

12C UPGRADE
MARCH 1, 2019



CFS LCD DASHBOARD QUICK SET-UP GUIDE 12C

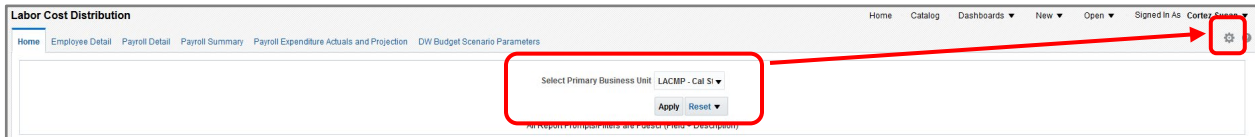
CFS DATA WAREHOUSE
LABOR COST DISTRIBUTION DASHBOARD

CFS LCD DASHBOARD QUICK SET-UP GUIDE 12C

LABFOR COST DISTRIBUTION DASHBOARD



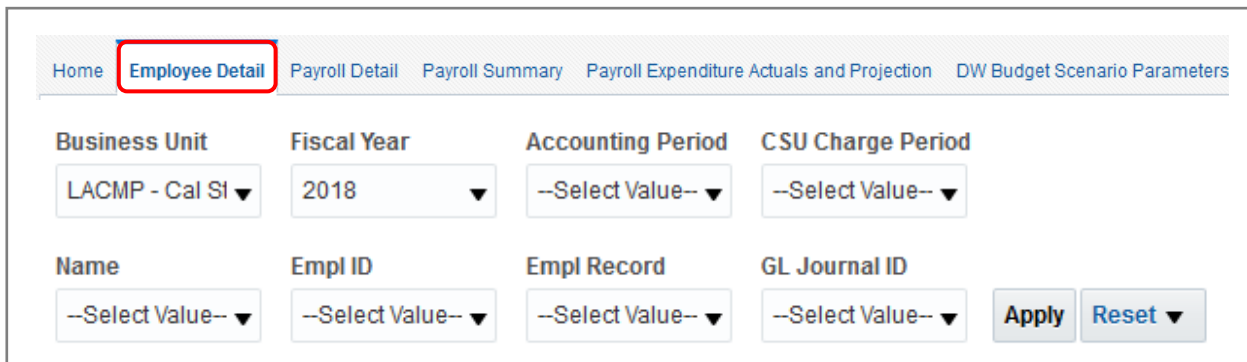
Navigate to the Labor Cost Distribution dashboard using either the button or the dropdown.



Set the Primary Business Unit to 'LACMP – Cal State University L.A.' and click on 'Apply'. Remember to save your setting under 'Save Current Customization'.

EMPLOYEE DETAIL REPORT

This report provides payroll information for a single employee and can assist with information for personnel transactions.



The report filters – enter Empl ID and Accounting Period (blank will return all posted periods). Click on 'Apply' to run the report.

The report displays static information like Dept, Fund, Account, Pos#, Union Code, Job Code, and salary based on the Accounting Period chosen.

PAYROLL DETAIL REPORT

Detailed report of total charges by employee for one or more pay periods with up to 9 column selections. This report is customizable to be similar to the old payroll report in the HR system.

BASIC REPORT FILTERS:

- **Fiscal Year** – defaults to the current fiscal year
- **Accounting Period** – if you want to run a specific month, enter the period, July = 1, August = 2, otherwise, in the example above it is blank so the report will run from July 20XX to the current payroll month
- **Fund** – only if you want a specific fund
- **Dept** – enter your deptid(s)
- Click on the 'Apply Filters' button

REPORT COLUMNS:

There are up to 11 columns of detail possible however the last 2 columns only have specific choices. To generate a report similar to the old HR Payroll Report, use these column types:

- **Acct Fdescr**
- **LCD Name** – employee name
- **LCD Empl ID**
- **LCD Empl Record** – optional, good for employees with multiple record numbers.
- **LCD Account Cd** – chartfield
- **LCD CSU Charge Period**
- **LCD Job Code Fdescr**
- **LCD Position Number**

- **LCD Dept Fdescr** (Columns that begin with 'LCD' are the payroll data that was brought over from the HR system after processing the monthly payroll file from the State Controllers Office)
- **Col 10 Show Time** – Accounting Period Descr (this is optional and can be changed)
- **Col 11 Show Measure** – LCD Posted Total Amt
- **Click on the 'OK' button**

| Account Fdescr | LCD Name | LCD Empl ID | LCD Empl RCD | LCD Account Cd | LCD CSU Charge Period | LCD Job Code Fdescr |
|----------------------------------|----------|-------------|--------------|----------------|-----------------------|-----------------------------------|
| 601854 - F/T Support Staff | | | 0 | -601854 | 201801 | 0420 - Info Tech Consultant 12 Mo |
| | | | v | -601854 | 201802 | 0420 - Info Tech Consultant 12 Mo |
| | | | 0 | -601854 | 201807 | 0420 - Info Tech Consultant 12 Mo |
| | | | 0 | -601854 | 201807 | 0420 - Info Tech Consultant 12 Mo |
| | | | v | -601854 | 201808 | 0420 - Info Tech Consultant 12 Mo |
| | | | 0 | -601854 | 201808 | 0420 - Info Tech Consultant 12 Mo |
| | | | 0 | -601854 | 201809 | 0420 - Info Tech Consultant 12 Mo |
| | | | - | -601854 | 201809 | 0420 - Info Tech Consultant 12 Mo |
| 601854 - F/T Support Staff Total | | | | | | |
| 603001 - OASDI | | | 0 | -603001 | 201801 | 0420 - Info Tech Consultant 12 Mo |
| | | | | -603001 | 201802 | 0420 - Info Tech Consultant 12 Mo |
| 603001 - OASDI Total | | | | | | |
| 603012 - Medicare | | | 0 | -603012 | 201801 | 0420 - Info Tech Consultant 12 Mo |
| | | | 0 | -603012 | 201802 | 0420 - Info Tech Consultant 12 Mo |
| 603012 - Medicare Total | | | | | | |

| LCD Position Number | LCD Dept Fdescr | Accounting Period Descr | LCD Posted Total Amount |
|---------------------|-----------------|-------------------------|-------------------------|
| 00005932 | | Period 1 - 2018-07-01 | (520.00) |
| 00005932 | | Period 1 - 2018-07-01 | 520.00 |
| 00005932 | | Period 1 - 2018-07-01 | 128.00 |
| 00005932 | | Period 2 - 2018-08-01 | (128.00) |
| 00005932 | | Period 1 - 2018-07-01 | 128.00 |
| 00005932 | | Period 2 - 2018-08-01 | (128.00) |
| 00005932 | | Period 1 - 2018-07-01 | 45.71 |
| 00005932 | | Period 2 - 2018-08-01 | (2,223.56) |
| | | | (2,177.85) |
| 00005932 | | Period 1 - 2018-07-01 | (32.24) |
| 00005932 | | Period 1 - 2018-07-01 | 32.24 |
| | | | 0.00 |
| 00005932 | | Period 1 - 2018-07-01 | (7.54) |
| 00005932 | | Period 1 - 2018-07-01 | 7.54 |
| | | | 0.00 |

PAYROLL SUMMARY REPORT

High-level summary report with total salary and benefits by month.

Home Employee Detail Payroll Detail **Payroll Summary** Payroll Expenditure Actuals and Projection DW Budget Scenario Parameters

Business Unit: LACMP - Cal SI | Fiscal Year: 2018 | Accounting Period: --Select Value-- | CSU Charge Period: --Select Value--

Fund: --Select Value-- | Dept: | Account: --Select Value-- | Project: --Select Value-- | Program: --Select Value-- | Class: --Select Value--

HR Dept: --Select Value-- | Union Code: --Select Value-- | Job Function: --Select Value-- | Paycode: --Select Value-- | CSU Type: --Select Value-- | GL Journal ID: --Select Value--

Dept Tree: --Select Value-- | Dept Level 1: --Select Value-- | Dept Level 2: --Select Value-- | Dept Level 3: --Select Value-- | Dept Level 4: --Select Value-- | Dept Level 5: --Select Value--

Apply Filters Reset Filters

BASIC REPORT FILTERS:

- **Fiscal Year** – defaults to the current fiscal year.
- **Accounting Period** – enter the period, July = 1, August = 2, If the period is blank, the report will run from July 20XX to the current payroll month.
- **Dept** – enter your deptid(s).
- Click on the ‘Apply Filters’ button.

Select Column 1: Fund Fdescr | Column 2: LCD Position Number | Column 3: LCD Job Code Fdescr | Column 4: Hide | Column 5: Hide

Column 6: Hide | Column 7: Hide | Column 8: Hide | Column 9: Hide | OK

REPORT COLUMNS:

There are up to 9 yellow columns of detail possible. In addition, the report has preset gray columns for fields like Name, Empl ID, and Charge Period. Possible column choices:

- Dept Fdescr
- Fund Fdescr
- Prog Fdescr or Project Fdescr - (optional)
- LCD Position Number
- LCD Job Code Fdescr

| | | | | | | | Posted Total Amt | | | | |
|-------------|---|---------------------|---------------------|-------------------------|------|---------|-----------------------|----------|------------------|------|----------------|
| | | | | | | | 2016 | | | | |
| | | | | | | | Period 1 - 2016-07-01 | | | | |
| Fund Fdescr | LCD Job Code Fdescr | LCD Position Number | Regular Temp Fdescr | CSU Charge Period Descr | Name | Empl ID | Salary | Benefits | Posted Total Amt | FTE | Adjustment Amt |
| | 0420 - Info Tech Consultant 12 Mo | 00005932 | R - Regular | Period 1 - 2016-07-01 | | | 4,049.60 | 2,110.67 | 6,160.27 | 0.80 | 0.00 |
| | | | | Period 12 - 2016-06-01 | | | 181.52 | 13.88 | 195.40 | 0.00 | 0.00 |
| | 0420 - Info Tech Consultant 12 Mo Total | | | | | | 4,231.12 | 2,124.55 | 6,355.67 | 0.80 | 0.00 |
| | Total | | | | | | 4,231.12 | 2,124.55 | 6,355.67 | 0.80 | 0.00 |

PAYROLL EXPENDITURE ACTUALS AND PROJECTION

This report projects payroll amounts based on the chosen categories like 'Regular Salaries and Wages' and 'Benefits Group' for a given period of time. Accounting periods not yet posted will show in the 'projected' column. This report can be run from different viewpoints depending on what you want to view. If you want to run reports by certain accounts, you could put the accounts in for faculty, staff or MPP's separately to view those employees only.

BASIC REPORT FILTERS:

- Business Unit and Fiscal Year: defaults to LACMP and the current Fiscal Year
- Accounting Period From and To: enter your periods, July = 1, Aug = 2, etc
- Account Category: 601 – Regular Salaries and Wages and 603 – Benefits Group for self-support areas
- Fund: enter fund if applicable
- Dept: enter deptid(s)
- Account (optional): enter account numbers for certain group of employees like faculty or staff
- Click on 'Apply' to run the report

REPORT COLUMNS:

By Department:

Dept Fdescr
 Fund Fdescr
 Prog Fdescr (if applicable)
 Account Fdescr
 Click 'OK' to update your columns

By Employee:

Dept Fdescr
 Fund Fdescr
 Prog Fdescr (if applicable)
 Account Fdescr
 LCD Employee Name
 LCD Employee ID
 Click 'OK' to update your columns

View selector: Choose either Summary View or Projected Summary by Accounting Period

Summary View

| Dept Fdescr | Fund Fdescr | Acct Cat Fdescr | Acct Fdescr | Budget | Posted Actuals | Projected Actuals | Projected Salary Amt |
|-------------|-------------------------------|----------------------------------|---|------------|----------------|-------------------|----------------------|
| | SF001 - Campus Operating Fund | 601 - Regular Salaries and Wages | 601201 - Management / Supervisory | 9,648.00 | 248,436.00 | 82,812.00 | 331,248.00 |
| | | | 601854 - FT Support Staff | 667,234.00 | 262,638.00 | 87,546.00 | 350,184.00 |
| | | 603 - Benefits Group | 603001 - OASDI | 31,170.89 | 31,170.89 | 10,379.40 | 41,550.29 |
| | | | 603003 - Dental Insurance | 9,074.80 | 9,074.80 | 3,056.55 | 12,131.35 |
| | | | 603004 - Health / Welfare | 89,461.21 | 89,461.21 | 29,971.77 | 119,432.98 |
| | | | 603005 - Retirement | 150,235.29 | 150,235.29 | 50,078.43 | 200,313.72 |
| | | | 603011 - Life Insurance | 322.50 | 322.50 | 90.00 | 412.50 |
| | | | 603012 - Medicare | 7,308.46 | 7,308.46 | 2,427.42 | 9,735.88 |
| | | | 603013 - Vision Care | 537.84 | 537.84 | 179.28 | 717.12 |
| | | | 603014 - Long Term Disability Insurance | 161.91 | 161.91 | 46.71 | 208.62 |
| | | | 603015 - Flex Cash | 1,152.00 | 1,152.00 | 384.00 | 1,536.00 |
| Grand Total | | | | 966,306.90 | 800,498.90 | 266,971.56 | 1,067,470.46 |

Projected Summary by Accounting Period

| Dept Fdescr | Fund Fdescr | Acct Cat Fdescr | Acct Fdescr | Budget | Posted Actuals | Projected Actuals | Projected Salary Amt | Actuals | | | | | | | | | | | | Actuals Total | | | |
|-------------|-------------------------------|----------------------------------|---------------------------|------------|----------------|-------------------|----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------------|-----------|-----------|------------|
| | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | | |
| | SF001 - Campus Operating Fund | 601 - Regular Salaries and Wages | 601854 - FT Support Staff | 667,234.00 | 262,638.00 | 87,546.00 | 350,184.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 350,184.00 |
| Grand Total | | | | | | | | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 29,182.00 | 350,184.00 |

The report has 4 grey data columns:

Budget: current posted budget based on the periods chosen

Posted Actuals: payroll posted based on the periods chosen

Projected Actuals: blue color column, When an accounting period has not been posted yet, payroll will display as 'Projected Actuals'.

Projected Salary Amt: Budget minus Posted Actuals plus Projected Actuals