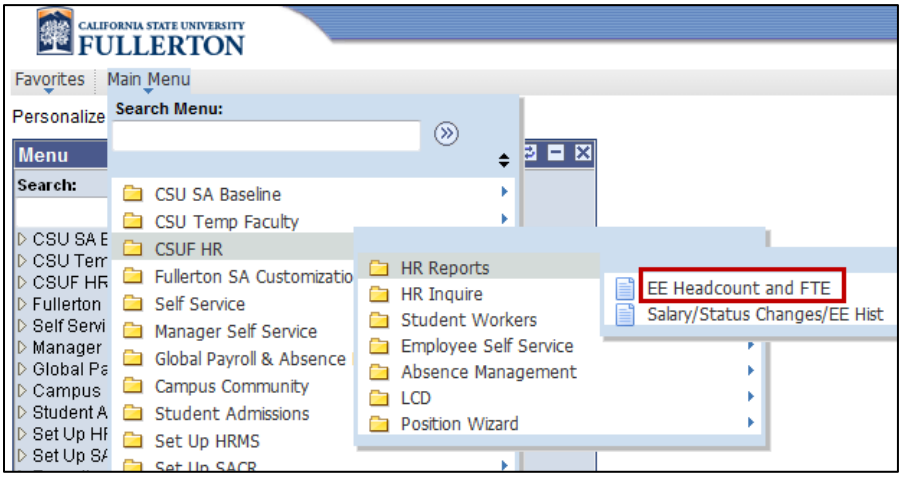
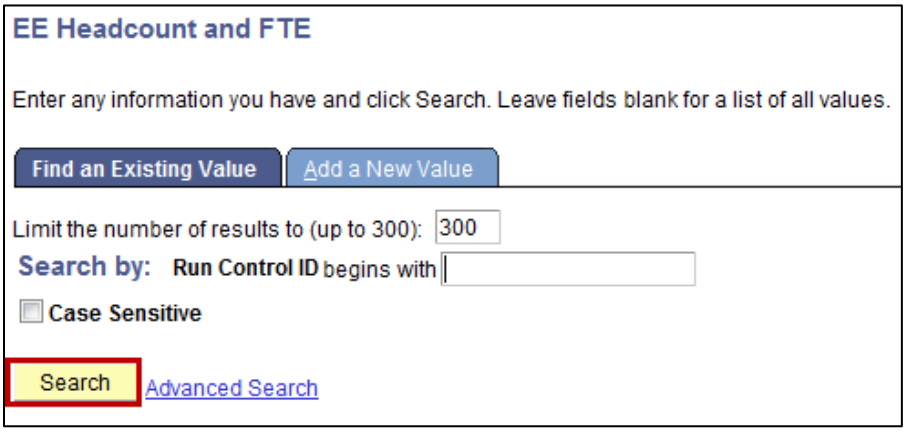
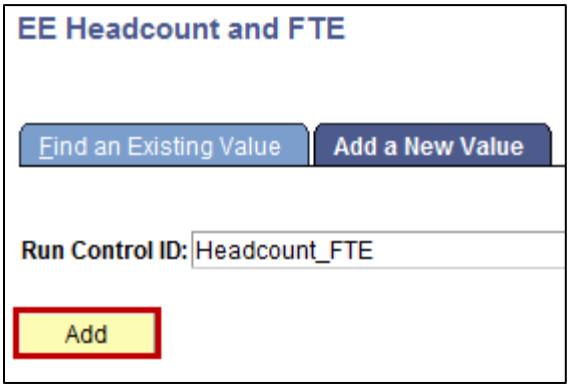
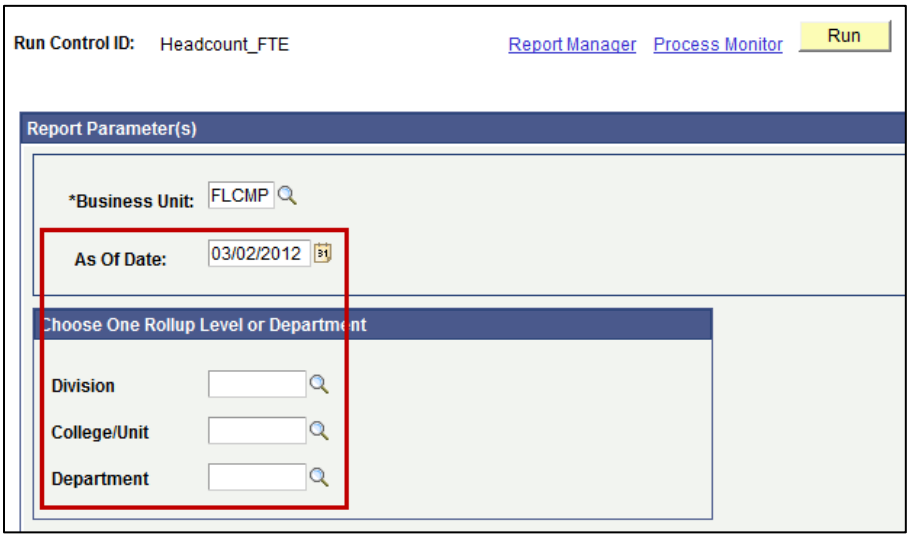
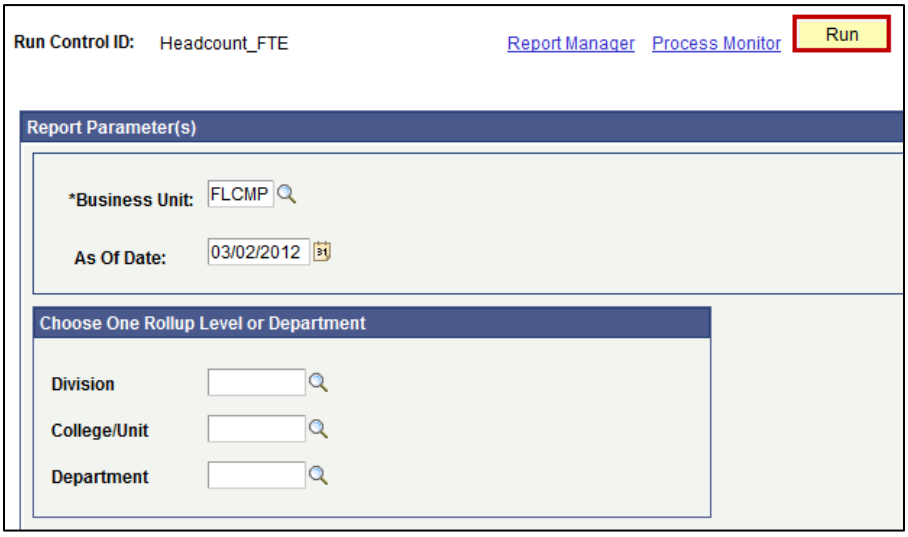
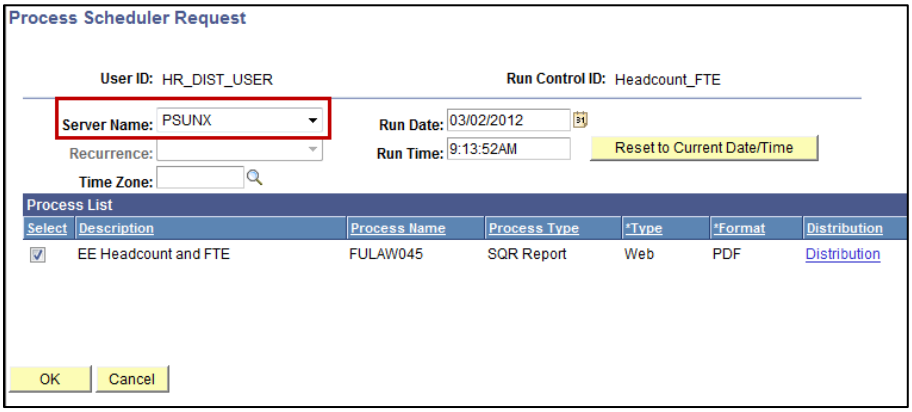
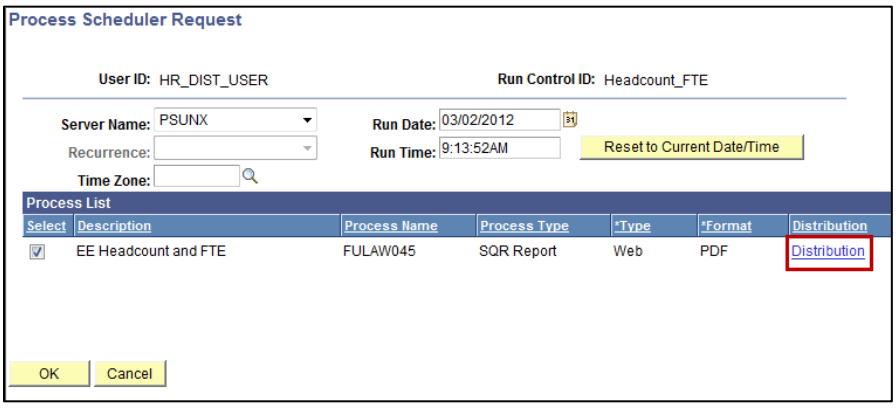
To view online tutorial, visit: http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp

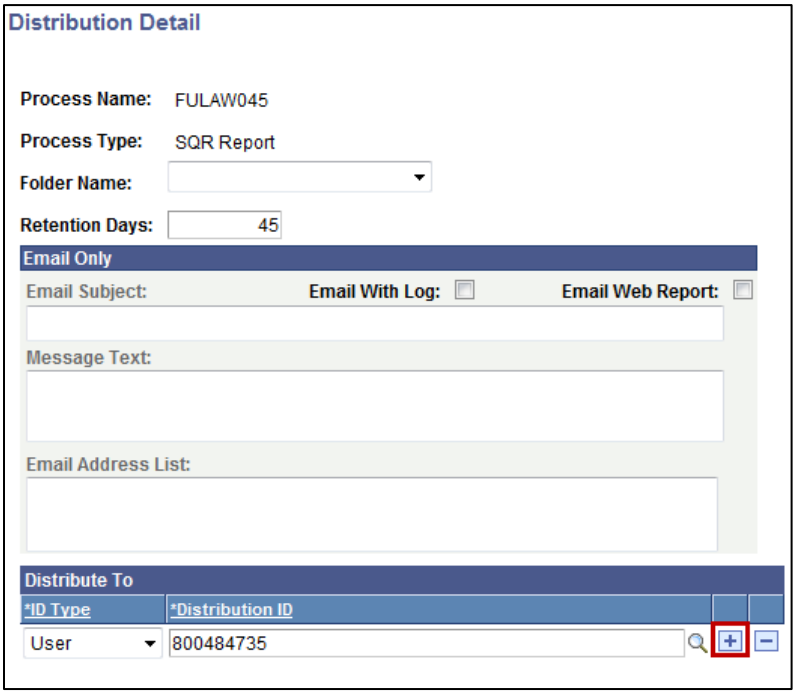
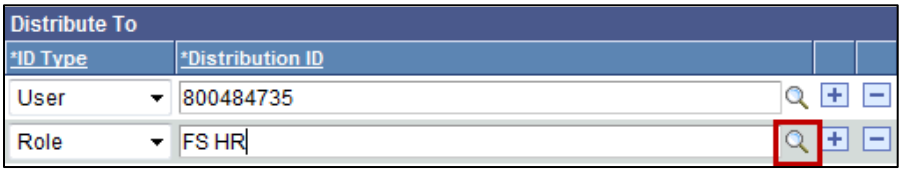
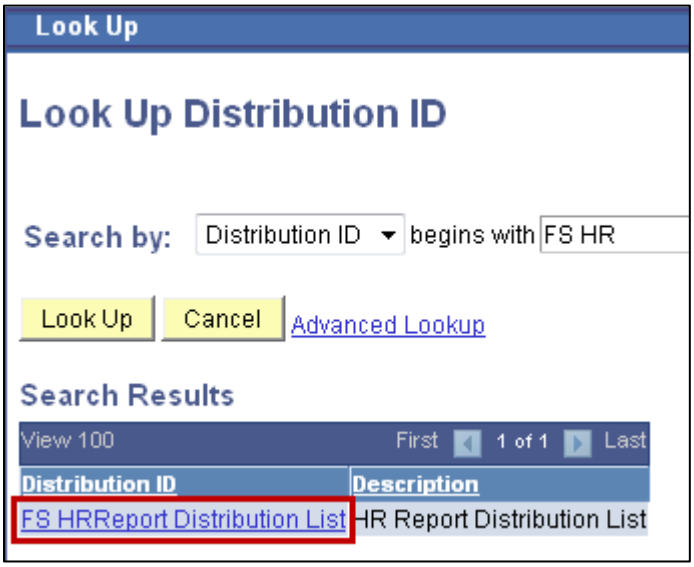
The **Employee Headcount & FTE Report** allows departments to view salary and benefit information by FTE and headcount for every position within their department. Access to this report and specific CMS departments is defined by the user's security access.

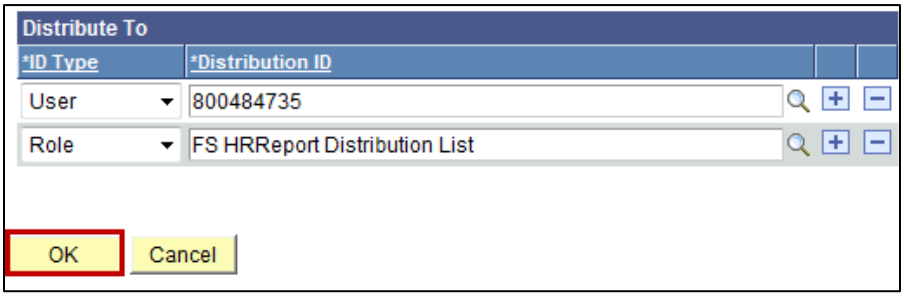
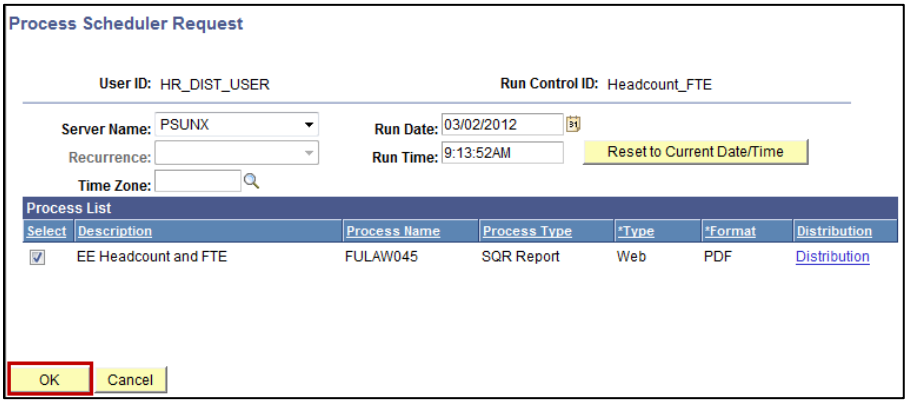
Frequency: Ad hoc

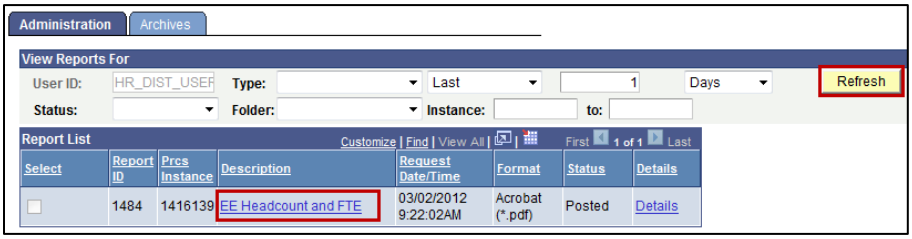
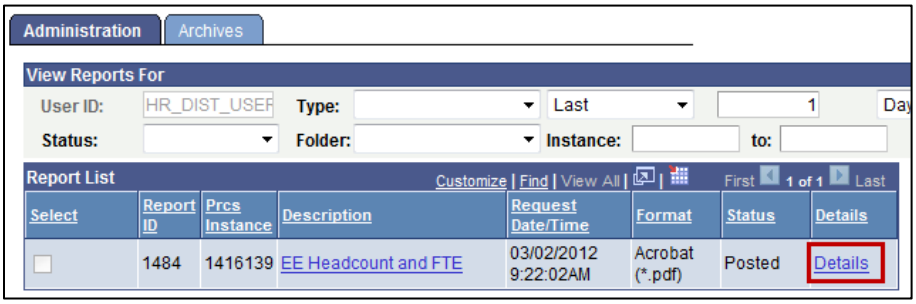
Processing Steps	Screen Shots
Step 1: Navigate to the correct page: Menu > CSUF HR > HR Reports > EE Headcount and FTE. You may navigate to the appropriate link using the menu list on the left or the navigation menu at the top of the screen.	
Step 2: Run Control ID identifies specific run control settings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

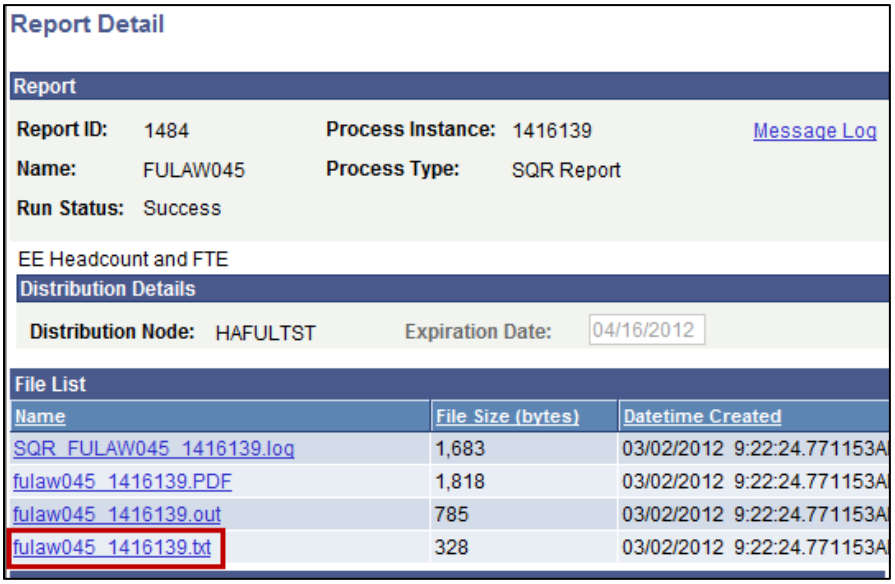
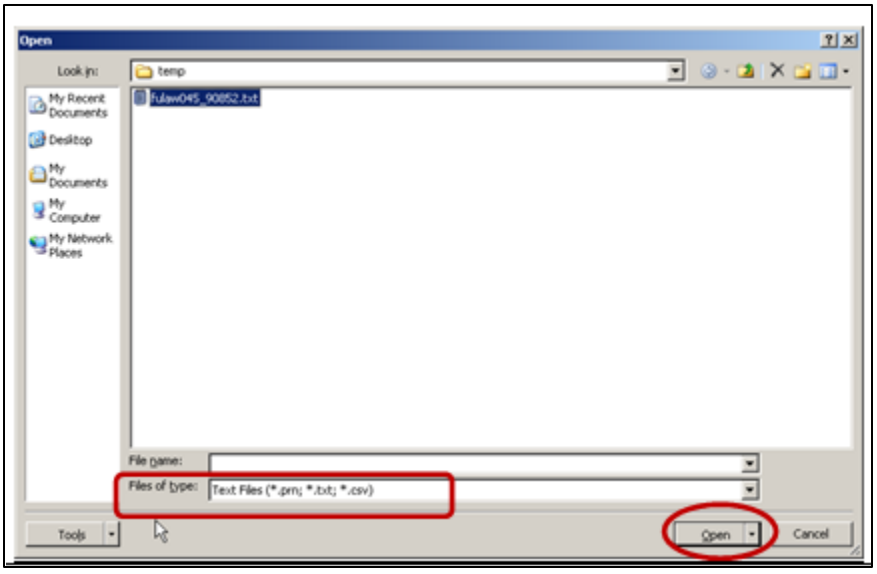
Processing Steps	Screen Shots
Step 2a: **Add a Run Control ID** You can name your Run Control ID any name. You cannot use spaces; use underscore (_) instead. Click **Add**.	
Step 3: The EE Headcount and FTE Page displays. The Business Unit automatically defaults to “FLCMP”; you do not need to change this value. 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. Next, select one of the following: • Division • College/Unit • Departments You may also use the magnifying glass icon ( ) to look up the appropriate values. 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.	

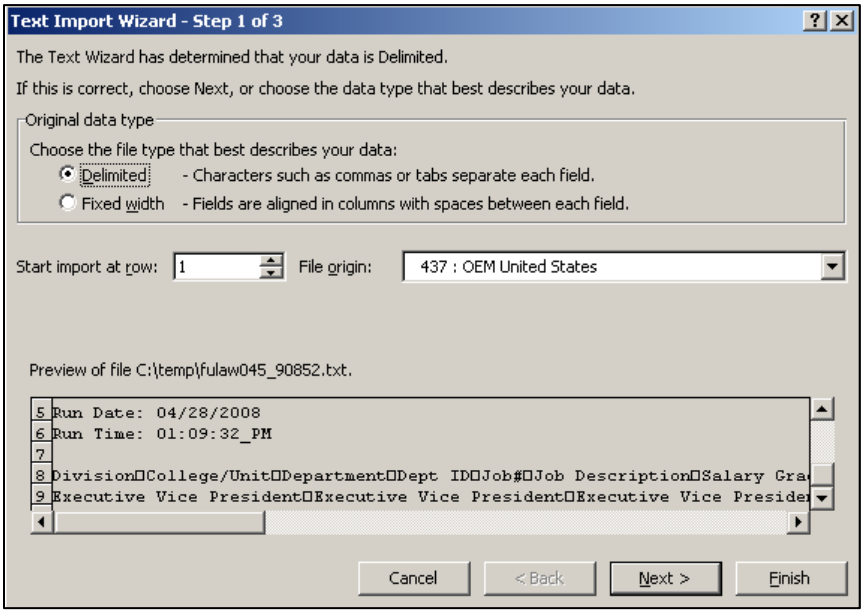
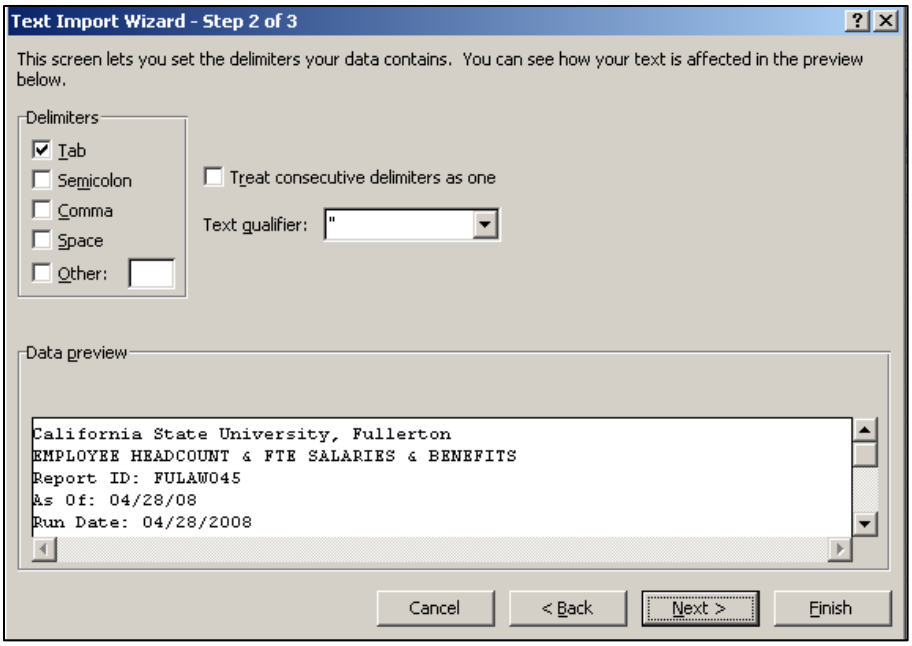
Processing Steps	Screen Shots
Step 4: Once the required fields are complete click **Run**.	
Step 5: The Process Scheduler page appears. Complete the following fields: • Server Name=PSUNX Leave all other fields as is.	
Step 6: For troubleshooting purposes, you must specify the “Distribution” information. Click on the **Distribution** link. This step must be completed only once per report.	

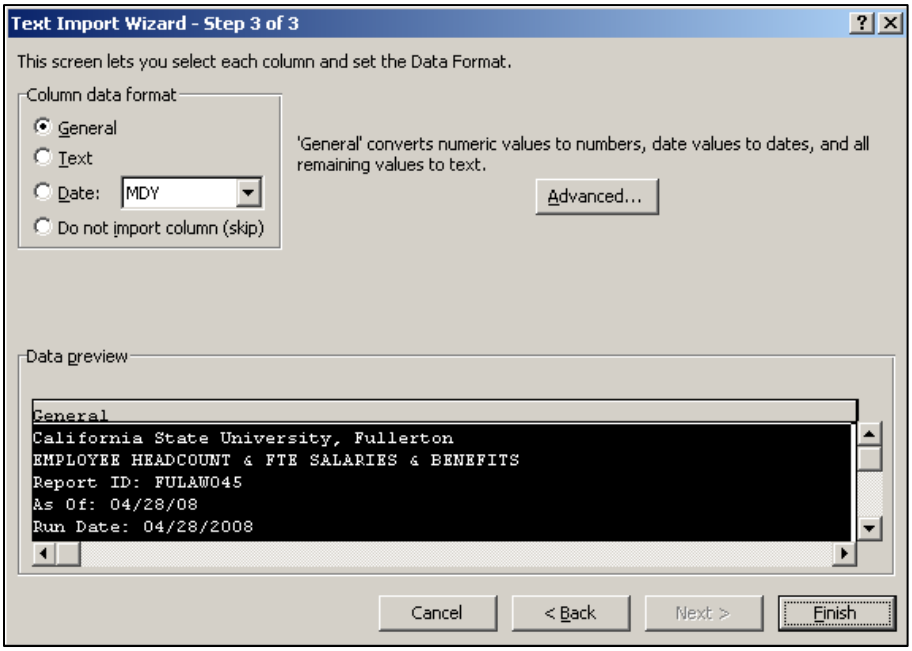
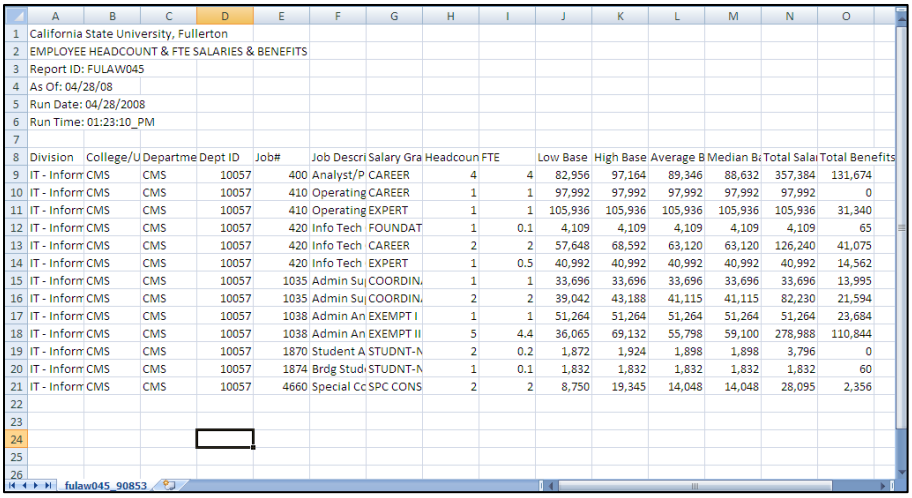
Processing Steps	Screen Shots
Step 7: The Distribution Detail page appears. Click on the plus icon ( ) in the Distrubte To section to add a new row.	
Step 8: In the new row, complete the following fields: • ID Type: **Role** • Distribution ID: **FS HR** Then click the look up icon ( ).	
Step 9: Click on the **FS HRReport Distribution List** link. \	

Processing Steps	Screen Shots
Step 10: Verify the Distribution Detail page for accuracy. Once complete, click **OK**.	
Step 11: Click OK again at the Process Scheduler Request page.	
Step 12: The Employee Headcount and FTE process page appears with a Process Instance number. This is a confirmation number for your reference. After you have initiated the process you can check the status and view the reports by clicking **Report Manager**.	

Processing Steps	Screen Shots
Step 13: If the report name does not appear in a hyperlink (i.e.EE Headcount and FTE) the process has not finished. Click **Refresh** to update the status of the process. You may have to click this button several times before the process is Posted. When the status "Posted" appears next to the process you initiated, you can click the Report name to access the report. The report will open in a new window as a PDF document. Follow the steps below to access the report in Microsoft Excel format or skip to page 10.	
Opening the Headcount and FTE Report in Microsoft Excel **Step 1:** A text file of this report is also available by clicking **Details**.	

Processing Steps	Screen Shots
Step 2: Right-click on the file with ".txt" extension. Save it on your local drive.	
Step 3: Open the .txt file in Microsoft Excel. Remember to change "Files of type" to Text Files. Select the report. Click **Open**.	

Processing Steps	Screen Shots
Step 3: Click **Next** for step 1 through Text Import Wizard.	
Step 4: Click **Next** for step 2 through Text Import Wizard.	

Processing Steps	Screen Shots
Step 5: Click **Finish** for step 3 through Text Import Wizard.	
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 Microsoft Excel functionality to calculate columns.	

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	STUDNT-NRA	2	0.20	1,872	1,924	1,898	1,898	3,796	0
1874	Brdg Student Assistant	STUDNT-NRA	1	0.10	1,832	1,832	1,832	1,832	1,832	60
4660	Special Consultant	SPC 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
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	STUDNT-NRA	11	1.10	1,664	1,976	1,772	1,747	19,490	0
1874	Brdg Student Assistant	STUDNT-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
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: 04/28/08
Page 14 of 14
Run Date: 04/29/08
Run Time: 09:32:07_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	68,604	68,604	68,604	68,604	68,604	31,548
		Department Total	1	1.00	68,604	68,604	68,604	68,604	68,604	31,548
		Sub-Total by Staff	1	1.00	68,604	68,604	68,604	68,604	68,604	31,548
		Sub-Total by Job Code 0420	1	1.00	68,604	68,604	68,604	68,604	68,604	31,548
		College/Unit Total	1	1.00	68,604	68,604	68,604	68,604	68,604	31,548
		Sub-Total by MPP	11	11.00	80,004	176,892	116,651	115,920	1,298,580	363,546
		Sub-Total by Special Consultant	5	3.10	4,620	19,345	11,171	8,750	55,865	2,550
		Sub-Total by Student Assistant	90	9.00	1,664	1,120	1,874	1,789	168,630	174
		Sub-Total by Staff	99	94.40	0	105,936	59,999	56,568	5,939,862	2,198,546
		Sub-Total by Work Study - On Campus	8	0.80	1,745	2,147	1,951	1,919	15,627	0
		Sub-Total by Job Code 0400	14	13.90	52,768	98,128	78,869	83,106	1,104,445	382,217
		Sub-Total by Job Code 0410	4	4.00	78,708	105,936	97,141	101,964	388,572	96,649
		Sub-Total by Job Code 0420	41	37.60	0	91,020	55,886	56,556	2,291,411	885,332
		Sub-Total by Job Code 0430	14	14.00	41,796	98,128	70,568	70,794	987,948	357,602
		Sub-Total by Job Code 0440	1	1.00	46,944	46,944	46,944	46,944	46,944	22,027
		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	16,872	16,872	16,872	16,872	16,872	11,781
		Sub-Total by Job Code 1035	9	2.00	33,696	43,188	36,811	39,042	149,302	147,988
		Sub-Total by Job Code 1038	8	7.40	36,065	69,132	55,911	56,280	447,300	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	3,120	2,011	1,915	28,438	0
		Sub-Total by Job Code 1870	74	7.40	1,664	2,269	1,844	1,789	136,488	0
		Sub-Total by Job Code 1871	8	0.80	1,745	2,147	1,951	1,919	15,627	0
		Sub-Total by Job Code 1874	2	0.20	1,832	1,872	1,852	1,852	3,704	174
		Sub-Total by Job Code 3300	1	1.00	176,892	176,892	176,892	176,892	176,892	53,844
		Sub-Total by Job Code 3306	5	5.00	115,920	141,852	129,711	129,168	648,564	184,913
		Sub-Total by Job Code 3312	5	5.00	80,004	111,220	94,625	93,000	473,124	124,790
		Sub-Total by Job Code 4660	5	3.10	4,620	19,345	11,171	8,750	55,865	2,550
		Division Total	212	117.30	0	176,892	34,735	68,604	7,398,559	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)