

## Compensation Analysis Reporting Tool User Guide

### Contents

Introduction .....	1
Access to SWIFT Data Warehouse .....	1
Where to Find the Dashboard .....	1
Detailed Descriptions of the Dashboard Reports .....	4
Roster Staffing Current Year: .....	4
RS Current Export:.....	5
Roster Staffing Projections: .....	5
RS Projections Export:.....	6
Salary Projections by Appropriation: .....	6
Salary Projections by FinDeptID:.....	7
Chartfield Lookup:.....	7
Dashboard Reports Summary .....	8
How to Select Report Criteria .....	9
How to Export to Excel.....	9
How to Make a PDF.....	10
A Guide to Understanding Projection Report Incremental Cost Increases .....	11

## Introduction

The Compensation Analysis Reporting Dashboard is an OBIEE reporting tool created by MMB Budget Planning and Operations to assist agencies with budgeting for compensation costs. As part of the SWIFT Data Warehouse, the Compensation Analysis Reporting Tool dashboard has an array of reports that use detailed cost projections data for the available budget years for agency employee compensation costs and funding from both SEMA4 and SWIFT. These reports can be used for analyzing an agency's current compensation costs or projecting future compensation costs for biennial budget planning. MMB Budget Planning and Operations can be contacted for assistance with the tool by sending an email to [budget.finance.mmb@state.mn.us](mailto:budget.finance.mmb@state.mn.us).

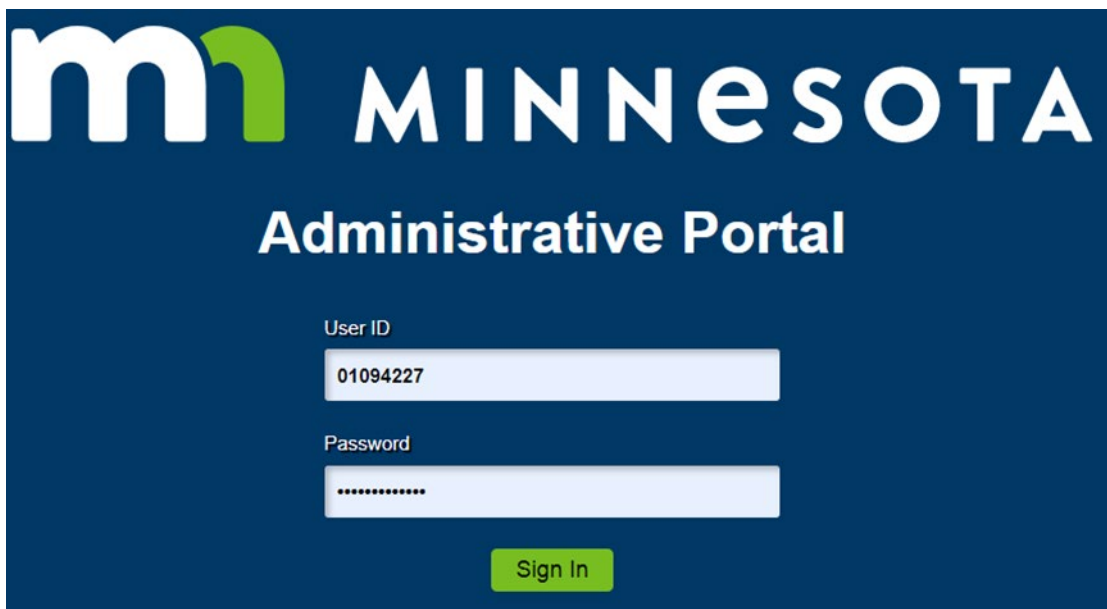
## Access to SWIFT Data Warehouse

The dashboard is part of the SWIFT Data Warehouse. Users will need to have a User ID and password to the Administrative Portal and for the SWIFT Data Warehouse. To secure access, complete the [Request for Access to SWIFT Statewide Systems](#) and submit to [sema4.security.mmb@state.mn.us](mailto:sema4.security.mmb@state.mn.us). Contact the SWIFT Helpdesk at 651-201-8100, option 2 or [swifthelpdesk.mmb@state.mn.us](mailto:swifthelpdesk.mmb@state.mn.us), if you have questions.

Users will need access to HR and Payroll data related to the following subject areas: Labor Distribution (Roster Staffing) and Payroll Funding Salary FTE (Salary Projections and Position Funding). Please contact [sema4.security.mmb@state.mn.us](mailto:sema4.security.mmb@state.mn.us), if you need help identifying what access to select within the form.

## Where to Find the Dashboard

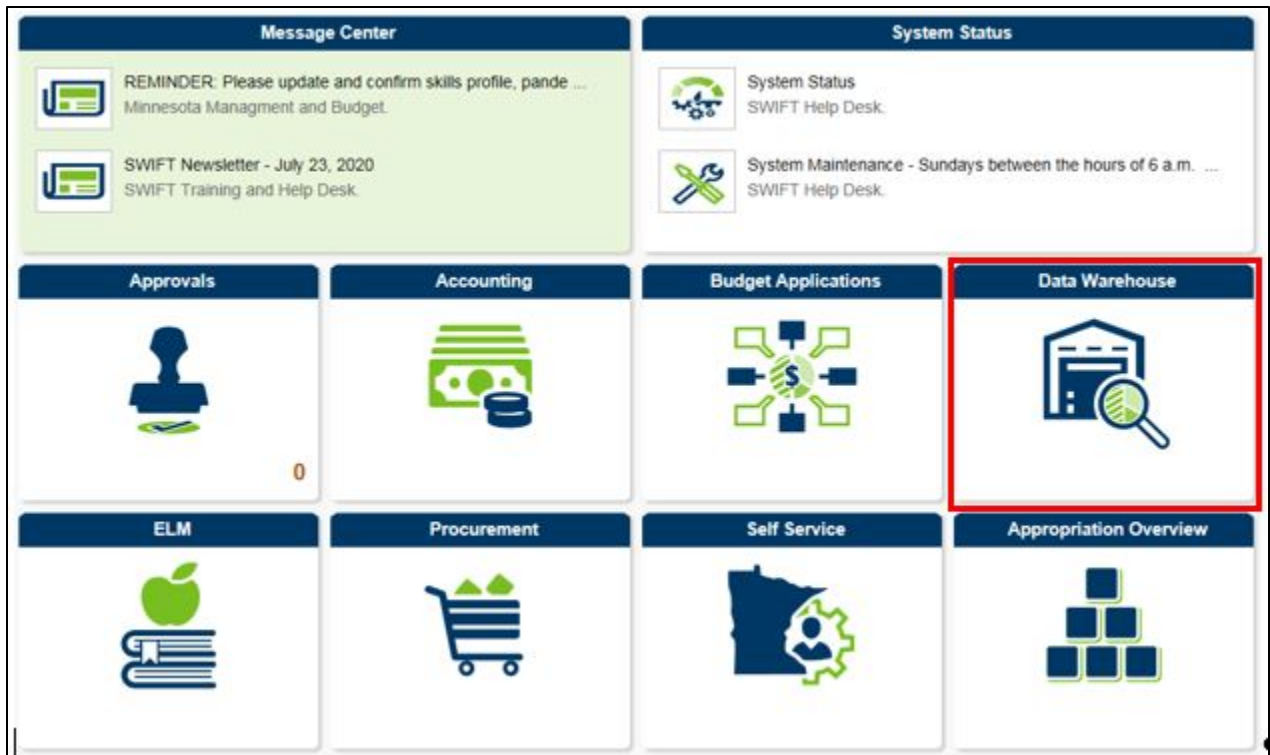
1. Navigate to the State of Minnesota Administrative Portal: <https://mn.gov/adminportal>



The image shows the login interface for the Minnesota Administrative Portal. It features a dark blue background with the state logo and text. The login fields are white with light blue borders. The 'User ID' field contains the number '01094227'. The 'Password' field is masked with dots. A green 'Sign In' button is positioned below the password field.

2. Enter your state ID (employee number) and password. Select Sign In.

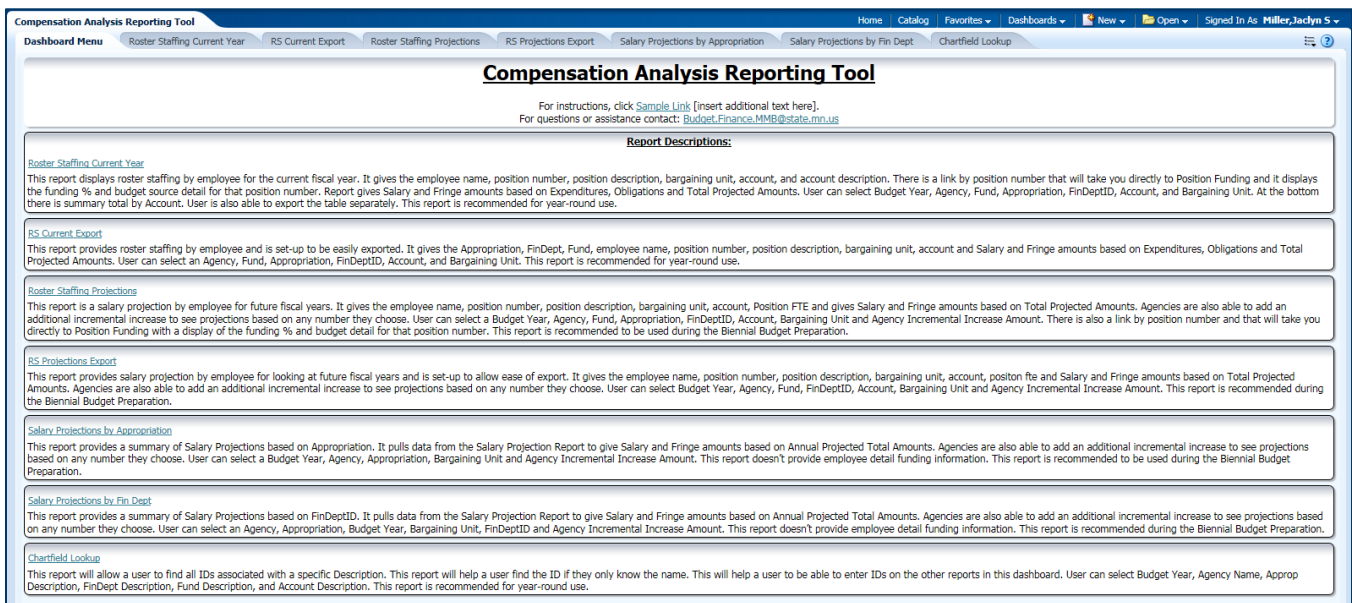
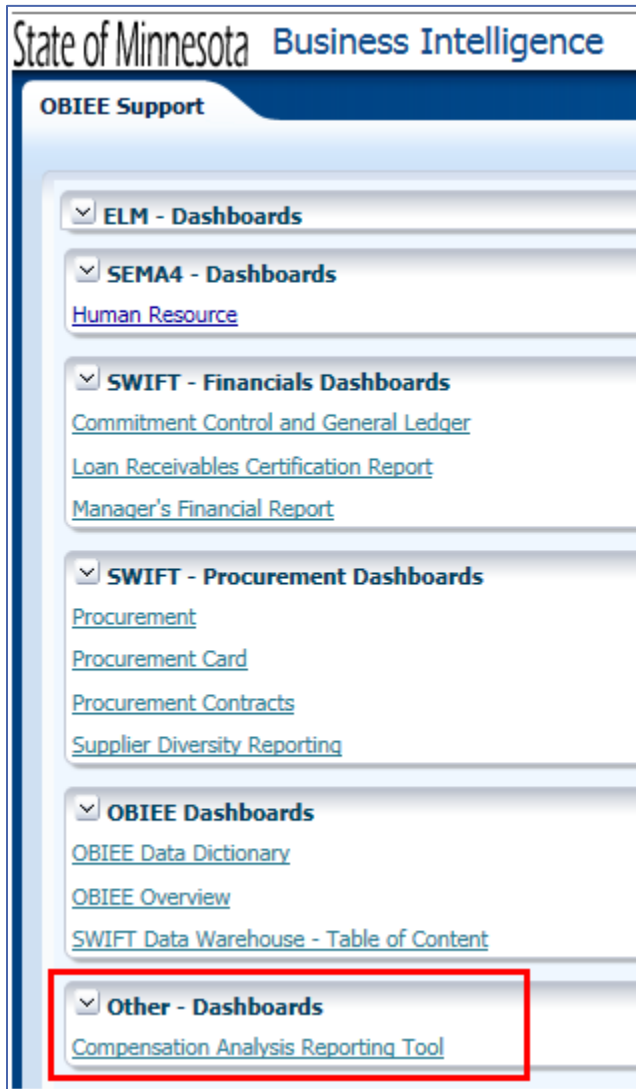
3. On the home page, select the Data Warehouse tile (Your menu may show more or fewer items than in the picture below, depending on your user profile.)



4. On the Data Warehouse page, select Warehouse Reporting tile. Click on Warehouse Reporting



5. On the Warehouse Reporting Home page, click on the link under Other-Dashboards, called "Compensation Analysis Reporting Tool"



## Detailed Descriptions of the Dashboard Reports

### Roster Staffing Current Year:

The **Roster Staffing Current Year** report contains Salary and Fringe amounts based on Expenditures, Obligations and Projected Amounts; along with Totals column, calculating the sum of salary and fringe. The system allows users to interact with the report by using filters to set parameters for controlling the final report output. Users can filter the report by Budget Year, Agency, Fund, Appropriation, FinDeptID, Account, and Bargaining Unit.

Parameter Selections:

The screenshot shows the 'Compensation Analysis' dashboard with the 'Roster Staffing Current Year' report selected. The filter area includes dropdown menus for:
 

- \* Budget Year: 2017
- \* Agency: G10 - Mn Management & Bud
- \* Fund: 1000 - General
- \* Appropriation: (All Column Values)
- \* FinDept: (All Column Values)
- \* Account: (All Column Values)
- Barg. Unit: (All Column Values)

 There are 'Apply' and 'Reset' buttons at the bottom right of the filter area.

The top half of the report displays detail by Position Number for the current fiscal year. Grouped by Fund, Appropriation, FinDeptID. It includes the Employee Name, Position Number, Position Description, Bargaining Unit, Account, and Account Description.

Roster Staffing Current Year																
Time run: 8/18/2016 11:07:49 AM																
Expenditures as of PFE: 07/26/16 Budget Year: 2017 Agency G10 Mn Management & Budget																
Appropriation: G10XXXX Accounting Support FinDept: G10XXXX General Ledger Support Fund: 1000 General																
Employee Name	Position Number	Position Description	Bargaining Unit	Account	Account Description	Position FTE	Expenditures Salary Amount	Expenditures Fringe Amount	Expenditures Total Amount	Obligations Salary Amount	Obligations Fringe Amount	Obligations Total Amount	Annual Projected Salary Amount	Annual Projected Fringe Amount	Annual Projected Total Amount	
Doe1, John	<a href="#">01111111</a>	Management Analyst 1	214 - MAPE	41000	Full Time - Salary	1.00	\$2,875.68	\$896.61	\$3,772.29	\$39,789.22	\$12,069.12	\$51,858.34	\$42,664.90	\$12,965.73	\$55,630.63	
Doe2, John	<a href="#">01122222</a>	State Prog Admin Prin	214 - MAPE	41000	Full Time - Salary	1.00	\$3,752.64	\$1,007.79	\$4,760.43	\$52,271.93	\$13,633.50	\$65,905.43	\$56,024.57	\$14,641.29	\$70,665.86	
VACANT	<a href="#">01133333</a>	State Prog Admin Prin	N/A - NotAvl	41000	Full Time - Salary	1.00	\$0.00	\$0.00	\$0.00	\$27,237.60	\$2,083.72	\$29,321.32	\$27,237.60	\$2,083.72	\$29,321.32	
<b>Total</b>							<b>\$6,628.32</b>	<b>\$1,904.40</b>	<b>\$8,532.72</b>	<b>\$119,298.75</b>	<b>\$27,786.34</b>	<b>\$147,085.09</b>	<b>\$125,927.07</b>	<b>\$29,690.74</b>	<b>\$155,617.81</b>	

The position number serves as hyperlink that will take you directly to Position Funding and it displays the funding % and budget source detail for that position.

Position Funding by Position Number																	
Agency: G Mn Management & Budget																	
Position Number	Employee Name	Position Status	Position Description	Position FTE Pct	Fund%	Fund Effective Date	Appropriation ID	Appropriation Description	FinDept ID	FinDept Description	Fund Code	Fund Description	Position Effective Date	Position End Date	Intend To Fill Date	Seasonal/Temporary Start Date	Seasonal/Temporary End Date
<a href="#">01111111</a>	Doe1, John	A - Approved	Management Analyst 1	1.00	100.00	08/24/15	G10XXXX	Accounting Support	G10XXXX	General Ledger Support	1000	General	08/24/15				

Position Num is equal to 01111111

The bottom half displays summary total by Account. Users are also able to export the table separately. This report is recommended for year-round use.

**Roster Staffing Current Year: Summary by Account**

Expenditures as of PPE: 07/26/16 Budget Year: 2017 Agency: G10 Mn Management & Budget

Account	Account Description	Expenditures Salary Amount	Expenditures Fringe Amount	Expenditures Total Amount	Obligations Salary Amount	Obligations Fringe Amount	Obligations Total Amount	Annual Projected Salary Amount	Annual Projected Fringe Amount	Annual Projected Total Amount
*1000	Full Time - Salary	\$6,628.32	\$1,904.40	\$8,532.72	\$119,298.75	\$27,786.34	\$147,085.09	\$125,927.07	\$29,690.74	\$155,617.81
<b>Total</b>		<b>\$6,628.32</b>	<b>\$1,904.40</b>	<b>\$8,532.72</b>	<b>\$119,298.75</b>	<b>\$27,786.34</b>	<b>\$147,085.09</b>	<b>\$125,927.07</b>	<b>\$29,690.74</b>	<b>\$155,617.81</b>

Expenditures as of PPE: 07/26/16 Budget Year: 2017 Agency: G10 Mn Management & Budget  
 Appropriation: G10XXXX Accounting Support FinDept: G10XXXX General Ledger Support Fund: 1000 General

Account	Account Description	Expenditures Salary Amount	Expenditures Fringe Amount	Expenditures Total Amount	Obligations Salary Amount	Obligations Fringe Amount	Obligations Total Amount	Annual Projected Salary Amount	Annual Projected Fringe Amount	Annual Projected Total Amount
*1000	Full Time - Salary	\$6,628.32	\$1,904.40	\$8,532.72	\$119,298.75	\$27,786.34	\$147,085.09	\$125,927.07	\$29,690.74	\$155,617.81
<b>Total</b>		<b>\$6,628.32</b>	<b>\$1,904.40</b>	<b>\$8,532.72</b>	<b>\$119,298.75</b>	<b>\$27,786.34</b>	<b>\$147,085.09</b>	<b>\$125,927.07</b>	<b>\$29,690.74</b>	<b>\$155,617.81</b>

**RS Current Export:**

This report provides roster staffing by employee and is designed to be easily exported. It provides the Appropriation, FinDeptID, Fund, Employee Name, Position Number, Position Description, Bargaining Unit, Account and Salary and Fringe amounts based on Expenditures, Obligations and Total Projected Amounts. User can select an Agency, Fund, Appropriation, FinDeptID, Account, and Bargaining Unit. This report is recommended for year-round use.

Exp of PPE	Budget Year	Agency Code	Agency Name	Appropriation ID	Appropriation Name	FinDept ID	FinDept Name	Fund Code	Fund Name	Employee Name	Position Number	Position Description	Bargaining Unit	Account	Account Description	Position FTE	Expenditures Salary Amount	Expenditures Fringe Amount	Expenditures Total Amount	Obligations Salary Amount	Obligations Fringe Amount	Obligations Total Amount	Annual Projected Salary Amount	Annual Projected Fringe Amount	Annual Projected Total Amount
07/26/16	2017	G10	Mn Management & Budget	G10XXXX	Accounting Support	G10XXXX	General Ledger Support	1000	General	Doe1,John	01111111	Management Analyst 1	214-MAPE	41000	Full Time - Salary	1.00	\$2,875.66	\$896.61	\$3,772.29	\$38,789.22	\$12,069.12	\$50,858.34	\$42,664.90	\$11,965.73	\$55,630.63
07/26/16	2017	G10	Mn Management & Budget	G10XXXX	Accounting Support	G10XXXX	General Ledger Support	1000	General	Doe2,John	01122222	State Prog Admin Prin	214-MAPE	41000	Full Time - Salary	1.00	\$3,762.64	\$1,007.79	\$4,760.43	\$52,271.93	\$13,633.50	\$65,905.43	\$56,024.57	\$14,644.29	\$70,668.86
07/26/16	2017	G10	Mn Management & Budget	G10XXXX	Accounting Support	G10XXXX	General Ledger Support	1000	General	VACANT	01133333	State Prog Admin Prin	N/A - Vacant	41000	Full Time - Salary	1.00	\$0.00	\$0.00	\$0.00	\$27,237.60	\$0,083.72	\$29,321.32	\$27,237.60	\$0,083.72	\$29,321.32

**Roster Staffing Projections:**

This **Roster Staffing Projections** report is used to calculate employee Salary and Fringe projections for future fiscal years. The system allows users to interact with the report by using filters to set parameters for controlling the final report output. Users can filter the report by Budget Year, Agency, Fund, Appropriation, FinDeptID, Account, and Bargaining Unit and can add an additional incremental increase to see projections based on a percentage they choose.

**Compensation Analysis**

Dashboard Menu Roster Staffing Current Year RS Current Export **Roster Staffing Projections** RS Projections Export Salary Projections by Appropriation Salary Projections by Fin Dept Chartfield Lookup

\* Budget Year 2018 \* Agency G10 - Mn Management & Bud \* Fund 1000 - General \* Appropriation (All Column Values) \* FinDept ID (All Column Values)

\* Account (All Column Values) Barg. Unit (All Column Values) MMB Increase % 0.00 Agency Increase % 1.00

Apply Reset

The top half of the report displays the Employee Name, Position Number, Position Description, Bargaining Unit, Account, and FTE; along with Salary and Fringe amounts based on Total Projected Amounts.

**Roster Staffing Salary Projections**

Time run: 8/18/2016 12:26:46 PM

Projections as of PPE: 7/26/2016 Budget Year: 2018 Agency: G10 Mn Management & Budget  
 Appropriation: G10XXXX Accounting Support FinDept: G10XXXX General Ledger Support Fund: 1000 General

Employee Name	Position Number	Position Description	Bargaining Unit	Account	Account Description	Position FTE	Annual Projected Salary	Annual Projected Fringe	Annual Projected Total	Number of Years Projected	Agency Increase % (per year)	Agency Total Increase Amount	Projected Total plus Agency Increase
Doe1,John	01111111	Management Analyst 1	214-MAPE	41000	Full Time - Salary	1.00	\$43,881.84	\$13,809.42	\$57,691.26	1	1.00%	\$576.91	\$58,268.17
Doe2,John	01122222	State Prog Admin Prin	214-MAPE	41000	Full Time - Salary	1.00	\$57,816.16	\$15,552.61	\$73,378.77	1	1.00%	\$733.79	\$74,112.56
<b>Total</b>							<b>\$101,708.00</b>	<b>\$29,362.03</b>	<b>\$131,070.03</b>			<b>\$1,310.70</b>	<b>\$132,380.73</b>

The position number serves as hyperlink that will take you directly to Position Funding with a display of the funding % and budget detail for that position number. This report is recommended to be used during the biennial budget preparation.

Position Funding by Position Number																	
Agency: G10 Mn Management & Budget																	
Position Number	Employee Name	Position Status	Position Description	Position FTE Pct	Fund%	Fund Effective Date	Appropriation ID	Appropriation Description	FinDept ID	FinDept Description	Fund Code	Fund Description	Position Effective Date	Position End Date	Intend To Fill Date	Seasonal/Temporary Start Date	Seasonal/Temporary End Date
01111111	Doe1,John	A- Approved	Management Analyst 1	1.00	100.00	08/24/15	G10XXXX	Accounting Support	G10XXXX	General Ledger Support	1000	General	08/24/15				
Position Num is equal to 01111111																	

The bottom half displays the totals by Account followed by totals by Account for FinDeptID:

Roster Staffing Projections: Summary by Account									
Expenditures as of PPE: 7/26/2016 Budget Year: 2018 Agency: G10 Total									
Account	Account Desc	Annual Projected Salary	Annual Projected Fringe	Annual Projected Total	# of Years Projected	Agency Increase % (per year)	Agency Total Increase Amount	Projected Total plus Agency Increase	
41000	Full Time - Salary	\$101,708.00	\$29,362.03	\$131,070.03	1	1.00%	\$1,310.70	\$132,380.73	
<b>Total</b>		<b>\$101,708.00</b>	<b>\$29,362.03</b>	<b>\$131,070.03</b>			<b>\$1,310.70</b>	<b>\$132,380.73</b>	
Expenditures as of PPE: 7/26/2016 Budget Year: 2018 Agency: G10 Mn Management & Budget									
Appropriation: G10XXXX Accounting Support FinDept: G10XXXX General Ledger Support Fund: 1000 General									
Account	Account Desc	Annual Projected Salary	Annual Projected Fringe	Annual Projected Total	# of Years Projected	Agency Increase % (per year)	Agency Total Increase Amount	Projected Total plus Agency Increase	
41000	Full Time - Salary	\$101,708.00	\$29,362.03	\$131,070.03	1	1.00%	\$1,310.70	\$132,380.73	
<b>Total</b>		<b>\$101,708.00</b>	<b>\$29,362.03</b>	<b>\$131,070.03</b>			<b>\$1,310.70</b>	<b>\$132,380.73</b>	

### RS Projections Export:

This report provides salary projection by employee for looking at future fiscal years and is designed to be easily exported. The system allows users to interact with the report by using filters to set parameters for controlling the final report output. Users can filter the report by Budget Year, Agency, Fund, Appropriation, FinDeptID, Account, and Bargaining Unit. This report is recommended to be used during the biennial budget preparation.

Dashboard Menu | Roster Staffing Current Year | RS Current Export | Roster Staffing Projections | **RS Projections Export** | Salary Projections by Appropriation | Salary Projections by Fin Dept | Chartfield Lookup

\* Budget Year: 2018 \* Agency: G10 - Mn Management & Bud \* Fund: 1000 - General \* Appropriation: G100105 - Return of Taxpaye \* FinDept ID: (All Column Values)

\* Account: (All Column Values) Barg. Unit: (All Column Values) MMB Increase %: 0.00 Agency Increase %: 1.00

Apply Reset

The report is populated with Employee Name, Position Number, Position Description, Bargaining Unit, Account, and FTE; along with Salary and Fringe amounts based on Total Projected Amounts. Users can add an additional incremental increase to see projections based on a percentage they choose.

Projections as of PPE Year	Budget Year	Agency Code	Agency Name	Appropriation ID	Appropriation Name	FinDept ID	FinDept Name	Fund Code	Fund Name	Employee Name	Position Number	Position Description	Bargaining Unit	Account Description	Position FTE	Annual Projected Salary	Annual Projected Fringe	Annual Projected Total	Number of Years Projected	Agency Increase % (per year)	Agency Total Increase Amount	Projected Total plus Agency Increase
7/26/2016	2018	G10	Mn Management & Budget	G10XXXX	Accounting Support	G10XXXX	General Ledger Support	1000	General	Doe1,John	01111111	Management Analyst 1	214 - MAPF	41000 Full Time - Salary	1.00	\$43,883.84	\$13,809.42	\$57,693.26	1	1.00%	\$76.91	\$58,268.17
7/26/2016	2018	G10	Mn Management & Budget	G10XXXX	Accounting Support	G10XXXX	General Ledger Support	1000	General	Doe2,John	01122222	State Prog Admin Prin	214 - MAPF	41000 Full Time - Salary	1.00	\$57,626.16	\$15,552.61	\$73,178.77	1	1.00%	\$73.79	\$74,112.56

### Salary Projections by Appropriation:

This report provides a summary of Salary Projections based on Appropriation. It pulls data from the Salary Projection Report to provide Salary and Fringe amounts based on Annual Projected Total Amounts. Users can filter the report by Budget Year, Agency, Appropriation, and Bargaining Unit and can add an additional incremental increase to see projections based on a percentage they choose. This report doesn't provide employee detail funding information. It is recommended to be used during the biennial budget preparation.



\* Budget Year: 2018 \* Agency: G10 - Mn Management & Bud \* Appropriation: G100086 - Enterprise Learning Barg. Unit: (All Column Values) MMB Increase %: 0.00 Agency Increase %: 1.00

**Salary Projection Appropriation Summary**

Projections as of PPE: 7/26/2016 Budget Year: 2018 Agency: G10 Mn Management & Budget

Appropriation ID	Appropriation Description	Fund Code	Fund Description	Bargaining Unit	Annual Projected Salary	Annual Projected Fringe	Annual Projected Total	# of Years Projected	Agency Increase % (per year)	Agency Total Increase Amount	Projected Total plus Agency Increase
G100086	Enterprise Learning & Developm	5200	Management Analysis	206 - AFSCME	\$87,493.12	\$40,272.14	\$127,765.26	1	1.00%	\$1,277.65	\$129,042.91
				214 - MAPE	\$129,321.60	\$32,993.34	\$162,314.94	1	1.00%	\$1,623.15	\$163,938.09
				220 - Unrep	\$292,886.88	\$90,588.66	\$383,475.54	1	1.00%	\$3,834.76	\$387,310.30
<b>G100086 Total</b>				<b>\$509,701.60</b>	<b>\$163,854.14</b>	<b>\$673,555.74</b>			<b>\$6,735.56</b>	<b>\$680,291.30</b>	
G100102	Statewide Executive Recruiter	2001	Other Misc Special Revenue	217 - Unrep	\$47,299.20	\$13,829.25	\$61,128.45	1	1.00%	\$611.28	\$61,739.73
				220 - Unrep	\$131,435.20	\$39,046.53	\$170,481.73	1	1.00%	\$1,704.82	\$172,186.55
				N/A - NotAvl	\$39,020.80	\$2,985.06	\$42,005.86	1	1.00%	\$420.06	\$42,425.92
<b>G100102 Total</b>				<b>\$217,755.20</b>	<b>\$55,860.84</b>	<b>\$273,616.04</b>			<b>\$2,736.16</b>	<b>\$276,352.20</b>	
G100105	Return of Taxpayer Investment	1000	General	214 - MAPE	\$101,708.00	\$29,362.03	\$131,070.03	1	1.00%	\$1,310.70	\$132,380.73
<b>G100105 Total</b>				<b>\$101,708.00</b>	<b>\$29,362.03</b>	<b>\$131,070.03</b>			<b>\$1,310.70</b>	<b>\$132,380.73</b>	
<b>Grand Total</b>				<b>\$829,164.80</b>	<b>\$249,077.01</b>	<b>\$1,078,241.81</b>			<b>\$10,782.42</b>	<b>\$1,089,024.23</b>	

### Salary Projections by FinDeptID:

This report provides a summary of Salary Projections based on FinDeptID. It pulls data from the Salary Projection Report to give Salary and Fringe amounts based on Annual Projected Total Amounts. Users can filter the report by Budget Year, Agency, Appropriation, and FinDeptID and can add an additional incremental increase to see projections based on a percentage they choose. This report doesn't provide employee detail funding information. It is recommended to be used during the biennial budget preparation.

Compensation Analysis Dashboard Menu Roster Staffing Current Year RS Current Export Roster Staffing Projections RS Projections Export Salary Projections by Appropriation **Salary Projections by Fin Dept** Chartfield Lookup

\* Budget Year: 2018 \* Agency: G10 - Mn Management & Bud \* Appropriation: G100086 - Enterprise Learning \* FinDept ID: (All Column Values) Barg. Unit: (All Column Values) MMB Increase %: 0.00 Agency Increase %: 1.00

**Salary Projection FinDept Summary**

Projections as of PPE: 7/26/2016 Budget Year: 2018 Agency: G10 Mn Management & Budget

Appropriation ID	Appropriation Description	FinDept ID	FinDept Description	Fund Code	Fund Description	Bargaining Unit	Annual Projected Salary	Annual Projected Fringe	Annual Projected Total	# of Years Projected	Agency Increase % (per year)	Agency Total Increase Amount	Projected Total plus Agency Increase
G100086	Enterprise Learning & Developm	G1037610	Training & Development	5200	Management Analysis	206 - AFSCME	\$87,493.12	\$40,272.14	\$127,765.26	1	1.00%	\$1,277.65	\$129,042.91
						214 - MAPE	\$129,321.60	\$32,993.34	\$162,314.94	1	1.00%	\$1,623.15	\$163,938.09
						220 - Unrep	\$292,886.88	\$90,588.66	\$383,475.54	1	1.00%	\$3,834.76	\$387,310.30
<b>G100086 Total</b>		<b>G1037610 Total</b>				<b>\$509,701.60</b>	<b>\$163,854.14</b>	<b>\$673,555.74</b>			<b>\$6,735.56</b>	<b>\$680,291.30</b>	
G100102	Statewide Executive Recruiter	G1037050	Statewide Executive Recruiter	2001	Other Misc Special Revenue	217 - Unrep	\$47,299.20	\$13,829.25	\$61,128.45	1	1.00%	\$611.28	\$61,739.73
						220 - Unrep	\$131,435.20	\$39,046.53	\$170,481.73	1	1.00%	\$1,704.82	\$172,186.55
						N/A - NotAvl	\$39,020.80	\$2,985.06	\$42,005.86	1	1.00%	\$420.06	\$42,425.92
<b>G100102 Total</b>		<b>G1037050 Total</b>				<b>\$217,755.20</b>	<b>\$55,860.84</b>	<b>\$273,616.04</b>			<b>\$2,736.16</b>	<b>\$276,352.20</b>	
G100105	Return of Taxpayer Investment	G1032500	Return of Taxpayer Investment	1000	General	214 - MAPE	\$101,708.00	\$29,362.03	\$131,070.03	1	1.00%	\$1,310.70	\$132,380.73
<b>G100105 Total</b>		<b>G1032500 Total</b>				<b>\$101,708.00</b>	<b>\$29,362.03</b>	<b>\$131,070.03</b>			<b>\$1,310.70</b>	<b>\$132,380.73</b>	
<b>Grand Total</b>						<b>\$829,164.80</b>	<b>\$249,077.01</b>	<b>\$1,078,241.81</b>			<b>\$10,782.42</b>	<b>\$1,089,024.23</b>	

### Chartfield Lookup:

The chartfield lookup allows a user to find all IDs associated with a specific description. It helps a user find an ID if they only know the name so it can be used for entry on other reports in this dashboard. Users can select Budget Year, Agency Name, Approp Description, FinDeptID Description, Fund



Description, and Account Description.

Compensation Analysis

Dashboard Menu Roster Staffing Current Year RS Current Export Roster Staffing Projections RS Projections Export Salary Projections by Appropriation Salary Projections by Fin Dept **Chartfield Lookup**

Budget Year 2016 Agency Mn Management & Bud Fund Desc (All Column Values) Appropriation Enterprise Learning & D FinDept (All Column Values) Account (All Column Values) Apply Reset

**Chartfield Lookup**

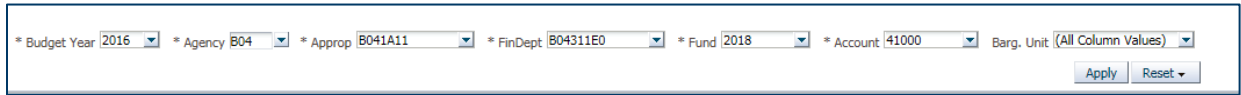
Budget Year	Agency	Agency Name	Appropriation	Appropriation Description	FinDept	FinDept Description	Fund	Fund Description	Account	Account Description
2016	G10	Mn Management & Budget	G100053	Risk Management Unit	G1036700	Employee Assistance Program	5600	State Employees Insurance	41000	Full Time - Salary
2016	G10	Mn Management & Budget	G100086	Enterprise Learning & Developme	G1037610	Training & Development	5200	Management Analysis	41000	Full Time - Salary
									41030	Part-Time-Seasonal-Labor Serv
									41050	Overtime and Premium Pay
									41070	Other Employee Cost
2016	G10	Mn Management & Budget	G100102	Statewide Executive Recruiter	G1037050	Statewide Executive Recruiter	2001	Other Misc Special Revenue	41000	Full Time - Salary
									41030	Part-Time-Seasonal-Labor Serv
									41050	Overtime and Premium Pay
2016	G10	Mn Management & Budget	G100105	Return of Taxpayer Investment	G1032500	Return of Taxpayer Investment	1000	General	41000	Full Time - Salary

Dashboard Reports Summary

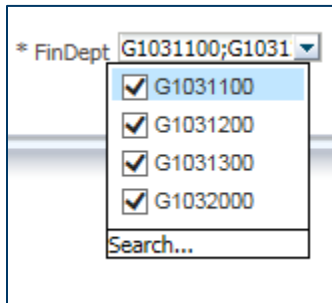
Report Title	Data	Filter by	Recommended Use
<b>Roster Staffing Current Year</b>	Roster Staffing Data by Employee with link to Position Funding by Position Number	Agency, Appropriation, FinDeptID, Fund, Fiscal Year, Account, and Bargaining Unit, Link through Position Number to get Position Funding Percentage	Year-Round, Current year data
<b>Roster Staffing Projections</b>	Roster Staffing Data by Employee, link to Position Funding by Position Number	Agency, Appropriation, FinDeptID, Fund, Fiscal Year, Account, Bargaining Unit and agency incremental increase amount	Biennial Budget preparation
<b>Salary Projections by Appropriation</b>	Salary projection Table (no employee specific data)	Agency, Appropriation, Budget year, Bargaining Unit, FinDeptID ID, and agency incremental increase amount	Biennial Budget preparation
<b>Salary Projections by FinDeptID</b>	Salary projection Table	Agency, Appropriation, Budget Year, Fund, FinDeptID and account	Year-Round
<b>Chartfield Lookup</b>	Appropriation Table	Budget Year, Agency Name, Approp description, FinDeptID Description, fund description and account description	Year-Round, to help find names of specific IDs

## How to Select Report Criteria

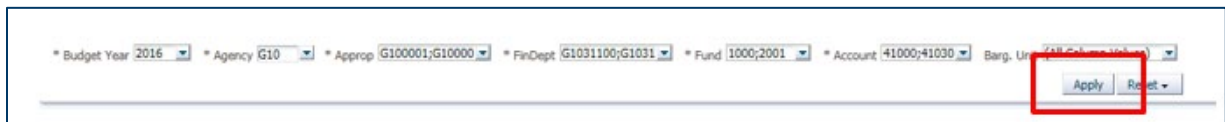
1. Select a Report. Each report will have a section for criteria at the top of the report's tab.



2. In the criteria section, there will be a list of dropdowns where a user is able to select from a list to populate the field. Anything with a \* is a required field. A user can select one or multiples within a select criteria field. Depending on which report is run, some reports, for example, are best if only using one selection verses using multiple.



3. Once all criteria have been selected, click on "Apply" to run the report data.

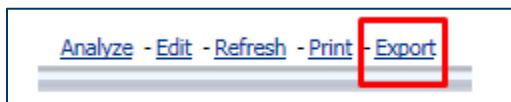


4. The information will be populated below the criteria selection boxes.

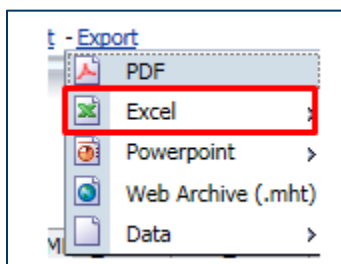
## How to Export to Excel

After a report has been run, there is a list of options at the bottom of the report that will allow a user to Analyze, Edit, Refresh, Print and Export.

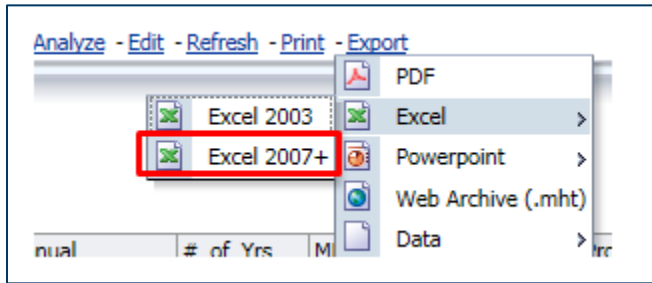
1. To Export, click on the Export link at the bottom of the report.



2. Click on Excel



3. Click on Excel 2007+



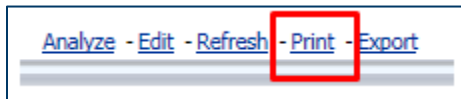
4. A bar will appear at the bottom of your screen to either Open or Save the excel file. Click Open.



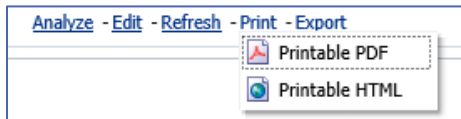
5. The report will now open as an Excel document. You can save to your desktop or local directory

### How to Make a PDF

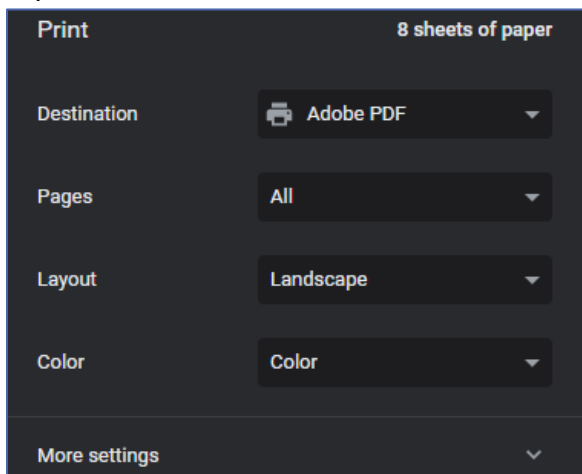
1. To make a PDF, click on the Print link at the bottom of the report.



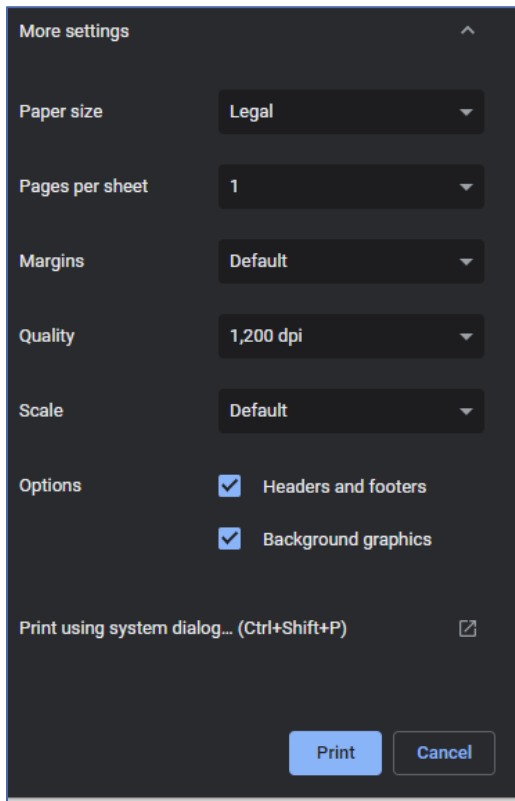
2. Click on Printable HTML



3. A new tab will open with the report in a HTML format. A user can then click File-Print. The print option will display; this will look different depending on the browser being used. The example below is using Google Chrome. Select "Adobe PDF" as the Destination, "Landscape" and the Layout.



4. To fit all columns on one page, select “More Settings” and then select “Legal” for paper size. To keep all color highlights, select the checkbox next to “Background graphics”.

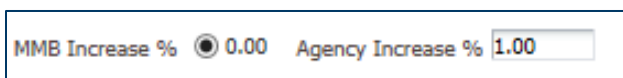


5. Click Print. The browser will open the windows directory dialog allowing you to save the file on local directory.

## A Guide to Understanding Projection Report Incremental Cost Increases

To help agencies model projected compensation cost changes for biennial budget planning, some of the Compensation Projection Reports include an incremental compensation cost calculation option. When this option is selected, the report calculates the marginal projected increase—the amount of change—in total compensation costs (salary and fringe) based upon a fixed percentage increase factor determined by MMB for biennial budget planning, currently 0.0%. An agency may also enter its own percentage change and generate separate incremental cost estimates which are displayed alongside MMB’s planning estimates; the report also calculates the difference between the two cost projections.

Some reports display incremental increases in the selection criteria. A user is able to display the MMB incremental percentage increase (which is determined each budget cycle by MMB) or an Agency incremental percentage increase (number entered by the agency)



An agency doesn’t need to enter an incremental increase, but they can use this feature to see what the salary projections would look like at a percentage they have determined.

After a percentage is entered, the report will display several columns that identify what the projections will be based on the percentage entered.

The reports will also display similar columns if the Incremental increases are included in the selection criteria. Currently the report is set to 0.00% for MMB Increase, the display below is what it would look like if the percentage was to be something other than 0.00% for MMB Increase.

Annual Projected Salary	Annual Projected Fringe	Annual Projected Total	# of Yrs projected	MMB_Incr % (per_yr)	MMB_Total Incr_Amt	Proj Total + MMB_Incr	Agency_Incr % (per_yr)	Agency_Total Incr_Amt	Proj Total + Agency_Incr	Agency_Incr - MMB_Incr
\$64,607.40	\$23,043.14	\$87,650.54	1	1.80%	\$1,577.71	\$89,228.25	1.00%	\$876.51	\$88,527.05	-\$701.20
\$49,314.49	\$21,156.73	\$70,471.22	1	1.80%	\$1,268.48	\$71,739.70	1.00%	\$704.71	\$71,175.93	-\$563.77
\$40,624.84	\$12,274.48	\$52,899.32	1	1.80%	\$952.19	\$53,851.51	1.00%	\$528.99	\$53,428.31	-\$423.19
\$73,703.25	\$28,197.31	\$101,900.56	1	1.80%	\$1,834.21	\$103,734.77	1.00%	\$1,019.01	\$102,919.57	-\$815.20
\$53,869.80	\$26,646.25	\$80,516.05	1	1.80%	\$1,449.29	\$81,965.34	1.00%	\$805.16	\$81,321.21	-\$644.13
\$47,431.15	\$20,846.83	\$68,277.98	1	1.80%	\$1,229.00	\$69,506.98	1.00%	\$682.78	\$68,960.76	-\$546.22
\$81,836.01	\$29,187.49	\$111,023.50	1	1.80%	\$1,998.42	\$113,021.92	1.00%	\$1,110.24	\$112,133.74	-\$888.19
\$73,703.25	\$28,197.31	\$101,900.56	1	1.80%	\$1,834.21	\$103,734.77	1.00%	\$1,019.01	\$102,919.57	-\$815.20
\$57,518.92	\$25,989.97	\$83,508.89	1	1.80%	\$1,503.16	\$85,012.05	1.00%	\$835.09	\$84,343.98	-\$668.07
\$63,943.94	\$26,913.98	\$90,857.92	1	1.80%	\$1,635.44	\$92,493.36	1.00%	\$908.58	\$91,766.50	-\$726.86
\$73,703.25	\$28,118.16	\$101,821.41	1	1.80%	\$1,832.79	\$103,654.20	1.00%	\$1,018.21	\$102,839.62	-\$814.57
\$73,703.25	\$28,118.16	\$101,821.41	1	1.80%	\$1,832.79	\$103,654.20	1.00%	\$1,018.21	\$102,839.62	-\$814.57
\$22,812.44	\$12,789.53	\$35,601.97	1	1.80%	\$640.84	\$36,242.81	1.00%	\$356.02	\$35,957.99	-\$284.82
\$91,168.34	\$30,414.96	\$121,583.30	1	1.80%	\$2,188.50	\$123,771.80	1.00%	\$1,215.83	\$122,799.13	-\$972.67
\$54,134.13	\$14,399.22	\$68,533.35	1	1.80%	\$1,233.60	\$69,766.95	1.00%	\$685.33	\$69,218.68	-\$548.27
\$48,519.72	\$24,964.68	\$73,484.40	1	1.80%	\$1,322.72	\$74,807.12	1.00%	\$734.84	\$74,219.24	-\$587.88
\$67,012.41	\$27,238.21	\$94,250.62	1	1.80%	\$1,696.51	\$95,947.13	1.00%	\$942.51	\$95,193.13	-\$754.00
\$46,274.05	\$25,480.88	\$71,754.93	1	1.80%	\$1,291.59	\$73,046.52	1.00%	\$717.55	\$72,472.48	-\$574.04
\$45,885.88	\$25,513.05	\$71,398.93	1	1.80%	\$1,285.18	\$72,684.11	1.00%	\$713.99	\$72,112.92	-\$571.19
\$82,105.55	\$30,276.16	\$112,381.71	1	1.80%	\$2,022.87	\$114,404.58	1.00%	\$1,123.82	\$113,505.53	-\$899.05
\$41,691.10	\$3,189.42	\$44,880.52	1	1.80%	\$807.85	\$45,688.37	1.00%	\$448.81	\$45,329.33	-\$359.04
\$52,933.25	\$6,960.88	\$59,894.13	1	1.80%	\$1,078.09	\$60,972.22	1.00%	\$598.94	\$60,493.07	-\$479.15
<b>\$1,306,496.42</b>	<b>\$499,916.80</b>	<b>\$1,806,413.22</b>			<b>\$32,515.44</b>	<b>\$1,838,928.66</b>		<b>\$18,064.13</b>	<b>\$1,824,477.35</b>	<b>-\$14,451.31</b>

A user will see the columns in purple above (Annual Projected Salary, Annual Projected Fringe, and Annual Projected Total) which will be based on the other criteria selected.

The report will then show the MMB Rate in a separate column. The “MMB Total Incr Amt” Column will display the MMB Rate (in this case 1.8%) multiplied by the “Annual Projected Total”. The “Proj Total + MMB Incr” Column will display the “Annual Projected Total” Column plus the “MMB Total Incr Amt”.

The last 4 columns in the report will show the Agency Incremental percentage. If a user enters in the Agency Incr % field in the criteria, these columns will populate. The “Agency Incr % (per Yr)” Column will display that rate selected in the criteria. The “Agency Total Incr Amt” column will display the Agency Rate (in this example 1.0%) multiplied by the “Annual Projected Total”. The “Proj Total + Agency Incr” Column will display the “Annual Projected Total” Column plus the “Agency Total Incr Amt”. The very last column will provide the difference between the “MMB Total Incr Amt” and the “Agency Total Incr Amt” so an agency can see how their percentage selection will compare to what MMB has said it the incremental rate to use.

Annual Projected_Total	#_of_Yrs Projected	MMB_Incr %_(per_yr)	MMB_Total Incr_Amt	Proj Total + MMB_Incr
\$87,650.54	1	1.80%	\$1,577.71	\$89,228.25
\$70,471.22	1	1.80%	\$1,268.48	\$71,739.70
\$52,899.32	1	1.80%	\$952.19	\$53,851.51
\$101,900.56	1	1.80%	\$1,834.21	\$103,734.77
\$80,516.05	1	1.80%	\$1,449.29	\$81,965.34
\$68,277.98	1	1.80%	\$1,229.00	\$69,506.98
\$111,023.50	1	1.80%	\$1,998.42	\$113,021.92
\$101,900.56	1	1.80%	\$1,834.21	\$103,734.77
\$83,508.89	1	1.80%	\$1,503.16	\$85,012.05
\$90,857.92	1	1.80%	\$1,635.44	\$92,493.36
\$101,821.41	1	1.80%	\$1,832.79	\$103,654.20
\$101,821.41	1	1.80%	\$1,832.79	\$103,654.20
\$35,601.97	1	1.80%	\$640.84	\$36,242.81
\$121,583.30	1	1.80%	\$2,188.50	\$123,771.80
\$68,533.35	1	1.80%	\$1,233.60	\$69,766.95
\$73,484.40	1	1.80%	\$1,322.72	\$74,807.12
\$94,250.62	1	1.80%	\$1,696.51	\$95,947.13
\$71,754.93	1	1.80%	\$1,291.59	\$73,046.52
\$71,398.93	1	1.80%	\$1,285.18	\$72,684.11
\$112,381.71	1	1.80%	\$2,022.87	\$114,404.58
\$44,880.52	1	1.80%	\$807.85	\$45,688.37
\$59,894.13	1	1.80%	\$1,078.09	\$60,972.22
<b>\$1,806,413.22</b>			<b>\$32,515.44</b>	<b>\$1,838,928.66</b>