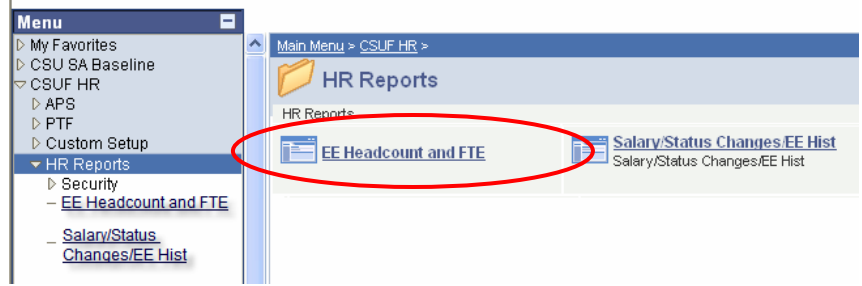

















To view online tutorial, visit: <http://www.fullerton.edu/cms/Training/docs/index.html>

The **Employee Headcount & FTE Report** allows departments to view salary and benefit information by FTE and headcount for every position within their department. Access to this report and specific CMS departments is defined by the user's security access.

**Frequency:** Ad hoc

<p><b>Step 1:</b> Navigate to the correct page:</p> <p><a href="#">Menu</a> &gt; <a href="#">CSUF HR</a> &gt; <a href="#">HR Reports</a> &gt; <a href="#">EE Headcount and FTE</a></p> <p><b>Note:</b> You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.</p>	
<p>The EE Headcount and FTE Report Page displays.</p> <p><b>Step 2:</b></p> <p>Run Control ID identifies specific run control settings for a specific report or process. A Run Control ID must exist in order to run a CMS report or process.</p> <p>Click <b>Search</b> to see what run controls you have available to you.</p> <p> <b>If this is your first time running the report, click <a href="#">Add a New Value</a> and continue to Step 2A.</b></p>	<p><b>EE Headcount and FTE</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a></p> <hr/> <p><b>Search by:</b> Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><b>Search</b> <a href="#">Advanced Search</a></p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p>
<p><b>Step 2A:</b></p> <p><b>Add a Run Control ID</b></p> <p>You can name your Run Control ID any name. You cannot use spaces; use underscore ( _ ) instead.</p> <p>Click <b>Add</b>.</p>	<p><b>EE Headcount and FTE</b></p> <p><a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a></p> <hr/> <p><b>Run Control ID:</b> <input type="text" value="Headcount_FTE"/></p> <p><b>Add</b></p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p>



<p><b>Step 3:</b></p> <p>The EE Headcount and FTE Page displays.</p> <p>The Business Unit automatically defaults to “FLCMP”; you do not need to change this value.</p> <p>If necessary, enter an “As of Date”:</p> <ul style="list-style-type: none"> <li>- <b>As of Date:</b> the date in this field runs information up through the date you specify. It defaults to the last run date or if this is the first time running the report it is set to the current system date.</li> </ul> <p>Next, select one of the following:</p> <ul style="list-style-type: none"> <li>- <b>Division</b></li> <li>- <b>College/Unit</b></li> <li>- <b>Departments</b></li> </ul> <p>You may also use the  icon to look up the appropriate values.</p>	<p>Run Control ID: Headcount_FTE <a href="#">Report Manager</a> <a href="#">Process Monitor</a> <span style="border: 1px solid black; padding: 2px;">Run</span></p> <div style="border: 1px solid #4a7ebb; padding: 5px;"> <p><b>Report Parameter(s)</b></p> <p>'Business Unit: FLCMP </p> <p>As Of Date: 06/30/2008 </p> <p><b>Choose One Rollup Level or Department</b></p> <p>Division <input type="text"/> </p> <p>College/Unit <input type="text"/> </p> <p>Department <input type="text"/> </p> </div> <p> <i>If you do not have access to run this report at the Division or College level, enter your Department ID number instead. You cannot view departments you do not have access to.</i></p>
<p><b>Step 4:</b></p> <p>Once the required fields are complete click <span style="border: 1px solid black; padding: 2px;">Run</span>.</p>	<p>Run Control ID: Headcount_FTE <a href="#">Report Manager</a> <a href="#">Process Monitor</a> <span style="border: 2px solid red; border-radius: 50%; padding: 2px;">Run</span></p> <div style="border: 1px solid #4a7ebb; padding: 5px;"> <p><b>Report Parameter(s)</b></p> <p>'Business Unit: FLCMP </p> <p>As Of Date: 06/30/2008 </p> <p><b>Choose One Rollup Level or Department</b></p> <p>Division <input type="text"/> </p> <p>College/Unit <input type="text"/> </p> <p>Department <input type="text"/> </p> </div>



<p><b>Step 5:</b></p> <p>The Process Scheduler page appears.</p> <p>Complete the following fields:  <b>Server Name=PSUNX</b>  <b>Type = Web</b>  <b>Format = PDF</b></p> <p>Leave all other fields as is.</p>	<p><b>Process Scheduler Request</b></p> <p>User ID: LLEDYARD      Run Control ID: Headcount_FTE</p> <p>Server Name: <b>PSUNX</b>      Run Date: 06/30/2008          Recurrence:      Run Time: 2:18:28PM      <a href="#">Reset to Current Date/Time</a></p> <p>Time Zone: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>EE Headcount and FTE</td> <td>FULAW045</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td><a href="#">Distribution</a></td> </tr> </tbody> </table> <p><b>OK</b>      <b>Cancel</b></p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	EE Headcount and FTE	FULAW045	SQR Report	Web	PDF	<a href="#">Distribution</a>
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	EE Headcount and FTE	FULAW045	SQR Report	Web	PDF	<a href="#">Distribution</a>									
<p><b>Step 6:</b></p> <p>For troubleshooting purposes, you must specify the "Distribution" information.</p> <p>Click on the <a href="#">Distribution</a> link.</p> <p><i>Note: This step must be completed only once per report.</i></p>	<p><b>Process Scheduler Request</b></p> <p>User ID: LLEDYARD      Run Control ID: Headcount_FTE</p> <p>Server Name: PSUNX      Run Date: 06/30/2008          Recurrence:      Run Time: 2:18:28PM      <a href="#">Reset to Current Date/Time</a></p> <p>Time Zone: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>EE Headcount and FTE</td> <td>FULAW045</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td><a href="#">Distribution</a></td> </tr> </tbody> </table> <p><b>OK</b>      <b>Cancel</b></p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	EE Headcount and FTE	FULAW045	SQR Report	Web	PDF	<a href="#">Distribution</a>
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	EE Headcount and FTE	FULAW045	SQR Report	Web	PDF	<a href="#">Distribution</a>									
<p><b>Step 7:</b></p> <p>The Distribution Detail page appears.</p> <p>Click on the <b>+</b> button to add a new row.</p>	<p><b>Distribution Detail</b></p> <p>Process Name: FULLCD01          Process Type: SQR Report          Folder Name: <input type="text"/></p> <table border="1"> <thead> <tr> <th colspan="2">Distribute To</th> </tr> <tr> <th>ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>892248626</td> </tr> </tbody> </table> <p><b>+</b></p>	Distribute To		ID Type	*Distribution ID	User	892248626								
Distribute To															
ID Type	*Distribution ID														
User	892248626														
<p><b>Step 8:</b></p> <p>In the new row, complete the following fields:</p> <ul style="list-style-type: none"> <li>- ID Type: <b>Role</b></li> <li>- Distribution ID: <b>FS HR</b></li> </ul> <p>Then click the look up icon </p>	<p><b>Distribution Detail</b></p> <p>Process Name: FULLCD01          Process Type: SQR Report          Folder Name: <input type="text"/></p> <table border="1"> <thead> <tr> <th colspan="2">Distribute To</th> </tr> <tr> <th>ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>892248626</td> </tr> <tr> <td><b>Role</b></td> <td><b>FS HR</b></td> </tr> </tbody> </table> <p></p>	Distribute To		ID Type	*Distribution ID	User	892248626	<b>Role</b>	<b>FS HR</b>						
Distribute To															
ID Type	*Distribution ID														
User	892248626														
<b>Role</b>	<b>FS HR</b>														



<p><b>Step 9:</b></p> <p>The Distribution ID look up page appears. Click on the link <a href="#">FS HRReport Distribution List</a>.</p>	<h3>Look Up Distribution ID</h3> <p>Search by: <input type="text" value="Distribution ID"/> begins with <input type="text" value="FS HR"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> <a href="#">Advanced Lookup</a></p> <h4>Search Results</h4> <p>View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Distribution ID</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><a href="#">FS HRReport Distribution List</a></td> <td>HR Report Distribution List</td> </tr> </tbody> </table>	Distribution ID	Description	<a href="#">FS HRReport Distribution List</a>	HR Report Distribution List		
Distribution ID	Description						
<a href="#">FS HRReport Distribution List</a>	HR Report Distribution List						
<p><b>Step 10:</b></p> <p>Verify the Distribution Detail page for accuracy.</p> <p>Once complete, click <input type="button" value="OK"/>.</p>	<h3>Distribution Detail</h3> <p><b>Process Name:</b> FULLCD01  <b>Process Type:</b> SQR Report  <b>Folder Name:</b> <input type="text"/></p> <h4>Distribute To</h4> <table border="1"> <thead> <tr> <th>ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>892248626</td> </tr> <tr> <td>Role</td> <td>FS HRReport Distribution List</td> </tr> </tbody> </table> <h4>Email Only</h4> <p>Email Subject: <input type="checkbox"/> Email With Log <input type="checkbox"/> Email Web Report <input type="checkbox"/></p> <p>Message Text:</p> <p>Email Address List:</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	ID Type	*Distribution ID	User	892248626	Role	FS HRReport Distribution List
ID Type	*Distribution ID						
User	892248626						
Role	FS HRReport Distribution List						
<p><b>Step 11:</b></p> <p>The Employee Headcount and FTE process page appears with a Process Instance number.</p> <p>This is a confirmation number for your reference.</p>	<p><b>Run Control ID:</b> Headcount_FTE <a href="#">Report Manager</a> <a href="#">Process Monitor</a> <input type="button" value="Run"/></p> <p>Process Instance: 93595</p>						



<p><b>Step 12:</b></p> <p>After you have initiated the process you can check the status and view the attendance reports by clicking <a href="#">Report Manager</a>.</p>	<p>Run Control ID: Headcount_FTE</p> <p style="text-align: right;"> <a href="#">Report Manager</a> <a href="#">Process Monitor</a> <input type="button" value="Run"/> </p> <p style="text-align: right;">Process Instance:93595</p>																
<p><b>Step 13:</b></p> <p>The Report Manager page displays.</p> <p>If the report name does not appear in a hyperlink i.e. <a href="#">EE Headcount and FTE</a>, the process has not finished.</p> <p>Click <input type="button" value="Refresh"/> to update the status of the process. You may have to click this button several times before the process is Posted.</p> <p>When the status "Posted" appears next to the process you initiated, you can click the Report name to access the report.</p> <p>The report will open in a new window as a PDF document.</p> <p><b>Note:</b> The report may also be opened in MS Excel. Follow the steps on page 5-7 to utilize this feature.</p>	<p>Administration Archives</p> <hr/> <p>View Reports For</p> <p>User ID: LLEDYARD Type: [v] Last: 1 Days <input type="button" value="Refresh"/></p> <p>Status: [v] Folder: [v] Instance: [ ] to: [ ]</p> <p>Report List <span style="float: right;">Customize   Find   View All   [grid] First 1 of 1 Last</span></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prce Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>41232</td> <td>90839</td> <td><a href="#">EE Headcount and FTE</a></td> <td>04/28/2008 10:07:43AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td><a href="#">Details</a></td> </tr> </tbody> </table>	Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	41232	90839	<a href="#">EE Headcount and FTE</a>	04/28/2008 10:07:43AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details										
<input type="checkbox"/>	41232	90839	<a href="#">EE Headcount and FTE</a>	04/28/2008 10:07:43AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>										



In addition to the PDF file, the EE Headcount and FTE Report can also be opened in Microsoft Excel.

**Step 1:**

A text file of this report is also available by clicking "Details".

The Report Detail page displays.

Right-click the file with ".txt" extension. Save it on your local drive.

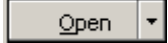
Open the file through MS Excel.

The screenshot shows the 'Administration Archives' interface. At the top, there are tabs for 'Administration' and 'Archives'. Below this is a 'View Reports For' section with fields for 'User ID' (LLEDYARD), 'Type', 'Last' (1 Days), 'Status', 'Folder', 'Instance', and 'to'. A 'Refresh' button is also present. Below this is a 'Report List' table with columns: Select, Report ID, Proc Instance, Description, Request Date/Time, Format, Status, and Details. The first row is selected, showing Report ID 41247, Proc Instance 90855, Description 'EE Headcount and FTE', Request Date/Time '04/29/2008 9:03:41AM', Format 'Acrobat (\*.pdf)', and Status 'Posted'. A 'Details' link is circled in red in the 'Details' column. Below the table is a 'Report Detail' section with fields for 'Report ID' (41245), 'Process Instance' (90853), 'Name' (FULAW045), 'Process Type' (SQR Report), and 'Run Status' (Success). There is a 'Message Log' link. Below this is a 'Distribution Details' section with 'Distribution Node' (HFULTRS) and 'Expiration Date' (04/30/2008). A 'File List' table follows with columns: Name, File Size (bytes), and Datetime Created. The files listed are 'Message Log' (1,577 bytes), 'fulaw045\_90853.PDF' (4,878 bytes), 'Trace File' (815 bytes), and 'fulaw045\_90853.txt' (2,928 bytes). The 'fulaw045\_90853.txt' file is circled in red. Below the file list is a 'Distribute To' section with a table for 'Distribution ID Type' and '\*Distribution ID'. The table shows 'User' and 'KKEE'.

**Step 2:**

Open the .txt file in MS Excel. Remember to change "Files of type" to Text Files.


Select the report. Click



The screenshot shows a Windows 'Open' dialog box. The 'Look in:' field shows 'temp'. The file list contains 'fulaw045\_90852.txt'. The 'File name:' field is empty. The 'Files of type:' dropdown is set to 'Text Files (\*.prn;\*.txt;\*.csv)' and is circled in red. The 'Open' button is also circled in red. The 'Tools' dropdown is visible at the bottom left.



**Step 3:**

Click  for step 1 through Text Import Wizard.

**Text Import Wizard - Step 1 of 3**

The Text Wizard has determined that your data is Delimited.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row:  File origin:


Preview of file C:\temp\fulaw045\_90852.txt.

```

5 Run Date: 04/28/2008
6 Run Time: 01:09:32_PM
7
8 Division College/Unit Department Dept ID Job# Job Description Salary Gra
9 Executive Vice President Executive Vice President Executive Vice Preside

```

**Step 4:**

Click  for step 2 through Text Import Wizard.

**Text Import Wizard - Step 2 of 3**

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- Tab
- Semicolon
- Comma
- Space
- Other:

Treat consecutive delimiters as one

Text qualifier:

Data preview

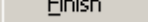
```

California State University, Fullerton
EMPLOYEE HEADCOUNT & FTE SALARIES & BENEFITS
Report ID: FULAW045
As Of: 04/28/08
Run Date: 04/28/2008

```



**Step 5:**

Click  for step 3 through Text Import Wizard.

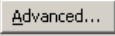
**Text Import Wizard - Step 3 of 3**

This screen lets you select each column and set the Data Format.

Column data format:

- General
- Text
- Date: MDY
- Do not import column (skip)

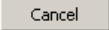
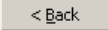
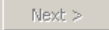

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.



Data preview:

```

General
California State University, Fullerton
EMPLOYEE HEADCOUNT & FTE SALARIES & BENEFITS
Report ID: FULAW045
As Of: 04/28/08
Run Date: 04/28/2008
    
```

**Step 6:**

The Employee Headcount and FTE Report opens in MS Excel.

It includes details for each department, college/unit or division requested.



The text report does not include totals or sub-totals. Use MS Excel functionality to calculate columns.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	California State University, Fullerton														
2	EMPLOYEE HEADCOUNT & FTE SALARIES & BENEFITS														
3	Report ID: FULAW045														
4	As Of: 04/28/08														
5	Run Date: 04/28/2008														
6	Run Time: 01:23:10_PM														
7															
8	Division	College/U	Departme	Dept ID	Job#	Job Descri	Salary Gra	Headcoun	FTE	Low Base	High Base	Average B	Median B	Total Salai	Total Benefits
9	IT - Inform	CMS	CMS	10057	400	Analyst/P	CAREER	4	4	82,956	97,164	89,346	88,632	357,384	131,674
10	IT - Inform	CMS	CMS	10057	410	Operating	CAREER	1	1	97,992	97,992	97,992	97,992	97,992	0
11	IT - Inform	CMS	CMS	10057	410	Operating	EXPERT	1	1	105,936	105,936	105,936	105,936	105,936	31,340
12	IT - Inform	CMS	CMS	10057	420	Info Tech	FOUNDAT	1	0.1	4,109	4,109	4,109	4,109	4,109	65
13	IT - Inform	CMS	CMS	10057	420	Info Tech	CAREER	2	2	57,648	68,592	63,120	63,120	126,240	41,075
14	IT - Inform	CMS	CMS	10057	420	Info Tech	EXPERT	1	0.5	40,992	40,992	40,992	40,992	40,992	14,562
15	IT - Inform	CMS	CMS	10057	1035	Admin Suj	COORDIN	1	1	33,696	33,696	33,696	33,696	33,696	13,995
16	IT - Inform	CMS	CMS	10057	1035	Admin Suj	COORDIN	2	2	39,042	43,188	41,115	41,115	82,230	21,594
17	IT - Inform	CMS	CMS	10057	1038	Admin An	EXEMPT I	1	1	51,264	51,264	51,264	51,264	51,264	23,684
18	IT - Inform	CMS	CMS	10057	1038	Admin An	EXEMPT II	5	4.4	36,065	69,132	55,798	59,100	278,968	110,844
19	IT - Inform	CMS	CMS	10057	1870	Student A	STUDENT-N	2	0.2	1,872	1,924	1,898	1,898	3,796	0
20	IT - Inform	CMS	CMS	10057	1874	Brdg Stud-	STUDENT-N	1	0.1	1,832	1,832	1,832	1,832	1,832	60
21	IT - Inform	CMS	CMS	10057	4660	Special Cc	SPC CONS	2	2	8,750	19,345	14,048	14,048	28,095	2,356
22															
23															
24															
25															
26															



The Employee Headcount and FTE report appears:

**Report view at the Department Level**

Report ID: FULAW045

California State University, Fullerton  
Employee Headcount & FTE (Staffing Comparisons) Salaries & Benefits  
As Of: 04/28/08

Page 1 of 1  
Run Date: 04/28/08  
Run Time: 10:08:15\_AM

Department: 10057-CMS

Job#	Job Description	Salary Grade	Headcount	FTE	Low Base	High Base	Average Base	Median Base	Total Salaries	Total Benefits
0400	Analyst/Programmer 12 Mo	CAREER	4	4.00	82,956	97,164	89,346	88,632	357,384	131,674
0410	Operating Sys Analyst 12 Mo	CAREER	1	1.00	97,992	97,992	97,992	97,992	97,992	0
0410	Operating Sys Analyst 12 Mo	EXPERT	1	1.00	105,936	105,936	105,936	105,936	105,936	31,340
0420	Info Tech Consultant 12 Mo	FOUNDATION	1	0.10	4,109	4,109	4,109	4,109	4,109	65
0420	Info Tech Consultant 12 Mo	CAREER	2	2.00	57,648	68,592	63,120	63,120	126,240	41,075
0420	Info Tech Consultant 12 Mo	EXPERT	1	0.50	40,992	40,992	40,992	40,992	40,992	14,562
1035	Admin Support Coord 12 Mo	COORDINATOR I	1	1.00	33,696	33,696	33,696	33,696	33,696	13,995
1035	Admin Support Coord 12 Mo	COORDINATOR II	2	2.00	39,042	43,188	41,115	41,115	82,230	21,594
1038	Admin Analyst/Spclst 12 Mo	EXEMPT I	1	1.00	51,264	51,264	51,264	51,264	51,264	23,684
1038	Admin Analyst/Spclst 12 Mo	EXEMPT II	5	4.40	36,065	69,132	55,798	59,100	278,988	110,844
1870	Student Assistant	STUDENT-NRA	2	0.20	1,872	1,924	1,898	1,898	3,796	0
1874	Brdg Student Assistant	STUDENT-NRA	1	0.10	1,832	1,832	1,832	1,832	1,832	60
4660	Special Consultant	SFC CONSUL	2	2.00	8,750	19,345	14,048	14,048	28,095	2,356
<b>Department Total</b>			<b>24</b>	<b>9.30</b>	<b>1,832</b>	<b>105,936</b>	<b>50,523</b>	<b>51,802</b>	<b>1,212,554</b>	<b>391,250</b>

**Report view at the College/Unit Level**

Report ID: FULAW045

Division: IT - Information Technology  
College/Unit: IT - TitanCard Operations  
Department: 10226-IT - TitanCard Operations

California State University, Fullerton  
Employee Headcount & FTE (Staffing Comparisons) Salaries & Benefits  
As Of: 04/28/08

Page 10 of 14  
Run Date: 04/29/08  
Run Time: 09:32:01\_AM

Job#	Job Description	Salary Grade	Headcount	FTE	Low Base	High Base	Average Base	Median Base	Total Salaries	Total Benefits
1035	Admin Support Coord 12 Mo	COORDINATOR I	1	1.00	36,828	36,828	36,828	36,828	36,828	14,622
1038	Admin Analyst/Spclst 12 Mo	EXEMPT II	1	1.00	63,588	63,588	63,588	63,588	63,588	23,748
1870	Student Assistant	STUDENT-NRA	11	1.10	1,664	1,976	1,772	1,747	19,490	0
1874	Brdg Student Assistant	STUDENT-NRA	1	0.10	1,872	1,872	1,872	1,872	1,872	114
<b>Department Total</b>			<b>14</b>	<b>3.20</b>	<b>1,664</b>	<b>63,588</b>	<b>8,698</b>	<b>1,799</b>	<b>121,778</b>	<b>38,484</b>
Sub-Total by Student Assistant			12	1.20	1,664	1,976	1,780	1,758	21,362	114
Sub-Total by Staff			2	2.00	36,828	63,588	50,208	50,208	100,416	38,370
Sub-Total by Job Code 1035			1	1.00	36,828	36,828	36,828	36,828	36,828	14,622
Sub-Total by Job Code 1038			1	1.00	63,588	63,588	63,588	63,588	63,588	23,748
Sub-Total by Job Code 1870			11	1.10	1,664	1,976	1,772	1,747	19,490	0
Sub-Total by Job Code 1874			1	0.10	1,872	1,872	1,872	1,872	1,872	114
<b>College/Unit Total</b>			<b>14</b>	<b>3.20</b>	<b>1,664</b>	<b>63,588</b>	<b>8,698</b>	<b>1,799</b>	<b>121,778</b>	<b>38,484</b>



**Report view at the Division Level**

Report ID: FULAM045  
 Division: IT - Information Technology  
 College/Unit: IT - Data Center  
 Department: 10308-IT - Data Center

California State University, Fullerton  
 Employee Headcount & FTE (Staffing Comparisons) Salaries & Benefits  
 As of: 04/29/08

Page 14 of 14  
 Run Date: 04/29/08  
 Run Time: 09:12:07\_AM

Job#	Job Description	Salary Grade	Headcount	FTE	Low Base	High Base	Average Base	Median Base	Total Salaries	Total Benefits
0420	Info Tech Consultant 12 Mo	CAREER	1	1.00	65,604	65,604	65,604	65,604	65,604	11,548
<b>Department Total</b>			<b>1</b>	<b>1.00</b>	<b>65,604</b>	<b>65,604</b>	<b>65,604</b>	<b>65,604</b>	<b>65,604</b>	<b>11,548</b>
<b>Sub-Total by Staff</b>			<b>1</b>	<b>1.00</b>	<b>65,604</b>	<b>65,604</b>	<b>65,604</b>	<b>65,604</b>	<b>65,604</b>	<b>11,548</b>
<b>Sub-Total by Job Code 0420</b>			<b>1</b>	<b>1.00</b>	<b>65,604</b>	<b>65,604</b>	<b>65,604</b>	<b>65,604</b>	<b>65,604</b>	<b>11,548</b>
<b>College/Unit Total</b>			<b>1</b>	<b>1.00</b>	<b>65,604</b>	<b>65,604</b>	<b>65,604</b>	<b>65,604</b>	<b>65,604</b>	<b>11,548</b>
<hr/>										
<b>Sub-Total by MSP</b>			<b>11</b>	<b>11.00</b>	<b>80,004</b>	<b>176,892</b>	<b>116,851</b>	<b>115,920</b>	<b>1,298,589</b>	<b>261,546</b>
Sub-Total by Special Consultant			5	1.10	4,620	19,145	11,171	8,750	55,865	2,550
Sub-Total by Student Assistant			90	9.00	1,664	1,120	1,874	1,789	166,630	174
Sub-Total by Staff			99	94.40	0	105,914	59,999	56,566	5,919,862	1,198,546
Sub-Total by Work Study - On Campus			5	6.80	1,745	2,147	1,951	1,919	15,617	0
<b>Sub-Total by Job Code 0400</b>			<b>14</b>	<b>13.90</b>	<b>51,768</b>	<b>98,128</b>	<b>78,869</b>	<b>81,106</b>	<b>1,104,445</b>	<b>282,217</b>
Sub-Total by Job Code 0410			4	4.00	78,708	105,914	97,141	101,964	188,572	96,649
Sub-Total by Job Code 0420			41	27.60	0	91,620	58,888	56,556	2,291,411	885,112
Sub-Total by Job Code 0430			14	14.00	41,796	98,128	70,568	70,794	987,948	257,602
Sub-Total by Job Code 0440			1	1.00	46,944	46,944	46,944	46,944	46,944	12,027
Sub-Total by Job Code 0450			6	6.00	42,528	56,964	46,112	41,440	276,672	128,111
Sub-Total by Job Code 1032			1	0.50	18,072	18,072	18,072	18,072	18,072	11,761
Sub-Total by Job Code 1035			9	9.00	11,626	41,188	18,811	19,642	142,102	147,988
Sub-Total by Job Code 1038			8	7.40	16,065	69,112	55,913	56,280	447,100	158,275
Sub-Total by Job Code 1577			1	1.00	29,196	29,196	29,196	29,196	29,196	8,561
Sub-Total by Job Code 1868			14	1.40	1,745	1,120	2,011	1,835	26,418	0
Sub-Total by Job Code 1870			74	7.40	1,664	2,169	1,844	1,789	116,488	0
Sub-Total by Job Code 1871			8	0.80	1,745	2,147	1,951	1,919	15,617	0
Sub-Total by Job Code 1874			2	0.20	1,812	1,872	1,852	1,704	17,704	174
Sub-Total by Job Code 3300			1	1.00	176,892	176,892	176,892	176,892	176,892	51,844
Sub-Total by Job Code 3306			5	5.00	115,920	141,852	129,713	129,168	648,564	184,911
Sub-Total by Job Code 3312			5	5.00	80,004	113,120	94,625	91,600	471,124	124,790
Sub-Total by Job Code 4660			5	1.10	4,620	19,145	11,171	8,750	55,865	2,550
<b>Division Total</b>			<b>212</b>	<b>117.10</b>	<b>0</b>	<b>176,892</b>	<b>14,715</b>	<b>68,604</b>	<b>7,198,559</b>	<b>2,551,209</b>

8



The following table lists CMS field names and their definitions used for the Employee Headcount and FTE Report:

<b>Field</b>	<b>Definition</b>
Job#	Identifies the job code number.
Job Description	Identifies the job classification
Salary Grade	Identifies the grade/range for the specified job code.
Headcount	Identifies the total number of employees occupying the specified job code.
FTE	This field contains the calculated percentage of standard hours the employee works per work period based on the job code definition of standard house per work period. Note: Job Code 1868, 1870, 1871, 1872, 1874, 1875 do not reflect the actual FTE for each student assistant.
Low Base	Identifies the lowest salary paid for the specific job code for the department.
High Base	Identifies the highest salary paid for the specific job code for the department.
Average Base	The average salary amount being paid in the job code, calculated by adding all salary amounts and dividing by the total FTE.
Medium Base	Identifies the middle salary paid for the specific job code for the department.
Total Salaries	Represents the total salaries paid by job code for all employees listed in that particular job code.
Total Benefits	Represents the total benefits paid by job code for all employees listed in that particular job code.
Sub-Totals by Job Function	Represents sub-totals from all fields categorized by job function (MPP, Lecturer, Dept Chair, Staff, Student, etc)
Sub-Totals by Job Codes	Represents sub-totals from all fields categorized by job code (0400, 1800, 3300, etc)