Salary Commitment Reporting - Payroll Encumbrance
Overview

July 15, 2013

Vision

Make institutional data easily accessible, reliable, consistent, and secure to support informed planning and decision making.

* Business Intelligence/IS
Overview

- Roll out of new salary forecasting tool called Salary Commitment Reporting (SCR) started July 1, 2013 (FY14)
- Allows you to see the impact of appointments immediately
- To enhance the ability to monitor budgets
- To predict what funds remain available.
- Minimize inaccuracies in shadow systems

Research Reporting Task Force

- Requested by the Faculty and Administrators who took part in the Research Reporting Task Force.
- Part of the move to empower users to make metrics-driven decisions to manage their research budgets.
- One of many enhancements in their request for better resources for research reporting.
- Supported by the Vice Provost for Budget/Planning/Administration
Encumbrance Methodology

Recast Method
- Estimates amount of salary to be encumbered from an active job record based on the number of payments remaining in the period. The period for non research funds is the fiscal year, the period for research funds is the budget period.

Multi Year Encumbering (Grant Funds Only)
- Funds will be encumbered beyond the fiscal year for those jobs where the labor distribution is being allocated to a grant fund and the grant fund has a Budget End Date beyond the end of the fiscal year. If there is a termination row on the job prior to the Budget End Date the amount encumbered will only be re-cast to the job end date.

Encumbrance Methodology

- Positions encumbered:
  - Faculty
  - Staff
  - Post Doc’s
  - Graduate Assistants
- Positions not encumbered:
  - Temp non student
  - Work-study student
  - Co-ops
Test Scenario

<table>
<thead>
<tr>
<th>Scenario Description</th>
<th>Employee Class</th>
<th>Annual Salary</th>
<th>Per-Pay Salary Factor</th>
<th>Job-Action End Date</th>
<th>Index Percent Grant end date</th>
<th>Actual Encumbrance FY14</th>
<th>Actual Encumbrance FY15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non grant funded, job, without end</td>
<td>4.8</td>
<td>66,600.00</td>
<td>24.00</td>
<td>2,286.33</td>
<td>182280 50</td>
<td>103914.96</td>
<td>103914.96</td>
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<td>Grant funded (job 32%) with end date</td>
<td>4.7</td>
<td>23,457.00</td>
<td>24.00</td>
<td>1,200.00</td>
<td>979572014 10550000 105</td>
<td>320745.57</td>
<td>7204.57</td>
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Budget Statement Report

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<thead>
<tr>
<th>Account Code</th>
<th>Account Title</th>
<th>Adopted Budget</th>
<th>Adopted Budget</th>
<th>Current Period</th>
<th>Forecast</th>
<th>Conclusiveness</th>
<th>Available Balance</th>
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</thead>
<tbody>
<tr>
<td>63100</td>
<td>Salary-Faculty</td>
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<td>63102</td>
<td>Salary-Tenured Faculty</td>
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<td>63113</td>
<td>Fringe Benefits</td>
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</tbody>
</table>

Salary/Fringe Encumbrance

Note: Totals of Salary Encumbrances by Account Code & Fringe will appear on daily and monthly Budget Statement
Actual ePrint - FZRBD90

Northeastern University

Actual ePrint - PZSEMD

Northeastern University
Joint collaboration

- Office of Research Administration and Finance
- Finance
- Human Resource Management
- Business Consulting
- Information Technology
- Provost Office
- Research Active Faculty
- Research Administrators like many of you

We need your help

- Work with your faculty to verify July data
- Actively participate as a member of project teams
- Give feedback of what works and what doesn’t work
- Serve as early adopters, and system enhancement cheerleaders
Future Steps

- Create additional reports
- Design a reporting dashboard that is research friendly
- Communicate updates to your Colleges

DISCUSSION