6.10 – How to Complete the DPS

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The instructions below only pertain to those users that want to use the Departmental Planning Spreadsheet to assist in the budget administration process. At this point, users should have received a DPS from their divisional office or downloaded the DPS Flat File from CAT and Populated the DPS Template (See chapter 6.7).

What Is the Departmental Planning Spreadsheet?

The Departmental Planning Spreadsheet (DPS) is a tool created to assist with the funding and compensation administration process involved in the annual budget cycle. The DPS is a modified version of the CAT data that is displayed in spreadsheet format. The DPS is used to view and/or edit employee Pre-Merit Comp Rate, Funding and Budgeted FTE for the upcoming fiscal year. Unlike the CAT, the DPS allows users to view entire departments of employee data while the CAT is one employee per page. Changes made on the DPS will be manually applied to employee records on the CAT Page.

The DPS is not required as part of the budget process. All changes made on the DPS can be made directly in the CAT. Many users will find the DPS useful for identifying employee records needing updates before the end of the budget cycle. Decentralized divisions distribute DPS files in order to collect changes from their departments.

Who will benefit from the DPS?	Who will likely not need the DPS?
Divisions with many funding changes	Divisions with few funding changes
Divisions that delegate funding updates to departments	Divisions with few employees

Additional Features

The DPS is a complex worksheet that contains formulas and formatting that **should not be** manipulated. Many cells and formulas are protected to prevent accidental manipulation. Please follow the guidelines below to ensure data integrity while working with the DPS.

Please Do Not:	Please Do:
Attempt to unprotect the worksheets	Filter by column headings
Add or delete rows or columns	Expand column widths and row heights
Enter values in any cells that are not specifically described as modifiable	
Attempt to sort any columns	

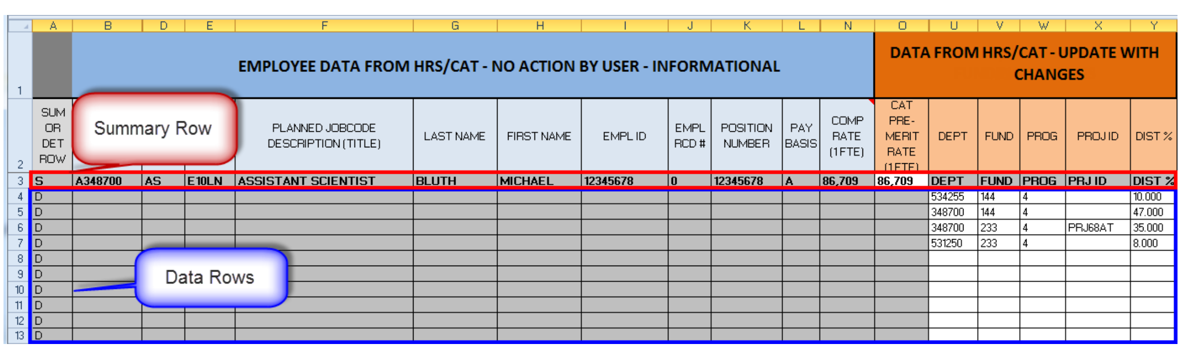
Neglecting to follow these guidelines may result in spreadsheet formula and/or pivot table failure!

DPS Workbook Overview

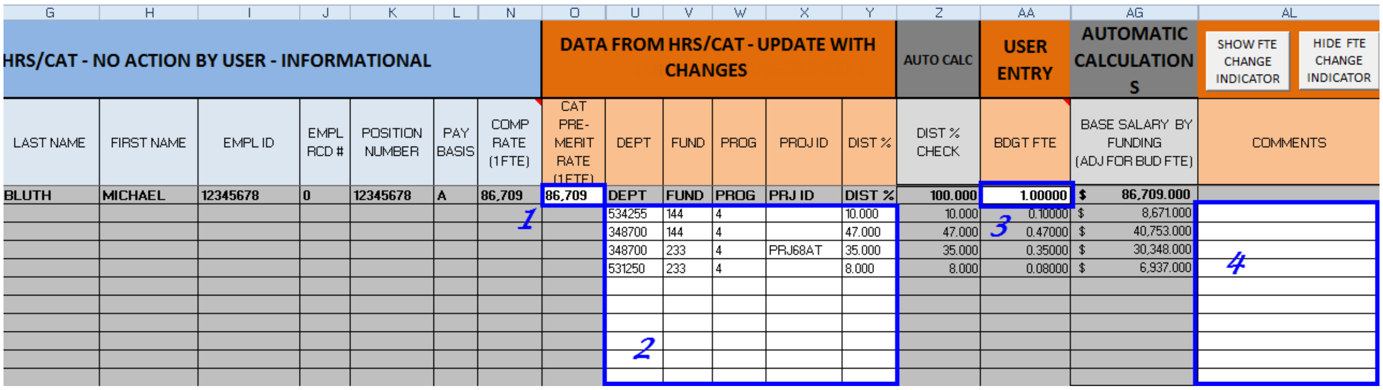
The Departmental Planning Spreadsheet is an Excel workbook that contains four tabs: DPS, Additional Adjustments (AAP), New Hires_Position Changes and Summary Data Pivot. The DPS, Additional Adjustments (AAP), and New Hires_Position Changes tabs are described in this chapter. The Summary Data Pivot tab is described in chapter 6.11.

DPS Tab

The employee data in the DPS tab is sorted alphabetically by EMPL CLASS then by LAST NAME. Each employee record in the DPS is comprised of 11 rows. The first row is the Summary row (identified with an "S" in column A). This row contains general employee data that exists in HRS/CAT. The subsequent 10 rows are Funding Data collection rows (identified with a "D" in column A). The Funding Data collection rows are used to make updates to employee funding. Note: A full list of detailed column descriptions are described in chapter 6.6.



The DPS headings are color-coded to indicate cells that are modifiable. The cells that are white with orange headings are modifiable. Cells that are shaded grey are for informational purposes only and should not be modified. Four sections of the DPS tab are modifiable: CAT Pre-Merit Rate (1 FTE), Funding Information (DEPT, FUND, PROG, PROJ ID, DIST %), BDGT FTE, and COMMENTS.



G	H	I	J	K	L	N	O	U	V	W	X	Y	Z	AA	AG	AL
HRS/CAT - NO ACTION BY USER - INFORMATIONAL							DATA FROM HRS/CAT - UPDATE WITH CHANGES						AUTO CALC	USER ENTRY	AUTOMATIC CALCULATIONS	SHOW FTE CHANGE INDICATOR / HIDE FTE CHANGE INDICATOR
LAST NAME	FIRST NAME	EMPL ID	EMPL RCD #	POSITION NUMBER	PAY BASIS	COMP RATE (1FTE)	CAT PRE-MERIT RATE (1FTE)	DEPT	FUND	PROG	PROJ ID	DIST %	DIST % CHECK	BDGT FTE	BASE SALARY BY FUNDING (ADJ FOR BUD FTE)	COMMENTS
BLUTH	MICHAEL	12345678	0	12345678	A	86,709	86,709	DEPT	FUND	PROG	PRJ ID	DIST %	100.000	1.00000	$ 86,709.000	
								534255	144	4		10.000	10.000	0.10000	$ 8,671.000	
								348700	144	4		47.000	47.000	0.47000	$ 40,753.000	
								348700	233	4	PRJ68AT	35.000	35.000	0.35000	$ 30,348.000	
								531250	233	4		8.000	8.000	0.08000	$ 6,937.000	

1. **CAT PRE-MERIT RATE (1FTE)** – If a compensation change occurs after the DPS has been generated, and you are the HRS Home Department for the employee, you may enter the revised compensation rate in this cell. If you make an update to this field, please also add a comment indicating the action reason and change amount to the comments section.

2. **Funding Information (DEPT, FUND, PROG, PRJ ID, DIST %)** – If changes occur to funding splits for an employee after the DPS has been generated, you can enter any modifications in this section. **For Shared employees, you may only make modifications to the funding strings that belong to your department/division. It is also important that you do not overwrite any existing funding splits with new funding. Instead, change the distribution % to 0 for the funding split that is no longer valid.** You are allowed up to 10 rows for funding splits. If you do not have enough rows to enter all funding splits, contact your Divisional Budget Officer for further instructions.

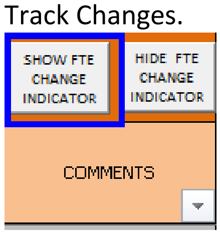
   Please follow the funding modification procedures below.

   a. Adding a new split – Enter the new funding row below the last existing funding row
   b. Removing a split – Enter a zero "0" in the Dist % cell for row that is no longer valid
   c. Modify a Dist % of an existing funding split - Change Dist % of the existing split
   d. Other Funding Change Scenarios
      i. **Terminations** – If an employee terminates after the DPS has been generated or will be terminating before the start of the next fiscal year, you may enter 0% distribution percentage for all funding splits and add a comment of "Terminated" and the date of the termination in the comments field. If you ARE NOT the HRS home department, you may enter a 0% distribution percentage for all funding splits you own.

ii. **Position Changes** - If an employee's position number changes after the DPS has been generated, you may enter 0% distribution percentage for all funding splits and add a comment of "POS # CHANGE" in the comments field. You may then enter the new HR job and funding data on the NEW HIRES_POSITION CHANGES tab. (A position number change is treated as a termination of the prior job and a new hire for the new job.)

3. **BDGT FTE** - If a budgeted FTE changes after the DPS worksheet has been generated, ***and you are the HRS Home Department for the employee,*** you may enter the revised budgeted FTE and add a short description for the FTE change in the comment field.

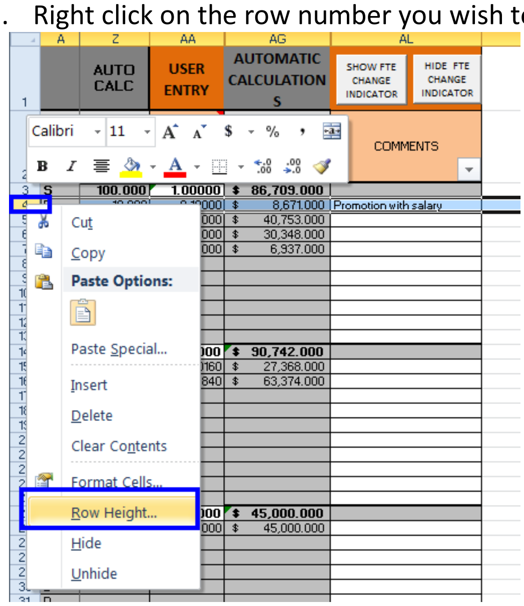
   a. The SHOW FTE CHANGE INDICATOR box can be clicked to show changes made to the BDGT FTE. Clicking on the box will display a new column indicating any changes made to the FTE. The column will display the original budgeted FTE and the new budgeted FTE. If no changes to FTE were made, the field will display "No Change" in the summary row for that employee record. Note: this feature will only work when Track Changes are disabled. Save a copy of the spreadsheet before disabling track changes and review chapter 6.8 on Enabling and Disabling Track Changes.



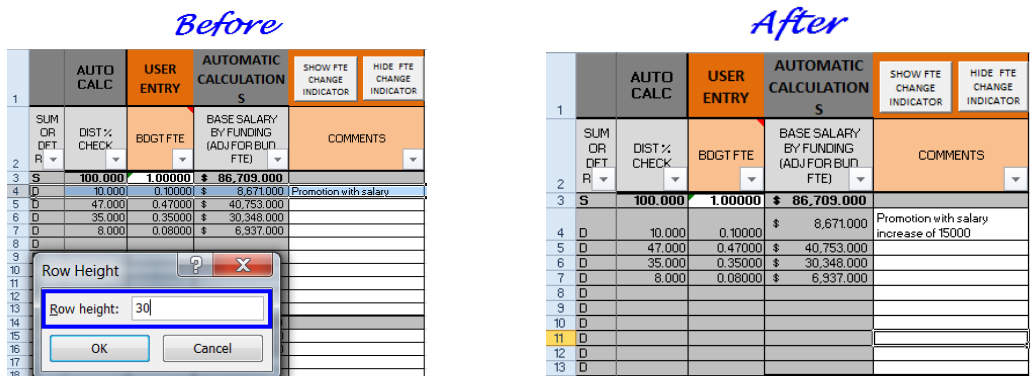
4. **COMMENTS** – The comments section is available to make any notes useful for reference purposes.

   a. The comments column is compact to allow the spreadsheet to print all columns across a single page. If you enter a comment that is longer than the comments box, expand the row height to view the comment in its entirety.

      i. Right click on the row number you wish to expand and select "Row Height…"



ii. Next, increase the number in the "Row height" field and click OK. (If the cell is still too small, repeat these steps until you find the appropriate row height.)



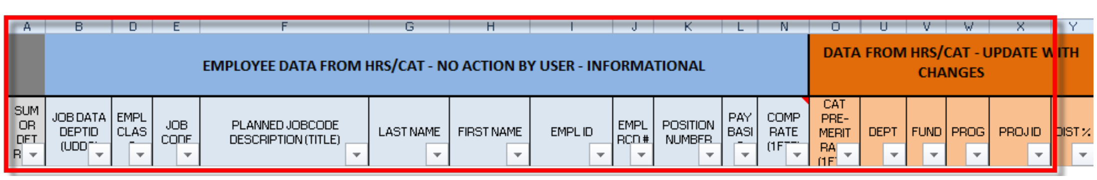
Useful Tips for Completing the DPS

Excel offers some built in features that users may find helpful while working with the DPS. AutoFilters allow users to work with a subset of the data entered into the DPS. Users can also enable Track Changes to identify fields that have changed on the DPS. Pivot Tables allow users to summarize salary totals by Division, Fund, etc.

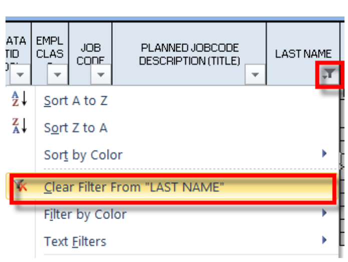
Using AutoFilters

The DPS is designed to allow users to filter columns to assist with data entry. Filtered data displays only the rows that meet criteria specified and hides rows that you do not want displayed. You can also filter by multiple columns simultaneously. AutoFilters are additive, which means that each additional filter is based on the current filter and further reduces the subset of data.

1. Filterable fields are indicated by the following symbol:
2. All the active columns on the DPS tab are filterable but users will be most interested in filtering columns A through X.



3. Columns with filters applied are identified by the following symbol:
4. To remove filters, click on the column filter and then select "Clear Filter From 'column selected'"

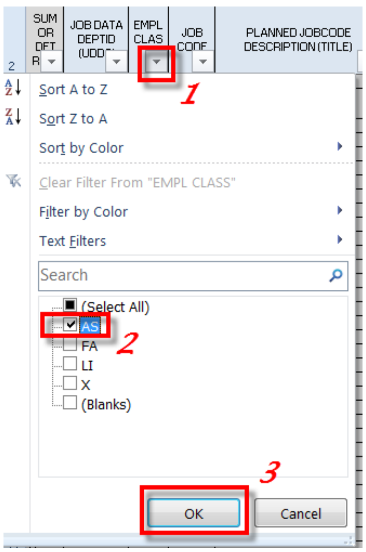


Filter Examples

Filtering by EMPL CLASS

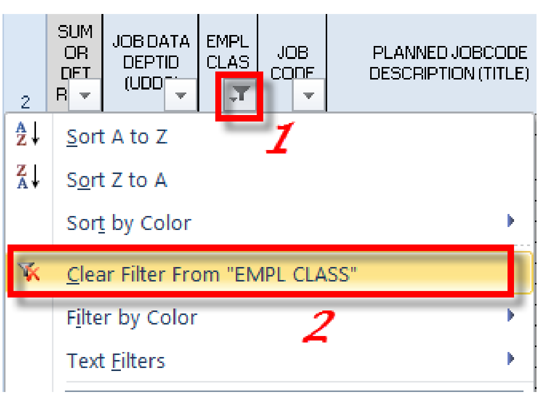
Filter by EMPL CLASS to display employees included in a particular EMPL CLASS.

1. Select the EMPL CLASS filter
2. Select the EMPL CLASS type(s) you want to view
3. Click OK



To clear the filter,

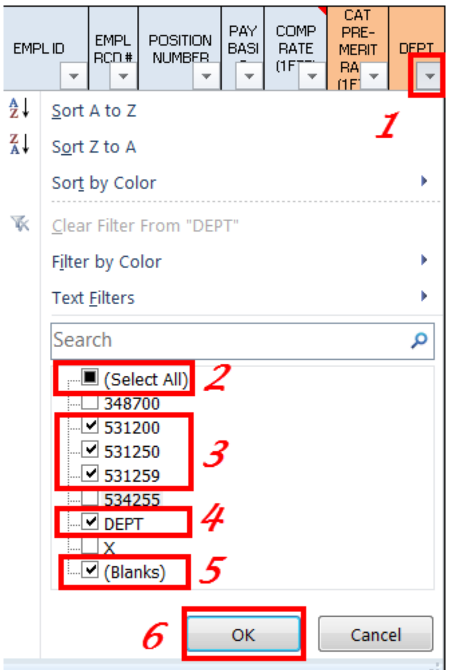
1. Select the filter for EMPL CLASS
2. Select "Clear Filter From 'EMPL CLASS'"



Filtering by Funding DEPT

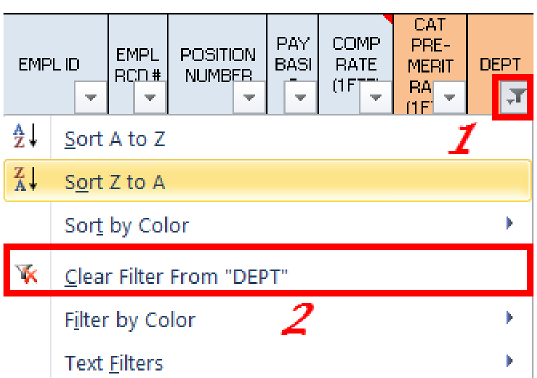
Filter by funding department to show only funding splits that are attributable to your department. This filter is useful for departments with shared employees.

1. Select the DEPT filter
2. Uncheck the (Select ALL) box
3. Check all the Department(s) you want to view
4. Check the DEPT box - this will ensure column headers will be displayed
5. Check (Blanks) – this will ensure blank rows are displayed in order to add funding
6. Click OK



To clear the filter,

1. Select the filter for DEPT
2. Select “Clear Filter From ‘DEPT’”



Conditional Formatting

Conditional formatting has been built into the DPS spreadsheet. Cells with value changes will be highlighted in light green. This identifies where a change was made to the original data.

Track Changes

Excel has a feature called Track Changes that highlights any changes entered on the spreadsheet and tracks the user and changes made. This feature is useful when keeping track of the change history is required. Instructions on enabling and disabling track changes are described in chapter 6.8.

Pivot Tables

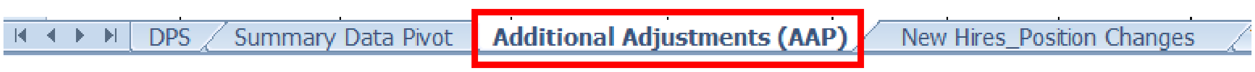
The “Summary Data Pivot” tab of the DPS workbook contains a pivot table that users to summarize the data in the DPS tab. This feature provides users the ability to view salary funding subtotals before data is updated to the CAT. Pivot table instructions are described in chapter 6.11.

Additional Adjustments Tab

The Additional Adjustment Page (AAP) tab supports the planning and budgeting of Group, Lump, Vacant, and Negative positions. Divisional Budget Officers will review and manually enter all data entered on the AAP tab in the CAT AAP page.

Procedures

1. Navigate to the Additional Adjustments (AAP) tab of the DPS.



2. Enter the required data in the template.

	A	C	D	E	F	G	I	K	L	M	N	O	P
1	Additional Budgeted Adjustment Information												
2													
3												Total	$0
5	BUSINESS UNIT	FISCAL YEAR	POSITION TYPE	ADJUSTMENT TYPE	JOB CODE	PAY BASIS	FTE	DEPT	FUND	PROG	PROJ ID	DESCRIPTION	BUDGETED AMOUNT
6	UWMSN	2017											
7	UWMSN	2017											

a. BUSINESS UNIT – Defaults to UWMSN.

b. FISCAL YEAR – Defaults to the budgeted fiscal year.

c. POSITION TYPE – This field is a dropdown list for users to choose either Vacant or Bud. Adj.

i. Vacant - All entries where the user intend to have FTE added or removed from the total FTE count must have Vacant selected as the Position Type (i.e. vacant positions, graduate assistant positions, negative positions). All vacant positon section entries must contain a valid HRS job code, Pay Basis, and FTE.

ii. Bud. Adj. - Entries without FTE must have Bud. Adj. selected as the Position Type (i.e lump sum and deduct entries in the previous budget system).

d. ADJUSTMENT TYPE – This field is a dropdown list for users to choose Univ Staff, FA/LI/AS, Student Help, LTE or Grad Asst.

i. If the Position Type is "Vacant", only select "FA/LI/AS", "Grad Asst", or "Univ Staff".

1. Student Help or LTE should not be selected.

ii. If the Position Type is "Bud. Adj.", all adjustment types can be entered.

1. Student Help and LTE entries must always be made in this section.

e. JOB CODE – Enter the Job Code of the vacant position.

i. Job Code is required if the Position Type is "Vacant".

ii. Job Code is not required and will be greyed out if "Bud. Adj." is selected as the Position Type.

BUSINESS UNIT	FISCAL YEAR	POSITION TYPE	ADJUSTMENT TYPE	JOB CODE	PAY BASIS	FTE
UWMSN	2017	Vacant	FA/LI/AS	C4543	H	1.00
UWMSN	2017	Bud. Adj.	Student Help			

f. PAY BASIS – Select the appropriate pay basis from the drop down list (A, H, or C).

i. Pay Basis is required if the Position Type is "Vacant".

ii. Pay Basis is not required and will be greyed out if "Bud. Adj." is selected as the Position Type.

g. FTE – Enter the FTE for the vacant position.

i. FTE is required if the Position Type is "Vacant".

ii. FTE is not required and will be greyed out if "Bud. Adj." is selected as the Position Type.

h. DEPT – Enter the department.

i. FUND – Enter the fund.

j. PROG – Enter the program.

k. PROJID – Enter the project ID (if applicable).

l. DESCRIPTION – Enter a brief description of the adjustment entry (optional).

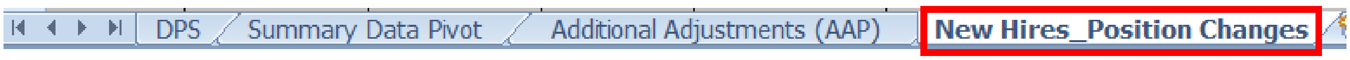
m. BUDGET AMOUNT – Enter the budgeted amount for the adjustment entry.

New Hires_Position Changes Tab

The New Hires_Position Changes tab is a template for users to enter budget information for any new hires and individuals that changed position after the DPS was generated. Divisional Budget Officers will review and manually enter data entered on the New Hires_Position Changes tab into the CAT.

Procedures

1. Navigate to the New Hires_Position Changes tab of the DPS.



2. Enter employee data into the “Employee Info” section of the template.
    a. The cells are color coded to assist users with data entry. Only enter data in the cells that are white.

BASIC EMPLOYEE DATA										
JOB DATA DEPTID (UDDS)	LAST NAME	FIRST NAME	EMPL ID	EMPLOYEE RECORD NUMBER	EMPL CLASS	POSITION NUMBER	TOTAL HRS FTE	PAY BASIS	COMPRATE (1 FTE)	ANNUALIZED BASE SALARY (ADJ FOR FTE)
531200	Bluth	Oscar	01234567	0	LI	01234567	1.000	A	75,000.000	$ 75,000.000

3. Enter the funding data in the “Funding Data” section of the template.
    a. The cells are color coded to assist users with data entry. Only enter data in the cells that are white.
    b. Users can enter up to 10 funding splits for each position.

FUNDING DATA					
DEPT	FUND	PROG	PROJ ID	DIST %	BUDGETED AMOUNT
				100.000	75,000.000
531200	233	4		100.000	75,000.000
					-
					-
					-
					-
					-
					-
					-
					-
					-

4. After entering New Hires/Position changes on the New Hires_Position Changes tab, you must also add the same data to the Additional Adjustments Page tab.

Additional Budgeted Adjustment Information

									Total	$75,000
POSITION TYPE	ADJUSTMENT TYPE	JOB CODE	PAY BASIS	FTE	DEPT	FUND	PROG	PROJ ID	DESCRIPTION	BUDGETED AMOUNT
Vacant	FA/LI/AS	T16DN	A	1.00	531200	233	4		Oscar Bluth - New Hires Tab	$75,000

a. Adding the data to the Additional Adjustments Page tab will allow users to more accurately balance to their salary budget allocations using the Summary Data Pivot tab (additional information is provided in chapter 6.11).