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.
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.

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

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.

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, PROJ 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.

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. 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.

**Pivot Tables**

The “Summary Data Pivot” tab of the DPS workbook contains a pivot table that users to summarize the data in the DPS tabs. 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. 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 position 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 Academic Staff, Faculty,
      Graduate – PA, Graduate – RA, Graduate – TA, Postgrad Trainee, University Staff, LTE, Salary-
      Other, or Student Help.
      i. If the Position Type is “Vacant”, only select Academic Staff, Faculty, Graduate – PA,
         Graduate – RA, Graduate – TA, Postgrad Trainee, or University Staff.
         1. Do not enter Student Help, LTE, or Salary-Other in this section. No FTE are
            associated with these selections. These must be entered in the Other Budget
            Adjustments section.
ii. If the Position Type is “Bud. Adj.”, all adjustment types can be entered except for Grad and Post Grad Trainees.

   1. Student Help, LTE, or Salary-Other 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.

<table>
<thead>
<tr>
<th>BUSINESS UNIT</th>
<th>FISCAL YEAR</th>
<th>POSITION TYPE</th>
<th>ADJUSTMENT TYPE</th>
<th>JOB CODE</th>
<th>PAY BASIS</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>UW-MEME</td>
<td>2017</td>
<td>Vacant</td>
<td>Full-Time</td>
<td>C5540</td>
<td>H</td>
<td>101</td>
</tr>
<tr>
<td>UW-MEME</td>
<td>2017</td>
<td>Bud. Adj.</td>
<td>Student Help</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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.