

# TeamBudget

[www.multco.us/budget/teambudget](http://www.multco.us/budget/teambudget)

## Positions

Training Handout

Version 1.0

# TeamBudget – Positions

## TRAINING HANDOUT

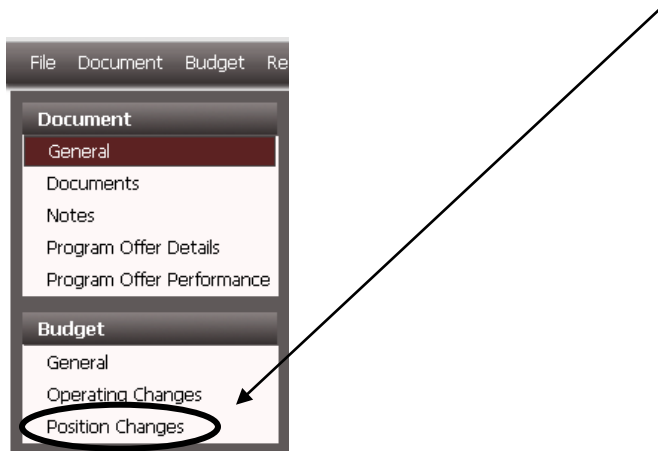
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# TeamBudget – Positions

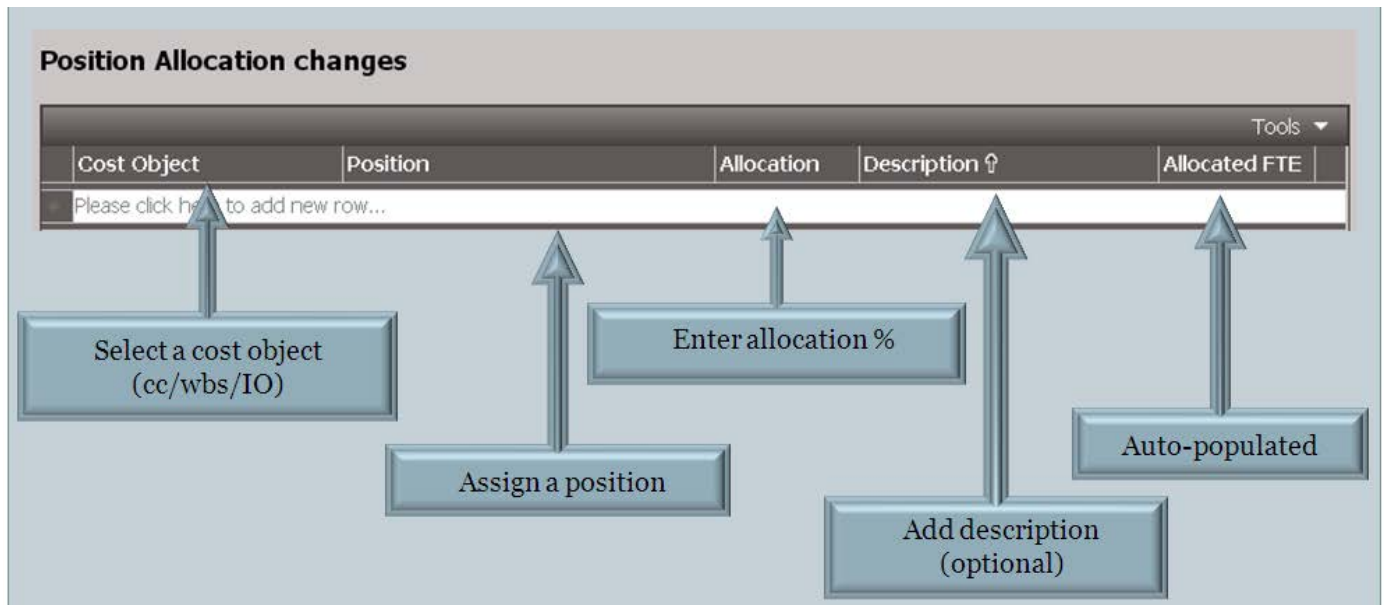
## PROGRAM OFFER – POSITION CHANGES GRID

For a reminder of **how to open a program offer**, see TeamBudget Basics handout, p. 5

In a program offer, click on “Position Changes” in the left menu.



You will see this screen:



# TeamBudget – Positions

## MANUALLY ENTERING DATA

- **Entering Positions**

1. Place your cursor in the “Cost Object” column and start typing the number/name of the cost object (*i.e.* the cost center, WBS, or internal order). As you type, TeamBudget will pull up cost objects with the typed numbers/letters in them.

Cost Object	Position
902	
509020 - DCJ-Human Re...	
902000 - DCM-Facilities-...	
902085 - DCM-Facilities-...	
902201 - DCM-Facilities-...	

2. Select the desired cost object and click the Tab key to go to the next column (“Position”)

Cost Object	Position
902201 - DCM-Facilities-Dispatch/Sch	

3. Start typing the position number, employee name, or other relevant information. As you type, TeamBudget will pull up positions with the typed numbers/letters in them. The dropdown list contains the position number, JCN number & name, and – if a filled position – employee name and SAP number. Example searches:

- a. Position number

Cost Object	Position
902201 - DCM-Facilities-Dispatch/Sch	7012
	78 - 3061-ELECTRICIAN (701248): Al Pacino (07974)
	78 - 6412-SYSTEMS ADMINISTRATOR/SR (701255): Alec Guinness (13495)

# TeamBudget – Positions

## b. Name of employee tied to position

Cost Object	Position
902201 - DCM-Facilities-Dispatch/Sch	david
	78 - 6015-CONTRACT SPECIALIST (700003): David Niven (01435)
	78 - 6015-CONTRACT SPECIALIST (709938): David Kramer (14927)

## c. JCN number

Cost Object	Position
902201 - DCM-Facilities-Dispatch/Sch	6016
	78 - 6016-FACILITIES SPECIALIST 3 (700146): Sophia Loren (11027)
	78 - 6016-FACILITIES SPECIALIST 3 (700240): Ghräi DeVore (00550)
	78 - 6016-FACILITIES SPECIALIST 3 (700439): Luise Ranier (01368)
	78 - 6016-FACILITIES SPECIALIST 3 (700628): Jerry Herman (12079)

## 4. Select the desired position and click the Tab key to go to the next column (“Allocation”).

Cost Object	Position	Allocation	Description ↑	Allocated FTE
902201 - DCM-Facilities-Dispatch/Sch	78 - 3061-ELECTRICIAN (701248): Al Pacino (07974)	0		

## 5. Enter the percent of the position tied to this cost object.

Position	Allocation	Description ↑	Allocated FTE
78 - 3061-ELECTRICIAN (701248): Al Pacino (07974)	100		

Tip: Don't type “%” sign

## 6. Click the Tab key to go to the next column (“Description” – optional).

## TeamBudget – Positions

- Click Shift + Enter to enter the row of data into the Position Changes Grid. (Note: when you reach the end of a row, you may instead click the Tab key to advance the row.)

Cost Object	Position	Allocation	Description ↑	Allocated FTE
902201 - DCM-Facilities-Dispatch/Sch	78 - 3061-ELECTRICIAN (701248): Al Pacino (07974)	100		1

- TeamBudget automatically calculates the allocated FTE.

**Note: Each budgeted position must have a total allocation of 100%, even if it is split among cost objects or program offers.**

**Example: split a position evenly across two cost objects.**  
Position 701534 is evenly split across cost centers 902000 and 902201.

Cost Object	Position	Allocation	Description ↑	Allocated FTE
902000 - DCM-Facilities-Administration	78 - 3061-ELECTRICIAN (701534): Jessica Lange (13603)	50		.5
902201 - DCM-Facilities-Dispatch/Sch	78 - 3061-ELECTRICIAN (701534): Jessica Lange (13603)	50		.5

**Example: split a position between two program offers.** Below, position 703059 is split between two program offers (with different cost centers in each program offer).

### Program Offer A:

Cost Object	Position	Allocation	Descr... ↑	Allocated FTE
902500 - DCM-Facilities-Capital Imp Pgr	78 - 6016-FACILITIES SPECIALIST 3 (703059): Belen Pereyra (01304)	75		.75

### Program Offer B:

Cost Object	Position	Allocation	Descr... ↑	Allocated FTE
709535 - NonD IT Helpdesk	78 - 6016-FACILITIES SPECIALIST 3 (703059): Belen Pereyra (01304)	25		.25

# TeamBudget – Positions

## Changing Data Already Entered in the Grid

1. Double-click on the cell you want to change.

Cost Object	Position	Allocation
Please click here to add new row...		
902201 - DCM-Facilities-Dispatch/Sch	78 - 3061-ELECTRICIAN (701248); Al Pacino (07974)	100
902000 - DCM-Facilities-Administration	78 - 3061-ELECTRICIAN (701534); Jessica Lange (13603)	50
902201 - DCM-Facilities-Dispatch/Sch	78 - 3061-ELECTRICIAN (701534); Jessica Lange (13603)	50
902201 - DCM-Facilities-Dispatch/Sch	78 - 6198-IT BUSINESS CONSULTANT/SR (703880); Ira Gershwin (0	100

2. Delete the cell's contents (you must do this in order to refresh the dropdown menu).

Cost Object	Position
Please click here to add new row...	
	78 - 30
100100 - ND-Chair's Office	78 - 30
102101 - ND-County Commissioner Distr...	78 - 30
102210 - ND-County Commissioner Distr...	78 - 61
102301 - ND-County Commissioner Distr...	
102401 - ND-County Commissioner Distr...	
103000 - ND-County Auditor	
103010 - ND-C.O.P. 93A & 93 B	
103020 - ND-Library Lease Purchase	
30 of 1941 retrieved.	

3. Type the new data in the cell and wait for the dropdown to populate.

Cost Object	Position
Please click here to add new row...	
709102 - DCA Contracts & Strategic Sourci	78 - 3061-ELE
709102 - DCA Contracts & Strategic Sourcing	78 - 3061-ELE
	78 - 3061-ELE

4. Click Shift + Enter; the change has now been saved in the grid.

Cost Object	Position	Allocation	Description ↑	Allocated FTE
Please click here to add new row...				
709102 - DCA Contracts & Strategic Sourcing	78 - 3061-ELECTRICIAN (701248); Al Pacino (07974)	100		1
902000 - DCM-Facilities-Administration	78 - 3061-ELECTRICIAN (701534); Jessica Lange (13603)	50		.5
902201 - DCM-Facilities-Dispatch/Sch	78 - 3061-ELECTRICIAN (701534); Jessica Lange (13603)	50		.5
902201 - DCM-Facilities-Dispatch/Sch	78 - 6198-IT BUSINESS CONSULTANT/SR (703880); Ira Gershwin (0	100		.8

# TeamBudget – Positions

## EXPORT/IMPORT AND UPLOAD HELPER TOOL

- Instead of manually entering positions in the Position Changes grid, you may have data in Excel that you wish to upload. TeamBudget's Import/Export feature allows you to do this.
- Due to the strict data formatting requirements of TeamBudget, data to be uploaded must be pasted into a spreadsheet generated from within TeamBudget.
- **Detailed handout: [www.multco.us/budget/teambudget](http://www.multco.us/budget/teambudget)**
  - **Export spreadsheet** from TeamBudget
  - **Insert blank rows** in spreadsheet to make space for your data
  - **Paste data** into spreadsheet (always choose Paste Special/Values)
    - Note: you only need data in the columns with an asterisk
    - Delete any remaining blank rows
  - **Validate data** using the Upload Helper Tool
    - Contact the Budget Office if you do not have the add-in installed yet
  - **Save spreadsheet** with name and location you can find
  - **Import spreadsheet** into TeamBudget
    - Note: A new TeamBudget spreadsheet must be exported for each successful import and cannot be re-used. If, however, the spreadsheet fails to import, you can troubleshoot and then try again with the same document (i.e. you do not have to start from scratch if the data fails to upload).

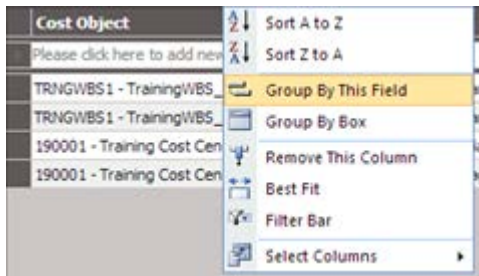


# TeamBudget – Positions

## CHANGING APPEARANCE OF POSITION CHANGES GRID

### Group by this Field

1. Right-click in the relevant column header and select “Group By This Field” (example below will group by Cost Object)



2. An arrow appears in the column header that is grouped, and relevant fields are grouped together

Cost Object ↑	Position	Allocation	Description	Allocated FTE
Please click here to add new row...				
Cost Object: 190001 - Training Cost Center 1				
		200		1.8
Cost Object: TRNGWBS1 - TrainingWBS_1				
		200		2

3. Click on the plus sign to see details

Cost Object ↑	Position	Allocation	Description	Allocated FTE
Please click here to add new row...				
Cost Object: 190001 - Training Cost Center 1				
		200		1.8
Cost Object: TRNGWBS1 - TrainingWBS_1				
	TRNGWBS1 - TrainingWBS_1	1050 - 6000-Office Assistant 1 (790003): CCFCEr	100	1
	TRNGWBS1 - TrainingWBS_1	1050 - 6001-Office Assistant 2 (790018): CCFCEr	100	1
		200		2



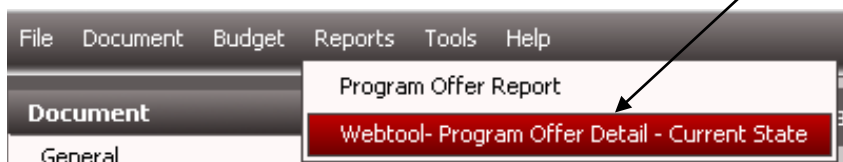
# TeamBudget – Positions

- **View in a Report**

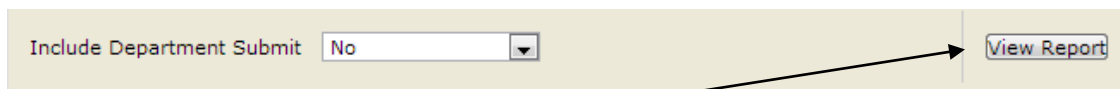
1. Click on “Reports” in the top toolbar of the program offer.



2. Select “Webtool – Program Offer Detail – Current State” from the dropdown.



3. Select “Yes” or “No” for “Include Department Submit?” (select “No” while building the Department Requested budget).



4. Click “View Report.”



## Webtool - Program Offer Detail - Current State

Budget Year: 2015

Department: 1050 - Commission on Children, Families, & Community

Program: 10505-15 - Sample Program Offer

Program Offer Stage: Department Sandbox

Include Department Submit: No

Five Digit Fund:		1519	29991	29993		Total
Cost Object:		190005	TRNGWBS3	9TRAINING.111	9TRAINING.222	
60000	Permanent	\$0	\$0	\$35,676	\$53,292	\$88,968
60130	Salary Related Expns	\$0	\$0	\$12,440	\$17,666	\$30,106
60140	Insurance Benefits	\$0	\$0	\$9,573	\$17,882	\$27,456
60170	Professional Svcs	\$60,000	\$0	\$0	\$0	\$60,000
60180	Printing	\$5,000	\$0	\$0	\$20,000	\$25,000
60200	Communications	\$3,000	\$3,000	\$3,000	\$0	\$9,000
60230	Postage	\$1,000	\$0	\$0	\$0	\$1,000
60240	Supplies	\$1,000	\$50,000	\$50,000	\$0	\$101,000
60260	Travel & Training	\$3,645	\$0	\$0	\$0	\$3,645
<b>Total Expense</b>		<b>\$73,645</b>	<b>\$53,000</b>	<b>\$110,690</b>	<b>\$108,840</b>	<b>\$346,175</b>
50170	IG-OP-Direct Fed	\$0	\$53,000	\$0	\$0	\$53,000
50180	IG-OP-Direct St	\$73,645	\$0	\$0	\$0	\$73,645
50195	IG-OP-Fed Thru Other	\$0	\$0	\$45,000	\$108,840	\$153,840
50200	IG-OP-Other	\$0	\$0	\$65,690	\$0	\$65,690
<b>Total Revenue</b>		<b>\$73,645</b>	<b>\$53,000</b>	<b>\$110,690</b>	<b>\$108,840</b>	<b>\$346,175</b>
<b>Revenue Less Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Note: you can also run this report from the Report Center.**



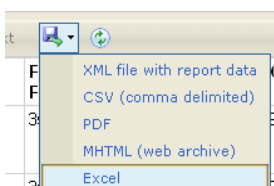
## TeamBudget – Positions

- **Position Allocations by Program Offer for Excel – Current State**  
*Shows positions by cost object, cost element, and fund for each program offer.*

1. From the Report Center, click “Run Report.” This will open a new screen or tab with parameters to select and may run the report for a default set of parameters.

Budget Year	2015	Program Offer Stage	Department Sandbox	<a href="#">View Report</a>
Department	1050 - Commission on Children,	In/Out of Target	Not Specified, In Target, Out of	
Four Digit Fund	1000 - General Fund, 1500 - Sta	Include Department Submit	No	
Program Offer	10500-15 - Trainer's Demo Prog			

2. Adjust the parameters if desired and click “View Report.”
3. Click on the floppy disc icon (📁) and select “Excel” to export the data



4. In the exported Excel file, the first sheet provides summary information about the report.

	A	B
1		
2		
3		
4		
5		
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7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		

**Position Allocations by Program Offer for Excel - Current State**

Budget Year: 2015  
 Department(s): All  
 Four Digit Fund(s): All  
 Program Offer(s): All  
 Program Offer Stage: Department Sandbox  
 In/Out of Target: All  
 Include Department Submit: No  
 11/17/2013 12:06:49 PM

Sheet1 Sheet2

5. Click on the second sheet to see the data.

	E	F	G	H	I	J	K	L	M	N	O
1	Department Number	Department Name	Program Offer Number	Program Offer Name	Document Number	Document Name	Document Type	Document Stage	Position Number	JCN	JCN Description
2	1050	Commission on Children, Families, & Community	10500-15	Trainer's Demo Program Offer	10500-15	Trainer's Demo Program Offer	Program Offer	Department Sandbox	790003	6000	Office Assistant 1
3	1050	Commission on Children, Families, & Community	10500-15	Trainer's Demo Program Offer	10500-15	Trainer's Demo Program Offer	Program Offer	Department Sandbox	790003	6000	Office Assistant 1
4	1050	Commission on Children, Families, & Community	10500-15	Trainer's Demo Program Offer	10500-15	Trainer's Demo Program Offer	Program Offer	Department Sandbox	790003	6000	Office Assistant 1

## TeamBudget – Positions

***Note: FTE information will only display in the row associated with the base wage cost element (60000); this helps users avoid having to filter summary results to get correct FTE amounts.***

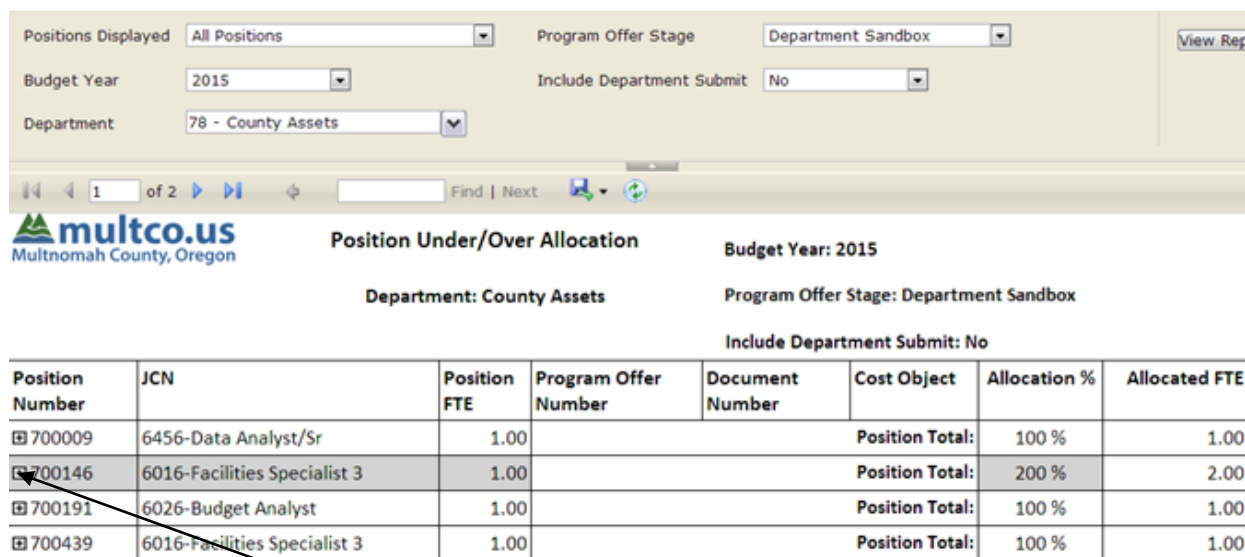
	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
	Position Number	JCN	JCN Description	Position FTE	Employee Name0 (29000)	Four Digit Fund	Four Digit Fund Name	Five Digit Fund	Five Digit Fund Name	Cost Object	Cost Object Name	Cost Element	Cost Element Name	Cost	Allocated FTE
1	790003	6000	Office Assistant 1	1.00	CCFCEmployee Name0 (29000)	1505	Fed/State Fund	29991	Training Example 1	TRNGWBS1	TrainingWBS_1	60000	Permanent	\$27,974	1.00
2	790003	6000	Office Assistant 1		CCFCEmployee Name0 (29000)	1505	Fed/State Fund	29991	Training Example 1	TRNGWBS1	TrainingWBS_1	60130	Salary Related Expns	\$9,273	
3	790003	6000	Office Assistant 1		CCFCEmployee Name0 (29000)	1505	Fed/State Fund	29991	Training Example 1	TRNGWBS1	TrainingWBS_1	60140	Insurance Benefits	\$16,110	
4															

## TeamBudget – Positions

- **Position Under/Over Allocation**

*Shows all positions allocated to program offers, and highlights positions with allocation over or under 100%.*

1. From the Report Center, click “Run Report.” This will open a new screen or tab with parameters to select and may run the report for a default set of parameters.
2. Adjust the parameters if desired and click “View Report.”



Position Number	JCN	Position FTE	Program Offer Number	Document Number	Cost Object	Allocation %	Allocated FTE
700009	6456-Data Analyst/Sr	1.00			Position Total:	100 %	1.00
700146	6016-Facilities Specialist 3	1.00			Position Total:	200 %	2.00
700191	6026-Budget Analyst	1.00			Position Total:	100 %	1.00
700439	6016-Facilities Specialist 3	1.00			Position Total:	100 %	1.00

3. Click on the plus sign in rows highlighted in grey to see details regarding under- or over-allocation of positions. In the example below, the expanded details indicate that position 700146 was allocated 100% in program offer 78006A and 100% in program offer 78018.

700146	6016-Facilities Specialist 3	1.00	78006A-15	78006A-15	902900	100 %	1.00
			78018-15	78018-15	709101	100 %	1.00
			Position Total:			200 %	2.00

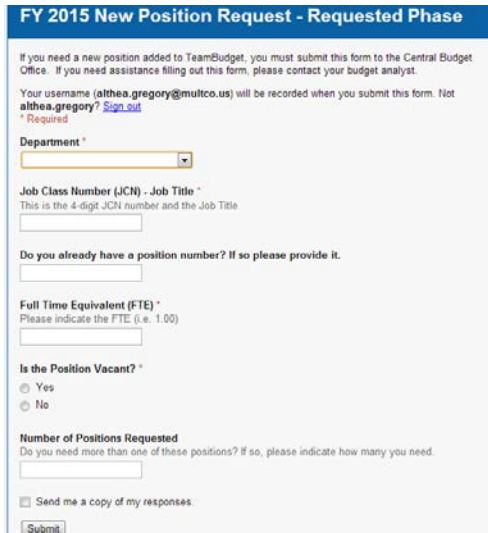
**Note: you can also run this report with the parameter “Under/Over Allocated Positions Only.”**



# TeamBudget – Positions

## REQUEST A NEW POSITION

1. Locate the form at **www.multco.us/budget/teambudget** and follow the instructions.



2. After you submit a request, you will see a thank you screen. If you immediately wish to submit another request, do not use the back button on your browser. Instead, click the link for “Submit another response.”



3. The Budget Office will notify you when the new position has been created and will provide the position number (e.g. “New-78-001”).
4. Follow the steps on p. 3-5 to enter the position. Look in the dropdown for the position number provided by the Budget Office.

Cost Object	Position	Alloca
902000 - DCM-Facilities-Administration	New	
902000 - DCM-Facilities-Administration	78 - 6121-HVAC ENGINEER (706820): Paul Newman (...)	
902201 - DCM-Facilities-Dispatch/Sch	78 - 6000-Office Assistant 1 (New-78-001)	

**If this is an urgent request, fill out the form and then *call* your Budget Analyst to request expedited service.**

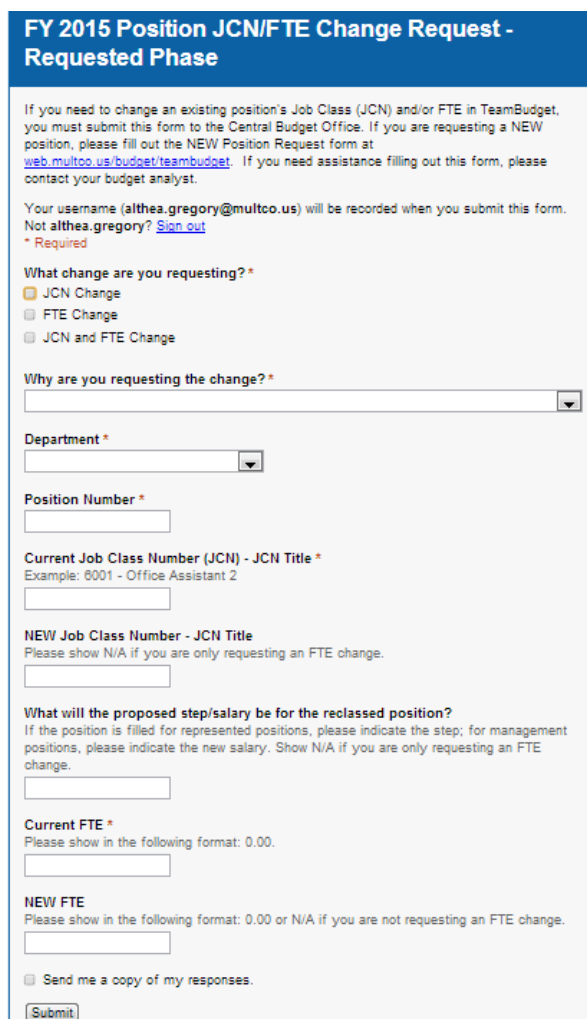


# TeamBudget – Positions

## REQUEST A POSITION CHANGE

*Reclassify a Position, Change FTE, or Change FTE & JCN in the Department Requested phase*

1. Locate the form at **www.multco.us/budget/teambudget** and follow the instructions.



**FY 2015 Position JCN/FTE Change Request - Requested Phase**

If you need to change an existing position's Job Class (JCN) and/or FTE in TeamBudget, you must submit this form to the Central Budget Office. If you are requesting a NEW position, please fill out the NEW Position Request form at [web.multco.us/budget/teambudget](http://web.multco.us/budget/teambudget). If you need assistance filling out this form, please contact your budget analyst.

Your username (althea.gregory@multco.us) will be recorded when you submit this form. Not althea.gregory? [Sign out](#)

\* Required

What change are you requesting? \*

☐ JCN Change  
☐ FTE Change  
☐ JCN and FTE Change

Why are you requesting the change? \*

Department \*

Position Number \*

Current Job Class Number (JCN) - JCN Title \*  
 Example: 6001 - Office Assistant 2

NEW Job Class Number - JCN Title  
 Please show N/A if you are only requesting an FTE change.

What will the proposed step/salary be for the reclassified position?  
 If the position is filled for represented positions, please indicate the step; for management positions, please indicate the new salary. Show N/A if you are only requesting an FTE change.

Current FTE \*  
 Please show in the following format: 0.00.

NEW FTE  
 Please show in the following format: 0.00 or N/A if you are not requesting an FTE change.

☐ Send me a copy of my responses.

2. After you submit a request, you will see a thank you screen. If you immediately wish to submit another request, do not use the back button on your browser. Instead, click the link for “Submit another response.”



**FY 2015 Position JCN/FTE Change Request - Requested Phase**

Thank you. Your response has been recorded. Your position will be updated within 1 business day. If you need IMMEDIATE assistance please call your budget analyst.

[Submit another response](#)

## TeamBudget – Positions

3. The Budget Office will notify you when the changes have been made.
4. Follow the steps on p. 3-5 to enter the position. When selecting the position from the dropdown menu, you will see a position with the original position number and the updated information. Select this position.

*Note: You will also see a position with the old information and “R#-” in front of the position number. Don’t choose this one.*

In the example below, the department requested that position 700110 be reclassified from a Human Resources Analyst, Senior to a Human Resources Manager 1.

Cost Object	Position
705300 - DCM- Department HR	700110
	78 - 9748-HUMAN RESOURCES ANALYST, SENIOR (R1-700110): Joe Darion (01598)
	78 - 9715-Human Resources Manager 1 (700110): Joe Darion (01598-2)

Choose this one

Don't choose this one

**If this is an urgent request, fill out the form and then *call* your Budget Analyst to request expedited service.**

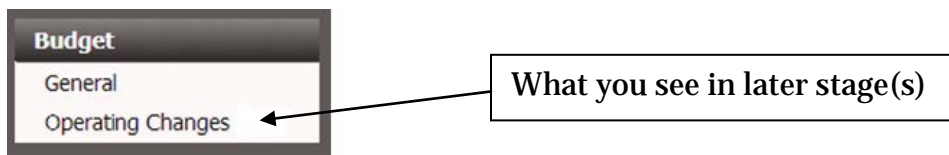
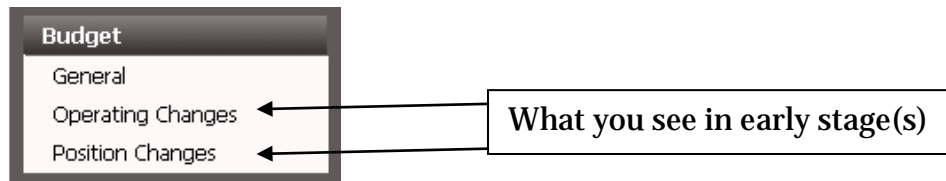
### ELIMINATE A POSITION

In the Department Requested phase, if there is a position in TeamBudget that you do not want to include in your budget, simply **do not allocate the position** to a program offer.

# TeamBudget – Positions

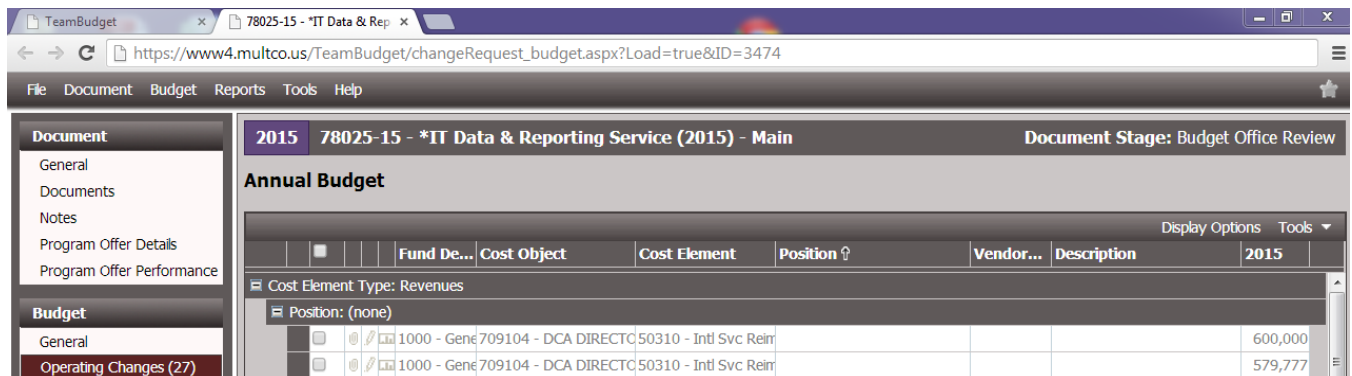
## VIEWING POSITION CHANGES GRID IN LATER STAGES

Depending on a user's individual permissions within TeamBudget, there may come a point after a program offer has been promoted when a glitch in TeamBudget results in the "Position Changes" option disappearing from the program offer's Left Menu.

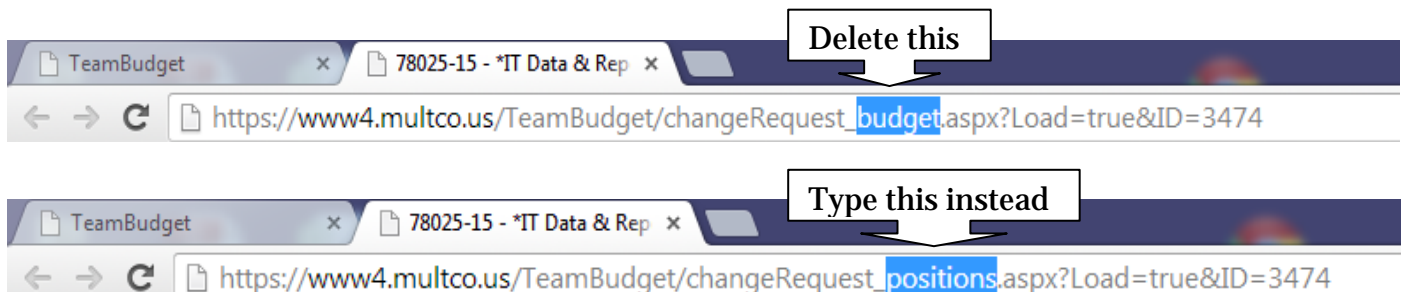


This is a known bug that will be fixed with the next application upgrade. For now, here is a simple workaround to view the Position Changes grid:

1. **Click on Operating Changes in the left toolbar.** You are now at the Operating Changes grid.




2. **Go to the url at the top of the page and replace "budget" with "positions"**



# TeamBudget – Positions

**3. Click the Enter key. TeamBudget will take you to the Position Changes grid.**



The screenshot shows the TeamBudget web application interface. The browser address bar displays the URL: [https://www4.multco.us/TeamBudget/changeRequest\\_positions.aspx?Load=true&ID=3474](https://www4.multco.us/TeamBudget/changeRequest_positions.aspx?Load=true&ID=3474). The application has a menu bar with options: File, Document, Budget, Reports, Tools, and Help. On the left, there is a sidebar with two main sections: 'Document' and 'Budget'. The 'Document' section includes links for General, Documents, Notes, Program Offer Details, and Program Offer Performance. The 'Budget' section includes links for General and Operating Changes (27). The main content area is titled '2015 78025-15 - \*IT Data & Reporting Service (2015) - Main' and 'Document Stage: Budget Office Review'. Below this, the section 'Position Allocation changes' is displayed. It contains a table with the following columns: Cost Object, Position, Allocation, Description ↑, and Allocated FTE. The table lists several entries with their respective allocations and FTE values.

Cost Object	Position	Allocation	Description ↑	Allocated FTE
709104 - DCA DIRECTOR OFFICE	78 - 6198-IT BUSINESS CONSULTANT/SR (700	50		.5
902000 - DCM-Facilities-Administr	78 - 6198-IT BUSINESS CONSULTANT/SR (700	100		.8
902000 - DCM-Facilities-Administr	78 - 6406-DEVELOPMENT ANALYST/SR (7002	75		.75
709104 - DCA DIRECTOR OFFICE	78 - 6406-DEVELOPMENT ANALYST/SR (7005	50		.5
902000 - DCM-Facilities-Administr	78 - 6406-DEVELOPMENT ANALYST/SR (7005	50		.5
902000 - DCM-Facilities-Administr	78 - 6406-DEVELOPMENT ANALYST/SR (7005	100		1

# TeamBudget Position Information

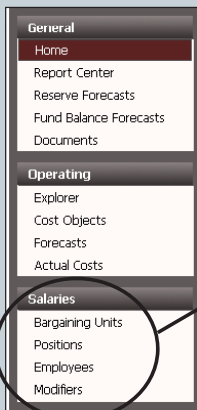


## POSITION TRAINING HANDOUT APPENDIX A

# Position Costing Drivers

2

## Salaries Module



### Bargaining Units

- JCN steps/salary ranges

### Positions

- FTE
- Dept
- JCN

### Employees

- Wage scale/salary range placement
- PERS Group

### Modifiers (Benefit Formulas)

- PERS
- Medical Insurance
- Non Med. Insurance
- VEBA

# Position Records Grid

3

Move Positions Add Position Tools

Department	Number	Name	Allocated Employees	Bargaining Unit	JCN	FTE	Status
78 - County Assets	700514	78 - 3061-ELECTRICIAN	Jonathan Larson (13499)	05 - IBEW Local 48	3061-Electrician	1	Existing
78 - County Assets	700517	78 - 6155-ALARM TECHNICIAN	Al D... (04085)	05 - IBEW Local 48	6155-Alarm Technician	1	Existing
78 - County Assets	700548	78 - 3061-ELECTRICIAN	Al P... (07974)	05 - IBEW Local 48	3061-Electrician	1	Existing
78 - County Assets	700512	78 - 6143-ELECTRONIC TECHNICIAN	Nicole Widman (11282)	05 - IBEW Local 48	6143-Electronic Technician	1	Existing
78 - County Assets	700534	78 - 3061-ELECTRICIAN	Jessie Lange (13603)	05 - IBEW Local 48	3061-Electrician	1	Existing
78 - County Assets	700515	78 - 3061-ELECTRICIAN	Brodie Crawford (0067)	05 - IBEW Local 48	3061-Electrician	1	Existing

**Department**  
**Number**  
= SAP Number (unless new)  
**Name**  
(Dept. # - JCN # - JCN Desc.)  
**Assigned Employee**  
**Bargaining Unit**  
**JCN**  
**FTE**  
**Status**  
 Flag to Track Budget Season Additions, Deletions and Changes

Double click on a row to see position details

# Individual Position Record

4

2015 78 - 3061-ELECTRICIAN (700514)

Position Information

**Department** 78 - County Assets  
**Start Date** Tue Jul 01 2014 **End Date**   
**Number** 700514 **FTE** 1.000000  
**Status** Existing  
**Notes**   
**Class** Default **Name** 78 - 3061-ELECTRICIAN  
**Distribution**   
**Bargaining Unit** 05 - IBEW Local 48  
**Override FTE Definition** ☐ 2088  
**Override Cost Element** ☐ 60000 - Permanent  
**Reports to**   
☐ Existing JCN JCN Code 3061-Electrician  
☐ New JCN JCN Code

**Position**  
 General  
 Employee Allocations  
 Cost Object Allocations  
 Modifiers  
 Documents  
 Notes  
**Effective Costing**  
 Annual  
 Monthly  
**Position-Only Costing**  
 Annual  
 Monthly

Effective Costing - costing based on employee(s) assigned to position  
 Position-Only Costing - costing based on vacant position

# Employee Records Grid

5

General

- Home
- Report Center
- Reserve Forecasts
- Fund Balance Forecasts
- Documents

Operating

- Explorer
- Cost Objects
- Forecasts
- Actual Costs

Salaries

- Bargaining Units
- Positions
- Employees**
- Modifiers

**Employees**

Organization: 2015 [Recalculate Organization](#)

[Search](#) [Advanced](#)

Employee Number	Last Name	First Name	PERS Group	Employee Wage Adjustment	Seniority Adjustment
12305	Adams	Lee	Tier 3 Non-Uniformed	0	99
05871	Adler	Richard	Non-uniformed PERS - Non-uniformed PERS	0	98
1	Adler	Richard	Non-uniformed PERS - Non-uniformed PERS	46.728434	0
1	Ahrens	Lynn	Tier 3 Non-Uniformed - Tier 3 Non-Uniformed	0	12
13190			Tier 3 Non-Uniformed - Tier 3 Non-Uniformed	33.697152	0
15059	Andrews	Julie	Tier 3 Non-Uniformed - Tier 3 Non-Uniformed		88
14502	Arkin		Non-Uniformed - Tier 3 Non-Uniformed		47
04018	Ariss		Non-uniformed PERS - Non-uniformed PERS		45
14028	Ashcroft		Non-Uniformed - Tier 3 Non-Uniformed		98
06259	Ashman	Howard	Non-uniformed PERS - Non-uniformed PERS		55

SAP #

Last Name

First Name

PERS Group

Scale Placement in Months (Represented)

% Increase to Minimum Salary (Non-represented)

Double click on a row to see individual employee record

# Bargaining Units Grid

6

General

- Home
- Report Center
- Reserve Forecasts
- Fund Balance Forecasts
- Documents

Operating

- Explorer
- Cost Objects
- Forecasts
- Actual Costs

Salaries

- Bargaining Units
- Positions
- Employees
- Modifiers

**Bargaining Units**

Organization: 2015 [Recalculate Organization](#)

Name	Description	Cost Element	FTE Definition
01 - Prosecuting Attorney's Assoc	Prosecuting Attorney's Association	60000 - Permanent	2,088
02 - Deputy Sheriff's Assoc	Deputy Sheriff's Association	60000 - Permanent	2,088
03 - Registered Nurses Association	Registered Nurses Association	60000 - Permanent	2,080
04 - Corrections Officers Assoc	Corrections Officers Association	60000 - Permanent	2,088
05 - IBEW Local 48		60000 - Permanent	
06 - Juv Cust Local 88		60000 - Permanent	
07 - AFSOME Local 88/Conf	American Federation of State, County and Municipal Employees Local 88/Conf	60000 - Permanent	
08 - IUOE Local 701	International Union of Operating Engineers Local 701	60000 - Permanent	
09 - Sign Painters	Sign Painters	60000 - Permanent	
10 - Mgmt/Exec Employees	Management and Executive Employees	60000 - Permanent	2,088
11 - Tax/Elect			2,088
12 - FOPPO			2,000
13 - Retired JCM			2,088

Bargaining Unit Name

Bargaining Unit Description

Base Wage Cost Element

Hours in Year for 1.0 FTE

Double click on a unit to get to wage table

# Bargaining Unit Detail

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Bargaining Unit

General

Documents

Notes

Positions

JCNs

Bargaining Unit Scenario

Bargaining Unit Scenario Info

Contracts

FY 2014 Actual Rates

Modifiers

Scale Jul 2013

2015 07 - AFSCME Local 88/Conf - FY 2014 Actual Wage Scale

**Bargaining Unit Information**

Name

07 - AFSCME Local 88/Conf

FTE Definition

2088

Description

American Federation of State, County and Municipal Employees Local 88/Conf

Comments

Cost Element

60000 - Permanent

Click on the scale to pull up the wage table

# Modifiers Grid

8

## Modifiers

Organization: 2014 Recalculate Organization

Add Modifier Select Layout				
Name	Description	Cost Element	Type	Amount
Med Ins. - Full Time	Medical, Dental, Other - FTE > =.8	60140 Insurance Benefits	Flat	14,152
Med Ins - 3/4 FTE - AFSCME Only	Medical, Dental, Other - FTE > =.75 and <.8	60140 Insurance Benefits	Flat	10,614
Med Ins - Part Time - AFSCME	Medical, Dental, Other - FTE > =.5 and <.75	60140 Insurance Benefits	Flat	8,073
Med Ins - Full Time	Medical, Dental, Other - FTE > =.8	60140 Insurance Benefits	Flat	8,073
FPT - Tier 3 Uniformed - Filled MCCDA	FICA, PERS, PERS Bond Surcharge, Trimet	60130 Salary Related Exps	Percentage	.4271
FPT - Tier 3 Uniformed - Vacant MCCDA	FICA, PERS, PERS Bond Surcharge, Trimet	60130 Salary Related Exps	Percentage	.3788
FPT - Tier 3 Uniformed - Vacant	FICA, PERS, PERS Bond Surcharge, Trimet	60130 Salary Related Exps	Percentage	.3788
FPT - Tier 3 Uniformed - Filled	FICA, PERS, PERS Bond Surcharge, Trimet	60130 Salary Related Exps	Percentage	.3788
FPT - Non-uniformed PERS - Filled	FICA, PERS, PERS Bond Surcharge, Trimet	60130 Salary Related Exps	Percentage	.3788