MASTER'S PROGRAM FACULTY SALARY CALCULATOR: STANDARD OPERATING PROCEDURE

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Masters Faculty Calculator Overview

Introduction

Master's degree programs must be self-supporting and cover all related costs from the revenue they generate. Subsequently, they are required to cover the cost of the teaching or administrative services provided by faculty. The total faculty salary paid from a master's degree program fund is determined by the work performed for that specific program. The allocation of the salary cost to the master's program is based on the 30 credit hour workload for full-time faculty (1.0 FTE). The percentage of the faculty full-time equivalent (FTE) related to the master's program is calculated by adding the credit hours taught to the credit load equivalent of any master's service or master's administrative duties and then dividing by 30. Then the base salary is multiplied by this percentage to determine the dollar amount allocated to the master's fund. The 30 credit hour workload only includes the work performed during the fall and spring semesters by faculty on 10-month work contracts. Any work done in the summer will need to be accounted for as an additional payment from a salary sup or summer contract. If the faculty is on a 12-month work contract, then the formula accounts for the full year. If any faculty time does not fit into the categories detailed in the process, the Provost's Office can provide guidance.

The Master's Faculty Calculator (Calculator) assists with managing the salary process for full-time faculty, including Category I and Category II. Affiliate faculty are paid through contracts that should be managed each semester outside of this process. The Calculator helps manage faculty salary expenses by:

1) Calculating the amount of salary allocated to the program by faculty line,
2) Generating reports to submit to HR and the Budget Office to update Banner, and
3) Reconciling the total salary paid from the master's program fund at year-end.

Process

1. Calculate the faculty FTE allocated to the Master's Program fund.
    a. Add program and faculty information
    b. Add credit hours taught and credit hour equivalents for each faculty
    c. Verify faculty FTE has been 100% allocated
2. Calculate faculty salary allocated to master's program
    a. Add program and faculty information to calculator including:
        i. Faculty type, employee classification, annual salary, and FOAP information
    b. Add additional faculty payments coming from the master's program as salary supplements or summer payments.
3. Reconcile information to actual payments in Banner
    a. Extract salary paid from the master's program fund in Banner (NHIDIST) and paste in Calculator.
    b. Verify all payments are accounted for in the Calculator using the Reconciliation of NHIDIST tab.
4. Research any amounts indicated in "Payroll Research or Correction Needed" section.
5. Submit Labor Distribution report to HR to update the FOAP percent split for faculty in Banner.
6. Submit any payroll redistribution requests to Payroll.

Access in Banner

The majority of the information used in the Calculator will come directly from Banner, requiring access to the following forms:

- NBAJOBS: Query access
- NHIDIST

Timeline

The timeline is provided to help each department strategically plan when to submit labor distribution requests to HR and when to make actual expense corrections. Each program may have different timing needs based on the program structure, like eight-week sessions versus sixteen week. However, it is essential that actual expense corrections are submitted to Payroll in May and that the total paid from the program is reconciled after the June payroll.

Timeline

July

- Fiscal Year begins, initial preparation for August HR submission.
- Verify summer master's program teaching expenses are updated in

August

- Second Friday: Provide HR initial labor distribution (FOAP split) spreadsheet.

September

- Second Friday: Provide any labor distribution changes to HR.
  - Update calculator with class information as of census.

October

- Phase II salary increases are effective October 1. Update calculator with new salary information.
- Prepare for Fall Budget Review.

November

- Fall Budget Review with the Budget Office will occur.
- Check salary/fringe expenses for all faculty in Banner to ensure accuracy.

January

- Check Spring semester teaching and reassigned time. Make any necessary adjustments to FOAP splits.

February

- Update calculator based on spring census information. Provide updated labor distribution to HR by second Friday in February.
- Check salary/fringe expenses in Banner to ensure accuracy.

March

- Spring Budget Review with the Budget Office will occur.

April

- Verify that calculator is updated with faculty workload information.
- Compare Banner expenses to program budget using the Calculator.
- Submit any labor distribution corrections.

May

- **May 15th: Submit payroll redistribution to move actual expenses for any corrections.**

June

- Final Reconciliation: The June Payment will post around the third week in June.
- Reconcile the full year amount paid on Banner to the calculator and request any corrections through payroll.
- All payroll redistributions must be submitted by the final week of June. Verify the cutoff date with Payroll.

July

- Third Friday: Submit to the Budget Office any 8300 transfer requests to resolve large discrepancies.

Detailed Process

Part I: Calculating Masters FTE

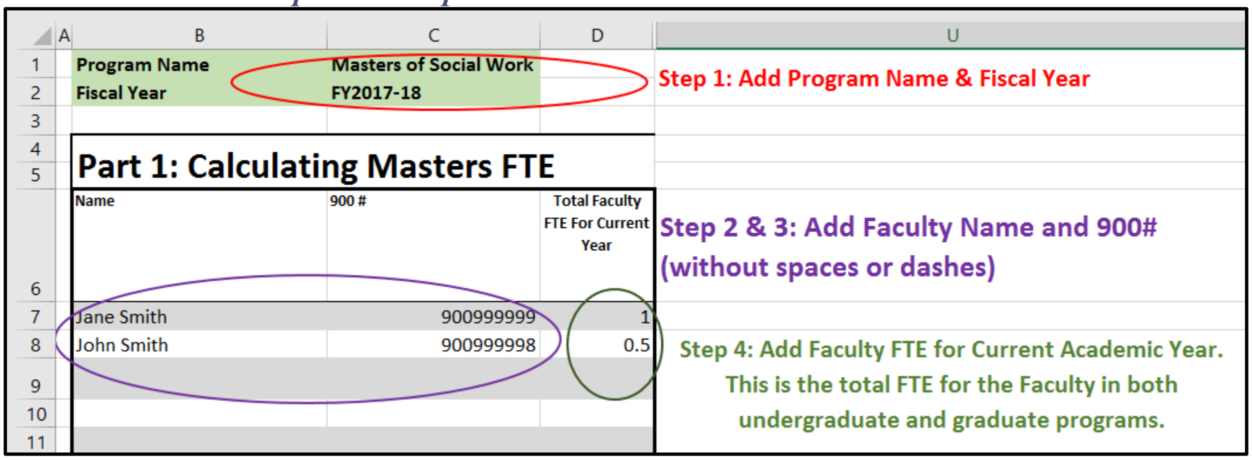
Master's degree programs are required to pay for work performed by faculty for that program. The calculation for the FTE related to the master's program is the total number of credit hours taught by that faculty member at the graduate level plus the credit load equivalent for service, administration, or reassign time related to the graduate program divided by the annual workload (30 credit hours). The annual faculty salary is then multiplied by the masters FTE to calculate the salary amount for which the master program is responsible. This calculation is done in the second tab of the Masters Faculty Calculator titled "Part I- Masters FTE".

Part I: Step-by-step Process for Completing the "Part I- Masters FTE" Tab

Part I Steps 1 – 4: Program and Faculty Information		
Step	**Task**	**Why**
1	Add program name and fiscal year (green section, upper left corner): • Type program name into cell C1 • Type fiscal year into cell C2	This information feeds over to the "Step 2 Calculator" tab so that it can be included in the spreadsheets that are provided to the Budget Office and HR.
2	Name (Column B): • Add full name of faculty member to column B. • All Category I and Category II faculty that are working with the graduate program need to be included in this list. • Additionally, any faculty that have been paid from the graduate program fund in error during the current fiscal year should be included so that their information can be corrected.	The full name needs to be provided because the information feeds to the Calculator tab and is included in reports sent to both HR and the Budget Office. It is then used by those departments to identify the appropriate faculty member for Banner updates and reconciliation.
3	900# (Column C): • Add the 900# for the faculty member into column C. • The 900# should not include any spaces or dashes. • All faculty listed should have a 900#.	The 900# feeds over to the Calculator and is an essential part of the formula that identifies the salary information from Banner.
4	Total Faculty FTE for Current Year (Column D): • Faculty FTE (Full-time Equivalent) is based on a 30 credit hour load. For example, if a faculty member is teaching 30 credit hours, they are 1 full FTE. • FTE is calculated by dividing the credit hour load (teaching, service, administration, etc.) that a faculty member will be working by 30. If the total credit load is 15 it would be 15/30 or .5 FTE.	This information is used to calculated the percent of the faculty's time that should be allocated to the undergraduate, graduate, and grant funding sources. This is the number by which the credit hours taught at the undergraduate and graduate levels are divided (denominator). Ultimately, the graduate percentage feeds over to

		the calculator and is used to calculate the total salary to be paid from the master program.

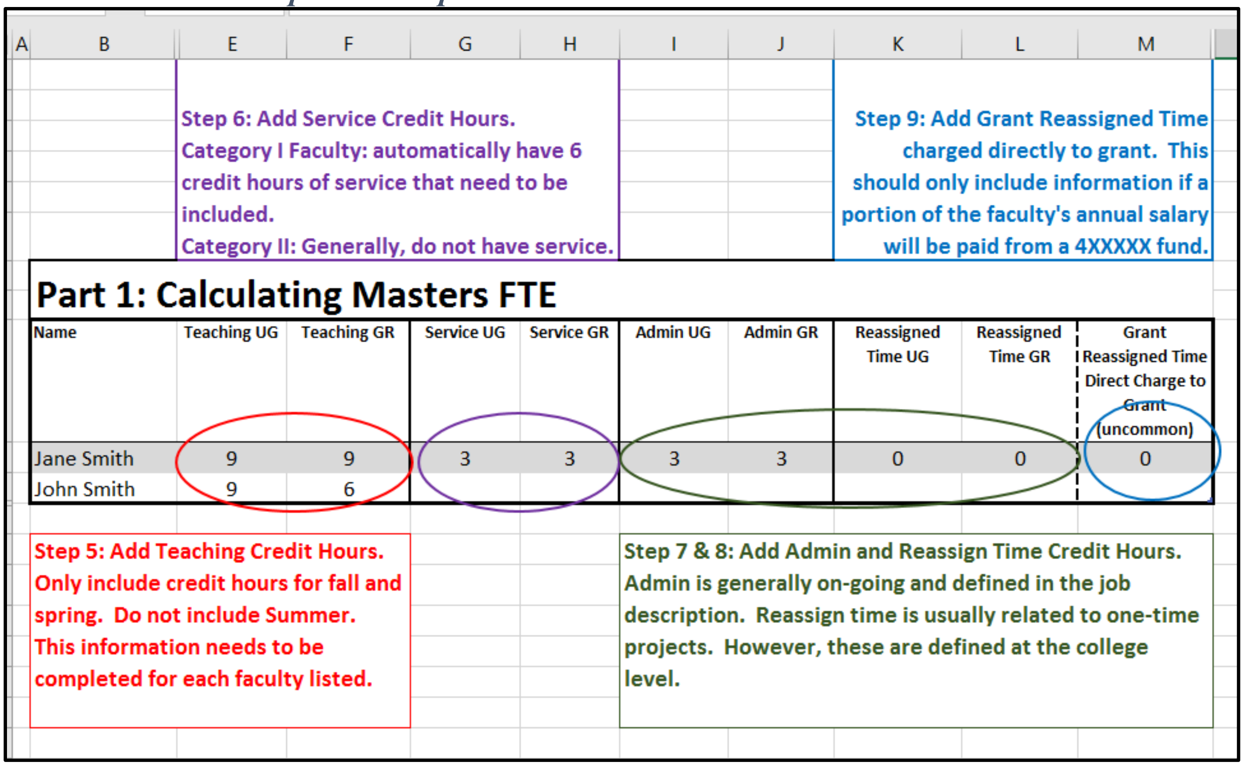
Calculator with Part I Steps 1-4 Complete



<table>
<tr><th colspan="3">Part I, Steps 5-9: Adding Credit Hours</th></tr>
<tr><th>Step</th><th>Task</th><th>Why</th></tr>
<tr><td>5</td><td>Teaching Credit Hours:
Teaching UG (Column E) – enter the total undergraduate level credit hours the faculty member will be teaching for both fall and spring. Do not include summer.
Teaching GR (Column F) – enter the total graduate level credit hours the faculty member will be teaching for both fall and spring. Do not include summer.</td><td rowspan="2">This information is used to calculated the percent of the faculty’s time that should be allocated to the undergraduate, graduate, and grant funding sources. The sum of the teaching, admin, and reassigned time are divided by the total FTE to determine the percent in each area. Ultimately, the graduate percentage feeds over to the calculator and is used to calculate the total salary to be paid from the master program.</td></tr>
<tr><td>6</td><td>Service Credit Hours:
Service UG (Column G) – enter the credit load equivalent of any service at the undergraduate level.
Service GR (Column H) – enter the credit load equivalent of any service at the graduate level.
Category I
Faculty automatically has 6 credit hours of service in an academic year that are included in the 30 credit hours. These credit hours need to be accounted for in the spreadsheet.
The activities that are considered service are defined by the University’s Faculty</td></tr>
</table>

	Handbook, College guidelines, and Department guidelines. o The department Chair should determine the credit hours of service that pertain to both the undergraduate and graduate levels. • **Category II** o Generally, do not have service. Confirm status with department chair.	
7	Administrative Credit Hours: • Admin UG (Column I) – enter the credit load equivalent of any administrative work at the undergraduate level. • Admin GR (Column J) – enter the credit load equivalent of any administrative work at the graduate level. • Administrative credit hours are a type of release time related to supporting essential administrative tasks of the graduate program. Typically, administrative time is outlined in the faculty's job description and is on-going in nature. For example, department chair, program directors, internship coordinator, etc. • The number of credit hours related to administrative duties should reflect the percent of time the faculty spends working on that task.	
8	Reassigned Time Credit Hours: • Reassigned Time UG (Column K) – enter the credit load equivalent of any reassigned time at the undergraduate level. • Reassigned Time GR (Column L) – enter the credit load equivalent of any reassigned time at the graduate level. • Reassigned time has a broader definition at the University, College, and Department level. For the purpose of this tool, reassigned time is defined as any release from teaching to work on a specific project or task as determined by the department chair that is not an on-going administrative duty. • The number of credit hours related to reassign time duties should reflect the percent of time the faculty spends working on that task.	
9	Grant Reassigned Time Direct Charge to Grant (Column M): • Enter the credit load equivalent of any reassigned time that will be paid directly from a grant.	

Calculator with Part I Steps 5-9 Complete



Step 6: Add Service Credit Hours.
Category I Faculty: automatically have 6 credit hours of service that need to be included.
Category II: Generally, do not have service.

Step 9: Add Grant Reassigned Time charged directly to grant. This should only include information if a portion of the faculty's annual salary will be paid from a 4XXXXX fund.

Part 1: Calculating Masters FTE

Name	Teaching UG	Teaching GR	Service UG	Service GR	Admin UG	Admin GR	Reassigned Time UG	Reassigned Time GR	Grant Reassigned Time Direct Charge to Grant (uncommon)
Jane Smith	9	9	3	3	3	3	0	0	0
John Smith	9	6							

Step 5: Add Teaching Credit Hours. Only include credit hours for fall and spring. Do not include Summer. This information needs to be completed for each faculty listed.

Step 7 & 8: Add Admin and Reassign Time Credit Hours. Admin is generally on-going and defined in the job description. Reassign time is usually related to one-time projects. However, these are defined at the college level.

<table>
<tr><th colspan="3">Part I Step 10: Reviewing Totals for Accuracy</th></tr>
<tr><th>Step</th><th>Task</th><th>Why</th></tr>
<tr><td>10</td><td>Review % Allocated (Column T):

This column is a sum of the % of UG Time, % of GR Time, and % of Grant calculations. The % allocated should always equal 100% because it is the sum of the percentages that will be paid from each funding type. If it does not equal 100%, the credit hours entered in steps 5 through 9 will need to be adjusted.
The % allocated is based on:

The sum of the total credits related to undergraduate work, graduate work, and grants (columns N, O, P). This information is used to calculate the percentage of the faculty member’s time working in undergraduate, graduate, and grants.
The spreadsheet then calculates the percentage of a faculty member’s salary

</td><td>The % allocated column provides a means of reconciling the total credit hours entered into the spreadsheet. The information in the % of GR Time column feeds over to the calculator and is used to calculate the total salary that should be paid from the master’s fund. If this information is not correct, the totals provided by the calculator will be wrong.</td></tr>
</table>

	that will be paid from different funding sources (columns Q, R, S). This section is dividing the number of credit hours that have been added to the spreadsheet back to the Faculty FTE in column D. If the FTE in column D is 1, then the formula will divide the number of total credit hours by 30. If the FTE is .5, it will divide the total by 15.	

Calculator with Part I, Step 10 Complete

Step 10: Review Total Credits, % of Time, and % Allocated Columns to verify information is accurate.
The % Allocated (Column T) should always equal zero. If it is more than that, there are too many credit hours allocated. If it is less than that, not all credit hours have been allocated to the faculty.

Part 1: Calculating Masters FTE

A	B	D	N	O	P	Q	R	S	T
	Name	Total Faculty FTE For Current Year	Total UG credis	Total GR credits	Total Grant (direct charge)	% of UG Time	% of GR Time	% of Grant (direct charge)	% Allocated
	Jane Smith	1	15	15	0	50.00%	50.00%	0.00%	100.00%
	John Smith	0.5	9	3	0	60.00%	20.00%	0.00%	80.00%

For John Smith FTE is at .5 which means there should be 15 credit hours allocated. There are only 12 credit hours so the % Allocated is indicating that a correction is needed.

Part I, Steps 11-12: Adding and Removing Information		
Step	**Task**	**Why**
11	Adding More Rows: • The calculator uses linked tables which means that a row cannot simply be inserted at any point. In order to add rows: • Hover the cursor over the sizing arrow in the lower right corner of the table. • When the curser becomes a double-headed arrow like this: left click and drag the table boundary until it is the correct size.	Adding rows using any other method, like inserting a row in the middle of the table, will cause the linked formulas in the calculator to break.

12	Removing Faculty from Spreadsheet: • The calculator uses linked tables which means that a row cannot simply be deleted. To remove faculty from the spreadsheet, clear the row of any information but do not delete the row.	Deleting rows will cause the linked formulas in the calculator to break.

Part II: The Salary Calculator

The Calculator uses the information in the Masters FTE tab to determine the percentage of the faculty's salary to charge to the master's program. First, the Calculator determines the master's program total salary allocation for each faculty line based on the FTE from Part I. Then, the Calculator uses the actual salary paid from the master's fund to determine how much is remaining to be paid. Next, the Calculator uses the number of payments remaining in the fiscal year for each faculty line to determine the correct percentage to charge to the master's program. This calculation is in the third tab of the Masters Faculty Calculator titled "Part II-Salary Calculator". The actual salary information is copied into the fourth tab titled "NHIDIST" and reviewed in the fifth tab, "Reconciliation of NHIDIST".

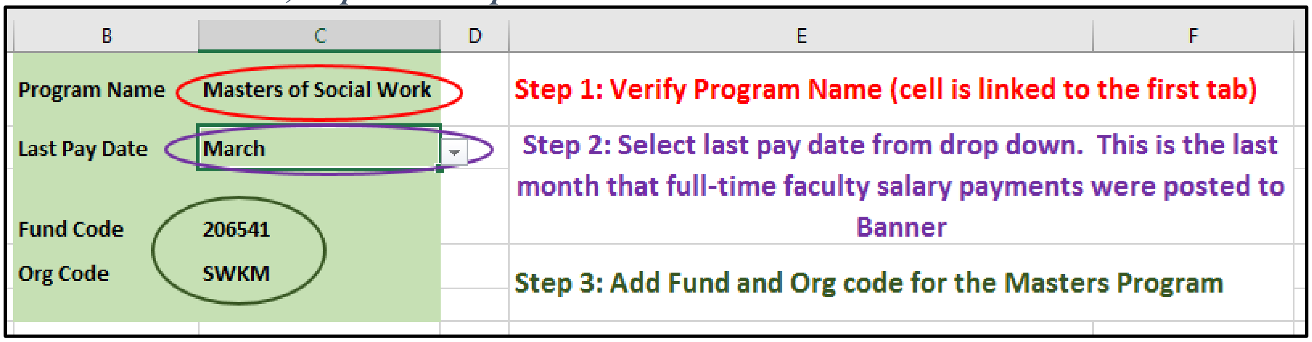
Part II: Step-by-step Process for Calculating and Reconciling Faculty Salary

Part II, Steps 1-3: Adding Program Information to Calculator Tab		
Step	**Task**	**Why**

1	**In "Part II-Salary Calculator" Tab**
	Verify Program Name (Cell C1):
	• This cell is linked to the Step 1 tab and should automatically update. If not:
	  ○ Verify that the formula is "=+'Step 1 Masters FTE'!C1"
	  ○ Verify that the program name is still in cell C1 on the "Step 1 Masters FTE" tab.
		This information is included in the spreadsheets that are generated by the calculator and are provided to the Budget Office and HR.

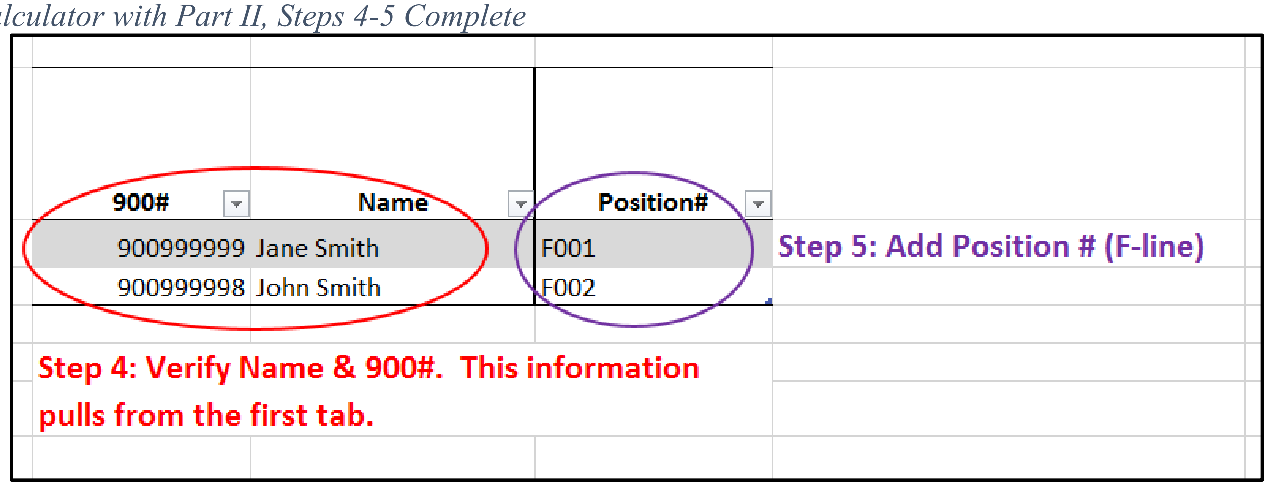
2	Update Last Pay Date (Cell C2): • Click on the cell to see the drop down box arrow • Click on the arrow • Select the last month that full-time faculty salaries have been posted to Banner. This can be verified in NHIDIST. ○ If no payments have been made yet, select "Initial".	This information is used to calculate what is remaining to be paid for each faculty member based on their employee class type. If it is not correct, the "% Masters Labor Distribution" will be incorrect.
3	Update Fund and Org Code (Cell C3 and Cell C4): • Type the master program's fund code into cell C3. • Type the master programs fund code into cell C4.	This information is used to provide the FOAP to HR to update the faculty labor distribution in Banner. If it is incorrect, the FOAP that the faculty is paid from will be wrong.

Calculator with Part II, Steps 1-3 Complete



Part II, Steps 4-5: Faculty Information in Calculator Tab		
Step	**Task**	**Why**
4	Verify Name & 900# (Columns B & C): • This information is linked directly to the Step 1 tab and should automatically update. • If it is not updating correctly, most likely a row has been added or deleted, breaking the formulas. Copy the formula in a row that is correct.	The 900# is used to pull the employee data from the NHIDIST tab. This information is then used to compare how much has been paid in Banner and how much is remaining to be paid. The "% Masters Labor Distribution" calculation is based on this information.
5	Add Position# (Column D): • Type the faculty members position number (also called F-line)	This information is used as another means of identifying the faculty in Banner

Calculator with Part II, Steps 4-5 Complete



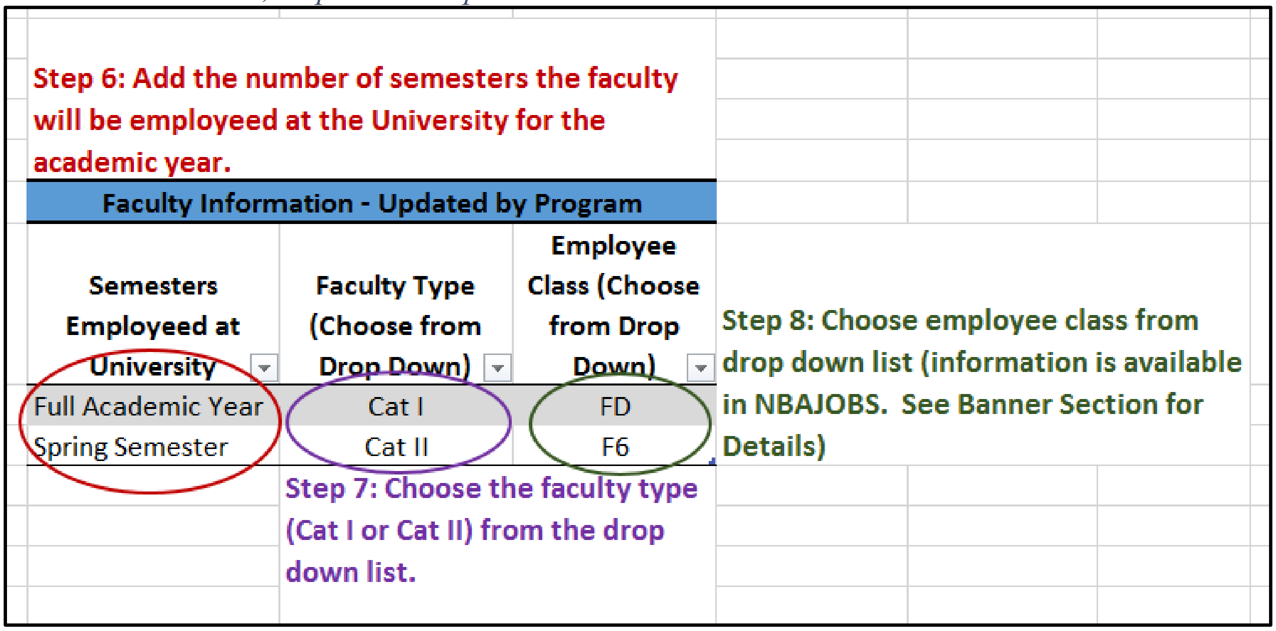
Part II, Steps 6-8: Faculty Information Cont.		
Step	**Task**	**Why**
6	Add Semesters Employed at University (Column E): • Click on the cell to see the drop down box arrow	This information is used to calculate the amount that is remaining to be

	• Click on the arrow
	• Select from the following:
	  o Full Academic Year (most common): the faculty member will be employed by the University for both fall and spring of that year.
	  o Spring Semester: Faculty will only be employed by the University for the Spring Semester.
	  o Fall Semester: Faculty will only be employed by the University for the Fall Semester.
	  o 12-Month Contract (rare): the faculty member will be working over a full 12-month period so Fall & Spring semesters plus the two summer months. Any faculty classified as "FC" must be "12-Month Contract".
		paid for the faculty. If the faculty is only working in the fall and it is already March, then there is no way for the salary to be corrected through adjusting the labor distribution in Banner and a payroll correction will be needed.

7	Add Faculty Type (Column F):
	• Click on the cell to see the drop down box arrow
	• Click on the arrow
	• Select from the following:
	  o Cat I
	  o Cat II
		This information is used to determine the appropriate account code in the FOAP for the labor distribution. Cat I is account 6115 and Cat II is account 6125.

8	Add Employee Class (Column G):
	• The employee class is based on the contract start date and the number of payments a faculty will receive during the year.
	• Click on the cell to see the drop down box arrow
	• Click on the arrow
	• Select from the following:
	  o F5
	  o F6
	  o FD
	  o FC
	  o F2
		The employee class effects the number of remaining pays for the faculty since the first payment is at the end of the month in which the contract begins.
		• F5: Contract starts September 1^{st}
		• F6: Contract starts August 1^{st}
		• FD: Contract starts September 1^{st}
		• FC: Chair; Contract starts August 1^{st}
		• F2 – transitional retiree, contract start date will most likely be September 1^{st} however it depends on the employee's previous classification.

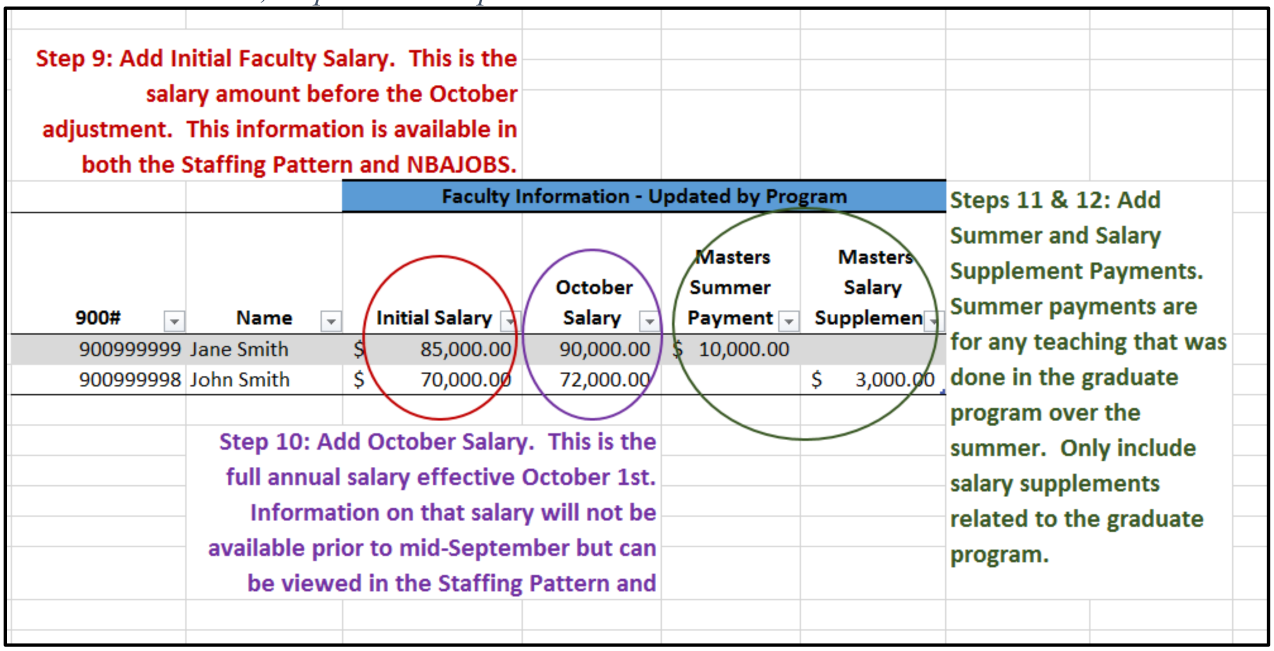
Calculator with Part II, Steps 6-8 Complete



Part II, Steps 9-12: Faculty Annual Salary and Other Payments		
Step	**Task**	**Why**
9	Add Initial Salary (Column H): • This is the salary prior to any adjustments for the October 1st mandatory personnel increases. • Add the full annual salary excluding summer or salary supplement payments.	These amount are used to calculate the total salary amount that needs to be paid from the master program. Depending on the Employee Class, the calculator either includes one or two months at this pay rate plus either eight or nine months at the October rate to get the total annual salary amount for the faculty. That amount is then multiplied by the FTE for the master's program calculated in Step 1.
10	Add October Salary (Column I): • This the full annual salary as of October 1, excluding any summer or salary supplement payments.	
11	Add Masters Summer Payment (Column J): • Include the total salary amount that will be paid to faculty for teaching a graduate level course in the summer.	This amount is included in the calculation for the total amount that will be paid from the master program. It is also included in the comparison to the information pulled from Banner. The Reconciliation to Banner from NHIDIST section will look for summer and salary supplement payments in the NHIDIST data. The Payroll Research or Corrections Needed section compares the summer and salary sup information provided in
12	Add Masters Salary Supplement (Column K): • Include the total salary amount that will be paid to faculty for any supplemental pay at the graduate level. This can include things like course development. • Note: Fringe is charged on all salary payments including salary supplemental.	

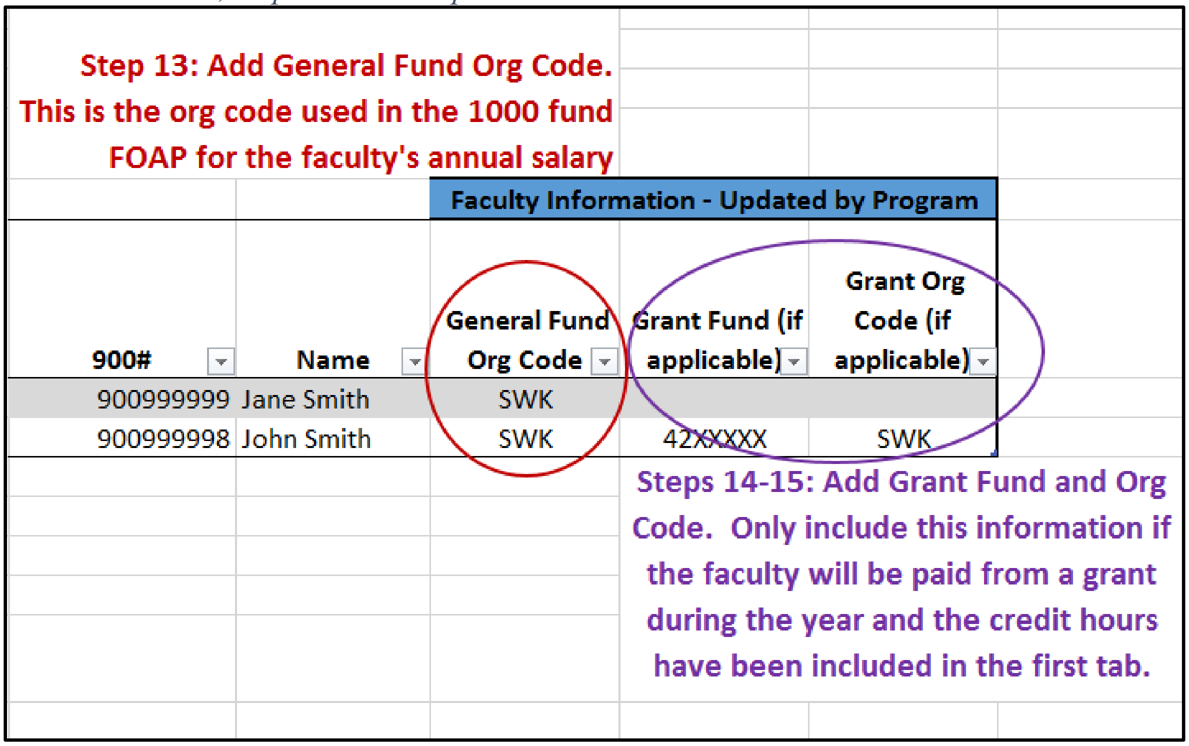
		this section with what was identified on NHIDIST.

Calculator with Part II, Steps 9-12 Complete



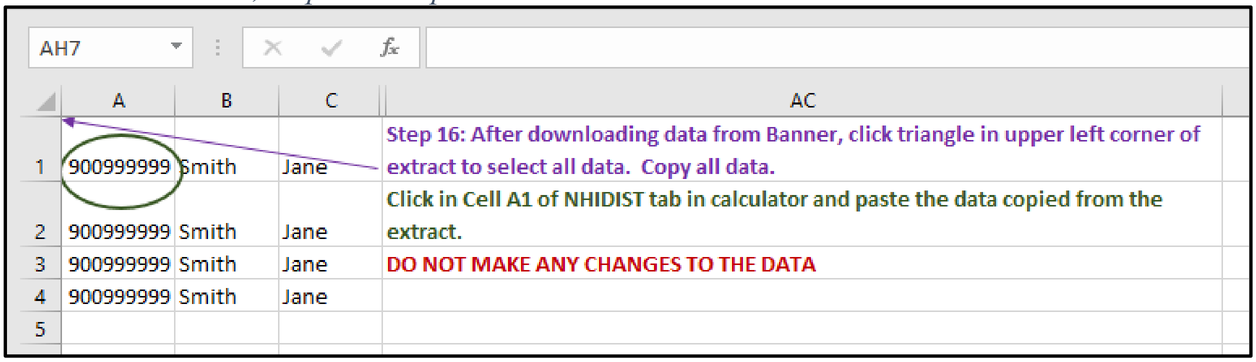
Part II, Steps 13-15: Adding Other FOAPAL Information		
Step	**Task**	**Why**
13	Add General Fund Org Code (Column L): • This is the org code included in the FOAP from which the faculty's annual salary is paid.	This information is used to determine the appropriate organization code in the FOAP for the labor distribution for the undergraduate courses.
14	Add Grant Fund *if applicable* (Column M): • If there are credit hours charged directly to a grant identified in the Step 1 Masters FTE table, this information needs to be completed. • Provide the fund number (4XXXXX) of the appropriate grant	This information is used to determine the appropriate fund and organization code in the FOAP for the labor distribution for any grant work that is charged directly to the grant.
15	Add Grant Org Code *if applicable* (Column M): • If there are credit hours charged directly to a grant identified in the Step 1 Masters FTE table, this information needs to be completed.	

Calculator with Part II, Steps 13-15 Complete

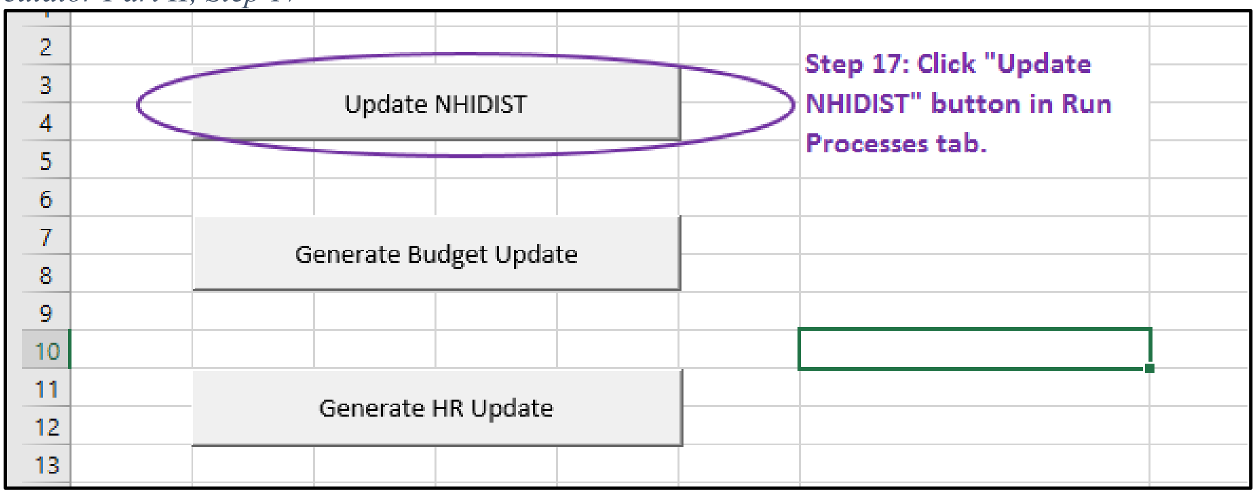


Part II, Step 16-17: Adding Actual Payment Information from Banner (NHIDIST)		
Step	**Task**	**Why**
16	Download NHIDIST Information (NHIDIST Tab): • Click on triangle in upper left hand corner of NHIDIST Excel spreadsheet. This will select all rows and columns. • Click copy or Ctrl+C to copy all NHIDIST information. • In the **"NHIDIST" tab** of the Faculty Calculator Click on cell A1 • Click paste or Ctrl+V to paste all Banner information into the tab. • Do not make any changes to the data	The data extracted from Banner in this step represents the total amount that has been paid to the faculty as of a certain date. This information is used to calculated the percent of the faculty's annual salary that needs to be charged to the masters program for the remainder of the year in order to have the correct amount. If it is not possible to get the correct amount by changing the faculty's labor distribution, then the calculator will indicate that a correction may be needed.
17	Update NHIDIST Data for Use in Calculator: • In the **Run Processes tab** click on the "Update NHIDIST" button. • This will manipulate the data in the NHIDIST tab so that the formulas in the calculator work	This button sorts the NHIDIST data by 900# and then adds a column that shows whether the payment is positive or negative.

Calculator with Part II, Step 16 Complete



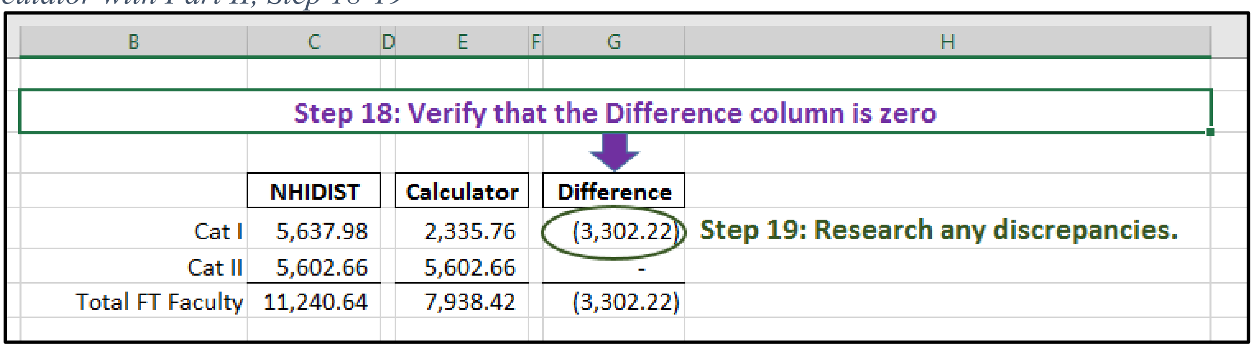
Calculator Part II, Step 17



Part II, Step 18-19: Reconciling NHIDIST Information		
Step	**Task**	**Why**
18	**In the "Reconciliation of NHIDIST" tab:** • Verify that the Difference (column G) between NHIDIST and the Calculator is zero. • If there is no difference, all NHIDIST transactions have been included in the Calculator. If there is a difference, the discrepancy will need to be researched.	This step balances the actual payments made to faculty that are included in the calculator with the total paid from Banner. This ensures that all transactions are included in the analysis. There are times when salaries are paid from the wrong fund. This step helps identifying people who were paid from the masters but should not have been.
19	If it does not balance, research the discrepancy. Some possible errors & corrections: • Faculty was paid from master's fund but should not have been. o Add the faculty to the Part I-Masters Faculty FTE showing all credit hours in the undergraduate program. Complete all steps for faculty in Part II-Salary Calculator. The labor distribution	

	correction will be included in the information for HR. The actual salary correction to include in the Redistribution Request will be indicated in the calculator.
	• Faculty was paid from wrong account code.
	  ○ Include account code correction in the Redistribution Request.
	• 900# is wrong in Calculator
	  ○ Correct 900# in Part I-Masters FTE tab.
	• It may not necessarily balance. For example, if there is a vacation payout out (VPO) paid from account 6155, that will show in the calculator but it will not pull in the reconciliation. Just make a note and leave it out of balance.	

Calculator with Part II, Step 18-19



Step 18: Verify that the Difference column is zero

	NHIDIST	Calculator	Difference
Cat I	5,637.98	2,335.76	(3,302.22)
Cat II	5,602.66	5,602.66	-
Total FT Faculty	11,240.64	7,938.42	(3,302.22)

Step 19: Research any discrepancies.

Part II, Step 20-21: Review Total Masters Salary Amount Section		
Step	**Task**	**Why**
Review “Total Masters Salary Amount Calculation” in “Part II-Salary Calculator” tab (Columns O – U):		
20	Verify Employee Class Reconciliation (Column P): • If the cell is clear, the employee class entered into the calculator in step 8 is correct. • If the cell is highlighted red and says “CHECK CLASS”, the employee class entered in step 8 does not match the employee class that the calculator is pulling from NHIDIST. • If they do not match, verify the employee class in NBAJOBS in Banner. The information pulled from NHIDIST may not necessarily be correct. If the faculty has changed employee type or if there have been no payments made to the faculty from	This cell has a formula that compares what was entered into the spreadsheet for employee class in step 8 (column G) to column O which is pulling the employee class from the Banner extract based on 900#. If there is no payment from the graduate fund for that 900#, the calculator will return “N/A”. For any discrepancies, always verify the employee class in NBAJOBS. The employee class is used by the calculator to determine how many

	the master's fund, NHIDIST may return the wrong value. • DO NOT MAKE CHANGES IN THIS COLUMN	payments are left in the year for that particular faculty. If the class is incorrect, the labor distribution calculation will be wrong. This will result in the wrong amount paid from the masters program and additional manual corrections at year-end.
21	Review Total Master's Salary (Column U): • Check amounts for each faculty to make sure the total is reasonable. • Verify that the grand total of all the faculty salaries is reasonable. ○ For example, is the amount similar to the previous year? If not, should it be different? If this is a new program, does the total reflect what was presented in the original estimate? If not, why is it different? • If a total seems off, review the credit hours input in Part I and the payment information entered in steps 9-12. • DO NOT MAKE CHANGES IN THIS COLUMN.	The total masters salary is what should be paid from the masters fund for that academic year. The calculator uses this total to determine the labor distribution for the remainder of the year and the corrections needed. It is important that this information is accurate. This is a calculated field that is based on information entered in various parts of the calculator. The formula sums the calculated masters salary based on FTE, any summer pay, and salary sups. Changes made directly into this column will break multiple formulas throughout the calculator.

Calculator with Part II, Steps 20-21 Complete

Step 20: Review Employee Class Reconciliation. If there is a "Check Class" indicator, the employee class entered in step 8 is different than the class pulling from NHIDIST. Verify the correct class in NBAJOBS.

G	O	P	Q	R	S	T	U
mation - Update	Total Masters Salary Amount Calculation						
Employee Class (Choose from Drop Down	Employee Class from NHIDIS	Employee Class Reconciliation	Masters FTE	Master's Salary	Summer Payment for Calc	Salary Supplement for Calc	Total Master's Salary
FD	FD		0.5000	$ 44,750.00	$ 10,000.00	$ -	$ 54,750.00
F6	FD	CHECK CLASS	0.2000	$ 14,320.00	$ -	$ 3,000.00	$ 17,320.00
			0.7000	$ 59,070.00	$ 10,000.00	$ 3,000.00	$ 72,070.00

Step 21: Review the Total Masters Salary Column. Verify the grand total of all faculty salaries seems reasonable.

Part II, Step 22-23: Payroll Research or Corrections Needed Section		
Step	**Task**	**Why**
22	Review Summer & Salary Sup Corrections Needed (Column Z): • If any amount is showing in this column, then the amount paid-to-date in Banner with either a Summer or Salary Sup code does not match the amount entered into the calculator in steps 11 & 12. o Research the discrepancy by reviewing NHIDIST to see what has been paid to that faculty and from what FOAP. If the summer pay or salary sup was posted to a different FOAP, a <u>**payroll redistribution**</u> will need to be requested to move it to the masters fund. o However, the summer payment or salary supplement may still be in process and will post at a later date. Additionally, the amount may have been paid from the masters fund but using a different earnings code. If either of these are the case, no correction is needed.	The total amount paid for faculty from the masters program includes summer and salary sups. Sometimes those payments are posted to the wrong fund. This step ensures that all payments are included in the masters fund. • This column compares the amount that was input into the calculator in steps 11 & 12 (columns J & K) to the amount that was pulled in from the NHIDIST tab (column W). The amount in Column W is based on the earnings code that was used in Banner: SMR for summer and SUP for salary sups. If the payment was made using any other earnings code, then the amount will be included in the "Regular Payments to Date" column and will impact the "Masters Fund Correction Needed" reconciliation.
23	Review Masters Fund Correction Needed (Column AA): • If any amount is showing in this column, then the annual salary amount paid from the masters program for teaching, service, and other reassign time cannot be corrected through adjusting the labor distribution in Banner. A <u>**payroll redistribution**</u> is necessary to move a portion of the salary either to or from the masters program. o If the amount in this column is **positive**, salary will need to be transferred into the master's fund. o If the amount in this column is **negative**, too much has been paid from the masters program and salary will need to be transferred out of the master's fund.	This column reconciles the masters salary that should be paid from the masters fund based on the calculated FTE to what has already been paid and what is remaining to pay. The goal of the calculator is to return the percent of the salary that needs to be paid from the masters program in order to reach the Masters Salary amount. However, there will be times that the correction cannot be made through adjusting the percentage and must be made through a payroll redistribution.

Calculator with Part II, Steps 22-23 Complete

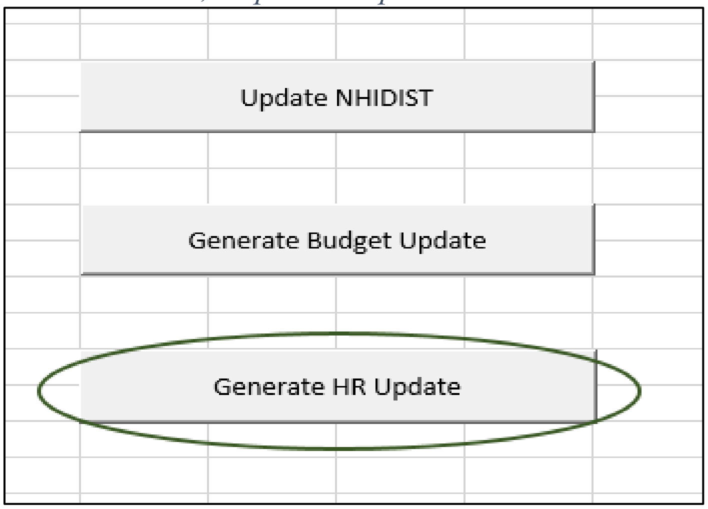
Step 22: Review Summer & Salary Sup Corrections Needed (Column Z). If there is any amount in the column, then the amount paid to date from the master's fund with either a summer or salary sup code does not match the amount input in steps 11 & 12. However, there may not need to be a transfer if the summer or salary supplement payment has not been paid yet. If payment was made from another FOAP, a payroll redistribution will need to be submitted.

Reconciliation to Banner from NHIDIST Tab				Payroll Research or Corrections Needed	
NHIDIST: Regular Payments to Date	NHIDIST: Summer & Salary Sup Payments	NHIDIST: Total Payment to Date	Remaining to Pay from Masters	Summer & Salary Sup Corrections Neede	Masters Fund Correction Neede
$ 2,335.76	$ -	$ 2,335.76	$ 42,414.24	$ 10,000.00	$ 15,414.24
$ 5,602.66	$ -	$ 5,602.66	$ 8,717.34	$ 3,000.00	$ -

Step 23: Review Masters Fund Correction Needed (Column AA). If there is an amount in this column, then the salary paid from the masters fund cannot be corrected by adjusting the labor distribution in Banner. A payroll redistribution will need to be requested.

Part II, Step 24-25: Generate Reports to Submit to HR and the Budget Office		
Step	**Task**	**Why**
24	Generate Labor Distribution Report for HR: • In the “Run Process” tab, click the “Generate HR Update” button. • A new tab will be created in the calculator titled something like “Part II-Salary Calculator (2)”. • Rename this tab as “Labor Distribution-Date (use current month and year)”. • Submit the new labor distribution tab to HR. ○ In the email, indicate the effective date of the new labor distribution. The effective date in Banner can only be a future date and cannot be retroactive.	This button is tied to a macro that copies the current Faculty Salary Calculator tab, breaks all formulas, and deletes all columns and rows that are not necessary for updating the Labor Distribution in Banner. HR will use the labor distribution information to update the percentage of salary paid from different FOAPs for each faculty line.
25	Generate Budget Update: • In the “Run Process” tab, click the “Generate Budget Update” button. • A new tab will be created in the calculator titled something like “Part II-Salary Calculator (2)”. • Rename this tab as “Budget Update-Date (use current month and year)”. • Submit the new labor distribution tab to the Budget Office.	This button is tied to a macro that copies the current Faculty Salary Calculator tab and breaks all formulas. Unlike the HR labor distribution report, this tab will include all the information from the calculator. The Budget Office uses this information to update budget estimates.

Calculator with Part II, Step 24 Complete



Part III: The Redistribution Request

A payroll redistribution is a request submitted to the Payroll Department to move actual expenses from one FOAP to another. A redistribution request is necessary to make corrections to any amount identified in part II, steps 22-23 that cannot be corrected by adjusting the labor distribution for a faculty line. The redistribution request is the sixth tab in the Faculty Calculator Template titled "Part III-Redistribution Request".

Part III: Step-by-step Process for Completing the Redistribution Request

Part III, Step 1: Provide Faculty Information		
Step	**Task**	**Why**

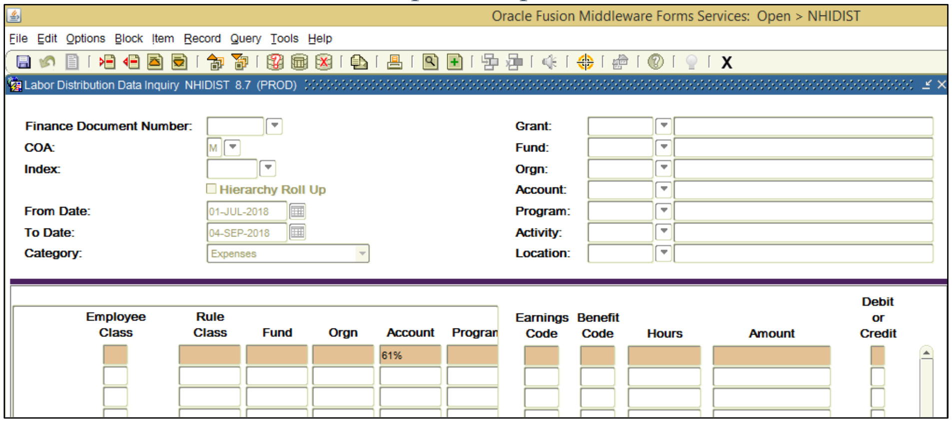
1	Complete identifying information <u>only</u> for faculty needing corrections:
	• All information in this step has already been added to the Calculator in Parts I & II.
	  ○ Add 900# (Column B)
	  ○ Add last name (Column C)
	  ○ Add first name (Column D)
	  ○ Add position # (Column E)
		Payroll will use this information to identify which faculty the redistribution applies.

Payroll Redistribution with Part III, Step 1 Complete

	A	B	C	D	E	F
1	**Payroll Redistribution Request**					
2	**0**					
3						
4		**Employee Information**				
5		**900#**	**Last name**	**First Name**	**Position**	
6		900999999	Smith	Jame	F001	
7		900999999	Smith	Jame	F001	
8						

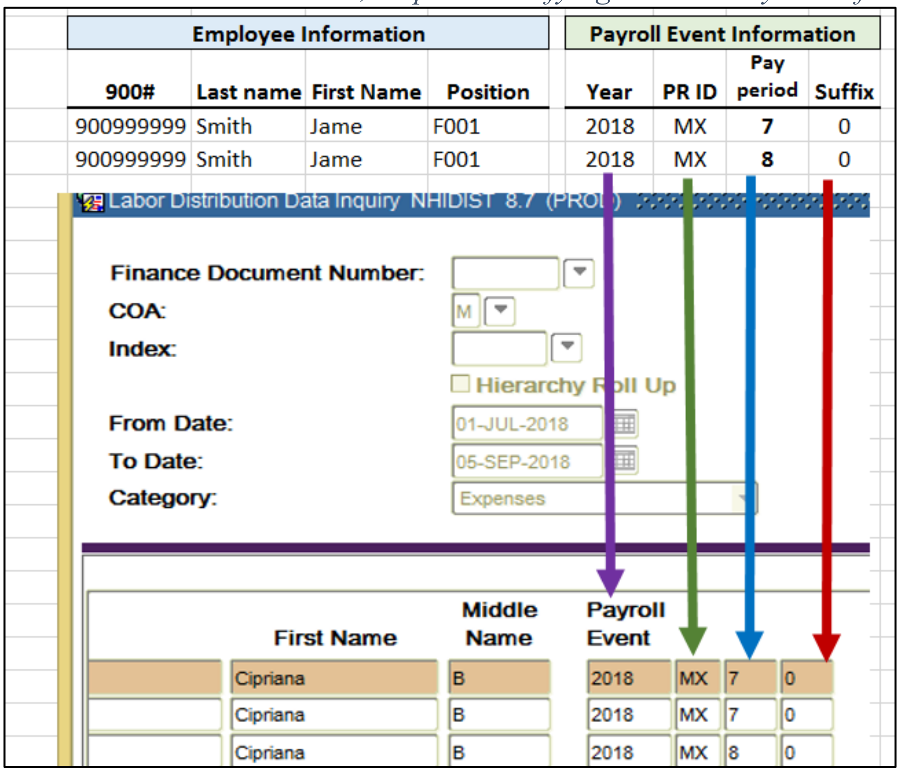
Part III, Step 2: Pull Payroll Event Information		
Step	**Task**	**Why**
2	Pull faculty payroll transactions for current fiscal year in NHIDIST: • In top section of NHIDIST update the following fields: ○ COA: M ○ From Date: 7/01/20XX ○ To Date: Today's date ○ Categories: Select Expenses ○ Leave everything else blank ○ Hit Ctrl + Page down to move to the next field • In bottom section of NHIDIST, update the following fields: ○ ID: Add 900# for faculty that needs correction. Only include one 900# at a time. ○ Tab over to the Account Field. Add 61%. This will limit the query to just salary amounts. ○ Hit F8	Payroll can only transfer actual payroll transactions. This is similar to requesting an expense transfer, which must identify an actual expense with a vendor name, document number, and amount. The Payroll department needs to know the transaction information in order to process the transfer. That information is available through NHIDIST.

Payroll Redistribution with Part III, Step 2 Complete



Part III, Step 3-4: Identify Payroll Event to Transfer		
Step	**Task**	**Why**
3	Identify payroll event to transfer: • From the information pulled in NHIDIST: ○ Identify the fewest number of payroll events paid in the appropriate fund that are necessary to achieve the correction amount. ▪ If transferring *from* the masters, ID payroll events in the masters fund. ▪ If transferring *to* the master's program, ID payroll events in funds other than the masters fund (for example, the 1000 fund).	The data entry performed by the Payroll department is reduced by identifying the fewest number of transfers needed to process the total correction.
4	Add payment information from NHIDIST to Payroll Even Information section of request: • In NHIDIST, there is a section title Payroll Event that has four fields. The first field is the year, the second is the PR ID, the third is the pay period, and the fourth is the suffix. Refer to the table below showing how that information aligns with the request.	

Payroll Redistribution with Part III, Step 4: Identifying Correct Payroll Information in NHIDIST



Part III, Step 5-6: Add Transfer Information		
Step	**Task**	**Why**

5	Add transfer FOAP information to request:
	• Add the appropriate fund, org, account, and program codes to the request.
	• From FOAP (Columns M – P):
	    ○ *From* is the fund code that the expense is currently in, the expenses in this fund will be reduced.
	• To FOAP (Columns S – W):
	    ○ *To* is where the expense should be, the expenses in this fund will be increased.
		Payroll needs to have information about where the expense is coming from and where it is moving to.

6	Add transfer amount to request: • The amount in Column W is the total transfer amount for that payroll event, not for the faculty line. • If there are multiple payroll events for one faculty line, it may be helpful to add a subtotal to make sure the amount equals the correction needed.	

Payroll Redistribution with Part III, Step 5-6 Complete

Transfer Request

From:	F	O	A	P	To:	F	O	A	P	Amount
	1000	ED001	6115	1100		***206541***	***EDUCM***	6115	1100	8,000.00
	1000	ED001	6115	1100		***206541***	***EDUCM***	6115	1100	7,414.24
									Total Transfer	*15,414.24*

Step 5: The "From" FOAP is where the expense is currently booked. The expense will be moved out of this FOAP and into the "To" FOAP.

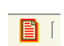
Step 6: The amount in each row should equal the transfer amount for that payroll event. There may be multiple transfers for a faculty line, it may be helpful to add a subtotal

Part III, Step 7-8: Submit to Payroll and Reconcile		
Step	**Task**	**Why**
7	Submit the Payroll Redistribution tab to payroll for processing via email. • Current contact information for the Payroll department are available on the Office of the Controller’s web page.	Reconciling the faculty payments ensures that the request was input correctly.
8	Reconcile: • Payroll will send an email once the transfer is done. • Follow Part II, steps 16-23 to verify that there are no longer corrections showing in column AA of “Part II-Salary Calculator”	

Appendix A: Helpful Banner Forms

NBAJOBS – Employee Jobs Form

The Banner form NBAJOBS contains job detail information for faculty lines. Through this form, master's programs have access to the faculty position number, employee class, FTE, salary information, and job labor distribution.

<table>
<tr><th colspan="3">Accessing information in NBAJOBS</th></tr>
<tr><th>Step</th><th>Task</th><th>Why</th></tr>
<tr><td>1</td><td>Enter the Faculty 900# in the ID Field
• If the 900# is unknown, click on the drop down arrow next to the field.
• Select List for Employee (POIDEN) from pop-up
• Enter Last Name and First Name (if the full last name or first name are unknown, use % as a wildcard)
• Hit F8
• Select the appropriate person from the list</td><td rowspan="6">NBAJOBS provides access to most of the information necessary to accurately complete the Calculator. If the information in the Calculator does not reflect the most current data for that faculty, then the formulas will not work correctly.</td></tr>
<tr><td>2</td><td>Enter the faculty position number
• If the position number is unknown, click on the drop-down arrow next to the position field.
• Select List of Employee's Jobs (NBIJLST) from pop-up
• Select the appropriate job from the list
o All main jobs have a suffix of 00
• Click in the field next to the correct job and click the red highlighted page from the toolbar shown here:
</td></tr>
<tr><td>3</td><td>Enter today's date in the Query Date field</td></tr>
<tr><td>4</td><td>Control + Page Down to move to the next section</td></tr>
<tr><td>5</td><td>Job Detail tab:
• This tab includes salary, FTE, and Employee Class information
• Historical information is accessed by clicking on the date field and arrowing up.</td></tr>
<tr><td>6</td><td>Job Labor Distribution tab:
• This tab shows the current labor distribution split between FOAPs.
• Verify that the split shown is the most current by clicking Options in the task bar
• Select View Labor Distribution Effective Dates
• Select the most current date and click enter</td></tr>
</table>

NHIDIST – Labor Distribution Date Inquiry Form

NHIDIST provides query access to all actual payroll expense data. The form can provide earnings, including fringe benefits, data for each employee by FOAPAL elements, data rates, and earning categories.

<table>
<tr><th colspan="3">Accessing information in NHIDIST</th></tr>
<tr><th>Step</th><th>Task</th><th>Why</th></tr>
<tr><td>1</td><td>Enter the required information in the key block field (field at top of form):
Finance Document Number: This is a document number beginning with F. Does not need to be included.
COA: Use M.
Index: leave blank
Hierarchy Roll up: should not be checked
From and To dates: Enter in the desired date range
Category: Usually expenses, which pulls actual payments. Can also select budget, which will pull base budget information that has posted through NBAPBUD. Not all positions are budgeted through NBAPBUD.
FOAPAL: For the masters calculator, only include the Master’s program auxiliary fund. Leave other fields blank
Control + Page Down</td><td rowspan="3">The actual salary paid in the master’s program fund is used by the Calculator to determine the amount that is remaining to be paid. If the actual payment information is not correct, the Calculator will not provide accurate information.</td></tr>
<tr><td>2</td><td>Data block field:
Information can be queried using any of the fields in this section.
For the Master’s calculator, scroll to the right until the Activity field is showing.
Click in the Activity field and type “61%”
This will limit the data pulled to salary only and will exclude any fringe.
Hit F8</td></tr>
<tr><td>3</td><td>To extract data from NHIDIST:
Click Help in the Task Bar
Select Extract Data No Key
Click Open in the pop-up</td></tr>
</table>