

WESTERN WASHINGTON UNIVERSITY

PERSONNEL SALARY AND BENEFITS REPORT

TRAINING DOCUMENT

And

REFERENCE MANUAL

Presented by:

Julie Nicolaas, Human Resources (x7718)

And

Diana Scoles, Operating Budget Office (x4762)

SUPPORT AND RESOURCES:

PERMISSIONS	COMPLETE A BANNER/FINANCE ACCESS REQUEST FORM	
TECHNICAL SUPPORT	ADMN COMPUTING HELP DESK	x 2853
BASIC FINANCIAL TRAINING	GEORGE EDWARD	x 6816
EMPLOYEE SALARY INFORMATION	JULIE NICOLAAS	x 7718
POSITION BUDGET INFORMATION	DIANA SCOLES	x 4762

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POSITION SALARY AND BENEFITS REPORT

INTRODUCTION:

In 2002, a committee was established to identify the inefficiencies of the *Budgeted Position and Assigned Personnel Report (Big Boy)* and design a new report that would better meet the needs of the users. Beginning in July of 2003, the *Position Salary and Benefits Report (NWRSA BR)* will replace the *Budgeted Position and Assigned Personnel Report (Big Boy)*.

WHY CREATE A NEW REPORT?

- Provide monthly budgeting
- One detail report reflecting position attribute data and financial data
- Identify budget adjustments and reason for the adjustment
- Identify base budget

NWRSA BR – POSITION SALARY AND BENEFITS REPORT

The Position Salary and Benefits Report is a listing of all campus positions and includes the budgeted amounts, the person in each position, the actual salary paid and employer paid benefits. The report is sorted first by employee group then by position within each employee group. Each position reflects the budgeted amount, changes to the budget, and the actual salary paid by earning code for each employee(s) in the position. The report lists budgeted salary, actual salary paid and employer paid benefit amounts for each month as well as the YTD total and an overall total for the year. It can be run for the entire campus or for only a certain group determined by the FOPAL parameters. Additional fields included in the report are Banner ID, position number and suffix, name, position title, personnel date, effective date, termination date, appointment length, appointment percent, position FTE, faculty FTE, FOPAL percent, the salary grade and step, increment month, employee class and group, and the full-time equivalent salary. A totals page is printed for each distinct FOPAL and an additional report totals page is printed if there are multiple FOPALS.

BEGINNING IN FISCAL YEAR 2004 NWRSA BR REPLACES

- NWRWBBA – Personnel Budget Report
- NWRWEXC – Budgeted Position Exception Report
- NWRWBPS – Budgeted Position and Assigned Personnel Report

You will still be able to run historical report for NWRBBA, NWRWEXC and NWRWBPS for prior fiscal years.

REPORT OVERVIEW:

nwr5abr

Western Washington University
Position Salary and Benefits Report
As of 31-MAY-2003

25-JUL-03 13:27:35
Page 1

Index: FALL Accounting Dept. - Personnel Urgan: 4020 Accounting Department Actv:
Fund: 10200 Salary Budgeted Positions Prog: 011ACC Instruction Accounting Locn:

Personnel Effective Termination Appt Appt Fac FOPAL Full-Time
Date Date Date Length % % FTE % % Salary
CLASSIFIED STAFF :
999499 Budget Somebody, Jane - Admin Services Manager A 12.00 100.00 1.000 100.00
999499-00 W000000000 30-JAN-03 30-JAN-03 12.00 100.00 1.000 100.00
999499-00 W000000000 Somebody, Jane 01-SEP-02 01-SEP-02 31-DEC-02 12.00 100.00 1.000 100.00
999499-00 W000000000 Somebody, Sally 01-SEP-02 01-SEP-02 31-DEC-02 12.00 100.00 1.000 100.00

FOPAL: Fund, Organization, Program,
Activity and Location codes with titles.

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD	TOTAL
Budgeted Base Salary	3215.00	3215.00	3215.00	3215.00										
Actual Salaries :														
Somebody, Jane	.00	.00	.00	.00										
Someone, Sally	3215.00	3215.00	3215.00	3215.00										
Salary Total	3215.00	3215.00	3215.00	3215.00										
Remaining Balance	.00	.00	.00	.00										
Actual Benefits :														
Somebody, Jane	.00	.00	.00	.00										
Someone, Sally	788.86	786.60	789.37	789.37										
Benefits Total	788.86	786.60	789.37	789.37										

REPORT HEADER

The report header of NWR5ABR is similar to other Western designed reports. The report header identifies Western Washington University, the name of the report and the as of date. To the left of this information is the job submission name for the report and the right is the job run date and time.

POSITION BUDGET/SALARY INFORMATION

Employee group, i.e. Classified Staff, Exempt Staff, Faculty and Students subcategories the report. Within each group, the report is sorted in ascending order by position number. In this section, you will find budget and appointment information for each person appointed to the position. Represented on the first line is the budget information. Employee appointment information follows on the next line(s).

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD	TOTAL
750	1.000	1.000	1.000	1.000										
750	1.000	1.000	1.000	1.000										
EB	1.00	7361.00	7361.00	7361.00										
0.88	7360.88	7360.88	7360.88	7360.88										
.12	.12	.12	.12	.12										
0.15	1821.31	1821.32	1821.32	1821.31										

FIELD DEFINITIONS:

Personnel Date	Effective Date	Termination Date	Appt Length	Appt %	Pos FTE	Fac FTE
16-SEP-02	16-SEP-02		9.00 9.00	100.00 100.00	.750 .750	1.000 1.000

<p>The date listed on the Personnel Action Form for the action or change of the job</p>	<p>The date the change was made in Banner</p>	<p>The date the job terminates</p>	<p>Represents, in months, the length of time an employee works</p>	<p>Percent of time the employee is working in the position</p>	<p>Represents the staff full time equivalent that the employee is working in the position during a 12-month period or a 9-month period for faculty and graduate students</p>	<p>The annualized FTE for faculty and graduate students</p>
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FIELD DEFINITIONS (continued):

FOPAL %	Grade	Incr Month	Emp1 Class	Emp1 Group	Full-Time Equivalent Salary
100.00	42	Oct	CL	C	40000.00
100.00	42	Oct	CL	C	38560.00
100.00	42	Apr	CL	C	

The percent the position is assigned to the FOAPAL (Fund, Organization, Program, Activity and Location)

The salary grade assigned to the position based upon the position classification

The salary step at which the person within the position is currently paid

The month in which the person within the position receives their step increment

Type of employee and whether they are full-time, part-time, or temporary

The group code for each employee

The full-time equivalent salary is the annual full-time salary of an employee. Salaries for part-time employees are converted to reflect their salary as if they were appointment on a full-time basis

BUDGETED SALARY AND ADJUSTMENTS TO THE BUDGET:

Position budget attributes

Posn/Suff	Banner ID	Name/Position Title	Personnel Effective Date	Termination Date	Appt Length	Appt %	Pos FTE	Fac FTE	FOPAL %	Grade Step	Incr Month	Emp1 Class	Emp1 Group	Full-Time Equivalent Salary																																																																											
999499	Budget	Somebody, Jane - Admin Services			12.00	100.00	1.000	.750	100.00	42	11	Oct	C																																																																												
999499-00	W00000000	Somebody, Jane	16-JAN-03	15-JAN-03	12.00	100.00	1.000	.750	100.00	42	11	Oct	C	40000.00																																																																											
999499-00	W00000000	Lightly, Sally	01-SEP-02	31-DEC-02	12.00	100.00	1.000	.750	100.00	42	11	Apr	C	38180.00																																																																											
CLASSIFIED STAFF :																																																																																									
<table border="0"> <tr> <td></td> <td>JUL</td> <td>AUG</td> <td>SEP</td> <td>OCT</td> <td>NOV</td> <td>DEC</td> <td>JAN</td> <td>FEB</td> <td>MAR</td> <td>APR</td> <td>MAY</td> <td>JUN</td> <td>YTD</td> <td>TOTAL</td> </tr> <tr> <td>Budgeted base salary</td> <td>3215.00</td> <td>3215.00</td> <td>3215.00</td> <td>3215.00</td> <td>3215.00</td> <td>3215.00</td> <td>3215.00</td> <td>3215.00</td> <td>3215.00</td> <td>3215.00</td> <td>3215.00</td> <td>3215.00</td> <td>35365.00</td> <td>38580.00</td> </tr> <tr> <td>CSAL (P) FR: 999890</td> <td>118.00</td> <td>118.00</td> <td>118.00</td> <td>118.00</td> <td>118.00</td> <td>118.00</td> <td>118.00</td> <td>118.00</td> <td>118.00</td> <td>118.00</td> <td>118.00</td> <td>118.00</td> <td>1416.00</td> <td>1416.00</td> </tr> <tr> <td>OT (T) 14105-4020-011#CC</td> <td>75.00</td> <td>75.00</td> <td>75.00</td> <td>75.00</td> <td>75.00</td> <td>75.00</td> <td>75.00</td> <td>75.00</td> <td>75.00</td> <td>75.00</td> <td>75.00</td> <td>75.00</td> <td>450.00</td> <td>450.00</td> </tr> <tr> <td>Total Budget:</td> <td>3333.00</td> <td>3333.00</td> <td>3333.00</td> <td>3333.00</td> <td>3333.00</td> <td>3333.00</td> <td>3333.00</td> <td>3333.00</td> <td>3333.00</td> <td>3333.00</td> <td>3333.00</td> <td>3333.00</td> <td>37192.00</td> <td>40407.00</td> </tr> </table>																JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD	TOTAL	Budgeted base salary	3215.00	3215.00	3215.00	3215.00	3215.00	3215.00	3215.00	3215.00	3215.00	3215.00	3215.00	3215.00	35365.00	38580.00	CSAL (P) FR: 999890	118.00	118.00	118.00	118.00	118.00	118.00	118.00	118.00	118.00	118.00	118.00	118.00	1416.00	1416.00	OT (T) 14105-4020-011#CC	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	450.00	450.00	Total Budget:	3333.00	3333.00	3333.00	3333.00	3333.00	3333.00	3333.00	3333.00	3333.00	3333.00	3333.00	3333.00	37192.00	40407.00
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD	TOTAL																																																																											
Budgeted base salary	3215.00	3215.00	3215.00	3215.00	3215.00	3215.00	3215.00	3215.00	3215.00	3215.00	3215.00	3215.00	35365.00	38580.00																																																																											
CSAL (P) FR: 999890	118.00	118.00	118.00	118.00	118.00	118.00	118.00	118.00	118.00	118.00	118.00	118.00	1416.00	1416.00																																																																											
OT (T) 14105-4020-011#CC	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	450.00	450.00																																																																											
Total Budget:	3333.00	3333.00	3333.00	3333.00	3333.00	3333.00	3333.00	3333.00	3333.00	3333.00	3333.00	3333.00	37192.00	40407.00																																																																											

Base budget established at the beginning of the fiscal year

Temporary changes to the base budget are reflected on this line

Permanent changes to the base budget are reflected on this line

JUL

Budgeted Base Salary	3215.00
CSAL (P) FR: 999890	118.00
OT (T) 14105-4020-011#CC	3333.00
Total Budget:	3333.00

Budget change code (see Appendix C)

Permanent or temporary indicator

Comment field from budget section of PA

JUL

Budgeted Base Salary	3215.00
CSAL (P) FR: 999890	118.00
OT (T) 14105-4020-011#CC	3333.00
Total Budget:	3333.00

APPOINTMENT AND SALARY EXAMPLES:

EXAMPLE 1 - C1 CLASSIFIED 12-MONTH FULL TIME PERMANENT/SALARIED

Posn/Suff	Banner ID	Name/Position Title	Personnel Date	Effective Date	Termination Date	Appt Length	Appt %	Pos FTE	Fac FTE	FOPAL %	Grade	Step	Incr Month	Emp1 Class	Emp1 Group	FULL-Time Equivalent Salary	
997284	Budget	Everyman, Edward - Custodian															
997284-00	W000000000	Everyman, Edward Elvris	01-SEP-02	01-SEP-02		12.00	100.00	1.000		100.00	26	1	Dec	C1	C		
997284-00	W000000000	Everyman, Edward Elvris	01-OCT-02	01-OCT-02		12.00	75.00	.750		100.00	26	1	Dec	C2	C	20964.00	
997284-00	W000000000	Everyman, Edward Elvris	01-DEC-02	01-DEC-02		12.00	100.00	1.000		100.00	26	1	Dec	C1	C	20964.00	
997284-00	W000000000	Everyman, Edward Elvris	01-DEC-02	01-DEC-02		12.00	100.00	1.000		100.00	26	3	Dec	C1	C	21974.00	
			JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD	TOTAL	
Budgeted Base Salary		1747.00	1747.00	1747.00	1747.00	1747.00	1747.00	1827.00	1827.00	1827.00	1827.00	1827.00	1827.00	1827.00	1827.00	19697.00	21524.00
OT (T)14205 5731 092MBR		.00	.00	.00	.00	.00	31.74	198.72	87.77	66.24	157.32	.00	33.12	.00	.00	576.41	576.41
Budget Total		1747.00	1747.00	1747.00	1747.00	1747.00	1778.74	2045.72	1914.77	1893.24	1984.32	1827.00	1860.12	1827.00	1827.00	20273.41	22100.41
ACTUAL Salary		1310.26	1298.26	1310.26	1747.00	1747.00	1747.00	1827.00	1827.00	1827.00	1827.00	1827.00	1827.00	1827.00	1827.00	18374.78	18374.78
HOA		105.84	60.48	20.16	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	186.48	186.48
OVT		.00	.00	.00	.00	.00	30.24	189.72	83.79	63.24	150.19	.00	31.62	.00	.00	548.80	548.80
SHF		81.00	69.00	63.00	92.00	84.00	84.00	88.00	92.00	80.00	84.00	84.00	92.00	.00	.00	909.00	909.00
SHO		.00	.00	1.50	.00	.00	1.50	9.00	3.98	3.00	7.13	.00	1.50	.00	.00	27.61	27.61
Salary Total		1497.10	1427.74	1394.92	1839.00	1862.74	2113.72	2006.77	1973.24	2068.32	1911.00	1827.00	1932.12	.00	.00	20046.67	20046.67
Remaining Balance		249.90	319.26	353.58	-92.00	-84.00	-88.00	-80.00	-92.00	-84.00	-84.00	-84.00	-92.00	1827.00	1827.00	226.74	2053.74
Actual Benefits		636.05	629.15	624.37	668.33	669.00	694.53	687.81	687.81	692.68	678.88	678.88	681.93	.00	.00	7342.81	7342.81

Appointment percent, FTE changes

Step increase

Changes made to the job, appointment percent change, increment step increase...

Various earn codes used in a pay period

EXAMPLE 2 - E1 EXEMPT FULL TIME PERM/SALARIED 10 MONTH CYCLIC

Posn/Suff	Banner ID	Name/Position Title	Personnel Date	Effective Date	Termination Date	Appt Length	Appt %	Pos FTE	Fac FTE	FOPAL %	Grade Step	Incr. Month	Emp1 Class	Emp1 Group	Full-Time Equivalent Salary
999 360	Budget	Somebody, Jonah - Counselor Psych I	01-SEP-02	01-SEP-02		10.00	100.00	.833		100.00	6 0		E1	N	
999 360-00	W000000000	Somebody, Jonah	01-SEP-02	01-SEP-02		10.00	100.00	.833		100.00	6 0		E1	E	6 2250.81
	Budgeted Base Salary														4323.00
	Actual Salary														39147.74
	Remaining Balance														4082.26
	Actual Benefits														9039.09
															YTD
															43230.00
															39147.74
															4082.26
															9039.09

EXEMPT STAFF :

Appointment length is 10 indicating cyclic or less than 12 month appointment

Salary earned each month, showing July and August with a lower salary during cyclic time off

EXAMPLE 4 - F3 FACULTY PART TIME TEMP/SALARIED POOLED POSITION

Posn/Suff	Banner ID	Name/Position Title	Personnel Date	Effective Date	Termination Date	Appt Length	Appt %	Pos FTE	Fac FTE	FOPAL %	Grade	Step	Incr Month	Emp1 Class	Emp1 Group	Full-Time Equivalent Salary	
F99974	Budget	Lecturer															
F99974-00	W00000000	Somebody, Jane	15-MAR-03	15-SEP-02	15-JUN-03	3.00	50.00	.000	.167	100.00	1	0		F3	F	50341.93	
F99974-00	W00000000	Anybody, Amanda A.	15-SEP-02	15-DEC-02		3.00	75.00	.188	.250	100.00	1	0		F3	F	45216.00	
F99974-00	W00000000	Anybody, Amanda A.	15-DEC-02	15-MAR-03	15-JUN-03	3.00	50.00	.125	.167	100.00	1	0		F3	F	45206.96	
F99974-00	W00000000	Someone, Joan J.	15-MAR-03	15-DEC-02		3.00	75.00	.188	.250	100.00	1	0		F3	F	45216.00	
F99974-00	W00000000	Someone, Joan J.	15-DEC-02	15-MAR-03	15-JUN-03	3.00	75.00	.063	.083	100.00	1	0		F3	F	50372.15	
F99974-00	W00000000	Anyone, Abby	15-MAR-03	15-DEC-02	15-JUN-03	3.00	50.00	.125	.167	100.00	1	0		F3	F	48470.31	
F99974-00	W00000000	Anybody, Amanda A.	15-DEC-02	15-MAR-03	15-JUN-03	3.00	25.00	.063	.083	100.00	1	0		F3	F	48499.40	
F99974-00	W00000000	Jones, John	15-MAR-03	15-MAR-03	15-JUN-03	3.00	25.00	.063	.083	100.00	1	0		F3	F	43085.23	
F99974-00	W00000000	Somebody, David	15-SEP-02	15-SEP-02	15-DEC-02	3.00	25.00	.063	.083	100.00	1	0		F3	F	42617.05	
F99974-01	W00000000	Somebody, Jane	15-SEP-02	15-SEP-02	15-DEC-02	3.00	25.00	.063	.083	100.00	1	0		F3	F	50372.15	
F99974-01	W00000000	Anybody, Amanda A.	15-MAR-02	15-MAR-02	15-SEP-02	3.00	25.00	.063	.083	100.00	1	0		F3	F	44787.88	
F99974-01	W00000000	Anyone, Abby	15-MAR-03	15-MAR-03	15-JUN-03	3.00	25.00	.063	.083	100.00	1	0		F3	F	48499.40	
Budgeted Base Salary																	
Actual Salaries :																	
Somebody, Jane	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	6993.35
Anybody, Amanda A.	.00	.00	.00	3768.00	3140.00	2512.00	2512.00	2512.00	3140.00	3768.00	2797.34	2797.34	2797.34	.00	.00	.00	28260.00
Someone, Joan J	.00	.00	.00	.00	.00	2697.99	2697.99	2697.99	2697.99	2697.99	1398.66	1398.66	1398.66	.00	.00	.00	7692.63
Anyone, Abby	.00	.00	.00	.00	.00	2693.34	2693.34	2693.34	2693.34	2693.34	2020.00	1346.66	1346.66	.00	.00	.00	11446.67
Jones, John L	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	598.17	1196.34	1196.34	.00	.00	.00	2990.85
Somebody, David Robert	.00	.00	.00	1183.64	591.67	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3550.02
Somebody, Jane	.00	.00	.00	2097.99	1398.66	699.33	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4195.98
Anyone, Abby	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	673.33	1346.66	1346.66	.00	.00	.00	3366.65
Salary Total	.00	.00	.00	9325.00	8350.00	5777.67	7303.33	6604.00	9228.83	11853.66	11853.66	11853.66	11853.66	.00	.00	.00	68496.15
Remaining Balance																	
Actual Benefits :																	
Somebody, Jane	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2712.45
Anybody, Amanda A.	361.78	361.78	1352.66	1069.90	970.89	874.86	874.86	873.67	974.82	1075.37	990.86	990.86	990.86	.00	.00	.00	9351.89
Someone, Joan J	.00	.00	.00	.00	.00	175.52	116.11	116.11	116.72	117.02	116.72	116.71	116.71	.00	.00	.00	642.08
Anyone, Abby	.00	.00	.00	.00	.00	223.90	222.72	222.72	218.29	218.29	454.47	454.47	454.13	.00	.00	.00	1683.66
Jones, John L	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	99.33	99.33	99.03	.00	.00	.00	248.02
Somebody, David Robert	.00	.00	.00	147.69	97.66	48.94	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	294.29
Somebody, Jane	.00	.00	.00	173.21	114.67	57.44	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	345.32
Anybody, Amanda A.	120.60	120.60	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	361.80
Anyone, Abby	.00	.00	.00	.00	.00	.00	.00	.00	106.61	454.41	454.41	454.13	454.13	.00	.00	.00	1015.15
Benefits Total	482.38	482.38	1673.46	1282.23	1187.40	1274.28	1212.50	2197.44	3191.46	3191.46	3188.75	3188.75	3188.75	.00	.00	.00	16654.66

Salary paid each month

Shows different appointment percent for each quarter

Date of appointment changes

REPORT TOTALS:

nwrssbr

Western Washington University
Position Salary and Benefits Report
AS of 31-MAY-2003

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Index: FPACC Accounting Dept. - Personnel
Fund: 10200 Salary Budgeted Positions

Org: 4020 Accounting Department
Prog: 011ACC Instruction Accounting

Actv:
Locn:

Grand Total for this FOPAL :

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	TOTAL
Budgeted Base Salaries	3665.00	3665.00	44896.00	86229.00	86229.00	86229.00	86229.00	786754.00
Actual Salaries	3215.00	3215.00	44163.98	94637.96	91462.96	90890.63	94261.28	804907.68
STP	.00	.00	.00	.00	.00	1400.00	.00	2800.00
Salary Total	3215.00	3215.00	44163.98	94637.96	91462.96	92290.63	94261.28	807707.68
Remaining Balance	350.00	350.00	732.02	-8408.96	-5233.96	-6061.63	-8032.28	-20953.68
Actual Benefits	5853.85	5851.59	12726.93	20858.31	21204.19	20729.17	20877.92	197334.05
	FEB	MAR	APR	MAY	JUN	YTD		
Budgeted Base Salaries	86229.00	86229.00	86229.00	86229.00	44896.00	741858.00		
Actual Salaries	92484.18	95109.01	97733.84	97733.84	.00	804907.68		
STP	.00	1400.00	.00	.00	.00	2800.00		
Salary Total	92484.18	96509.01	97733.84	97733.84	.00	807707.68		
Remaining Balance	-6255.18	-10280.01	-11504.84	-11504.84	44896.00	-65849.68		
Actual Benefits	21030.48	22162.73	23021.05	23017.83	.00	197334.05		

TOTALS PAGE
A totals page printed for each distinct FOPAL and an additional report totals page is printed for multiple FOPAL's

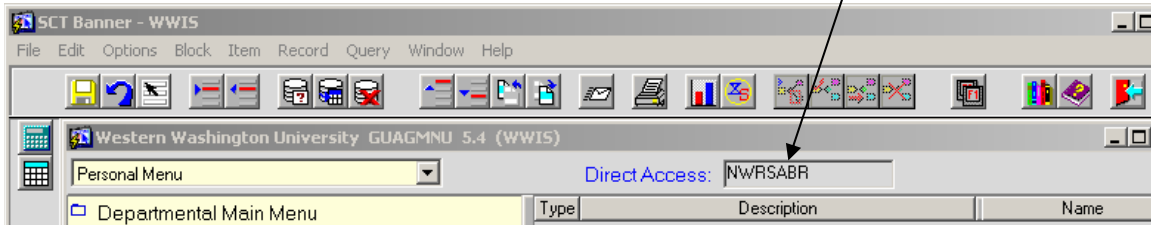
APPENDIX A – PRINTING NWRSABR

❖ How Long Does It Take to Print a Report?

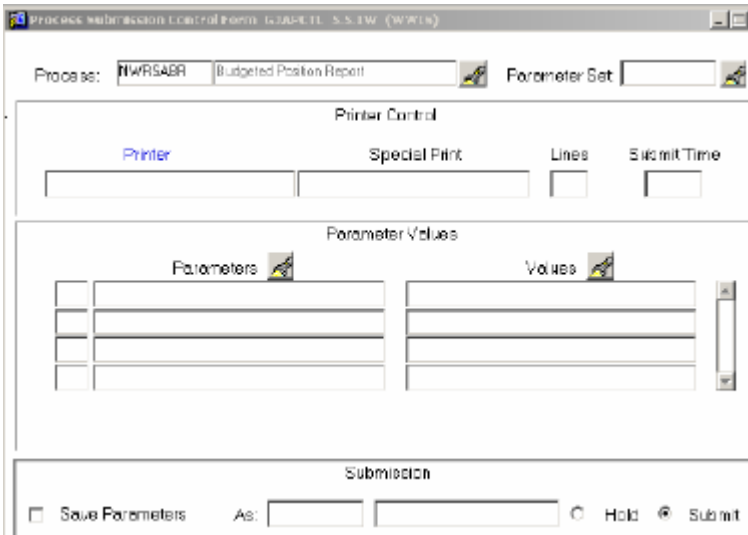
A typical report takes about 10 minutes to compile and print.

SENDING A PRINT JOB THROUGH JOB SUBMISSION

Log into Banner WWIS. In the direct access box, type “**NWRSABR**”.



Pressing **Enter** on your keyboard will take you to the following screen.



A screenshot of the "Process Submission Control Form (GUAPCTL 5.5.1W) (WWIS)". The form has a title bar "Process Submission Control Form (GUAPCTL 5.5.1W) (WWIS)". At the top, there are fields for "Process:" containing "NWRSABR", "Budgeted Position Report", and "Formater Set". Below this is the "Printer Control" section with fields for "Printer", "Special Print", "Lines", and "Submit Time". The "Parameter Values" section has two columns: "Parameters" and "Values", each with a list of input fields. At the bottom is the "Submission" section with a "Save Parameters" checkbox, "As:" fields, and "Hold" and "Submit" radio buttons.

This is the Process Submission Control Form. Press **CTRL+PAGE DOWN** on your keyboard to advance to the Printer Control section of the form. Another **CTRL+PAGE DOWN** will take to the Parameter Values section.

PARAMETERS, HOW TO USE THEM

Parameters are the values or expressions that restrict the result or return of data requested. You will always want to restrict the data to Chart 1, a specific fiscal year, and a specific fiscal period. The fiscal year uses the last two digits of the year, ie. 04 is used to represent 2004. The fiscal year begins in July; therefore, fiscal period 01 is July, fiscal period 12 is June and fiscal period 14 is the accrual period. Below is an example for entering the first three parameters.

Parameter Values

Parameters 		Values 	
A1	Chart	1	
A2	Fiscal Year	04	
A3	Fiscal Period	01	
A6	Fast Index		



LENGTH: 2 TYPE: Character O/R: Required M/S: Single

Fiscal period, eg. '01' for July.. '12' for June; '14' for accrual period

USING A WILDCARD

The wildcard in Banner is represented by the percent symbol (%). The wildcard is a variable that will expand the data returned. It can be used with Fund, Orgn, Program, Activity and Location. For example if you wish to print a report for all funds in fund type 14, indicate B in the Fund Specification and use the wildcard as such: 14%. Another example is printing a report for all orgn's that begin with "3". Again, indicate B in the Orgn Specification and use the wildcard such as 3%. An example is shown below:

Parameter Values

Parameters 		Values 	
D0	Orgn specification	B	
D2	Orgn	3%	
D4	Ending Orgn		
G0	Program specification		

LENGTH: 6 TYPE: Character O/R: Optional M/S: Multiple

Orgn code

For detailed instructions on printing reports in Job Submission go to the Business Services Help Desk at <http://www.acadweb.wvu.edu/BFA/BusinessServices/HelpDesk.htm>
Printing a report in Job Submission is item #3.

APPENDIX B – FIELD DEFINITIONS

Report Name:	Job submission name used to run the report.
Report Title:	Identifies Western Washington University, the official name of the report and the as of date or month end date for data contained in the report. If you run the report prior to Finance closing, the as of date will state, “This data may be incomplete.”
Print Date and Time:	Identifies the date and time of the print job
Index:	The fast index is a shorthand code describing designated segments of the chart of accounts. Fast indexes describe a unique combination of fund, organization and program.
Fund:	Fund represents a distinct code designating the source for a particular transaction. (10200 = State Funded, 2xxxx = Self-Sustaining, 5xxxxx = Grant)
Orgn:	Organization represents a separately identifiable budget unit within a fund, such as a college or department. The organization code establishes budget responsibility, system security and to facilitate generation of reports and summarization’s.
Prog:	Program code defines functional classifications of financial activity.
Actv:	Activity code defines specific activities at a level that is not required for University reporting. Use of the activity code is optional.
Locn:	Location code defines a specific building, room or off-campus facility. Use of the location code is optional.
Posn/Suff:	The position to which an employee is assigned.
Banner ID:	Western identification number assigned to a person.
Name/Position Title:	Name of employee and the position class title.
Personnel Date:	The date listed on the Personnel Action Form for the action or change of the job.
Effective Date:	The date the change was made in Banner. For retroactive changes, the date is usually the first day of the next pay period. This date does not reflect the actual date of the job change as indicated on the personnel action form.
Termination Date:	Reflects the date the job terminates
Appt Length:	Represents, in months, the length of time an employee works. For example: 12.00 = 12 months, 11.50 = 11 ½ months

Appt %:	Percent of time the employee is working in the position.
Pos FTE:	Is the position FTE which represents the staff full time equivalent that the employee is working in the position during a 12-month period or a 9-month period for faculty and graduate students.
Fac FTE:	Is the faculty FTE which represents an annualized FTE for faculty and graduate students
FOPAL %:	Reflects the percent the position is assigned to the FOAPAL (F und, O rganization, P rogram, A ctivity and L ocation) or budget string. FOPAL % may also be referred to as the labor distribution percent.
Grade:	The grade identifies the salary grade assigned to the position based upon the position classification.
Step:	The step identifies the salary step at which the person within the position is currently paid.
Incr Month:	Increment month reflects the month in which the person within the position receives their step increment.
Empl Class:	Employee class reflects the type of employee and whether they are full-time, part-time or temporary
Empl Group:	Employee group is the group code for each employee. For example: C = Classified, E = Exempt, F = Faculty, S = Student
Full-Time Equivalent Salary:	The full-time equivalent salary is the annual full-time salary of an employee. Salary for part-time employees is converted to reflect their salary as if they were appointment on a full-time basis.

APPENDIX C – CODE DEFINITIONS

HR EARNING CODES:

AWD	Award
CBK	Call Back Pay
CBO	Compensatory Time Buyout
HAZ	Hazardous Duty Pay
HBO	Holiday Comp Time Buyout
HLD	Higher Level Duty Pay
HOA	Hours Worked Over Appt Percent
HPP	Holiday Premium Pay
OVT	Overtime Pay
SBE	Sick Leave Buyout-Exempt
SBO	Sick Leave Buyout
SHF	Shift Differential Pay
SHO	Shift Differential Overtime
STP	Stipend
SUP	Supplemental Pay
TEN	Tenure Buyout
VBO	Vacation Leave Buyout - No Ret
VBR	Vacation Leave Buyout - W/Ret
YSO	Hourly Shift Differential OT

BUDGET CHANGE REASON CODES:

BADJ	Adjustment to base budget
BASE	Starting base budget for current fiscal year
CFND	Change in Funding
CFTE	Change in FTE
CLGTH	Change in Appointment Length
CPCT	Change in Appointment %
CSAL	Change in salary
CSTP	Change to salary step
NH	New hire
NP	Create New Position
OT	Overtime
REAL	Reallocation between funding sources
RECL	Reclassification of position
RET	Retire
SEP	Separation
TERM	Terminate Position