Hyperion Position
Budgeting

February 2017
AGENDA

Hyperion - Public Sector Planning and Budgeting

• Overview
  – Course Sessions
  – Objectives
  – Key Dates

• What is Hyperion-PSPB?
  – General Information
  – Naming Conventions

• Hyperion Navigation

• Position Budget Preparation
  – Class Exercises and Demonstration

• Contacts and Resources
Hyperion Refresher Course

OVERVIEW
Overview
Course Sessions

Budget Office will provide training in two different sessions:

Session 1:
• Part I - Hyperion Position Budgeting
• Part II - Hyperion Revenue and Expense Budgeting

Session 2:
• Hyperion Refresher Course – for returning users
Overview
Class Objectives

After completing this class you will be able to:

• Setup user preferences in Hyperion
  – Refer to “Getting Started” Handout

• Understand Position Budget Preparation:
  – Maintain/update position and employee information
  – Calculate and allocate compensation
  – Review and approve Position Budgets
# Key Dates: 2018 Budget Planning Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 31</strong></td>
<td>Finalize Hyperion Access for Users (Returning and New)</td>
</tr>
<tr>
<td><strong>February 6-10</strong></td>
<td>Hyperion Budget Training - Refresher Course For Returning and Full Two Part Course for New Users</td>
</tr>
<tr>
<td></td>
<td>Hyperion Loaded with Adj FY 2017 Budget and Position Compensation Rates as of January 31</td>
</tr>
<tr>
<td><strong>February 13</strong></td>
<td>Phase 1: Hyperion <strong>OPENS</strong> to &quot;Area Budget Coordinators&quot; - For the FY 2018 Budget Development</td>
</tr>
<tr>
<td></td>
<td>Central Budget Office will provide Budgeted Position Listing from FY 2017</td>
</tr>
<tr>
<td></td>
<td>Central Budget Office will provide Non E&amp;G Longevity Reports based on current Longevity as of Jan 31</td>
</tr>
<tr>
<td></td>
<td>Central Budget Office will provide Benefits Updates for FY 2018 (if any)</td>
</tr>
<tr>
<td></td>
<td>Central Budget Office will provide Draft FY 2018 projections for revenue generating areas</td>
</tr>
<tr>
<td></td>
<td>Central Budget Office will provide Draft Debt Service Budgets Provided to Financial Area Reps</td>
</tr>
<tr>
<td><strong>March TBD</strong></td>
<td>Internal Department Deadlines coordinated by VP Areas for Hyperion Data Review</td>
</tr>
<tr>
<td><strong>March 10</strong></td>
<td>Phase 1: Hyperion <strong>CLOSES</strong> to &quot;Area Budget Coordinators&quot;</td>
</tr>
<tr>
<td><strong>March 13-17</strong></td>
<td>Hyperion Reconciliation by Financial Area Representatives in each VP Area</td>
</tr>
<tr>
<td><strong>March 13-17</strong></td>
<td>Hyperion Reconciliation by Central Budget Office (Concurrent with Financial Area Reps)</td>
</tr>
<tr>
<td><strong>April TBD</strong></td>
<td>CMO meeting to review FY 2018 Revenue projections; Resources &amp; Requirements</td>
</tr>
<tr>
<td><strong>April TBD</strong></td>
<td>Preparation of UT System Budget Goals &amp; Priorities Hearing</td>
</tr>
<tr>
<td><strong>April TBD</strong></td>
<td>UT System/UTSA Budget Goals &amp; Priorities Hearing</td>
</tr>
<tr>
<td><strong>April TBD</strong></td>
<td>Phase 2: Hyperion Updates &quot;if needed&quot; by either Area Budget Coordinators or VP Financial Area Reps</td>
</tr>
<tr>
<td><strong>May TBD</strong></td>
<td>Draft FY 2018 Operating Budget due to UT System</td>
</tr>
<tr>
<td><strong>June TBD</strong></td>
<td>Final FY 2018 Operating Budget due to UT System</td>
</tr>
<tr>
<td><strong>August TBD</strong></td>
<td>FY 2018 Operating Budgets approved by Board of Regents</td>
</tr>
</tbody>
</table>
WHAT IS HYPERION-PSPB?
Hyperion PSPB, short for Hyperion Public Sector Planning and Budgeting

- Hyperion PSPB is a web-based integrated budgeting and planning solution designed for public sector, healthcare or higher education
- This application simplifies budget preparation, review, approval and reconciliation
- PSPB supports position budgeting, allocation of salary, benefits and other expenses (M&O) into the appropriate GL accounts
- PSPB supports revenue allocation models, helping with reconciliation of the overall operating budgets
General Information

Hyperion-PSPB enables you to accomplish the following Position Budgeting tasks:

• Manage position data

• Manage employee-related data such as: Salary Grades (Compensation), Allocation, Status (Active and Inactive), and FTE

• Project and evaluate the impact of employee compensation on overall budgets
  – Calculate Compensation Expense
  – Allocate Compensation Budgets to GL
Hyperion Naming Conventions

<table>
<thead>
<tr>
<th>HCP (Human Capital Planning)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
</tr>
<tr>
<td>Period</td>
</tr>
<tr>
<td>Year</td>
</tr>
<tr>
<td>Scenario</td>
</tr>
<tr>
<td>Version</td>
</tr>
<tr>
<td>Cost Center</td>
</tr>
<tr>
<td>Entity</td>
</tr>
<tr>
<td>Employee</td>
</tr>
<tr>
<td>Position</td>
</tr>
<tr>
<td>Budget Item</td>
</tr>
</tbody>
</table>
Hyperion Naming Conventions

• Hyperion GL Accounts
  – A51101: A&P Salary
  – A50101: Faculty Salary
  – A50205: Non Tenure Track Salary
  – A51201: Classified Salary

• All position numbers include a “P” prior to the number
  – P10025155

• An entity in Hyperion refers to the Department. All Departments include a “D” prior to the value
  – DBFA003

• Employee ID’s are all proceeded with an “E” value prior to the number
  – E6001043116

• Cost Centers include a “C” prior to the value
  – CEGX010
ACTIVITY:
Log in to Hyperion and set up User preferences (Job Aid #1)
Hyperion Position Budgeting

HYPERION NAVIGATION
Hyperion Navigation

Menu Bar

Tool Bar

Opened Application

View Panel

Content Area

Task List Status

Incomplete, 100.0%

Task List Status - All

Task List Tasks - All

Position Budget Preparation

Manage...

Maintain...

Mass adj...

Manage...

Maint...

Maint...

Instructions

Actions
Hyperion Navigation Toolbar Icons

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
<td>Save the input data</td>
</tr>
<tr>
<td>Refresh</td>
<td>Refresh the form</td>
</tr>
<tr>
<td>Print</td>
<td>Print the current screen</td>
</tr>
</tbody>
</table>
In order to export content from Hyperion to Excel proceed to Tools on the Toolbar and click on Export as Spreadsheet

- Useful to export data from the HCP Reconciliation form and review in excel
Hyperion Position Budgeting

POSITION BUDGET PREPARATION
Position Budget Preparation
What to Expect

• Budgeted positions from FY17 budget were loaded – with compensation as of 1/31/17
  – Newly added permanent budgeted positions created in PeopleSoft during the fiscal year are not included and will need to be added into Hyperion.
  – The budget office will be providing the following reports to assist with Position Budgeting:
    • Longevity Report
    • New positions from close of FY17 Budget cycle to assist with identifying missing permanent budgeted positions in Hyperion.
Position Budget Preparation Navigation

- Five tasks need to be completed in order to prepare for your position budgeting.
  - Maintain Position Data
  - Maintain Employees by Position
  - HCP Reconciliation
  - Review Entity Compensation Budgets
  - Review and Approve positions

Note: HCP Reconciliation is view only. Users can’t make adjustments on this form.
Hyperion Position Budgeting

ACTIVITY:
Adding a Position (Job Aid #2)
Hyperion Refresher Course

TASK 1: MAINTAIN POSITION DATA
Maintain Position Data

- This form allows users to review/update all positions under a department and provides the following information:
  - Position Name and Number
  - Position Start and End Date
  - Occupancy Status
Maintain Position Data

• The following actions can be processed on this form with the right-click option on a mouse:
  ★ Exclude Position from Budget – Best to zero out all values for Revenue and Expense calculations
  – Edit Position Details
  ★ Copy Position Data
  ★ Add Position
  – Terminate Position – **DO NOT USE**
  ★ Single – Step Position Transfer – If user has access to both Departments
  – Transfer Out – If user does not have access to both Departments
  – Delete Position – **DO NOT USE**

*For actions marked with a ★ there is a Job Aid that will be emailed to you.*
TASK 2: MAINTAIN EMPLOYEES BY POSITION
Maintain Employees by Position
(Edit Employee Details)
Maintain Employees by Position
(Edit Employee Details)

- This form gives you information on the position and the employee associated with that position.
- Users will see an incumbent and a vacancy line associated with each filled position. For vacant positions the, user will only see one vacancy line.

<table>
<thead>
<tr>
<th>Position</th>
<th>Incumbent</th>
<th>Vacancy</th>
<th>Incumbent</th>
<th>Vacancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>10031003 SR BUDGET ANLST</td>
<td>John Doe 6001123114</td>
<td>Vacancy</td>
<td>P10031003 SR BUDGET ANLST</td>
<td>Single Incumbent</td>
</tr>
<tr>
<td>10031075 BUDGET ANALYST II</td>
<td>Vacancy</td>
<td></td>
<td>P10031075 BUDGET ANALYST II</td>
<td>Single Incumbent</td>
</tr>
</tbody>
</table>
Maintain Employees by Position
(Edit Employee Details)

• On this form users will see two different sets of options when you right click on an employee name or a position number.
  - Position options are view only
    • To make position updates go back to Maintain Position Data
  - Employee options allow for edits to employee data
Maintain Employees by Position
(Edit Employee Details)

- Example of right click options available when clicking on position number.
Maintain Employees by Position
(Edit Employee Details)

- Example of right click options available when clicking on employee name.
Maintain Employees by Position
(Edit Employee Details)

• The following actions can be processed through this form:
  ★ Assign an employee
  – Edit employee details
    ★ FTE
      • Employee Status – Information Only
    ★ Salary Grades
      • Additional Earnings – Permanent Supplements Only – Seldom used
      • Calculate Compensation Expense
      • Allocations to the GL Accounts
  ★ Transfer Employee
Maintain Employees by Position
(Edit Employee Details)

- When updating the FTE, the order of the FTE update is critical.
  - Budget users should change the Employee FTE first then run the two calculations;
    - Calculate Compensation Expense
    - Allocate Compensation Expense to GL Accounts
  - Budget users should then update the Position FTE and run the following calculations;
    - Calculate Compensation Expense
    - Allocate Compensation Expense to GL Accounts
  - Next, the Employee FTE needs to be approved
  - Finally, the Position FTE should be approved
Maintain Employees by Position
(Edit Employee Details)

• As one makes changes for positions and employees always click **SAVE** – floppy disk icon located in the toolbar.

• Also after each update be sure to right click on the content area and select both **Calculate Compensation Expense** and **Allocate Compensation Budgets to GL**.

• The recalculation that occurs will update the allocations based upon the changes made and pushes the data to the Revenue and Expense calculations.
Maintain Employees by Position
(Transfer Employee)

• Users can move employees between departments and into new or existing positions.

• A Single Step Transfer can be processed if a user has access to both the source and target position and departments.

• When the source and target departments have different managers, a Transfer out and a Transfer in transaction will need to occur.
  – If this action needs to occur, please contact the budget office in order to process.
ACTIVITY:
Update Salary Grade (Job Aid #6)
Allocation Update (Job Aid #11)
Hyperion Refresher Course

TASK 3: HCP RECONCILIATION
The HCP Reconciliation folder serves as a tool to review position and employee data for an entire department.

For each position on the HCP Reconciliation there must be 3 lines of information:
- **Allocation** – Funding Data and % of Allocation
- **Assignment** – FTE
- **Element of Change** – Comp Rate/Salary

Content can be exported to Excel to review.
TASK 4: REVIEW ENTITY COMPENSATION BUDGETS
Review Entity Compensation Budgets

After compensation budgets are entered and expenses calculated, users should review the following:

- Position Budgets
- Employee Budgets
- Compensation element expenses (shown by year/quarter/month)
- FTE Assignments – sample next slide
Review Entity Compensation Budgets

- **Total FTE** – Provides total FTE’s in Department
- **Assigned** – Filled FTE’s in Department
- **Available** – Unfilled/Vacant FTE’s in Department
- **Headcount** – Total number of employees

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Position</th>
<th>Status</th>
<th>FY17 Total FTE</th>
<th>FY17 Assigned FTE</th>
<th>FY17 Available FTE</th>
<th>FY17 Headcount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10025155 BUDGET ANALYST III</td>
<td>Vacancy</td>
<td>Active</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>10025542 ASCT DIR BDGET PLNG/DEV</td>
<td>Kathryn Pennywell</td>
<td>Active</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>10025700 SR DIR, BUDGET PLNG&amp;DEV</td>
<td>Tammy Anthony</td>
<td>Active</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Mary Simon</td>
<td>Active</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10026523 BUDGET ANALYST II</td>
<td>Vacancy</td>
<td>Active</td>
<td>1</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>10029574 BDGT &amp; DECSN SPRT ANLST I</td>
<td>Vacancy</td>
<td>Active</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>10031003 SR BUDGET ANLST</td>
<td>Elizabeth Bay</td>
<td>Active</td>
<td>-0.5</td>
<td>0.5</td>
<td>-1</td>
<td>1</td>
</tr>
<tr>
<td>10031075 BUDGET ANALYST II</td>
<td>Vacancy</td>
<td>Active</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>10031602 SR BUDGET ANLST</td>
<td>Carissa Lawrence</td>
<td>Active</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>New Position 2</strong></td>
<td>Vacancy</td>
<td>Active</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>All Positions</strong></td>
<td>Vacancy</td>
<td></td>
<td>7.5</td>
<td>4.5</td>
<td>3</td>
<td>5</td>
</tr>
</tbody>
</table>
TASK 5: REVIEW AND APPROVE POSITIONS
Review and Approve Positions

- Approvals are required for FTE updates on employee and position as well as the addition of new positions to the budget.
- Once the update to the FTE or addition of a position has been processed, the same user can approve this transaction under this task.
- Be careful to see the difference between the Approve menu (approves Positions) and the Employee Approvals menu (approves Employee related changes).
Hyperion Position Budgeting

ACTIVITY:
Position review and approval (Job Aid #10)
Hyperion Refresher Course

CLASS EXERCISES
Class Exercises

• Review Job Aids and Practice
  – Getting Started
    • Logging in and setting up preferences
  – Position Update
    • Demo and Practice of Adding a Position
  – Employee Change
    • Demo and Practice of Salary Grade/FTE Update
  – Allocations Update
    • Demo and Practice of Allocation Updates
  – Review and Approve Positions
    • Demo and Practice of position review and approval
Summary

In today’s class we covered:

• Position Budget Preparation:
  – Maintain/update position and employee information
  – Calculate and allocate compensation information
  – Review Position and Employee Budgets
  – Approve Position Budgets

• Reports:
  – HCP Reconciliation
  – Review Entity Compensation Budgets

• Class Exercises
Hyperion Refresher Course

CONTACTS AND RESOURCES
Contacts and resources

HCP Job Aids

– Getting Started – Job Aid # 1
– Add a Position to the Budget – Job Aid # 2
– Add a Position using Copy – Job Aid # 3
– Exclude Position from the Budget – Job Aid # 4
– FTE Update – Job Aid # 5
– Salary Grade Update – Job Aid # 6
– Single Step Transfer – Job Aid # 7
– Vacate a Position – Job Aid # 8
– Assign Employee – Job Aid # 9
– Review and Approve Positions – Job Aid # 10
– Allocation Update – Job Aid # 11
– Transfer Filled Position from Old to New Department – Job Aid # 12

All Job Aids will be emailed to users.
Contacts and resources

Contact the Office of Budget Planning & Development

- Elizabeth Bay Ext. 4307 (primary contact – HCP/Revenue/Expense)
- Tammy Anthony Ext. 6631 (secondary contact – Revenue/Expense)

Or Email: Budget.FMS@utsa.edu (please use Hyperion in Subject line of email)
Questions