## Portfolio Projections

This interactive job aid helps you understand entering, changing, and effectively using projections in the Faculty Portfolio tool within MyReports.

- The Faculty Portfolio Projections tool enables users to project revenue, expenses, and other changes for sponsored projects and other faculty controlled funding for a Fund/Dept ID/Project/Activity Period. Published projections are displayed in Faculty Portfolio reports, along with general ledger data, to provide projected balances for sponsored projects and projected net positions for nonsponsored projects
- On the Projections sheet, you can enter projections for revenue, non-personnel expenses and other changes at Account Level D
- On the Budget sheet, you can enter budget projections at Account Level D
- On the Personnel Projections sheet, you can enter projections for existing employees or to be hired (TBH) employees
- Projections can be edited and saved as many times as needed without publishing projection data into the Faculty Portfolio reports
- Users can publish projections any time they are ready to "push" their projection data into the MyReports Faculty Portfolio suite, where they can review their published projections in conjunction with general ledger data in a variety of useful and informative reports
- Throughout this job aid, the term "Projection" refers to "Projection of general ledger actuals", in other words, the amounts that are anticipated to post to the "actuals" ledger. The term "Budget Projections" is used when referring to the "budget" ledger


## Throughout this interactive job aid you will notice several icons:



Always located on the bottom right of each page, this is the previous arrow, click it to go back one page.

Always located on the bottom right of each page, this is the forward arrow, click it to go forward one page.

The checkered flag icon denotes when you have reached the end of the current section

Click this home icon to return to the table of contents on page 2 any time during your session from the bottom right of a page.
In some areas, short videos demonstrating a process are available. Click the film reel icon to see them. Click the small white "x" in the upper right-hand corner of the video window to close it.

The printer icon denotes there is a specific print version of the section you are currently viewing, click it to open a PDF file more suited for printing.

## Portfolio Projections Job Aid Home

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| Navigating in Faculty Portfolio Projections |  |
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| Overview - Projecting for Sponsored Awards | Overview - Projecting for Non-Sponsored Funding |
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| Entering Budget Projections |  |
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| Saving, Publishing, and Commenting | Job Aid Navigation |
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| Entering Comments for a Faculty Member |  |
| Entering Comments for a Chartstring | Consider our environment before you print |
| Entering Comments for a Specific Projection Cell | You can access this job aid at any time |

- You can easily navigate to Projections, Personnel Projections, and Budget Projections (for Sponsored Projects only) from the Setup page or in the Projections view using the provided buttons or links:
- Sponsored Standard and/or Extended Projections Navigations

- Non-Sponsored Projections Navigations

- Links are provided for quick navigation to individual projection sheets (1).


## Websheet Navigation Links


(1) Use the Save button to save your projection data, use the Publish button when ready to push projections into MyReports, and use the Delete button to delete projections entered on the sheet
Use the links to jump to other projection sheets (note Budget Sheet is only available in Standard and Extended Projections)Move the bottom scrollbar to the right to progress through months or back to the left to scroll toward the current periodMove the right scrollbar up and down to scroll through the account rowsUse the buttons on individual level C accounts to expand $\overline{\underline{\Phi}}$ or collapseUse the buttons in the Account area to: Expand all accounts to Level D, Collapse them all back to Level C, or show only available projection entry rows without their Level C accounts by clicking Level D Only


## Standard \& Extended Projections Explained

## What are Standard / Extended Faculty Portfolio Projections?

The Faculty Portfolio Projection tool enables users to project clinical trial revenue, budget, expenses, and other changes for Sponsored projects. Projections are then consolidated into reports with general ledger data to provide a projected balance.

## What can I do with the Standard / Extended Projections tool?

- Similar to an Excel Spreadsheet, the Projection tool is used to project for a Fund/Dept ID/Project/Activity Period combination (Chartstring)
- Just as Excel workbooks can contain multiple sheets, there are three sheets in sponsored projects Projections: Budget, Projections and Personnel
- On the Projections and Budget sheets you can enter projections for clinical trial revenue, tuition/fees \& grad student health insurance, non-personnel expenses and other changes at account level D
- On the Personnel Projections sheet, you can enter projections for any existing employees or TBH (To Be Hired) Employees
- Projections can be saved as needed for later editing, and can be published any time you want to "push" your projection data to MyReports


## Accessing the Projection Tool

- Log into MyReports by going to MyAccess, signing in with your SFID or campus ID and Password (Scroll down to and click MyReports in the Application list)
- Click on the Portfolio Projections tab and then select either Standard or Extended Projections

1. Standard Projections: Provide the ability to project up to 24 months
2. Extended Projections: Provide the same ability for up to 60 (sixty) rolling months

| Faculty <br> Portfolio$\quad$Portfolio <br> Projections |  |
| :---: | :---: |
| Standard Projections Projections for up to 60 |  |
| Enables users to project up to 24 months of budget, expenses, and other change .or Spo published, are consolidated into reports with the actual expenditures to provide a projected b |  |
| Extended Projections |  |
| Same as standard projections but provides a rolling 60-month projection period. |  |
| Non-Sponsored Projections |  |
| Enables users to project up to 5 fiscal years of revenue, expenses, and other changes for Non-Sponsored projects. Projections, once published, are consolidated into reports with the actual revenue, expenses, and other changes to provide a projected balance. |  |
| Personnel Projections by Employee |  |
| Enables users to project personnel expenses across multiple funding sources, including both Sponsored and Non-Sponsored projects, for a single employee over a rolling 60 -month period. Saved Projections are visible in the Standard, Extended, and Non-Sponsored |  |
| Projections sheets. Projections, once published, are consolidated into reports with the actual expenditures to provide a projected balance. |  |
| Comments for Faculty |  |
| Enables users to enter or update comments that are not specific to a particular chartstring. Published comments will appear in the MyPortfolio report found on the Faculty Portfolio tab. |  |
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## Overview - Projections for Sponsored Awards

## Entering the Chartstring for Standard \& Extended Sponsored Projections

- All four fields of the Projection Chartstring (Fund, Dept ID, Project, and Activity Period) must be entered:
- Fields may be populated by either:
- Direct Entry: Type the exact items in each field then click the Add button
- Search Select: Use the provided search interface to obtain the proper entries for each of the Chartstring fields required
- For the Direct Entry method, click inside the required field and enter the value, e.g. Fund 4000

- Note the information entered is green in color, indicating it has only been entered and not yet added to the projection sheet


## Search Select Method:

Click the drop-down menu of the desired chartfieldBegin typing a search term (case sensitive)Click the $\Delta \mid \nabla$ icons to jump between results (if more than one)4. Click the correct Fund, Dept ID, Project, or Activity Period

If desired, click the
 icon to open up the Subset Editor for more robust search features ( ( )


## Overview - Projections for Sponsored Awards

## Searching for and Making Selections Using the Subset Editor

- Within the Subset Editor you can use the search function by clicking the (binoculars) icon, (1) which opens up the search field (2)
- Follow the detailed map below to learn how to use this feature



## Overview - Projections for Sponsored Awards

(1. After entering the Projection Chartstring, click the Add button to populate the chartstring and trigger Project Chartstring validationAfter clicking on the Add button, if any of the chartfield data you entered was incorrect, you will see an "Invalid Entry" message beneath the chartstring. This must be corrected or projections will be entered on the erroneous chartstring, and will not properly interface with MyReports when published. Check the fields and try again by repeating step 1 (clicking Add) to proceed.
If the Project Chartstring is valid, once the Add button is clicked (or if you selected the Award/Project using the Subset Editor), Award information displays in the Project Info section as illustrated. Remember to check the Project Info for accuracy and to ensure you've entered the correct chartstring before proceeding to enter projections.
Enter Comments to be published to the MyPortfolio and Program Portfolio reports in this box, and click Save to add them to the chartstring. Comments are not pushed to reports until your projections are published. You can also enter comments using the box provided at the bottom of all projection sheets (see "Entering Comments on Projection Sheets").To go straight to the Projection sheet, click the Go to Projections buttonTo go straight to the Budget Projection Sheet, click the Go to Budget Projections button
(7) To go straight to Personnel Projections sheet, click the Go to Personnel Projections button


## Overview - Projections for Sponsored Awards

The Standard Projections Sheet displays columns/rows for:
(1. Total Budget (Including Projections) - data from the budget ledger aggregated with any entered budget projectionsPrior Transactions for Activity Period - displays actual GL balances prior to the first displayed Actual month and is followed by Actual columns for all closed months leading up to the current monthCurrent Month display - is made up of three columns consisting of the current Actuals, a column for current month Projections, and a third column for the current month Adjusted Projection. The current month Adjusted Projection is a calculation of original projections less Actuals that have been posted to the ledger. This column is used in the Projections calculation.
Available Projection Months - continue scrolling right for all available projection month columnsProjected Adjustments - this column is used to project expected adjustments, usually credits (entered as a negative number, e.g. -2095) although positive numbers may be entered as well. Amounts in this column must be manually deleted by users when appropriate.Liens - displays lien information that includes projected F\&A where applicableTotal (Including Projections) - row totals across all revenues, expenses, other changes, and liensBalance (excluding and including budget projections) - the total balance either excluding or including entries from the budget projection sheetTotal Direct row - sum of direct expenses plus other changes (does not calculate clinical trial revenue)
(10) Total Indirect row - a sum of system calculated F\&A using the base code and rate, plus the Projected F\&A Adjustment row


## Overview - Projections for Sponsored Awards

In addition to doing so on the setup page, users can enter comments for the specific chartstring they are projecting for on any of the available projection sheets.From within any projection websheet, scroll all the way down to the bottom of the screenEnter desired comments in the Comments box as illustrated. As with any data entered, comments are green, indicating they are not yet saved.
(3) Select the Save button in order to save comments and updates to the projection sheet.Click Publish to push projection and comment data to MyReports

## Overview - Projections for Sponsored Awards

## Tips \& Tricks

- The only difference between Standard Projections and Extended Projections is that Standard Projections can contain up to 24 months of projections while Extended can contain a 60 month rolling projection. Both Standard and Extended Projections are for Sponsored Funds only (400C, 1810, and 4900).
- The Personnel Projections by Employee sheet allows you to enter projection data for all of an employee's related chartstrings in one sheet. This includes both Sponsored and Non-Sponsored fund chartstrings. Once saved, any entered projections display on all other related projection sheets (Sponsored, Non-Sponsored and Extended). Be sure to double-check chartstrings before saving to ensure you are not unintentionally overwriting data for Non-Sponsored funds the employee may be associated with.
- The Portfolio Projections tab is only available to users with the Projections role - If you find you do not have access, please contact your department's Access Administrator
- Projections can only be entered for one single Project Chartstring at a time
- Portfolio Projections work very closely with the Faculty Portfolio report suite, and when published, display in Faculty Portfolio reports
- Anyone with access to enter projections has the ability to project for any chartstring
- Information contained in Portfolio Projections is updated nightly to provide the most recent financial data possible
- Actuals are updated nightly from the General Ledger and overwrite Projections when months close
- UPlan aggregates Faculty Portfolio projections by Project Use
- In Personnel Projections, you can project personnel expenses for up to 20 "To Be Hired (TBH)" employees
- You can also add any current UCSF employee as projected personnel on the Personnel Sheet
- There is no system generated calculation for projected GAEL or Data Network Recharge
- Faculty Portfolio uses the project's base code to determine where indirect costs (also known as overhead, or F\&A) should be assessed. However, adjustments, if necessary, can be made on the Projected F\&A Adjustment row at the bottom of the Projections sheet.


## Entering Projections for Sponsored Awards

1 Use the $\mp$ icons to expand to Level D , or collapse back to Level C with the $\square$ icons
2) Use the buttons in the account header to a, Expand all accounts to Level D b , Collapse all accounts to Level C or chow Level D Only
In the Projections, Budget, and Personnel sheets, white-colored cells indicate that you can enter projection data.
4 Gray-colored cells indicate that they are read-only and no data can be entered.
5 Enter data, as required, into the projection sheet. Remember that all unsaved data is green until you click the Save button to save the projection sheet.
(6)

To publish entered projections to MyReports, click the green Publish button (only available from the Projection sheet)

## See the topics "Entering Budget Sheet Projections" and <br> "Entering Personnel Projections" to learn more about projecting in the other sheets.




## Entering Budget Projections

Budget projections are entered using a separate sheet, and are only available for Sponsored Awards.
Project for Budgeted Revenue, Expenses and Other Changes at Account Level D such as:

- Clinical Trial Revenue (used solely to generate F\&A recovery projections; projected Clinical Trial Revenue amounts are not used in any other calculations)
- Salaries \& Benefits, Faculty Bonuses and Incentives, Tuition, Fees, and Fellowships
- Rent Recharge
- Subawards
- Capital Equipment
- Utilities


## Accessing the Budget Projections Sheet

After entering the chartstring on the setup page, access the Budget Projection sheet by either of these methods:

Click the Go to Budget Projections button from the setup screenClick the Go to Budget Sheet link from either the Personnel or Projection Sheets


## Entering Budget Projections

The Budget Projections Sheet displays columns/rows for:
(1)

Prior Budget Transactions for Activity Period - displays any budget activity prior to the first displayed actual month followed by GL Budget columns for all closed months leading up to the current monthCurrent Month display - is made up of three columns consisting of the current Budget, a column for current month Budget Projections, and a third column displaying the Adjusted Budget Projection. The current month Adjusted Projection is a calculation of original projections less Budgets that have been posted to the ledger. This column is used in the Projections calculation.Budget Projection columns - enter Budget Projections in these columns up to 24 months in standard or 60 rolling months in extended projectionsProjected Budget Adjustments - enter budget adjustments in this column if necessary whether credit or debit entries. Amounts in this column must be manually deleted by users when appropriate.
5 TOTAL (Including Projections) - displays all GL Budget entries aggregated with your projection entriesTotal Direct row - sum of direct expenses and other changes (does not calculate clinical trial revenue)Projected Indirect Cost Budget is entered directly (not calculated) in the Sponsored proj - F\&A recovery row


## Entering Budget Projections

(1) Use the $\Phi$ icons to expand to Level D, or collapse back to Level C with the $\square$ icons

Use the buttons in the account header to a, Expand all accounts to Level D b, Collapse all accounts to Level C or c, show Level D Only
In the Projections, Budget and Personnel sheets, white-colored cells indicate that you can enter projection dataGray-colored cells indicate that they are read-only and no data can be entered
5 Enter data, as required, into the projection sheet. Remember that all unsaved data is green until you click the Save button to save the projection sheet.

## See the topics "Entering Standard or Extended Projections" and "Entering Personnel Projections" to learn more about projecting in the other sheets.



## Overview - Projecting for Non-Sponsored Funding

## Non-Sponsored Projections Explained

## What are Non-Sponsored Faculty Portfolio Projections?

The Faculty Portfolio Projection tool enables users to project revenue, expenses, and other changes for Non-Sponsored projects for up to 5 fiscal years ( 60 months). At the end of a given fiscal year, it will be dropped from the projection sheet and the next available year added to the end of the projection range. Projections, once published, are then consolidated into reports with the actual general ledger data to provide a projected ending net position.

## What can I do with the Non-Sponsored Projections tool?

- There are two sheets in the tool: Projections and Personnel
- Similar to an Excel Spreadsheet, the Projection tool is used to project revenue, expenses, and other changes for a Fund/Dept ID/Project combination (Chartstring)
- On the Projections sheet you can enter projections for revenue, tuition/fees \& grad student health insurance, non-personnel expenses and other changes at account level D
- On the Personnel Projections sheet, you can enter projections for existing employees or TBH (To Be Hired) Employees
- The projection can be saved as needed for later editing, and can be published any time you want to "push" your projection data to MyReports


## Accessing the Non-Sponsored Projection Tool

- Log into MyReports by going to MyAccess, signing in with your SFID or Campus ID and Password (Scroll down to and click MyReports in the Application list)
- Click on the Portfolio Projections tab and then select NonSponsored Projections


## Overview - Projecting for Non-Sponsored Funding

Entering the Chartstring for Non-Sponsored Projections

- Three of four fields of the Projection Chartstring (Fund, Dept ID, and Project) must be entered, Activity Period is optional:
- Fields may be populated by either:
- Direct Entry: Type the exact items in each field
- Search Select: Use the provided search interface to obtain the proper entries for each of the Chartstring fields required
- For the Direct Entry method, click inside the required field and enter the value, e.g. Fund 7000

- Note the information entered is green in color, indicating it has only been entered and not yet added to the projection sheet

\section*{Search Select Method:}Click the drop-down menu of the desired chartfieldBegin typing a search term (case sensitive)Click the | $\Delta$ | icons to jump between results (if more |
| :--- | :--- | than one)

4. Click the correct Fund, Dept ID, Project, or Activity Period

If desired, click the
 icon to open up the Subset Editor for more robust search features (a)


## Overview - Projecting for Non-Sponsored Funding

Searching for and Making Selections Using the Subset Editor

- Within the Subset Editor you can use the search function by clicking the (binoculars) icon, (1) which opens up the search field (2)
- Follow the detailed map below to learn how to use this powerful feature
- Click the film icon in the lower left-hand corner to see a short video demo



## Overview - Projecting for Non-Sponsored Funding

After entering the complete chartstring, click the Add button to run Project Chartstring validationAfter clicking on the Add button, if any of the chartfield data you entered was incorrect, you will see an "Invalid Entry" message beneath the chartstring. This must be corrected or Projections cannot be performed. Check the fields and try again by repeating step 1 (clicking Add) to proceed if you receive this error.If the Project Chartstring is valid, once the Add button is clicked, Award information displays in the Project Info section as illustrated. Remember to check the Project Info for accuracy and to ensure you've entered the correct chartstring before proceeding to enter projections.Enter Comments to be published to MyReports in this box, and click Save to add them to the chartstring. Comments are not pushed to reports until your projections are published. You can also enter comments using the box provided at the bottom of all projection sheets (see "Entering Comments on Projection Sheets").To go straight to the Projection sheet, click the Go to Projections button
To go straight to Personnel Projections sheet, click the Go to Personnel Projections button


The Non-Sponsored Projections Sheet displays columns/rows for:Actuals - data from the GL is displayed up to the current monthCurrent Month Display - displays any current month GL activity, followed by a Projection column and Adjusted Projection column for the current month. The current month Adjusted Projection is a calculation of original projections less Actuals that have been posted to the ledger. This column is used in the Projections calculation.Projections - display for 5 fiscal years beginning with the current year, keep scrolling right to enter projection data as far as necessaryProjected Adjustments - this column is used to project expected adjustments, usually credits (entered as a negative number, e.g. -2095) although positive numbers may be entered as well. Amounts in this column must be manually deleted by users when appropriate.Liens - displays lien information that includes projected F\&A where applicableTotal (Including Projections) - row totals across all revenue, expenses, other changes, projections, and liensChange in Net Position - this is a calculated amount (revenue-expenses+other changes) by monthNet Position Beginning of Period - this displays the Net Position as of the beginning of that monthNet Position End of Period - this is a calculated amount (Beginning Net Position + Change in Net Position)


## Overview - Projecting for Non-Sponsored Funding

In addition to doing so on the setup page, users can enter comments for the specific chartstring they are projecting for on any of the available projection sheets.

1. From within any projection websheet, scroll all the way down to the bottom of the screen

2 Enter desired comments in the Comments box as illustrated. As with any data entered, comments are green, indicating they are not yet saved.Select the Save button in order to save comments and updates to the projection sheet
(4) Click Publish to push projection and comment data to MyReports

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## Overview - Projecting for Non-Sponsored Funding

## Tips \& Tricks

- Use the Non-Sponsored Projections sheet for all Non-Sponsored Funds
- Use for projects with FacultyIPI/Owner activities, Recruitment faculty startup, and Retention project uses
- You can project for up to 5 fiscal years
- Do not use with the general unspecific project 1111111
- The Portfolio Projections tab is only available to users with the Projections role
- Projections can only be created for one single Project Chartstring at a time
- Portfolio Projections work very closely with the Faculty Portfolio report suite, and when published, display in Faculty Portfolio reports
- Anyone with access to enter projections has the ability to project for any chartstring
- GL information (Actuals) contained in Portfolio Projections is updated nightly to provide the most recent financial data possible and overwrites Projections over time
- UPlan aggregates Faculty Portfolio projections by Project Use
- In Personnel Projections, you can project personnel expenses for up to 20 "To Be Hired (TBH)" employees or any current UCSF employee
- There is no system generated calculation for projected GAEL or Data Network Recharge
- The Personnel Projections by Employee sheet allows you to enter projection data for all of an employee's related chartstrings in one sheet. This includes both Sponsored and Non-Sponsored fund chartstrings. Once saved, any entered projections display on all other related projection sheets (Sponsored, Non-Sponsored and Extended). Be sure to double-check chartstrings before saving to ensure you are not unintentionally overwriting data for Sponsored funds the employee may be associated with.


## Entering Projections for Non-Sponsored Funding

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1) Use the $\Phi$ icons to expand to Level $D$, or collapse back to Level $C$ with the $\square$ icons
2) Use the buttons in the account header to a Expand all accounts to Level D b , Collapse all accounts to Level C or chow Level D Only
3 In the Projections and Personnel sheets, white-colored cells indicate that you can enter projection data
4 Gray-colored cells indicate that they are read-only and no data can be entered
5. Enter data, as required, into the projection sheet. Remember that all unsaved data is green until you click the Save button to save the projection sheet.
6 To publish entered projections to MyReports, click the green Publish button (only available from the Projection sheet)
See the topic
"Entering Personnel
Projections" to learn more
about projecting
in the other available Non-
Sponsored sheet.


Personnel Sheet - Interactive Roadmap


Personnel Sheet - Interactive Roadmap

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## Personnel Sheet - Interactive Roadmap

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## Personnel Sheet - Interactive Roadmap

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## Personnel Sheet - Interactive Roadmap



## Personnel Sheet - Interactive Roadmap

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## Personnel Sheet - Interactive Roadmap

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## Personnel Sheet - Interactive Roadmap



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## Personnel Sheet - Interactive Roadmap

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|  |  |  | Futre \% \% PE par PPS | 0.00\% | 000\% | 000\% | 0.05\% | 0.00\% | 0.0\% | 000\% | 000\% | 0.0\%\% | 000\% | 102.00\% | 100.00\% | 1003 | 100.00\% | 100.0\% | 10000\% | 000\% |
|  |  |  | Total llontity Payred | 8333 | 83.33 | 8333 | 8333 | 8333 | 8333 | 83.33 | 8333 | 8333 | 8333 | - |  |  | . | - | - |  |
|  |  | Non-louity academic benefits-50250 | \%Eanestrata-Estmatedfitiedts | 595.35\% | 59635\% | 596.35\% | 595.35\% | 595.35\% | 628.22\% | 62892\% | 62892\% | 148560\% | 230425\% | 000\% | 000\% | d | 000\% | 000\% | 005\% | 000\% |
|  |  |  | Benefits Sutcotal | 49694 | 496.94 | 495.94 | 49594 | 49694 | 524.08 | 524.68 | 524.08 | 1.22212 | 1,920.15 | - | - | , | - | . | - |  |

## Personnel Sheet - Interactive Roadmap





## Personnel Sheet - Interactive Roadmap



Projections can be entered for future months. Enter projections using the white data entry cells. You can change projection entries any time as long as the projection month you wish to change has not been overwritten by

Note you can remove all personnel projections for a given chartstring using the "Delete" button at the top of the personnel

## Delete

Note this cannot be undone! All entered personnel projections will be deleted.

actuals. sheet:

## Future Months

$\qquad$


## Personnel Sheet - Interactive Roadmap



| TBin fmplowes. |  | AddSrue | Emer llame for TEH: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| TEH01 | $\begin{aligned} & \text { - Facolity salatas - } \\ & 50000 \end{aligned}$ | Wontily Salary Rate | - - | - | - | - | - | - | - | - | - | - | - | - | - | - |  |
|  |  | \$0PE | 000\% 000\% | 000\% | 000\% | 000\% | 0.00\% | 000\% | 000\% | 000\% | 0.00\% | 0.00\% | 000\% | 000\% | 000\% | 0.05\% | 0.00\% |
|  |  | Houtry Rate | - . | - | - | - | - | - | - | - | - | - | - | - | . | . |  |
|  |  | Hours on Project | - . | . | . | . | . | . | . | . | . | , | . | . | . | . |  |
|  | Fault benefts - 50050 | \$ Betefit Rate-Estmalea Projected | 0.00\% 000\% | 0.00\% | 0.00\% | 000\% | 0.00\% | 000\% | 000\% | 0.00\% | 0.00\% | 0.00\% | 000\% | 0.00\% | 000\% | 0.00\% | 0.00\% |
|  |  | Va Leave Assess | - . | - | - | - | - | - | - | - | - | - | - | - | - | - |  |
|  |  | ULA Rebet | . . | . | . | . | . | . | . | . | . | . | . | . | . | . |  |
|  |  | Flat amoust pas | - - | - | - | - | - | - | - | - | - | - | - | $\cdot$ | - | - |  |
|  |  | Flat amxunt beneffis | - . | . | . | . | - | - | . | . | . | . | . | . | . | . |  |
|  | Rent Calauaton | \$.OPE for Rent Cazculation | 000\% 000\% | 000\% | 0.05\% | 000\% | 0.00\% | 000\% | 000\% | 000\% | 0.00\% | 000\% | 000\% | 000\% | 000\% | 0.00\% | 000\% |
|  |  | Cost per Square Food | - . | - | . | - | - | - | - | - | - | . | . | . | . | . |  |

## Projected Expense Adjustments

The last column is used for projected adjustments (usually projections beyond the projection sheet's timeframe). These entries will not be overwritten by Actuals and must be removed manually by the user when appropriate. To remove an entry set the cell's contents to " 0 ".

## Personnel Sheet - Interactive Roadmap

## UCSF



## Personnel Sheet - Interactive Roadmap





## Personnel Sheet - Interactive Roadmap

## UCSF



| 8 | 2 | Non-faxitl/ academic salates-50200 | Wonilly Salay Rata | 8333 | 83.33 | 8333 | 8333 | 8333 | 8333 | 83.33 | 8333 | 8333 | 8333 | - |  | $\{$ | . | - | . | - |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | Futre Ilocthly Salary per PPS | . | . | . | . | . | . | . | . | . | . | 8333 | 8333 | 8 | 8333 | 8333 | 8333 | . |
|  |  |  | \%DPE | 10500\% | 10000\% | 10000\% | 10005\% | 10500\% | 100.00\% | 10000\% | 100.00\% | 100.05\% | 100.00\% | 000\% | 000\% | 0 | 000\% | 000\% | 0.00\% | 000\% |
|  |  |  | Futre \% \% PE par PPS | 0.00\% | 000\% | 000\% | 0.05\% | 0.00\% | 0.0\% | 000\% | 000\% | 0.0\%\% | 000\% | 102.00\% | 100.00\% | 1003 | 100.00\% | 100.0\% | 10000\% | 000\% |
|  |  |  | Total llontity Payred | 8333 | 83.33 | 8333 | 8333 | 8333 | 8333 | 83.33 | 8333 | 8333 | 8333 | - |  |  | . | - | - |  |
|  |  | Non-louity academic benefits-50250 | \%Eanestrata-Estmatedfitiedts | 595.35\% | 59635\% | 596.35\% | 595.35\% | 595.35\% | 628.22\% | 62892\% | 62892\% | 148560\% | 230425\% | 000\% | 000\% | d | 000\% | 000\% | 005\% | 000\% |
|  |  |  | Benefits Sutcotal | 49694 | 496.94 | 495.94 | 49594 | 49694 | 524.08 | 524.68 | 524.08 | 1.22212 | 1,920.15 | - | - | , | - | . | - |  |

## Personnel Sheet - Interactive Roadmap

## UCSF




## Personnel Sheet - Interactive Roadmap

## UCSF



Using the small drop-down arrow that is highlighted, choose the TBH number or existing employee you want to add to the Personnel projection sheet.


## Cost per Square Foost

 Square FeetQant Bachamaratcitation


| 8333 | 83.33 | 8333 | 8333 | 83.33 | 83.33 | 83.33 | 83.33 | 8333 | 8333 | - | - | \} | - | - | . | - |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| . | . | . | . | . | . | . | . | . | . | 8333 | 83.33 | 8 | 8333 | 8333 | 83.33 | . |
| 105.00\% | 10000\% | 100.00\% | 100.00\% | 100.00\% | 100.00\% | 10000\% | 100.00\% | 100.05\% | 100.05\% | 000\% | 000\% |  | 000\% | 000\% | 0.00\% | 000\% |
| 0.00\% | 000\% | 000\% | 0.05\% | 0.00\% | 0.00\% | 000\% | 000\% | 0.00\% | 000\% | 100.00\% | 100.00\% | 100 | 105.00\% | 100.00\% | 100.00\% | 000\% |
| 8333 | 83.33 | 83.33 | 8333 | 83.33 | 83.33 | 83.33 | 83.33 | 8333 | 83.33 | . | . |  | . | . | . | . |
| 595.35\% | 59635\% | 596.35\% | 596.35\% | 595.35\% | 623.02\% | 62892\% | 62392\% | 1456.60\% | 2304.25\% | 000\% | 000\% | $d$ | 0.00\% | 000\% | 000\% | 000\% |
| 49694 | 496.94 | 495.94 | 49594 | 49694 | 524.08 | 524.08 | 52408 | 1.22212 | 1,920.13 | . | . | , | . | . | . |  |

## Personnel Sheet - Interactive Roadmap

## UCSF




## Personnel Sheet - Interactive Roadmap

## UCSF




An additional element for Rent Recharge Calculation can be used to calculate rent per person. The rent is calculated using the \%DPE, Cost per Square Foot, and Square Feet entered.
This calculation, once entered, displays in the employee section below and on the Projection Sheet under level 4300C as "Rent Calculation from Personnel Sheet".

## Personnel Sheet - Interactive Roadmap

## UCSF



White cells are available for data entry (projections) while grey cells are not.
Remember, projection cells are open for changes and can be edited at any time up until they are replaced by Actuals.

Add comments to any projection cell by rightclicking the desired cell and selecting Add Comment, entering the comment, and then clicking OK. Existing comments are denoted by the red arrow, and can be viewed by instead right-clicking and selecting Browse
Comments...
Benefits stitctal

| 8333 | 83.33 | 8333 | 8333 | 8333 | - | - | \{ | . | - | . | - |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| . | . | . | . | . | 8333 | 83.33 | 8 | 8333 | 8333 | 83.33 | - |
| 100.00\% | 10000\% | 100.00\% | 100.00\% | 10000\% | 000\% | 0.00\% | $\mathfrak{q}$ | 000\% | 000\% | 0.00\% | 000\% |
| 0.00\% | 000\% | 000\% | 0.00\% | 000\% | 10500\% | 100.00\% | $100 \%$ | 10000\% | 100.00\% | 10000\% | 000\% |
| 8333 | 83.33 | 8333 | 8333 | 83.33 | . | . |  | . | . | . | . |
| 628.92\% | $62892 \%$ | 62392\% | 1456.60\% | 2304.25\% | 0.00\% | 0.00\% |  | 000\% | 000\% | 0.00\% | 000\% |
| 524.08 | 524.08 | 524.08 | 1.22212 | 1,920.13 | . | O0. | $\}$ | , | . | . |  |

## Personnel Sheet - Interactive Roadmap



| TBHETmplower |  | Add Save | Emer llame for TBH: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| TEH01 | $\begin{aligned} & \text { - Facilit salatas - } \\ & 5000 \mathrm{D} \end{aligned}$ | Hontity Salary Rate | - - | - | - | - | - | - | - | - | - | - | - | $\}$ | - | - | - | - |
|  | Faulty Denefts - 50050 | \$0PE | 0.00\% 000\% | 000\% | 000\% | 000\% | 000\% | 000\% | 000\% | 0.00\% | 0.05\% | 0.00\% | 000\% | $\}$ | 000\% | 000\% | 0.00\% | 0.00\% |
|  |  | Hourty Rate | - . | . | - | - | - | - | - | - | - | - | - | , | - | . | . | . |
|  |  | Hours on Project | . . | . | . | . | . | . | - | . | . | . | - | \} | . | . | . | . |
|  |  | \$ Benefit Rate-Estmated Projected | 0.00\% 000\% | 0.00\% | 0.05\% | 0.00\% | 0.00\% | 000\% | 000\% | 0.00\% | 0.00\% | 0.00\% | 000\% | $\}$ | 0.00\% | 000\% | 0.00\% | 0.00\% |
|  |  | VLA Leave Assess | - . | - | - | - | - | - | - | - | - | - | . | 5 | - | . | - | . |
|  |  | ULA Rebet | . . | . | . | . | . | . | - | . | . | . | - | \} | . | . | . | . |
|  | Rent Calaulaton | Flat amount pxy | - - | - | - | - | - | - | - | - | - | - | - |  | - | . | . | . |
|  |  | flat ammunt beneffis | - . | . | . | . | . | . | . | . | . | . | . | ) | . | . | . | . |
|  |  | \$OPE for Rent Calculabion | 000\% 000\% | 000\% | 0.05\% | 000\% | 000\% | 000\% | 000\% | 005\% | 0.05\% | 000\% | 000\% | , | $0.00 \%$ | 000\% | 000\% | 000\% |
|  |  | Cost per Square foot | . . | . | . | . | . | . | . | . | . | . | . | , | . | . | . | . |
|  |  | Square Feet | - . | - | - | - | - | - | - | - | - | - |  | , | - | - | - | - |
|  |  | Sant Pachamarateritaion |  |  |  |  |  |  |  |  |  |  |  | \} |  |  |  |  |

## Added TBH or Employee Display

Any employees who have already been paid on the entered chartstring display here in the employee section, along with any information added using the TBH section once the Add/Save button is clicked.

## Personnel Sheet - Interactive Roadmap



## Personnel Sheet - Interactive Roadmap

## UCSF



 totals.

## Personnel Sheet - Interactive Roadmap

## UCSF



## Personnel Sheet - Interactive Roadmap

## UCSF






## Entering Personnel Projections

Project for employees or up to 20 To-Be-Hired (TBH) employees using the Personnel Sheet in any of the projection tools.

Choose from four accounts at Level D:

- Faculty Salaries - 5000D
- Faculty bonuses \& incentives - 5010D
- Non-faculty academic salaries -5020D
- Staff salaries and overtime - 5050D

Project for the following pay elements within those accounts:

- Monthly Salary Rate
- \% DPE
- Hourly Rate with number of Hours on Project
- \% Benefits Rate-Estimated/Projected
- VLA Leave Assessment
- VLA Relief
- Flat amount pay
- Flat amount benefits

A Rent Calculation feature is also available for each employee. Enter the \% DPE for Rent Calculation, Cost per Square Foot, and number of Square Feet and the system will calculate the Rent Recharge Calculation upon saving the projection sheet.

This sheet functions the same in Standard, Extended, or Non-Sponsored projections sheets. To enter personnel projections for a single employee across multiple chartstrings, use the Personnel Projections by Employee sheet instead. To access the personnel projections sheet:From the setup screen, click the "Go to Personnel
Projections" button, orUse the blue hyperlink "Go to Personnel Sheet" in the header of any other projection sheet


## Entering Personnel Projections

The steps for entering data in the Personnel sheet are similar to other projections sheets, with some additional features. You have the ability to project for all current UCSF, as well as up to 20 To-Be-Hired (TBH) employees using this tool. Once the employee or TBH is added, you can continue to project for them through the life of the project. To add a new TBH or existing employee to your projection:

## Entering a TBH, or To-Be-Hired employee

(1) Click the TBH Employee drop-down menu and select a TBH or an employee
Choose the appropriate level D Payroll account using the account drop-down menu
(3) Enter a friendly name (optional) for the TBH/Employee in the Enter Name for TBH field. In addition to displaying on this projection sheet, this label also displays in MyReports.Enter projections in available white cells to add pay elements to the selected employee or TBH
5 Use the Rent Calculation area if the award sponsor requires you use a Rent Recharge Calculation (see the "Entering Rent Recharge Calculation" section for more information)
6 After entering required projections, click the Add/Save button. This places the TBH or employee onto the projection sheet with the entered elements and amounts
(7) Use these links to jump to other projection sheets
(8) Click Save to save your personnel projections. Remember your projections are not visible in MyReports until published.


## Using the Insert Future PPS Payroll Feature

Future distributions from the PPS Payroll system can be populated into your available projection rows for employees using the Insert PPS Distributions interface in the header of the Personnel sheet. This feature was designed for use when establishing projections for the first time for a specific chartstring. Use caution when using this feature! Clicking on the Insert button overwrites existing personnel projections with the PPS data. It is prudent to preview the data using the following method before inserting.

PPS Data can be previewed before insertion. Input the project chartstring at setup, click Add, and go directly to Personnel projections to preview PPS entries (shown in the yellow rows below). *Note, the yellow rows contain data only if future PPS distribution data exists for the chosen chartstring and employee combination, otherwise you must enter salary and \%DPE information manually.

| B 52 | $\begin{aligned} & \text { Non-faculty academic } \\ & \text { salaries - } 5020 \mathrm{D} \end{aligned}$ | Monthlv Salary Rate | 2 | 20 | 202 | 2020 |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Future Monthly Salary per PPS | . | . | . | . | . | . | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 83. |
|  |  | \% DPE | nomer | O0, | Onoer | anoe | amen | ane | anoer | anor | anom | anow | anom | anow |  |
|  |  | Future \% DPE per PPS | 0.00\% | 0.00\% | 0.00\% | 0.00\% | 0.00\% | 0.00\% | 100.00\% | 100.00\% | 100.00\% | 100.00\% | 100.00\% | 100.00\% | 10000 |
|  |  | Total Monthly Payroll | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | - | - | - | - | - | - |  |
|  | Non-faculty academic benefits - 5025D | \% Benefit Rate-Estimated/Projected | 590.35\% | 628.92\% | 628.92\% | 628.92\% | 1488.80\% | 2304.28\% | 0.00\% | 0.00\% | 0.00\% | 0.00\% | 0.00\% | 0.00\% | 0.00 |
|  |  | Benefits Subtotal | 498, 84 | 524,08 | 524.08 | 524.08. | 1,232,12 | 192818 |  |  |  |  |  |  |  |

Note that distribution changes made in PPS after initial insertion will not be reflected in Portfolio Projections unless you insert them again. Users can always manually adjust personnel projections without using the Insert functionality to avoid loss of any entered projections.

## Step-by-Step Future PPS Payroll Distribution Insertion

Enter the desired chartstring on the setup page and add it, then click the Go to Personnel Projections button.

1. After reviewing the PPS information available and determining how far you'd like to insert the information through, click the Insert payroll through drop-down menu


## Using the Insert Future PPS Payroll Feature

(2) Click the desired date through which you'd like to insert the PPS Projections (default is to insert all PPS Distributions available, but this is not recommended). The selected date will provide the last month for PPS distribution data. The starting month defaults to the first open month of projections.

(3) The selected date will be inserted into the drop-down menu (a).
(4) To perform the PPS Distribution insertion, click the Insert button in the Personnel sheet header.
(5) You will be asked to confirm you wish to insert PPS Distribution data. Click the Continue button to insert projections, otherwise, if you have changed your mind or selected the incorrect through period, click Cancel.

Are you sure you want to insert PPS distributions for the specified chartstring? This action will overwrite any existing projections with current distribution data from PPS.


## Using the Insert Future PPS Payroll Feature

The entries from PPS will be inserted from the yellow lines to the white projection lines through the selected end date, as shown. Note that while you can repeat this process, all entered projections will be overwritten with data from PPS from the beginning of the available projection range, therefore you should decide how far to insert PPS at the start of your projecting and insert manually going forward. However, if you are deleting all projections, you may wish to reinsert PPS data through a certain date.


## Entering the \% Benefit Rate

When entering payroll projections, you may enter the \% Benefit Rate-Estimated/Projected. Unless you enter the benefit rate as follows, no benefits will be projected for an employee:

- Faculty Portfolio calculates a \% Benefit RateEstimated/Projected row on existing employees in the employee section if the employee received pay and benefits
- This number is only an estimate, and does not exclude retroactive pay, so you should use your best judgment as to whether this calculation should be used in benefit projections going forward
- If the existing employee does not have a benefits rate or you would like to change it in projections, enter it using the following steps:

1 Navigate to the Personnel Projections sheet either from the Setup screen or one of the other projection sheets using the provided buttons or links (not shown)
(2) Enter the benefit rate in your projection by using the \% Benefit Rate-Estimated/Projected column:

Enter decimal points for percentages in this column, e.g. to enter 10\%, enter . 10
(3) Repeat this process for all employees or To-BeHired (TBH) employees added to your personnel projections where necessary (not shown)




## Adding Pay Elements to Existing Personnel Projections

In the employee section of the personnel sheet, only rows with Actuals or projection data are displayed; rows without data are suppressed. For this reason you may not see a pay element row that you wish to use in your projections, such as \% Benefit RateEstimated/Projected, VLA Leave Assessment, or Flat Amount Pay (such as stipends). To add a pay element row to an existing employee's record, use the TBH section of the Personnel sheet.

1 From the Personnel Projection sheet, click the drop-down in the upper right-hand corner of the TBH Employee section as shown:


2 Search for the employee to add:
a Type your search term in the search field. You can type names, or an employee ID (02xxxxxxx)
(b) Use the $\Delta \square$ icons to switch between matches, or use the scroll bars and page slider, if necessary, to locate the correct employee in the results
c Click the employee name which you wish to add


## Adding Pay Elements to Existing Personnel Projections

(3) Select appropriate account containing the pay element you wish to add
a Click the account drop-down
b Choose the appropriate account from the list by clicking it


| TBH Employee: | Add/Save |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| E ${ }^{2}$ - Faculty salaries - 50000 * Monthly Salary Rate |  |  |  |  |
| Enter projection data for the correct month (white cells only) on the row for the pay element you want to add to the employee or TBH. You can add as many pay elements as you wish by entering projection data in multiple pay element rows. In this example, we are only adding $\$ 1,500$ in projected Flat amount pay to this employee. | \% DPE | 0\% 0.00\% | 0.00\% | 0.00\% |
|  | Hourly Rate | - - | - | - |
|  | Hours on Project | - - | - | - |
|  | \% Benefit Rate-Estimated/Projected | 0\% 0.00\% | 0.00\% | 0.00\% |
|  | VLA Leave Assess | - - | - | - |
|  | VLA Relief | - - |  | - |
|  | Flat amount pay | - | 1,500.00 | - |
|  | - evor Rent Calculation | \%\% 0.00\% | 0.00\% | 0.00\% |
|  | Cost per Square Foot | - - | - | - |
|  | Square Feet | - - | - | - |
|  | Rent Recharge Calculation | - - | - | - |

## Adding Pay Elements to Existing Personnel Projections

The newly added row(s) display beneath the TBH section in the employee's individual projections section:


You can repeat the process as many times as necessary for any TBH or employee to add pay elements to their projection sections.

## Rent Recharge Calculation Tool

You may need to calculate a Rent Recharge for employees. A section is available on the Personnel Projections sheet that will calculate this for you in three easy steps:

1 On the Personnel Projection sheet, follow the procedures to select a TBH or employee and account
(2) In the Rent Calculation section, enter the following:
a \%DPE for Rent Calculation (entered in decimal format, e.g. . 20 for 20\%)
b Cost per Square Foot
c Number of Square Feet
(3) Click the Add/Save button to save your entries. Note, as in the example you can enter other pay elements at the same time as entering the rent
 calculation
(4) The Rent Recharge is calculated by the system on save (\%DPE x Cost per SF x SF) and displays in the TBH and Employee section below the TBH Employee entry fields. Repeat the process for all employees or TBHs requiring rent recharge calculations.

|  | Benefits Subtotal |  | $2,097.60$ | $2,097.60$ |
| :--- | :--- | ---: | ---: | ---: |
| Rent Calculation | \% DPE for Rent Calculation | $15.00 \%$ | $15.00 \%$ | $15.00 \%$ |
|  | Cost per Square Foot | 15.00 | 15.00 | 15.00 |
|  | Square Feet | 100.00 | 100.00 | 100.00 |
|  | Rent Recharge Calculation | 225.00 | 225.00 | 225.00 |

## Rent Recharge Calculation Tool

Once rent has been projected to an employee and saved, the data is visible in the Projections Sheet under Expense account 5300C - Occupancy Expense and is titled "Rent calculated from Personnel sheet". This will appear in reports in the 5300D Rental/lease space/facility Account.

Enter any non-employee related facility, lease, or rental expenses using the 5300D, 5301D, and 5310D rows provided in the Projection sheet. Note you will need to expand to level D as shown in the picture to access the available projection rows.

|  | TOTAL PERSONNEL | \$ 13,254 | \$ 13,771 | \$ 13,771 |
| :---: | :---: | :---: | :---: | :---: |
| $\pm$ 5200C - Sponsored projects - subawards |  | 0 | 0 | 0 |
| $\pm \underline{5201 C}$ - Sponsored proj - capital equip |  | 0 | 0 | 0 |
| $\square 5300 \mathrm{C}$-Occupancy expense |  | 225 | 225 | 225 |
| 53000-Rental/ease - space/facility |  | 0 | 0 | 0 |
| 5301D - General facilities sevices |  | 0 | 0 | 0 |
| 5310D - Repairs/alter/maint-facilities |  | 0 | 0 | 0 |
| Rent calculated from Personnel sheet |  | 225 | 225 | 225 |
| $\pm 5320 \mathrm{C}$ - Utilities |  | 0 | 0 | 0 |

## Overview - Personnel Projections by Employee

Personnel Projections by Employee Explained

## What are Personnel Projections by Employee?

If an employee works on multiple projects, it may be more efficient to update the employee's Salary, Benefits, VLA, and \% DPE projections for all of their related projects. The Personnel Projections by Employee sheet brings together all of the chartstrings for which an employee has been paid, has future PPS distributions, or has existing projections. You may enter the following projections for the appropriate chartstring(s) all in one easy-to-use projections sheet:

- Monthly/Hourly Salary Rates
- \% DPE
- \% Benefit Rate-Estimated/Projected
- VLA Leave Assessment
- VLA Relief

Working in the sheet is very similar to working in any of the other projections sheets available in Portfolio Projections and provides a rolling 60-month projection period. Projections, once entered and saved in the Personnel Projections by Employee sheet are visible in the Standard, Extended, and Non-Sponsored Projections sheets. Likewise, any projections entered and saved from the Standard, Extended, and Non-Sponsored Projections sheets are also displayed in the Personnel Projections by Employee sheet.

## Accessing the Projections by Employee Sheet

- Log into MyReports by going to MyAccess, signing in with your SFID or campus ID and Password (Scroll down to and click MyReports in the Application list)
- Click on the Portfolio Projections tab and then the Personnel Projections by Employee link


## Personnel Projections by Employee

Selecting the Employee
(1) The Personnel Projections by Employee page displays. To select the employee:

a If you know the employee's ID number (begins with 02), you may enter it directly into the Enter Employee ID or Search by Name field. (Direct entry of the employee's name is not available).
Click the Add button. The employee's name will then populate the grey field (c).
b If you do not know the employee's ID number; click the Enter Employee ID or Search by Name drop-down menu arrowBegin typing the last name of the employee in the search boxUse the $\Delta \Delta$ icons to switch between matches, or use the scroll bars and page slider, if necessary, to locate the correct employee in the resultsClick the the desired employee to select them. The employee's name will then populate the grey field (c).
(2) By default, the Personnel Projections by Employee sheet displays projection
 entry rows for \%DPE or hours. To display benefit, salary rate, or VLA records, select the desired corresponding checkbox(es) (optional). Note you may also show and hide these areas while working in the projections sheet.
3) Click the Go to Personnel Projections button to continue.

## Personnel Projections by Employee

## Working in the Personnel Projections by Employee Sheet

The Personnel Projections by Employee sheet for the selected employee displays:


- Currently, you cannot systematically insert future PPS Projections from the Personnel Projections by Employee sheet. To systematically insert future PPS projections, use the personnel sheet in the Standard, Extended, or Non-Sponsored Projections, save your work, and return to this sheet to view inserted PPS projections.


## Personnel Projections by Employee

## Working in the Personnel Projections by Employee Sheet

Enter the desired projection data:


- Projections can only be entered in the white cells. You may enter each cell manually, or copy (CTRL + C) a cell's value and then paste (CTRL $+V$ ) into any number of selected cells.
- Unsaved entries are shown in green text (for example 33.75\%) until saved.
- Click the Save button to save and make changes visible across all personnel projections sheets. Likewise, if you enter and Save personnel projection data in the Standard, Extended, or Non-Sponsored sheets, that data is reflected on the Personnel Projections by Employee sheet.
- Using the Save button does not make data visible in Faculty Portfolio reports; only published projections are visible in reports. After you have saved your projections and are ready to view your projections in Faculty Portfolio reports, click the Publish button.
- You can also insert the Benefit Rate globally using the Insert Global Benefit Rate feature. See details on the next page.


## Personnel Projections by Employee

Insert a Global Benefit Rate for an Employee's Chartstrings
If an employee is working on many projects, entering a benefits rate for each project can be tedious. The Personnel Projections by Employee sheet provides an easy-to-use Global Benefit Rate interface to help solve this issue:

(4) Click the OK button (not shown) to dismiss the completed notification.

[^0]| Pay Detail | Mar-2016 <br> Actual | Apr-2016 <br> Actual | May-2016 <br> Actual | Jun-2016 <br> Actual | Jun- 2016 <br> Projections | Jun-2016 <br> Adjusted Projection | Jul-2016 <br> Projections | Aug-2016 <br> Projections | Sep-2016 <br> Projections | $\begin{array}{r} \text { Oct-20 } \\ \text { Projecti } \end{array}$ | available \% Benefit RateEstimated/Projected |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Monthly Salary Rate | 19,996.80 | 1,753.20 | 10,416.60 | 10,416.66 | 10,416.67 | - | 10,416.67 | 10,416.67 | - | th | those from the current |
| Future Monthly Salary per PPS | - | - | - | - | 10,416.67 | 10,416.67 | 10,416.67 | 10,416.67 | 10,416.67 | 10,41 m | month through the chosen |
| \% DPE | 5.00\% | 5.00\% | 5.00\% | 29.00\% | 5.00\% | 0.00\% | 5.00\% | 5.00\% | 0.00\% | 0. en | end month. |
| Future \% DPE per PPS | 0.00\% | 0.00\% | 0.00\% | 0.00\% | 5.00\% | 5.00\% | 5.00\% | 5.00\% | 5.00\% | 00\% | 5.00\% |
| Total Monthly Payroll | 999.84 | 87.66 | 520.83 | 3,020.83 | 520.83 |  | 52083 | 52083 |  |  |  |
| \% Benefit Rate-Estimated/Projected | 33.99\% | 110.19\% | 40.72\% | 40.67\% | 33.75\% | 0.00\% | 33.75\% | 33.75\% | 33.75\% | 33.75\% | 75\% $33.75 \%$ |
| VLA Leave Assess | 112 | 223 | - 63.91 | 39945 |  |  |  |  |  | $\sim$ | $\cdots$ |

## Personnel Projections by Employee

Deleting Projections and Adding Comments
Comments entered on this sheet do not display on any of the Faculty Portfolio reports.
1 If you need to delete the projections for the employee you can use the Delete Projections button. WARNING: Delete Projections deletes all displayed projections from all displayed chartstrings from all sheets in Faculty Portfolio Projections (once you have saved and published). DO NOT publish unless you are sure you want to remove ALL projections.
(2) Scroll down to the bottom of the sheet to find the Comments field and doubleclick it to open. Type comments and press enter. Comments entered are displayed in green until saved.
Caution, if you do not wish to overwrite previously entered comments, you must double-click the Comments box prior to typing your entry. If you single-click and begin typing, any previously entered comments will be cleared.


## Saving and Publishing

- To Save, click the Save button in the upper-left corner of the sheet; once the screen is refreshed, values are saved and visible across personnel projection sheets.
- To Publish (show your saved projections in Faculty Portfolio Reports), click the Publish button, then OK to confirm, and OK once more to dismiss the completion notification.
For detailed Saving and Publishing steps, please see the Saving \& Publishing Projections section of this job aid.
Caution: saving entries on the Personnel Projections by Employee sheet also overwrites the same entries on all other sheets.


## Tips \& Tricks

- If you would like to insert PPS projections you must do so from personnel projections in the Standard, Extended, or Non-Sponsored Projections sheets, then return to the Personnel Projections by Employee sheet to view.
- When you publish projections from this sheet, your job is placed in a queue. The time it takes for your projections to display depends on the number of chartstrings being populated. The more chartstrings, the more time it will take to make all published changes. If your projections are not visible, wait a few minutes before running a report.
- This sheet is most helpful in populating payroll and benefit projections for employees that are working on multiple chartstrings. For other employees, entering personnel projections in the Regular, Extended, or Non-Sponsored Projections personnel sheet may be a more appropriate option.


## Saving and Publishing Projections

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## Choose whether to Save or Publish

(1) The projection can be Saved for later editing - note this does not publish the projections to MyReports
2 The projection can be Published to "push" your projection to MyReports. Publishing is only available from the Projections sheet, not the Personnel or Budget (Sponsored awards only) sheets.


## Confirm Publishing

(3) After clicking the Publish button, confirm that you want to publish by clicking the Continue button in the confirmation popup message


4 The publishing process runs (this can take a few minutes) depending on the amount and length of entered projections) and returns a message that it has been completed successfully. Click
 the OK button to continue.

5 Once published, the last published date, time and publishing user is displayed on top of the Projection sheet

| Go to Setup | Project-Activity Period: 03/01/2014-02/28/2015 <br> Go to Budget Sheet <br> Go to Personnel Sheet |
| :--- | :--- |
|  | Award Period: 03/01/2012-02/29/2016 |



## Enter Comments for Faculty Member

## Navigate to the Comments for Faculty Application

Comments can be added to display on the MyPortfolio Report for a specific faculty member (once published). These comments do not display with the projection chartstring and are only attached to the Faculty member's MyPortfolio report.
( After logging into MyReports, click the Portfolio Projections tabClick the Comments for Faculty link

## Choose the Faculty Member

(3) Select the faculty member whose portfolio comments will be saved toClick the drop-down menu for Enter Faculty Member's Name

Begin typing either the faculty member's employee ID (begins with 02), or their name in the search field
Use the $\Delta \mid$ icons to switch between matches, or use the scroll bars and page slider, if necessary, to locate the correct employee in the results
Click the desired faculty member


## Enter Comments for Faculty Member

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4 Double click and enter the desired comments in the comments box. Comments are limited to 4000 characters, so keep this in mind if aggregating to existing comments.
(5) Click the Save button if you'd just like to save your comments without publishing them to the MyPortfolio Report

6 Click the Publish button to "push" your comments to MyReports, then click OK
 to dismiss the pop-up message. The comments are then visible in the MyPortfolio report.

## Example Comment in MyPortfolio Report

Faculty specific comments can be found at the very bottom of the MyPortfolio Report, underneath the total. If there are no specific comments, the message "No comments found" displays.


## Enter Comments for Chartstring

In addition to doing so on the setup page, you can also enter comments for the specific chartstring on the Standard, Extended, and Non-Sponsored projection sheets.

1 From within any projection page (Budget, Personnel, or Projections) scroll all the way down to the bottom of the screen
(2) Enter desired comments in the Comments box as illustrated. As with any data entered, comments are green, indicating they are not yet saved.
(3) Select the Save button in order to save comments and updates to the projection sheet

4 Click Publish to push projection and comment data to MyReports

Once you've published projections that contain the added chartstring, they are visible on the MyPortfolio and Program Portfolio Reports.

Note the commenting functionality is not the same on the Personnel Projections by Employee sheet. See Personnel Projections by Employee - Adding \& Comments and Deleting Projections for details.


## Enter Comments for a Specific Projection Cell

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Any white projection cell in all of the available projection sheets allows individual cell comments. To enter comments for a cell:

1 Locate the desired white cell and right-click it
2 Click Add Comment; the Add Comment pop-up box displays

Enter the desired comments
4 Click OK


If a cell already contains comments, a red arrow will display in the upper right-hand corner:


To review existing comments, right-click the cell you want to review, and click Browse Comments...




[^0]:    The chosen rate is populated either for all

