget	G10XXXX	Accounting Support	G10XXXXX	General Ledger Support	1000	General	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
07/26/16	2017	G10	Mn Management & Budget	G10XXXX	Accounting Support	G10XXXXX	General Ledger Support	1000	General	VACANT	01133333	State Prog Admin Prin	N/A - NotAvl	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

Analyze - Edit - Refresh - Print - Export

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.



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 Projections
Time run: 8/18/2016 12:26:46 PM

Projections as of PPE: 7/26/2016 Budget Year: 2018 Agency: G10 Mn Management & Budget
Appropriation G10XXXX Accounting Support FinDept: G10XXXXX General Ledger Support Fund: 1000 General

Employee Name	Position Number	Position Description	Bargaining Unit	Account	Account Description	Position FTE	Annual Projected Salary	Annual Projected Fringe	Annual Projected Total	Number of Years Projected	Agency Increase % (per year)	Agency Total Increase Amount	Projected Total plus 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 Number

Agency: G10 Mn Management & Budget

Position Number	Employee Name	Position Status	Position Description	Position FTE Pct	Fund%	Fund Effective Date	Appropriation ID	Appropriation Description	FinDept ID	FinDept Description	Fund Code	Fund Description	Position Effective Date	Position End Date	Intend To Fill Date	Seasonal/Temporary Start Date	Seasonal/Temporary 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 to **01111111**

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

Roster Staffing Projections: Summary by Account

Expenditures as of PPE: 7/26/2016 Budget Year: 2018 Agency: G10 Total

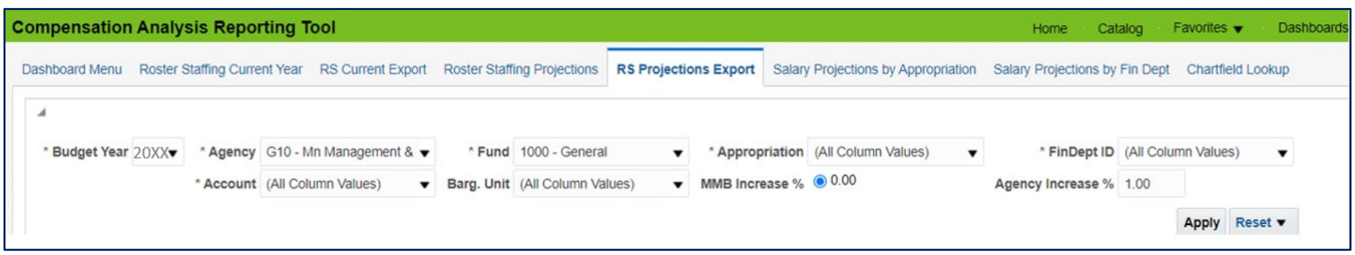
Account	Account Desc	Annual Projected Salary	Annual Projected Fringe	Annual Projected Total	# of Years Projected	Agency Increase % (per year)	Agency Total Increase Amount	Projected Total plus Agency Increase
41000	Full Time - Salary	$101,708.00	$29,362.03	$131,070.03	1	1.00%	$1,310.70	$132,380.73
Total		**$101,708.00**	**$29,362.03**	**$131,070.03**			**$1,310.70**	**$132,380.73**

Expenditures as of PPE: 7/26/2016 Budget Year: 2018 Agency: G10 Mn Management & Budget
Appropriation: G10XXXX Accounting Support FinDept: G10XXXXX General Ledger Support Fund: 1000 General

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**	**$132,380.73**

RS Projections Export:

This report provides salary projection by employee used 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.

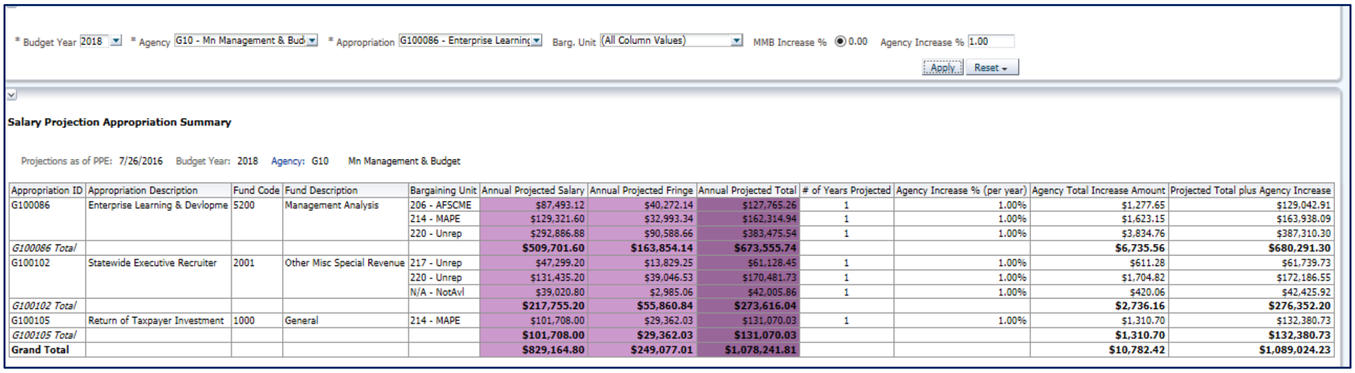


The report is populated with Employee Name, Position Number, Position Description, Bargaining Unit, Account, and FTE; along with Salary and Fringe amounts based on Total Projected Amounts. Users can add an additional incremental increase to see projections based on a percentage they choose.

Projections as of PPE	Budget Year	Agency Code	Agency Name	Appropriation ID	Appropriation Name	FinDept ID	FinDept Name	Fund Code	Fund Name	Employee Name	Position Number	Position Description	Bargaining Unit	Account	Account Description	Position FTE	Annual Projected Salary	Annual Projected Fringe	Annual Projected Total	Number of Years Projected	Agency Increase % (per year)	Agency Total Increase Amount	Projected Total plus Agency Increase
7/26/2016	2018	G10	Mn Management & Budget	G10XXXX	Accounting Support	G10XXXXX	General Ledger Support	1000	General	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
7/26/2016	2018	G10	Mn Management & Budget	G10XXXX	Accounting Support	G10XXXXX	General Ledger Support	1000	General	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

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 G10 - Mn Management & Bud * Appropriation G100086 - Enterprise Learning Barg. Unit (All Column Values) MMB Increase % 0.00 Agency Increase % 1.00

Apply Reset

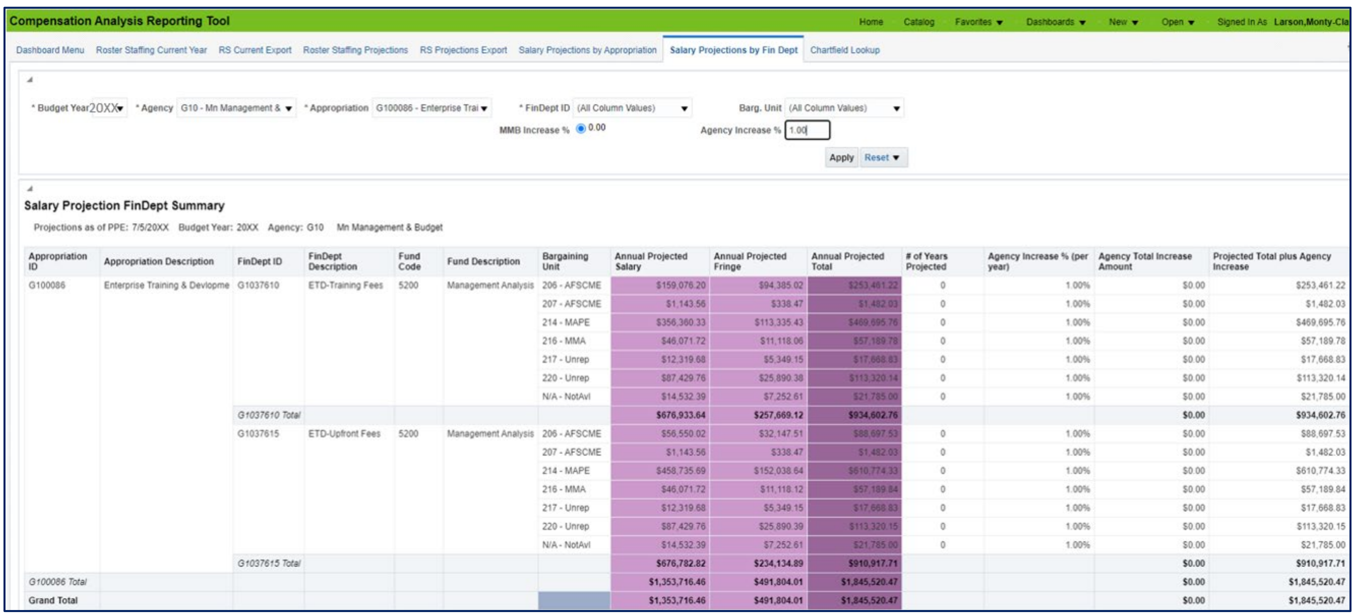
Salary Projection Appropriation Summary

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 - NotAvl	$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**
G100105	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 Total					**$101,708.00**	**$29,362.03**	**$131,070.03**			**$1,310.70**	**$132,380.73**
Grand Total					**$829,164.80**	**$249,077.01**	**$1,078,241.81**			**$10,782.42**	**$1,089,024.23**

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.



Compensation Analysis Reporting Tool

Home Catalog Favorites Dashboards New Open Signed In As Larson,Monty-Cla

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 20XX * Agency G10 - Mn Management & * Appropriation G100086 - Enterprise Trai * FinDept ID (All Column Values) Barg. Unit (All Column Values)

MMB Increase % 0.00 Agency Increase % 1.00

Apply Reset

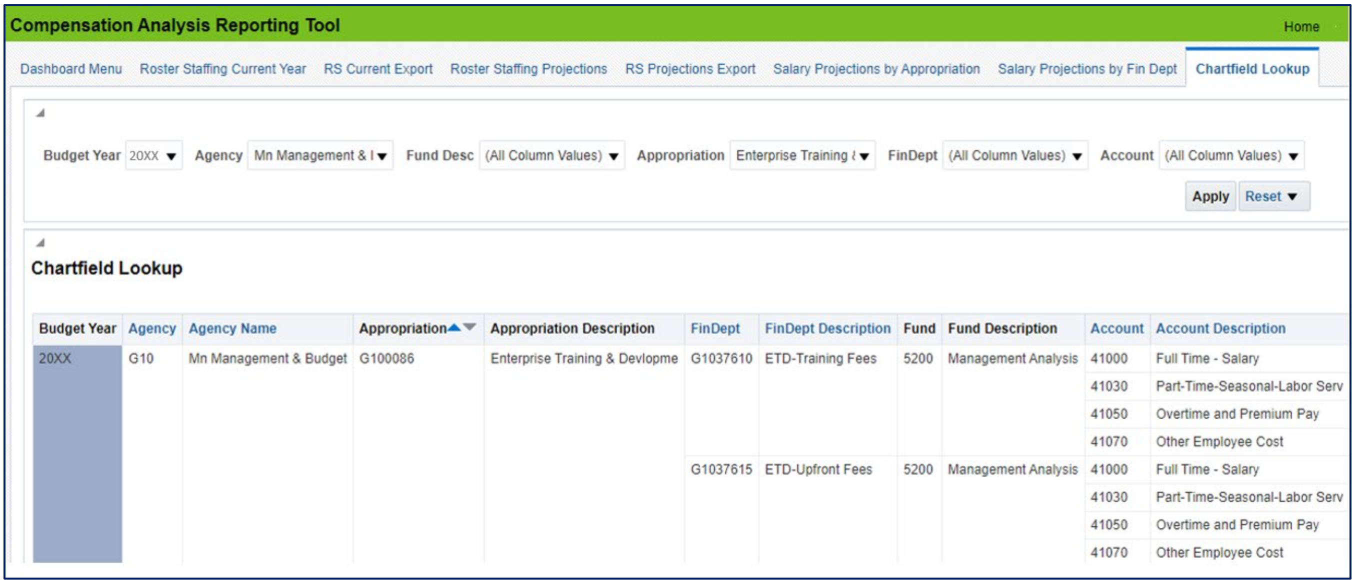
Salary Projection FinDept Summary

Projections as of PPE: 7/5/20XX Budget Year: 20XX Agency: G10 Mn Management & Budget

Appropriation ID	Appropriation Description	FinDept ID	FinDept 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 Training & Devlopme	G1037610	ETD-Training Fees	5200	Management Analysis	206 - AFSCME	$159,076.20	$94,385.02	$253,461.22	0	1.00%	$0.00	$253,461.22
						207 - AFSCME	$1,143.56	$338.47	$1,482.03	0	1.00%	$0.00	$1,482.03
						214 - MAPE	$356,360.33	$113,335.43	$469,695.76	0	1.00%	$0.00	$469,695.76
						216 - MMA	$46,071.72	$11,118.06	$57,189.78	0	1.00%	$0.00	$57,189.78
						217 - Unrep	$12,319.68	$5,349.15	$17,668.83	0	1.00%	$0.00	$17,668.83
						220 - Unrep	$87,429.76	$25,890.38	$113,320.14	0	1.00%	$0.00	$113,320.14
						N/A - NotAvl	$14,532.39	$7,252.61	$21,785.00	0	1.00%	$0.00	$21,785.00
		G1037610 Total					**$676,933.64**	**$257,669.12**	**$934,602.76**			**$0.00**	**$934,602.76**
		G1037615	ETD-Upfront Fees	5200	Management Analysis	206 - AFSCME	$56,550.02	$32,147.51	$88,697.53	0	1.00%	$0.00	$88,697.53
						207 - AFSCME	$1,143.56	$338.47	$1,482.03	0	1.00%	$0.00	$1,482.03
						214 - MAPE	$458,735.69	$152,038.64	$610,774.33	0	1.00%	$0.00	$610,774.33
						216 - MMA	$46,071.72	$11,118.12	$57,189.84	0	1.00%	$0.00	$57,189.84
						217 - Unrep	$12,319.68	$5,349.15	$17,668.83	0	1.00%	$0.00	$17,668.83
						220 - Unrep	$87,429.76	$25,890.39	$113,320.15	0	1.00%	$0.00	$113,320.15
						N/A - NotAvl	$14,532.39	$7,252.61	$21,785.00	0	1.00%	$0.00	$21,785.00
		G1037615 Total					**$676,782.82**	**$234,134.89**	**$910,917.71**			**$0.00**	**$910,917.71**
G100086 Total							**$1,353,716.46**	**$491,804.01**	**$1,845,520.47**			**$0.00**	**$1,845,520.47**
Grand Total							**$1,353,716.46**	**$491,804.01**	**$1,845,520.47**			**$0.00**	**$1,845,520.47**

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.

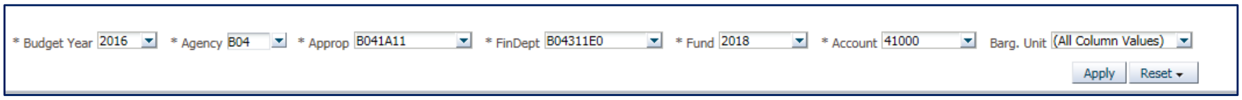


Dashboard Reports Summary

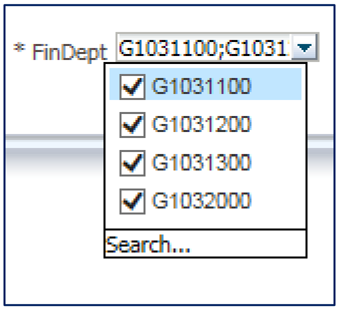
Report Title	Data	Filter by	Recommended Use
Roster Staffing Current Year	Roster Staffing Data by Employee with link to Position Funding by Position Number	Agency, Appropriation, FinDeptID, Fund, Fiscal Year, Account, and Bargaining Unit, Link through Position Number to get Position Funding Percentage	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.



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.



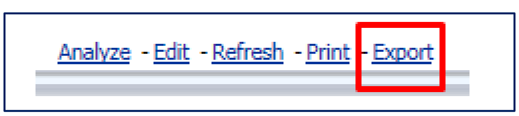
3. Once all criteria have been selected, click on "Apply" to run the report data.

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

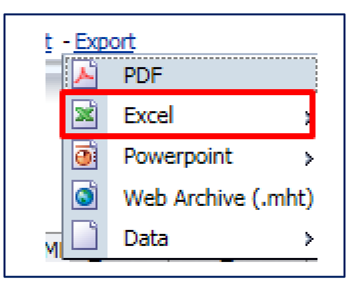
How to Export to Excel

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.

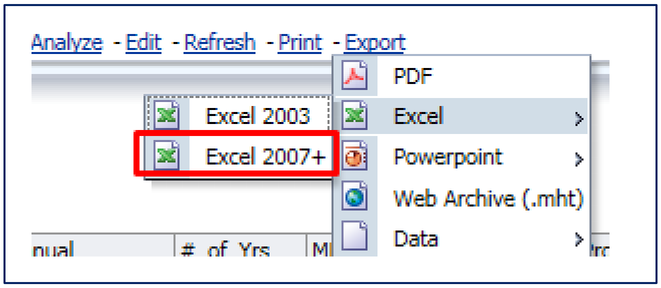
1. To Export, click on the Export link at the bottom of the report.



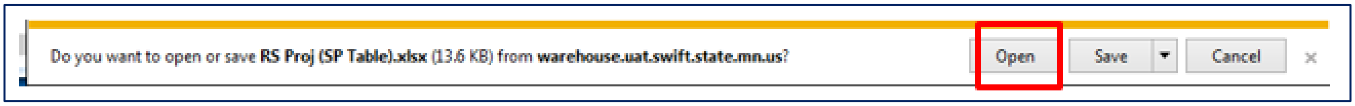
2. Click on Excel



3. Click on Excel 2007+



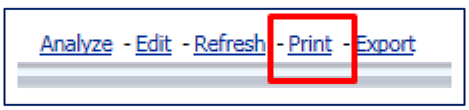
4. A bar will appear at the bottom of your screen to either Open or Save the excel file. Click Open.



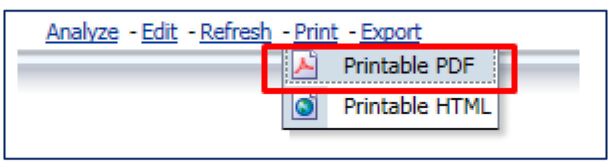
5. The report will now open as an Excel document. You can save to your desktop or local directory.

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)

MMB Increase % ◉ 0.00 Agency Increase % 1.00

Agencies must update or remove the automatically populated increase percentage (e.g., the 1% shown above) to reflect the scenario they want to run.

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	#_of_Yrs Projected	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**