









Terms and Definitions:

Labor Module

Term/Icon	Definition	Tab
	Opens plan file.	Main Page
	Displays additional tools: Generate PDF Option to fit content to window	All Tabs
	Navigation Panel icon. Users can navigate to access documents and to various areas of the Web Client such as Recently visited pages and standard reports: <ul style="list-style-type: none"> • Budgeting Reports • Labor Reports • Budget Request Reports • Crosswalk (Budget Object, KFS Account, Planning Funds) • RCM Reports 	All Tabs
	Share signal - The employee's position funding is shared by two or more departments (Organizations).	Position Planning
 Distribution not = 100% or Position is End Dated	Warning for any row that has less or more than 100% distribution, including positions that you have added an end date to.	Position Planning
	Filters – Use to search an employee by position number or name.	Main Page
\$ Adjustment	This column is used to calculate salary/wage adjustment for Pooled positions. Many positions will be loaded automatically and rather than having to override the Avg. Base salary you can simply add an adjustment figure if you know you will give out merit, market, or otherwise make changes to these positions. In addition, this column would be used in the planning year as there is no Avg. Base Salary column for forecasting salary/wage costs for these positions in the budget year FY21.	Other Labor
1 Sem, 0.25 to 0.5 FTE;Acct	Graduate student pooled position for grad students with 0.25 or .33 FTE, with a budget for one semester.	Other Labor
1 Sem. 0.5+ FTE;Acct	Graduate student pooled position for grad students with 0.5 FTE or above, with a budget for one semester.	Other Labor

2 Sem, 0.25 to 0.5 FTE;Acct	Graduate student pooled position for grad students with 0.25 or .33 FTE, with a budget for two semesters.	Other Labor
2 Sem, 0.5+ FTE;Acct	Graduate student pooled position for grad students with 0.5 FTE or above, with a budget for two semesters.	Other Labor
'Administrator' category	Includes positions with the following ABOR codes/descriptions: APA - Academic Prof w Admin Appt ADM - Administrative ATH - Athletic Director FAA - Faculty w/Admin Appointment HDC - Head Coach PRD - President	Position Planning
Budget Object	A Planning Dimension that is more aggregated than Object Code and more granular than Summary Object Code.	Position Planning, Other Labor, Budget Object Summary
Calculated Pool	Field will prepopulate when there is a mandatory adjustment (the rate is displayed in the Position Detail tool).	Position Planning
'Continuing/Continuing Eligible' category	Includes Continuing Professional positions with ABOR codes ACP, ADM, PRO and SRP.	Position Planning
'Continuing Professional' category	Includes positions with ABOR codes ACP, ADM, PRO, SRP.	Position Planning
Dept Salary Adj.	Salary adjustments made in the Position Detail tool. Includes Merit, Market, and Equity/Other Adjustments.	Position Planning
Distributions	Employee position funding source.	Position Planning (Position Detail)
Distribution Override	Fields allow for manual update to position distribution within a department/organization for Position Planning purposes. It does not modify distributions in MSS.	Position Planning (Position Detail)
Forecast Salary Budget FY2020	Gross Salary calculation for February through June 2020 = FTE x Sal x 5/12	Position Planning Fund Summary
Forecast ERE Budget FY2020	ERE for February through June 2020	Position Planning Fund Summary
Forecast Feb-Jun FY2020	Forecast Salary Budget FY2020 + Forecast ERE FY2020	Position Planning, Other Labor, Position Planning Fund Summary, Budget Object Summary
Grad Multi-Distribution Pooled Position with Volume x rate and Tuition (Calc Method)	Select this option to add a graduate student pooled positions. It will allow a funding split from multiple fund sources. The total planned salary will be calculated based	Other Labor

	on the volume (the aggregated FTE within a pooled position) and the salary rate. It will also calculate the total tuition remission.	
Head Count	Headcount information is available for pooled positions. Headcount is a driver only for Graduate Tuition Remission and doesn't have an effect on salary/wages.	Pooled Positions
Home Plan File	Position's home department	Position Planning
Multi-Distribution Pooled Position with Volume x Rate (Calc Method)	Select this option to add a new pooled position. The total planned salary will be calculated based on the volume (the aggregated FTE within a pooled position) and the salary rate. You use this method for Students and Other Labor pools.	Other Labor
Pay Type	Per MSS (Empl Type): salary or hourly	Position Planning (Position Detail), Other Labor
Plan File	Planning files for individual orgs.	Main Page
Planning Dimensions	Different "levels" of planning: <ul style="list-style-type: none"> - Planning Fund - Budget Object Code - Organization 	Applies to all modules.
Planning Fund	A planning dimension to plan by Fund groupings (i.e. State, Designated, Aux, etc.). A planning fund will include multiple KFS sub funds groups. Planning Fund crosswalk reports are available in Axiom.	Applies to all modules.
Pooled position	A type of position that includes multiple incumbents. The pooled position FTE is an aggregate of all incumbent's FTE. Pooled positions are generally used to group positions such as grad students and student workers. Departments may create additional pooled positions based on their needs.	Other Labor
Position Planning	Provides roster and allows planning for single incumbent positions.	Position Planning
Salary/Wage Feb-Jun Fy2020	FTE*Salary*x 5/12	Other Labor
'Shared Positions' Category	Employees that are fully or partially funded by the unit and whose home department is in another unit/org.	Position Planning
Spread	Allows to spread salary equally between pay periods or 9 months, for a given fiscal year.	Position Planning (Position Detail), Other Labor
Step & Status	<ul style="list-style-type: none"> ● Step 1 - Status: <i>Labor Planning Input</i>. Plan file is with submitter ● Step 2 - Status: <i>Labor Planning Review</i>. Plan file has been routed to approver. 	Main Page

	<ul style="list-style-type: none"> Step 3 - Status: <i>Move to budget process stream</i>. Plan file has been approved and routed to OBP. 	
Start Date	Position start date.	Position Planning
'University Staff' Category	Includes Appointed employees with ABOR codes: PRO - Professional and SRP - Service Professional	Position Planning
Volume	Total FTE for pooled positions.	Other Labor