**UNIVERSITY OF OREGON**

OFFICE OF BUDGET & RESOURCE PLANNING

# Beginning Budget FY09
# Personnel Planning Information

The process for performing personnel budget calculations consists of 3 steps:
1) Pull data from Banner
2) Run the Personnel Budgeting Macro file on the raw data
3) Paste the modified data into the appropriate (classified or unclassified) worksheet and run the macros contained in those workbooks

## Retrieving Employee Data from Banner

The Personnel Fiscal Planning Report in PWIORPT is designed to assist in personnel budgeting by gathering payroll and job detail information for unclassified and classified employees. All employees with Banner query access can run this report.

1. In Banner, type in screen name PWIORPT.

2. From the "Report" drop-down menu select "*Personnel Fiscal Planning Report*". Leave the output type as "Display/Print Report"

3. From the "Options" menu select "*Run Report*".

   - A new browser window will appear. When prompted, enter user name and password and SUBMIT.

   - Type in the organization code for which you wish to retrieve the information.
     You can search on a data enterable or roll-up org as high as your Level 3 Org Code. If you have employees on different labor distribution orgs, you can use a higher-level org to get all of the employees paid on any of the orgs under it.

   - You may leave the start and end dates defaulted to the current year, or look at other year's actuals by changing the dates.

   - When all your choices are entered, click on "Submit Query".

4. When the report data appears select "Save". Select an appropriate location on your computer for doing your personnel work. Name the file Personnel Data and save it to your computer Desktop as an Excel file.

5. You will need to exit the browser window and open the document you just created in Excel. You can now manipulate the information as you would any other Excel document.

Personnel from Student Affairs have developed a macro that automatically reorganizes your personnel data for use with the Classified Budgeting Worksheet and Unclassified Budgeting Worksheet. *Note: the following macro was created using Excel 2003. If you are running an older version of Excel, you may have problems with the macro's functionality.*

1.  From the BRP website, open up the Personnel Budgeting Macro file from the BRP website. You will get a security warning. Click ENABLE MACROS. The file will open up to a set of instructions similar to these.

    *If you do not get a security warning you'll need to adjust the macro security level of your computer. Under the Tools/Macros menu, choose Security. When the security dialog box appears, select Medium, click okay and then SAVE the Personnel Budgeting Macro file. Close and then re-open the file.*

2.  Minimize, but do not close the Personnel Budgeting Macro file. The file works in the background and must be open to work.

3.  Open the Personnel Data file you saved to your Desktop. You may wish to make a back-up copy of this file, for once the macro has run the file will be permanently changed. Look over the data carefully and make sure that all employees you wish to retain data on have a **Status** (column C) of "A". The macro will remove all employees with a status of "T". You may also wish to SORT on employee name and annual basis.

    If you intend to use the data with the OPE worksheets, you should note the unclassified jobs that are Stipends (only variable OPE is charged) or employees who are working in post-retirement positions (no retirement is charged). Simply change the Status to "S" for stipend and "R" for retirement. You can then calculate the OPE separately for these jobs.

4.  RUN the Macro
    *   While holding down the Alt key, press the F8 key.
    *   A macro dialog box will appear, with a series of macros listed.
    *   Select the "PrsnnlBdgtMacro-format PWIORPT" and press the Run key.
    *   The report data will be reformatted and then three worksheets will be created: classified, unclassified, and IT.
        o   The classified data is now formatted for use in the Classified Budgeting Worksheet and Unclassified Budgeting Worksheet.
        o   IT employees, whose classifications do not have steps, have been copied to a separate sheet in the workbook. See Instructions for Budgeting for IT Employees below.
        o   Unclassified employee data has been formatted for use in budget planning.

You may now use the data with the Classified Budgeting Worksheet and Unclassified Budgeting Worksheet.

**Using the Personnel Data file with Budgeting Worksheets**

Using the data with the Classified Budgeting Worksheet

1. Download your personnel information using the PWIORPT report and run the Personnel Budgeting Macro as explained previously in this document. If you chose not to utilize the personnel planning macro, the data won't be found in the same places listed here, but the copy/paste procedures are the same.

2. OPEN the Classified Budgeting Worksheet workbook.

   You will get a security warning. Click ENABLE MACROS.

3. Go to the Personnel Data worksheet you created earlier with the tab "classified" and copy the entire sheet.

4. Go to the Classified Budgeting Worksheet and place your cursor into cell A1 of the tab named "Input". Paste the copied data. Ensure there is a merit increase date for every employee. Enter the correct date for the corresponding employee, (or enter 7/1/2008 if unknown). Enter a date even if employee is at the top step.

5. Go to "Tools", "Macro", "Macros" and run all macros in this order 1) Start, 2) ConsolAppt, and 3) Summary

   The worksheet will automatically calculate the pay amounts for each month from July 08 through June 09, including estimates of potential increases to the classified steps.

   The calculations include adjustments for labor distribution and appointment percent.

   The Summary tab will summarize the budget by Index and Account Code.

## Budgeting for Unclassified employees

You can use the information in the Unclassified tab of the Personnel Data worksheet to assist you in calculating an increase for unclassified employees.

1. OPEN the Unclassified Budgeting Worksheet workbook.

   You will get a security warning. Click ENABLE MACROS.

2. Go to the Personnel Data worksheet you created earlier with the tab "unclassified" and copy the entire sheet.

3. Go to the Unclassified Budgeting Worksheet and place your cursor into cell A1 of the tab named "Input". Paste the copied data.

4. Go to "Tools", "Macro", "Macros" and run all macros in this order a) Start, b) Consolidate, and c) Summary

The calculations factor no raise for General Fund labor distributions and 3.9% for all other funds. This amount can be adjusted on the "Data Sheet" tab, cell B3

The calculations include adjustments for labor distribution and appointment percent.

The Summary tab will summarize the budget by Index and Account Code.

## Budgeting for IT Employees

Because IT employees do not have 'steps' the worksheets will not work for them. These records have been placed in a separate tab. IT employees get annual pay increases, but the increase amount is based on performance and where the employee is in relationship to the control point of their classification.

When budgeting for IT employees, you will have to substitute a set percentage (say 4.5 or 5%) for their increase amount and run them through the usual OPE worksheets. Remember to modify the worksheet's "Template" tab to account for the change in medical rates. (940 to 1010 and 1010 to 1111)

## Disclaimer

These worksheets are provided as a suggested means of budgeting your personnel. You are not required to use them.

Every effort has been made to automate as much of the process as possible. Nothing, however, beats the human eye and brain when reviewing numbers for reasonableness. Please look closely at your data to ensure that the projected budget figures seem accurate for your area.