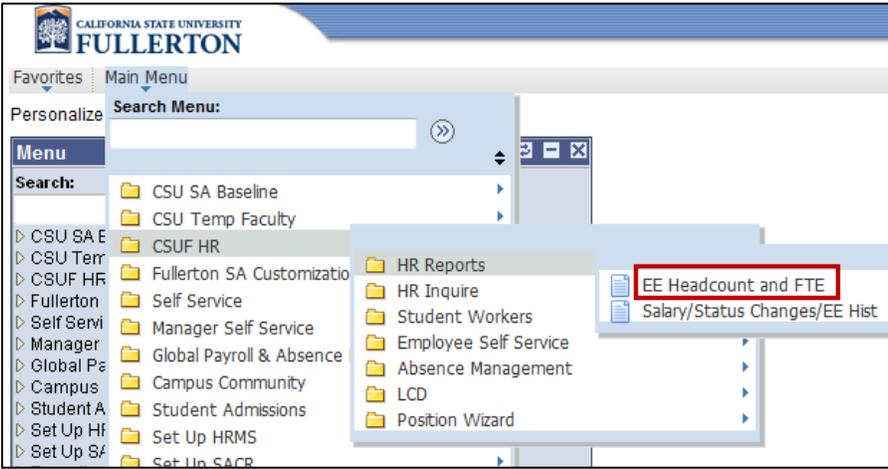
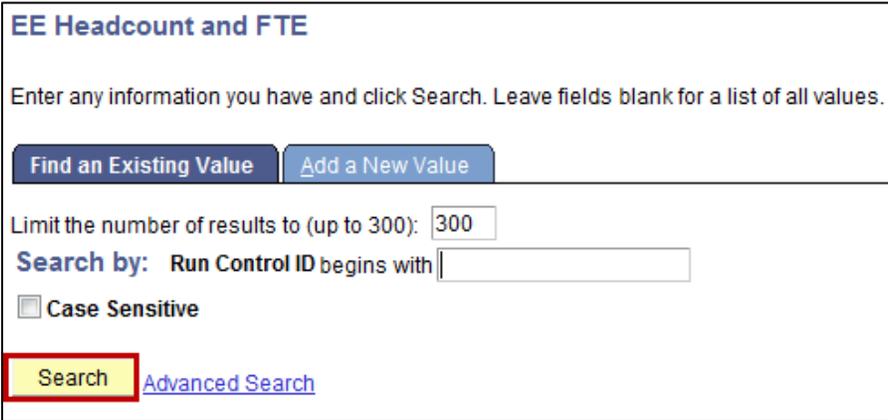


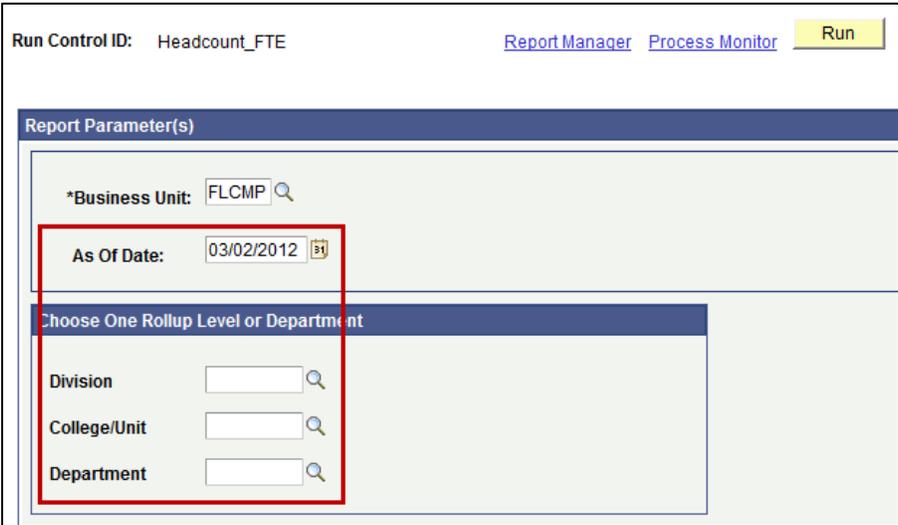


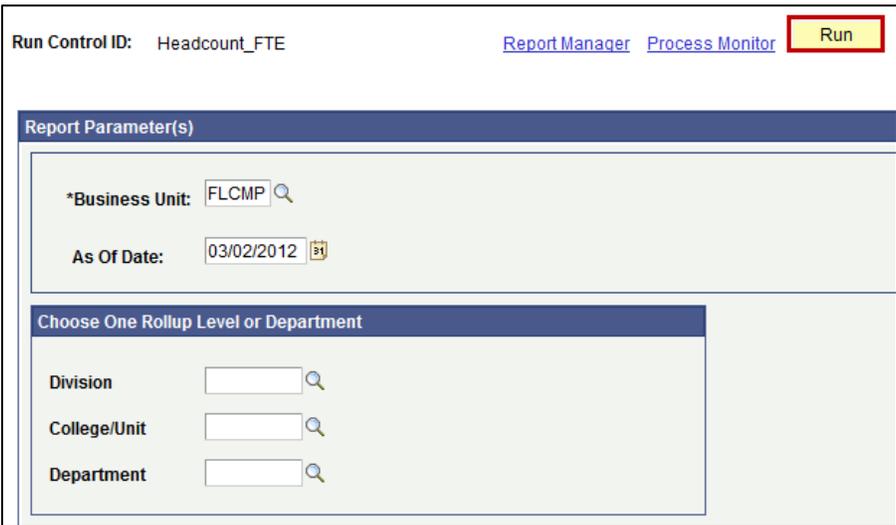
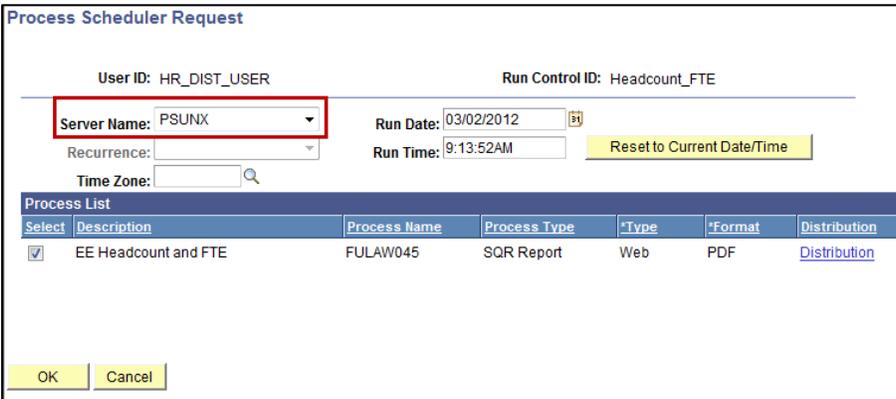
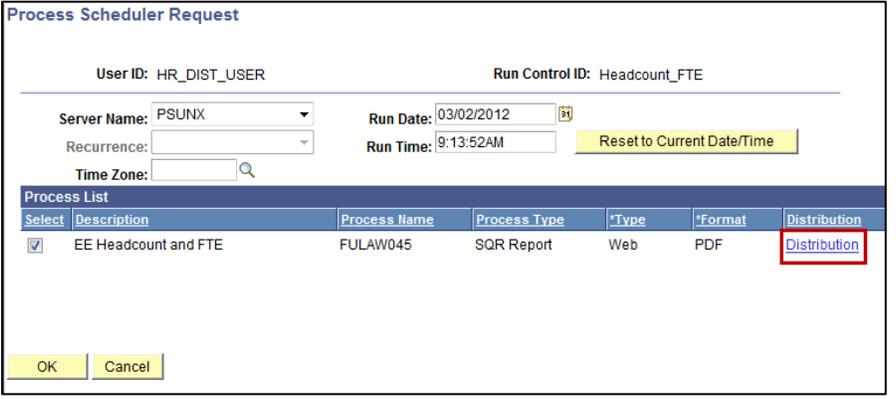
To view online tutorial, visit: <http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp>

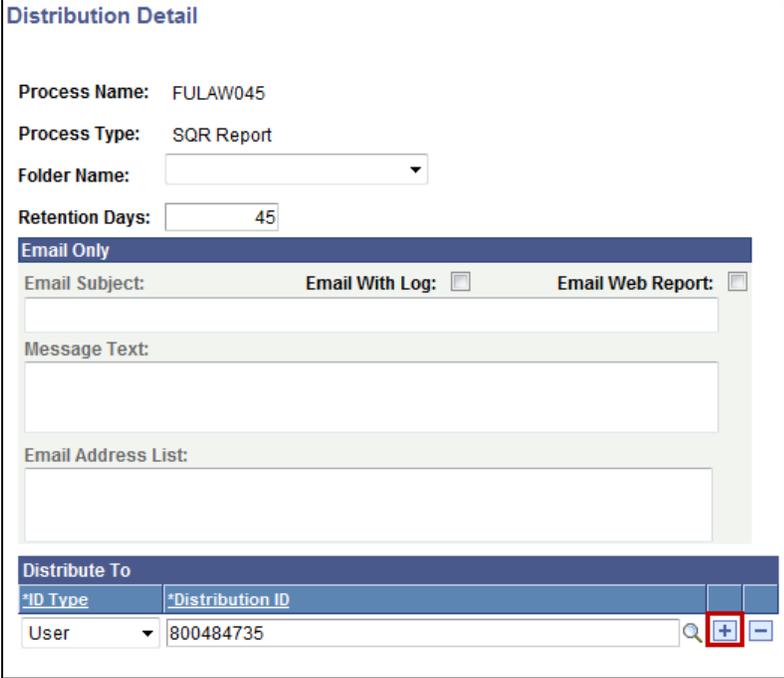
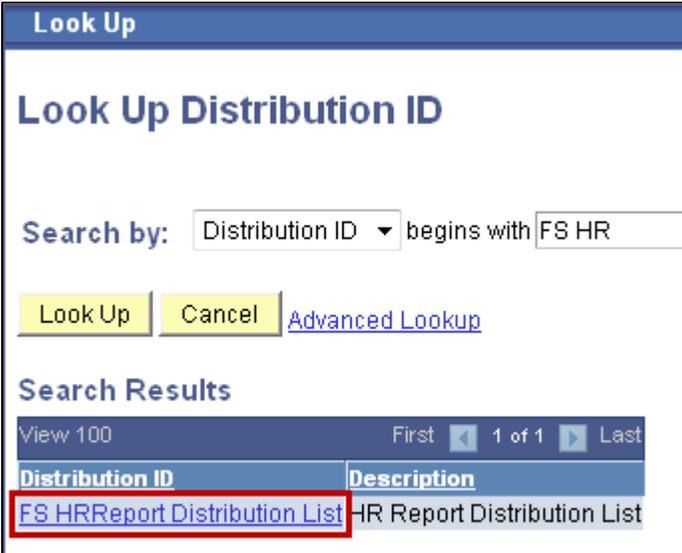
The **Employee Headcount & FTE Report** allows departments to view salary and benefit information by FTE and headcount for every position within their department. Access to this report and specific CMS departments is defined by the user's security access.

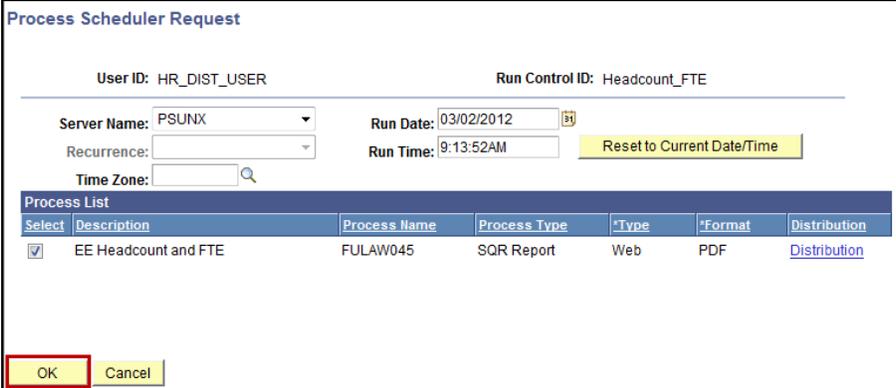
Frequency: Ad hoc

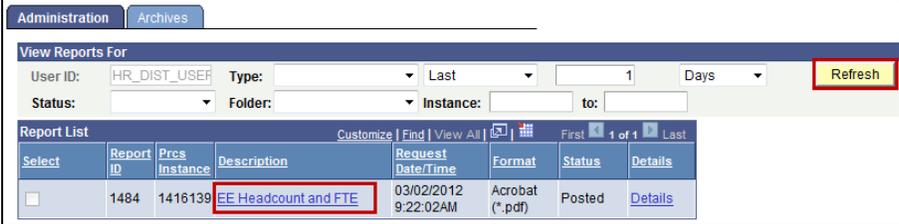
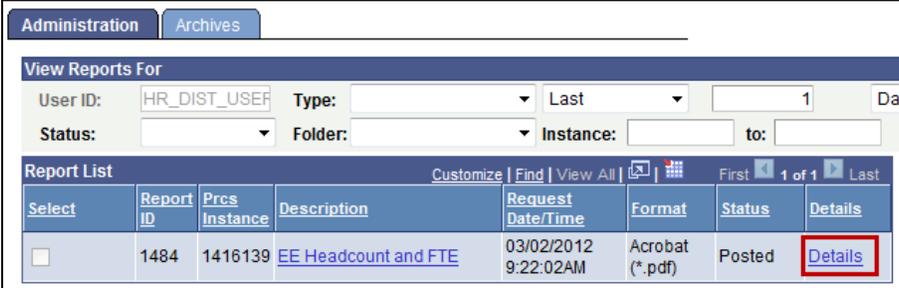
Processing Steps	Screen Shots
<p>Step 1: Navigate to the correct page: Menu > CSUF HR > HR Reports > EE Headcount and FTE.</p> <p> You may navigate to the appropriate link using the menu list on the left or the navigation menu at the top of the screen.</p>	
<p>Step 2: Run Control ID identifies specific 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 Search to see what run controls you have available to you.</p> <p> If this is your first time running the report, click Add a New Value and continue to Step 2a.</p>	

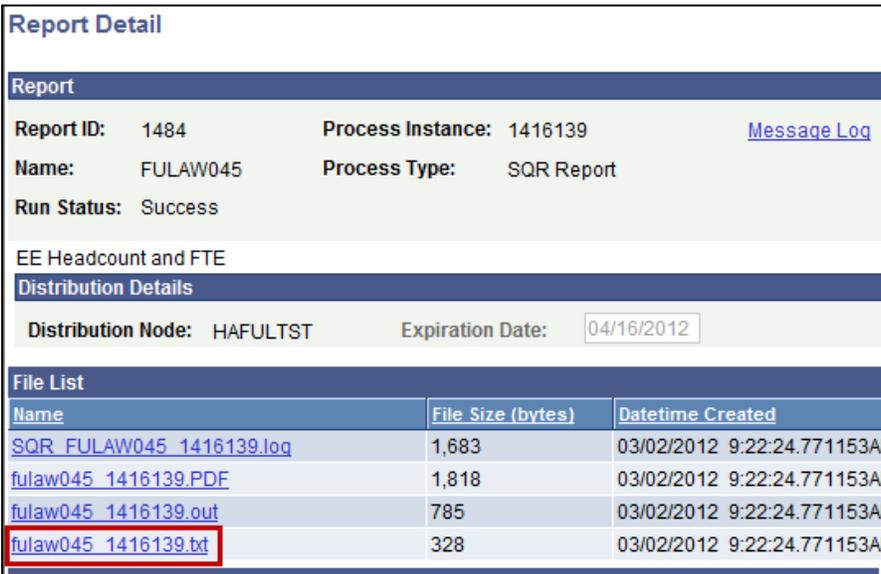
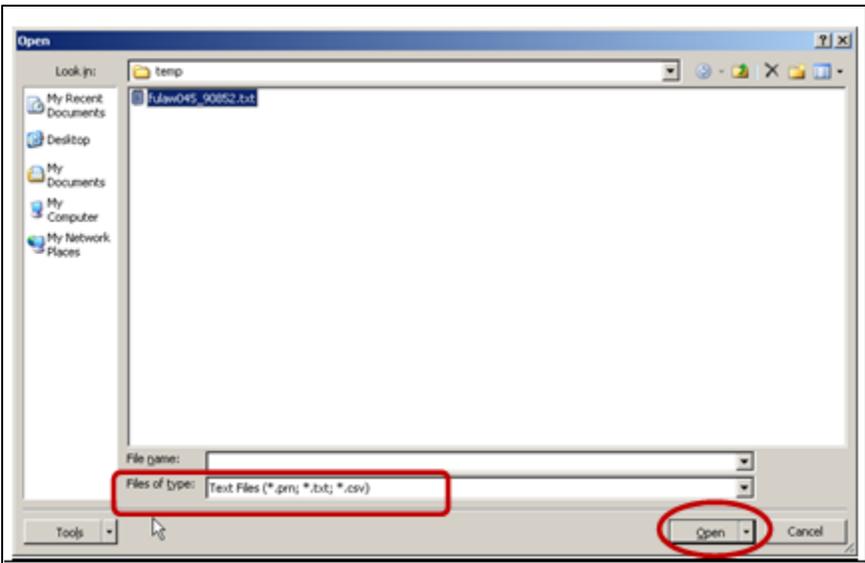
Processing Steps	Screen Shots
<p>Step 2a: Add a Run Control ID</p> <p>You can name your Run Control ID any name. You cannot use spaces; use underscore (_) instead.</p> <p>Click Add.</p>	 <p>The screenshot shows the 'EE Headcount and FTE' interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below them is a text input field labeled 'Run Control ID:' containing the text 'Headcount_FTE'. At the bottom, there is a yellow 'Add' button with a red border.</p>
<p>Step 3: 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. 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.</p> <p>Next, select one of the following:</p> <ul style="list-style-type: none"> • Division • College/Unit • Departments <p>You may also use the magnifying glass icon () to look up the appropriate values.</p> <p> 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.</p>	 <p>The screenshot shows the 'Run Control ID: Headcount_FTE' configuration page. At the top right, there are links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below is a 'Report Parameter(s)' section. It includes a field for '*Business Unit:' with 'FLCMP' entered and a magnifying glass icon. Below that is the 'As Of Date:' field with '03/02/2012' and a calendar icon. A red box highlights the 'As Of Date' field and the 'Choose One Rollup Level or Department' section below it. This section has three options: 'Division', 'College/Unit', and 'Department', each with an empty text box and a magnifying glass icon.</p>

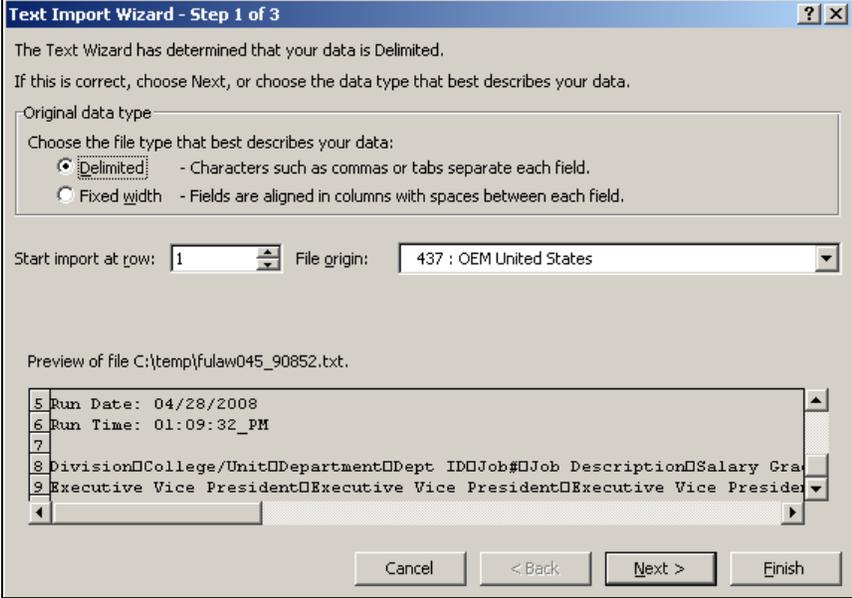
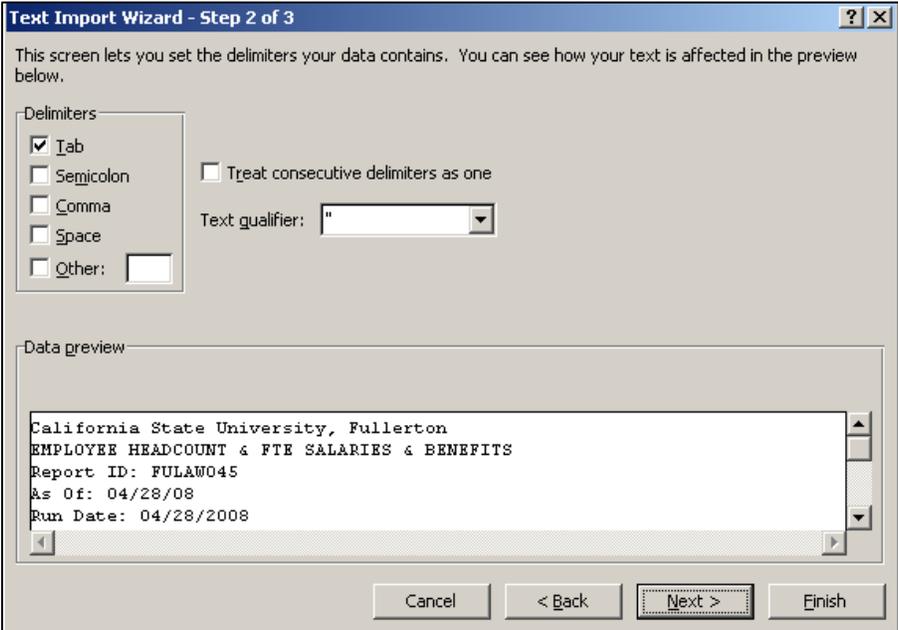
Processing Steps	Screen Shots
<p>Step 4: Once the required fields are complete click Run.</p>	
<p>Step 5: The Process Scheduler page appears.</p> <p>Complete the following fields:</p> <ul style="list-style-type: none"> • Server Name=PSUNX <p>Leave all other fields as is.</p>	
<p>Step 6: For troubleshooting purposes, you must specify the "Distribution" information.</p> <p>Click on the Distribution link.</p>  <p>This step must be completed only once per report.</p>	

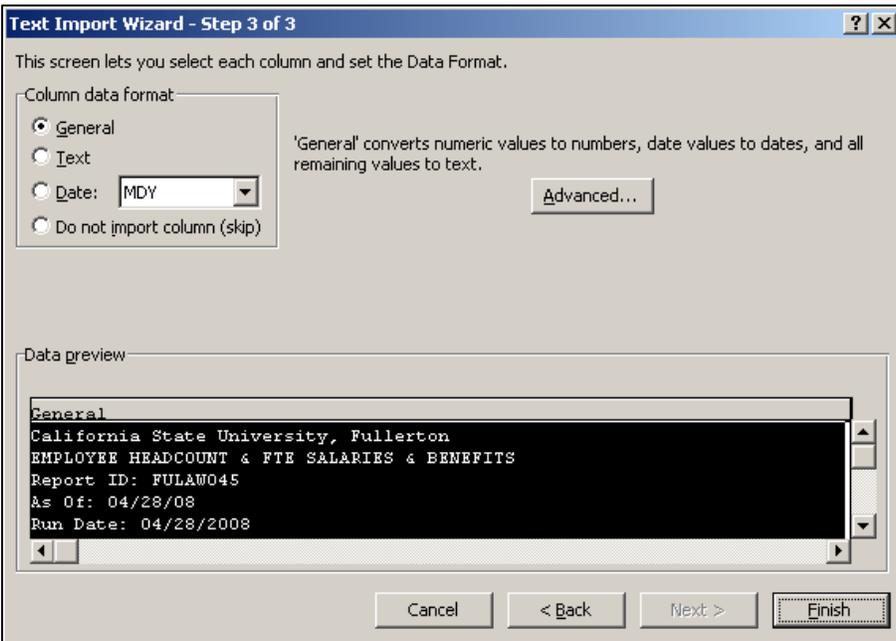
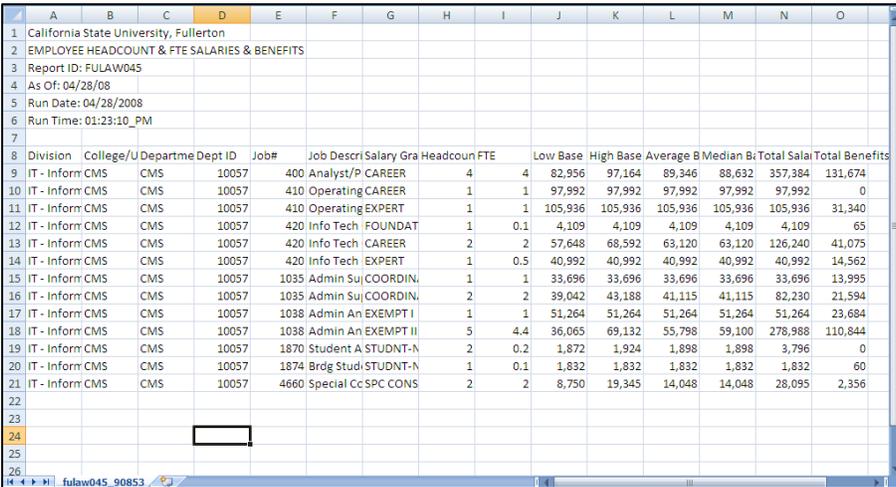
Processing Steps	Screen Shots												
<p>Step 7: The Distribution Detail page appears.</p> <p>Click on the plus icon (+) in the Distribute To section to add a new row.</p>	 <p>Distribution Detail</p> <p>Process Name: FULAW045 Process Type: SQR Report Folder Name: <input type="text"/> Retention Days: <input type="text" value="45"/></p> <p>Email Only</p> <p>Email Subject: <input type="text"/> Email With Log: <input type="checkbox"/> Email Web Report: <input type="checkbox"/></p> <p>Message Text: <input type="text"/></p> <p>Email Address List: <input type="text"/></p> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>*ID Type</th> <th>*Distribution ID</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>User</td> <td>800484735</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	*ID Type	*Distribution ID			User	800484735	<input type="text"/>	<input type="text"/>				
*ID Type	*Distribution ID												
User	800484735	<input type="text"/>	<input type="text"/>										
<p>Step 8: In the new row, complete the following fields:</p> <ul style="list-style-type: none"> ID Type: Role Distribution ID: FS HR <p>Then click the look up icon (🔍).</p>	 <p>Distribute To</p> <table border="1"> <thead> <tr> <th>*ID Type</th> <th>*Distribution ID</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>User</td> <td>800484735</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Role</td> <td>FS HR</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	*ID Type	*Distribution ID			User	800484735	<input type="text"/>	<input type="text"/>	Role	FS HR	<input type="text"/>	<input type="text"/>
*ID Type	*Distribution ID												
User	800484735	<input type="text"/>	<input type="text"/>										
Role	FS HR	<input type="text"/>	<input type="text"/>										
<p>Step 9: Click on the FS HR Report Distribution List link. \</p>	 <p>Look Up</p> <p>Look Up Distribution ID</p> <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"/> Advanced Lookup</p> <p>Search Results</p> <p>View 100 First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Distribution ID</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>FS HR Report Distribution List</td> <td>HR Report Distribution List</td> </tr> </tbody> </table>	Distribution ID	Description	FS HR Report Distribution List	HR Report Distribution List								
Distribution ID	Description												
FS HR Report Distribution List	HR Report Distribution List												

Processing Steps	Screen Shots														
<p>Step 10: Verify the Distribution Detail page for accuracy.</p> <p>Once complete, click OK.</p>															
<p>Step 11: Click OK again at the Process Scheduler Request page.</p>	 <table border="1" data-bbox="586 842 1450 915"> <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>Distribution</td> </tr> </tbody> </table>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	EE Headcount and FTE	FULAW045	SQR Report	Web	PDF	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	EE Headcount and FTE	FULAW045	SQR Report	Web	PDF	Distribution									
<p>Step 12: 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>After you have initiated the process you can check the status and view the reports by clicking Report Manager.</p>															

Processing Steps	Screen Shots
<p>Step 13: If the report name does not appear in a hyperlink (i.e. EE Headcount and FTE) the process has not finished.</p> <p>Click 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>Follow the steps below to access the report in Microsoft Excel format or skip to page 10.</p>	
<p>Opening the Headcount and FTE Report in Microsoft Excel</p> <p>Step 1: A text file of this report is also available by clicking Details.</p>	

Processing Steps	Screen Shots															
<p>Step 2: Right-click on the file with “.txt” extension.</p> <p>Save it on your local drive.</p>	 <p>Report Detail</p> <p>Report</p> <p>Report ID: 1484 Process Instance: 1416139 Message Log</p> <p>Name: FULAW045 Process Type: SQR Report</p> <p>Run Status: Success</p> <p>EE Headcount and FTE</p> <p>Distribution Details</p> <p>Distribution Node: HAFULTST Expiration Date: 04/16/2012</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_FULAW045_1416139.log</td> <td>1,683</td> <td>03/02/2012 9:22:24.771153A</td> </tr> <tr> <td>fulaw045_1416139.PDF</td> <td>1,818</td> <td>03/02/2012 9:22:24.771153A</td> </tr> <tr> <td>fulaw045_1416139.out</td> <td>785</td> <td>03/02/2012 9:22:24.771153A</td> </tr> <tr> <td>fulaw045_1416139.txt</td> <td>328</td> <td>03/02/2012 9:22:24.771153A</td> </tr> </tbody> </table>	Name	File Size (bytes)	Datetime Created	SQR_FULAW045_1416139.log	1,683	03/02/2012 9:22:24.771153A	fulaw045_1416139.PDF	1,818	03/02/2012 9:22:24.771153A	fulaw045_1416139.out	785	03/02/2012 9:22:24.771153A	fulaw045_1416139.txt	328	03/02/2012 9:22:24.771153A
Name	File Size (bytes)	Datetime Created														
SQR_FULAW045_1416139.log	1,683	03/02/2012 9:22:24.771153A														
fulaw045_1416139.PDF	1,818	03/02/2012 9:22:24.771153A														
fulaw045_1416139.out	785	03/02/2012 9:22:24.771153A														
fulaw045_1416139.txt	328	03/02/2012 9:22:24.771153A														
<p>Step 3: Open the .txt file in Microsoft Excel. Remember to change “Files of type” to Text Files.</p> <p>Select the report. Click Open.</p>	 <p>Open</p> <p>Look in: temp</p> <p>fulaw045_90852.txt</p> <p>File name:</p> <p>Files of type: Text Files (*.prn; *.txt; *.csv)</p> <p>Open Cancel</p>															

Processing Steps	Screen Shots
<p>Step 3: Click Next for step 1 through Text Import Wizard.</p>	 <p>Text Import Wizard - Step 1 of 3</p> <p>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.</p> <p>Original data type Choose the file type that best describes your data: <input checked="" type="radio"/> Delimited - Characters such as commas or tabs separate each field. <input type="radio"/> Fixed width - Fields are aligned in columns with spaces between each field.</p> <p>Start import at row: 1 File origin: 437 : OEM United States</p> <p>Preview of file C:\temp\fulaw045_90852.txt.</p> <pre> 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 </pre> <p>Buttons: Cancel, < Back, Next >, Finish</p>
<p>Step 4: Click Next for step 2 through Text Import Wizard.</p>	 <p>Text Import Wizard - Step 2 of 3</p> <p>This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.</p> <p>Delimiters <input checked="" type="checkbox"/> Tab <input type="checkbox"/> Semicolon <input type="checkbox"/> Comma <input type="checkbox"/> Space <input type="checkbox"/> Other: <input type="text"/></p> <p><input type="checkbox"/> Treat consecutive delimiters as one Text qualifier: <input type="text"/></p> <p>Data preview</p> <pre> California State University, Fullerton EMPLOYEE HEADCOUNT & FTE SALARIES & BENEFITS Report ID: FULAW045 As Of: 04/28/08 Run Date: 04/28/2008 </pre> <p>Buttons: Cancel, < Back, Next >, Finish</p>

Processing Steps	Screen Shots
<p>Step 5: Click Finish for step 3 through Text Import Wizard.</p>	
<p>Step 6: The Employee Headcount and FTE Report opens in MS Excel.</p> <p>It includes details for each department, college/unit or division requested.</p> <p> The text report does not include totals or sub-totals. Use Microsoft Excel functionality to calculate columns.</p>	

The Employee Headcount and FTE report appears:

Report View at the Department Level

Report ID: FULAW045		California State University, Fullerton							Page 1 of 1	
Department: 10057-CMS		Employee Headcount & FTE (Staffing Comparisons) Salaries & Benefits							Run Date: 04/28/08	
		As Of: 04/28/08							Run Time: 10:08:15_AM	
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	89,246	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	31,240
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	66,592	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	1,976	1,898	1,898	3,796	0
1874	Brdg Student Assistant	STUDENT-NRA	1	0.10	1,872	1,872	1,872	1,872	1,872	60
4660	Special Consultant	SFC CONSUL	2	2.00	8,750	19,345	14,048	14,048	28,095	2,356
Department Total			24	9.30	1,832	105,936	50,523	51,802	1,212,554	391,250

Report View at the College/Unit Level

Report ID: FULAW045		California State University, Fullerton							Page 10 of 14	
Division: IT - Information Technology		Employee Headcount & FTE (Staffing Comparisons) Salaries & Benefits							Run Date: 04/29/08	
College/Unit: IT - TitanCard Operations		As Of: 04/28/08							Run Time: 09:12:01_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
Department Total			14	3.20	1,664	63,588	8,698	1,799	121,778	38,484
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
College/Unit Total			14	3.20	1,664	63,588	8,698	1,799	121,778	38,484

Report View at the Division Level

Report ID: FULAW045		California State University, Fullerton							Page 14 of 14	
Division: IT - Information Technology		Employee Headcount & FTE (Staffing Comparisons) Salaries & Benefits							Run Date: 04/29/08	
College/Unit: IT - Data Center		As Of: 04/28/08							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	66,604	66,604	66,604	66,604	66,604	21,548
Department Total			1	1.00	66,604	66,604	66,604	66,604	66,604	21,548
Sub-Total by Staff			1	1.00	66,604	66,604	66,604	66,604	66,604	21,548
Sub-Total by Job Code 0420			1	1.00	66,604	66,604	66,604	66,604	66,604	21,548
College/Unit Total			1	1.00	66,604	66,604	66,604	66,604	66,604	21,548
Sub-Total by NFP			13	13.00	80,004	176,892	118,053	115,920	1,208,580	263,546
Sub-Total by Special Consultant			5	5.10	4,620	19,245	11,173	8,750	55,665	2,550
Sub-Total by Student Assistant			90	9.00	1,664	1,120	1,874	1,789	169,630	174
Sub-Total by Staff			99	24.40	0	105,936	59,999	56,568	5,919,862	2,198,546
Sub-Total by Work Study - On Campus			8	0.80	1,745	2,147	1,953	1,919	15,637	0
Sub-Total by Job Code 0400			14	13.90	51,768	98,128	78,889	81,106	1,104,445	282,217
Sub-Total by Job Code 0410			4	4.00	78,708	105,936	97,243	102,964	388,572	96,649
Sub-Total by Job Code 0420			41	27.60	0	93,020	55,988	56,556	2,293,411	885,332
Sub-Total by Job Code 0430			14	14.00	41,796	98,128	70,560	98,744	987,848	357,602
Sub-Total by Job Code 0440			1	1.00	46,944	46,944	46,944	46,944	46,944	22,037
Sub-Total by Job Code 0450			6	6.00	42,528	56,964	46,112	43,440	276,672	128,111
Sub-Total by Job Code 1032			1	0.50	28,072	28,072	28,072	28,072	14,036	11,783
Sub-Total by Job Code 1035			9	9.00	31,696	43,188	38,911	39,042	349,302	147,988
Sub-Total by Job Code 1038			8	7.40	36,065	69,132	55,213	56,280	447,300	159,275
Sub-Total by Job Code 1577			1	1.00	29,196	29,196	29,196	29,196	29,196	9,561
Sub-Total by Job Code 1868			14	1.40	1,745	1,120	1,831	1,835	28,438	0
Sub-Total by Job Code 1870			74	7.40	1,664	2,169	1,844	1,789	126,488	0
Sub-Total by Job Code 1871			8	0.80	1,745	2,147	1,953	1,919	15,627	0
Sub-Total by Job Code 1874			2	0.20	1,872	1,872	1,872	1,872	3,744	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	143,852	129,713	129,166	648,564	184,933
Sub-Total by Job Code 3312			5	5.00	80,004	113,220	94,625	93,600	473,134	124,790
Sub-Total by Job Code 4660			5	5.10	4,620	19,245	11,173	8,750	55,665	2,550
Division Total			212	217.30	0	176,892	34,715	66,604	7,398,259	2,551,209

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

Field	Definition
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)