



Office Memorandum

Date: February 28, 2017
To: Agency Payroll, HR and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: New Payroll Subject Area Available in SWIFT Data Warehouse

A new Payroll Subject Area, *FTE HISTORY*, is now available in OBIEE (Oracle Business Intelligence Enterprise Edition), the SWIFT Data Warehouse query and reporting tool.

***FTE HISTORY* Subject Area details**

- Provides a standardized FTE based on hours worked as a percentage of full time hours available for each quarter in a fiscal year. Defining the FTE calculation was a collaborative effort by Budget, Labor Relations, HR and Payroll Services. The source data for the FTE calculation is Labor Distribution.
- Based on the check dates within the quarter, the FTE calculation processes once a quarter. Whole pay periods are included in each quarter based on the check date. Pay periods are not split. Hours for each quarter are calculated based on the normal eight hour work days included in the pay periods that will fall within the fiscal year quarter (based on the check date).
 - For example, there are seven check dates, ranging from 07/08/2016 to 09/30/2016, falling within the first quarter of fiscal year 2017. The available hours would be 560 (7 pay periods with 80 hours in each pay period).
- Productive and Non-Productive earn codes are included in the calculation. The calculation is at the Fund, FinDeptID and AppropID level. The prior quarter calculations are updated biweekly for prior period adjustments and expense transfers.

To view a listing of the available Data Warehouse Payroll Subject Areas go to:

[Data Warehouse HCM Payroll Subject Areas](#)

The FTE History, Position Funding, Roster Staffing and Salary Projections subject areas require the *Payroll Funding Salary FTE (Salary Projections/FTE)* role, which displays as M_EPM_PYRL_FUNDNG_SALARY_FTE on the annual security certification.

Running reports in the SWIFT Data Warehouse requires at least one General Warehouse security role, as well as role(s) for the data. For example: The combination of the Agency Specific Basic Report Developer and the Payroll Funding Salary FTE (Salary Projections/FTE) roles.

All SWIFT Data Warehouse roles can be found on page 10 of the [Security](#) form.

New to OBIEE? The SWIFT Data Warehouse training page includes instruction on OBIEE navigation and running, printing, and exporting OBIEE analyses (reports). [SWIFT Data Warehouse Training](#)

More detail about these reporting resources can be found on the [SWIFT Data Warehouse Bulletins](#) page.